MIZORAM POLICE MANUAL
2006

VOLUME - I
(Principal Rules)
NOTIFICATION

No. A.60011/2/88-HMP, the 1st May, 2006. In exercise of the power conferred by Clause 3 of Introductory part of the Mizoram Police Manual, 2005, the Governor of Mizoram is pleased to notify the Mizoram Police Manual, 2005 (Vol - 1 & II) and the Mizoram Police Special Branch Manual, 2005 with immediate effect.

Sd/-

C. ROPIANGA,
Secretary to the Govt. of Mizoram,
Home Department.
FORWARD

The Government of Mizoram fully recognizes the importance of peace and security in the State. In its continuous endeavour to ensure peace and security several landmark steps has been taken towards modernization of the State Police and other law and order machineries. Preparation of this Mizoram Police Manual, 2005 is yet another landmark step of the Government of Mizoram towards better governance of the State Police organization and towards better and more transparent regulations of the Police organization and its functioning.

The Police Act, 1861 and the Criminal Procedure Code 1973 are the very foundations of the organizational structure of the Police and its functioning. The Police Act, 1861 lays down the provision for constitution of the Police force and set out their powers and duties in broad terms while the Cr. PC lays down detail provisions for detection, investigation, prosecution and prevention of crime. I found that this Manual is very well prepared within the provision of the said Police Act of 1861 and within the applicable provisions of the Cr. PC. Our experience of almost two decades derived from the Assam Police Manual, which was made applicable to Mizoram Police this far by adoption and amendments, also helped us in affecting necessary changes and in incorporating necessary improvements in this Manual.

It has been observed all along that the Assam Police Manual was not found entirely applicable on ground to the Mizoram Police setup to meet the new challenges in this part of our country. Recognizing this gap, the State government had rightly taken a decision to have its own Police Manual. The draft of this Manual was first attempted by Pu Biakhnuna (L) IPS (Rtd.) and with this and other materials Pu K. Lalchhunga, IPS (Rtd.) former IGP of Mizoram, with all sincerity and hard work, prepared final draft of the Manual. With his experience and dedication and with the assistance of Pu Lalbiakthanga Khiangte, MPS and other members of the team a good draft manual was brought out by Pu K. Lalchhunga which was further examined and improved at the Government Level. Pu C. Ropianga, IAS, Secretary (Home) with his hard work and dedication made its completion possible. The final draft has now been formally approved by the Council of Ministers. The constant guidance of Pu Tawnluia, Hon'ble Home Minister and the overall encouragement of Pu Zoramthanga, Hon'ble Chief Minister enable us to accomplish this task. I am grateful to all member of the Council of Ministers for giving us support and co-operation. I would also like to express our gratitude to all concerned officials and organisations whose contributions made this endeavour a reality.

I am confident that the operational shortcomings of the Assam Police Manual have been removed by this Mizoram Police Manual 2005.

Place : Aizawl, Mizoram
Dated: 29th July, 2005

(H.V. LALRINGA)
Chief Secretary
# TABLE OF CONTENTS

Introductory: ....................................................................................................................1

CHAPTER – I ........................................................................................................................1

PRELIMINARY .....................................................................................................................1

1. Legal Basis of State Police: .........................................................................................1
2. Position of the Police Act 1861 and Code of Criminal Procedure, 1973 in Mizoram: 1
3. Different Branches in Police: .....................................................................................1
4. Authority: ...................................................................................................................1

CHAPTER – II ....................................................................................................................3

ORGANISATION ................................................................................................................3

5. Territorial Divisions: .................................................................................................3
6. Administrative Units: .................................................................................................3
7. Gazetteed and Non-Gazetted officers: ........................................................................4
8. Police Hierarchy: .......................................................................................................4
9. General Duties of all Police Officers: .........................................................................5
11. Assistance to another Police Officer: ......................................................................5
12. Inter-State meeting of Director General of Police: ..................................................5
13. Inter-District meeting of Superintendent of Police of different State: .....................6
14. Meeting of Officers-in-charge of Police Stations with their counterparts of the bordering Police Stations in Assam or Manipur or Tripura: ..............................6

CHAPTER – III ..................................................................................................................7

POLICE HEADQUARTERS ..............................................................................................7

SECTION – I ......................................................................................................................7

15. Police Headquarters: ...............................................................................................7
17. Confidential Branch: ...............................................................................................7
18. Establishment Branch: .............................................................................................7
19. Training Branch: ......................................................................................................8
20. Construction Branch: ...............................................................................................8
21. Supply Branch: .........................................................................................................8
22. Account Branch: .......................................................................................................8
23. Motor Vehicles Branch: .............................................................................................8
24. Central Police Workshop: ........................................................................................8

SECTION – II ....................................................................................................................9

POWERS, DUTIES AND RESPONSIBILITIES OF OFFICERS: .........................................9

25. Duties and Responsibilities – General: ....................................................................9
26. The Director General of Police-cum-Inspector General of Police: .........................9
27. The Inspector General of Police, Headquarters: .......................................................10
28. The Deputy Inspector General of Police, Administration: .....................................11
29. The Deputy Inspector General of Police, Training: ................................................12
30. The Deputy Inspector General of Police, Range: ....................................................12
31. The Deputy Inspector General of Police, Special Branch: .....................................13
32. The Assistant Inspector General of Police – I: ........................................................13
33. The Assistant Inspector General of Police – II: .......................................................14
34. The Assistant Inspector General of Police – III: ......................................................14
35. The Superintendent of Police (Ministerial): ............................................................15
36. The Additional Superintendent of Police (Ministerial) and or the Deputy Superintendent of Police (Ministerial): .................................................................15
37. Inspector of Police (Ministerial): ............................................................................15
38. Sub-Inspector (Ministerial) and Assistant Sub-Inspector of Police (Ministerial): 15

CHAPTER – IV ..................................................................................................................16
<table>
<thead>
<tr>
<th>Section/Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRICT POLICE</td>
<td>16</td>
</tr>
<tr>
<td>SECTION – I.</td>
<td>16</td>
</tr>
<tr>
<td>CONSTITUENTS.</td>
<td>16</td>
</tr>
<tr>
<td>39. Constituents:</td>
<td>16</td>
</tr>
<tr>
<td>40. District Police Headquarters:</td>
<td>16</td>
</tr>
<tr>
<td>41. The District Special Branch:</td>
<td>16</td>
</tr>
<tr>
<td>42. District Armed Reserve and Ordinary reserve:</td>
<td>16</td>
</tr>
<tr>
<td>43. Police Stations:</td>
<td>16</td>
</tr>
<tr>
<td>SECTION – II.</td>
<td>16</td>
</tr>
<tr>
<td>44. Office of the Superintendent of Police:</td>
<td>16</td>
</tr>
<tr>
<td>45. Gazetted Officers:</td>
<td>17</td>
</tr>
<tr>
<td>SECTION – III.</td>
<td>17</td>
</tr>
<tr>
<td>POWERS, RESPONSIBILITIES AND DUTIES</td>
<td>17</td>
</tr>
<tr>
<td>46. Distribution of work – power of Superintendent of Police:</td>
<td>17</td>
</tr>
<tr>
<td>47. Functions and responsibilities of the Superintendent of Police:</td>
<td>17</td>
</tr>
<tr>
<td>48. Responsibility and functions of the Additional Superintendent of Police:</td>
<td>19</td>
</tr>
<tr>
<td>49. Deputy Superintendent of Police:</td>
<td>20</td>
</tr>
<tr>
<td>50. Sub-Divisional Police Officer:</td>
<td>20</td>
</tr>
<tr>
<td>SECTION – IV.</td>
<td>21</td>
</tr>
<tr>
<td>NON-GAZETTED OFFICERS</td>
<td>21</td>
</tr>
<tr>
<td>51. Non-Gazetted Officers – backbone of police:</td>
<td>21</td>
</tr>
<tr>
<td>52. Inspector of Police:</td>
<td>21</td>
</tr>
<tr>
<td>SECTION – V.</td>
<td>22</td>
</tr>
<tr>
<td>MINISTERIAL OFFICERS AND OFFICE PROCEDURE</td>
<td>22</td>
</tr>
<tr>
<td>53. Introduction:</td>
<td>22</td>
</tr>
<tr>
<td>54. Head of Ministerial Staff:</td>
<td>23</td>
</tr>
<tr>
<td>55. Ministerial Officer’s work:</td>
<td>23</td>
</tr>
<tr>
<td>56. Duties of Head of Ministerial staff:</td>
<td>23</td>
</tr>
<tr>
<td>57. Procedure of taking charge:</td>
<td>23</td>
</tr>
<tr>
<td>58. Rules for arrangement of correspondence:</td>
<td>23</td>
</tr>
<tr>
<td>59. Instructions regarding Register of letters received:</td>
<td>24</td>
</tr>
<tr>
<td>60. Issue Register:</td>
<td>24</td>
</tr>
<tr>
<td>61. Log Book:</td>
<td>24</td>
</tr>
<tr>
<td>62. File Index:</td>
<td>25</td>
</tr>
<tr>
<td>63. Covers to be opened in presence of:</td>
<td>25</td>
</tr>
<tr>
<td>64. Letters to be entered in Register:</td>
<td>25</td>
</tr>
<tr>
<td>65. How to deal with papers:</td>
<td>25</td>
</tr>
<tr>
<td>66. Channel of Correspondence:</td>
<td>25</td>
</tr>
<tr>
<td>67. Semi-official correspondence:</td>
<td>26</td>
</tr>
<tr>
<td>68. Confidential letters – enclosing of:</td>
<td>26</td>
</tr>
<tr>
<td>69. Confidential letters – opening of:</td>
<td>26</td>
</tr>
<tr>
<td>70. Confidential letters – dealing of:</td>
<td>26</td>
</tr>
<tr>
<td>71. Confidential papers to be kept under Lock and Key:</td>
<td>26</td>
</tr>
<tr>
<td>72. Manual of office procedure:</td>
<td>26</td>
</tr>
<tr>
<td>SECTION – VI.</td>
<td>26</td>
</tr>
<tr>
<td>STATIONERY AND FORMS</td>
<td>26</td>
</tr>
<tr>
<td>73. Stock Book:</td>
<td>26</td>
</tr>
<tr>
<td>74. Supply of Forms:</td>
<td>27</td>
</tr>
<tr>
<td>75. Indent for forms:</td>
<td>27</td>
</tr>
<tr>
<td>76. Receipt of Forms:</td>
<td>27</td>
</tr>
<tr>
<td>77. Register and storage of Forms:</td>
<td>27</td>
</tr>
<tr>
<td>78. Issue of Forms:</td>
<td>27</td>
</tr>
<tr>
<td>79. Verification of stock of Forms:</td>
<td>28</td>
</tr>
<tr>
<td>80. Indent for stationery:</td>
<td>28</td>
</tr>
<tr>
<td>81. Typewriters and Duplicators:</td>
<td>28</td>
</tr>
<tr>
<td>SECTION – VII.</td>
<td>29</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>29</td>
</tr>
<tr>
<td>82. Tour diary of Superintendent of Police, etc:</td>
<td>29</td>
</tr>
<tr>
<td>83. Annual Administration Report:</td>
<td>29</td>
</tr>
</tbody>
</table>
CHAPTER – V

SECTION – I

SUPERINTENDENT OF POLICE OF A DISTRICT

SECTION – VIII

ACCOUNTS

SECTION – IX

CRIME BRANCH AND REGISTERS IN THE OFFICE OF THE

SUPERINTENDENT OF POLICE OF A DISTRICT

CHAPTER – V

DISTRICT POLICE RESERVE

SECTION – I

129. Constituents:
130. District Armed Police:
131. Ordinary Reserve:
132. Posting to Ordinary Reserve:
133. Composition and Strength:
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General:</strong></td>
<td>46</td>
</tr>
<tr>
<td><strong>Ceremonial Guard:</strong></td>
<td>46</td>
</tr>
<tr>
<td><strong>Tactical Guard:</strong></td>
<td>46</td>
</tr>
<tr>
<td><strong>Definitions:</strong></td>
<td>47</td>
</tr>
<tr>
<td><strong>Bugle Calls:</strong></td>
<td>48</td>
</tr>
<tr>
<td><strong>Guard Mounting:</strong></td>
<td>48</td>
</tr>
<tr>
<td><strong>Standing Orders for Guards:</strong></td>
<td>48</td>
</tr>
<tr>
<td><strong>Posting Relieving, Marching, And Dismissing Sentries And Reliefs:</strong></td>
<td>48</td>
</tr>
<tr>
<td><strong>Turning Out A Guard For Inspection by Day:</strong></td>
<td>49</td>
</tr>
<tr>
<td><strong>Turning Out A Guard By Night:</strong></td>
<td>49</td>
</tr>
<tr>
<td><strong>General Rules For Sentries:</strong></td>
<td>50</td>
</tr>
<tr>
<td><strong>General Instructions And Compliments:</strong></td>
<td>51</td>
</tr>
<tr>
<td><strong>Compliments by Guards:</strong></td>
<td>51</td>
</tr>
<tr>
<td><strong>Special Instructions:</strong></td>
<td>52</td>
</tr>
<tr>
<td><strong>Inspection of Guards:</strong></td>
<td>52</td>
</tr>
<tr>
<td><strong>Relief of sentries and guards:</strong></td>
<td>52</td>
</tr>
<tr>
<td><strong>Roster:</strong></td>
<td>52</td>
</tr>
<tr>
<td><strong>Treasurs Guard, if any:</strong></td>
<td>53</td>
</tr>
<tr>
<td><strong>Guards for Magazines and Armoury:</strong></td>
<td>53</td>
</tr>
<tr>
<td><strong>Guards for certain other permanent purposes:</strong></td>
<td>53</td>
</tr>
<tr>
<td><strong>Officers that can indent guards for temporary duty:</strong></td>
<td>53</td>
</tr>
<tr>
<td><strong>Jail Guards:</strong></td>
<td>54</td>
</tr>
<tr>
<td><strong>Accommodation, water supply and other facilities:</strong></td>
<td>54</td>
</tr>
<tr>
<td><strong>Mounting of Guard of Honour:</strong></td>
<td>54</td>
</tr>
<tr>
<td><strong>Composition, Strength &amp; Occasions:</strong></td>
<td>54</td>
</tr>
<tr>
<td><strong>Dress:</strong></td>
<td>55</td>
</tr>
<tr>
<td><strong>Formation:</strong></td>
<td>55</td>
</tr>
<tr>
<td><strong>Aide-de-Camp:</strong></td>
<td>56</td>
</tr>
</tbody>
</table>
### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter – VI</strong></td>
<td>72</td>
</tr>
<tr>
<td><strong>POLICE STATION</strong></td>
<td>72</td>
</tr>
</tbody>
</table>

#### Section IV: Escorts

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. General</td>
<td>58</td>
</tr>
<tr>
<td>197. Providing of Escort – important</td>
<td>59</td>
</tr>
<tr>
<td>198. Officers competent to indent escorts</td>
<td>59</td>
</tr>
<tr>
<td>199. Requisition in proper form</td>
<td>59</td>
</tr>
<tr>
<td>200. Procedure for providing escorts</td>
<td>59</td>
</tr>
<tr>
<td>201. Instructions to Escort Commander</td>
<td>60</td>
</tr>
<tr>
<td>202. Return of the requisition form</td>
<td>60</td>
</tr>
<tr>
<td>203. Escort to pick up treasure or prisoner on way back</td>
<td>60</td>
</tr>
<tr>
<td>204. Strength of Escorts</td>
<td>60</td>
</tr>
<tr>
<td>205. When escort is to be armed</td>
<td>61</td>
</tr>
<tr>
<td>206. Other provisions regarding escort</td>
<td>61</td>
</tr>
<tr>
<td>207. Travelling by road, place of halt, etc</td>
<td>62</td>
</tr>
<tr>
<td>208. Halt at Railway Station</td>
<td>62</td>
</tr>
<tr>
<td>209. Sickness of escort or prisoner</td>
<td>62</td>
</tr>
<tr>
<td>B. Rules for Escort and Treasure sent by Banks</td>
<td>62</td>
</tr>
<tr>
<td>210. Escort of Treasure</td>
<td>62</td>
</tr>
<tr>
<td>211. Authority to indent for Treasure Escort</td>
<td>62</td>
</tr>
<tr>
<td>212. Packing and Delivery</td>
<td>63</td>
</tr>
<tr>
<td>213. Journey by Road</td>
<td>63</td>
</tr>
<tr>
<td>214. Escort for remittance by rail</td>
<td>63</td>
</tr>
<tr>
<td>215. Report to the Destination Officer</td>
<td>64</td>
</tr>
<tr>
<td>216. Delivery of Treasure</td>
<td>64</td>
</tr>
<tr>
<td>217. Requisition of Treasure escort and arrangement</td>
<td>64</td>
</tr>
<tr>
<td>C. Escort of Prisoners/Convicts</td>
<td>64</td>
</tr>
<tr>
<td>218. Classes of Prisoners</td>
<td>64</td>
</tr>
<tr>
<td>219. Escort of under-trial prisoners to and from court</td>
<td>64</td>
</tr>
<tr>
<td>220. Classes of persons not to be handcuffed</td>
<td>65</td>
</tr>
<tr>
<td>221. Restrictions on the use of handcuffs</td>
<td>65</td>
</tr>
<tr>
<td>222. How to use handcuffs</td>
<td>68</td>
</tr>
<tr>
<td>223. Rules which apply to both prisoners and convicts</td>
<td>69</td>
</tr>
<tr>
<td>224. Instructions to escorts</td>
<td>69</td>
</tr>
<tr>
<td>225. When Jail official is to accompany</td>
<td>69</td>
</tr>
<tr>
<td>226. Escort's duties when jail official does not accompany</td>
<td>69</td>
</tr>
<tr>
<td>227. Marches and halts</td>
<td>69</td>
</tr>
<tr>
<td>228. Ration and bedding to be carried</td>
<td>70</td>
</tr>
<tr>
<td>229. Escort of prisoners or convicts by rail</td>
<td>70</td>
</tr>
<tr>
<td>230. Escape attempt by prisoners etc</td>
<td>70</td>
</tr>
<tr>
<td>231. Escort of Lunatics</td>
<td>71</td>
</tr>
</tbody>
</table>

#### Chapter VI: Police Station

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>232. Police Station – Basic Unit</td>
<td>72</td>
</tr>
<tr>
<td>233. Definition of Police Station</td>
<td>72</td>
</tr>
<tr>
<td>234. Out Posts, Beat Posts, etc</td>
<td>72</td>
</tr>
<tr>
<td>235. Officer-in-Charge</td>
<td>72</td>
</tr>
<tr>
<td>236. General Duties of an Officer-in-Charge of Police Station</td>
<td>72</td>
</tr>
<tr>
<td>237. Instruction to Subordinates at Police Stations</td>
<td>73</td>
</tr>
<tr>
<td>238. Statutory duties and powers of Officer-in-Charge</td>
<td>74</td>
</tr>
<tr>
<td>239. Duties of Second and Third Officers(Sub-Inspectors)</td>
<td>74</td>
</tr>
<tr>
<td>240. Duties of Assistant Sub Inspectors</td>
<td>74</td>
</tr>
<tr>
<td>241. Duties of Head Constables</td>
<td>74</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

- **SECTION – I** ........................................................................................................ 95
  - 282. Composition of State Armed Reserve: .......................................................... 95
  - 283. Office of the Commandant: ........................................................................... 98
  - 284. Battalion Headquarters: ................................................................................... 97
  - 285. Amenities at Posts: .......................................................................................... 97
  - 286. Deployment: ..................................................................................................... 97
  - 287. Mizoram Armed Police Battalion: .................................................................... 96
  - 288. Mizoram Armed Police Battalion personnel as Reserve: ................................ 96
  - 289. The India Reserve Battalion (IR Bn): ............................................................... 95
  - 290. Other duties of officers of Police Station: ........................................................ 93
  - 291. Other records: .................................................................................................. 93
  - 292. Register of Unnatural Deaths: ......................................................................... 89
  - 293. Register of Absconding Offender and Escaped Convicts: .............................. 87
  - 294. Gang-Register: ................................................................................................ 87
  - 295. Surveillance Register: ...................................................................................... 82
  - 296. Bad Character Rolls “A” and “B”: ..................................................................... 87
  - 297. Cash Book: ...................................................................................................... 81
  - 298. Execution of Warrants: .................................................................................... 76
  - 299. Maintenance of Records: ................................................................................. 77
  - 300. Final Report Form: .......................................................................................... 86
  - 301. Keys of the Malkhana and Lock-up: ................................................................. 77

- **CHAPTER – VII** ....................................................................................................... 95

- **STATE ARMED RESERVE** .................................................................................... 95

- **MIZORAM ARMED POLICE BATTALIONS** ......................................................... 95

- **SECTION – I** ........................................................................................................... 95

- **GENERAL** .............................................................................................................. 95
  - 281. Introduction: ..................................................................................................... 95
  - 282. Composition of State Armed Reserve: .......................................................... 95
  - 283. Office of the Commandant: ........................................................................... 98
  - 284. Battalion Headquarters: ................................................................................... 97
  - 285. Amenities at Posts: .......................................................................................... 97
  - 286. Deployment: ..................................................................................................... 97
  - 287. Mizoram Armed Police Battalion: .................................................................... 96
  - 288. Mizoram Armed Police Battalion personnel as Reserve: ................................ 96
  - 289. The India Reserve Battalion (IR Bn): ............................................................... 95
  - 290. Other duties of officers of Police Station: ........................................................ 93
  - 291. Other records: .................................................................................................. 93
  - 292. Register of Unnatural Deaths: ......................................................................... 89
  - 293. Register of Absconding Offender and Escaped Convicts: .............................. 87
  - 294. Gang-Register: ................................................................................................ 87
  - 295. Surveillance Register: ...................................................................................... 82
  - 296. Bad Character Rolls “A” and “B”: ..................................................................... 87
  - 297. Cash Book: ...................................................................................................... 81
TABLE OF CONTENTS vii

RECRUITMENT ............................................................................................................. 131

SECTION – I .....................................................................................................133

SECTION – II ....................................................................................................133

STRENGTH OF A SECTION ............................................................................127

ORGANISATIONAL STRUCTURE OF BATTALION HEADQUARTERS .........122

DUTIES OF RESPECTIVE RANKS ................................................................. 100

CHAPTER – VIII .................................................................................................. 131

RECRUITMENT ............................................................................................................. 131

SECTION – I .....................................................................................................133

GENERAL .............................................................................................................131

RULES OF RECRUITMENT: ............................................................................... 131

SECTION – II ....................................................................................................133

DIRECT RECRUITMENT ..................................................................................133

333. Rules of Recruitment: ................................................................................131

334. General eligibility and conditions for recruitment: ................................131

335. Appointment of Outstanding Sportsmen: ................................................132

336. Appointment of children of serving or retired police personnel: ............132

337. Two modes of appointment: .....................................................................132

338. Equitable Representation from each District: ..........................................132

339. Individual or Batch recruitment: ..............................................................132

340. Quotas: ....................................................................................................132

341. Preservation of Records: .........................................................................132

342. Probation: ...............................................................................................133
TABLE OF CONTENTS viii

PROMOTION .................................................................................................... 139

SECTION – III.................................................................................................... 139

PROMOTION .................................................................................................... 139

363. General Rule: .......................................................................................... 139
364. Eligibility for promotion: ......................................................................... 140
365. Promotion on Departmental Competitive Examination: ............................ 140
366. Promotion by Seniority: .......................................................................... 140
367. Refresher Training: .................................................................................. 140
368. Inter se seniority: ...................................................................................... 140
369. Quota for promotion: .............................................................................. 141
370. Promotion on seniority-cum-merit: ........................................................... 141
371. Promotion through Departmental Competitive Examination: ..................... 141
372. Refresher Training: .................................................................................. 141
373. Inter se seniority: ...................................................................................... 141
374. Eligibility: ................................................................................................ 142
375. Pre-Promotion Training Course: ................................................................. 142
376. Constitution of Departmental Promotion Committee: ............................... 142
377. Selection List: .......................................................................................... 142
378. Promotion: ................................................................................................ 142
379. Eligibility: ................................................................................................ 143
380. Criteria for promotion: ............................................................................. 143
381. Pre-Promotion training: .......................................................................... 143
382. Departmental Promotion Committee: ....................................................... 143
383. Selection List: .......................................................................................... 143
384. Promotion by Director General of Police: ................................................. 143
385. Promotion to Deputy Superintendent of Police: ....................................... 144

SECTION – IV................................................................................................. 144

RECRUITMENT TO MIZORAM ARMED POLICE BATTALIONS .................. 144

386. Gazetted Officer: ..................................................................................... 144
387. Non-gazetted Officer: .............................................................................. 144
388. Recruitment of Constables: ..................................................................... 144
389. Appointment and Training: ...................................................................... 145

SECTION – V ................................................................................................. 145

PROMOTION .................................................................................................... 145

390. General: .................................................................................................. 145
391. Promotion of Constable to Lance Naik: ................................................... 146
392. Promotion to the rank of Naiks: ................................................................. 146
393. Promotion to the rank of Havildar: ............................................................. 146
394. Promotion on Selection: ......................................................................... 146
TABLE OF CONTENTS ix

395. Promotion on seniority-cum-merrit: ............................................................. 147
396. Supernumerary Havildars: ...................................................................... 147
397. Promotion to the rank of Sub-Inspector: .................................................. 147
398. Promotion of Sub-Inspectors to the rank of Inspectors: .......................... 148
399. Pre-Promotion Course: ......................................................................... 148
400. Departmental Promotion Committee: ...................................................... 148
401. Promotion: ............................................................................................. 149
402. Promotion to Assistant Commandant: ...................................................... 149

SECTION – VI .................................................................................................. 150
RECRUITMENT OF MINISTERIAL OFFICERS ................................................. 150
403. Appointment by Direct Recruitment and Promotion: ............................. 150
404. Recruitment of Assistant Sub-Inspector(Ministerial): ............................. 150
405. Appointment: ........................................................................................ 150
406. Basic Training: ...................................................................................... 150
407. Inter se Seniority: ................................................................................ 151

SECTION – VII .................................................................................................. 151
PROMOTION OF MINISTERIAL OFFICERS ................................................ 151
A. PROMOTION TO THE RANK OF Sub-Inspector(Ministerial): ...................... 151
408. Method of Promotion: ........................................................................... 151
409. Method of Selection: ........................................................................... 151
410. Pre-Promotion Training: ...................................................................... 151
411. Promotion on Non-Selection method: ................................................... 152
412. Promotion: ........................................................................................... 152
413. Inter se seniority: ................................................................................ 152

B. PROMOTION TO THE RANK OF INSPECTOR(Ministerial): ....................... 152
414. Method of Promotion: ........................................................................... 152
415. Departmental Promotion Committee: ...................................................... 152
416. Selection List: ........................................................................................ 152
417. Promotion: ........................................................................................... 152
418. Promotion to Deputy Superintendent of Police(Ministerial), to Additional Superintendent of Police(Ministerial) and to Superintendent of Police (Ministerial): ................................................................. 153

SECTION – VIII .................................................................................................. 153
RECRUITMENT OF STENOGRAPHERS UNIFORM CADRE .......................... 153
419. Appointment by Direct Recruitment and Promotion: ............................. 153
420. Recruitment of Assistant Sub-Inspector Stenographer: .......................... 153
421. Appointment: ........................................................................................ 153
422. Basic Training: ...................................................................................... 153
423. Inter se Seniority: ................................................................................ 154
424. Recruitment of Sub-Inspector Stenographer Grade III: ........................... 154
425. Appointment: ........................................................................................ 154
426. Basic Training: ...................................................................................... 154
427. Method of Promotion: ........................................................................... 155
428. Departmental Promotion Committee: ...................................................... 155
429. Promotion: ........................................................................................... 155
430. Inter se Seniority: ................................................................................ 155
431. Method of Promotion: ........................................................................... 156
432. Departmental Promotion Committee: ...................................................... 156
433. Selection List: ........................................................................................ 156
434. Promotion: ........................................................................................... 156
435. Promotion to Deputy Superintendent of Police Stenographer Grade I: .... 156

SECTION – IX .................................................................................................. 156
RECRUITMENT AND PROMOTION OF DRIVERS ............................................. 156
436. Source of Recruitment: ........................................................................ 156
437. Eligibility: ............................................................................................. 157
438. Recruitment Board: .............................................................................. 157
439. Appointment of Fire & Emergency Service Drivers: .............................. 157
440. Promotion of Drivers: .......................................................................... 158
441. Promotion on the General Duty Line: .................................................... 158
SECTION – X ................................................................................................................................. 158
RECRUITMENT AND PROMOTION OF MECHANICS ..................................................................... 158

442. Appointment by direct recruitment and promotion: ................................................................. 158
443. Direct recruitment of Constable Mechanic etc.: .................................................................... 158
444. Method of Recruitment: ........................................................................................................... 159
445. Appointment by Superintendent of Police: ............................................................................ 159
446. Training: .................................................................................................................................. 159
447. Promotion to the rank of Naik Mechanic, Electrician, etc.: .................................................... 159
448. Departmental Promotion Committee: ...................................................................................... 159
449. Appointment: ............................................................................................................................ 159
450. Promotion to Head Constable Mechanic, Electrician, etc.: .................................................... 160
451. Departmental Promotion Committee: ...................................................................................... 160
452. Direct recruitment of Assistant Sub-Inspector Mechanic: ...................................................... 160
453. Eligibility: ................................................................................................................................ 160
454. Recruitment Board: .................................................................................................................. 160
455. Method of recruitment: ............................................................................................................. 160
456. Personal Interview: .................................................................................................................... 160
457. Appointment: ............................................................................................................................ 160
458. Promotion of Havildar Mechanic to Assistant Sub-Inspector Mechanic: ................................ 160
459. Departmental Promotion Committee: ...................................................................................... 160
460. Appointment: ............................................................................................................................ 161
461. Promotion to Sub-Inspector Mechanic: ..................................................................................... 161
462. Eligibility, etc.: .......................................................................................................................... 161
463. Departmental Promotion Board: .............................................................................................. 161
464. Appointment: ............................................................................................................................ 161
465. Promotion to the rank of Inspector Mechanic: ........................................................................ 161
466. Eligibility for promotion: .......................................................................................................... 161
467. Promotion by selection: ............................................................................................................ 161
468. Departmental Promotion Committee: ...................................................................................... 161
469. Promotion by Director General of Police: .............................................................................. 161

SECTION – XI ................................................................................................................................. 162
RECRUITMENT IN MIZORAM POLICE RADIO ORGANISATION ....................................................... 162

470. Nature of manpower required: .................................................................................................. 162
471. Followers and Constables: ........................................................................................................ 162
472. Direct Recruitment: .................................................................................................................... 162
473. General Eligibility: .................................................................................................................... 162
474. Direct Recruitment of Head Constable Operator: .................................................................... 162
475. Appointment: ............................................................................................................................ 163
476. Training and Annual Increment: ............................................................................................... 163
477. Direct recruitment of Sub-Inspector Operator / Radio Mechanic: .......................................... 163
478. Promotion to the rank of Assistant Sub-Inspector in various trades: ..................................... 163
479. Promotion to Sub-Inspector Radio Mechanic or Sub-Inspector Operator: ............................ 164
480. Inter se seniority: ....................................................................................................................... 164
481. Promotion to the rank of Inspector: .......................................................................................... 164
482. Departmental Promotion Committee: ...................................................................................... 164
483. Promotion: ................................................................................................................................ 164

SECTION – XII ............................................................................................................................... 165
COMPUTER SERVICES .................................................................................................................. 165

484. Need for separate Recruitment Rules: ...................................................................................... 165
485. Present Recruitment Rule to continue: ...................................................................................... 165
486. General conditions of appointment to apply: .......................................................................... 165
487. Basic Training: .......................................................................................................................... 165
488. Inter se Seniority: ...................................................................................................................... 165
489. Rules to be laid down: ............................................................................................................... 166

CHAPTER – IX .................................................................................................................................. 167
INVESTIGATION OF CRIME ............................................................................................................ 167

SECTION – I .................................................................................................................................. 167
490. Introduction: .............................................................................................................................. 167
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>491. Stage of Investigation</td>
<td>167</td>
</tr>
<tr>
<td>492. Provisions not complete guidelines</td>
<td>167</td>
</tr>
<tr>
<td>493. Manual of Investigation</td>
<td>167</td>
</tr>
<tr>
<td><strong>SECTION – II</strong></td>
<td><strong>167</strong></td>
</tr>
<tr>
<td><strong>FIRST INFORMATION TO POLICE</strong></td>
<td><strong>167</strong></td>
</tr>
<tr>
<td>494. First Information Report (F.I.R.)</td>
<td>167</td>
</tr>
<tr>
<td>495. Recording of First Information Report</td>
<td>168</td>
</tr>
<tr>
<td>496. Importance of First Information Report</td>
<td>169</td>
</tr>
<tr>
<td>497. Written information sent by Magistrate</td>
<td>169</td>
</tr>
<tr>
<td>498. Non-Cognizable cases</td>
<td>169</td>
</tr>
<tr>
<td>499. Information of cognizable offence given at the Out Post</td>
<td>169</td>
</tr>
<tr>
<td>500. Copies of First Information Report</td>
<td>169</td>
</tr>
<tr>
<td>501. Report of serious case</td>
<td>170</td>
</tr>
<tr>
<td>502. Procedure when jurisdiction is doubtful</td>
<td>170</td>
</tr>
<tr>
<td><strong>SECTION – III</strong></td>
<td><strong>171</strong></td>
</tr>
<tr>
<td><strong>INVESTIGATION PROCESS</strong></td>
<td><strong>171</strong></td>
</tr>
<tr>
<td><strong>GENERAL</strong></td>
<td><strong>171</strong></td>
</tr>
<tr>
<td>503. Power to Investigate Cognizable Cases</td>
<td>171</td>
</tr>
<tr>
<td>504. Investigation of Non-cognizable Offence</td>
<td>171</td>
</tr>
<tr>
<td>505. Power to depute Subordinate Officer</td>
<td>171</td>
</tr>
<tr>
<td>506. Refusal to investigate</td>
<td>171</td>
</tr>
<tr>
<td>507. Investigation on the Spot</td>
<td>172</td>
</tr>
<tr>
<td>508. Examination of the Scene of Occurrence</td>
<td>172</td>
</tr>
<tr>
<td>509. First-aid to the Injured</td>
<td>172</td>
</tr>
<tr>
<td>510. Securing Scientific Aid</td>
<td>172</td>
</tr>
<tr>
<td>511. Hue and Cry Notices</td>
<td>172</td>
</tr>
<tr>
<td>512. Points to be noted by the Investigating Officer</td>
<td>173</td>
</tr>
<tr>
<td>513. No harassment to the parties and witnesses</td>
<td>173</td>
</tr>
<tr>
<td>514. Duration of Investigation</td>
<td>174</td>
</tr>
<tr>
<td>515. Investigating Officer to study the ingredients of the offence</td>
<td>174</td>
</tr>
<tr>
<td>516. Witness bound to tell the truth</td>
<td>174</td>
</tr>
<tr>
<td>517. Confession</td>
<td>174</td>
</tr>
<tr>
<td>518. Recording of Confession</td>
<td>175</td>
</tr>
<tr>
<td>519. Dying Declaration</td>
<td>175</td>
</tr>
<tr>
<td>520. Inspection of Post Office records</td>
<td>175</td>
</tr>
<tr>
<td>521. Enquiry slips</td>
<td>176</td>
</tr>
<tr>
<td><strong>Medico-Legal Evidence</strong></td>
<td><strong>176</strong></td>
</tr>
<tr>
<td>522. Importance of Medical Report</td>
<td>176</td>
</tr>
<tr>
<td>523. Sending of Corpse for Post-Mortem Examination</td>
<td>176</td>
</tr>
<tr>
<td>524. Presence of Police Officers and others at Post-Mortem Examination</td>
<td>177</td>
</tr>
<tr>
<td>525. Post-Mortem Examination Report</td>
<td>177</td>
</tr>
<tr>
<td>526. Preservation and Disposal of Viscera</td>
<td>177</td>
</tr>
<tr>
<td>527. Chemical analysis of articles</td>
<td>178</td>
</tr>
<tr>
<td>528. Procedure for sending articles to Chemical Examiner</td>
<td>178</td>
</tr>
<tr>
<td>529. Disposal of exhibits after chemical analysis</td>
<td>179</td>
</tr>
<tr>
<td>530. Guidelines for field-investigation where medical report etc., is necessary</td>
<td>179</td>
</tr>
<tr>
<td>531. Case of suspected poisoning</td>
<td>179</td>
</tr>
<tr>
<td>532. Cases of Strangulation</td>
<td>180</td>
</tr>
<tr>
<td>533. Body found murdered in an open field</td>
<td>180</td>
</tr>
<tr>
<td>534. Case of presumed murder and burial of remains</td>
<td>180</td>
</tr>
<tr>
<td>535. Cases of body in tank or well</td>
<td>180</td>
</tr>
<tr>
<td>536. Case of Rape or Unnatural offence</td>
<td>181</td>
</tr>
<tr>
<td>537. Case connected with wounded persons in Hospital</td>
<td>181</td>
</tr>
<tr>
<td><strong>SECTION – IV</strong></td>
<td><strong>181</strong></td>
</tr>
<tr>
<td><strong>ARREST, EXTRADITION AND BAIL</strong></td>
<td><strong>181</strong></td>
</tr>
<tr>
<td>538. Arrest without warrant by Police Officer</td>
<td>181</td>
</tr>
<tr>
<td>539. No Power to summon the Accused as Witness Under Section 160 of Code of Criminal Procedures, 1973</td>
<td>181</td>
</tr>
<tr>
<td>540. Arrest to be done with care</td>
<td>182</td>
</tr>
<tr>
<td>Number</td>
<td>Topic</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>541.</td>
<td>Treatment of arrested person by Police:</td>
</tr>
<tr>
<td>542.</td>
<td>Examination of body by Medical Practitioner:</td>
</tr>
<tr>
<td>543.</td>
<td>Search of arrested person:</td>
</tr>
<tr>
<td>544.</td>
<td>Arrest of Central or State Government Servants:</td>
</tr>
<tr>
<td>545.</td>
<td>Arrest of members of State Legislature/Autonomous District Council or</td>
</tr>
<tr>
<td></td>
<td>Parliament:</td>
</tr>
<tr>
<td>546.</td>
<td>Arrest within the precincts of Parliament or State Legislature:</td>
</tr>
<tr>
<td>547.</td>
<td>Period of detention under Police custody/Judicial custody:</td>
</tr>
<tr>
<td>548.</td>
<td>Arrest in adjacent district:</td>
</tr>
<tr>
<td>549.</td>
<td>Custody of arrested person at Police Station:</td>
</tr>
<tr>
<td>550.</td>
<td>Sickness of arrested person:</td>
</tr>
<tr>
<td>551.</td>
<td>Extradition:</td>
</tr>
<tr>
<td>552.</td>
<td>Bail in bailable cases:</td>
</tr>
<tr>
<td>553.</td>
<td>Bail in non-bailable cases:</td>
</tr>
<tr>
<td>554.</td>
<td>Significance of bail:</td>
</tr>
<tr>
<td></td>
<td><strong>SECTION – V</strong></td>
</tr>
<tr>
<td></td>
<td><strong>SEARCH</strong></td>
</tr>
<tr>
<td>555.</td>
<td>Introduction:</td>
</tr>
<tr>
<td>556.</td>
<td>Types of searches:</td>
</tr>
<tr>
<td>557.</td>
<td>Search warrant when issued:</td>
</tr>
<tr>
<td>558.</td>
<td>Search how made:</td>
</tr>
<tr>
<td>559.</td>
<td>Search without Warrant:</td>
</tr>
<tr>
<td>560.</td>
<td>Search in another Police Station:</td>
</tr>
<tr>
<td>561.</td>
<td>Search for arms, explosive, etc:</td>
</tr>
<tr>
<td></td>
<td><strong>SECTION – VI</strong></td>
</tr>
<tr>
<td></td>
<td><strong>CASE DIARY</strong></td>
</tr>
<tr>
<td>562.</td>
<td>Legal provisions:</td>
</tr>
<tr>
<td>563.</td>
<td>Case-Diary form:</td>
</tr>
<tr>
<td>564.</td>
<td>Where to write the Case-Diary:</td>
</tr>
<tr>
<td>565.</td>
<td>Certain Guide Lines in writing Case-Diaries:</td>
</tr>
<tr>
<td>566.</td>
<td>Other matters to be included in Case-Diary:</td>
</tr>
<tr>
<td>567.</td>
<td>Statements of witnesses to be recorded:</td>
</tr>
<tr>
<td>568.</td>
<td>Informer's names not to be disclosed:</td>
</tr>
<tr>
<td>569.</td>
<td>Enquiries by subordinate officers:</td>
</tr>
<tr>
<td>570.</td>
<td>Enquiries into suicide and unnatural death, etc:</td>
</tr>
<tr>
<td>571.</td>
<td>Death of person in Police custody:</td>
</tr>
<tr>
<td>572.</td>
<td>Disposal of the dead body:</td>
</tr>
<tr>
<td>573.</td>
<td>Remand etc. sought on the basis of Case-Diary:</td>
</tr>
<tr>
<td>574.</td>
<td>Case-Diary in the court:</td>
</tr>
<tr>
<td>575.</td>
<td>Confidential nature of the Case-Diary:</td>
</tr>
<tr>
<td>576.</td>
<td>Case-Diary how long retained:</td>
</tr>
<tr>
<td></td>
<td><strong>SECTION – VII</strong></td>
</tr>
<tr>
<td></td>
<td><strong>COMPLETION OF INVESTIGATION AND FINAL REPORT</strong></td>
</tr>
<tr>
<td>577.</td>
<td>Introductory:</td>
</tr>
<tr>
<td>578.</td>
<td>Accused to be released when evidence insufficient:</td>
</tr>
<tr>
<td>579.</td>
<td>Charge-sheet, if evidence sufficient:</td>
</tr>
<tr>
<td>580.</td>
<td>Additional instructions regarding Charge-sheet:</td>
</tr>
<tr>
<td>581.</td>
<td>Brief to be sent to Court Officer:</td>
</tr>
<tr>
<td>582.</td>
<td>Identification Parade:</td>
</tr>
<tr>
<td>583.</td>
<td>When the accused is absconding or concealing:</td>
</tr>
<tr>
<td>584.</td>
<td>Sanction for Prosecution:</td>
</tr>
<tr>
<td>585.</td>
<td>Final Report:</td>
</tr>
<tr>
<td>586.</td>
<td>Referring cases as 'False':</td>
</tr>
<tr>
<td>587.</td>
<td>When Magistrate disagrees:</td>
</tr>
<tr>
<td>588.</td>
<td>Further investigation by Police themselves:</td>
</tr>
<tr>
<td>589.</td>
<td>Communication of result of Investigation and Trial:</td>
</tr>
<tr>
<td></td>
<td><strong>SECTION – VIII</strong></td>
</tr>
<tr>
<td></td>
<td><strong>SUPERVISION OF CASES</strong></td>
</tr>
<tr>
<td>590.</td>
<td>Supervision of cases:</td>
</tr>
</tbody>
</table>
CHAPTER – X .................................................................................................................... 202

TABLE OF CONTENTS xiii

PREVENTION OF CRIME .............................................................................................................. 220

SECTION – I .....................................................................................................220

SECURITY FOR GOOD BEHAVIOUR AND FOR KEEPING PEACE ..............216

SECTION – II ....................................................................................................208

CRIME RECORDS .............................................................................................................. 202

SECTION – III ...................................................................................................213

SURVEILLANCE ...............................................................................................208

SECTION – IV ...................................................................................................216

SECURITY FOR GOOD BEHAVIOUR AND FOR KEEPING PEACE ..............216

CHAPTER – XI .................................................................................................................... 220

PROSECUTION .............................................................................................................. 220

SECTION – I ...................................................................................................220
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td>220</td>
</tr>
<tr>
<td>634. Introduction:</td>
<td>220</td>
</tr>
<tr>
<td>635. Investigating agency and prosecuting agency under the new Code of Criminal Procedure, 1973:</td>
<td>220</td>
</tr>
<tr>
<td>636. Police to continue for furnishing materials for prosecution:</td>
<td>220</td>
</tr>
<tr>
<td>637. Appointment of Public Prosecutors and Others:</td>
<td>220</td>
</tr>
<tr>
<td>638. Other Staff for Prosecution:</td>
<td>221</td>
</tr>
<tr>
<td>639. Assistance of legal practitioners or other Police Officer:</td>
<td>222</td>
</tr>
<tr>
<td>640. Relation of Court Officer to superior Police Officer:</td>
<td>222</td>
</tr>
<tr>
<td>641. Criticism of judicial work:</td>
<td>222</td>
</tr>
<tr>
<td><strong>SECTION – II</strong></td>
<td>222</td>
</tr>
<tr>
<td><strong>PROSECUTION - PROCEDURE</strong></td>
<td>222</td>
</tr>
<tr>
<td>642. Sanctions for prosecution:</td>
<td>222</td>
</tr>
<tr>
<td>643. Complaint against a Police Officer:</td>
<td>222</td>
</tr>
<tr>
<td>644. First Information Report, Charge-sheet etc. to be laid before Magistrate:</td>
<td>222</td>
</tr>
<tr>
<td>645. Concise Memorandum:</td>
<td>223</td>
</tr>
<tr>
<td>646. Case-Diaries:</td>
<td>223</td>
</tr>
<tr>
<td>648. Attendance of witnesses:</td>
<td>224</td>
</tr>
<tr>
<td>651. Gang Case:</td>
<td>225</td>
</tr>
<tr>
<td>653. Court Officer’s daily Under-trial Report:</td>
<td>225</td>
</tr>
<tr>
<td>654. Copies of Judgement:</td>
<td>225</td>
</tr>
<tr>
<td>655. Appeal against acquittal:</td>
<td>225</td>
</tr>
<tr>
<td>656. Action when accused appeals against conviction:</td>
<td>226</td>
</tr>
<tr>
<td>657. Sessions cases:</td>
<td>226</td>
</tr>
<tr>
<td>658. Withdrawal of State Cases:</td>
<td>226</td>
</tr>
<tr>
<td>659. Periodic review of case for the purpose of withdrawal:</td>
<td>227</td>
</tr>
<tr>
<td>660. Compounding of cases:</td>
<td>227</td>
</tr>
<tr>
<td><strong>SECTION – III</strong></td>
<td>227</td>
</tr>
<tr>
<td><strong>WARRANTS, BAIL, PROCLAMATION, CUSTODY OF PRISONERS AND PROPERTY</strong></td>
<td>227</td>
</tr>
<tr>
<td>661. Warrants of Arrest:</td>
<td>227</td>
</tr>
<tr>
<td>662. Issue of warrants:</td>
<td>227</td>
</tr>
<tr>
<td>663. Bail and Recognizance Bond:</td>
<td>227</td>
</tr>
<tr>
<td>664. Sureties:</td>
<td>228</td>
</tr>
<tr>
<td>665. Proclamation and Attachment in case of absconding person:</td>
<td>228</td>
</tr>
<tr>
<td>666. Dispatch of Verification Roll:</td>
<td>229</td>
</tr>
<tr>
<td>668. When absconder surrenders or is arrested:</td>
<td>229</td>
</tr>
<tr>
<td><strong>CUSTODY AND PRODUCTION OF PRISONERS</strong></td>
<td>229</td>
</tr>
<tr>
<td>669. The Hajat Register and the Custody, Escort and Release of under-trial prisoners:</td>
<td>229</td>
</tr>
<tr>
<td>670. Search of Prisoners:</td>
<td>230</td>
</tr>
<tr>
<td>671. Interview with under-trial prisoners while in court:</td>
<td>230</td>
</tr>
<tr>
<td>672. Supply of food and drink in lock-up:</td>
<td>231</td>
</tr>
<tr>
<td>673. Production of prisoners and properties before the Court of Session:</td>
<td>231</td>
</tr>
<tr>
<td>674. Attendance of police at Sessions Court:</td>
<td>231</td>
</tr>
<tr>
<td>675. Court Officer to inform Jailor if prisoner is of dangerous disposition:</td>
<td>231</td>
</tr>
<tr>
<td>676. Segregation of confessing prisoners:</td>
<td>231</td>
</tr>
<tr>
<td><strong>CUSTODY OF PROPERTY CONNECTED WITH CASES</strong></td>
<td>231</td>
</tr>
<tr>
<td>677. Custody of Property in the Court Office, the Court Mankhana:</td>
<td>231</td>
</tr>
<tr>
<td>678. The Mankhana Register:</td>
<td>232</td>
</tr>
<tr>
<td>679. Disposal of Property kept in the Mankhana:</td>
<td>232</td>
</tr>
<tr>
<td>680. Surrender of arms and cancellation of licence:</td>
<td>233</td>
</tr>
</tbody>
</table>
CHAPTER – XII.................................................................................................................. 252

TABLE OF CONTENTS xv

THE P.R. SYSTEM ...........................................................................................244

SECTION – V....................................................................................................244

BOOKS AND REGISTERS TO BE KEPT IN COURT OFFICE ........................234

SECTION – IV...................................................................................................234

701. Half yearly statement of serious crimes and re-convicted persons etc: .... 243
702. Statement of False cases:........................................................................... 243
700. Elimination of names from Conviction Register and index:....................... 241
699. Registry of papers Received and Despatched:........................................... 241
698. Disposal of counterfeit coins and currency notes:.................................... 242
697. Instructions for sending manuscripts for expert opinion:.......................... 242
696. Register of Conviction of Persons Convicted of Heinous Offences:........... 239
695. Summons to Police Officers:................................................................. 242
694. Instructions for filling up of Khatian Register:............................................ 239
693. Khatian Register................................................................. 238
692. Instructions for Writing Final Memorandum:............................................ 237
691. Police Register Slip and Finger Print Slip:................................................. 245
690. Authority which passes order classifying prisoners:................................. 245
689. Classification of P.R. Prisoners:............................................................... 245
688. Instructions for filling up of Khatian Register:............................................ 239
687. Register of Appeals:................................................................................ 239
686. Register of Conviction of Persons Convicted of Heinous Offences:........... 239
685. Weekly Verification by Magistrate:............................................................ 240
684. Register of Processes dealt with by the Police:......................................... 241
683. Receipt-book of Money, Property and Prisoners:......................................... 241
682. Register of papers Received and Despatched:........................................... 241
681. lace of Fingerprint slips required:............................................................. 246
680. The number of Fingerprint slips required:.................................................. 246
679. Responsibility of officer taking Fingerprint:............................................... 246
678. Taking Finger Print slips:.......................................................................... 246
677. Testing of Finger Print slips:..................................................................... 246
676. Escaped Convicts and Proclaimed Offenders:............................................ 248
675. Finger impression when to be taken:......................................................... 248
674. Preparation of P.R. slips:.......................................................................... 248
673. Slips of Convicts Identified or Unidentified to be distinguished:............... 248
672. Despatch of Finger Print slips:................................................................. 247
671. Police Register Slip and Finger Print Slip:................................................ 245
670. Authority which passes order classifying prisoners:................................... 245
669. Custody of the Conviction Register:........................................................ 240
668. Register of Appeals:................................................................................ 239
667. Register of Conviction of Persons Convicted of Heinous Offences:........... 239
666. Index to the Conviction Register:.............................................................. 240
665. Weekly Verification by Magistrate:............................................................ 240
664. Register of Processes dealt with by the Police:......................................... 241
663. Receipt-book of Money, Property and Prisoners:......................................... 241
662. Instructions for filling up of Khatian Register:............................................ 239
661. Introductory:................................................................. 244
660. Person who are to be made “P.R.”:........................................................... 244
659. Classification of P.R. Prisoners:............................................................... 245
658. Authority which passes order classifying prisoners:................................... 245
657. Police Register Slip and Finger Print Slip:................................................ 245
656. The number of Fingerprint slips required:.................................................. 246
655. Responsibility of officer taking Fingerprint:............................................... 246
654. Taking Finger Print slips:.......................................................................... 246
653. Testing of Finger Print slips:..................................................................... 246
652. Finger Print slips of persons passing quickly out of custody:............... 247
651. Despatch of Finger Print slips:................................................................. 247
650. Slips of Convicts Identified or Unidentified to be distinguished:............... 248
649. Escaped Convicts and Proclaimed Offenders:............................................ 248
648. Preparation of P.R. slips:.......................................................................... 248
647. Finger impression when to be taken:......................................................... 248
646. Jail authorities to check P.R. System:......................................................... 249
645. Report of death in jail:.............................................................................. 249
644. Information of convicts made P.R. to be sent to Police Station:.................. 249
643. Jail from which P.R.T. and P.R.T. 356 prisoners released:....................... 249
642. Jail parade:...................................................................................... 249
641. Information of convicts made P.R. to be sent to Police Station:.................. 249
640. Jail from which P.R.T. and P.R.T. 356 prisoners released:....................... 249
639. Jail parade:...................................................................................... 249
638. Interview with prisoner in jail:................................................................. 250
637. P.R. slips as release notices:...................................................................... 250
636. Release of Juvenile Convicts:................................................................. 251
635. P.R. slips from other districts:................................................................. 251
634. Malkhana Arms Register:........................................................................ 233
633. Property found on prisoners and their disposal:......................................... 234
632. Malkhana Arms Register:........................................................................ 233
631. Property found on prisoners and their disposal:......................................... 234
630. Malkhana Arms Register:........................................................................ 233
629. Property found on prisoners and their disposal:......................................... 234
628. Malkhana Arms Register:........................................................................ 233
627. Property found on prisoners and their disposal:......................................... 234
626. Malkhana Arms Register:........................................................................ 233
625. Property found on prisoners and their disposal:......................................... 234
TRAFFIC POLICE .................................................................................................................. 252
735. Introduction: .............................................................................................................. 252
736. Selection of Traffic Staff: ....................................................................................... 252
737. Co-ordination with other departments: ................................................................. 252
738. District Traffic Advisory Board: .............................................................................. 252
739. Roadside Hawkers: ................................................................................................. 253
740. Godowns and Motor Garages: ................................................................................ 253
741. Processions: ............................................................................................................. 253
742. Traffic Regulation: .................................................................................................. 253
743. Traffic Police – a part of District Police: .................................................................. 253
744. Duties: ....................................................................................................................... 253
745. Recruitment: ............................................................................................................. 254
746. Training: .................................................................................................................... 254
747. Posting: ..................................................................................................................... 255
748. Discipline: ................................................................................................................ 255
749. Operational jurisdiction: ........................................................................................ 255
750. Traffic Points: .......................................................................................................... 256
751. Investigation: ........................................................................................................... 256
752. Prosecution Reports: ............................................................................................... 256
753. Personal Diary: ........................................................................................................ 256
754. Traffic Control Room: ............................................................................................ 256
755. Propaganda and publicity: ....................................................................................... 257
756. Uniforms: .................................................................................................................. 257
757. Guide-lines on traffic regulation: ............................................................................ 257

CHAPTER – XIII ..................................................................................................................... 259
WOMEN POLICE ................................................................................................................ 259
758. Introduction: .............................................................................................................. 259
759. Organisation, Duties and functions: ....................................................................... 259
760. Strength: .................................................................................................................... 260
761. Recruitment: ............................................................................................................. 260
762. Age-limits, Heights and Chest: ............................................................................... 260
763. Method of Recruitment: ......................................................................................... 260
764. Promotion: ................................................................................................................. 260
765. Training: .................................................................................................................... 260
766. Uniforms: .................................................................................................................. 261

CHAPTER – XIV ..................................................................................................................... 262
MAINTENANCE OF PUBLIC ORDER ............................................................................... 262
767. Introduction: .............................................................................................................. 262
768. Meaning of Public Order: ....................................................................................... 262
769. Ordinary disturbance and disturbance to public order: ........................................ 262
SECTION – I ......................................................................................................................... 263
PREVENTIVE MEASURES AGAINST PUBLIC DISORDER ........................................ 263
770. Intelligence: .............................................................................................................. 263
771. Preventive Measures against Public Disorder: ....................................................... 263
772. Internal Security Scheme to be drawn up: ............................................................ 265
773. Close Co-ordination with Magistracy: ..................................................................... 265
SECTION – II ....................................................................................................................... 266
MEASURE TO DEAL WITH ACTUAL OUT-BREAK OF PUBLIC ORDER AND
UNLAWFUL ASSEMBLY .................................................................................................... 266
774. Measures when actual public disorder breaks out: ............................................... 266
775. Internal Security Scheme: ...................................................................................... 266
776. Strengthening of Police Force and Control Rooms: ............................................. 266
DISPERAL OF UNLAWFUL ASSEMBLY ........................................................................... 266
777. General Considerations: ........................................................................................ 266
778. Preliminary Preparation, Precaution and Warning: .............................................. 267
779. Actual Use of Force: ............................................................................................... 267
780. Action after dispersal: ............................................................................................ 268
<table>
<thead>
<tr>
<th>Table Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>781. Where magistrate not available: .............................................................. 269</td>
</tr>
<tr>
<td>782. Crime investigation or prosecution: .......................................................... 269</td>
</tr>
<tr>
<td><strong>SECTION – III</strong> .......................................................................................... 269</td>
</tr>
<tr>
<td><strong>SPECIAL PROVISIONS UNDER CERTAIN ACTS TO DEAL WITH GRAVE</strong></td>
</tr>
<tr>
<td><strong>PUBLIC DISORDER</strong> .................................................................................. 269</td>
</tr>
<tr>
<td>783. Special Acts: ......................................................................................... 269</td>
</tr>
<tr>
<td>784. Police officers to be well-versed with these Acts: ..................................... 270</td>
</tr>
<tr>
<td><strong>SECTION – IV</strong> .......................................................................................... 270</td>
</tr>
<tr>
<td><strong>INDUSTRIAL AND AGRICULTURAL UNREST AND STUDENT PROBLEM</strong> ............................................................................. 270</td>
</tr>
<tr>
<td>785. Group Conflicts: .................................................................................... 270</td>
</tr>
<tr>
<td>786. Industrial Disputes, Strikes and Lockouts: ................................................ 271</td>
</tr>
<tr>
<td>787. Intelligence: .......................................................................................... 271</td>
</tr>
<tr>
<td>788. Various stages of a strike situation: ........................................................... 271</td>
</tr>
<tr>
<td>789. Conduct of Police Officers during Industrial Disputes: ................................ 272</td>
</tr>
<tr>
<td>790. Strike in Public Sector Industries: ............................................................. 272</td>
</tr>
<tr>
<td>791. Essential Services: .................................................................................. 273</td>
</tr>
<tr>
<td>792. Agrarian unrest: ..................................................................................... 273</td>
</tr>
<tr>
<td>793. Student unrest: ...................................................................................... 273</td>
</tr>
<tr>
<td><strong>CHAPTER – XV</strong> .......................................................................................... 275</td>
</tr>
<tr>
<td><strong>TRAINING AND TRAINING INSTITUTE</strong> .................................................. 275</td>
</tr>
<tr>
<td><strong>SECTION – I</strong> ............................................................................................. 275</td>
</tr>
<tr>
<td><strong>TRAINING OF UNARMED POLICE</strong> ......................................................... 275</td>
</tr>
<tr>
<td><strong>GENERAL</strong> .................................................................................................. 275</td>
</tr>
<tr>
<td>794. Objective of training: .............................................................................. 275</td>
</tr>
<tr>
<td>795. Various stages of training: ....................................................................... 275</td>
</tr>
<tr>
<td>796. Basic Training for direct recruits: .............................................................. 275</td>
</tr>
<tr>
<td>797. Basic Training of Deputy Superintendent of Police: .................................. 275</td>
</tr>
<tr>
<td>798. Basic training of Sub-Inspectors: ............................................................. 275</td>
</tr>
<tr>
<td>799. Practical Training for Sub-Inspectors: ...................................................... 276</td>
</tr>
<tr>
<td>800. Departmental Examination in Law: ......................................................... 276</td>
</tr>
<tr>
<td>801. Basic Training of Assistant Sub-Inspector: ............................................. 276</td>
</tr>
<tr>
<td>802. Basic training of Constables: ................................................................... 277</td>
</tr>
<tr>
<td>803. Pre-promotion training: ......................................................................... 277</td>
</tr>
<tr>
<td>804. Course for pre-promotion training: ......................................................... 277</td>
</tr>
<tr>
<td>805. Refresher Training: ................................................................................ 277</td>
</tr>
<tr>
<td>806. Specialised training: ............................................................................... 278</td>
</tr>
<tr>
<td>807. Police Training Centre: .......................................................................... 278</td>
</tr>
<tr>
<td><strong>SECTION – II</strong> ............................................................................................ 279</td>
</tr>
<tr>
<td><strong>TRAINING OF ARMED POLICE BATTALION</strong> .......................................... 279</td>
</tr>
<tr>
<td>808. Training of Armed Police Battalion: ....................................................... 279</td>
</tr>
<tr>
<td>809. Basic Training of Armed Recruit Constables: ......................................... 279</td>
</tr>
<tr>
<td>810. Re-orientation course: .......................................................................... 280</td>
</tr>
<tr>
<td>811. Pre-promotion Cadre Courses: ................................................................. 280</td>
</tr>
<tr>
<td>812. Rotational Training: ............................................................................... 280</td>
</tr>
<tr>
<td>813. Special courses - Weapon Training Course: ............................................. 281</td>
</tr>
<tr>
<td>814. Instructors’ Course: ............................................................................... 281</td>
</tr>
<tr>
<td>815. Method of instruction: ............................................................................ 282</td>
</tr>
<tr>
<td>816. Daily schedule: ...................................................................................... 282</td>
</tr>
<tr>
<td>817. Training Courses: ................................................................................... 282</td>
</tr>
<tr>
<td><strong>SECTION – III</strong> ............................................................................................ 282</td>
</tr>
<tr>
<td><strong>POLICE TRAINING INSTITUTIONS</strong> ........................................................ 282</td>
</tr>
<tr>
<td>818. Police Training Centre: .......................................................................... 282</td>
</tr>
<tr>
<td>819. Inadequate facilities: ............................................................................... 283</td>
</tr>
<tr>
<td>820. Training of Sub-Inspectors and Assistant Sub-Inspectors: ....................... 283</td>
</tr>
<tr>
<td>821. Police Training College: ......................................................................... 283</td>
</tr>
<tr>
<td>822. Different Training Courses for Unarmed Branch and Armed Branch personnel: 283</td>
</tr>
<tr>
<td>823. Outdoor and Indoor Instructors: ............................................................... 283</td>
</tr>
<tr>
<td>824. Principal: ............................................................................................... 284</td>
</tr>
</tbody>
</table>
Table of Contents

871. Leave to a transferred officer: ................................................................. 297
872. Procedure for leave: ........................................................................... 297
873. Leave Certificate: ............................................................................... 297
874. Leave Address: .................................................................................. 297
875. Absence without leave and overstayal: ............................................. 297
876. Return from leave: ............................................................................ 298
877. Leave Ledger: ..................................................................................... 298
878. Leave Register: ................................................................................... 298
879. Injury Leave: ...................................................................................... 298
880. Hospital Leave: .................................................................................. 298

SECTION – V ......................................................... 299
TRANSFER ................................................................. 299
881. General Instructions: ....................................................................... 299
882. Maximum period in a particular station: ........................................... 299
883. Authorities competent to make transfer: .......................................... 299
884. Posting to far-flung areas: ................................................................. 300
885. Move of Transferred officers: ............................................................ 300
886. Deputation to Anti-Corruption Branch: ............................................ 300

SECTION – VI ......................................................... 300
RETIREMENT BENEFITS AND RESIGNATION .......................................... 300
887. Pension, etc.: .................................................................................... 300
888. Pension papers: ................................................................................ 300
889. Quarterly Return: ............................................................................. 300
890. Discharge: ......................................................................................... 301
891. Special provision for disability pay and pension: ............................ 301

RESIGNATION .......................................................... 301
892. Resignation in writing: ................................................................. 301

SECTION – VII ......................................................... 301
MEDICAL ATTENDANCE AND POLICE HOSPITAL ..................................... 301
893. Annual Medical Examination: ......................................................... 301
894. Police Hospital: ............................................................................... 302
895. Admission to Police Hospital: .......................................................... 302
896. Treatment at local dispensary: ......................................................... 302
897. Medical History-sheet: ................................................................. 302
898. Diet at the Police Hospital: .............................................................. 302

SECTION – VIII ......................................................... 303
MISCELLANEOUS PROVISIONS ................................................................. 303
899. Attendants: ...................................................................................... 303
900. Command certificates: ................................................................. 303
901. Police Officers to report themselves: .............................................. 303
902. Grant of certificate to subordinates: ............................................... 304
903. Vehicles in charge of police: ............................................................ 304
904. No members of public to be carried: ............................................ 304
905. Rifle Allowance: .............................................................................. 304

CHAPTER – XVII ..................................................................................... 305
UNIFORM & CLOTHING ............................................................................ 305

SECTION – I ......................................................................................... 305
UNIFORM ................................................................................................. 305

GAZETTED OFFICERS ............................................................................ 305
906. Uniform for Gazetted Officers: ....................................................... 305
907. Working Dress: ............................................................................... 305
908. Badges of Rank: ............................................................................. 309
909. Mess Dress for Gazetted Officers: .................................................. 309

SUBORDINATE OFFICERS ....................................................................... 310
910. Uniform for Subordinate Officers: .................................................. 310
911. Orders of dress for Sub-Inspectors: ............................................... 310
912. Orders of dress for Assistant Sub-Inspector: ................................ 310
UNDER OFFICERS AND CONSTABLES ................................................................. 310
913. Uniforms for Under Officers: ................................................................. 310
914. Uniforms for Naiks and Lance Naiks: .................................................. 311
915. Uniforms of Constables: ..................................................................... 311
916. Some further details about dress: ......................................................... 311
917. Scale of cloth for Police Uniforms: ...................................................... 312
918. Scale and life of Uniforms and Kits: ..................................................... 312
919. Police Officers not to be dressed partly in uniform and partly in plain clothes: 314
920. Uniform for Women: ........................................................................ 315

SECTION – II .................................................................................................. 315

OCCASIONS FOR WEARING UNIFORM .................................................... 315
921. Wearing of uniform by officers and men of all ranks: ....................... 315
922. Nameplate: ....................................................................................... 315

SECTION – III ................................................................................................ 316

KIT ALLOWANCE, REPLACEMENT ETC. ................................................. 316
923. Kit Allowance: ................................................................................. 316
924. Issue of Clothing to officer on payment: ........................................... 316
925. Kits – issue of: ................................................................................ 316

SECTION – IV ................................................................................................ 317

PROCUREMENT OF UNIFORM ................................................................. 317
926. Submission of Indent for clothing, etc.: ............................................. 317
927. Checking of Indents: ....................................................................... 317
928. Taking delivery of stores: .................................................................. 317
929. Survey Board: .................................................................................. 317
930. Issue of Clothing: ............................................................................ 318

SECTION – V ................................................................................................ 318

CLOTHING ACCOUNTS AND REGISTERS ............................................. 318
931. Clothing Accounts: ......................................................................... 318
932. Register of Receipt and issue of clothing: .......................................... 318
933. Survey Board Report/Unit’s committee Report Book: ...................... 318
934. Individual Clothing Ledger: .............................................................. 319
935. Clothing Hand Book: ..................................................................... 319

SECTION – VI ................................................................................................ 319

KIT INSPECTION ......................................................................................... 319
936. Kit Inspection: ................................................................................. 319
937. Method of making Inspection: ............................................................ 319
938. Quarterly Verification of Stock: .......................................................... 320
939. Strike off and Issue Form: .................................................................. 320
940. Return of Clothing: .......................................................................... 320
941. Making of clothings: ...................................................................... 321
942. Marking of clothing: ...................................................................... 321

Chart for laying out Kits for Inspection ................................................... 322

CHAPTER – XVIII ............................................................................................. 323

DRILL, ARMS, AMMUNITION, ARMOURY AND RANGE CLASSIFICATION

FIRING .............................................................................................................. 323

SECTION – I .................................................................................................. 323

PARADE .......................................................................................................... 323
943. Importance of Parade: ..................................................................... 323
944. Attendance at Parade: ..................................................................... 323
945. Inspection Parade, etc.: ................................................................... 323
946. Gazetted Officers and Parades: .......................................................... 323
947. Drill Manual: .................................................................................... 324

SECTION – II .................................................................................................. 324

ARMS, AMMUNITIONS AND ACCOUTREMENTS ................................... 324
948. Armament: ...................................................................................... 324
949. Indents to Ordnance stores: ............................................................... 325
950. Indents for Ammunitions: ................................................................. 325
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECRUITS</td>
<td>336</td>
</tr>
<tr>
<td>SECTION – III</td>
<td>336</td>
</tr>
<tr>
<td>951. Outstanding Indents:</td>
<td>326</td>
</tr>
<tr>
<td>952. Taking delivery of stores:</td>
<td>326</td>
</tr>
<tr>
<td>953. Stores from private firms:</td>
<td>326</td>
</tr>
<tr>
<td>954. Committee proceedings:</td>
<td>326</td>
</tr>
<tr>
<td>955. Marking and numbering of arms:</td>
<td>327</td>
</tr>
<tr>
<td>956. Procedure on receipt of arms from arsenal:</td>
<td>327</td>
</tr>
<tr>
<td>957. Ammunition boxes – how to be opened:</td>
<td>327</td>
</tr>
<tr>
<td>958. Storing of Ammunition:</td>
<td>327</td>
</tr>
<tr>
<td>959. Explosive – Storing of:</td>
<td>328</td>
</tr>
<tr>
<td>960. Ammunition accounts Register:</td>
<td>328</td>
</tr>
<tr>
<td>961. Entries to Stock Book:</td>
<td>328</td>
</tr>
<tr>
<td>962. The Reserve Officer/Quarter-master’s Stock Book:</td>
<td>328</td>
</tr>
<tr>
<td>963. Custody of Arms:</td>
<td>328</td>
</tr>
<tr>
<td>964. Care of arms:</td>
<td>329</td>
</tr>
<tr>
<td>965. Cleaning and repairing of Arms and Ammunition:</td>
<td>329</td>
</tr>
<tr>
<td>966. Examination of arms:</td>
<td>330</td>
</tr>
<tr>
<td>967. Training of Armourer:</td>
<td>330</td>
</tr>
<tr>
<td>968. Inspection by Armourer:</td>
<td>330</td>
</tr>
<tr>
<td>969. Quarterly Inspection Committee:</td>
<td>330</td>
</tr>
<tr>
<td>970. Annual Committee for Replacement and Disposal of Condemned Stores:</td>
<td>331</td>
</tr>
<tr>
<td>971. Replacement of articles damaged, lost or unserviceable:</td>
<td>331</td>
</tr>
<tr>
<td>972. Damage to arms, etc:</td>
<td>331</td>
</tr>
<tr>
<td>973. Loss or theft of arms or ammunition:</td>
<td>332</td>
</tr>
<tr>
<td>974. Component Parts, Tools, etc:</td>
<td>332</td>
</tr>
<tr>
<td>975. Armourer’s Workshop:</td>
<td>333</td>
</tr>
<tr>
<td>976. Stripping and Cleaning of Arms:</td>
<td>333</td>
</tr>
<tr>
<td>977. Inspection by the Chief Civil Master Armourer:</td>
<td>333</td>
</tr>
<tr>
<td>978. Accoutrements:</td>
<td>333</td>
</tr>
<tr>
<td>979. Whistle and whistle calls:</td>
<td>333</td>
</tr>
<tr>
<td>980. Committee on stores received:</td>
<td>334</td>
</tr>
<tr>
<td>981. Marking of stores:</td>
<td>334</td>
</tr>
<tr>
<td>982. Cleaning of Accoutrements:</td>
<td>334</td>
</tr>
<tr>
<td>983. Tents:</td>
<td>334</td>
</tr>
<tr>
<td>984. Annual committee and certificate replacement and disposal of condemned stores:</td>
<td>335</td>
</tr>
<tr>
<td>985. Central Arms Stores and Workshop:</td>
<td>335</td>
</tr>
<tr>
<td>986. Trophy Firearms:</td>
<td>335</td>
</tr>
<tr>
<td>RANGE FIRING PRACTICE</td>
<td>336</td>
</tr>
<tr>
<td>RECRUITS</td>
<td>336</td>
</tr>
<tr>
<td>987. General Instructions:</td>
<td>336</td>
</tr>
<tr>
<td>988. Range Discipline:</td>
<td>336</td>
</tr>
<tr>
<td>989. Bugle Calls – Flag Signals:</td>
<td>336</td>
</tr>
<tr>
<td>990. Firing Point and Butt duties:</td>
<td>336</td>
</tr>
<tr>
<td>991. Training before Firing:</td>
<td>337</td>
</tr>
<tr>
<td>992. Cleaning of Weapons after firing:</td>
<td>337</td>
</tr>
<tr>
<td>993. Recruits Firing Practice:</td>
<td>337</td>
</tr>
<tr>
<td>994. Details of practice:</td>
<td>337</td>
</tr>
<tr>
<td>995. Method of Marking:</td>
<td>338</td>
</tr>
<tr>
<td>996. Practice to be marked:</td>
<td>339</td>
</tr>
<tr>
<td>997. Safety Precautions:</td>
<td>339</td>
</tr>
<tr>
<td>998. Register of Target Practice:</td>
<td>339</td>
</tr>
<tr>
<td>999. Officer to attend Target Practice:</td>
<td>339</td>
</tr>
<tr>
<td>1000. Range practice by Unarmed Branch personnel:</td>
<td>339</td>
</tr>
<tr>
<td>1001. Self Loading Rifles (SLR):</td>
<td>339</td>
</tr>
<tr>
<td>1002. AK-47 Rifle and Light Machine Gun (LMG):</td>
<td>339</td>
</tr>
<tr>
<td>TRAINED CONSTABLES OF ARMED POLICE</td>
<td>340</td>
</tr>
<tr>
<td>1003. Range Firing Practice by trained Constables of Armed Police:</td>
<td>340</td>
</tr>
<tr>
<td>1004. 7.62 mm Self Loading Rifles (SLR):</td>
<td>340</td>
</tr>
<tr>
<td>1005. AK-47 (Assault Rifle):</td>
<td>341</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1006.</td>
<td>341</td>
</tr>
<tr>
<td>1007.</td>
<td>342</td>
</tr>
<tr>
<td>1008.</td>
<td>344</td>
</tr>
<tr>
<td>1009.</td>
<td>344</td>
</tr>
<tr>
<td>1010.</td>
<td>344</td>
</tr>
<tr>
<td>1011.</td>
<td>344</td>
</tr>
<tr>
<td>1012.</td>
<td>345</td>
</tr>
<tr>
<td>1013.</td>
<td>345</td>
</tr>
<tr>
<td>1014.</td>
<td>345</td>
</tr>
<tr>
<td>1015.</td>
<td>346</td>
</tr>
<tr>
<td>1016.</td>
<td>346</td>
</tr>
<tr>
<td>1017.</td>
<td>347</td>
</tr>
<tr>
<td>1018.</td>
<td>347</td>
</tr>
<tr>
<td>1019.</td>
<td>348</td>
</tr>
<tr>
<td>1020.</td>
<td>348</td>
</tr>
<tr>
<td>1021.</td>
<td>348</td>
</tr>
<tr>
<td>1022.</td>
<td>348</td>
</tr>
<tr>
<td>1023.</td>
<td>348</td>
</tr>
<tr>
<td>1024.</td>
<td>348</td>
</tr>
<tr>
<td>1025.</td>
<td>349</td>
</tr>
<tr>
<td>1026.</td>
<td>349</td>
</tr>
<tr>
<td>1027.</td>
<td>349</td>
</tr>
<tr>
<td>1028.</td>
<td>349</td>
</tr>
<tr>
<td>1029.</td>
<td>350</td>
</tr>
<tr>
<td>1030.</td>
<td>350</td>
</tr>
<tr>
<td>1031.</td>
<td>350</td>
</tr>
<tr>
<td>1032.</td>
<td>352</td>
</tr>
<tr>
<td>1033.</td>
<td>352</td>
</tr>
<tr>
<td>1034.</td>
<td>352</td>
</tr>
<tr>
<td>1035.</td>
<td>353</td>
</tr>
<tr>
<td>1036.</td>
<td>353</td>
</tr>
<tr>
<td>1037.</td>
<td>353</td>
</tr>
<tr>
<td>1038.</td>
<td>353</td>
</tr>
<tr>
<td>1039.</td>
<td>354</td>
</tr>
<tr>
<td>1040.</td>
<td>354</td>
</tr>
<tr>
<td>1041.</td>
<td>355</td>
</tr>
<tr>
<td>1042.</td>
<td>355</td>
</tr>
<tr>
<td>1043.</td>
<td>355</td>
</tr>
<tr>
<td>1044.</td>
<td>355</td>
</tr>
<tr>
<td>1045.</td>
<td>356</td>
</tr>
<tr>
<td>1046.</td>
<td>356</td>
</tr>
<tr>
<td>1047.</td>
<td>356</td>
</tr>
<tr>
<td>1048.</td>
<td>357</td>
</tr>
<tr>
<td>1049.</td>
<td>357</td>
</tr>
<tr>
<td>1050.</td>
<td>357</td>
</tr>
<tr>
<td>1051.</td>
<td>357</td>
</tr>
<tr>
<td>1052.</td>
<td>358</td>
</tr>
<tr>
<td>1053.</td>
<td>358</td>
</tr>
<tr>
<td>1054.</td>
<td>358</td>
</tr>
<tr>
<td>1055.</td>
<td>358</td>
</tr>
<tr>
<td>1056.</td>
<td>358</td>
</tr>
</tbody>
</table>

CHAPTER – XIX

REWARDS AND PUNISHMENT

SECTION – I

REWARD

1015. Rewards – General: ................................................................. 346
1016. Good Service Mark(GS Mark): .................................................. 346
1017. Effects of Good Service Mark: .................................................... 347
1018. Method of drawing up Good Service Marks proceedings: .......... 347
1019. Rewards in pursuance of previous offers: ............................... 348
1020. Rewards without previous offer: .............................................. 348
1021. Reward subject to budget provision: ....................................... 348
1022. Reward for information leading to discovery of illegally possessing arms, explosive: .......................................................... 348
1023. Rewards for information leading to recovery of concealed dead bodies: .......................................................... 348
1024. Distribution of rewards: ........................................................... 348
1025. Reward from private person or corporate body: ....................... 349
1026. Power of granting rewards: ...................................................... 349
1027. Medals: .................................................................................. 349

SECTION – II

PUNISHMENT

1028. General Instruction: ................................................................. 349
1029. Classification of Punishment: ...................................................... 350
1030. Dismissal and Removal from Service: ....................................... 350
1031. Reduction: ............................................................................. 350
1032. Withholding of increments with cumulative effect: .................. 352
1033. Minor Punishments: ............................................................... 352
1034. Different Minor Punishment: ..................................................... 352
1036. Not Amount to Punishment: ..................................................... 353
1037. Show Cause: .......................................................................... 353
1038. Inquiry: .................................................................................. 353
1039. Copy of Report – furnishing of: ................................................ 354
1040. Special Provisions: .................................................................. 354
1041. Proceeding based on conviction: ............................................. 355
1042. Acquittal is no bar against Departmental action: ..................... 355
1043. Suspension: .......................................................................... 355
1044. Competent Authority to punish: ............................................. 355
1045. Appeal: .................................................................................. 355
1046. Orders Passed by Government: .............................................. 356
1047. Action by Appellate Authority: .............................................. 356
1048. Execution of Order: ............................................................... 357
1049. Appeal on own name: ............................................................ 357
1050. Period of Appeal etc: .............................................................. 357
1051. Withholding of Appeal: .......................................................... 357
1052. Comments on Appeal: ............................................................ 358
1053. Return of Appeal withheld: ...................................................... 358
1054. Power to call appeal withheld: ............................................... 358
1055. Power of Review: ................................................................. 358
1056. Power of State Government to review its own orders: ............ 358
CHAPTER – XXI ................................................................................................................. 368

CHAPTER – XX................................................................................................................... 362

TABLE OF CONTENTS xxiii

REDRESSAL OF GRIEVANCES AND WELFARE MEASURES........................... 362

SECTION – I ................................................................. 362

REDRESSAL OF GRIEVANCES .............................................................................. 362

1060. Introduction: ................................................................................................. 362
1061. Orderly Room: ............................................................................................ 362
1062. Role of Supervising Officers: ...................................................................... 363

SECTION – II .......................................................... 363

WELFARE AND AMENITIES FOR POLICE PERSONNEL AND THEIR
FAMILIES .............................................................................................................. 363

1063. Introduction: ................................................................................................. 363
1064. General outline of Welfare: ......................................................................... 363
1065. Service Conditions: .................................................................................... 363
1066. Welfare Measures: ..................................................................................... 364
1067. Funds: .......................................................................................................... 364
1068. Initiative by Officers: .................................................................................. 364

SALIENT FEATURES OF THE WELFARE MEASURES ................... 364

1069. Housing: ..................................................................................................... 364
1070. Education: ................................................................................................... 364
1071. Medical care: ................................................................................................ 365
1072. Recreational facilities: ................................................................................ 365
1073. Family Welfare Centres: ............................................................................ 365
1074. Pensionary benefits: .................................................................................. 365
1075. Benefit in case of death on duty: ................................................................. 365
1076. Special Disability leave: ............................................................................. 365
1077. Group Insurance Scheme: .......................................................................... 365
1078. Canteen and Stores: .................................................................................... 365
1079. Police welfare Fund: .................................................................................. 366
1080. Sports: ......................................................................................................... 366

CHAPTER – XXI ................................................................................................................. 368

INSPECTION AND SUPERVISION ................................................................. 368

SECTION – I ................................................................. 368

OBJECT, TYPE, FREQUENCY ETC., OF INSPECTION ....................................... 368

1081. Object of Inspection: ................................................................................... 368
1082. Types of Inspection: .................................................................................... 368
1083. Inspection Register: ..................................................................................... 368
1084. Formal Inspection: ...................................................................................... 369
1085. Informal Inspection: .................................................................................... 369
1086. Cursory Inspection: ..................................................................................... 369
1087. Inspection by Inspector of Police, Sub-Divisional Police Officer, Deputy
Superintendent of Police Headquarters in charge of a Sub-division or
Additional Superintendent of Police: ............................................................... 370
1088. Inspection by Superintendent of Police: .................................................... 370
1089. Inspection of Mizoram Armed Police Battalions: ....................................... 371
1090. Frequency of Inspection by Deputy Inspector General of Police: ............... 371
1091. Frequency of Inspection by Inspector General of Police: .......................... 372
1092. Overlapping to be avoided: ........................................................................ 372
1093. Certain guidelines about Inspection: ........................................................... 372
1094. Crime: .......................................................................................................... 372
1095. Records to be inspected: ............................................................................ 373
1096. Personnel: ................................................................................................... 373

ANNEXURE ......................................................................................................375
CHAPTER – XXII ................................................................................................................381

CRIMINAL INVESTIGATION DEPARTMENT (CRIMINAL INVESTIGATION
DEPARTMENT) ...................................................................................................................381

SECTION – I. ......................................................................................................................381

GENERAL .........................................................................................................................381

1097. Introduction and Scope: .........................................................................................381
1098. Organisation: ...........................................................................................................381
1099. Functions: ...............................................................................................................381
1100. Liaison Role of State Criminal Investigation Department: .............................382

SECTION – II ................................................................................................................382

ORGANISATION .............................................................................................................382

1101. Deputy Inspector General of Police, Criminal Investigation Department: ....382
1102. Headquarters Staff: .................................................................................................383
1103. Other Units: ............................................................................................................384
1104. Field Sector Staff: ..................................................................................................384
1105. Staff Selection: ......................................................................................................384
1106. Establishment Section: .........................................................................................384
1107. Security Arrangement: ..........................................................................................385

SECTION – III ................................................................................................................385

CRIMINAL INTELLIGENCE GAZETTE BRANCH .............................................................385

1108. Collection of Criminal Intelligence: ................................................................. 385
1109. Machinery for collection of Intelligence: ............................................................. 386
1110. Confidential enquiries: ......................................................................................... 386
1111. Interrogation of suspects and criminals: ............................................................... 386
1112. Dissemination of criminal Intelligence: ............................................................... 386

SECTION – IV ................................................................................................................386

INVESTIGATION .............................................................................................................386

1113. Investigation by Criminal Investigation Department: ....................................... 386
1114. Control of Investigation by Criminal Investigation Department: .................... 387
1115. Powers of Officer-in-Charge of Police Station: ................................................... 388
1116. Criminal Investigation Department Investigated cases - records: ..................... 388
1117. Investigation by field staff: ..................................................................................... 388
1118. Special Reports of certain classes of crime: .......................................................... 389

SECTION – V ................................................................................................................389

STATE CRIME RECORD BUREAU (SCRB) ....................................................................389

1119. Scope and function of State Crime Record Bureau: .......................................... 389
1120. Constituents of the State Crime Record Bureau: ............................................... 390
1121. Personnel of the State Crime Record Bureau: ...................................................... 390
1122. The Computer centre: .......................................................................................... 390
1123. Computerisation of Data on Crime and Criminals: .......................................... 391
1124. Computerised Data Bank: .................................................................................... 392
1125. District Crime Records Bureau: ......................................................................... 393
1126. Constituent of District Crime Record Bureau: .................................................... 393
1127. Personnel of District Crime Record Bureau: ....................................................... 393
1128. The Crime Team of District Crime Record Bureau: ......................................... 394
1129. Computer Centre of District Crime Record Bureau: ........................................ 394
1130. Crime Branch of District Crime Record Bureau: ............................................. 395
1131. Finger Print Section of District Crime Record Bureau: .................................... 395

SECTION – VI ................................................................................................................396

SCIENTIFIC AID TO INVESTIGATION .......................................................................396

1132. Classification: ........................................................................................................ 396
1133. (A) PRINCIPAL SCIENTIFIC AIDS: ................................................................. 396
1134. (B) Other Scientific Aids: ...................................................................................... 396
1135. Finger Print Bureau: ............................................................................................. 396
1136. Photographic Bureau: ......................................................................................... 398
1137. Forensic Science Laboratory: .............................................................................. 399
1138. Scientific Aids in some other matter: ................................................................. 399
1139. Other Scientific Aids to Investigation: ............................................................... 399
TABLE OF CONTENTS

CHAPTER – XXIII .............................................................................................................. 407

MIZORAM POLICE RADIO ORGANISATION ..................................................... 407

SECTION – I .................................................................................................... 407

GENERAL ......................................................................................................... 407

1148. Introduction: ............................................................................................... 407
1149. Function: .................................................................................................. 407
1150. Head of the Organisation: ......................................................................... 407
1151. Central Radio Workshops: ........................................................................ 407
1152. Central Store: ........................................................................................... 407
1153. Rank Structure in the Organisation: .......................................................... 408
1154. Communication Equipments for District and Battalion: ............................. 408

SECTION – II .................................................................................................... 409

APPOINTMENT, TRAINING, DISCIPLINE, ETC ........................................... 409

1155. Appointment: ........................................................................................... 409
1156. Basic Training: ........................................................................................ 409
1157. Disciplinary Rules: ..................................................................................... 409
1158. Uniform: .................................................................................................. 409

SECTION – III ..................................................................................................... 410

POWERS AND FUNCTIONS ............................................................................. 410

1159. Director General of Police: ....................................................................... 410
1160. Superintendent of Police(Wireless): .......................................................... 410
1161. Additional Superintendent of Police, (Communication)/Deputy Superintendent of Police, (Communication): .......................................................... 410
1162. Non-Gazetted Officers: .............................................................................. 411
1163. Sub-Inspector and others: ......................................................................... 411

CHAPTER – XXIV........................................................................................................ 412

FIRE AND EMERGENCY SERVICES .................................................................. 412

SECTION – I .................................................................................................... 412

ORGANISATION ................................................................................................. 412

1164. Controlling Authority: .............................................................................. 412
1165. Fire Prevention Cell: ................................................................................ 412
1166. Central Store: ........................................................................................... 412
1167. Workshop: ................................................................................................ 413
1168. Other Officers and men: ............................................................................ 413

SECTION – II .................................................................................................... 413

RECRUITMENT AND TRAINING .................................................................... 413

1169. Recruitment of Gazetted Officers: ............................................................ 413
1170. Non-Gazetted Officer: ................................................................................. 414
1171. Direct Recruitment of Fireman: .................................................................. 414
1172. Leading Firemen: ..................................................................................... 414
1173. Sub-Station Officer: ................................................................................... 415
1174. Station Officer: .......................................................................................... 415
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1175.</td>
<td>Fire Service Officer:</td>
<td>416</td>
</tr>
<tr>
<td>1176.</td>
<td>Training:</td>
<td>416</td>
</tr>
<tr>
<td>1177.</td>
<td>Appointment Certificate:</td>
<td>417</td>
</tr>
<tr>
<td>1178.</td>
<td>Elementary Fire Fighting Training School:</td>
<td>417</td>
</tr>
<tr>
<td></td>
<td><strong>SECTION – III</strong></td>
<td></td>
</tr>
<tr>
<td>1179.</td>
<td>Ware-House, Workshop and Godowns:</td>
<td>417</td>
</tr>
<tr>
<td>1180.</td>
<td>Licensing of Ware-House/Workshop/Go-down:</td>
<td>417</td>
</tr>
<tr>
<td>1181.</td>
<td>Application for Warehouse license and its renewal:</td>
<td>417</td>
</tr>
<tr>
<td>1182.</td>
<td>Power to seize/remove/destroy goods:</td>
<td>418</td>
</tr>
<tr>
<td>1183.</td>
<td>Change of possession:</td>
<td>418</td>
</tr>
<tr>
<td>1184.</td>
<td>License for using building for manufacturing firework:</td>
<td>418</td>
</tr>
<tr>
<td></td>
<td><strong>SECTION – IV</strong></td>
<td></td>
</tr>
<tr>
<td>1185.</td>
<td>Fire Station, Routine Works and Duties of various ranks:</td>
<td>418</td>
</tr>
<tr>
<td>1186.</td>
<td>Duties of Officer-in-Charge of Fire Station:</td>
<td>418</td>
</tr>
<tr>
<td>1187.</td>
<td>Discipline:</td>
<td>422</td>
</tr>
<tr>
<td>1188.</td>
<td>Duties of Leading Firemen:</td>
<td>422</td>
</tr>
<tr>
<td>1189.</td>
<td>Duties of Driver / Operator:</td>
<td>423</td>
</tr>
<tr>
<td>1190.</td>
<td>Duties of Firemen:</td>
<td>423</td>
</tr>
<tr>
<td>1191.</td>
<td>Duties of Watch Room Operator:</td>
<td>424</td>
</tr>
<tr>
<td>1192.</td>
<td>Police Officer to render assistance:</td>
<td>425</td>
</tr>
<tr>
<td>1193.</td>
<td>Powers of members of the force on occasion of fire:</td>
<td>425</td>
</tr>
<tr>
<td>1194.</td>
<td>Arrangements for Supply of Water:</td>
<td>425</td>
</tr>
<tr>
<td>1195.</td>
<td>Preventive measures:</td>
<td>426</td>
</tr>
<tr>
<td></td>
<td><strong>SECTION – V</strong></td>
<td></td>
</tr>
<tr>
<td>1196.</td>
<td>Disciplinary Authority:</td>
<td>426</td>
</tr>
<tr>
<td>1197.</td>
<td>Uniform:</td>
<td>427</td>
</tr>
<tr>
<td>1198.</td>
<td>Ministerial Staff:</td>
<td>427</td>
</tr>
<tr>
<td>1199.</td>
<td>Correspondences and Records:</td>
<td>427</td>
</tr>
<tr>
<td>1200.</td>
<td>Annual Confidential Report:</td>
<td>427</td>
</tr>
<tr>
<td>1201.</td>
<td>Annual Administration Report:</td>
<td>427</td>
</tr>
<tr>
<td>1202.</td>
<td>Inspections:</td>
<td>428</td>
</tr>
<tr>
<td>1203.</td>
<td>Communication:</td>
<td>428</td>
</tr>
<tr>
<td>1204.</td>
<td>Service Medals:</td>
<td>428</td>
</tr>
</tbody>
</table>
THE MIZORAM POLICE MANUAL – 2005

Introductory:

1. In exercise of the powers conferred by relevant provisions of the Police Act (Act V of 1861) as applied to Mizoram and of the Code of Criminal Procedures 1973 (Act II of 1974), the State Government of Mizoram in consultation with the Director General of Police Mizoram, framed the “Mizoram Police Manual 2005” as follows:

2. This Manual may be called the “Mizoram Police Manual, 2005”.

3. It shall come into force from the date of Notification in the Official Gazette by the Government of Mizoram and will apply to Mizoram Police Forces.

CHAPTER – I

PRELIMINARY

1. Legal Basis of State Police:

The Police Act, 1861 (Act V of 1861) and the Criminal Procedure Code, 1973 (Act II of 1974) are the two major legislations which form the basis of the organisation and functioning of the Police. The Police Act 1861 (Act V of 1861) lays down the provisions for constitution of the Police Force and their duties in a general way and the Criminal Procedure Code, 1972 (Act II of 1974) lays down detail provision about detection, investigation, prosecution and prevention of crime.

2. Position of the Police Act 1861 and Code of Criminal Procedure, 1973 in Mizoram:

The Police Act, 1861 is in force in the State of Mizoram but only few chapters of the Criminal Procedure Code, 1973 (Act II of 1974) apply pro-prio vigore and the rest of the Code being applicable in spirit only. These chapters may be brought into force by the State Government as and when it is thought proper. The Police shall, however, apply the provisions of Code of Criminal Procedures, 1973 (Act II of 1974) in letter and spirit to regulate its functioning within definite bounds.

3. Different Branches in Police:

The State Police Force is also required to perform duties under a number of other legislations. Several special branches are also established under the Police Organisation to enable the Police Force to perform its duties effectively. These branches are the Mizoram Police Radio Organisation, the State Special Branch, the Criminal Investigation Department and the Mizoram Armed Police Battalions. They are all deemed to be part of one Police Force under the State Government under Section 2 of the Police Act, 1861. Further the State Fire Service comes under the State Police and its personnel are appointed under the Police Act. The State Forensic Science Laboratory also functions under the control of the State Police.

4. Authority:

(1) The Mizoram Police Manual is made in pursuance to the relevant provisions of the Police Act, 1861 (Act V of 1861) and the code of Criminal Procedure 1973 (Act II of 1974) and in exercise of all enabling powers conferred by Sub-Section (2) of Section 46, in particular and other provisions of the said Act, and by the said Code.

(2) This supersedes the provisions of the Assam Police Manual in so far as it was applied to Mizoram by way of adaptations and amendments.
(3) Where the Governor of Mizoram is satisfied that the operation of any of the provision of this Manual causes undue hardship, in any particular case, he may dispense with or relax that provision to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.
CHAPTER - II

ORGANISATION

5. Territorial Divisions:

The State of Mizoram forms a General Police District as defined in the Police Act 1861 (Act V of 1861). The administration of the General Police District vests in the Director General of Police, Inspector General of Police, Deputy Inspector General of Police, Assistant Inspector General of Police, Superintendent of Police and other officers as the State Government may decide. According to section 4 of Police Act 1861 (Act 5 of 1861) the administration of the Police throughout a general Police district is vested not in the Director General of Police but in the Inspector General of Police, hence, the Director General of Police shall stand designated as Director General of Police-cum-Inspector General Police of the State. The State is divided territorially as follows for the purpose of Police administration:

1. **Ranges:** Each Range consists of a number of Districts as notified by Government of Mizoram from time to time and is normally under the charge of a Deputy Inspector General of Police.

2. **Districts:** Each administrative District is under the charge of a Superintendent of Police assisted by such number of Additional Superintendents of Police, Assistant Superintendents of Police or Deputy Superintendents of Police as the State Government of Mizoram may from time to time decide. Government of Mizoram may create any other police district within the same administrative district according to necessity.

3. **Sub-divisions:** A District may be divided into such number of sub-divisions as may be notified from time to time by the State Government of Mizoram. The Police in each sub-division is headed by a Sub-Divisional Police Officer of the rank of Assistant Superintendent of Police or Deputy Superintendent of Police. All Inspector of Police, Sub-Inspector of Police or Assistant Sub-Inspector of Police as required are posted to the office of the Sub-Divisional Police Officer, to assist him. The Sub-Division may have one or more Police Stations.

4. **Police Stations:** Each Police Station shall be under the charge of an Inspector of Police or a Sub-Inspector of Police. Expressions 'Police Station' and 'Officer-in-Charge of a Police Station' shall have the same meaning as defined in Section 2(s) and 2(o) of the Code of Criminal Procedure, 1973 (Act II of 1974). The State Government of Mizoram may establish Police Station at any place as considered necessary.

5. **Outposts:** The State Government of Mizoram may establish one or more Outposts as considered necessary within the jurisdictions of any Police Station. Such Out Post shall be placed under a Sub-Inspector or an Assistant Sub-Inspector of Police or a Head Constable specially authorised by Superintendent of Police to investigate criminal cases.

6. **Beat Post and Patrol Post:** A Beat post or a Patrol Post is a temporary post established in a crime prone area to check criminal activity. It is normally placed under Assistant Sub-Inspector or Head Constable as decided by the Superintendent of Police or the Sub-Divisional Police Officer concerned.

6. Administrative Units:

The Mizoram State Police Force includes the following administrative units, namely:

1. The District Police consisting of the District Executive Force (DEF), with its Unarmed Branch (UB) and Armed Branch (AB) and the District Special Branch (DSB),

2. The Criminal Investigation Department (CID),

3. The State Special Branch (SB),

4. The Mizoram Police Radio Organisation (MPRO),
(5) The Traffic Police,
(6) The Mizoram Armed Police Battalions (MAP Bns.) and the India Reserve Battalions (IR Bn.),
(7) The Mizoram Fire and Emergency Services (MFES),
(8) The Police Training Centre (PTC),
(9) Any other Divisions created by the State Government of Mizoram from time to time.

7. **Gazetted and Non-Gazetted officers:**

The Mizoram State Police Force consists of officers of and above the rank of Deputy Superintendent of Police known as Gazetted Officers; Inspectors, Sub-Inspectors and Assistant Sub-Inspectors designated as Subordinate Officers (S.Os); and Head Constables, Naiks, Lance Naiks as Under Officers; and, Constables. However, they are all Police Officers as defined in the Police Act 1861 (Act V of 1861). There are also Grade IV employees for various purposes.

8. **Police Hierarchy:**

A table showing the normal pattern of the police hierarchy under the State Government of Mizoram is given below:

A. **Gazetted Officers:**
   1. Director General of Police (D.G.P.) / Additional Director General of Police (Addl. D.G.P.)
   2. Inspector General of Police (I.G.P.)
   4. Superintendent of Police (SP) and equivalent ranks including Commandants of Armed Battalions & Principal Police Training Center.
   5. Additional Superintendent of Police (Adll.S.P.) and equivalent ranks including Deputy Commandants of Armed Battalions, Vice Principal of Police Training Center etc.
   6. Deputy Superintendent of Police (DySP) / Assistant Superintendent of Police (A.S.P.) and equivalent ranks including Assistant Commandant (Dy.C.O.) of Armed Battalions, Assistant Principal of Police Training Center.

   **Note:**
   1. There is no post of Additional Director General of Police in Mizoram Police at present.

B. **Subordinate Officers (SO):**
   1. Inspector
   2. Sub-Inspector (S.I.)
   3. Assistant Sub-Inspector (A.S.I.)

C. **Under Officers (UO):**
   1. Havildar (Hav.) / Head Constable (H.C.) and equivalent ranks
   2. Naik (Nk.) and equivalent ranks
   3. Lance Naik (LNk.)

D. **Constables.**
9. **General Duties of all Police Officers:**

(1) Every Police Officer shall, for all purposes, be considered to be on duty and may at any time be called upon for duty as Police Officer in any part of the State or the Country.

(2) It shall be the duty of every Police Officer –

(i) to prevent the commission of offences and public nuisances,
(ii) to detect and bring offenders to justice,
(iii) to apprehend all persons whom he is legally authorized to apprehend and for whose apprehension sufficient grounds exist,
(iv) to collect and communicate intelligence affecting the public peace and regarding matters of public importance;
(v) to execute all orders and warrants lawfully issued to him by competent authority, and
(vi) to uphold and enforce duly enacted criminal laws.

10. **Guidelines in performance of duties:**

In performance of their duties, the following guidelines shall be kept in view –

(1) In securing the observance of law or in maintaining order, the Police should use the method of persuasion, advice and warning. Only when these methods fail and the application of force becomes inevitable, should they use the minimum of force required under the circumstances.

(2) Every Police Officer should recognize and respect the limitations of his powers and functions and should not usurp or appear to usurp the functions of the judiciary or avenge individuals or punish the guilty.

(3) Every Police Officer shall place duty before self, and remain calm and good-humoured in any situation, however risky or provocative.

(4) Every Police Officer shall be sympathetic, courteous and considerate to all members of the public and be ready at all times to render necessary assistance to all without regard to their wealth or social standing; and

(5) The primary duty of Police is to prevent crime and disorder. Hence, Police Officers should recognize that the test of their efficiency is the absence of crime and disorder and not the visible evidence of dealing with them.

**Note:** Provisions under Chapter XVI Condition of Service, Conduct, Discipline and Privileges should also be referred. For the purpose of various provisions of this Manual the expression “Police Officer” shall mean and include all formations of State Police of Mizoram.

11. **Assistance to another Police Officer:**

Every Police Officer is bound to assist another Police Officer of his own State or of any other State, when called upon by the latter for assistance or when it is needed, in the discharge of his duty in all lawful and reasonable manner.

12. **Inter-State meeting of Director General of Polices:**

For discussion of questions relating to police administration and for co-ordination of action against criminals, terrorists and insurgents, V.I.P. security and for any other topic of mutual interest, inter-State conferences of Director Generals / Inspector Generals, Deputy Inspector Generals of Police may be held as often as considered necessary after proper information.
13. **Inter-District meeting of Superintendent of Police of different State:**

The Superintendent of Police of a District of Mizoram which has inter-state borders shall hold meetings formally and informally with the Superintendent of Police of the district of Assam or Manipur or Tripura which is lying on the border to sort out problems of mutual interests and for cooperation to fight insurgency or inter-state criminals and also to exchange informations. The Superintendent of Police shall send a proposal for such meeting through the Deputy Inspector General of Police, Range to the Director General of Police indicating the subjects to be discussed and the stand proposed to be taken by him. On approval by Director General of Police such meetings may be held. There shall be no necessity of obtaining approval from the State Government. However the Government of Mizoram should be apprised of the situation.

14. **Meeting of Officers-in-charge of Police Stations with their counterparts of the bordering Police Stations in Assam or Manipur or Tripura:**

There shall be close cooperation between Officers-in-charge of adjoining Police Stations whether they are within the same State or different States. Officer-in-charge of a Police Station in Mizoram who has jurisdiction on the inter-state border may hold meetings with his counterpart across the inter-state border with due approval from the Superintendent of Police for mutual assistance and sorting out problems.
CHAPTER – III

POLICE HEADQUARTERS

SECTION – I

15. Police Headquarters:

The Director General of Police-cum-Inspector General of Police as the Commander of the State Police Force of Mizoram and Head of Department functions through his office which is known as the Police Headquarters. He is assisted by Inspector General of Police, Deputy Inspector General of Police and Assistant Inspector General of Police along with a number of Ministerial Staff under Superintendent of Police (Ministerial). There is also an Engineering Cell under an Executive Engineer assisted by Assistant Engineer and Junior Engineer to take care of the constructions under Police Department and a Deputy Director of Finance and Accounts from Finance Department to ensure that financial transactions of the Department are carried out according to the Financial Rules and Regulations of the State Government of Mizoram and to ensure that all financial norms are complied with. The number of Inspector General of Police, Deputy Inspector General of Police and Assistant Inspector General of Police depends on the requirement and as sanctioned by the State Government of Mizoram from time to time.

16. Organisation of Office of Director General of Police:

The Office of the Director General of Police (the Police Headquarters) is divided into different branches based on the type of works performed by them –

(i) Confidential Branch,
(ii) Establishment Branch,
(iii) Training Branch,
(iv) Supply Branch,
(v) Construction Branch,
(vi) Account Branch, and
(vii) Motor Vehicle Branch.

17. Confidential Branch:

The Confidential Branch is manned by Ministerial Staff under a Superintendent of Police (Ministerial) or an Additional Superintendent of Police (Ministerial) or a Deputy Superintendent of Police (Ministerial) assisted by a number of ministerial staff. It normally deals with all confidential matters, transfer and posting of gazetted officers including deputation; their service matters including award of Police Medals, disciplinary proceedings and creation of posts. It also deals with reorganisation of Mizoram Police and Modernisation Plans. The requirement of creation of new units or sub-units and posts are examined by the Confidential Branch. Likewise, the reorganisation of Mizoram Police and improvements or changes are examined by this branch including matters of modernization of the State Police with the help of the Modernisation grant from the Central Government. Once, decisions on reorganisations or modernisation are taken the actual proposal of creation of posts, purchase of vehicles or materials, etc., shall be dealt by the branch concerned.

18. Establishment Branch:

The Establishment Branch deals with all matters relating to non-gazetted police personnel, their recruitment, promotion, transfer and posting, leave, deputation, disciplinary
matters and pension. The branch is under an Additional Superintendent of Police (Ministerial) or a Deputy Superintendent of Police (Ministerial) assisted by a number of Inspector (Ministerial) or Sub-Inspectors (Ministerial) and Assistant Sub-Inspectors (Ministerial).

19. **Training Branch:**

The Training Branch manned by a Deputy Superintendent of Police (Ministerial) or an Inspector (Ministerial) assisted by as many Ministerial Staff under the Establishment Branch shall deal with all matters connected with Training. The ministerial staff shall be a part of the Establishment Branch.

20. **Construction Branch:**

The Construction Branch consists of two sets of staff – the Ministerial Staff under an Additional Superintendent of Police (Ministerial) or Deputy Superintendent of Police (Ministerial) assisted by Inspector(Ministerial), Sub-Inspectors(Ministerial) and Assistant Sub-Inspectors(Ministerial) and also technical staffs under an Executive Engineer. The branch deals with all matters relating to construction of Police buildings from planning, designing and execution; their maintenance and repairs and also with matters connected with Police lands.

21. **Supply Branch:**

The Supply Branch consists of an Inspector of Police and Ministerial Staff members under an Additional Superintendent of Police (Ministerial) or a Deputy Superintendent of Police (Ministerial). This branch deals with all matters of procurement of materials and equipments required by the State Police and their issue to different Units. Amongst the important purchases regularly made are clothings and accoutrements, uniform and tentage. It also deals with indent of arms and ammunitions including tear gas materials and their issue to different Units. Purchase and issue of stationeries also comes under this branch. It shall allow issue guidelines to the different units in respect of in storage of materials, their upkeep and disposals.

22. **Account Branch:**

The Account Branch handles all matters of pay and allowances, TA Bills, Contingency Bills, loans and advances, audit objections and all correspondences connected with financial transactions. The branch is under Additional Superintendent of Police (Ministerial) or Deputy Superintendent of Police (Ministerial) assisted by Inspector (Ministerial), Sub-Inspector (Ministerial) and Assistant Sub-Inspector (Ministerial); one Inspector (Ministerial) acting as Cashier. All financial bills are put up through the FAO who practically is in charge of the Account Branch. The Finance and Accounts Officer is also required to examine all proposals of purchase, creation of staff and other proposals involving financial expenditure.

23. **Motor Vehicles Branch:**

The Motor Vehicles Branch deals with all matters connected with purchase of vehicles and their allotment to the different units, condemnation of vehicles of Police Department and their disposal after condemnation. This branch also processes all proposals from different units for sanction for repair of vehicles moved by different units of Mizoram Police and whenever required, moves Home Department, Government of Mizoram for sanction of repair of Police vehicles.

24. **Central Police Workshop:**

There is a Central Police Workshop attached to the Motor Vehicles Branch of the office of the Director General of Police. This Central Police Workshop is headed by a Deputy Superintendent of Police assisted by Inspector(Mechanic), Sub-Inspector(Mechanic), Assistant Sub-Inspector(Mechanic), other mechanics and technical staff of various ranks. This Workshop is established to undertake major repairs of Police vehicles of different units which cannot be repaired by the unit mechanic. It is expected to undertake the bulk of major repairs of Police vehicles so that the need to go to private workshop for repair is cut down to the minimum resulting in economy of expenditure on repair and maintenance. This Workshop
also takes the responsibility of maintaining and repairing of vehicles in the book of Police Headquarters.

SECTION – II

POWERS, DUTIES AND RESPONSIBILITIES OF OFFICERS

25. Duties and Responsibilities – General:

The duties of different officers in the Police Headquarters are laid down below. These should not be taken as complete enumeration of all the duties. The gaps shall be filled up by the Director General of Police by Standing Orders. Limited modifications may also be made by him with approval from Home Department as he is ultimately responsible to the State Government for the entire Mizoram State Police Force.

26. The Director General of Police-cum-Inspector General of Police:

(1) The Director General of Police-cum-Inspector General of Police of the State is the Commander of the State Police of Mizoram. The administration of Police throughout the State, subject to the general control of the State Government of Mizoram, is vested in him. He is responsible to the state government for the efficient functioning of the State Police. He is responsible for internal administration of the police and the efficient functioning of police in their day-to-day performance of duties. He is to ensure through various measures that discipline is enforced and the morale of the force is kept high; that good works duly rewarded while indiscipline conduct or neglect of duty are promptly punished. He should promote esprit de corps, camaraderie and fraternity amongst all personnel of the Force and must take measures to instil a sense of pride in police uniform and ensure that every individual develops a sense of belonging to the Force.

(2) Magisterial Power: The Director General of Police-cum-Inspector General of Police enjoys the full powers of an Executive Magistrate throughout the State but he shall exercise this executive magisterial power subject to such limitation as may be imposed from time to time by the State Government of Mizoram.

(3) Rule-making power: The Director General of Police may subject to the approval of the State Government of Mizoram, frame rules and regulations in respect of organisation, classification and distribution of the state police; their location, nature of duties, inspections, clothing and accoutrement and other necessaries to be furnished to them, the kind of weapons to be used by the Police and the nature and type of intelligence and informations to be collected and disseminated. The Director General of Police may frame rules and regulations and issue circular orders for the purpose of preventing abuse of powers and neglect of duties by the Police and to make the Police Force more efficient and effective in the discharge of duties.

(4) Adviser to the State Government: The Director General of Police is to advice the State Government of Mizoram in all matters relating to Police, security, crime, and maintenance of law and order. On his impartial advice depends a correct framing of policies and action plans having far reaching consequences.

(5) The Director General of Police is to inform the State Government in regard to all important developments including political issues and in matter that may affect the security of the nation, maintenance of law and order in the state and keeping of peace in the society; programmes of agitation by any organised group, any development that may attract wide public attention, etc., so that the state government is forewarned and that meaningful decisions can be taken and policies laid down.

(6) The Director General of Police is the central authority to direct Police operations in times of large scale disturbances like demonstrations, strikes, riots, public
disorders, communal disturbances, political agitations and insurgency movements. Under such situations the Director General of Police has the full powers to withdraw Police personnel from one place and to re-deploy them to another area so that effective measures to deal with such situations are taken. He is responsible for deployment of the Force especially the battalion personnel in such a manner as to be most effective in dealing with disturbances. However, on such important and vital matters, he should consult senior Police Officers working under him to arrive at the just and right decision.

(7) The Director General of Police, under exceptional circumstances, when their security is threatened, may order deployment of Additional Police for protection of individuals, establishment or institutions for a limited period on payment of the cost of Police personnel so deployed.

(8) The Director General of Police is responsible through the Deputy Inspector General of Police, Administration for preparation of the budget for his department and to enforce economy in expenditure, and to ensure that limited financial resources are utilised to maximum effect.

(9) He is to ensure that all equipments like clothing and accoutrements, arms and ammunitions, etc., are provided to all the units of the State Police, and that no unit or sub-unit of Mizoram Police does not face any problem in executing their allotted tasks due to lack of equipments.

(10) The Director General of Police is also responsible for drawing up plans of reorganisation of the State Police so as to make more effective in its functions, to remove difficulties in efficient performance of duties by the Police or to introduce improvements in any aspect of policing in the state. Such plans shall be submitted to the State Government in the form of proposals.

(11) The Director General of Police may prescribe books and registers to be used by the different units and sub-units of the state police.

(12) The Director General of Police is to carry out periodical inspections of different Units so that all the units of the Police Force are inspected once in two years. He may direct the Inspector General of Police, Headquarters to inspect the less important units on his behalf.

(13) The Director General of Police is to ensure that all Annual Confidential Reports are initiated, reviewed or accepted within the prescribed time.

(14) The Director General of Police is responsible to ensure that the welfare of the police personnel are taken care of and that welfare measures are undertaken by each unit within their capacity and that Gazetted officers take interest in such welfare projects.

(15) The Director General of Police is to ensure that Annual Administrative Reports to the State Government is submitted in time. For this purpose the different units of Mizoram Police shall have to submit their Annual Administrative Reports to the Director General of Police in time.

(16) The Director General of Police has to maintain close cooperation and cordial relationship with the Chief Secretary of the state, other Secretaries and Heads of Departments; and also with his counterparts in the neighbouring states.

27. The Inspector General of Police, Headquarters:

(1) The Inspector General of Police, Headquarters shall perform the duties of the Director General of Police in his absence.

(2) He shall be the link between the Deputy Inspector General of Police Range, Deputy Inspector General of Police Training and Deputy Inspector General of Police Criminal Investigation Department on one side and Director General of Police on the other. He shall supervise the functions of these DIGsP and the Units under their control. However, the Special Branch shall remain under the direct control of the Director General of Police.
(3) Without any prejudice to the responsibility and powers of the Director General of Police, he shall be responsible for maintenance of law and order in the State, all operational matters of the armed police, prevention and detection of crimes and computerisation of all record keeping of the Force including State Crime Record Bureau and District Crime Record Bureau. He discharges these responsibilities through the Deputy Inspector General of Police, Criminal Investigation Department and Deputy Inspector General of Police, Range.

(4) He shall be responsible to the Director General of Police for planning of training for Mizoram Police and all trainings being organised by the State Police and also ensure that essential training courses outside the state are attended by members of the State Police. He shall ensure that the training institutions are functioning efficiently and to suit the needs of the day. He discharges these responsibilities through the Deputy Inspector General of Police, Training.

(5) He shall be responsible to the Director General of Police for efficient performance of duty by the State Fire & Emergency Services and the Mizoram Police Radio Organisation. He shall ensure that all equipments and accessories required for execution of their duty are provided, and that the officers and men are capable of fulfilling their tasks, their basic and in-service trainings are completed and that their equipments are properly maintained.

(6) He is responsible to the Director General of Police for the efficient administration of the Battalions, their proper upkeep, and operational efficiency of the officers and men. He shall ensure that the Deputy Inspector General of Police Training, the Commandant and other Gazetted officers performs their duty and carry out their responsibilities to the best of their ability.

(7) He acts as the Sports Officer of the Police Force and ensure that participation in games and athletic activities are encouraged.

(8) He shall be responsible for all the welfare measures taken by different units and ensure that Welfare Institutions are managed on proper lines.

(9) He shall carry out any other duty or task assigned to him by the Director General of Police.

28. The Deputy Inspector General of Police, Administration:

(1) The Deputy Inspector General of Police, Administration, is the principal staff Officer to the Director General of Police. He is to take care of all the administrative matters in the office of the Director General of Police.

(2) He shall deal with all matters relating to personnel of Mizoram Police and their service. All appointments, transfer and postings, deputation, reward and punishment are to be dealt by him.

(3) All matters connected to the reorganisation and modernisations of Mizoram Police are to be processed through him. Reorganisation and modernisation of the State Police is an on-going process, and the Deputy Inspector General of Police, Administration, has to assimilate and translate into practical proposals, the lessons learnt from pass experiences, the feedback from various sources regarding policing, and latest trends and methods adopted in other places.

(4) All matters pertaining to procurement of materials required by the Force such as clothing and accoutrement, tentage, arms and ammunitions, etc., are to be processed through him. He is to ensure that the equipments and other requirements are provided to the different Units so that no handicap is faced by the personnel at the field in execution of duties.

(5) He is to ensure that proposals for purchase of vehicles are submitted in time; condemnations proceedings initiated in respect of vehicles due for condemnation. He shall monitor expenditure on Petroleum, Oil and Lubricants and repair of vehicles to enforce
He is to ensure that maintenance and repairs of vehicles by different Units are done promptly and with utmost economy.

(6) He is to deal with all the matters connected to keeping of accounts of financial transactions by the Police Department and to ensure that the financial rules and regulations of the State Government are followed by the Police Headquarters and all the Units of Mizoram Police. He is to deal with audit objections, budgetary matters and ensure that budget are prepared and submitted in time.

(7) He is to look after all the construction works under the department including maintenance and repairs of departmental buildings. He is to ensure that all the departmental buildings and residential quarters are constructed according to the approved plan and estimate and that all financial norms are complied with.

(8) He shall deal with any other matters entrusted to him by the Director General of Police.

29. The Deputy Inspector General of Police, Training:

(1) The Deputy Inspector General of Police, Training is a part of the Police Headquarters and is responsible to Inspector General of Police, Headquarters and the Director General of Police in all matters connected with training. He is to ensure that the training of Mizoram Police personnel are carried out on proper lines, that the latest techniques of training are incorporated by the training institutions and that the Basic Training Courses, Cadre Training Courses, Refresher Training including the Battalions Rotational Training are carried out regularly. He is to supervise the functioning of the Training Centre and the training course conducted there and also the other training courses conducted by various Units including the training of Ministerial Staff, and those of Mizoram Police Radio Organisation and Mizoram State Fire & Emergency Services.

(2) In addition to Training and looking after the works of the Police Training Centre, he shall be the supervising officer to the Superintendent of Police, Fire & Emergency Services, the Superintendent of Police, Wireless of the Mizoram Police Radio Organisation and all the Commandants of Armed Battalions. He shall be the appellate authority in disciplinary matters in respect of these Units. He shall initiate the Annual Confidential Reports of the Principal, Police Training Centre, the Superintendent of Police, Fire and Emergency Services, the Superintendent of Police, Wireless and all Commandants.

(3) He shall ensure that there are qualified instructors for all subjects taught to the police personnel including Specialist instructors like Map Reading Instructor, Physical Training Instructor, etc. Effectiveness of training depends on the trainers and he should therefore, take all measures required to have full complements of Instructors for all training courses including that of the technical personnel of Mizoram Police Radio Organisation, Fire & Emergency Services, Motor Vehicle Mechanics, Armourer, etc.

(4) He shall inspect all the Units under him once a year.

(5) He shall carry out any other duty assigned to him by the Director General of Police.

30. The Deputy Inspector General of Police, Range:

(1) The Deputy Inspector General of Police, Range is to supervise the functioning of all the Superintendents of Police of the Districts and to ensure that the officers and men under him perform their duties in a responsible manner. He shall give guidance wherever necessary. He should promptly visit a district whenever a new Superintendent of Police takes over the district and give briefing to him. He shall be the appellate authority in disciplinary matters in respect of the district police personnel. He shall intimate the Annual Confidential Reports of the Superintendents of Police.

So long as there is one Deputy Inspector General of Police, Range, for the state the office of the Deputy Inspector General of Police, Range is a part of the Police Headquarters.
If and when more than one Range is created in the state the office of the Deputy Inspector General of Police Range, shall have to be reorganised.

(2) As a supervising officer to the Superintendent of Police of the district who has to work in close cooperation with the District Magistrate, it is in his interest to maintain cordial relationship with the District Magistrates. For such purpose the Superintendent of Police shall take initiative to bring together the Deputy Inspector General of Police, Range and the District Magistrate.

(3) He shall personally deal with more difficult situations by virtue of his greater experience and expertise. He should not hesitate to personally direct police operations for enforcing law and order or to counter-act insurgents and terrorists.

(4) He shall have to actively involve himself in suppressing widespread agitations or movements covering more than one district.

(5) He shall inspect the offices of all the Superintendents of Police once a year and shall also inspect the important Police Stations.

31. The Deputy Inspector General of Police, Special Branch:

(1) In addition to the State Special Branch the Deputy Inspector General of Police, Special Branch, shall look after the Security and until a post of Deputy Inspector General of Police, Criminal Investigation Department, is created, the Criminal Investigation Department. His functions as the Head of the State Special Branch and the Security is described in the portion dealing with the Special Branch. As Deputy Inspector General of Police in charge of Criminal Investigation Department he is responsible for all matters connected with crimes.

(2) He shall be responsible to the Director General of Police for all matters connected with crimes – investigation and prosecution of cases, prevention of crimes and criminal intelligence. He is the supervising officer to the Superintendent of Police, Criminal Investigation Department, and in that capacity shall ensure proper functioning of the office of the Superintendent of Police, Criminal Investigation Department, and should inspect it at least once a year.

(3) He shall be responsible through the Superintendent of Police, Criminal Investigation Department, and Superintendents of Police of the districts for proper functioning of State Crime Record Bureau and the District Crime Record Bureau and to ensure that crime records are maintained properly, kept up-to-date and that reports and returns are submitted in time.

(4) He should ensure that investigations into cases are not delayed and are being done on proper lines and that supervising officers duly supervise investigations of important criminal cases. The efficiency and the expertise of the investigating staff depend on the guidance given by him and the Superintendents of Police, Criminal Investigation Department, and Superintendents of Police of the districts. Refresher courses on investigations may have to be organised at his initials.

(5) He shall ensure that there is proper coordination between the investigating staff and the prosecuting staff and that the Court Office is properly keeping the records of criminal cases till the trial begin, that the exhibits of the cases are kept safely and that packing of the exhibits are done properly when sent for Experts’ opinion.

(6) He shall be responsible for collecting criminal intelligence and disseminating these informations to the authorities concerned.

(7) He shall be responsible for any other duty assigned to him by the Director General of Police.

32. The Assistant Inspector General of Police – I:

(1) The Assistant Inspector General of Police-I shall act as the Head of Office for the Police Headquarters.
(2) He shall be responsible for proper functioning of the Confidential Branch and the Establishment Branch of the office of the Director General of Police. He shall be responsible to the Deputy Inspector General of Police, Administration and the Director General of Police for all the matters dealt by these branches.

(3) He shall ensure that all reports and returns to be submitted by these branches are prepared and submitted in time.

(4) He shall be responsible for preparation of the Annual Administrative Reports of Mizoram Police and ensure that different administrative units of Mizoram Police submit their Annual Administrative Report by the 15th of February every year and that the report of the department as a whole is prepared and submitted to Government of Mizoram by 1st of June.

(5) He shall ensure that the Annual Confidential Report of the ministerial staff and others are initialled and reviewed timely.

(6) As the officer who is to process all matters of appointment, promotion, disciplinary proceedings and rewards he must be fully conversant with the rules and regulations on these matters and ensure that fair and impartial actions are taken in all these matters.

(7) He shall carry out any other duties assigned to him by the Director General of Police.

33. **The Assistant Inspector General of Police – II:**

   (1) The Assistant Inspector General of Police-II shall be in charge of the Construction Branch, the Supply Branch and the Motor Vehicle Branch including the Central Police Workshop and he shall be responsible to the Deputy Inspector General of Police, Administration, and the Director General of Police for all matters connected with the subjects dealt by him.

   (2) He shall be responsible for ensuring that all procurements for the Department are done in time every year so that the personnel are fully equipped for execution of their duties at all times.

   (3) He shall ensure that tender notices for supply of equipments and also for construction of new buildings and major repairs are issued in time so that the whole process of supply of equipments or constructions works are completed during the year. He is to ensure that the scrutiny of tenders for supply of materials or for construction works are scrutinised without any particularity or any favour to anyone.

   (4) He shall ensure that all reports and returns submitted in respect of his subjects are prepared and submitted in time.

   (5) He shall scrutinise the Petroleum, Oil and Lubricants returns from the Units to ensure that strict economy is enforced.

   (6) He shall ensure that all Annual Confidential Reports of the Ministerial and other staff are initialled and reviewed in time.

   (7) He shall carry out any other duties as directed by the Director General of Police.

34. **The Assistant Inspector General of Police – III:**

   (1) The Assistant Inspector General of Police-III discharges the duties of Drawing and Disbursing Officer and in that capacity the responsibilities of Drawing and Disbursing Officer devolves on him.

   (2) As the Drawing and Disbursing Officer of Police Headquarters, he must ensure that all financial transactions are done according to the financial rules and regulations of the State of Mizoram and that the officers of the different units of Mizoram Police strictly abide by financial propriety and according to financial rules and regulations.
(3) He shall ensure that Audit objections are disposed within one month by the Police Headquarters and by the different units of Mizoram Police.

(4) He shall be responsible for proper functioning of the Account Branch and Training Branch. He shall be responsible to the Deputy Inspector General of Police, Administration, Deputy Inspector General of Police, Training and the Director General of Police for all matters connected with the subject dealt by him.

(5) It shall be his duty to ensure that training programmes and schedules are properly drawn up and that training courses are organised when they are due. He shall organise Trainers’ Training Courses in the State and also send instructors and potential instructors to various courses of Trainers’ Training conducted outside the State.

(6) He shall carry out any other duties assigned to him by Deputy Inspector General of Police, Administration, Deputy Inspector General of Police, Training or Director General of Police.

35. The Superintendent of Police (Ministerial):

The Superintendent of Police (Ministerial) in the office of the Director General of Police is the senior most of the officers belonging to the ministerial cadre. All service matters relating to the ministerial cadre shall be put up through him. With his long experience he shall normally be placed in charge of the Confidential Branch under Assistant Inspector General of Police-I with his intimate knowledge of the members of the Ministerial Cadre he shall advice the Assistant Inspector General of Police-I and Deputy Inspector General of Police Administration, on matters of transfer and posting of the ministerial staff from one branch to another within the different offices of Police Department and also from one office to another office.

36. The Additional Superintendent of Police (Ministerial) and or the Deputy Superintendent of Police (Ministerial):

An Additional Superintendent of Police (Ministerial) or a Deputy Superintendent of Police (Ministerial) is placed in charge of various branches in the office of the Director General of Police and that of the Deputy Inspector Generals of Police. He shall be responsible for the efficient working of the branches. An Additional Superintendent of Police (Ministerial) or a Deputy Superintendent of Police (Ministerial) should ensure that no correspondences or files are kept pending by the ministerial officers under him. He should give guidance to his subordinates especially the ones newly transferred to the Branch from another Branches or Offices and those who are newly appointed. He should be well acquainted with his subordinates and should help the Assistant Inspector General of Police-I and the Deputy Inspector General of Police (Administration) in allotment of works to different ministerial staff members.

37. Inspector of Police (Ministerial):

The Inspector of Police (Ministerial) in the office of the Director General of Police or the office of the Deputy Inspector General of Police shall assist the Deputy Superintendent of Police (Ministerial) of the branch to which they are posted. The Inspectors of Police (Ministerial) in the offices of the Superintendents of Police are the Head Assistants of their office and are responsible for their efficient functioning including their disciplinary matters.

38. Sub-Inspector (Ministerial) and Assistant Sub-Inspector of Police (Ministerial):

The Sub-Inspector of Police (Ministerial) and Assistant Sub-Inspector of Police (Ministerial) in various offices are allotted different works. It will be upto the head of office to place an Sub-Inspector of Police (Ministerial) in charge of different matters and putting Assistant Sub-Inspector of Police (Ministerial) to assist him. The head of office may also place senior Assistant Sub-Inspector of Police (Ministerial) in charge of files independently and processing the matter through the Inspector of Police (Ministerial) / Deputy Superintendent of Police (Ministerial).
CHAPTER - IV

DISTRICT POLICE

SECTION – I

CONSTITUENTS

39. **Constituents:**

   The District Police consists of the District Executive Force (DEF) and the District Special Branch (DSB). The District Executive Force consists of two branches – Unarmed Branch (UB) and Armed Branch (AB). A number of women police are also included in the UB whether or not they form a Special Women Police Cell. The District Special Branch personnel perform duty in plainclothes and belong to the cadre of UB of the State Police. There are posts of a small number of Ministerial Police Officers to perform the clerical work in the office of the Superintendent of Police.

40. **District Police Headquarters:**

   The office of the Superintendent of Police of the District is the main office of the District Police while the District Police Reserve, though the Reserve Office forms a part and parcel of the office of the Superintendent of Police, is the Headquarters of the District Executive Force and the Police Reserve is the place where all the activities of the District Executive Force are centred.

41. **The District Special Branch:**

   The District Special Branch is not a part of the District Executive Force but forms a part of the District Police establishment. The nature of their duty is quite different from the uniformed personnel and they perform duty in plainclothes. The State Special Branch Headquarters may also issue directions to the Superintendent of Police of the district in regard to the working the District Special Branch, though the controlling officer of the Superintendent of Police is the Deputy Inspector General of Police, Range.

42. **District Armed Reserve and Ordinary reserve:**

   The District Executive Force consists of a contingent of Armed Police known as the District Armed Reserve. They perform the duties which are required to be executed by armed personnel. There is also an Ordinary Reserve consisting of armed and unarmed personnel meant for Escorts and other miscellaneous duties which are not foreseen.

43. **Police Stations:**

   Police Stations in the district are the Units which performs the normal policing work. There may be Outposts and Beat/Patrol Posts under a Police Station.

SECTION – II

44. **Office of the Superintendent of Police:**

   (1) The Office of the Superintendent of Police consists of the following Branches – (a) General Branch, (b) Account Branch, (c) Crime Branch, (d) Reserve Office/Branch, and (e) The District Special Branch. There is also a Confidential Branch which deals with all
confidential matters and is handled either by the Personnel Assistant to the Superintendent of Police or any other Ministerial officer selected by the Superintendent of Police.

(2) The General Branch deals with the general correspondences and is under the Inspector of Police (Ministerial) who is also the head of the Ministerial staff in the office of Superintendent of Police.

(3) The Account Branch is looked after by the Accountant who is normally of the rank of Sub-Inspector (Ministerial) and assisted by other Ministerial staff. This Branch deals with all matters of accounts like preparation of pay bills, contingent bills, T.A. bills, etc., budget, audit objections and related correspondences. One reliable Sub-Inspector (Ministerial) is invariably appointed as Cashier for 3 years.

(4) Crime Branch and the Reserve Branch are dealt at length under the rules that follow while District Special Branch involves specialized works and the portion for the State Special Branch lays down the manner of working of the District Special Branch.

45. **Gazetted Officers:**

The Superintendent of Police, who is in overall charge of police in the district as a whole is assisted by various gazetted officers - the Additional Superintendent of Police (Addl. SP), Deputy Superintendent of Police (Deputy Superintendent of Police) / Assistant Superintendent of Police (ASP) and Sub-Divisional Police Officer (SDPO) who is located in the Sub-Divisional Headquarters. There may also be a Sub-Divisional Police Officer for the Sadar Sub-Division. The number of Additional Superintendent of Police, Deputy Superintendent of Police and Asst. Superintendent of Police depends on the requirement and there is normally a Sub-Divisional Police Officer for a Sub-Division. Normally an officer of the rank of Deputy Superintendent of Police is in charge of the District Special Branch; there may be an Inspector in smaller district or an Additional Superintendent of Police in larger districts depending upon the workload.

**SECTION – III**

**POWERS, RESPONSIBILITIES AND DUTIES**

46. **Distribution of work – power of Superintendent of Police:**

(1) The responsibilities of different officers in the District are laid down in the following rules. However, the Superintendent of Police, being finally responsible for efficient functioning of all branches and sub-units of the district police may modify, in the public interest and with the approval of the Deputy Inspector General of Police, Range the distribution of various works to different officers but should ensure a balanced work load. The duties and responsibilities of the officers given below are not exhaustive. The Superintendent of Police may fill the gaps by standing orders.

(2) A senior Police Officer may, on his own assume, the power and responsibilities of a Police Officer who is under his control.

47. **Functions and responsibilities of the Superintendent of Police:**

(1) The Superintendent of Police being the head of the District Police, is responsible for the efficient performance of the multifarious duties of the District Police as a whole and by the different Branches of his office and by the Sub-units of the District Police, the morale and discipline of the District Police.

(2) He is the head of the District Police and the senior most officer and hence, responsible for internal administration, economy, training, efficient performance of duties by all officers and men in the district and the welfare of the District Police and members of their family.
(3) (a) He should ensure timely collection of intelligence and their dissemination through the District Special Branch. He should keep himself informed of all-important developments, political or otherwise, in the district and he should also keep his superiors informed. (b) He shall ensure that Gazetted Officers and Subordinate Officers of the Police Stations also collect political and other informations and submit prompt reports.

(4) He shall ensure that law and order is maintained in the District; that incipient troubles are nipped in the bud; that the Officers-in-charge and the Gazetted Officers are always watchful of situation in the district taking timely action to prevent any spread or conflagration of any incident affecting law and order or any incident of communal nature. Any dereliction of duty on this matter shall be sternly dealt with. He and his officers shall maintain cordial relationship on this matter with the Executive Magistrates.

(5) He should maintain close cooperation with the District Magistrate and keep him informed of all important developments in the district which may have its repercussion in the law and order situation and all matters of public importance.

(6) He should ensure efficient and effective performance of duties by the different Branches of District Police including the Court Office and the District Special Branch through frequent visits of the sub-units, surprise checks and inspections which may be formal or casual.

(7) He shall hold Monthly Crime Review Meetings with all his officers including the Officers-in-charge of Police Stations and hold discussions on the crime situation and preventive measures to be taken. He shall supervise important criminal cases of his district.

(8) He shall inspect his office, the Police Reserve and the Court Office once a year and carry out half yearly inspection of all the Police Stations and Outposts in his District. He may inspect the important Police Stations and entrust the less important ones to his Additional Superintendent of Police. However that there is nothing like the inspection carried out by himself, and he must personally inspect all the Police Stations at least once a year for his own knowledge and the benefit of his guidance is reaped by all.

(9) He is the Head of Office and the Drawing and Disbursing Officer. He may authorise the Additional Superintendent of Police to act as the Drawing and Disbursing Officer, but the ultimate responsibility in the matter lies with him.

(10) He shall exercise close supervision and control over the budgetary grant. He shall ensure timely drawal and disbursement of pay and allowances and Travelling Allowances, and that bills are paid promptly.

(11) He should verify the cash balance once a month. This monthly verification may be entrusted to the Additional Superintendent of Police in which case the Superintendent of Police should verify the cash once every quarter. Either way cash remains the responsibility of the Superintendent of Police. He should not allow undisbursed money to accumulate.

(12) He shall ensure that Audit objections are disposed off and replies sent within one month of their receipt.

(13) He should verify the stock of clothing and other equipments, arms and ammunitions once in six months.

(14) He should hold weekly inspection parade which will include inspection of the Quarter Guard, the Magazine, all the vehicles, the hospital, the lines, etc. He should also hold orderly room on every inspection day and deal with indisciplined conduct and also attend to the genuine grievances of the men. He should ensure that no Gazetted Officer or Subordinate Officer should discourage the lower ranks to bring their grievances to the notice of the Superintendent of Police.

(15) He should hold Sammelans or Darbars every quarter. He should do the same whenever he visits the Police Stations and Outposts.

(16) He should ensure economy in expenditure especially Petroleum, Oil and Lubricants and vehicle repairs.
(17) He shall ensure that Subordinate Officers and Under Officers including the Ministerial officers are transferred within his district according to the policy laid down. No one shall remain normally in one place for more than three years.

48. Responsibility and functions of the Additional Superintendent of Police:

(1) He shall perform the duties of the Superintendent of Police whenever the latter is out of station.

(2) He shall assist the Superintendent of Police in the maintenance of law and order.

(3) Subject to the general control and supervision of the Superintendent of Police he shall be in charge of the Crime Branch and the District Crime Record Bureau. He shall go through the Progress Reports of Special Report cases and issue instructions wherever necessary. He shall ensure that the crime records are maintained according to the existing rules and regulation and that instructions from Director General of Police or National Crime Record Bureau are followed in running the District Crime Record Bureau. He shall ensure that investigations are carried out promptly and unreasonable delays are not tolerated, and that the First Information Reports are attended to promptly including visit of the place of occurrence.

(4) He shall ensure that the Police Stations and Outposts and the Court Offices keep their records according to the existing rules and instruction on the matter, and that the returns and statements due to higher authorities are submitted in time.

(5) He shall ensure that Monthly Crime Reviews are prepared by the Sub Divisional Police Officers in time for Superintendent’s of Police monthly meeting.

(6) He shall look after the Account Branch and act as the Drawing and Disbursing Officer. He may sign Bills, Cash Book and other connected records. However, the ultimate control of expenditure and the Account Branch including sanction, passing of pay order, etc. shall remain with the Superintendent of Police.

(7) He shall be in charge of buildings and look after all construction works undertaken departmentally and also supervise the works undertaken by the contractors. He shall ensure maintenance of departmental buildings and supervise the repair works.

(8) He shall look after all matters connected with clothing and accoutrement and arms and ammunitions. He shall carry out physical verification of all stores including arms and ammunition once every quarter. He shall ensure that arms and ammunitions are stored properly according to the standing instructions that the old ammunitions are issued earlier, that the explosives are stored separately, etc. Any problem connected with these matters shall be brought to the notice of Superintendent of Police promptly.

(9) He shall be in charge of all outdoor activities at the Police Reserve like Physical Training, Parade, fatigue works, etc.

(10) He shall hold Additional Superintendent of Police parade on every Friday of the Week.

(11) He shall ensure that all the personnel in Ordinary Reserve and the Armed Branch personnel are put through proper training and that Annual Range Classification Firing is held every year and that all the personnel of the District Police do their annual firing.

(12) He shall be responsible for cleanliness and sanitation in the Reserve Lines and Police Stations.

(13) He shall be in charge of Games and Sports and organise other recreational and welfare activities. He shall ensure proper functioning of the Family Welfare Centre and any other welfare measure taken up by the District.

(14) He shall ensure that all Reports and Returns due from the district are prepared and submitted in time.
(15) He shall carry out whatever duties that may be assigned to him by the Superintendent of Police.

49. **Deputy Superintendent of Police:**

The Deputy Superintendent of Police in the office of the Superintendent of Police shall be designated as Deputy Superintendent of Police (Headquarters). His responsibilities and functions are given below:

1. He shall assist the Additional Superintendent of Police in all matters connected with crime work including maintenance of District Crime Record Bureau. He shall put up papers connected with crime only after a thorough scrutiny.

2. He shall be in charge of the office establishment and responsible for maintenance of service books and other records and sign service sheets and other Registers in connection with service records of the Ministerial Staff and that of members executive officers and men.

3. He shall ensure that cases of confirmation are put up in time to the Superintendent of Police, that annual increments are granted promptly and that cases of crossing of Efficiency Bar are promptly taken up.

4. He shall ensure that all cases of Pension and payment of retirement benefits are taken up in time, that pending pension papers are disposed off quickly and that initiative is not left to retired persons or widows but always taken by the office to get pensions and retirement benefits sanctioned.

5. He shall carry out verification of Service Records once a year in respect of all personnel in the roll of the District. In this connection he shall ensure that the Diary of Annual Verification of Service is put up to him every day in the forenoon.

6. He shall perform the duties of Sadar Sub-Divisional Police Officer if there is no such post in the District Headquarters for the Sadar Subdivision.

7. He shall put up to the Superintendent of Police all cases of transfer of the personnel who are due for transfer from their present posting.

8. Daily Attendance Registers shall be put up to him. He must keep the Additional Superintendent of Police and the Superintendent of Police informed in case any of the staff is irregular, in spite of his efforts of correcting him.

9. He shall carry out any duties assigned to him by the Superintendent of Police.

50. **Sub-Divisional Police Officer:**

1. The Sub-Divisional Police Officer is the Field Officer at the spot to ensure efficient performance of all types of Police work in the sub-division and is responsible to the Superintendent of Police for all aspects of functioning of the District Police within his subdivision.

2. He shall be in charge of the District Armed Police contingent stationed at the Sub-Divisional Headquarters and those deployed on fixed picket duties in his subdivision. He shall ensure proper storage of their arms and ammunitions; that all kinds of activities of an armed police contingent for maintaining their skill and efficiency including Physical Training, Parade and playing of games are continued within the available means.

3. He shall hold Inspection Parade on every Monday in respect of all Police personnel posted at the Sub-divisional Headquarter including Mizoram Police Radio Organisation staff and Mizoram Armed Police Battalion, if there is no Assistant Commandant posted there.

4. He shall be in charge of the law and order duties within his subdivision. He shall ensure that incipient law and order problems and communal disturbances are firmly
dealt with preventing further conflagrations. He should firmly deal with officers who are negligent in this matter.

(5) He shall supervise the duties of the offices of the District Special Branch posted at the Sub-Division and acts as the Sub-Divisional Police Officer for the District Special Branch, initiating situation Reports and other confidential reports.

(6) He shall maintain liaison with the Sub-Divisional Magistrate in all matters of crime and maintenance of law and order and keep him informed of all-important incidents that may have repercussion on law and order including any incident that has aroused wide public interest.

(7) He shall supervise important cases reported to different Police Stations in his Sub-Division and ensure that the Investigating Officers perform their duty with the sense of responsibility and not delay, whatsoever are the caused, in attending to reports of crime or incidents of disorder.

(8) He shall submit Progress Report in Special Report cases.

(9) He shall ensure that the records of the Police Stations are kept in a proper manner and that reports and all returns are submitted to him and to the office of the Superintendent of Police.

(10) He shall develop intimate knowledge of all the personnel, at least of the Subordinate officers, posted to his subdivision so that he can make full use of their potentials.

(11) He shall keep his Superintendent of Police informed of all developments in his subdivision.

(12) He shall carry out any duty assigned to him by the Superintendent of Police.

SECTION – IV

NON-GAZETTED OFFICERS

51. Non-Gazetted Officers – backbone of police:

There are a number of non-gazetted officers in the district. They are the backbone of the police who actually perform the policing work. They are posted in the office of the Superintendent of Police but mostly at the Police Stations where policing work is done while the armed branch personnel are located at the Reserve Lines.

52. Inspector of Police:

(1) An Inspector of Police shall be posted to every subdivision to assist the Sub-Divisional Police Officer. Where there is no Sub-Divisional Police Officer in a sadar subdivision he shall be attached to the office of the Superintendent of Police.

(2) All town Police Stations and important rural Police Stations shall be placed in charge of inspectors as Officer-in-Charge. Other rural Police Stations shall be generally managed by Sub-Inspectors.

(3) An Inspector who is attached to a Sub-Division shall work under the Sub-Divisional Police Officer and under the Superintendent of Police when attached to the District Headquarters and be accountable to him. He shall carry out the duties allotted to him by the Sub-Divisional Police Officer/Superintendent of Police in addition to any duties prescribed for him under the rules and orders. In general, the Inspector is required to do supervision of investigation and crime-detection duties. He shall perform law and order duties and other duties whenever required.
(4) As regards his duties relating to supervision of investigation, he shall not himself ordinarily conduct investigation nor shall he ordinarily take investigation out of the hands of a Sub-Inspector. Where it is found that the cases are of unusual importance, or the facts are very intricate or the investigating officer is mismanaging things, he may take up investigation himself, with the permission of Sub-Divisional Police Officer/Superintendent of Police.

(5) Supervision of investigation is one of his most important duties. He shall not only detect faults and inadequacies but shall also offer assistance and guidance and in particular shall check whether the correct line of investigation is being followed. He shall ensure that no legal step in the process of investigation is left out. He shall give advice, after investigation is complete, as to whether the submission of a Charge-sheet or a final report is justified by the evidence collected. In very complicated cases, the advice of the Assistant Public Prosecutor may also be obtained, with the permission of Sub-Divisional Police Officer/Superintendent of Police.

(6) The Inspector shall keep the Sub-Divisional Police Officer/Superintendent of Police informed of the progress of the investigation (a) in all 'Special Reports' cases and (b) all other cases in which the Superintendent of Police/Sub-Divisional Police Officer specially orders him to do so. Such reports shall continue to be submitted till the case is dealt with in final report or Charge-sheet. The report shall be in a narrative form containing the following information: -

(i) brief facts as given in First Information Report,
(ii) facts ascertained by local inspection with details as to modus-operandi, evidence of witnesses, facts ascertained by enquiries from confidential sources, Police Station record, results of house-search, and result of co-operation with other Police Stations,
(iii) whether the accused is under arrest or on bail and action taken against absconders,
(iv) defects, delay or omission in investigation, if any,
(v) instructions given to the investigation officer, and
(vi) final recommendations.

(7) The Inspector shall perform formal and informal inspection of each Police Station and Out Post within his jurisdiction; formal inspections once every quarter. The timing shall be so arranged that the inspections by Superintendent of Police, Sub-Divisional Police-Officer and Inspector are not all made within an unduly short period. His inspection should be absolutely thorough, scrutinising all records of the Police Station. He must give guidance and ensure the record keeping by the staff of the Police Station is done strictly according to the rules.

SECTION – V

MINISTERIAL OFFICERS AND OFFICE PROCEDURE

53. Introduction:

Members of the clerical staff under the Police Department have been combatised; they wear police uniforms and rank badges as other members of the Police Force. They perform all the clerical works in various offices of the department. Occasionally, they are also required to perform law and order duties mostly for regulating crowds. They undergo a minimum police training and they cannot however, be utilised for other police duty as a matter of rule and they cannot be transferred to executive cadre or to plain clothes duties.
54. **Head of Ministerial Staff:**

The Ministerial Officers working in the office of the Superintendent of Police of the District, Battalions and other units of the Police Force are normally under an Inspector(Ministerial); those of the offices of the Deputy Inspector General of Police are under a Deputy Superintendent of Police(Ministerial) while there is a Superintendent of Police (Ministerial) and Additional Superintendents of Police(Ministerial) in the office of the Director General of Police.

55. **Ministerial Officer’s work:**

The Ministerial Officers in the different offices of the Police Department deal with the general correspondences and accounts. One Sub-Inspector(Ministerial) is normally appointed as Cashier in the office of the Superintendent of Police while an Inspector(Ministerial) is appointed as Cashier in the office of the Director General of Police.

56. **Duties of Head of Ministerial staff:**

The primary duty of these ministerial officers as heads of the ministerial staff in independent establishments is to supervise the works of the members of ministerial staff of the office where they serve. The Additional Superintendent of Police (Ministerial) or a Deputy Superintendent of Police(Ministerial) or an Inspector(Ministerial) in the office of Deputy Inspector General of Police or of the Director General of Police are normally posted in charge of a particular branch under the control of the head of the ministerial staff.

57. **Procedure of taking charge:**

1. On the occasion of any change of ministerial officer, in charge of ministerial establishment of office, the Director General of Police (in the case of his office) or any Gazetted executive Police Officer of his office nominated by him on his behalf, Deputy Inspector General of Police (in case of his office) or any Gazetted executive Police Officer nominated by him on his behalf, the Superintendent of Police/Commandant/Principal, Police Training Centre (in case of their respective offices) should be present and satisfy himself that the relieving ministerial officer in charge has taken charge of the registers and files which he dealt with and that the relieved ministerial officer has noted all pending matters.

2. The relieving ministerial officer, in charge should examine the accounts from the commencement of the month and make memorandum in the Cash account - (a) of advance and other sums of money already drawn, (b) of sums for which no receipt have been received and (c) of bills, etc. sent to the treasury but not paid. The memorandum should be signed by both the relieved and the relieving officers.

3. The relieving ministerial officer in charge should also prepare a list of bills (pay, travelling allowances, clothing and contingent) pending for preparation, encashment or submission to Treasury.

4. The relieving ministerial officer in charge should also examine the stock book and other books containing particulars of Government property and see that they agree with the article in stock.

5. The relieving ministerial officer in charge should take the earliest opportunity of examining all receipts and acquaintance-rolls for three months back and report to the Head of office whether they are complete or otherwise.

6. The work of taking over charge should not be allowed to occupy more than one day.

58. **Rules for arrangement of correspondence:**

1. Correspondence shall be classified and arranged first by collection, and secondly, within each collection by files. Each file have its consecutive number within the collection and its distinctive subject or title.
(2) A collection is an aggregate of files the subject of which falls under some
general classification and which are kept together for convenience.

(3) A single file shall consist of every letter received and the draft of every letter
issued in the course of a consecutive correspondence on one subject, but the half margin
memorandum of which no copy is kept is excluded. Each letter shall be assigned a
consecutive serial number and placed at the bottom.

(4) In each office, the Superintendent of Police / Commandant / Principal, Police
Training Centre should prepare a standard list of files which are required to be in each
collection, and these files should, as far as possible, be given the same number on each
successive year. But new files must of course, be opened on any year as occasion requires.

(5) Three registers should be kept in prescribed forms for correspondence,
namely: -

(i) Register of letters received.
(ii) Register of letters issued, and
(iii) File index.

59. Instructions regarding Register of letters received:

(1) This register may be divided into five parts as follows: -

(i) Director General of Police/Inspector General of Police, and Deputy
Inspector General of Police.
(ii) Controller of Accounts and Treasuries.
(iii) Other Superintendents of Police/Commandant/ Principal Police
Training Centre.
(iv) Deputy Commissioner/Magistrate.
(v) Miscellaneous.

Each Head of Office shall make suitable division into as many subjects as required for
his office.

(2) In the column showing subject matter, a précis of the letter of which a copy
is kept is not required but only an indication of its content sufficient for its identification. In
case of a letter in half margin form of which no copy is kept, a précis may be kept. Action
taken on the letters as ordered by the head of office should be indicated in the appropriate
column.

60. Issue Register:

In this register shall be entered in order of despatch all letters issued from the office.
Reminder need not be separately registered, their despatch number with date, should be
noted against the original entry in the remarks column. The value of the service stamp used
should be noted in the remark column.

61. Log Book:

Every ministerial officer will maintain a Logbook in which he shall enter all the letter
number with date, received and marked to him daily (giving date of receipt by him) and he
shall also enter on the opposite margin of the same, letter number and date under which it
has been disposed of and despatched. These log books shall be thoroughly checked by the
Deputy Superintendent of Police (Ministerial) or Inspector (Ministerial) in charge of the office
once a fortnight and he shall prepare a pending list/register of all letters received and issued
to which no reply has been despatched or received within a fortnight and put up the same
before the Superintendent of Police/ Commandant/Principal, Police Training Centre or the
officer authorised by him on his behalf.
62. **File Index:**

The File Index should be divided into collections. One page or more should be reserved for each collection according to the number of files likely to be opened within the collection during the year.

63. **Covers to be opened in presence of:**

All covers should be opened and stamped with the date of receipt by or in presence of Superintendent of Police, Commandant, Principal, or the Head of office, who will initial and put the date. Covers containing case diaries, in case of Superintendent of Police of a district shall be made over to the Gazetted officer in charge of the Crime Branch or the District Crime Record Bureau.

64. **Letters to be entered in Register:**

(1) On being handed over to the Deputy Superintendent of Police (Ministerial) or Inspector (Ministerial) in charge or the correspondence ministerial officer, each letter shall be stamped with docket-stamp on the top left hand corner with the following particulars and entered in the 'Register of letters received'.

- Date of receipt
- Number of collection
- Number of file
- Serial number of letter

It shall be submitted along with connected papers, if any, on the same or on the following day to Superintendent of Police, Commandant, Principal Police Training Centre or the head of the office for orders.

(2) If a letter be the commencement of a new correspondence and not in continuation of an existing file, it will form the nucleus of a new file. To this new file should be assigned the next consecutive file-number within the collection to which it belongs and also a title indicating its subject. An entry of the new files must at once be made in the file index.

65. **How to deal with papers:**

Short notes and orders should be written on the margin of the original paper as far as practicable. The Superintendent of Police, Commandant and Principal should, whenever possible use the form of half margin memorandum when writing to other Superintendents of Police, Commandants or Sub-ordinates for information on some specific points in connection with a case or other matters, which can be furnished in a few words and if not likely to lead further correspondence. The half margin memorandum should be returned in original with the reply. The same form of correspondence may also be used in communicating with the office of Director General of Police on subject of minor importance which after disposal need not be put on permanent record, such as correspondence connected with transfer, tour diaries, force and incident returns, finger impressions, travelling allowance bills, pension and gratuity rolls, return of arm etc.

66. **Channel of Correspondence:**

Superintendent of Police, Commandant, Principal or the head of office will not correspond directly with Government. All correspondence between the Superintendent of Police, Commandant, Principal and the Deputy Inspector General of Police should be direct. In important but urgent matters Superintendent of Police, Commandant, a Principal may address Director General of Police directly, giving a copy of the letter to Deputy Inspector General of Police concerned and justifying the necessity for such direct correspondence.
67. **Demi-official correspondence:**

No demi-official letter or telegram should be quoted in official correspondence without the express sanction of the sender and the receiver.

68. **Confidential letters – enclosing of:**

Confidential papers shall invariably be put in double covers. The inner cover should be sealed and marked ‘Confidential’ and superscribed with the name only of the addressee. The outer cover should bear the official address and should not be conspicuously sealed and marked ‘Confidential’. In case of confidential communication, the cover should be registered.

69. **Confidential letters – opening of:**

(1) All confidential letters addressed to the Superintendent of Police, Commandant, Principal should be opened by himself or in his presence. Whoever, is entrusted with the duty of opening the covers should be warned that if he finds an envelope mark ‘Confidential’ or ‘Secret’ and addressed to the head of office whether by name or otherwise, he should be careful not to open it but should move it over at once to the Superintendent of Police, Commandant, Principal or the gazetted officer holding charge of the office in his absence. All ordinary, confidential and secret letters should be addressed to the ‘Superintendent of Police, Commandant or Principal’ as the case may be, and not by name. These can then be opened by the gazetted officer holding charge of the office in his absence.

(2) When the letter is intended for an officer himself and it is particularly desirable that it should not be opened by anybody else, the inner envelope containing the communications should be addressed to him by name. Such a letter shall never in any circumstances be opened by any officer except the addressee, even if the latter is on tour, or for some other reason, absent from Headquarters. An additional safeguard would be to add the superscription ‘Personal’ and/or ‘to be opened by the addressee only’ on the envelope.

70. **Confidential letters – dealing of:**

Confidential letters must not pass through the office. If the help of a ministerial officer is necessary, one trustworthy ministerial officer (whose name is to be noted) should deal with them. They should pass from hand to hand either by personal delivery or be sent in sealed cover.

71. **Confidential papers to be kept under Lock and Key:**

All confidential files and papers when not in use shall be kept under lock and key. While being used it must be ensured that the papers do not pass through unauthorised persons except inside a sealed cover.

72. **Manual of office procedure:**

Notwithstanding any preceding rules in this Section, the Manual of office procedures in force under the State Government shall be scrupulously followed.

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**SECTION – VI**

**STATIONERY AND FORMS**

73. **Stock Book:**

(1) In the Stock Book entry shall be made of every article belonging to the Government with the date of receipt, except clothing, departmental and Ordinance Stores and other Government property kept by the Reserve Officer for which there are separate Stock Books. But all articles classed as furniture should be entered in this book as well as in that of the Reserve.
(2) A page or more should be set apart for each office, Police Station and Out-Post. A copy of the list of articles, authenticated by the Superintendent of Police, should be furnished to the Officer-in-charge. Every increase or decrease should be carefully noted. Officers taking charge of the offices, Police Stations and Out-Post should report whether the articles they received tally with the list.

(3) An assistant must be placed in charge of the stationery. A register in prescribed form showing the received and issued of stationery must be kept. The relevant provisions of the Stationery Manual issued by the Government must be followed.

(4) The Stock of stationery must be annually verified by a gazetted officer before new supply is received.

74. Supply of Forms:
All standardised forms e.g. Pay bill forms, File Covers, Travelling Allowance Bill Forms, Contingent Bill Forms, Car Diary, Cash Book, Annual Confidential Report forms etc., which are classified schedule are supplied by Assistant Controller of Printing & Stationery, Aizawl, Lunglei and Saiha. The indents, in prescribed forms may be placed, as below, to the above authority direct within the limit of their Letter of Credit under intimation to the Director General of Police.

75. Indent for forms:
(1) Indents for forms should be prepared by the Superintendent of Police, Commandant, Principal Police Training Centre or the Deputy Inspector General of Police after collecting requirement in their offices and those of their subordinates and after taking into consideration receipts, consumption and balance in hand. As forms will, generally, be supplied once a year to each office, indents should be carefully prepared so that there is no need for emergent and supplementary indents except under unforeseen circumstances, such as, change of procedure and organisation or when an old form is declared obsolete and not to be used.

(2) However, some forms exclusively in use in Police Department, e.g. First Information Report, Final forms, Integrated Police forms, Service Book, General diary etc., are prepared and printed under the arrangement of the Director General of Police Mizoram. Hence, indents for those forms will be submitted to the Director General of Police's office for supply. For this purpose, a Police Press under the Director General of Police Mizoram is required which will undertake printing of above police forms as well as other police pamphlets, booklets etc., e.g. Training course calendar, training pamphlets, important police notices and warnings, police circulars, matters relating to police-public relations, Police newsletters/bulletins, Fire report forms, Mizoram Police Gazette, Criminal Intelligence Gazette, Register of Crimes etc.

76. Receipt of Forms:
As soon as the delivery of the package containing the forms is taken or received at the Headquarters of the units, the Deputy Superintendent of Police (Ministerial) in charge (in case of Deputy Inspector Generals of Police office) or Inspector (Ministerial) in charge (in case of Superintendent of Police office) should verify the contents and enter the same in the Stock Book. Any shortage or defect found during this verification should be reported at once to the Assistant Controller of Printing and Stationery concerned under intimation to the Director General of Police by the Head of office concerned.

77. Register and storage of Forms:
(1) After receipt, the forms should be neatly arranged preferably in bundles of hundred, with index showing the name and number of the form, and then conveniently stored in Almirahs and racks which should be conspicuously numbered.

(2) All forms as soon as received should be entered in the Register of Receipt and Issue of forms and the number of Almirah or rack or shelf in which any form is kept should be entered in the Register.
The stock of forms supplied and received from the Director General of Police should be entered in the register with red ink.

### Issue of Forms:

Forms should be issued on requisition and ordinarily on a fixed day once in a week or a fortnight as may be convenient.

### Verification of stock of Forms:

It should be the duty of the Deputy Superintendent of Police (Ministerial) in charge or Inspector (Ministerial) in charge of the office to count the number of forms in stock and verify the same with the balance shown in the Register at least once a year.

### Indent for stationery:

1. After obtaining approval from the Director General of Police Mizoram, the Superintendents of Police, Commandants, Principal Police Training Centre, or the Deputy Inspector General of Police, on receipt of their stationery grant, shall submit their quarterly indent (taking into consideration the requirements of their subordinate officers) to the Controller/Assistant Controller of Printing & Stationery at Aizawl, Lunglei and Saiha or any such other places where the office of Assistant Controller, Printing & Stationery is established.

2. Rubber stamps should however, be obtained from the local Government approved firm.

3. Padlocks needed for special purpose such as magazines, or for a safe containing money should be of such a brand and make as approved by the Director General of Police from time to time.

4. Rules for receipt, storage, issue of stationeries and its stock verification shall, mutatis mutandis, apply as that of forms as laid down under Rules 76, 77, 78 and 79.

### Typewriters and Duplicators:

1. Typewriters and duplicators may be purchased after obtaining sanction from the Director General of Police. These typewriters and duplicators should be periodically examined and repaired through approved mechanics.

2. The Head of office shall make necessary arrangements for the disposal or sale of all typewriters if they are condemned after the usual examination by the local representatives of the manufacturers. Should the firm supplying a new typewriter in replacement of a condemned one is willing to take the latter in part-payment of the former, this may be accepted if the value offered for the old machine on the part-payment system is more than or same as the amount which could be obtained for it if it were sold for cash.

3. Any application for and increase in the number of typewriters or duplicator in an office must be supported by the following particulars:
   - **(a)** Strength of ministerial officers of office,
   - **(b)** Average number of letters issued during the month,
   - **(c)** Number of typewriters already in use, and
   - **(d)** Number of competent typist employed.

   **In requisition for duplicators**
   - **(a)** Number of circulars etc., annually issued,
   - **(b)** Number of duplicators already in use.
82. Tour diary of Superintendent of Police, etc:

Gazetted Police Officers of the district, battalion or other branches on inspection duty or otherwise, should keep a brief diary showing what matters of interest from the police point of view came to their notice. This is not merely for claiming Travelling Allowance Bills but for keeping the superiors informed of what are the states of affairs at various places, the officer visited and the duties performed or action taken by the officer. The diaries written in half-margin should be submitted to the following officers monthly to reach him within the first week of the next month. However, a tour note should be sent to the Deputy Inspector General of Police and Director General of Police within a day or two on matters which required their immediate attention, and on more important and urgent matters, a W.T. message should be sent to them from the nearest W.T. Station immediately.

(i) Tour diaries of Assistant Superintendent of Police, Deputy Superintendent of Police and Assistant Commandant should be submitted to the Deputy Inspector General of Police concerned through their Superintendent of Police / Commandant. While forwarding the above tour diaries, the Superintendent of Police or Commandant should give his marginal comments, where necessary, on the diary entry concerned. These tour diaries will be filed in the Deputy Inspector General of Police’s office. However, any matter of interest in the tour diaries of the above officers will be brought to the notice of the Director General of Police by the Deputy Inspector General of Police.

(ii) Tour diaries of Superintendent of Police, Additional Superintendent of Police and Commandant and Deputy Commandant, should be submitted to the Director General of Police through the Deputy Inspector General of Police concerned. While forwarding the above tour diaries, the Deputy Inspector General of Police should give his marginal comments, where necessary, on the diary entry concerned. These tour diaries will be filed in the Director General of Police’s office.

83. Annual Administration Report:

On expiry of each Calendar year two separate parts of the Annual Administration Report should be prepared by the Superintendent of Police. One should relate to crime and the other to purely departmental matters. The two parts of the report should be submitted to the Director General of Police through the Deputy Inspector General of Police. The report must be prepared according to instructions contained in circulars dealing with the subject. The various statements which are to be submitted with the annual administrative report are given in Appendix - I.

84. Library:

The office library of the Superintendent of Police shall be under the charge of the Inspector(Ministerial). The latter shall be primarily responsible for the custody and preservation of books. A catalogue of book should be divided into the groups mentioned below. Each group should have a separate page in the catalogue and the books should have their own serial number.

Groups
(A) Acts (in chronological order).
(B) Circulars and Circular-Memoranda (in chronological order).
(C) Police Administration Reports (in chronological order).
(D) Government and Police Gazette (in chronological order).
(E) Manuals including Fundamental Rules, Subsidiary Rules, Civil Service Regulations, Civil Account Code, Pension Manual etc.

(F) Miscellaneous.

85. **Inspector(Ministerial) to keep the rule books up-to-date:**

It will be the responsibility of the Inspector(Ministerial) to see that all printed correction slips to all reference books are at once inserted in their proper places in each copy in the office. A register of correction slips in approved form should be maintained in each Superintendent of Police office.

86. **Permanent Orders should be kept in Circular Files:**

All orders by the State Government or the Director General of Police intended to be permanent should be issued in the form of Circulars or Circular Memorandums. These should be kept in the Superintendent of Police’s office in separate files each in a serial order. Copies of Circular which affects the Police Stations are to be sent to the Police Station too.

87. **Guard File:**

A Guard File shall be kept where copies of all important matters shall be kept on a permanent basis. This file shall be in the custody of the Inspector(Ministerial).

88. **Important news to be brought to notice of Superior Officers:**

Selected news published in the State newspapers concerning the police or the working of the courts in the district should engage the special attention of the Superintendent of Police and his office where the matter is of special importance. Superintendent of Police should submit a report to the Deputy Inspector General of Police for onward transmission, when considered necessary.

89. **Gazettes:**

Two Gazettes are required to be published by the Police Department viz - (i) The Mizoram Police Gazette to be published monthly from the office of the Director General of Police and (ii) the Criminal Intelligence Gazette published monthly by the office of the Deputy Inspector General of Police, Criminal Investigation Department. Apart from Police Officers entitled to receive copies of the gazette as per distribution list furnished by the Director General of Police, other Police Officers may subscribe copies of the gazettes for their own use at such rate as may be fixed from time to time. The gazettes are not available for sale to the public.

90. **Contents of Gazette:**

1. The Mizoram Police Gazette will be divided into four parts viz. Part-I containing orders by the Governor, and relevant extracts from State/Central Gazette, Part-II - orders by Director General of Police/Deputy Inspectors General of Police and orders by Superintendents of Police/Commandant of Police Battalions, Part-III - rewards and punishment; and Part-IV - orders and notices.

2. The Criminal Intelligence Gazette published from the Deputy Inspector General of Police Criminal Investigation Department, monthly is divided into seven parts, Part-I contains Look out notices, Part-II - names of important active criminals, Part-III - lost or stolen or recovered properties, Part-IV - Crime statistics, Part-V - interesting detections with scientific aids to investigation, Part-VI - departmental instruction and circulars, Part-VII - law index.

91. **Notices by private persons in the Criminal Intelligence Gazette:**

1. Notices regarding persons who are missing or who have disappeared will be published in the Criminal Intelligence Gazette on payment or such fee as may be prescribed by the Director General of Police from time to time.
(2) In such cases if any reward is offered, the amount must be deposited in the treasury before the notification is published.

92. Police Gazette to be carefully studied:

The contents of the Police Gazettes must be carefully studied by all officers from the Superintendent of Police down to the Officer-in-Charge of Police Stations and Out-Posts. Superintendent of Police should mark those portions of the gazette to which they wish to draw the attention of their subordinates.

93. Destruction of records:

(1) Letters will be classified as follows according to the period for which they are to be preserved.

- A - to be preserved permanently or for an indefinite period.
- B - to be preserved for 10(ten) years.
- C - to be preserved for 2(two) years.

In the list given in Appendix - II the various files or subjects are classified accordingly.

(2) The Inspectors (Ministerial) in charge of the office, Inspectors of Police, Reserve Officers and Court officers shall report what registers and records they have for (a) destruction and (b) to be transferred to Magistrate’s record rooms and orders will be passed on their reports by the Superintendent of Police. No register or record shall be destroyed without the orders of the Superintendent of Police.

(3) Records to be destroyed should be burnt in the presence of some responsible officer and a report to that effect should be submitted to the Director General of Police.

SECTION – VIII

ACCOUNTS

94. Introduction:

Authoritative rules for receiving, keeping and disbursing money and maintaining accounts are contained in the Civil Accounts Code, the State Audit Manual and the State Financial Rules. Rules regarding pay, allowances and leave will be found in the Fundamental and Subsidiary Rules and Civil Service Regulations. Rules relating to pension are available in the Civil Service Regulations, and the Pension Manual. All Superintendents of Police, Commandants, Principal Police Training Centre, Sub-Divisional Police Officers, Assistant Superintendents of Police and Deputy Superintendents of Police, Assistant Commandants, Deputy Commandants and Inspectors(Ministerial) in charge of office i.e. Head Assistant, Sub-Inspectors(Ministerial) in charge Accounts and Reserve Officers are expected to be familiar with the rules which are relevant to the department.

95. Charge of Accounts:

(1) All accounts shall be in sole charge of the Sub-Inspector (Ministerial) in charge Accounts. All bills, both original and copies shall be prepared and initialled by the Inspector (Ministerial) in charge of office i.e. Head Assistant before they are put up for signature by the Superintendent of Police, Commandant, Principal, Police Training Centre or by such gazetted officer as is duly authorised to sign the bills on his behalf.

(2) Normally Sub-Inspectors (Ministerial) who have completed Accounts training shall be posted as Accountants.
(3) In allotting duties, the Superintendent of Police, Commandant or the Principal, Police Training Centre, shall observe the principle that cash and accounts should be kept quite separate, subject to the general supervision of the Inspector (Ministerial) in charge of the office mentioned above.

96. Charge of Cash Chest:

(1) The cash chest shall be in the charge of the Cashier. One of the dependable Sub-Inspectors (Ministerial) shall act as the Cashier. No officer shall hold the post of Cashier for more than 3 (three) consecutive years.

(2) The chest shall be fastened or placed in a position of security under the protection of a guard.

(3) Whenever the amount of un-disbursed pay or any other amount is too large to keep safely in the office chest, the amount shall be kept in the Magazine Guard in a separate sealed bag placed under double lock and key in the presence of the officer-in-charge of the Magazine and the Police Officer who conveys it to the Magazine.

97. All moneys to be paid into Government treasury:

(1) All moneys of whatever kind, which come into the possession of the Superintendent of Police or Commandant or Principal, Police Training Centre shall be paid without deduction into the Treasury/Bank and credited in gross in the accounts. Any expenditure shall always be met from the money drawn from the Treasury/Bank, and shall also appear in accounts.

(2) When money is sent to the Treasury/Bank for credit to the State-revenue, the challan shall always be signed by the Gazetted officer specially authorised.

(3) The challan with which the money is forwarded to the Treasury/Bank shall specify distinctly the nature of receipt. Full particulars and complete classification of accounts under major, minor and detailed heads to which each amount should be credited should also be mentioned.

(4) The only money which a Superintendent of Police/Commandant/Principal, Police Training Centre may have in his safe are: - (i) The permanent advance and (ii) the pay in course of distribution.

(5) The above provisions do not apply to money, which is necessary to retain for the purposes of police investigation in cases in which questions of identity of the precise coins or notes may arise. If such questions are not involved, the Treasury/Bank is the proper place for the custody of the money.

98. Payment order:

(1) Every payment, however small, shall be supported by a payment order signed by the Superintendent of Police/Commandant/Principal, Police Training Centre or other officer duly authorised. Payment order shall show the amount both in words and in figures.

(2) For receipts of every sum of money received (except sums received in exchange of bills presented at the treasury) the Sub-Inspector (Ministerial) in charge of accounts shall fill up and initial a printed receipt, in approved form, duplicated by carbon process. The Sub-Inspector (Ministerial) in charge of accounts shall then obtain the initials of the Cashier on both copies. The Superintendent of Police/Commandant or the authorised officer shall sign the original and initial the duplicate. The original shall be issued to the payer.

99. Cash Book:

(1) A daily Cash Book shall be kept in the prescribed form.

(2) The entries in the cashbook shall be very brief. Every item received or paid (with the exception of pay and allowances, including travelling allowance of gazetted officers) shall be shown in the Cash Book.
(3) Money paid by a bill shall always find entry in the Cash Book on both sides of the account.

(4) Money remitted by transfer shall be treated as cash payment, and transfer receipts, money orders, and cheques, when received, shall be treated as cash.

(5) The Cash book shall be totalled, balanced and closed on every day when there is transaction, and initialled by the Sub-Inspector(Ministerial) in charge Accounts and the Cashier before it is put up to the Superintendent of Police/Commandant/Principal, Police Training Centre or the authorised officer. The Superintendent of Police or Commandant or Principal, Police Training Centre or the authorised officer shall see (i) that the balance of the previous day has been correctly brought forward and daily balance struck (ii) that the balance struck are correct, (iii) that the amount are actually in the cash chest, and (iv) that the amounts drawn from the Treasury/Bank or received from others, do not remain too long in hand.

100. Treasury Passbook:
Transactions with the treasury shall be recorded in a treasury Passbook.

101. Monthly Comparison:
The Police Station and the Court office cash accounts shall be compared monthly with the entries in the accounts of the Superintendent of Police’s office.

102. Erasures and Corrections:
Erasures and overwriting in any account register or records or in the Cash Book are absolutely forbidden. If any correction were necessary, the incorrect entry shall be neatly cancelled in red ink and the correct entry inserted and authenticated by the head of the Office or the authorised officer.

103. Certificates regarding Cash Book:
A certificate about the proper maintenance of the Cash Book shall be submitted to the Director General of Police on or before the 15th of each month and the certificate shall be signed by the Superintendent of Police, Commandant, Principal, Police Training Center or the authorised gazetted officer after personally checking the accounts.

104. Audit of Accounts:
The accounts of the Police offices are periodically inspected by the audit staff of the Accountant General/Chief Controller of Accounts, Mizoram. With a view to avoiding unnecessary correspondences on audit objection, the Head of the offices should assist the auditor in the disposal of formal objections, as far as practicable on the spot.

105. Security Deposits:
All officers who are required to handle cash shall be liable to make security deposits of such amounts as the Director General of Police may by general order, direct.

106. Form of Security:
(1) The security shall be either a deposit in a post office saving bank or in one of the scheduled banks or by tendering National Savings Certificates.

(2) If the whole security can be deposited at once the Head of the office shall call upon the depositor to sign a bond in the form prescribed by the government.

(3) If an officer is unable to deposit at once the full account of the security required he shall sign a bond in the prescribed form authorising the Head of office to make monthly deduction from his pay not exceeding one eight of his salary, and deposit the same in the savings bank account opened in his name. As soon as the full amount of the security required has been deposited, the bond mentioned above shall lapse and a fresh bond as mentioned in the preceding sub-rules shall have to be executed.
107. **Register of Securities:**

(1) A register of securities and deposits shall be kept in every office of the Superintendent of Police and other units.

(2) All bonds prescribed shall be registered free of cost and shall be sent for safe-custody to the Superintendent of Police or the Commandant or the Principal, Police Training Center concerned.

(3) The Passbook and/or National Savings Certificate shall be kept in the Cash chest in the office of the Superintendent of Police / Commandant / Principal, Police Training Center.

**SECTION – IX**

**CRIME BRANCH AND REGISTERS IN THE OFFICE OF THE SUPERINTENDENT OF POLICE OF A DISTRICT**

108. **Introduction:**

Crime Branch of the office of the District Superintendent of Police consists of Crime Section, Computer Section and Finger Print Cell manned by an Inspector assisted by as many Sub-Inspectors, Assistant Sub-Inspectors, Head Constables and Writer Constables as required shall deal with all records and correspondences relating to crime in the District.

109. **Crime Section:**

The Crime Section with as many Reader Sub-Inspectors, Assistant Sub-Inspectors, Head Constables, Laboratory Attendants and Writer Constables as required deals with checking of First Information Report and Case records to monitor case investigation and for supervision order, preparation and submission of Progress Report of Special Report Cases and Returns, maintenance of all the registers, relating to crimes, Process Register, Service Stamp Register, Property Register, etc., receipt and despatch of all correspondent papers relating to crime, Deserter Rolls, Feeding Charge, etc.

110. **Computer Section:**

The Computer Section with a minimum staff of one Sub-Inspector and 2 Head Constables, deals with maintenance of Crime Criminal Information System and the District Crime Record for retrieval and access with other Districts Crime Record Bureaux, States Crime Record Bureaux or National Crime Record Bureau.

111. **Finger Print Cell:**

The Finger Print Cell with a minimum staff of Inspector/Sub-Inspector as the in charge and one Sub-Inspector and one Assistant Sub-Inspector deals with maintenance of records relating to Finger Print and Footprint, lifting of Finger print from the crime scene and forwarding of Finger Print Slips to the Finger Print Bureaux to assist the investigation in detection of crimes and identification of the criminals.

112. **Registers and Files:**

A list of Registers and files to be kept in the office of the District Superintendent of Police is given in Appendix- III.
113. **Special Reports:**

Special reports in the prescribed forms shall be submitted by the Superintendent of Police to the Deputy Inspector Generals of Police, Range and Criminal Investigation Department regarding cases which the Superintendent of Police considers to be of unusual interest or importance, or in which the Director General of Police or Deputy Inspector General of Police has called for details. A list of such cases, which should not be treated as exhaustive, is given below:

1. Outrageous crimes having a political aspect,
2. Riots due to political, religious, or communal causes,
3. Riots resulting in loss of life or involving serious attack on Police or other Government Servants,
4. Acts by Police officers above the rank of Constables for which Police Officers are charged with torture, or offences involving moral turpitude, causing public excitement or discontent,
5. Escape and rescue of prisoners from Police custody,
6. Loss of public money from Police custody,
7. Professional drugging cases under Narcotic Drugs and Psychotropic Substances Act 1985,
8. Murder having Religious or Political significance,
9. Highway robbery, mail robbery or dacoity,
10. Gang cases under sections 400 to 402 Indian Penal Code, 1860,
11. Professional swindling,
12. Counterfeiting notes and coins and stamps,
13. Theft or loss (a) of fire-arms capable of being used for the purpose of armed violence, and (b) of rifles, Bridge Loading Guns, revolvers and Pistol of all kinds,
14. Theft of ammunition, explosives, detonators and fuses or large quantities of empty cartridges,
15. Recovery of unlicensed arms, ammunition or explosives,
16. Serious road or rail accidents involving loss of life or extensive damage to property,
17. Industrial strikes,
18. Natural calamities e.g. floods, earthquakes, fire causing serious damage to life, and property,
19. Deliberate attempt to smuggle arms and ammunition into India by land, sea or air, and
20. Cases involving terrorism or activities of terrorists.

114. **Preparation and submission of Special Reports:**

1. The first Special Report shall be despatched as soon as possible after receipt of the first information. This is to be followed by an intermediate consolidated report giving full details of the course of investigation. Lastly, a final report showing the results of the proceeding in each court including the appellate court shall be submitted.

2. Special reports on the cases noted below should be submitted in duplicate -
   (i) Complaints against Police Officers above the ranks of Assistant Sub-Inspector.
(ii) Complaints against police officers of or below the ranks of Assistant Sub-Inspector unless they are of trivial nature.

(iii) Cases of political importance.

(iv) Serious cases of dacoity.

(3) In case of theft or loss of private weapons, whenever possible, number of the weapon and any other particulars which are likely to lead to its identification should be given.

(4) A new series of consecutive number should be given to the Special Report cases each year.

(5) The Superintendent of Police himself should ordinarily draft all Special Reports, but when it is prepared by subordinate officer authorised by him, he should scrutinise it thoroughly and countersign.

(6) All Special Reports should be regarded as document belonging solely to the police and open to perusal only by the Superintendent of Police and his superiors or by any person authorised by the Superintendent subject of course to the authority of the magistrate dealing with case to see it.

(7) Special Report and Case Diaries that relate to facts or contain mention of facts which, either for personal reasons or for reasons of the state, may be desirable to be kept confidential should be kept in the custody of the Superintendent of Police.

115. **Loss or theft of Arms etc., reporting of:**

(1) Reports should be made by the Superintendent of Police to the Criminal Investigation Department about loss, theft, recovery of arms, important components, and ammunition coming under the following categories, of which they may receive information from any source, whether military, civil or private.

   (i) machine guns, light automatic rifles, grenades and articles of Defence Force or Para Military Forces;

   (ii) Rifles, revolvers, pistols, Government or private;

   (iii) Barrels and bolts of .303 bore rifle;

   (iv) Ammunition for cannon, machine-guns and high velocity rifle; and,

   (v) High explosives, whether in bulk or in made-up charges including fuses and detonators.

(2) A quarterly return of such theft, loss or recovery of arms etc., shall also be submitted by the Superintendent of Police to the Criminal Investigation Department.

(3) A return of all identifiable arms etc., lost, stolen or recovered shall be sent by Criminal Investigation Department annually to the Director, Intelligence Bureau.

116. **Publication of loss of arms etc.:**

All reports of losses, theft and recoveries of arms etc., must be published by the Criminal Intelligence Department in the Criminal Intelligence Gazette or Confidential Supplements.

117. **When loss of arms etc., to be reported to the Central Government:**

(1) When losses of arms are sufficiently serious, these should be brought to the notice of the Central Government particularly when the losses appear to have indicated that standing rules for the custody of arms and ammunition, either in possession of regiments or individuals or during transit by road, rail or otherwise, are found to be defective and need to be amended. Intimation of such losses should be sent to the Director, Intelligence Bureau and all copies of subsequent report submitted by the Superintendent of Police should also be sent to him.
(2) In particular case of revolvers and pistols, all losses theft or recoveries of such weapons as per manufacturers’ number must be reported to the Director, Intelligence Bureau by the Criminal Investigation Department. The reports regarding recoveries will include information, if possible, as to where, when and from whom the weapon was obtained by the person from whom it is recovered.

118. Smuggling of foreign arms into India:

The discovery of firearms, which appear to have been smuggled into India, shall be reported to the Director, Intelligence Bureau. In all instance, full particulars of the articles seized must be furnished, such as, maker’s name, place of manufacture, number of bore and any other distinguishing marks, information, if any, obtained from smugglers or otherwise, as to where, when and from whom the weapons were obtained will also be furnished along with the report or as soon afterwards as possible. In case of initiation of prosecution, the result shall also be communicated to the Director, Intelligence Bureau.

119. Register of Crime:

A Register of Crime shall be maintained in the prescribed form in the office of the Superintendent of Police and also in the office of the Sub-Divisional Police Officer. The Register should be divided into as many parts as there are Police Stations, one part being set apart for each police station. All crimes reported to have been committed in a Police Station shall be entered in the same part. The object of this register is to enable the Superintendent of Police to see the position of crimes in each station and to watch the action of Sub-Inspectors and to check delays in investigation.

120. Register of Absconded Offenders:

(1) A Register of absconded offenders whose homes are within the district shall be kept in the office of the Superintendent of Police, entries in it being arranged Police Station by Police Station. The Superintendent of Police is responsible to see that all absconded offenders are registered first in his own Register and afterwards in that of the Police Station.

(2) It is the duty of the Superintendent of Police to send the roll of the absconders for entry in the Police Station Register. Copies of it should be sent also to any district and other Police Stations of his own district, where the absconded offender may have family ties, for entry in the Police Station register for taking necessary action under Code of Criminal Procedures, 1973 (Act II of 1974). If the individuals are of grave notoriety, the roll is to be published in the Criminal Intelligence Gazette.

(3) The Register of Absconders should be continuously up-dated by inclusion of names of new absconding offenders and removal of names of those who are arrested or who surrender or who may appear likely to be no longer wanted. The notice of removal of names shall be sent to every Police Station in whose last such absconders have been entered. In case the name of the absconder has been published in the Criminal Intelligence Gazette, the arrest of surrender should also be published.

121. Dacoity Register:

There shall be kept in each district a Dacoity Register in which shall be recorded the following information -

(1) Part I - A short history of every dacoity convicted or detected in the district.

(2) Part 2 - A list of the known and suspected gang residing in the district with a history of the gang and the gang leaders.

(3) Part 3 - An appendix containing copies of all confessions believed to be true whether retracted or not.

(4) Part 4 - An index in the prescribed form containing the names of all persons, either convicted or made approver or known to be or reasonably suspected to have been concerned in dacoity whether sent up and acquitted or not.
122. Quarterly Return of Inspection of Arms and Ammunitions:

Regarding inspection of arms and ammunition shops, a return should be submitted quarterly to the Deputy Inspector General of Police, Criminal Investigation Department.

123. Court officer’s Daily Under-trial Reports:

The court officer’s daily under trial reports should be carefully perused by Superintendent of Police and if needed, forwarded to the Chief Judicial Magistrate drawing the attention of the Magistrate to any point requiring his notice, specially any undue delay in disposal of cases.

124. Daily Crime Reports:

Daily reports on return from the magistrate, and after any action required has been taken, should be filed in chronological order, in monthly bundles, separately for each subdivision.

125. Town Beat-Maps:

The District Superintendent of Police shall have, for use of his office, a map of each recognised town in his district showing boundaries of the beats, the streets, roads and lanes and other details like position of residential/trade house, public buildings of any importance, rough area and population.

126. Copies of General Diaries:

Copies of General Diary are sent by Officer-in-charge on expiry of each day to the office of Superintendent of Police through Deputy Superintendent of Police or Sub-Divisional Police Officer. The Reader Sub-Inspector in the Superintendents of Police office should see that all the diaries during the month have been sent and that they are arranged in order of date.

127. Returns from Police Stations:

Periodical and miscellaneous Returns of each description received from Police Station should be filed together and particulars of the Returns contained in the file should be noted on an outside docket.

128. Arrangement of records of cases:

1. First Information Reports, progress memorandum of the case diaries, Court officials memorandum and case diaries shall be filed in order, month by month, for each Police Station separately, all the papers for each case being strung together.

2. As soon as a case has been disposed of, all the case diaries and other papers connected with it should be sent to the Superintendent of Police by the Officer-in-charge concerned.

3. The Reader Sub-Inspector in charge shall ensure that monthly bundles are made as soon as all the cases are complete and that such bundles are sewn up in cloth, neatly labelled and registered for transmission to the magistrate’s record-room at the end of April of the following year. A flyleaf should be attached to the papers of each case.
CHAPTER - V

DISTRICT POLICE RESERVE

SECTION – I

129. Constituents:

(1) The District Police Reserve consist of two parts: (i) The District Armed Police, which is District Armed Police Reserve and an integral part of the District Executive Force as distinct from the State Armed Police Reserve; and (ii) Ordinary Reserve.

(2) The District Armed Police is constituted by transfer of personnel from the Armed Battalions i.e. Mizoram Armed Police and India Reserved Battalions, while the Ordinary Reserve is constituted by drafting personnel from the District Executive Force either Unarmed Branch or Armed Branch. There is no separate recruitment for the Reserve Police.

130. District Armed Police:

The District Armed Police is to meet the permanent and regular requirements of the district for armed police like permanent guards and other permanent duties and to form a striking Reserve for the district to meet any eventuality.

131. Ordinary Reserve:

The Ordinary Reserve is a reserve for leave, sickness, training, etc and to provide for temporary guards, armed escorts, and personnel for miscellaneous purposes. It consists of Armed and Unarmed Police of 20 percent of the total number of Unarmed Branch and Armed Branch posts sanctioned for the districts; and forms a part of the total sanctioned strength of the district Police (Unarmed Branch and Armed Branch).

132. Posting to Ordinary Reserve:

All non-gazetted Police Officers of the district from Sub-Inspector down to the rank of Constables shall be rotated through the Ordinary Reserve for a period of at least one year at the end of every five years excluding the period of leave.

133. Composition and Strength:

(1) The District Armed Police shall be formed into a Section as the smallest Unit with one Havildar, one Naik, one Lance Naik and twelve Constables. Such three Sections shall form a Platoon under a Sub-Inspector as Platoon Commander and Assistant Sub-Inspector or Havildar Major acting as Second-in-command. Such three Platoons shall constitute a company under an Inspector as the Company Commander and assisted by a Sub-Inspector and a Havildar.

(2) The District Armed Police shall consist of one Company at least and the strength may go up to two or more Companies depending on the requirement of the district concerned.

(3) The strength of the District Armed Police and the Ordinary Reserve shall be equal to the total of –

(a) The permanent Guards and other permanent duties required in the district.

(b) The approved striking Reserve, and

(c) The Ordinary Reserve which is 20 percent of (a) and (b) above and 20 percent of the total strength of the Unarmed Branch posts in the whole districts.
Note: The State Government shall have to sanction the additional strength required for the Ordinary Reserve.

134. **Headquarters Force:**

The Force consisting generally of the Armed Police Reserve which for the time being is located in the Reserve lines, such portion of the Armed Branch as is not engaged on Guard or Escort duty, miscellaneous personnel of both branches and the Ordinary Reserve both Armed Branch and Unarmed Branch so far as not absorbed in filling temporary vacancies, is known as the Headquarters Force.

135. **Striking Reserve:**

The Striking Reserve is a Force kept in readiness at the District Headquarters for despatch at a short notice to any place where it is needed for dealing with any local disturbance. The strength shall be fixed by the Director General of Police with approval of the Government for each district. This Reserve shall always be kept in full strength and be constantly drilled in crowd control, quelling of disturbances and quasi-military duties to make them thoroughly efficient and effective at all times and to ensure maintenance of discipline at the highest level. It shall accordingly be fully equipped for performance of such duties. Personnel of the District Armed Branch who are rotated through various duties shall serve in the Striking Reserve at least once in two years.

136. **Emergency Armed Reserve:**

All Town Police and the Staff of Sub-divisional Hqrs and Police Stations, in addition to their ordinary duties, form and Emergency Force and are supplied with Arms, Accoutrements and Ammunition for use when necessary, on the same scale of Armed Branch. This is a part of the ‘Service’ allotment of ammunitions for the District, and will, in Sub-division, be kept at Sub-divisional Headquarters in any suitable Guard Room, and at the Headquarters of the District, in the Police Armoury.

As far as circumstances permit, the Emergency Armed Reserve, when embodied as such, will be organised on similar lines as the regular armed police.

The object of the Emergency Armed Reserve is to provide a force on the spot capable of quelling incipient trouble without recourse to the regular Mizoram Armed Police, or, in case of serious rioting, to hold the situation in hand until its arrival. By this means calls upon the Mizoram Armed Police at Headquarters can be reduced and disturbances, being firmly dealt with from the outset, will be less serious.

Except in cases of grave emergency, the Town and Sub-Divisional Thana Police will not be used as an emergency armed force without consulting the Deputy Inspector General of Police, Range.

137. **Training:**

(1) The police force in the Reserve, both the Unarmed Branch and Armed Branch personnel shall regularly and continuously undergo training.

(2) The district Armed Police will be regularly and continuously trained on military lines and in accordance with the system laid down in Infantry Training and Small Arms Training Manuals with the constant object in view of keeping it fit to meet situations which Police may be called upon to deal. Section and Platoon drill, and, if needed even Company drill, physical training and bayonet fighting, arms drill and elementary extended order work with route marching and protection shall be taught with thoroughness as the basis for training. Constant attention is needed for training them for probable situations like dispersal of violent mob at close quarters, pursuit of armed insurgents, attack and defence of buildings and escort of treasure. This will be carried out as drill movement and as field exercises.
(3) The Armed Police has to operate frequently in small detachments of one or two sections. Head Constables or Havildars should, therefore, be so trained that they are capable of acting independently and without waiting for instructions.

SECTION – II

138. Police Reserve:

(1) The Police Reserve is the Headquarters of the District Executive Force consisting of the uniformed personnel of the District Police. The Reserve Office, Armoury, Clothing Store, Motor Vehicle Branch with Motor Garage, Parade Ground, Family Quarters and Barracks are located in the Police Reserve. It is the main centre of activities of the District Police as a Force.

(2) The above constitutes what is known as Police Lines or Reserve Lines. They shall be maintained in such manner as to become the pride of the District Police. The reputation of the Superintendent of Police as head of the District Police is involved in the matter. The buildings, the roads, the drains, the Garage, the Reserve office, the Magazine Guard and the Parade Ground shall always be meticulously clean, neat, tidy and orderly. The Reserve officer, the Armed Branch Inspector and the Medical Officer shall go round once a week to ensure cleanliness and compliance of sanitation requirements. The Superintendent of Police should visit all the places on inspection days. He should also ensure that the same standard of orderliness is maintained in the Police Station compounds.

139. Police Reserve Office:

The Police Reserve Office, though located in the Police Reserve, is a part of the office of the Superintendent of Police and it is under the charge of the Reserve Inspector or an Sub-Inspector in smaller districts. He is known as the Reserve Officer (RO) and is responsible for running the Reserve Office where all matters of correspondences and other duties in respect of the members of the force are handled. He is assisted by Sub-Inspectors, Assistant Sub-Inspectors and other staff, the number and rank depending on the volume of works.

140. The Reserve Officer is in charge of the following:

(1) The Reserve Officer, among other things, is responsible for dealing with all correspondences in the Police Reserve Office.

(2) He is responsible for care and custody of the arms, ammunitions, equipments, stores, tents, and uniforms. He shall keep the accounts and Registers pertaining to them.

(3) He is in charge of the Stock and Store Register and shall check the stock of all equipments and clothing. He shall make a note in the Stock Register of such inspection with his findings.

(4) He shall receive and examine petitions and applications from the men of the Reserve and lay them before the Superintendent of Police.

(5) He shall issue leave certificates, take delivery of clothing and certificates of men proceeding on leave and check the leave certificate on return of men from leave.

(6) He shall make himself fully acquainted with all the registers keeping the important registers with himself.

(7) He shall ensure that the Service Books are maintained upto date and deal with all correspondences relating to service matters.

(8) He is responsible for preparation of the Acquaintance Rolls and travelling bills of the Force.
(9) He is to ensure that preparation of pension papers of officers and men are prepared promptly and that the accounts of men leaving the force are adjusted.

(10) He is responsible for preparation of all Periodical Returns relating to the Reserve and establishment and submit them on due dates.

(11) He shall be responsible for maintenance of the Force Register and for putting up to the Superintendent of Police.

141. The Armed Branch Inspector:

The Armed Branch personnel of the Police Reserve is commanded by an Armed Branch Inspector who deals mostly with the outdoor activities. He is assisted by Armed Branch Sub-Inspectors and Havildar, their member depending on the strength of the Armed Branch in the district. The responsibilities of the Armed Branch Inspector includes, among other things, the following matters.

(1) He is responsible for maintenance of discipline, Physical Training, Parade and training.

(2) He shall take roll call every day and attend Physical Training and parade whenever held.

(3) He is to supervise annual firing practice.

(4) He is in charge of Magazine and Armoury.

(5) He shall held regular inspection of arms and ammunitions.

(6) He shall inspect the barracks and other buildings and the area of the Police Reserve in general and ensure cleanliness including sanitation.

(7) He is responsible for inspection of the kits of all personnel of the Police Reserve and all the Armed Constables in the district.

(8) He is responsible for detailing Round duties and ensure checking of all Armed Guards by night and that the Duty Officers visits them.

(9) He is to detail all escorts and other daily duties and brief them probably before sending them out. He is to receive the reports of the officers in times of escorts and other duties on the returns and examine the accounts of money advances. He shall issue command certificate and check them on return of the men.

(10) He shall receive daily verbal reports from officers in charge of guards at Headquarters.

142. Cooperation between Reserve Inspector and Armed Branch Inspector:

The duties and responsibilities of the Reserve Inspector and that of the Armed Branch Inspector may be difficult to demarcate in tight compartments. There has to be a close cooperation between the two officers. In case of any confusion the Superintendent of Police shall issue standing orders laying down definite allotment of works for the two officers.

143. Constituents of the Reserve Office:

The Reserve Office normally consists of, apart from the main office dealing with the Force establishment and other matters connected with it, the Motor Transport Branch and the Clothing Branch including arms and ammunitions and other equipments. These two Branches are, depending on the volume of works, under a Sub-Inspector of Police who looks after these matters under the supervision of the Reserve Inspector. There may be one or more Sub-Inspector and Assistant Sub-Inspector assisting the Reserve Inspector in the main office.

144. Responsibilities of Motor Transport Officer:

The Motor Transport Officer (MTO) is responsible for repair, maintenance and care of all the vehicles; the Mechanic, the drivers and helpers are under his control. He is to deal
with all correspondences, bills and other works under this Branch. He is assisted by an Assistant Sub-Inspector and as many literate constables as required. The rules dealing with Motor vehicles under the Chapter on Mizoram Armed Police Battalions give more details on this matter.

145. **Responsibilities of Clothing Sub-Inspector:**

The Sub-Inspector in charge of clothing is responsible for receipt and issue of clothings, maintenance of Stock Register, proper storage of clothing and other equipments. He is also responsible for maintenance of Stock Register of arms and ammunitions. He is to deal with all matters of correspondences including preparation of clothing indents and also the condemnation of clothing and other equipments.

146. **Other Officers of the Reserve:**

The other officers who area posted or attached to the Reserve Office will function according to the allotment of works made by the Superintendent of Police.

147. **Officers to reside in the Police Reserve:**

(1) Officers posted to the Police Reserve shall reside in the Police Reserve unless permitted by the Superintendent of Police to stay elsewhere.

(2) All the personnel of the Armed Branch shall reside in the Police Reserve unless permitted by the Superintendent of Police to stay elsewhere.

(3) Officers of and below the rank of Sub-Inspector residing in the line shall be present at the Reserve between sunset and sunrise unless permitted by the Reserve Inspector or the Armed Branch Inspector.

148. **Residential Quarters and Barracks:**

Sufficient residential quarters for families and barracks for bachelors shall be constructed at the Police Reserve so that the men are available at short notice and residential quarters are available to all the personnel of the district police except the staff of the Police Stations who are provided residential quarters in the Police Station or Out Post compound itself. Availability of residential quarters are required not only to provide accommodations to the police personnel but to ensure availability of manpower to deal with emergency situations without loss of time. The ready availability of manpower enabling Police to deal with situations quickly is the real reason for providing residential quarters at the Police Reserve, Police Station or the Battalion Headquarters.

149. **Monthly Statement of Force:**

Statement of Force in the prescribed form shall be prepared in triplicate on the first day of each month showing the state of the force as it stands on that day. One copy is to be sent by Superintendent of Police to the Deputy Inspector General of Police, Range and another copy to the Director General of Police for record.

150. **Morning Report:**

(1) The Armed Branch Inspector shall prepare a Morning Report each day showing the present, absent, sick, on command, and other details of the force as it stands on the day. He shall personally lay the morning report before the Superintendent of Police and verbally make report of the state of affairs in the Police Reserve.

(2) The statement of the Force as contained in the Morning Report shall be prominently displayed on a Board at the Reserve Office.

151. **Register of Visit to Guards:**

A Register of visit to the Guards shall be kept in a proper form. An officer of or above the rank of Sub-Inspector shall be detailed daily as Duty Officer to visit all Guards, once by day and once by night, and not at fixed hours, and his name shall be entered in this Register. All officers at Headquarters as also those coming from mofussil station shall be put on this
The hour of visiting the guards shall be varied and the officer detailed shall also see that the town police are alert. The Duty Officer shall record the time of visit of each Guard and also a note as to the state affairs at the premises, alertness of the security and other relevant matters.

152. **Command Certificates:**

A Command Certificate in the prescribed form shall be given whenever men are deputed from the Reserve on any duty. The Command Certificate shall be submitted to the Armed Branch Inspector on return. A debriefing shall be done when required.

153. **Travelling Allowance Rolls:**

Every month a Roll for preparation of Travelling Allowance bill shall be prepared and submitted to the Reserve Officer for preparation of Travelling Allowance Bills monthly, enclosing the Command Certificate.

154. **District Order Book:**

(1) A District Order Book shall be kept by the Reserve Officer in the prescribed form.

(2) All changes connected with the force, e.g. appointments, transfer, postings, promotions, reversions, suspensions, punishments, re-instatements, discharges, leave, details of escorts, and district orders issued by the Superintendent of Police shall be entered in this Book each day maintaining a consecutive serial number for a calendar year.

(3) From this District Order Book, extracts shall be entered in the relevant Register like Service Books, Leave Register, Disposition Register, Punishment Register, etc. Reference to the pages of these Registers shall be recorded in the “remarks” column of the Order Book against the entry concerned.

(4) No circular or general order dealing with questions of law or procedure other than purely departmental matters may be issued by the Superintendent of Police until they have received the approval of Director General of Police. The substance of such circular or general order shall be entered in the District Order book.

155. **Disposition Register:**

(1) A Disposition Register showing the disposition of the force shall be kept by the Reserve Officer in the prescribed form.

(2) In the final column shall be noted the name of the place to which a man is transferred and the date of transfer.

(3) The word “incharge” shall be noted against Sub-Inspectors who are in charge of Investigating Centres or Court offices. All postings of officers and men shall be decided by the Superintendent of Police and he shall cause to enter his orders in this Register and publish them as quickly as possible.

156. **Force Register:**

(1) A Force Register shall be maintained in the Reserve office in which the name of all officers and men shall be entered in order of seniority. Each class shall be divided, allowing space for additions, according to pay in time-scale. The sanctioned number shall be noted at the head of each rank.

(2) The Register shall be divided into columns showing:

(a) The service book number,
(b) Name,
(c) Date of entering rank or pay,
(d) Date of next increment,
(e) Remarks.

(3) When a man is reduced or his increment is forfeited his name shall be removed to the top of the list of men in the lower rank or on the lower pay, as the case may be.

(4) All orders for promotion, reduction or withholding or forfeiture of increments shall be briefly noted in the remark column and initialled by the Superintendent of Police.

157. Petty Cash Book:

The Reserve Officer shall keep a cash account in the prescribed form in which shall be entered the receipt and expenditure of all cash passing through his hands.

158. Committee Book:

(1) A Committee Report Book shall be maintained in the Reserve Office. The proceedings of all committees convened to inspect and pass or condemn clothing, departmental stores, ammunition, furniture, and all other articles of Government property received for issue to any office or post in the district or to be stored in the Reserve shall be recorded in this Register.

(2) The offices passing a bill for articles received shall check it with the entry in the Committee-Book and invoices concerning the same and write the words "payment order passed" in the proper column of the Committee-Book. When the payment is made or the bill adjusted the accountant shall write or stamp the words "paid" in the same column and initial it.

(3) The committee shall be convened by the Superintendent of Police and shall ordinarily consist of himself and two other gazetted officers.

(4) Every article passed by the Committee shall be taken into stock by the Reserve Officer and entered in the Stock Register, the Register of Receipt and Issue of Clothing, or the Ammunition Register, as the case may be.

(5) Committee Reports shall be serially numbered for each year and a reference made on the receipt side of the Register concerned to the serial number of the Committee Report.

159. Stock Register:

(1) The Reserve Officer shall keep a Stock Register in the prescribed form in which shall be entered every article of Government property received for issue or storage except arms, ammunition, clothing, stationery and form, for which separate registers are maintained.

(2) The number and date of the advice-slip under which payment for an article is made shall be entered against the article in the receipt-side of the Stock Register. If an article is sold, the number and date of the treasury-challan shall be entered against the entry in the Register showing its disposal.

160. Distribution Register:

(1) In order that there may be a record at Headquarters of all Government property kept at Police Station, Court Offices and other posts and offices, a Distribution Register shall be maintained in the Reserve. This Register shall be written up post by post, Police Station, etc. All articles in hand at a post at the time the Distribution Register is opened shall first be entered, and thereafter whenever any article other than clothing, stationery and forms, is issued to such post, an entry of its issue shall be made in the Distribution Register, under the initials of a gazetted officer.

(2) An authenticated copy of the Distribution Register shall be issued to the Officer-in-Charge of the post under the signature of the Superintendent of Police and shall be hung up at such post, officers-in-charge shall enter in this list any articles subsequently received and shall not make deletions or corrections. Only a gazetted officer shall make
deletions or corrections in the list and at the time of doing so shall communicate the fact to headquarters, so that the Register at the Police Reserve may be corrected.

(3) Whenever possible, the Superintendent of Police shall take the Distribution Register with him when he makes an annual inspection of Police Station, Court Office etc.

161. **Charge report:**

Charge report of all offices, Police Stations and Out Posts shall be sent to the Reserve Office for comparison with the entries in the Distribution Register as soon as received, and an explanation of any discrepancy shall be called for at once. Officers responsible for the loss or, damage of any Government property shall be liable to pay the full cost of replacement or repair, in addition to any other penalty. In April, the Superintendent of Police, Head of the Office or a gazetted officer deputed by him shall make a thorough inspection of the Stock Register and physically verify the stock of articles and shall certify in it that all articles shown as being in the police lines have been inspected by him. A copy of the certificate shall be sent to the office of the Director General of Police.

162. **Registers, Returns and Reports:**

Complete lists of Registers, to be maintained in the Reserve Office and of Returns and Periodical Reports due from it will be found in Appendix - IV.

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**SECTION – III**

**GUARDS & SENTRIES**

163. **General:**

(1) The object of this chapter is to lay a simple routine that will ensure the effective mounting and relief of Guards and Sentries. The details give the normal system followed by the Police Force for ceremonial purposes and may be followed where applicable.

(2) There are two forms of guards, the purpose and function of which are quite different. These are Ceremonial Guards and Tactical Guards. The same guards may also function as Ceremonial and Tactical Guard as in the case of Quarter Guards.

164. **Ceremonial Guard:**

(1) Ceremonial Guards will be mounted for one of the following purposes.

(i) To exercise men in ceremonial drill and to instil in them the highest standard of smartness, cleanliness, discipline, and arms drill, and to encourage “pride of the force”.

(ii) To pay compliments to high ranking officers, or other distinguished persons, between Reveille and Retreat.

(2) A Ceremonial Guard will be mounted only between Reveille and Retreat. On conclusion of its ceremonial function, or at Retreat, a Ceremonial Guard may take over duties immediately as Tactical Guard and vice versa.

(3) A Ceremonial Guard is to be considered at all times the symbol of the pride of the District or the Unit. Its drill, smartness, and turnout will be of the highest standard.

165. **Tactical Guard:**

(1) The object of a Tactical Guard is to fulfil any form of protective task as decided by the officer in charge of the District. Such task will include the guarding of VIPs like Ministers and public persons holding important positions in the administration, Government
buildings, Armoury, Magazine, Treasure, the security of prisoners and the prevention of unauthorised persons entering prohibited areas.

(2) Tactical Guards will pay compliments like Ceremonial Guards between Reveille and Retreat, but during the night hours will merely Stand To, unless ordered to fall in for inspection by a Round.

(3) A Tactical Guard will be suitably disposed tactically to carry out its task. In arranging dispositions full opportunity will be taken to train tactically junior Havildars, and to develop their initiative. Stand To positions, together with alternative positions will be detailed for each member of a Tactical Guard.

(4) It will be realised that Tactical Guard is functioning most efficiently when it can neither be seen nor heard. In Guard Rooms sentries will be secure but they must be protected against a rush assault and grenades. For this reason, it is not intended that the taking up of tactical dispositions should develop into a form of drill to be performed every time; nor is it intended that the taking up of tactical dispositions should become the equivalent of the turn out of a Ceremonial Guard to a Visiting Officer.

(5) When in a Stand To position, no member of a Tactical Guard will pay compliments. Provided that sentries remain tactically disposed, a Tactical Guard less its sentries may fall in for inspection by a Round. The appropriate compliment may then be paid.

166. Definitions:

(1) A Guard is a body of men to protect places or persons.

(2) Duties are Guards and Piquet's besides the Quarter Guard personnel who fall in for inspection of the Orderly Officer before they are marched off to their various assignments.

(3) Sentries are Constables belonging to a Guard and posted on duty in various places.

(4) A Sentry's beat is the length of ground which he has to patrol.

(5) A Sentry's post is the place where he is mounted.

(6) A Relief consists of the sentries to be posted on the various sentry posts at the same time, or to relieve the Sentries already on duty.

(7) 'Grand Round' includes the Superintendent of Police / Commandant of a Battalion when on inspection duty and any gazetted officer detailed by him for a similar purpose.

(8) 'Visiting Round' includes all non-gazetted officers carrying out similar duties.

(9) Alarm posts are posts made round the Guard for its protection during night. These posts are occupied by the Guard and sentry when a Stand To is ordered during night.

(10) 'Alternative Posts' are similar to Alarm Posts. These are occupied by the Guard and sentry when it is ordered to Stand To for the second time during the night.

(11) 'Turning Out' – When Guards turn out they move at the double and fall in with sloped arms. The Bugler fall in two paces on the right of the Guard commander and the Sentry, one pace to the right of the Bugler. This is generally ordered between Reveille and Retreat.

(12) 'Stand To' is the order given during night (between Retreat and Reveille) to a Guard when they take position in their Alarm Posts.

(13) 'Stand Down' is the order given to a Guard to close from their Alarm Posts after the inspection of the Rounds during the night.
167. **Bugle Calls:**

(1) **Reveille** is the bugle call sounded in the early morning when the flag is hoisted at the Quarter Guard.

(2) **Retreat** is the bugle call sounded at sunset when the flag is lowered at the Quarter Guard.

(3) **Tattoo First Post & Tattoo Last Post:** These are sounded at the time fixed by the Superintendent of Police or Head of the Unit.

   The First Post is sounded to warn the men that it is time to close the day’s activities and get back to the barracks. After the Last Post is sounded the Duty Havildar checks the barracks to ensure that all are in bed and no one is absent.

168. **Guard Mounting:**

The time for Guard Mounting and the Dress for the Guards will be decided by the Superintendent of Police or the Commandant.

**Strength:** The strength of any Guard shall depend on the purpose for which the Guard is mounted. In any case, the strength shall not be less than half section under the command of a Head Constable / Havildar.

169. **Standing Orders for Guards:**

Standing Orders:

(1) Wherever Guards are mounted more or less permanently the Superintendent of Police or the Commandant shall issue Standing Orders in the local language regulating the entire functioning of the Guard and tailored to the specific needs of the location and the subject of the guard duty and shall be hung at a convenient place wherever a Guard is mounted. Whenever a new guard, where there are no guards, is mounted such standing orders shall be issued.

(2) The Deputy Inspector General of Police or the Superintendent of Police, Security shall issue guidelines in respect of guarding of VIPs and other persons facing security risk. Any developing situation affecting the security scenario shall invariably be intimated to the Superintendent of Police/Commandants indicating the nature and extent of threat indicating the extra measures that need to be taken.

170. **Posting Relieving, Marching, And Dismissing Sentries And Reliefs:**

(1) **Posting Sentries at new place:** When a sentry, who is to be posted on a new post, without a sentry, reaches a point just short of the post assigned to him, he will be halted. The sentry will then step off without further order and will halt and face in the required direction on his exact post. The Havildar (normally the junior Havildar) will then read and explain to him his orders, the object for which he is posted, the front of his post and the extent of this beat.

(2) **Relieving sentries:** On the approach of the relief, the sentry, with his rifle at the slope, will place himself in front of the sentry box. The Havildar of the relief will halt the relief at about two paces from the sentry. The new sentry will then move out from the relief, and fall in on the left of the old sentry turning to face in the same direction. The Havildar will read the orders to the new sentry and ensure that the sentry understands them.

(3) **Sentries Pass:** The old sentry will move to his place in rear of the relief, and the new sentry will close two paces to his right.

(4) **Relief Quick March:** The Relief will be marched off. After all the sentries have been changed the relief will be brought in the centre of both the Guards. They will then break off at the command of the old Guard Commander and join their respective Guards.
171. Turning Out A Guard For Inspection by Day:

(1) When the sentry sees the Inspecting Officer actually approaching the Quarter Guard, the sentry will come to attention, shoulder arms, and shout “Guard Turn Out”. (Garad Line Bana)

(2) When the Inspecting Officer has taken post in front of the Guard, the Guard will give the appropriate salute on orders from the Guard Commander. For those who are entitled to, the bugler will sound the appropriate Salute.

Where the Inspecting Officer is so entitled, the command ‘Present Arms’ will be given after the Guard has fallen in, followed by the command ‘Slope Arms’ and ‘Order Arms’ before the Guard is reported to the Inspecting Officer.

When the Inspecting Officer is taking the salute, all others who may be accompanying him will stand to attention behind him.

(3) After the Guard has been brought to the ‘Order Arms’, the Guard Commander will report ‘Guard Ready For Inspection (Nirikshan ke Liye Garad Hazir Hai) to the Inspecting Officer. No other form of report will be used.

(4) After receiving the report of the Guard Commander the Inspecting Officer will go forward to inspect the Guard. The Guard Commander will Shoulder Arms, take a step forward turn to the left and accompany the Inspecting Officer. All personnel of the party other than the Inspecting Officer will remain at attention wherever they may be till the Inspection has been completed and the Guard dismissed. When the inspection is completed the Inspecting Officer will order the Guard Commander To Dismiss/Turn in the Guard (Guard Line Tor, Guard Viserjan).

(5) Having received instructions to Turn in the Guard/Dismiss the Guard from the Inspecting Officer, the Guard Commander will give the order ‘Guard Shoulder Arms, Sentry Stand Fast, Remainder Dismiss’, or ‘Guard to the Guard Room Dismiss’. All personnel of the Guard except the sentry will turn to their right, salute and then move off at the double to the Guard Room.

(6) Having dismissed the Guard, the Guard Commander will turn toward the Inspecting Officer and salute. He will then accompany the Inspecting Officer for an inspection of the Guard Room and its vicinity. Other persons who have accompanied the Inspecting Officer may now accompany him during the inspection.

(7) After the inspection of the Guard Room etc., has been completed, the Guard Commander will again salute the Inspecting Officer and then break off and return to the Guard Room.

172. Turning Out A Guard By Night:

(1) When the Sentry sees the ‘Grand Round’ or the ‘Visiting Round’ approaching his Guard, the sentry will come to the ‘On Guard’ position and halt the ‘Round’ approaching by shouting ‘Halt Who Comes There’. (Tham, Kawn Ata Hai)

(2) At the challenge ‘Halt who comes there’, the Grand or Visiting Round will halt and disclose his identity by saying ‘Grand Round’ or ‘Visiting Round’ (Bara Muayana ya Chota Muayana).

(3) When the sentry has received the answer to his challenge and is satisfied that the round approaching the Guard is a ‘Grand’ or ‘Visiting’ Round, he will Stand To the Guard by shouting ‘Halt Grand (or Visiting) Round, Guard Stand To’. (Tham Bara (ya Chhota Muayana, Guard Hoshiar). He will repeat this (Guard Stand To) three times, and remain at the ‘On Guard’ position. The Guard along with the Guard Commander will then come out of the Guard Room at the double and take positions in their respective Alarm Posts already detailed before hand.

(4) The Guard Commander will approach the sentry and enquire from him ‘Sentry What Round’, and on a reply from the Sentry ‘Grand’ or ‘Visiting’ Round, he will give a
pass to the Round by saying ‘Advance Grand Round or Visiting Round, All is well’. (Age Barho, Bara Muayana ya Chhota Muayana, Sab Thik Hai). The sentry in the meantime will take his position behind the Alarm Post already detailed, and so also the Guard Commander.

(5) After the inspection is over, the Grand or Visiting Round will give the following order:

(i) ‘Stand Down the Guard’. (Garad Jagahe Chhore) 

or

(ii) ‘Fall in the Guard’. (Line Bana)

(6) If the Guard is required to ‘Stand Down’ they will leave their Alarm Posts and double up to the Guard Room.

The Guard Commander will move to the Guard Room after the inspecting Officer has recorded his inspection, etc., in the Guard Book and has left.

(7) If the Guard is ordered to ‘Fall In’ the Guard minus the sentries will fall in on the prescribed line and the same procedure will be followed as for Inspection by Day. The inspection of the Guard Room, etc., may not be done and the Guard may be ordered to be Dismissed after the inspection.

173. General Rules For Sentries:

(1) A sentry when moving off on his beat will come to attention, take a pace forward, Shoulder Arms, turn to his right or left and move off in quick time.

(2) On arrival at the end of his beat a sentry will halt and turn about by making two distinct turns outwards (i.e., towards his front) to the right or left as the case may be and will move off again in quick time.

(3) A sentry will not halt on his beat except in front of his box or post, unless to pay a compliment or when challenging.

(4) When halting outside his box or post, a sentry will face his front, order arms, take a pace to the rear, and stand at ease.

(5) A sentry will not quit his arms or post, lounge or converse with any-one (except in the performance of his duty) nor will he take shelter in his box except in very bad weather.

(6) A sentry will always remain alert and will pay all necessary compliments smartly.

Sentries Challenging:

(7) A sentry will challenge all persons or parties during the night approaching his post when he is doubtful as to whether the person or party approaching is authorised to pass or when he is suspicious as to his or their reasons for approaching.

(8) When challenging on the part of a sentry is necessary, it will be carried out as follows: -

When a person or party approaches his post, the sentry will as soon as the person or party is within speaking distance, come to ‘On Guard’ position and call out ‘Halt who comes there’. He will repeat this in the language most suitable to the locality, without disclosing his position. When the person or party has halted, he will call out ‘Advance One’ (Ek age Barho) (Translated if necessary). If and when the sentry is satisfied as to the identity of the person or party, he will say, ‘Pass Friend All is Well’ (Chalo Dhost, Sab Thik Hai) remaining of Guard until the person or party, has passed. If not satisfied regarding the identity of bona fides of the person or party, the sentry will Stand To the Guard and report to the Guard Commander. If in answer to the challenge the sentry receives the reply ‘Grand’ or ‘Visiting Round’ and the sentry is satisfied, he will follow the same procedure as laid down in rule 172.
Note: By night sentries will invariably challenge all persons approaching the Guard Room. If in reply to the challenge he receives the reply ‘Friend’ and he is satisfied with the identity of the person he will allow him to pass.

174. General Instructions And Compliments:

1. Sentries always march with shoulder arms and bayonets fixed, and always turn outwards by making two distinct turns left or right, as the case may be, i.e., never face the Sentry Post.

2. Bayonets will always remain fixed in the Guard Room.

3. Every relief will be inspected by the Guard Commander on going out and returning.

4. Compliments will not be paid to unarmed parties.

175. Compliments by Guards:

1. Day (Between Reveille and Retreat).

   a. The President and Governors, the latter within states, with the bugler sounding the National Salute.

   b. The Prime Minister, Union Ministers and State Ministers within their jurisdictions with the bugler sounding the General Salute. For the Prime Minister, National Salute can be played with the special permission of the State Government.

   c. Police Officers of and above the rank of Deputy Inspector General of Police and officers of and above the rank of Brigadier in the Army or equivalent ranks in the navy and the Air Force with the bugler sounding the General Salute.

   d. The District Superintendent of Police on his first visit to the guard each day.

   e. Grand Rounds.

   f. All armed parties numerically superior to the strength of the guard.

   g. At the commencement of Reveille and Tattoo sounding.

   h. To any other police officer of and above the Rank of Sub-Inspector, the guard will turn out once a day when he is detailed as Orderly/Duty Officer and the guard commander, only will give Butt Salute.

   (i) It is necessary to pay compliments while guards are actually being mounted or changed over, the senior officer or under officer giving the command.

   (ii) The above orders regarding compliments do not apply to Special Guards mounted at the residences or camps of Presidents, Union Ministers, Governors and State Ministers. Such guards will not pay compliments to person of lesser rank or status. When visited by police officers on duty, they will turn out at the slope.

2. Night (Between Retreat and Reveille): Guards will not turn out after Retreat, or before Reveille, except at Tattoo, on the approach of an armed party, in cases of an alarm, or to receive Grand and Visiting Rounds, nor will they during this period pay any compliment except to Grand Rounds to whom they will present Arms.

3. Compliments by Sentries during daytime: A sentry will Present Arms to Police Officers wearing the State Emblem or badges of higher rank and to officers of the Indian Army, Navy, and Air Force of equivalent ranks.
(b) Before paying a compliment, a sentry will always halt and turn to his front. If standing in a Sentry Box, he will salute by coming to attention.

(c) A sentry will Present Arms to armed parties and will salute unarmed parties.

(d) A sentry will shoulder arms and Salute to Police Officers of and above the rank of Sub-Inspectors who are not entitled to Present Arms.

(e) A sentry will not Present Arms to any armed party after dark.

(f) As long as a sentry can discern an officer, he will halt and turn to his front on his approach and will pay the correct compliments as for day.

176. Special Instructions:

The above orders regarding compliments by guards and sentries do not apply to special guards mounted at the residences or camps of the President, or of the Governor within his jurisdiction. Such guards will not Present Arms to persons of lesser rank or status than of those for whom they are provided. When visited by officers on duty they will turn out with shoulder arms. The sentries at such residences or camps will Present Arms to the President / Governor and to armed corps only. They will salute (butt salute, if at the slope; coming to attention, if at the order) officers of lesser rank and unarmed parties.

177. Inspection of Guards:

(1) Whenever any guard is to be sent out of the Reserve, the Armed Branch Inspector or any other responsible officer designated shall inspect the Guard and see that it is smartly turn-out, properly equipped and satisfactory in all respects.

(2) The Guard-Commander shall inspect his Guard half an hour after reveille and before retreat, and also every hour of a day and night.

(3) All Guards shall be visited, turned out, and inspected once a day and once by night by the officer on ‘round-duty’. The hour of visit shall not be the same every day.

(4) Every member of guards shall carry as many rounds of ammunitions as per scale and in a manner prescribed. These ammunitions shall be inspected by the Guard Commander at the daily inspection at reveille and retreat.

178. Relief of sentries and guards:

(1) No sentry may allow himself to be relieved except by the Guard Commander. He is responsible for the observance of strict punctuality in relief.

(2) Sentries shall be relieved every two hours. Each sentry shall be on duty three times a day. If there is shortage of manpower the duty may be increase to four times a day.

(3) Guards shall be relieved daily at the District Headquarters and at other places every week; provided that where the local conditions are exceptional and difficulty of sending reliefs are serious the maximum period may be extended to one month by orders of the Superintendent of Police.

(4) Guard Commanders or other officers relieving the sentries shall satisfy themselves on the occasion of every relief that all fastenings are secured. This should be particularly observed when relieving by night.

179. Roster:

A Roster of Duty shall be maintained by every Guard Commander. The relieving page should show the names of sentries and the hour of relief. On the right hand page it should show all reliefs, entries regarding which shall be signed both by the relieved and the relieving officers, and of inspection of guards, doors, window, padlocks etc; the visits of Round-Duty
Officer and any other items of importance which may come to the notice of the officer concerned.

**Fixed-Duty Guards**

180. **Treasury Guard, if any:**

(1) Treasury guard of non-Banking Treasury shall invariably be relieved when the treasury is opened. Treasury Officer or some responsible officer appointed by him shall go ground with both the relieved and the relieving officers. They shall examine and try all doors and windows with their fastenings as well as of the treasure chests and each should satisfy himself that everything in the treasury strong room is safe. A joint verbal report that this examination has been done shall be made to the Treasury Officer directly after such examination and also to the senior Police Officer present. Entries to the above effect shall be made in the roster.

(2) The treasury strong room or receptacles for treasure must on no account be opened or shut by the Treasury Officer except in the presence of the sentry and the Guard Commander.

(3) When the Treasury is closed, the Treasury Officer will summon the Guard Commander and the sentry on duty and direct them to examine and satisfy themselves that everything is securely fastened, including the treasury doors, windows and ventilators. Entries to the above effect shall be made on each occasion in the roster.

(4) Should any lock, bolt or other fastening be found to be out of order or having any signs of tampering, immediate report should be sent to the Treasury Officer and to the senior Police Officer present in the station. An entry should be made also in the roster and it shall be signed by both the Treasury Officer and the senior Police Officer present in the station. On such occasion no member of the guard shall leave the premises until permitted to do so by the Investigating officer.

(5) If any chest is kept outside the strong room, it shall be securely embedded in the wall or with the ground. The guard shall not be responsible for the content of the chest but only for its safety. When such chest is opened, the Guard Commander shall be present and he must test the lock as soon as it is closed.

(6) No Guard Commander or Constable or any guard shall take charge of the key of any strong room or any chest in which treasure is kept.

181. **Guards for Magazines and Armoury:**

Rules for Magazine and Armoury guards are the same as those relating to the Treasury Guards, and these shall apply to these guards mutatis mutandis.

182. **Guards for certain other permanent purposes:**

Guards are to be provided to Raj Bhavan, residences of Ministers, and High Court Judges, and office like the Secretariat, the High Court, and other important buildings and establishments as decided by the State Government or the Director General of Police.

A core staff estimated on the basis of minimum requirement is to be sanctioned permanently for meeting the requirement for Guards. According to the circumstances of each district the Director General of Police shall move the state Government for sanction of permanent staff for such guards permanently required.

**Temporary Guards**

183. **Officers that can indent guards for temporary duty:**

The following officers are competent to send indent for guards for the purpose of guarding prisoners, lunatics, treasure, currency, or any other valuable property of the State:
(1) Judicial Magistrate,
(2) Superintendent of Jail,
(3) Treasury Officer,
(4) Currency Officer of Reserve Bank of India,
(5) Manager, State Bank of India.

Other officers requiring any such guard must apply to the Superintendent of Police with reasons in support of the requisition.

184. Jail Guards:
(1) When there is an emergency like jailbreak or mutiny among prisoners, or when an execution is to be carried out, temporary guards as justified by the circumstances shall be given without any delay.
(2) Any members of the guards, having any relationship or friendship with any prisoner, shall at once report the fact to the superior officer.
(3) No officer or member of the guard shall carry or possess, even for personal use, any liquor, or narcotic or other intoxicating or stupefying substance when guarding a prisoner.
(4) Guards shall not, as far as possible, be allowed to come into contact with prisoners and are strictly forbidden from communicating with them or bringing or taking any article for them.
(5) Police Guards are not to take part in the daily routine of the jail nor are they to assist in searching the prisoners, etc.

185. Accommodation, water supply and other facilities:
The express understanding on which the guards are to be supplied to any authority is that they are to be provided with proper accommodation, water supply and lighting by the authority to whom they are supplied.

Guard of Honour

186. Mounting of Guard of Honour:
The Guard of Honour to be mounted will depend on the status of the personage as well as on the occasion.

187. Composition, Strength & Occasions:
(a) Composition and Strength:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Remarks</th>
<th>Personage Entitled</th>
<th>Strength Rank and file</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>President</td>
<td>150 Two Bands to be in attendance</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Vice President</td>
<td>100 One Band to be in attendance</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Prime Minister</td>
<td>100 -do-</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Governor</td>
<td>100 -do-</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Union Minister / Minister of State (Home) / Deputy Minister (Home)</td>
<td>50 -do-</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Chief Minister</td>
<td>50 -do-</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>State Home Minister</td>
<td>35 -do-</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Director General of Police / Addl. Director General of Police</td>
<td>20-35 One band to be in attendance when available</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Inspector General of Police</td>
<td>12 Two Buglers</td>
</tr>
</tbody>
</table>
**DISTRICT POLICE RESERVE**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Personage entitled</th>
<th>Occasions</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Deputy Inspector General of Police</td>
<td>12 -do-</td>
</tr>
<tr>
<td>11</td>
<td>Head of Foreign State</td>
<td>150 Two Bands to be in attendance</td>
</tr>
<tr>
<td>12</td>
<td>Vice-Head of Foreign State</td>
<td>100 One Band to be in attendance</td>
</tr>
<tr>
<td>13</td>
<td>Head of Diplomatic mission</td>
<td>100 -do-</td>
</tr>
<tr>
<td>14</td>
<td>Head of a Foreign Police Force</td>
<td>20-35 -do-</td>
</tr>
</tbody>
</table>

*** As small districts have less strength so flexibility of strength has been kept.

**(b) Occasions:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Personage entitled</th>
<th>Occasions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>President</td>
<td>On arrival and / or departure when public visit. All official visits are not public. Only formal visits notified as such by the Central Govt. through local civil authorities and / or Army Hqrs will be treated as public.</td>
</tr>
<tr>
<td>2</td>
<td>Vice President</td>
<td>At special occasions concerned with police forces.</td>
</tr>
<tr>
<td>3</td>
<td>Prime Minister</td>
<td>-do-</td>
</tr>
<tr>
<td>4</td>
<td>Governor</td>
<td>(i) On special occasion, Governor will be presented with Guard of Honour within jurisdiction. (ii) On arrival to take over appointment once only. (iii) On departure or relinquishing such appointment once only.</td>
</tr>
<tr>
<td>5</td>
<td>Union Home Minister / Minister of State (Home) Deputy Home Minister</td>
<td>On special occasions connected with police which should include a visit to a State Police/Central Police Organisation/Office establishment.</td>
</tr>
<tr>
<td>6</td>
<td>Chief Minister</td>
<td>-do-</td>
</tr>
<tr>
<td>7</td>
<td>State Home Minister</td>
<td>-do-</td>
</tr>
<tr>
<td>8</td>
<td>Director General of Police/Addl. Director General of Police</td>
<td>On official visits to a District Hqrs / Armed Police Bns / Police Training Schools. When the visit is for Inspection / Ceremonial purposed, both on arrival and on departure.</td>
</tr>
<tr>
<td>9</td>
<td>Inspector General of Police</td>
<td>-do-</td>
</tr>
<tr>
<td>10</td>
<td>Deputy Inspector General of Police</td>
<td>-do-</td>
</tr>
<tr>
<td>11</td>
<td>Foreign Dignitaries</td>
<td>Foreign dignitaries will be presented the Guard of Honour only when they are on official visit to a State Police / Central Police Organisation Office / Establishment.</td>
</tr>
</tbody>
</table>

**Note:**

The entitlement for the President, Vice President, Prime Minister and Governor have been well laid out in the various notifications of Union and State Governments. For other personages rule 187 only means to provide guidelines. The entitlement for other persons and occasions on which Guard of Honour is to be presented, should be notified in the Central / State Government Gazette.

188. **Dress:**

The Dress of all Guards of Honour will be Review Order Dress but Specific order should be issued deciding the exact uniforms to be worn on each occasion.

189. **Formation:**

1. **Guard:** The Guard of Honour will be sized and equalised as for a company. Where possible, it will be formed up facing the direction from which the personage for whom it is mounted will approach.
The Guard will form up in two equal divisions in two ranks with a distance of 4 paces between the front and rear ranks. It will be dressed at intervals of 24".

The interval for the escort party of colours between the two divisions will be 3 paces. In case no colours are carried, this interval may be ignored.

(2) **Officers:**

**With Colours:**

(a) **Gazetted Officers and Inspectors / Sub-Inspectors:** The Commander 4 paces in front of the second file from the right. The next senior Gazetted Officer/Inspector/Sub-Inspector, two paces in front of the second from the left. The Junior officer/Inspector/Sub-Inspector (with the colour) two paces in front of the centre of the guard.

(b) **Havildars:** The senior Havildar Major will be the right Guide of the first division and the next junior left guide of the second division. The third junior will be the right Guide of the second division and the junior most left of the first division.

**Without Colours:**

(c) **The Commander:** Four paces in front of the centre of the Guard; the next senior Gazetted Officer/Inspector/Sub-Inspector, two paces in front of the second file from the right; the third junior Gazetted Officer/Inspector/Sub-Inspector, two paces in front of the second file from the left.

(d) **Havildars:** Their posts will be the same as detailed in sub rule (2)(b) of rule 189. above.

(e) On special occasions when the guard strength is increased to 150 all ranks, and when colours are not carried, the Guard Commander will be 8 paces in front and in centre of the Guard. The next senior Gazetted Officer/Inspector/Sub-Inspector, three (3) paces in front of the second file from the right, the third junior Gazetted Officer/Inspector/Sub-Inspector, three (3) paces in front of the second file from the left.

(3) **Band:**

(a) The Band will form up on the right flank in line with the Guard and Seven (7) paces from the right Guide of the Guard. The band will be in Column in four files with two (2) paces between each file. The Drum major will be three (3) paces in front of the front rank of the band and the Band Master two (2) paces in front of him.

(b) When no band is available, two buglers may be provided who will fall in line on the right of the Guard of Honour. Similarly, if there is no space on the right flank, the Band may be positioned behind the Guard.

190. **Aide-de-Camp:**

There will always be two Aides-de-Camp who will stand on either side of the dais, three (3) paces to the right and left of the front edge.

191. **Conducting Officer:**

The Conducting Officer (Civil or Police officer) who receives the VIP and conducts him to the Saluting Base will, after conducting the VIP to the dais, position himself in the centre rear of the dais and at 3 paces from it.
192. **Colours:**

Colours may be brought on parade by the Guard of Honour, in accordance with the custom of the State Police. Colours will not be brought on parade when an inter-State Guard is provided.

193. **Salute:**

Only one salute before the Inspection will be given. Aides-de-Camp will not salute when either the National or General Salute is played.

'National Salute' will be given to –

(i) The President of the Republic India

(ii) Governors within their own States.

Other dignitaries entitled to salute on ceremonial occasions will be given the ‘General Salute’.

194. **National Anthem:**

There are two versions of the National Anthem.

(1) Full version, which can be played approximately for 52 seconds.

(2) Short version of nine bars only which can be played approximately for 20 seconds.

The full version should be played on the following occasions:-

(a) On all occasions when the President is present in person (including broadcasts by the President on National Days).

(b) On all occasions for Governors when they attend Ceremonial Parades, Guard of Honour within their own States.

(c) At Republic Day and Independence Day Parades when the National Flag is broken at the mast.

(d) The National Anthem can also be played for the Prime Minister of India on Special occasions with the prior approval of the State Government.

The short version may be played on all other occasions according to instructions.

Whenever National Anthem is played, all ranks will come to attention and all officers of and above the rank of Head Constable, if in uniform, will give proper salute. Officers in attendance on the chief dignitary taking the salute will only come to attention and will not salute when National Anthem is played.

195. **Inspection:**

The following procedure will be observed for Inspection: (a) After paying the proper compliments i.e., National Salute/General Salute to the personage for whom it is mounted, the Guard should be brought to the position of ‘Order Arms’. The Colours, if carried, will remain at the ‘Carry’.

(b) The Guard Commander will then march forward and report to the VIP. He will do so in a suitably loud voice and say “Guard of Honour consisting of __________ officers and __________ other Ranks is ready for your inspection, Sir” (Ke Afsran Aur Jawan ke Samman Garad, Nirikshan ke liye Hazir Hai, Shriman).

(c) The VIP will come down from the dais and the Guard Commander will conduct him, moving on the VIP’s rights side and a little in front of him. He will walk and not do the ‘Slow March’.

(d) Aides-de-Camp will not march in front of the VIP.
(e) The VIP will inspect the band passing behind the Drum Major of the Band. The Band will not turn their heads and eyes towards the VIP during the inspection, but will look straight to the front.

(f) As soon as the VIP passes the left hand man of the band, the Band Master will turn about, get the band ready and start playing. Taking the time from the first beat of the drum, every officer and man of the Guard, (i.e. Both the front and the rear rank) except the officer carrying the colour, will turn his heads and eyes towards the VIP i.e., he will look at him. As the VIP moves on, the officers and men will also move their heads and eyes looking at all the time. If the VIP stops during the inspection, the movement of heads will also stop.

(g) The band will stop playing as soon as the VIP has finished the inspection, and the Guard taking the time from the last note of the music, will turn their heads and eyes to the front.

(h) If the Band is positioned in the rear, the Band will not be inspected and if no Band is available the heads and eyes of every officer and man of the Guard except the officers carrying colours will turn to the right together as soon as the VIP has completed his inspection of the Buglers who will look straight during the inspection.

(i) Only the front rank of the Guard will be inspected. The VIP will move in front of the officers and the colours i.e., he will inspect the Guard from a distance of three to four (3 – 4) paces from the front.

(j) The VIP will be conducted by the Guard Commander towards the Conducting Officer. The Conducting Officer would have moved from his position behind the dais to a new position suitable to take the VIP away for the introductions. When the VIP is being handed over to the Conducting Officer, the Guard Commander will salute the VIP. The Guard Commander must prepared to shake hands with the VIP should the latter offer to do so; in that case he will immediately hold the sword. (If carrying a sword) in the left hand.

196. General:

(1) The Guard of Honour will not march off or ‘Stand Easy’ till the personage for whom it is mounted has left the place or reception.

(2) The Guard of Honour will not march past.

(3) No Guard of Honour will be provided in any station between the hours of sunset and sunrise.

(4) The Guard of Honour should be provided for dignitaries who are entitled to it and not for others.

(5) In certain special circumstances, such as limitation of spaces, where it is not practicable to follow the above instructions in its entirety, suitable modifications may be made to meet the occasion.
SECTION – IV

ESCORTS

A. GENERAL

197. Providing of Escort – important:
Supply of armed escorts is an important function of the District Police Reserve. Escorting treasures and escorting prisoners are two of the most common functions of escorts.

198. Officers competent to indent escorts:
(1) Under mentioned officers, and no other, may directly send indent for an escort to the Reserve Officer under the Superintendent of Police: -
   (i) Deputy Commissioner
   (ii) Sub-Divisional Officer
   (iii) Superintendent of Jail
   (iv) Treasury Officer
   (v) Currency Officer of Reserve Bank of India
   (vi) Branch Manager of State Bank of India

(2) Any other officer requiring escorts must apply to Superintendent of Police stating the purpose with supporting reasons.

199. Requisition in proper form:
(1) Requisition shall be made in the prescribed form. Persons authorised to indent escorts shall be supplied with book of Requisition Form by the Superintendent of Police. There must be a separate indent, and it shall be stated clearly in respect of prisoners whether or not any dangerous prisoner or a prisoner requiring special arrangement is to be escorted.

(2) Advance Notice: Requisition for Escort within the district, shall reach the Reserve Officer at least 24 hours before the Escort is required. However, if the escort has to proceed beyond the district or beyond the State the requisition should reach Reserve Officer at least seven clear days earlier, so that the Superintendent of Police may make necessary arrangement for supplying the escort.

In case of emergencies the requisition shall be complied with as quickly as possible irrespective of such notice period.

200. Procedure for providing escorts:
(1) As soon as a requisition is received by the Superintendent of Police, it shall be sent to the Reserve Officer with appropriate orders passed by him at that stage. The Reserve Officer shall serially number the requisition and put on it the number of officers and constables to be supplied as per rules. He shall obtain Superintendent of Police’s orders for supply of such number. The Reserve Officer shall then send it to the Accountant for claiming payment of actual expenses from the indenting officer at the rate fixed by Government from time to time and the money so realised to be deposited under Receipt head of Police Head concerned.
(2) As regards conveyance, labourers and other requirements for conveying prisoner or treasure, necessary arrangements have to be made by the requisitioning department.

(3) When arrested persons are required to be sent to other states, expenditure shall be borne by the District Magistrate in whose jurisdiction the arrest takes place.

201. **Instructions to Escort Commander:**

(1) The Escort Commander must appear before the Reserve Officer and the Armed Branch Inspector to receive necessary instructions before starting, and shall take over such handcuffs, torchlight's and other articles as may be necessary.

(2) The Reserve Officer / the Armed Branch Inspector shall hand over to the Escort Commander a command-certificate in the prescribed form containing:

- (a) the serial number,
- (b) the names of the persons composing the escort with their ranks,
- (c) the name of the relieving station, if any,
- (d) the number of the railway warrant, if any,
- (e) the amount, if any, advanced for travelling, and
- (f) any particulars furnished by the jail or asylum authorities as to the dangerous character of the prisoner or the lunatic.

The Reserve Officer and the Armed Branch Inspector shall explain all these details to the Escort Commander, and shall direct him to report himself with his party to the indenting officer half an hour before the time fixed for starting. The Reserve Officer shall instruct the party to report itself to the Chief Police Officer of the place of destination after making over charge of the treasure or the prisoners. The Escort Commander shall make note of the instructions in his roster.

202. **Return of the requisition form:**

The Reserve Officer shall thereafter make note of the full compliance of the indent at the foot of the requisition form and return it to the Superintendent of Police.

203. **Escort to pick up treasure or prisoner on way back:**

(1) The Superintendent of Police who sends out an escort party beyond his district should send prior intimation to his counterparts of the district through which and to which the escort party passes, about the return journey of the said party and request them to keep in readiness any treasure or prisoners who are to be dispatched to his district, so that the said party may pick them up on its return journey. The Escort Commander, on the return journey, shall report himself to the Reserve Officer or Officer-in-Charge of Police Station, as the case may be, of those places which lie on his route back home and if there be any treasure or prisoner kept in readiness to be picked up, he shall take charge of such prisoner or treasure. The Escort Commander shall ensure that the Reserve Officer of the places concerned makes necessary arrangements for the return journey.

(2) The return-escort, prior to coming back with prisoner or treasure, shall not lodge in the bazaar or elsewhere but shall stay in the police-lines or Police Station compound. The Escort Commander shall obtain direction on this matter from the senior local police officer.

204. **Strength of Escorts:**

(1) The strength of escort for Prisoners by road, rail, boat or steamer shall be determined according to the circumstances by the Superintendent of Police; if required in consultation with the Jail authorities. The minimum number of escort shall be 2 (two) persons.
Provided that where an escort party does not include any Sub-Inspector or Head Constable, the senior most constables shall function as the Escort Commander.

Provided further that a single female prisoner shall be escorted by two constables, at least one of whom shall be a woman and the other should be selected for his age and respectability of character.

(2) The strength of escort for treasure and stamp by rail, or road shall be generally as follows:

<table>
<thead>
<tr>
<th>(a)</th>
<th>For sums not exceeding one lakh</th>
<th>One Head Constable and one constable</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)</td>
<td>For sums between Rs. one lakh and five lakhs</td>
<td>1 (one) Head Constable and 3(three) constables.</td>
</tr>
<tr>
<td>(c)</td>
<td>Above five lakhs</td>
<td>1 (one) Sub-Inspector, 1 (one) Head Constable and 4 (four) Constables</td>
</tr>
</tbody>
</table>

(3) **Strength of Escort of Treasure by Air:** For escort of treasure by air, the scale is one Head Constable and one Constable during flight. However, the full strength of guard according to the scale prescribed above shall be given from the Treasury / Bank to the airport till the departure of the aircraft; and, again from aircraft at the airfield to the receiving Treasury / Bank.

(4) The strength of escort prescribed above is not mandatory but may vary according to circumstances. The strength shall be increased where night-halt is involved, or where exigencies of circumstances demand.

205. **When escort is to be armed:**

(1) All escorts for treasures shall be armed.

(2) Escort for prisoners may be armed, depending upon the circumstances and at the discretion of the officer who deputes them.

(3) All escorts for consignment of arms and ammunition shall invariably be armed. Normally, ordinance should be sent by railway wagons.

(a) The procedure of escorting the ordinance stores shall be similar to the one adopted while escorting the treasures by rail. The strength of the escort party in this case shall not be less than one platoon under the command of one Sub-Inspector.

(b) The Railway Authority shall issue a receipt specifying the number of articles, parcels or packages delivered to it for carriage and loaded into wagons on its premises.

(c) The fact that such articles, parcels, or packages may be carried at owners risk or despatched by railway administration in complete loads will not absolve the Railway Authority from the responsibility of issuing a receipt and such receipt should be demanded at the time the goods are tendered for despatch.

206. **Other provisions regarding escort:**

(1) An escort of prisoners shall not, at the same time, take charge of treasure or processes to be served on the way.

(2) Where the journey involves night-halt, torchlight and other lighting requirements shall be provided to the Escort Commander. At every place of night halt, a light
shall be conveniently arranged so that the prisoner or the treasure shall be in full view of the
guard all the time.

207. Travelling by road, place of halt, etc:
   (1) While travelling by road the shortest recognised route shall normally be taken
       by the escort. In case any other route is to be taken the Reserve Officer should give
       instructions in writing.
   (2) An escort party proceeding by road shall so arrange the time of departure as to
       arrive at a Police Station before sunset. No journey shall be performed in the dusk or at
       night except under special instructions.
   (3) The Escort Commander shall report the party’s arrival at each Police Station
       enroute, while halting at the Police Station; he shall be jointly responsible with the Officer-in-
       Charge of the Police Station for the safe-custody of the prisoners or the treasure.
   (4) If it becomes necessary, the Escort Commander may requisition the services
       of a Constable to show the road or to relieve any man who, from sickness or other reasons, is
       found to be unable to continue the journey.

208. Halt at Railway Station:
   (1) If any Escort Party is required to halt en-route at any railway station, the
       Escort Commander shall seek the assistance of the Railway Police in obtaining secure
       accommodation, preferably, in the lock-up or the malkhana, if available.
   (2) Escort whether by rail, road, steamer or otherwise must post one or more
       sentries at the place of halt and arrange for proper relief at all time.

209. Sickness of escort or prisoner:
   (1) In case of journey by railway, if any escort or prisoner falls seriously ill
       necessitating immediate medical help, the Escort Commander shall at once report to the
       Guard of the train and the Station-master who shall inform by the quickest means to the
       nearest hospital to arrange medical help as per railway rules. The help of railway police shall
       also be sought.
   (2) In case of journey by road or boat, the sick prisoner should be left at the
       next Police Station or Out Post. After treatment when the sick prisoner is able to move, he
       should be sent to the nearest jail or lock-up. If the sick man is an escort, he shall be sent to
       the nearest hospital. Information should be sent to the Superintendent of Police, the
       requisitioning officer and the destination centre.
   (3) In case of death of a prisoner, the Escort Commander shall make
       arrangement for the custody of the dead body at the nearest Police Station, and the Officer-
       in-Charge of the Police Station shall take all such actions as are required to be taken in case
       of death of a person in police custody (vide Section 176 Code of Criminal Procedures and the
       relevant rules of this Manual).

B. RULES FOR ESCORT AND TREASURE SENT BY BANKS

210. Escort of Treasure:
    Treasures are sent from one Bank to another Bank under police escorts. The rules
    for such escort of treasures are laid down in the following rules.

211. Authority to indent for Treasure Escort:
    The Reserve Bank of India and the State Bank of India are authorised to indent for
    escort for remittance from their Branches.
212. Packing and Delivery:

(1) Packing of the treasure (currency/coins) is done according to the rules and instructions laid down by the Bank concerned.

(2) The Escort Commander is responsible for preservation and safe delivery of the boxes handed over to him with unbroken seals, un-tampered and in the condition in which they were made over to him. He shall refuse to take charge of any box or package which is not safely packed or which bears any mark of tampering.

(3) Invoice:

(i) Invoice in quadruplicate shall be prepared by the despatching authority, one copy of which shall be kept by it, one copy despatched by post/courier to the receiving authority, one copy handed over to the Escort Commander, and the fourth copy shall remain with the officer accompanying the treasure on behalf of the Bank.

(ii) The invoice shall mention - (a) the marks on every box or chest, (b) the number of each boxes/chests, (c) the contents of each box/chest, (d) the marks, gross weight and contents of every box/chest.

(iii) The Escort Commander shall count the boxes/chests and also ensure that the boxes are duly weighed. He shall then sign the invoice and take charge of the treasure.

(iv) If any chest is secured by double locks the key of one shall be held by the accompanying Bank officer and the other by the Escort Commander. If there is only one lock, the former shall keep the key but the Escort Commander shall not allow it to be opened before reaching the destination.

213. Journey by Road:

For journeys by road the boxes shall be placed inside large chests and then placed inside the conveyance at the door of the Bank in presence of the officer of the Bank duly authorised for the purpose.

Sufficient number of escort personnel with the Escort Commander shall travel by the same vehicle carrying the treasure and the rest by another vehicle.

214. Escort for remittance by rail:

(1) For journeys by rail treasure boxes shall be placed inside stout boxes bound with iron crosswire without gunny covering or rope and the hooks should be riveted together where they cross. Every box should bear the name of the Bank of despatch and also a number.

(2) The escort shall be accommodated in a brake-van attached to the treasure-van or in the end-compartment of the carriage next adjacent to the treasure-van. The door of the escort’s carriage should never be locked.

(3) The Escort Commander shall inform the Superintendent of Police of the District of destination about the number of the train, its hour of departure if there is any change in the train or anything has occurred which delay its arrival then also he should send a telegram en-route.

(4) The doors of the treasure-van shall be safely secured from inside and all doors that can be opened from outside shall be secured by padlocks supplied by the Bank.

(5) The Escort Commander shall cause a sentry to alight at every stopping-station and ensure that the locks of the van have not been tampered with. During any stoppage beyond four minutes, two sentries must remain on duty one on each side of the treasure wagon. If there is more than one such treasure wagon, then four sentries shall be on duty.
(6) In case there is any accident or mechanical disorder resulting in detachment of the wagon, the Escort Commander shall divide his party attaching himself to the disabled portion, if any, and see that the keys are rightly divided. He should also wire about the matter to the Railway Police and the nearest Superintendent of Police en-route, asking for assistance.

(7) The Bank officer accompanying the remittance is responsible, during the journey, for the contents of the boxes, but shall not interfere with the duties of the escort. The escort in turn shall not interfere with the duties of the Officer of the Bank who shall satisfy himself that necessary precautions are being taken. If any damage occurs to any box, the Bank Officer shall take over any money that may have fallen out. If necessary he shall verify the entire contents and repack.

(8) When any treasure sent by rail arrives at night, it shall be kept for the night at the safest available place, such as, the railway Police Station if there be one, and in any case strong sentries shall be properly mounted.

215. **Report to the Destination Officer:**

The Escort Commander on reaching the destination shall present himself to the destination officer, who shall satisfy himself that he is taking over the treasure from the person named in the Command Certificate.

216. **Delivery of Treasure:**

On delivery of the treasure, the Escort Commander shall obtain a receipt in proper form. It should mention the number of boxes said to contain the stated treasure with marks and weights detailed in the invoice. If any box be short in weight or shows signs of tampering, it shall be opened in the presence of the Escort Commander and the Officer-in-Charge of the treasure and in the event of discovery of any deficiency, a strict enquiry shall be instituted forthwith and the result reported by the officer to the remitting officer, to the local District Magistrate, to the Superintendent of Police and to the Currency Officer of the Reserve Bank.

217. **Requisition of Treasure escort and arrangement:**

(1) **Requisition:** The Bank remitting the treasure shall send formal requisition for escort well ahead of time to the Superintendent of Police of the district. The particulars regarding the value of the treasure and the mode of transport (by air/rail/road) shall be clearly specified.

(2) **Booking of seats etc:** Arrangement for reservation, booking, etc. for the Treasure and Escort Party shall be made by the Bank.

(3) **Strength of Escort:** The Superintendent of Police shall determine the strength of the escort accompanying the treasure.

C. **ESCORT OF PRISONERS/CONVICTS**

218. **Classes of Prisoners:**

Prisoners may be of two categories. (a) accused person under trial, and (b) convicts. The two categories possess common features, yet each has a few distinct characteristics. Hence, certain rules apply to under trial prisoners only, certain other rules apply to convicts only and some apply to both. In addition, lunatics who are to be escorted are also treated as a special category and special rules apply to them. These distinctions should be kept in view.

219. **Escort of under-trial prisoners to and from court:**

(1) Under-trial prisoners shall be escorted to the court and back by the most convenient route, avoiding bazaars and crowded thoroughfares as far as possible.
(2) All prisoners not further required by the court during sessions shall be escorted back to the jail from the court one hour before sunset, without waiting for other prisoners whose cases have not been disposed of till then. The Court Officer shall apply to the Reserve Officer for additional escort for those left behind in the court.

(3) If any public demonstration is apprehended en-route, the Court Officer shall apply for additional escort in such cases, too.

(4) No handcuffs shall be used on an under-trial prisoner except (a) when he is known to be of a desperate or dangerous character, or (b) when there is reasonable apprehension that he may escape or use violence or that attempt may be made to rescue him.

(5) When a prisoner is escorted by arm guard, it shall be the duty of Unarmed Branch staff to hold chain of the prisoner whereas member of Armed Police should provide escort with his arms free to use weapons whenever required.

220. Classes of persons not to be handcuffed:
The following classes of persons shall not be handcuffed during transit unless there is a very strong compelling reason to be recorded in writing:

(a) women, or
(b) boys under 12 years of age, or
(c) old people above 70 (seventy).

221. Restrictions on the use of handcuffs:

(1) Use of handcuffs should be resorted to only in exceptional circumstances where there is a clear and present danger of escape or where the concerned accused is so violent that he cannot otherwise be secured. It should not be taken as a routine affair or for convenience of the escort or the custodian of the prisoner. It is used only when there is a compelling necessity (a) for action against escape (b) for preventing use of violence or (c) for ensuring security of other prisoners.

(2) Any presumption that a prisoner is likely to escape must be based on facts and antecedents, which must be recorded.

(3) Similarly, it shall not be inferred from the gravity of the offence charged with, that the arrested person is a desperate character and has a habitual tendency to use violence.

(4) The Officer-in-Charge of the Police Station or any other officer responsible for the custody of prisoner shall consider the case of every prisoner individually, and decide, after considering all the circumstances, and the general conduct, behaviour and character of the person, as to whether he is likely to make an attempt to escape or disturb the peace by becoming violent. This guiding principle shall, in each individual case, determine whether a restraint shall be imposed on him and, if so, to what degree.

(5) On the other hand, it may also be noted that circumstances may change from one point of time to another. An escort party accompanying any individual or a group of prisoners with no restraint may, in the midway to the destination, be faced with a situation where imposition of restraint by use of handcuffs becomes unavoidable and an absolute necessity.

(6) Whenever a handcuffed prisoner is produced before a court the officer shall show the reasons, recorded in writing, for resorting to use of handcuffs. If the court orders removal of the same, it shall be complied forthwith.

(7) When it is difficult to dispense with the use of handcuffs, it is more advisable to resort to transportation of prisoners in securely protected vehicle, augmentation of strength of escort, greater vigilance on the part of the escort staff and such other methods.
The State Government should provide adequate transport vehicles and sufficient number of men to minimize the use of handcuffs.

(8) The guidelines issued by Government of India or the State Government or Supreme Court Ruling under Prem Shanker Shukla’s case and under WP(Cr) No.163/88 of Aeltemesh Rein, Advocate, Supreme Court of India, New Delhi v/s Union of India and Others which read as under must be strictly followed.

(i) That no prisoner shall be handcuffed or fettered routinely or merely for the convenience of the custodian or escort;

(ii) That it is arbitrary and irrational to classify prisoners for purposes of handcuffing, into ‘B’ Class or Ordinary Class. No one shall be fettered in any form based on superior Class differentia as the law treats them equally;

(iii) Handcuffing of prisoners should be resorted only in exceptional circumstances where there is a clear and present danger of escape or where the concerned accused is so violent that he cannot otherwise be secured. Handcuffing may be avoided by increasing the strength of the armed escort or by taking prisoners in well protected vans.

(iv) It is only in exceptional circumstances where there is no other reasonable way of preventing the escape of the prisoner that recourse to handcuffing him may be taken. Even in such extreme cases where handcuffs have to be put on, escorting authority must record contemporaneously the reasons for doing so. The belief in this behalf must be based on antecedents and proneness to violence must be authentic. Vague surmises or general averments that the undertrial is a crook or desperado, rowdy or maniac cannot suffice. Merely because the offences are serious the inference of escape proneness or desperate character does not follow.

(v) These recorded reasons must be shown to the Presiding Judge and his approval should be taken. Once the Court directs that the handcuffs are not to be used, no escorting authority should over-rule this direction.

By the Judgement & Order dated 4.8.1988 passed in Aeltemesh Rein v/s. Union of India & Others (WP(Cr) No. 163 of 1988), the Supreme Court was pleased to direct the framing of rules for the purpose and to circulate them in all the States and Union Territories.

Accordingly the following Rules are suggested for being framed and issued:

(a) That no prisoner shall be handcuffed or fettered or roped or paraded in public routinely or merely for the convenience of the custodian or escort;

(b) That there shall be no classification of prisoners into any class for the purposes of handcuffing. No one shall be fettered in any form based on superior class differentia;

(c) Handcuffing of prisoners should be resorted only in exceptional circumstances where there is a clear and present danger of escape or where the concerned accused is so violent that he cannot otherwise be secured. Handcuffing may be avoided by increasing the strength of the armed escort or by taking prisoners in well protected vans.

PROVIDED that in case the prisoner is or has been a Judge or a Magistrate, then before taking him into custody sanction shall first be obtained from the High Court for his detention;
AND PROVIDED further that despite such sanction by the High Court, such detainee / prisoner shall not be handcuffed or fettered or roped or parade at any stage of his detention.

ALSO PROVIDED that in case the prisoner is a or was a Lawyer of any Court then before taking him into custody necessary sanction for his arrest or detention shall be obtained from the Senior most Judge of the Court in which the lawyer is or was practising.

AND PROVIDED FURTHER that such Senior Judge before according such sanction shall refer it to the concerned Bar Association of which the Lawyer is a Member, whereafter the Judge shall decide the question of such sanction in conformity with the resolution of the General Body of such Bar Association;

AND PROVIDED ALSO FURTHER that despite such sanction, no such Lawyer shall be handcuffed or fettered or paraded or roped at any stage of his detention.

ALSO PROVIDED that in case the prisoner is a Doctor, or an Engineer or a Scientist or a Teacher or a Lecturer or a Professor or a Chartered Accountant or a Journalist or any other professional, then before taking him into custody, such similar sanction shall be obtained from the District Judge of the District concerned for his such arrest or detention;

AND PROVIDED FURTHER that such District Judge, before according such sanction shall consult the respective association of such professional, and where there is no such concerned association of either of the professions, shall consult at least 5 – other such persons of repute of the same profession;

AND PROVIDED ALSO FURTHER that despite such sanction, no such person shall be handcuffed or fettered or roped or paraded at any stage of his detention;

ALSO PROVIDED that in case the prisoner is a graduate or any other person of repute, then before taking him into custody a sanction shall be obtained from the District Judge of the District concerned for his such arrest or detention;

AND PROVIDED FURTHER that despite such sanction, no such person shall be handcuffed or fettered or roped or paraded at any stage of his detention.

ALSO PROVIDED that in case the prisoner is any other person, a Certificate from a Judicial Magistrate of the 1st Class or Metropolitan Magistrate as the case may be, is necessary to the effect that there is a clear and present danger of escape or that the concerned accused is so violent that he cannot otherwise be secured, before resorting to handcuffing him;

AND PROVIDED FURTHER that even such handcuffing may be avoided by increasing the strength of the armed escort or by taking the prisoner in well protected vans;

ALSO PROVIDED FURTHER that no such person shall be fettered or paraded.

ALSO PROVIDED that no person below the age of 18 years or above the age of 58 years or any female shall be either handcuffed or fettered or roped or paraded;

ALSO PROVIDED THAT CUSTODY OF ANY PERSON WITHIN ANY Police Station or Lock-up or Jail or Court Premises shall not be deemed as Parading of the detainee in public;

(d) In case any of these Rules are violated by any detaining authority, any Court to the knowledge of which such violation comes, such Court shall forthwith and summarily award a compensation of minimum Rs. 10,000/- or more according as the Court deems fit, to such detainee/prisoner which shall be paid by the State within 3 days from such award;

AND the State shall recover such sum from the salaries and other such funds of the Station House Officer or other such equivalent Officer to which the violation pertains;
And the State shall simultaneously take Departmental action against the Official and all concerned mandatorily in addition to any other action at law that may be taken against such Official.

(e) It shall be obligatory for the Union of India to publicise these rules on the National Television Network and Radio and all News Papers from time to time in addition to publishing and providing these Rules to all Police Stations, Lock-ups, Jails, Magistrates, Judges and other concerned Officials for the strictest observance of these Rules.

And for a minimum of One year from the date of its first publication hereafter monthly report of compliance and observance of these Rules shall be reported to the Registrar of the Supreme Court who shall place the report before the Court for scrutiny and further direction according as the Court does fit and proper.

(9) Supreme Court Ruling under W.P(C) No 22 of 1995, citizen for Democracy – vs – State of Assam further issued used of handcuffs or fetters in securing prisoners as under: -

(a) No handcuff or fetter should be used on a prisoner – convicted or under-trial–while in jail or while transporting or in transit from one jail to another or from jail to court and back.

(b) Where there is a well-founded ground for believing that a particular prisoner is likely to jump jail or break out of custody, then the said prisoner be produced before the magistrate concerned and a prayer for permission to handcuff the prisoner be made. Only after receiving permission from concerned magistrate, the prisoner may be handcuffed.

(c) In all cases where an arrested person is produced before a magistrate with prayer for remand in judicial or non-judicial custody the person concerned (accused) shall not be handcuffed unless special order to that effect is obtained at the time of the grant of the remand.

(d) In execution of a warrant of arrest obtained from a magistrate, the person so arrested shall not be handcuffed unless the magistrate issued an order to that effect.

(e) Where a person is arrested without warrant and if the officer making the arrest is satisfied that it is necessary to do so he may handcuffed or use fetter on that person before reaching Excise or Police Station and before producing to a magistrate after which the above instructions shall apply.

222. How to use handcuffs:

After taking into consideration all the points mentioned in the foregoing paragraph, if the use of hand-cuffs nevertheless becomes unavoidable in a case, they should be used in the following manner: -

(1) When the number of persons is four or more, they should be handcuffed in pairs and marched to their destination in double rank. A light chain shall be passed through the rings of the handcuffs up the entire line and down again. The ends of the chain should be held by the escort-police in the rear. If the number of convicts is too large and the chain cannot be passed up and back the entire line, two lines shall be formed and two chains used.

(2) If leg-irons are used, leather gaiters shall be provided by the jailer for each person.
(3) Hand-cuffs shall not be removed except when the persons are in court or confined in a secure place or are being made over to a relieving escort possessing its own handcuffs.

(4) No handcuffed person shall be allowed to cover his hands with any portion of his clothing.

(5) No person in handcuffs shall be allowed to pick up a stone or missile or any other articles en-route.

(6) The keys of the handcuffs and fetters shall be kept by the Escort Commander.

(7) No person in handcuffs shall be allowed to take drinks or smoking on the way. Drinking water under impelling condition of the prisoner’s health is permissible.

(8) The Escort Commander shall be supplied with two pairs of removable leg-shackles, if available, to be temporarily substituted for handcuffs when the persons in handcuffs want to ease themselves in the course of the journey.

223. **Rules which apply to both prisoners and convicts:**

These rules shall apply to both under-trial prisoners as well as convicts. For the sake of brevity, the single word ‘Prisoner’ will be used to denote under-trial prisoner.

224. **Instructions to escorts:**

(1) The Escort Commander shall be thoroughly briefed by Jail authorities about the instructions regarding escorted prisoners and convicts.

(2) The Jail authorities shall also point out any prisoner or convict who is dangerous or may require special care or attention. The Escort Commander shall ascertain from Jail authorities whether such a person was fettered while in Jail, and if so, he should not take him over unless he is put in fetters by the jail authorities.

(3) Before starting, the Escort Commander shall search the prisoners or convicts to see that they do not carry cash, string, wire, files, knives or any other thing secretly hidden about their persons. He shall also verify the number, name and other particulars of every prisoner or convict and belongings with the list made over to him.

225. **When Jail official is to accompany:**

When the number of prisoner or convicts exceeds 30 a jail official shall accompany the escort. He shall be responsible for all duties except guarding, but the Escort Commander shall render him all assistance.

226. **Escort’s duties when jail official does not accompany:**

In exceptional circumstances, when no jail official accompanies the party, the Escort Commander shall be responsible for:

(1) Feeding the prisoners or convicts and supplying them water at halting places as per the written instruction given by the jail authorities.

(2) Keeping the nominal and descriptive rolls and other necessary documents relating to prisoners or convicts.

(3) Keeping in safe-custody the clothing, bedding, and other belongings of the prisoners or convicts for which receipt should be given and taken.

(4) Securing, in the event of rain, shelter for prisoners or convicts and giving them opportunity to dry their clothes and bedding.

227. **Marches and halts:**

(1) When prisoners or convicts are to go on foot:
The daily march shall be 15 to 20 Kms in hills and 20 to 25 Kms in the plains, and
at mid-day a halt shall be allowed for eating food or if necessary, for cooking it.

In addition to this mid-day halt, two more halts shall ordinarily be permitted to each person to attend to necessary purposes. For such purpose, not more than two persons shall be allowed but the whole party should stop. A distance of not more than 12 paces from the escort should be allowed.

228. **Ration and bedding to be carried:**

The prisoners or convicts shall carry their rations, utensils, bedding and clothing, subject to a limit of 10 (ten) Kg. weight for each. When this limit is exceeded, extra labour shall be engaged at the cost of the jail department. The Jail department shall also provide cash-money to purchase rations. In no circumstances, shall the escort carry any article belonging to the prisoners, convicts or jail department.

229. **Escort of prisoners or convicts by rail:**

(1) Before getting into or getting down a train, the Escort Commander shall examine the handcuffs and the irons, if used, of the prisoner or convict.

(2) Prisoners or convicts shall ordinarily be kept together in one compartment, and attended by the escort. One constable shall be seated at each door with the arms safely secured. If there is no room for the whole party of escort together with the prisoners or convicts, then both the escort and the escorted persons shall be divided in such a manner that no prisoner or convict travels without an escort in the same compartment.

(3) Light in the carriage shall be kept burning from sunset to sunrise. The escort shall be provided with torches, one for the Escort Commander and another for the whole party.

(4) If a halt is necessary and there is a railway police lock-up at the station, all prisoners or convicts along with the escort shall be placed there, the escort providing the sentry. If there be no railway police lock-up, the Escort Commander shall request the railway authorities to provide a secure room.

230. **Escape attempt by prisoners etc.:**

(1) If a prisoner or convict attempts to escape, an alarm shall be raised but the escort shall not forthwith fire, unless it is obliged to do so in self-defence. If there is only one prisoner or convict and he succeeds in breaking away, he shall be pursued by the whole escort party. But if the number of prisoners or convicts under escort is large, then two or more constables may be detailed to pursue the escaped convict/prisoner and the other constables shall remain with the rest of the convicts/prisoners.

(2) The Escort Commander shall give prompt notice at the nearest Police Station about the said escape, and proceed with the remaining prisoners towards the destination. If immediate recapture does not take place, the warrant and documents relating to the escaped prisoner and his belongings shall be returned to the despatching jail authorities.

(3) In the following circumstances, and only in these, an escort may fire upon a prisoner or convict -

   (a) a murderous attack upon any person which, if not prevented, may result in imminent danger of death or injury and which cannot be prevented by any other means, or

   (b) a combined attack or forcible attack upon the escort, or

   (c) a combined attack or forcible attempt to break loose.
231. Escort of Lunatics:

(1) Before a lunatic is sent to an asylum with escort, the District Medical and Health Officer should give the escort a copy of the original certificate sent by him to the asylum describing the actual condition of the person’s health.

(2) The jail authorities shall put fetters on a lunatic person who is likely to be troublesome on the way and would require care and attention. The Escort Commander shall refuse to take him over without fetters.

(3) If the lunatic becomes, on the way, too violent to proceed with, the escort party shall break the journey and take medical help at the nearest possible place. On arrival at the asylum, the lunatic shall be examined again and the entries on the certificate checked. The escort shall not leave the asylum for return journey till the examination has been completed and the command certificate endorsed.
CHAPTER - VI

POLICE STATION

232. Police Station - Basic Unit:

A Police Station is the most important unit of the Police administration. It is the basic unit of policing. All matters of crime, detection and prevention including maintenance of public order are handled basically at the Police Station. It is at the level of the Police Station that the public are mostly in touch with the police, and the police with the public. The fulfilment of the organisational goals of the police department gets tested at the level of Police Station.

233. Definition of Police Station:

A Police Station, as defined in section 2(s) of Code of Criminal Procedures, 1973, is “any post or place, declared generally or specially by the State Government to be a Police Station, and includes any local area specified by the State Government in this behalf”. An Out-Post may, under this section, be specified as a Police Station, if the state Government so desires. When it is not declared a Police Station, the cases occurring within the Out Posts jurisdiction are treated as belonging to the parent Police Station and all reports are submitted to the Police Station. The Head Constable or the Assistant Sub-Inspector, who may be in charge of the Out-Post must, however, take all necessary preliminary steps e.g. pursuit and arrest of accused and so on.

234. Out Posts, Beat Posts, etc:

A Police Station may have one or more Out Posts. Such Police Station or an Out Post may have number of Beat-Houses or Patrol-Posts, particularly in cities and towns, according to convenience. In urban areas, the jurisdiction of a beat-house shall be well defined by naming the wards or narrating boundaries, and the beat-house must be conveniently situated within these boundaries. In rural areas, a beat shall include a number of villages, and if it is not possible to have a beat-house stationed within those villages, it should be located within the parent Police Station itself.

235. Officer-in-Charge:

(1) The Officer-in-Charge of a Police Station is normally an Inspector of Police in a larger Police Station and a Sub-Inspector in a smaller one. He is assisted by a number of Sub-Inspectors, Assistant Sub-Inspectors, Head Constables and Constables. The Officer-in-Charge of a Police Station is defined in Section 2(o) of Code of Criminal Procedures, 1973. In the absence of the Officer-in-Charge any police officer above the rank of Constable who is the senior most shall assume charge of the Police Station.

(2) Police Officers superior in rank to the Officer-in-Charge is empowered to exercise the same powers as the Officer-in-Charge throughout the local area to which they are appointed.

236. General Duties of an Officer-in-Charge of Police Station:

(1) Within the limits of his jurisdiction an Officer-in-Charge of a police station is responsible for the effective working and management of the police subordinate to him, for the preservation of peace and for the prevention and detection of crime. In order to check crime, his first aim must be to obtain correct information about criminals, criminal classes, vagrants and wandering gangs resident in or passing through the Police Station, and either to have them watched effectively or to take such active measures against them as may become necessary and legal. The foremost means to this end are –
(a) an intimate knowledge of the area in his charge and of its inhabitants, and the enlistment of their sympathy and co-operation;

(b) the regular and early reporting by Village Defence Parties and Village Councils of facts as to crime and criminals, suspicious characters and strangers;

(c) the active surveillance of registered criminals and suspects;

(d) the careful maintenance and study of the Surveillance Register, and Village Crime Note Book, Crime Map and Gang Register;

(e) the efficient use of patrols;

(f) prosecutions of bad livelihood cases; and

(g) close co-operation with Officer-in-Charge of neighbouring Police Stations.

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

(3) He shall have (a) active Surveillance Register, Village Crime Note Book, Crime Map and Gang Register, (c) regularly conduct patrols (d) keep vigilant eye on persons of bad-livelihood and (e) secure co-operation from Officer-in-Charge of the neighbouring Police Stations to enable him to watch the criminals.

(4) He must ensure that all registers and records are properly maintained and kept up-to-date and all returns are submitted regularly. He shall sign the General Diary, arrange for the duties of the day and give any direction that may be required. He shall inspect the Malkhana once a month and generally look into it once a week. He shall check the cashbook and verify the cash balance daily if possible, but weekly at any rate. The firearms, bayonets, pouches, stores and all other weapons at the Police Station shall be under the charge of Assistant Sub-Inspector (Sherista) and be inspected by the Officer-in-Charge every week. The Sherista Assistant Sub-Inspector will inform their condition to the Officer-in-Charge every day. The Officer-in-Charge shall keep all his subordinates acquainted with their duties under the law, every change in the law which directly concerns them, and every circular issued by superior officers. He shall inspect the kit weekly.

(5) Officer-in-Charge of Police Stations should collect and communicate to the Inspector intelligence on all matters of public importance in their jurisdictions, even though such matters may have no connection with any criminal offence.

237. Instruction to Subordinates at Police Stations:

(1) Officer-in-Charge of Police Stations are responsible that the Sub-Inspectors, Assistant Sub-Inspectors, Head Constables and Constables under them are acquainted with their powers and duties under the laws and orders in force. These must be repeatedly read out and explained to these men until they thoroughly understood, including every change or addition to the law which directly concerns them and every circular order issued by the Inspector General of Police which is likely to be useful to them. The instructions should be accompanied by explanation and illustration to ensure that the men understand the practical applications of law and orders so explained. He must also see that the Constables know the names, characteristics and haunts of bad characters and of absconders.

(2) He shall communicate to the Sub-Divisional Police Officer / Superintendent of Police a daily situation report by wireless on crimes registered and the local law and order situation and any other important matter, depicting the situation up to 8 A.M., and if needed special situation reports at any time of the day.
238. **Statutory duties and powers of Officer-in-Charge:**

(1) Code of Criminal Procedure, 1973 and some other statutes have imposed duties and, for carrying out those duties, conferred certain powers directly on the Officer-in-Charge of a Police Station. These may be classified under four or five heads such as, (a) arrest and bail, (b) search, (c) investigation, (d) unlawful assembly, and (e) other duties. Other statutory powers and duties are laid down in the respective statutes and these are not enumerated here. Some of these have also been mentioned in this Manual while dealing with the above topics under appropriate headings, such as, arrest, bail, search, investigation, unlawful assembly and so on.

(2) In addition to all these, the Officer-in-Charge may be required to perform many other duties and to exercise various powers to carry them out. These are not enumerated here but will be found in various Acts and the Manual rules.

239. **Duties of Second and Third Officers(Sub-Inspectors):**

Besides the Officer-in-Charge, there may be one or more Sub-Inspectors posted at the Police Station to assist him. Any such officer shall perform such duties and exercise such powers of the Officer-in-Charge as are assigned to him, subject, of course, to the overall responsibility of the Officer-in-Charge.

240. **Duties of Assistant Sub Inspectors:**

(1) An Assistant Sub-Inspector who is designated to help the Officer-in-Charge and Sub-Inspectors in the routine clerical work is called the Sherista Assistant Sub-Inspector. He shall be responsible for all returns, registers and routine duties, except the First Information Report, Case-diary, General Diary and Village Crime Note-book. The first three shall not be made over to the Assistant Sub-Inspector unless he happens to be also the Officer-in-Charge at the time. The fourth one i.e. the Village Crime Note Book shall ordinarily be filled by up investigating officers. The Assistant Sub-Inspector shall perform any duties assigned to him by his superiors.

(2) When the Officer-in-Charge is absent or ill and there is no other senior officer, the senior most Asst. Sub-Inspector is competent under Section 2(o) of Code of Criminal Procedure, 1973 to assume charge of the Police Station and to perform any of the functions of the Officer-in-Charge.

(3) An Assistant Sub-Inspector, under the supervision of the Officer-in-Charge, shall investigate minor crimes like petty thefts, petty burglaries or minor Non-First Information Report cases. In cases requiring more protracted investigations, he should be utilised to assist the Sub-Inspector. Further, for the purpose of training, an Assistant Sub Inspector shall, whenever possible, accompany the Sub-Inspector to assist and to watch investigation of serious cases. In dacoity and other important cases, he may be employed by the investigating Sub-Inspector to follow up clues and submit supplementary diaries. The objectives should be to give relief to the Sub Inspector not only in the clerical work but also in investigation of cases as far as possible.

(4) When the Assistant Sub-Inspector can be spared, he may be deputed to pay night visits to surveilles, to take command of patrols and parties of Police detailed for guard, escort or similar duties.

241. **Duties of Head Constables:**

(1) The Head Constables together with the Constables constitute the operational level of the Police organisation. A Head Constable is generally placed in charge of a small unit of Police force, not more than a section ordinarily.

(2) At the Police Station a Head Constable shall be engaged in supervision of the works entrusted to the constables and to see to their drill and discipline and in special circumstance, he may be engaged in checking and watching the bad characters within a specified area. In a town Police Station, the Head Constable shall supervise and execute the patrolling party of constables and may be engaged in flying squad duty too.
(3) At the Police Station, he shall also be employed for clerical work or to assist the Assistant Sub-Inspector in routine clerical duties. Whenever the investigative work of the Assistant Sub-Inspector is heavy, the Head Constables shall be utilised to take over as much clerical work as possible, so as to leave enough time for the Assistant Sub-Inspector to perform his investigative duties.

(4) At the Police Station, his assistance may be obtained in the field of investigation, if the situation permits but ordinarily not in the investigation of a cognizable offence, certain Head Constables, specially authorised by Superintendent of Police may, however, be allowed to investigate selected cognizable offence, too.

(5) A Beat House or a Patrol Post may be placed under the charge of Head Constable, or an Assistant Sub-Inspector. Where the Head Constable is in charge, his duty is to supervise patrolling, maintain records, and submit copy of the General Diary to the parent Police Station. He shall personally visit the areas under his jurisdiction and acquire a thorough knowledge about wanderers, suspicious persons and criminals. He shall also check the bad characters. He shall manage the routine Police duties of his Beat or Patrol Post. In addition to all these, he shall also do any other duties assigned to him by his superior officers.

242. Duties of Constables:

(1) Constables are the most visible of Police officers as they constitute the operational level of the Police hierarchy. People see the Police in action through the activities of the constable. The maximum visibility of the Police centres round the constabulary. The image of the constabulary should therefore be in the best possible shape. Hence, his operational efficiency needs to be the maximum, both quantitatively as well as qualitatively.

(2) All constables must have a thorough knowledge of their duties and they must be able to take up any task allotted to them at a moment’s notice.

(3) Constables must be courteous and considerate towards public and shall realise that the Police force exists for the service of the people.

(4) (a) Constables shall perform such Police duties as may be ordered by the superior officers for prevention and detection of crime or maintenance of order, or apprehension of offenders.

(b) Where warrant is necessary under Code of Criminal Procedures, 1973 for apprehension of a person, a constable shall arrest the person on such warrant.

(c) Where under Code of Criminal Procedures, 1973 he can arrest a person without a warrant, he need not wait for warrant, particularly on the occurrence of a heinous crime, but shall take immediate steps, when no other superior officer is present at the time.

(5) A constable unless so empowered by the State Government by including his name under the definition of any police officer present at the Police Station, cannot exercise the powers of an Officer-in-Charge of a Police Station (vide sec.2(0) Code of Criminal Procedures, 1973) when it so happens that none of his senior officers are present in the Police Station house and information of certain crime has been received at that time at the Police Station, the Constable cannot record or prepare the First Information Report, but he shall enter in the General Diary, the abstract of information. He shall then report the matter to the Officer-in-Charge with a note. If the information relates to a heinous crime, he shall also inform the Sub-Divisional Police Officer and take immediate steps for apprehension of the offender. If it relates to an unnatural or suspicious death, he shall proceed to the spot, take charge of the body, note its state and arrange for its despatch, but he cannot make any enquiry.

(6) Constables may be engaged in executing warrants, serving summons or other court processes, escorting or guarding prisoners or treasures, or in protecting private or public property placed under their charge or in patrolling or surveillance with a view to preventing crime.
(7) Constables regulate crowds and traffic and perform duties in suppression of riots and disturbances under orders of competent superior officers.

(8) They may be deputed for collection of definite information.

(9) A constable may accompany a Sub-Inspector on investigation to call witnesses and to affect arrests, and on visits to surveilles at any hour.

(10) A constable shall not be deputed for duty without a command-certificate. The certificate shall mention the work to be done, the information to be collected, the places to be visited, the date and hour of departure, the time to be taken in performing the duty, and any other particulars deemed fit.

(11) A Constables if required may also be utilised to perform simple clerical duties.

243. Maintenance of Records:

In addition to the above-mentioned duties of a Sub-Inspector and his subordinates, there are certain routine duties in a Police Station to be performed by them, particularly in relation to maintenance of registers and records. These are dealt elsewhere.

244. Residential Quarters:

All the officers and men of the Police Stations and Out Posts must ordinarily live on the premises in the station compound.

At Police Stations, where married quarters are provided, married officers and men must sleep in such quarters. Where however, there are no such quarters, the Officer-in-Charge may permit officers and men, who have their wives living within an easy distance of the Police Station, to sleep at their houses, provided that in any case at least one Assistant Sub-Inspector or Head Constable and thee Constables remain all night on the premises of the Police Station.

245. Transfer of charge of Police Station or Out Post:

(1) When an officer takes over permanent charge of a Police Station or Out Post he and the officer relieved will report the fact to the Superintendent of Police in the Charge Report Form which will be carefully filled up by them. The relieving officer will examine the Government property, cash and registers, etc., and will submit the prescribed certificates in the charge report form.

(2) If any discrepancy is found the relieving officer will modify the certificate accordingly and the officer making over charge will submit his explanation. No police officer may leave his post until regularly relieved unless he has received special permission to do so from the Superintendent of Police. If a discrepancy is subsequently found, after charge has been taken, the new officer will at once report the details to the Superintendent of Police, explaining at the same time why it was not detected at the time of completing the form.

(3) These rules need not be observed in cases of temporary absence, as for instance when an Officer-in-Charge of a Police Station proceeds to headquarters to give evidence. In such cases it will be sufficient if the two officers concerned note in the general diary the fact of having made over and received charge.

(4) Every officer on assuming charge of a Police Station should personally compare the arms kept at the Police Station with their descriptions in the register of arms, ammunition and military stores maintained there and enter a certificate of his comparison in the register in his own hand, signed and dated.

246. Police Station premises to be kept neat and clean:

(1) A Police Station or Out Post should be a pattern of order and cleanliness both inside and out. There should be a place for everything and the senior Assistant Sub-Inspector of the station will be held responsible that everything is in its place. All registers and papers should be kept neatly in racks or on shelves. The compound must be kept tidy and free from undergrowth by the constables, hollows and depressions which hold water should be filled up
and in no circumstances are holes to be made in the compound for the purpose of obtaining earth.

(2) Particular care must be taken with government property in the Station, and the Assistant Sub-Inspector will note daily in the General Diary that the hand-cuffs have been polished and are in order, padlocks tried, finger print sets, thana seal and dating stamps cleaned, and date sets checked and found correct.

In the event of any loss or damage, the Officer-in-Charge will at once hold an enquiry, and report the circumstances, and the name of the person responsible. Failure to do so will automatically involve a debit on the Officer-in-Charge to the extent of the cost of repair or replacement, in addition to rendering him liable to punishment.

(3) The Officer-in-Charge will inspect the constables’ barrack every day, and see that all bedding including mosquito nets are properly folded, those kits are carefully kept and that the barrack is clean and tidy. Common instances of slovenliness to be guarded against are clothing hung from the ceiling and rubbish pushed out of sight under cots or sleeping places. The result of such inspections will be briefly noted in the General Diary.

Inspecting officers will invariably note during their inspections as to whether these orders are properly carried out.

247. Lists to be hung up:

(1) The following lists should be hung on the walls of all Police Stations and Outposts –

(a) Government property.
(b) Returns due to superior officers.
(c) Arms and ammunition shops and factories.
(d) Police Stations to which hue and cry notices should be sent.
(e) Officers and men at the station with dates of posting.
(f) Wall chart of persons under surveillance.

(2) Besides the Vandyke Crime Map, a printed map of the jurisdiction of the Police Station, backed with strong canvas, should also be hung up so as to be readily available for use. On it should be marked in colours as far as possible, any other features of importance which the Superintendent of Police may think fit to be so marked for each Police Station.

248. Keys of the Malkhana and Lock-up:

Police Station chests, arms racks, ammunition boxes and the Malkhana door will be provided with secure locks, the keys of which should be kept by the Officer-in-Charge on his person.

The key of the lock-up will remain with the sentry on duty.

249. Acts to be supplied to the Police Station:

The Director General of Police shall lay down by a Circular Order the Acts and Books which are to be supplied to the Police Stations and Out Posts.

250. Police Station Notice and Sign-Boards:

Every Police Station and Out Post should be provided with a notice board and a signboard. The former should be hung in the verandah in a conspicuous place, and the latter should be firmly affixed to two strong posts on the side of the public road at the entrance to the police compound.
251. **Arms and Ammunition:**

In Police Stations supplied with arms the Officer-in-Charge will be personally responsible for the safe custody and maintenance of the arms and ammunition, and for seeing that they are not misused. The arms and ammunition should be entered in the Station list of Government property, and kept in the Malkhana – the muskets in a locked rack, the key being kept in the possession of the Officer-in-Charge and the ammunition in a box raised from the floor.

Arms should be wiped over daily, and thoroughly cleaned and oiled each Saturday, a note that this had been done being made in the general diary. They will also be recalled to headquarters half-yearly for overhaul by the armourer, when this is done the ammunition will also be returned in exchange for fresh. Muskets and ammunition will not be returned until those sent from headquarters to replace them have been received.

252. **Records of Land and Buildings:**

At every Police Station a record of lands and buildings relating to the Police Station concerned should be maintained. It will consist of:

(a) an extract from the Register of lands and buildings kept in the office of the Superintendent of Police. The amount spent on repairs each year should be entered in it to enable the Sub-Divisional Police Officers, Inspectors and other inspecting Officers to check the estimates for annual repairs.

(b) an accurate site plan of all the land in possession of the department with boundary pillars. This should be a tracing of any correct and certified plan kept in the office of the Superintendent of Police.

253. **Registers and records to be kept in a Police Station:**

The following registers and records shall be maintained in every Police Station.

(A) Books and registers:

1. General diary.
3. Crime Register (Khatian register).
4. Property register (Malkhana Register).
7. Index of persons Convicted.
8. Register of persons for whom History-sheet is opened.
9. Register of Absconded offenders and Escaped convicts.
10. Register of arms and ammunitions issued to the Police Station.
11. Village Crime Note-Book (Five parts).
13. Register of cases in which no First Information Report is used.
14. Register of Unnatural Death.
16. Land and Building Register.
17. Register of Formal Inspection.
18. Register of Informal Inspection.
19. Cash Register.
20. Cash Receipt Register.
21. Register of Receipt and Issue of Service Stamp.
22. Gun Licence Register.
23. Register of weapons deposited in the Police station.
24. Disposition Register of staff.
27. Register of Despatch of Letters.
30. Hue and Cry Notice.
32. Leave Register.
33. Casual Leave Register.
34. Crime Map.
35. Duty Roster Register.
36. Foreigner (Arrested) Register.
37. Lock-up Register.
38. O/C Confidential Register.
39. Hotel Register.
40. Register of Burglars.
41. Register of Bad characters.
42. Register of Rowdies.
43. Beat and Patrol Register.
44. Released Offender on Good Conduct Register.
45. Juvenile Delinquent Register.
46. Authorised Liquor shop/Bar Register.
47. Gang Register.
48. Zu/Liquor (sellers and brewer’s) Register.
49. Sick Register.
50. Register of Orderly Room.
51. General Arrest Register.

(B) List of files to be kept at Police Station:
1. File of original Case Diary including all case papers (Case-wise).
2. File of Mufassil diary (Individual-wise).
3. File of monthly case/correspondences.
4. File of Circulars/Orders: -
   (a) Government Circular file.
   (b) Director General of Police/Inspector General of Police Circular
       file.
   (c) Deputy Inspector General of Police (Range) Circular file.
   (d) Superintendent of Police Circular file.
   (e) Deputy Commissioner / District Magistrate Executive Order
       File.

5. Returns file
   (a) Monthly Returns file.
   (b) Fortnightly Returns file.
   (c) Quarterly Returns file.
   (d) Half-yearly Returns file.
   (e) Monthly Process Returns file.

7. Excise Department Correspondence file.
10. Verification File.
11. Law and Order correspondences file.
12. Escort Correspondence file.
13. Sub-Divisional Police Officer Correspondence file.
15. File of unexecuted warrants.
17. File of Police Gazette.
18. File of Criminal Intelligence Gazette.
22. File for Accused Challans.
23. File for Despatch Challans.
24. File of Zimma namas.
25. File for Lookout Notice.
26. Jail Correspondence File.

(C) Registers and files to be maintained at Beat-Posts:
1. Registers:
   (1) General Diary.
   (2) Formal Inspection Register.
(3) Informal Inspection Register.
(4) Register of Receipt and Issue of Service Stamps.
(5) Disposition Register of staff.
(6) Register of Receipt of letters.
(7) Register for Despatch of letters.
(8) Process Receipt Register
(9) Enquiry Slip Book
(10) Command Certificate
(11) Government Property Register
(12) Crime Map
(13) Casual Leave Register

2. Files:
(1) Mufassil Diary
(2) File for Combined Circular
(3) File of Unexecuted Process
(4) File of original copies of Wireless Telegraph Messages and Telegrams
(5) File of Exhibit Challans
(6) File of Accused Challans
(7) File of Despatch of letters
(8) File of Receipt of letters
(9) File of zimma nama
(10) File for Miscellaneous papers.

Below are given instructions with regard to some of these registers and records, which are of major importance.

254. General Diary:

(1) It is mandatory to maintain General Diary under section 44 of the Police Act, 1861 by the Officer-in-Charge of a Police Station. It shall be kept in all Police Stations, Out-Posts and Beat-Houses. The Diary shall be written in duplicate with carbon paper and the pages of each book containing the prescribed diary forms shall be duly numbered. The Officer-in-Charge is responsible for writing it regularly, punctually and correctly. The book should be binded in 200 pages each giving the consecutive number.

(2) Every occurrence brought to the knowledge of the officers of the Police Station shall be entered as soon as communicated to the Police Station. The time of communication shall be recorded. If no incident is communicated during the day, this fact shall also be recorded.

(3) The following matters shall be recorded clearly but concisely:

   (a) all informations lodged or charges preferred whether cognisable or not,

   (b) the names of the informants,

   (c) the names of all persons arrested, the dates of arrest, the number of the case concerned, the time of arrival at the Police Station lock-up,
(4) The following matters also should be briefly noted: -
(a) the fact of enquiries made about absconders and surveillees,
(b) any help given to Excise Officers in detection and prevention of excise offences,
(c) when a person is put in the lock-up, the fact that all locks and fastenings have been tested and found in order,
(d) the fact of any escort of treasure or prisoner passing by the Police Station with the date and hour of passing,
(e) matters of importance to general administration, such as, occurrence of large fires, floods, storms, serious accidents, out-break of epidemic disease, arrival or despatch of prisoners, threatened disturbance, information about the presence of suspicious characters, gamblers, swindlers, foreigners or wandering gangs, or suspicious deaths.
(f) In case there is no report as above during the preceding two hours, even then entry to the effect that no incident has been reported at the Police Station/Out Post/Beat-post should be made invariably in the General Diary.

(5) Every entry in the diary shall have a brief marginal heading and numbered in a monthly series. It shall be attested by the Officer-in-Charge. Any wilful omission of entry or wilful false entry shall entail punishment on the Officer-in-Charge. Ordinarily the punishment shall be dismissal.

(6) An entry in the General Diary does not preclude the necessity of a separate report of any occurrence, which is required by rule or order to be so reported.

(7) If the Officer-in-Charge is absent on duty out of the Police Station, he shall, on return, carefully peruse the General Diary for the period of his absence and certify that he has so perused and also that he is satisfied with the actions taken in connection with the entries made, and that any action yet to be taken shall be taken by him.

(8) On completion of the day's diary, a note should be made as the last entry that the diary has been closed for the previous 24 hours. It should usually be closed at 8 A.M. in the morning.

(9) Immediately on completion, a copy of the General Diary for the previous 24 hours shall be sent to the Sub-Divisional Police Officer concerned. Where there is no Sub-Divisional Police Officer, the same will be sent to the Deputy Superintendent of Police (Headquarters).

255. **General Diary at Out Post/Beat posts/Border posts:**

A General Diary shall be maintained also at an Out Post, Beat posts and Border posts. The entries at the Out Post diary shall include: -

(1) Patrol work,

(2) Presence of suspicious characters, gamblers, foreigners or members of wandering gangs;

(3) Cases reported to the Out Post but not the full details thereof. The recording of the name of the complainant, the name of the accused, if mentioned, the hour of the
complaint, and the offence complained of shall be sufficient. The fact that the complainant has been sent to the parent Police Station with a Constable shall also be recorded.

(4) Any other important matter coming to notice.

(5) The General Diary of each of the Out Post, Beat Post and Border Post shall be submitted daily to the Officer-in-Charge of the parent Police Station, who shall read it carefully and take necessary action where needed.

256. **Morning report to be submitted daily:**

Morning Report of District Headquarters/Sub-Division Headquarters or the Officers-in-charge of Police Station, Traffic Police, Town Police, Narcotic Cells, as the case may be, shall be submitted every day, irrespective of Government holidays or not, to the concerned Superintendents of Police or Sub-divisional Police Officers.

257. **First Information Report Register:**

(1) Any first information of a cognisable case received at the Police Station shall be reduced into writing in the prescribed form of National Crime Record Bureau adopted by Government of Mizoram vide their NO.A.12031/2/90-HMP/Pt dt.17.10.90 and even No. dated 12.9.92. These forms are supplied and 8 (eight) copies are required to be made by carbon process. Copies of First Information Report (F.I.R.) shall be given to the following: -

- Original to the court concerned
- Sub-Divisional Police Officer
- Superintendent of Police
- Informant/Complainant
- Deputy Inspector General of Police, Range
- Superintendent of Police, Criminal Investigation Department
- Investigating Officer
- Officer-in-Charge of the Police Station

(2) The first information report shall contain the particulars mentioned in the First Information Report form of Integrated Investigation Forms and main points are given below: -

- date and hour of reporting.
- place of occurrence and its distance and direction from Police Station.
- date of despatch from Police Station,
- name and address of informant/complainant,
- name and address of accused,
- brief description of the offence mentioning the section and the property carried off,
- steps taken regarding investigation and explanation of delay (if any) in recording information.

(3) The particulars mentioned above need no explanation except the one under (g) above, which relates to the steps that may be taken are as follows: -

- under section 157(1)(a) or (b) Code of Criminal Procedures, 1973 the officer may not enter into investigation at all; or
- the offender may be arrested or measures for his arrest initiated, or
- information may be sent to the neighbouring stations, or
(d) the officer may direct one of his subordinates by name and designation to investigate the case, or

(e) the Officer-in-Charge must record in the column relating to the ‘step taken’ as to which of the above steps have been taken by him and the reason there.

(4) Other matters relating to the First Information Report have been dealt with in sufficient detail in the Chapter on Investigation of Crime and not necessary to be repeated here.

258. Crime Register (Khatian Register):

A detailed list or Khatian of all cognisable cases in which a First Information Report is used shall be kept in chronological order in the prescribed form. In this Khatian, cross-references to entries in various cognate registers shall also be given. The columns are self-explanatory but the following instructions relating to some columns are required to be noted:

(1) Column 4, which relates to the section under which the magistrate disposes of the case should be filled up on receipt of the Final Memorandum of the case.

(2) In column 6 and 7 which relate to property stolen and recovered the amount as accepted by the magistrate and communicated in the Final Memorandum should be given. In cases under appeal the entries should be made after disposal of the appeal and a large alphabet “A” in red ink should be written in the remarks column.

(3) Column 10, which relates to Final Report should include non-cognisable cases and cases due to mistake of law or fact.

(4) In column 12, which relates to refused enquiry, entries should be made on receipt of magistrate’s order communicated in Final Memorandum.

(5) Columns 13 to 17 relate to accused persons. In columns 14 and 15, the entries in case under appeal should be made after disposal of appeal and a large “A” in red ink written in remarks column. Column 15 further shall include cases ending in the discharge as well as acquittal.

(6) Column 16 which relates to pending cases, should be filled up in pencil first, showing the names of person whose cases are pending before magistrate. When the cases are disposed of, these entries should be corrected.

259. Property Register (Malkhana Register):

(1) Property Register (Malkhana Register) shall be kept in prescribed form in two parts:

(a) General Property (Malkhana) Register,

(b) Undetected Property (Malkhana) Register.

(2) General Property (Malkhana) Register shall contain entries of all stolen property whether recovered or not. ‘Stolen Property’ has been defined in section 410 Indian Penal Code, 1860. The amount of property to be entered in the Register as ‘Stolen’ and ‘Recovered property’ shall be the amount accepted by the court and shown in the final memo of the case.

(3) Exhibits seized in the course of investigation and required to be sent to the court shall also be entered in this Register.

(4) When the court orders any property recovered to be returned to its owner or to other person, the receipt of the person to whom it is returned shall be obtained in the relevant column of the Malkhana Register and the date of return shall be put below his signature.
(5) If the property is sent to the court office for production before the court at the time of trial or for any other purpose, a note to that effect shall be kept in the same column. The entry shall be signed by the Officer-in-Charge.

(6) In the remarks column the steps taken for disposal of the property and the abstract of the order of the authority concerned shall be entered. At the beginning of each month, the Officer-in-Charge shall append a certificate that he had satisfied himself that the items to be disposed of in the previous month had been correctly disposed of, that the receipts for such disposal are in order and that no property is unnecessarily pending.

(7) At the end of each year all entries of property not disposed of shall be brought forward in red ink.

(8) In case of undetected property the entries shall be made in the Malkhana Register of the following:

(i) unclaimed property
(ii) suspicious property, and
(iii) intestate property.

(9) Unclaimed property: All unclaimed property shall be entered as soon as received at the Police Station or in case the property is not brought to the Police Station but left where found, as soon as the report of the unclaimed property is confirmed after enquiry by an officer. When an unclaimed property has to be sold, the sale shall be held by an officer not below the rank of Sub-Inspector with the orders of the magistrate. Any property which deteriorates very rapidly, such as fruits or other perishable goods, may, however, be sold in anticipation of Magistrate’s sanction, which shall be obtained as soon as possible. The sale-proceeds shall in each case be sent to the Court Officer.

(10) Suspicious property: Suspicious property is the property seized by police on suspicious but not traced to any reported case till then. It shall be entered in the Register and a report shall be sent forthwith to the court under section 457 Code of Criminal Procedures, 1973. The property shall be dealt with in accordance with the court’s order.

(11) Intestate property: (i) Property which has been left by a person who has died without leaving any will is called 'intestate property’. Intestate property taken charge of by the police shall be entered in this Register.

(ii) If there is no claimant to such property, the Officer-in-Charge of a Police Station may take into his custody. He shall, in such a case, send a full report to the Sub-Divisional Magistrate (SDM) or the District Magistrate (DM) along with a list of all items taken into custody. In respect of any immoveable property, the Officer-in-Charge shall collect such particulars as are available and shall record them in a note which should be attached to the Register. A copy of the same shall also be annexed to the report sent to the Sub-Divisional Magistrate or the District Magistrate.

(iii) The Sub-Divisional Magistrate /District Magistrate is to refer the matter to the District Judge (as and when it is received) whose orders is be awaited by him and by the Officer-in-Charge of the Police Station.

(iv) If the property is perishable and deteriorates rapidly, or it consists of livestock’s, Sub-Divisional Magistrate/District Magistrate shall obtain the order of the District Judge for its sale in an open market. The sale must be conducted by an Officer-in-Charge of a Police Station.

(v) In respect of other properties, if the District Judge orders these to be sent to his court, Sub-Divisional Magistrate/District Magistrate must comply with it forthwith. A forwarding advice in triplicate is also sent
therewith. The third copy of it is to be returned by the District Judge for record in the Police Station. This District Judge is to pass orders as to how the property is to be dealt within the Police Station.

(vi) If any person claims the property by reason of such relationship to the deceased as leaves no doubt about the succession, the Police shall not interfere. Even when a person other than the above-mentioned category claims possession of the property, the police shall not interfere (except to prevent theft) until the judge has issued orders under the succession Act regarding the disposal of the property, provided the person in question is in good faith looking after the property. If, however, no person is looking after the property, the police has got to take charge of it, as if it were an unclaimed property.

260. Final Report Form:

(1) The Final Report (F.R) shall be written in prescribed form of National Crime Record Bureau where Charge-sheet and Final Report are combined. Every Final Report shall be prepared in duplicate with the help of carbon paper. The original shall be sent to the Magistrate through Prosecution branch and the carbon copy retained in the Police Station. The retained copies shall be arranged year by year and shall form a sort of register or file for reference.

(2) Detailed instructions in connection with Final Report have been incorporated in a separate chapter on Investigation. The columns of the Final Report form may be filled up easily in the light of those instructions.

(3) The form must be filled up very carefully and the date and the hour of despatch entered clearly. The required certificate and annexure should also be properly checked and appended.

261. Village Crime Note-Book (VCNB):

(1) Village Crime Note Book, in short VCNB, is the permanent and the most important of all the register kept in the Police Station. It consists of 5(five) separate parts. Part one is a Village Directory. Part II a Crime Register. Part III a Conviction Register, Part IV a Village History and part V and V A contain the History-Sheets of Criminals. Suitable forms have been prescribed for all of them.

(2) Instructions in considerable details have been incorporated in a separate Chapter on Prevention of Crimes and the form should be filled up in the light of those instructions.

262. Index of Convicts and Registers of History-sheeted persons:

Connected with the Village Crime Note Book are two other Registers, namely, (1) an Index of Convicts and (2) a Register of persons for whom History-sheets have been opened.

(1) The Index to be kept in the prescribed forms for all convicts whose names appear in Part III of the Village Crime Note Book i.e. the Conviction Register. The Conviction Register of Village Crime Note Book is kept Village-wise and contains many details. The index of all convicts included in the Conviction Register shall be kept for the Police Station as a whole and in alphabetical order. The details required to be noted are few but the reference to the corresponding entry number of the Conviction Register must be noted correctly. If the convict is History-sheeted, the reference to the History Sheet number should also be given.

(2) The other register is the Register to be kept in prescribed form of persons for whom History-Sheets have been opened- (Part V of Village Crime Note Book). This is also a kind of index and shall be maintained for Police Station as a whole. But it is different from the Index of Convicts in that -

(a) the Index of Convicts contains the names of all convicts included in the Conviction Register, whereas the Register mentioned in this sub-
paragraph contains the names of only those convicts for whom
history sheets have been opened, and secondly -

(b) The Index of Convicts shall not contain the names of persons who
are not convicted such as suspects, habitual criminals without
conviction, known receivers of stolen property and the like, whereas
the register mentioned in this sub-paragraph shall contain the names
of such persons, too, if their names appear in history-sheets. In this
register cross-reference to the history-sheets in case of convictions,
must be clearly given.

(3) It should also be borne in mind that whenever there is a change in any entry
in the Conviction Register or History-Sheet, the corresponding changes must be effected in
the Index and the Register mentioned above, e.g. when a convict’s name has been removed
from the Conviction Register due to his death or other reasons or when a suspect has been
convicted by the court and so on.

(4) It should further be noted that whenever a subsequent, fresh conviction
occurs in respect of a previously convicted person, the previous conviction should be referred
to in respect of that person in all the concerned registers, such as the Index of Convicts, the
Register of history-sheeted persons, the Conviction Register and the history-sheet of the
person.

263. Surveillance Register:
A Surveillance Register shall be kept in every Police Station in the prescribed form.
The classes of persons who are to be included in the said register have been mentioned in a
separate chapter on Prevention of Crimes. The form can be easily filled up in the light of the
instruction given there.

264. Bad Character Rolls “A” and “B”:
(1) Bad character Rolls ‘A’ and ‘B’, - in short B.C. Rolls ‘A’ and ‘B’ - are forms
meant for collecting information about the movement of surveillees. Whenever a surveillee
leaves the jurisdiction of the Police Station in which he has registered, the Officer-in-Charge
shall issue the Roll ‘A’ and whenever a suspicious bad character arrives within the jurisdiction
of a Police Station, the Officer-in-Charge shall issue the Roll ‘B’. Forms have been prescribed
for filling up these rolls.

(2) The circumstances under which these rolls shall be issued have been
explained in detail in a separate chapter on Prevention of Crimes. The columns of the forms
may be easily filled up in the light of those instructions.

265. Gang-Register:
(1) A Gang-Register shall be maintained at every Police Station in the prescribed
form. In a separate chapter on Prevention of Crimes provisions have been made for opening
such a register. The headings given in the form are self-explanatory; some further
explanations have been given at the footnote of the form.

(2) Several pages should be allotted for one gang and an index of the gangs
should be kept at the beginning of the register. When any member of the gang leaves the
jurisdiction of the Police Station, or becomes untraceable, all actions taken about him should
be noted in the remarks column.

(3) Particulars of all gang-cases in the past, as far as they are traceable, should
be entered in order to make the register as complete as possible.

(4) Any other information likely to be useful should be added in the spare-pages.

266. Register of Absconding Offender and Escaped Convicts:
(1) This Register shall be kept in the form prescribed for the purpose and shall
have two parts. Part I shall contain the names of all Absconding Offenders and Escaped
Convicts whose usual residence is within the jurisdiction of the Police Station where the
Register is kept, irrespective of the question as to where they commit the crime. The entries
of this Register must tally with those of the corresponding Register of the Superintendent of
Police. The two registers shall be compared at least once a year.

(2) Part II shall contain the names of those absconding offenders and escaped
convicts: -
   (a) who have committed crime within the Police Station’s jurisdiction but
       whose residence is either unknown or is outside its jurisdiction, or
   (b) who have relatives or connections within the Police Station’s
       jurisdiction irrespective of the place where crime is committed,

(3) ‘Absconding Offender’ includes: -
   (a) a person charged with cognisable offence on the basis of evidence
       sufficient to warrant trial who was at large when charge-sheet was
       submitted
   (b) a person who has escaped from Police custody or lock-up or jail.
   (c) an accused person for whom proclamation has been issued under
       section 82 Code of Criminal Procedures, 1973 and
   (d) a person who is wanted for prosecution under section 176 Indian
       Penal Code (I.P.C.) for violating conditions of bond under section 356

(4) An ‘Escaped Convict’ includes: -
   (a) a person who has escaped from jail while he was serving a sentence,
       and
   (b) a person who has escaped from the police custody after the passing
       of sentence by the court.

(5) No entry shall be made in the Register without the written order of the
    Superintendent of Police.

(6) Periodical search and enquiry for each registered absconder/escaped convict
    shall be continued for several years, if need be. The date and result of such enquiry shall be
    noted on the back of the page on which his name appears in the Register. The names of two
    respectable residents present at the time of enquiry shall also be recorded. In the General
    Diary also a simple note about the enquiry shall be entered.

(7) Action under section 82 and 83 Code of Criminal Procedures, 1973 should be
    initiated immediately after the warrant against absconder is returned unexecuted.

(8) The Finger Print Bureau should be informed about an absconder whose
    fingerprints are on record.

(9) The Officer-in-Charge shall also arrange simultaneous “drives” at irregular
    intervals at all places where he (absconder) is likely to be found.

(10) If an absconding offender or escaped convict is captured, information shall
    be promptly sent to the Superintendent of Police who will order cancellation of the entry in
    his own Register and in those of the Police Stations to which the Bad Character(B.C.) Roll was
    circulated.

(11) When a convict who escaped after being sentenced is arrested, he shall be
    taken before a magistrate and an application made for giving time to ascertain whether a
    warrant has been received for his recapture. If so, the Magistrate before whom he is
    produced will decide whether the accused should be removed in custody to the Magistrate
    who issued the warrant.
267. **Register of Unnatural Deaths:**


(2) Immediately on receipt of information of any such death, a First Information Report in the prescribed form shall be submitted by the Officer-in-Charge to the magistrate through the Court Officer.

(3) He shall then proceed to the place where the dead body is, and hold an investigation including inquest in the manner laid down in section 174 of Code of Criminal Procedures, 1973. All attempts for identification of the body must be made. Photographs, finger impressions, and any identification marks should be obtained. Clothes and other articles on the body should be carefully preserved.

(4) An Investigation Report in duplicate shall then be prepared on the spot which shall be signed by the Police officer and not less than two respectable witnesses who are present on the spot.

(5) The dead body shall be sent for post-mortem examination by the authorised Medical Officer. The procedure for sending dead body for post-mortem examination the manner of dispatch of report of Medical Officer and the connected matter shall be the same as laid down in the rules for post-mortem examination incorporated in chapter on Investigation.

(6) The Officer-in-Charge shall send to the court the Final Report in the prescribed form.

(7) The First Information Report and the Final Report shall be prepared in duplicate by carbon process. The forms for these reports shall be made available in book form. Each form shall have two parts, the first part containing the First Information Report and the second part the Final Report. The original copy of each report shall be sent to the court and the carbon copy shall remain in the book itself. These copies shall together form a register for reference.

(8) Where several persons meet their death by the same accident, there should be a separate inquest report on each body, but not necessarily a separate First Information or Final Report.

(9) All police officers not below the rank of Head Constable are empowered to act under Section 175 (1), Criminal Procedure Code, 1973. Assistant Sub-Inspectors and Head Constables should not however, be so employed when a Sub-Inspector is available nor should they make enquires in any case in which the information or circumstances indicate the possibility of the death being the result of foul play.

A constable cannot make an enquiry, but when no other officer is present at the station the senior constable should proceed to the spot, take charge of the body, note its state and make all preliminary arrangements for its despatch, in case the enquiring officer desires to send it for an autopsy.

268. **Register of Cases in which no First Information Report used:**

This Register shall be divided into 4 parts as under:

**Part - I** Binding Provision under Code of Criminal Procedures, 1973 / Police Act Cases

This register shall contain the cases under, the Police Act 1861 (Sec.34), and certain Sections of Code of Criminal Procedures, 1973 (Sections. 107, 108, 109, 110, 145).

**Part - II** Motor Vehicle Act Cases

This register shall contain cases submitted under Motor Vehicle Act.

**Part III** – Eastern Bengal Frontier Regulation (EBFR)/Passport Cases
This register shall contain cases under Eastern Bengal Frontier Regulation Act (Inner-line Pass cases) and Passport Rules Cases.

Part IV - Miscellaneous

This report shall contain all other non-cognisable cases.

269. Register of Gun Licence:

(1) A Register in the prescribed form, of persons licensed to carry to possess arms and of persons exempted from the provisions of the Arms Act shall be maintained in each Police Station. It should be prepared from the list of licensed persons received from the Deputy Commissioner’s office. The entries in the Register should be arranged village by village, the villages being grouped under any convenient unit if considered necessary. List of licences renewed shall be obtained fortnightly during the renewal season from the Deputy Commissioner’s office direct to the Officer-in-Charge of Police Station. They will show the number of the gun and the date of renewal. The officers of the Police Station should then note the date of renewal of the licence against the number given in the Police Station Register.

(2) A list of un-renewed licences shall also be obtained from the Deputy Commissioner’s office by the Officer-in-charge Police Station at the end of every quarter.

(3) In November of every year the Officer-in-Charge shall report to the Superintendent of Police (a) the names of the dead licensees and (b) the names of the licensees, the renewal of whose licences is objected to by him with grounds for such objection. The Superintendent shall send the report to the District Magistrate with his remarks for orders.

(4) If any licence is cancelled, the licensee shall be asked to deposit the arms and the licence at the nearest Police Station within 14 days of notice.

(5) Officer-in-Charge of Police Station shall be supplied with a list of persons exempted from the operation of the Indian Arms Act 1959 to enable him to ascertain whether any particular person is or not exempted.

(6) Additions or alterations in the list of licences made during the year shall be reported promptly to the District Magistrate and to the Officer-in-Charge of Police Station who shall correct his Register accordingly. The Register should be maintained permanently, and re-written only when the large number of corrections make the re-writing necessary.

(7) In all cases of issue, registration and renewal of licences, the District Magistrate/Sub-Divisional Magistrate, as the case may be, should inform the fact to the Superintendent of Police concerned.

270. Register of Arms:

(1) In every Police Station a Register of Arms and Ammunition shall be maintained in the prescribed form. The Assistant Sub-Inspector entrusted with office-work shall keep the Register up to date but the Officer-in-Charge shall be responsible for their safe-custody and proper use. The arms shall be kept in the Malkhana when not in use, and shall be perfectly cleaned before being kept in a locked rack.

(2) When any weapon is issued, entry shall be made in a page of the Register kept specially for the purpose, and on return another entry should be made in a column kept for the purpose showing the time of return. Signatures of both issuing and receiving officers shall be put in proper columns both at the time of issue and at the time of return.

271. Record of Government Property including Land and Building:

(1) Apart from the arms and ammunitions mentioned in the foregoing paragraph, a Register for other Government properties including land and building should also be kept in the prescribed form.
(2) An extract from the Register of Lands and Buildings kept in the office of the Superintendent of Police shall be obtained and kept in this Register.

(3) A traced map of the site-plan of the land in possession of the Police Station with the position of the boundary pillars shall be similarly obtained from the office of the Superintendent of Police and pasted to the Register.

(4) The amount actually spent in repairs and maintenance of building and land shall be entered in the Register, so as to facilitate checking of estimate of annual repairs.

(5) Some other items of Government property to be entered in the Register shall be:

(i) Furniture,
(ii) Stationeries,
(iii) Hand-cuffs, escort-ropes and similar accessories,
(iv) Maps,
(v) Chests,
(vi) Books,

272. **Cash Book:**

(1) A Cash Book (also called cash-register) shall be maintained in every Police Station in the prescribed form.

An acknowledgement receipt form book shall also be similarly maintained in the prescribed form. Both these books shall be written by the Assistant Sub-Inspector entrusted with office work; but the over all responsibility shall remain with the Officer-in-Charge.

(2) The receipt form book shall contain 100 forms, each form being in duplicate and consecutively numbered. The original copy shall be given to the person who delivers the money to the Police Station.

(3) The Cash Book shall mention, on the receipt side, the number of the receipt form for every amount of money received. Similarly, for every amount which is disbursed a voucher shall be obtained from the payee and serially numbered month-wise and the number noted in the Cash Book against the item concerned.

(4) The daily total of receipt as well as of disbursements shall be made and a balance struck and verified with the cash in hand.

(5) Monthly total shall be similarly made and a balance struck. A monthly statement of receipt and expenditure shall be prepared there from and sent to the Superintendent of Police within the first week of next month.

273. **Inspection Register:**

(1) There shall be two parts of this Register corresponding to the two types of inspections, formal and informal. The nature of these two types of inspections has been described in a separate chapter.

(2) In the parts maintained for formal and informal inspection notes, the notes when received shall be pasted carefully and the actions taken shall be noted in the margin of the related paragraphs.

274. **Process Register:**

Every Police Station and Out Post shall maintain a Register, in the prescribed form, of processes sent to it for service. In the Register, the summons, warrant and other legal processes shall be entered separately. Summons to the police and witnesses should be distinguished by the letter "P" for Police and the letter "W" for Witnesses.
A process, after entry in the Register, shall be made over by the Officer-in-Charge to a constable or any other Police Officer, for service. The name of the said constable or other officer shall be endorsed on the back of the process and the date of endorsement noted. The date by which the Constable or other officer must return shall also be clearly mentioned in the endorsement.

On the return of the Constable or other officer to the Police Station, the Officer-in-Charge shall return the process (unless it is a warrant of arrest) to the Court Officer with his report endorsed on the back stating how and by whom it has been served, and if not served, for what reasons.

275. Execution of Warrants:

1. Execution of a warrant of arrest shall never be delayed, and action for arrest shall be taken as soon as possible, after its receipt.

2. The Officer-in-Charge may effect the arrest himself or endorse the warrant to some other Police Officer including a Constable.

3. The officer executing the warrant shall notify the substance thereof to the person to be arrested and shall show him the warrant, if so required.

4. The person arrested shall be forwarded without unnecessary delay to the court before which he is required by law to be produced.

5. A warrant after execution shall be returned to the issuing court with an endorsement as to how and by whom it has been executed.

6. When the Police Officer entrusted with execution of warrant fails, after genuine attempts, to find the accused and has reason to believe that he has absconded or is concealing himself and the warrant cannot be executed, he shall submit a report in writing, stating clearly the reasons for his belief. He should also make a list of the properties of such absconder, obtain the signatures of some respectable witnesses to the list and attach it to his report.

7. The court always fixes a date by which the warrant has to be executed. If it is not possible to execute it by that date, the Officer-in-Charge shall submit a report so as to reach the court not later than the day previous to the fixed date stating the reason why the warrant could not be executed.

8. A warrant of arrest against an accused person, once issued, remains in force and should be retained at the Police Station or the Out Post, until the arrest is made, or the individual surrenders, or until the warrant is formally cancelled or withdrawn by the issuing court.

9. A warrant for the arrest of a witness, however, stands on a different footing. An unexecuted warrant against a witness should be returned to the issuing court with reason thereof so as to reach it on the date fixed therein in order that the court may take whatever subsequent steps it may think necessary.

276. Crime-Map, Wall-Chart:

1. Crime-Map: Every Police Station and Out Post shall maintain an out-line Crime-map of the Police Station’s or Out Post’s jurisdiction showing the places in which heinous offences have taken place or bad-characters under surveillance have their residence. The details about such map have been given in a separate chapter on Prevention of Crimes and not repeated here.

2. Wall-Chart of Criminals: A Wall-Chart shall be maintained at the Police Station or on Out Post for all persons placed under surveillance. For details the chapter mentioned above may be seen.

3. Every Police Station and Out Post shall also maintain an alphabetical list of all villages under its jurisdiction.
277. **Miscellaneous duties:**

The Officer-in-Charge shall depute, according to the circumstances of each case, the required number of constables.

- (a) to maintain order and prevent drunkenness and misconduct in important bazaars, fetes, or festivals or big meeting where disorder is likely to occur;
- (b) to supervise ferry-ghats to prevent over-loading etc.;
- (c) to arrest dangerous lunatic wandering about;
- (d) to report encroachment on roads; and
- (e) to assist Excise Officers to detect smuggled drugs and narcotics.

278. **Other records:**

In addition to the registers mentioned in the foregoing paragraphs, a Police Station is required to maintain some other registers and files as will be seen elsewhere. These being of a routine type, they need no separate explanations. The headings of the forms of these registers and the files are self-explanatory.

279. **Other duties of officers of Police Station:**

The duties and powers of the Officer-in-Charge, the second and third officers, the Assistant Sub-Inspectors, Head Constables of a Police Station have been laid down above. In addition to these, their duties and powers with regard to arrest, bail, search, investigation, unlawful assembly, guards, escorts, arms, and so on have been described extensively under the corresponding chapters. Besides certain acts laid down specific responsibility and duties of the Police. Officers must acquaint themselves with these matters by studying the contents of the respective chapters.

280. **Rules for the preservation and destruction of papers:**

The following rules will regulate the destruction at the Police Station and Out Posts of papers connected with cases investigated by the police –

- (i) All papers connected with a case in which any accused person has absconded will be preserved until the magistrate orders their destruction on the ground that there is no reasonable probability of the arrest being effected.

- (ii) In cognizable cases which have been declared true by the magistrate, but have not been tried, the following papers should, subject to the proviso below, be preserved for 14 years and then destroyed.
  - (a) First information reports.
  - (b) Counterfoil of final forms.
  - (c) Final memoranda.
  - (d) Case diaries.
  - (e) Dying declarations.
  - (f) Documentary exhibits, list of property and maps.

- (iii) Provided that in cases under section 454, 455, 456, 457, 379, 380 and 381, Indian Penal Code, in which no property has been stolen or the value of property stolen is less than Rs. 100, all papers will be destroyed after three years, except in cases in which fire arms or ammunition have been stolen.
(iv) All other papers, including papers (such as dying declarations and case diaries) which relate to cases which have been tried but which have not been attached to the judicial records will be kept for three years and then destroyed.

The general effect of these rules is that all papers will be destroyed after three years except those connected with cases in which any accused person is absconding, and except certain papers connected with the more important non-bailable cases which have been declared true by a Magistrate.

(Note – These rules do not apply to papers filed with record of a case which have been tried by a magistrate or has formed the subject of a judicial enquiry. Such papers do not remain at the Police Station, but are sent to headquarters, and as forming part of a judicial record are destroyed under the orders of the District Magistrate in accordance with rules framed by the High Court.)

On receipt of the final memorandum, the officer who has investigated the case, will separate from the bound book the counterfoils of the first information and of the final form and keep them with case diaries of the case to which they relate. He will then mark prominently with a large letter "P" in red ink each paper or file papers which is to be kept for more than three years.

The Inspector at the time of his inspection of a Police Station or Out Post will pass orders for classification of case records for destruction on column 26 of the Khatian Inspection Register. Cases in which any person is absconding should be marked with a large letter "A" in red ink. In other case the Inspector will mark the year in which the papers connected with the case should be destroyed. These will be as the case may be, either three or four years from the date of disposal by the magistrate. This date should be reproduced on the papers or files of papers by the Investigating Officer with the words 'Destroy in' –

At the close of the year separate bundles should be made up of –

(i) Papers relating to absconders.
(ii) Those to be kept for fourteen years.
(iii) Those to be kept for three years.

In January of each year Officer-in-Charge of the Police Station or Out Post will after examining the papers and the entries in column 26 of the Khatian Register, prepare a list of (i) records due for destruction in the year which has just closed and (ii) registers and files similarly due for destruction under Appendix - II. The list thus prepared will be examined by the Inspector at his next inspection and if he finds it correct, he will forward it with his recommendation for destruction to the Superintendent of Police who will pass necessary orders after checking it personally at the Police Station if he thinks this desirable. Both the Officer-in-Charge and Inspector will if they consider that any particular record should be preserved for any special reason will recommend accordingly.

The Officer-in-Charge will also at the same time prepare and submit to the Superintendent of Police a list of cases instituted in his jurisdiction in which the accused has been absconding for more than five years. The list will be forwarded by the Superintendent of Police to the District Magistrate with his recommendation that an order for the destruction of police records may be passed on those cases in which there is no reasonable probability of the absconder being arrested.

The fact that records have been destroyed should be noted in the Khatian Register.

It is further, the duty of the Inspector to examine the stock of blank forms and registers kept at a Police Station or Out Posts to see that the stock is sufficient but that it is not in excess of a year's requirement.

No records should be removed from the station without slip being left in its place to show where it has gone.
CHAPTER – VII

STATE ARMED RESERVE

MIZORAM ARMED POLICE BATTALIONS

SECTION – I

GENERAL

281. Introduction:

(1) The Mizoram Armed Police Battalions (MAP Bns): The Mizoram Armed Police Battalions constitutes the Armed Reserve Force of the state of Mizoram while the District Armed Reserve forms a part of the District Executive Force.

(2) Mizoram Armed Police Battalions are organised on the same pattern as that of the battalions of para-military forces of Government of India.

(3) The final authority on all matters within the Battalion is vested in the Commandant, subject to the supervision and control of the superior officers, namely, Deputy Inspector General of Police, Inspector General of Police, and Director General of Police.

(4) The Second-in-command, the Deputy Commandant and the Assistant Commandant shall carry out such responsibility as are entrusted to them and exercise such powers as are delegated to them.

(5) Every member of a Battalion shall be liable to serve within and outside the State and, if necessary beyond the limits of Indian Territory.

Composition of State Armed Reserve:

282. The India Reserve Battalion (IR Bn):

1. With the raising of India Reserve Battalion (IR Bn) in Mizoram, an additional armed police force comes into existence. Therefore, Armed Reserve Force of the state of Mizoram consists of the Mizoram Armed Police Battalions and the India Reserve Battalions.

2. The government of India had provided the initial raising cost only of the India Reserve Battalions. In all other respects India Reserve Battalion are Mizoram Armed Police, and the personnel belong to the cadre of Mizoram Armed Police Battalions. The duties and functions of the India Reserve Battalions are also exactly similar to that of Mizoram Armed Police Battalions. The only difference is that, under certain conditions, Government of India reserved the right of first call to depute India Reserve Battalion personnel to other parts of India.

283. General duties of Mizoram Armed Police Battalions (MAP Bns):

(1) Mizoram Armed Police Battalions constitute the State Armed Reserve Force. It is to supplement the District Police and the District Armed Reserve Force when exigencies of situation so demand. The battalion personnel shall be utilised to help the district Police in (a) maintenance of law and order, (b) management of large crowds at fairs, festivals, public meetings, elections and visits of VIPs when there is likelihood of disturbances; (c) quelling riots, communal and other disturbances; (d) conducting anti-dacoity operations; and, (e) counter-insurgency duties. Battalions play a vital role in maintenance of law and order and internal security of the State.
(2) The Battalion personnel may also be used in works connected with border security or to render help to civil population during natural calamity and implementation of Internal Security Scheme.

(3) A contingent of Battalion personnel is to be kept as Reserve Striking Force to be despatched without any loss of time whenever their services are urgently needed to control the situation and should be withdrawn from deployment as soon as order is restored.

284. Mizoram Armed Police Battalion personnel as Reserve:

The Mizoram Armed Police Battalions are the reserved armed force of the State requiring a high standard of discipline and efficiency to be able to deal effectively with any situation. Hence, battalion personnel shall never be used in routine duties like escorts, guards, excise raids, drugs-related duties, etc. These duties are to be performed by the District Armed Police. Nor should they be used in singles, twos or threes; the minimum strength for performing duty except Sentry duty is one Section.

285. Mizoram Armed Police Battalion:

A Battalion is the largest field unit of Mizoram Armed Police. It is composed of personnel of various ranks as follows: -

(1) Gazetted Officers (G.O.)
   (a) Commandant (C.O.)
   (b) Deputy Commandant (Dy.CO)
   (c) Assistant Commandant (A.C.)

(2) Subordinate Officers (S.O.)
   (a) Inspector (Inspr.)
   (b) Sub-Inspector (S.I.)

(3) Under Officers (U.O.)
   (a) Havildar/Havildar Clerk (Hav.)
   (b) Naik (Nk)
   (c) Lance Naik (LNk)

(4) Constables

(5) Grade IV Staff

286. Organisation:

A Mizoram Armed Police Battalion is divided into companies, a Company into platoons and a Platoon into sections. It is important to maintain these sub-formations intact for proper administrative, disciplinary and operational control. Once, these sub-formations are broken the chain of responsibility and control is broken and the regimentation ceases to exist. The Battalion becomes a mass of people held together by the Battalion Headquarters only with disastrous consequences. The organisational structure is placed at the end of this Section.

287. Section:

(1) A section is the smallest unit that shall function independently. Mizoram Armed Police personnel shall not be sent out for duty in less than a section strength.

(2) A section shall consist of 7 (Seven) constables commanded by Havildar assisted by one Naik and one Lance Naik.

288. Platoon:

A Platoon shall consist 3 (three) sections under the command of a Sub-Inspector assisted by Platoons Havildar Major, a Platoon Writer of the rank of Naik and Constable runner.
One Armourer Naik shall look after the weapons and ammunition including keeping of the Stock Books.

289. **Company:**

A Company consists of 3 (three) platoons normally under the command of an Assistant Commandant who is of the rank of a Deputy Superintendent of Police with an Inspector as the second-in-command. They are assisted by one Company Havildar Major, one Havildar Clerk, one Quartermaster Havildar and one Ration Havildar; one Naik as Guard Commander and 8 (eight) Constables to act as guards.

290. **Battalion:**

A Battalion shall consists of 6 (six) companies, a Headquarters Company, a Band Platoon, a Medical Unit and various other staff, consisting of Officers, Subordinate Officers and other ranks.

291. **Deployment:**

1. The minimum strength of Mizoram Armed Police Battalion personnel that may be deployed independently is a Platoon.

2. A section may be utilised for static guard duties. When deployed as such the three sections of the same platoon shall be deployed in close proximity, so that the Platoon Commander can exercise command and control from the Platoon Headquarters which may be located with one of the sections and each section can support each other.

3. Similarly, the three platoons of the same company shall be deployed, as far as possible in contiguous area so that one post can accommodate Company Headquarters and the Company Commander and the Inspector (Second in command of the company) can easily reach the Platoon Posts.

4. Under exceptional circumstances one-half section consisting of not less than UO – 1, Constable – 4 may be sent out for temporary duty like escort, Election duty, etc.

292. **Amenities at Posts:**

1. Whenever a detachment of a Battalion is to be posted it must be ensured, prior to placing the men, that minimum facilities like accommodation, water, sanitary arrangements, lighting, etc., are available.

2. Under emergency conditions it may often be necessary to send the men immediately, in which case the Commandant shall ensure that minimum requirements for their stay are made available from his resources or from other sources within as short time as possible.

3. Normally the authority which is using the service of the battalion personnel shall provide the required facilities.

4. The level of amenities available at a Post will depend on the development of the area in general and the conditions in the specific location in particular. In no case the level of amenities shall be so poor as to lower the morale and dignity of an Mizoram Police Battalions personnel and the Police Force.

293. **Battalion Headquarters:**

1. The Battalion Headquarters consists of the Commandant who is of the rank of Superintendent of Police, two Deputy Commandants of the rank of Additional Superintendent of Police and two Assistant Commandants of the rank of Deputy Superintendent of Police, a number of Subordinate officers, and Under Officers and Constables. The Senior Deputy Commandant shall act as Second-in-command of the Battalion and the other Deputy Commandant shall be in charge of operations and deployment. One Assistant Commandant is the Adjutant and the other, the Quartermaster.
(2) The Battalion Headquarters shall have sufficient space for accommodating various functional building like the office, store, Magazine Guard, etc, parade ground, a small hospital, motor garage, bachelor’s barracks and residential quarters for officers and men.

(3) The Battalion Headquarters shall be located, as far as practicable outside the city or town but close enough to enjoy its facilities like the market, water supply, electricity, Schools, etc. The compound shall have security fencing around the area. It has to be ensured that no unauthorised persons are allowed free access into the battalion compound.

(4) (i) The Battalion Headquarters shall have a proper layout in such manner that the functional buildings like Office, Garage, Store, Magazine Guard and such other functional buildings are located together along with the Parade ground and play grounds.

(ii) The bachelor’s barracks shall also be located close to above buildings. The approach to the barracks from parade ground / Magazine Guard shall not pass through family lines.

(iii) The residential quarters of the Gazetted officers shall form one colony and separated from family lines.

(iv) The residential quarters of Subordinate Officers shall form another colony if space permits. If there is no space this colony may situated between the residences of Gazetted Officers and other ranks.

(v) The residential quarters of constables and Under Officers may form another colony.

(vi) The residential quarters of Grade – IV staff may be located next to the above.

(5) **Lines Discipline:** The Mizoram Armed Police Battalion Headquarters, the buildings, the Ground, Barracks, Family Quarters including the whole compound and the Company or Platoon detachment Headquarters shall be known as Mizoram Armed Police Lines. The Lines shall be maintained as to become the pride of every Unit and should always be kept meticulously clean, neat, tidy and orderly. The Adjutant, the Quartermaster and the Medical Officer shall take a round of the Lines once a week which may be fixed by the Commandant to review and ensure cleanliness and proper maintenance of drains, buildings, etc., so that they met the required standard of sanitation. The Commandant shall also inspect the Lines covering the buildings and the whole area of the campus once in a month.

294. **Office of the Commandant:**

(1) The office of the Commandant shall normally have four separate branches – General Branch, Record Branch, Quartermaster Branch and Motor Transport Branch. The General Branch deals with general correspondences and accounts; the Record Branch deals with the Force establishment and of matters connected with the personnel; Quartermaster Branch deals with clothing and accoutrement, arms and ammunitions, and other stores. The Motor Transport Branch deals with motor vehicles.

(2) Internal administration of the Battalion Headquarters and all matters of discipline, reward and punishment including matters of Headquarters Company, Band Platoon, Reserve Police, etc., is looked after by the administration branch headed by the Adjutant and assisted by the Administration Inspector, Sub-Inspector Adjutant, Battalion Havildar Major, a Havildar Clerk, a writer and 2 constables and other personnel.

(3) The various Registers and Forms for use at the office of the Commandant are the same as that of the Superintendent of Police of the district.

295. **General Branch:**

The General Branch is manned by the Ministerial Staff under an Inspector(Ministerial) who is the Head Assistant. It consists of the main General Branch and the Account Branch which is under an Accountant who is normally of the rank of Sub-Inspector(Ministerial). The
Inspector(Ministerial) and Accountant are assisted by other Sub-Inspectors(Ministerial) and Assistant Sub-Inspectors(Ministerial).

296. **The Record Branch:**

The Record Branch is under the Adjutant and deals with the correspondences and records regarding the Force personnel and their service matters like reward and punishment, discipline, etc. and maintenance of records of service like service sheet, leave account, etc. It is normally headed by and Inspector designated as Record Inspector assisted by Havildar Clerks and Writer Constables.

297. **Quartermaster Branch:**

The Quartermaster Branch is under the Quartermaster assisted by the Quartermaster Inspector, other staff and an Armourer Sub-Inspector assisted by Havildar Clerks, Kote Havildar, Armourer Havildar, Havildar Sanitation, Writer Constables, other armourers of various ranks and technicians like electricians, plumbers and carpenters. This branch also looks after the welfare measures like Family Welfare Centre, Canteen, etc., and other force institutions.

298. **Motor Transport Branch:**

Motor Transport Branch comes under the Quartermaster. It deals with matters relating to Motor Vehicles including their repair and maintenance, Petroleum, Oil and Lubricants, etc. Registers and Files to be maintained in the Motor Transport Branch are the same as that of the Motor Transport Branch of Police and the list is at Appendix – V. The Motor Transport Branch is headed by an Inspector or a Sub-Inspector assisted by Havildar Clerks and Writer Constables. He is assisted by technical staff under one Sub-Inspector(Mechanics) and his supporting technical staff for the maintenance and repair of vehicles. The technical staff consists of Motor Vehicle mechanics, electricians, welders, painters, tailors and carpenters.

299. **Training:**

1. **Company Rotational Training:** Each company of Mizoram Armed Police Battalion shall go through refresher training of 8 weeks duration by rotation. Such rotational training shall enable all companies to undergo a period of training at regular intervals. The trainees should also carry out annual firing practice. Once the regular companies complete one round, all personnel attached with Gazetted Officer who are utilised on regular basis including office orderlies, dak runners, etc., shall be put through the training. This is of vital importance and in no case shall be neglected. Neglect of this rotational training shall be reflected on the Annual Confidential Report of the Commandant. Whenever Mizoram Armed Police Battalion personnel are deployed such regular training should enable them to act effectively and decisively. Under disturbed conditions people should feel reassured by the arrival of Mizoram Armed Police personnel and such expectations should never be belied. Regular training is the only way to maintain such a standard of effectiveness.

2. **Instructors:** A skeleton training staff consisting of an Inspector (Training), one Sub-Inspector(Training) and four Havildars(Training) with two constables under the Adjutant shall look after the rotational refresher training and any other training organized within the unit. The Subordinate Officers and Under Officers of the company are expected to carry out the job of instructors for their own company. For other training courses instructors shall be provided from the companies.

300. **Operational Deployment:**

1. Whenever a Battalion or a major portion is deployed for duty in connection with counter-insurgency operation or any similar duty, Operational Posts shall have to be established to fulfil the operational responsibilities. Secondly, Advance Headquarters as Operational Headquarters shall have to be invariably established at a convenient place.

2. **Operational Posts:** (a) Operational posts whether it is called a Border Out Post or simply an Out Post shall not be less than a Platoon strength. Such Platoon Posts of the same Company shall be contiguous to each other for convenience of command and control; the Company
Headquarter being located in one of the Posts with the Company Commander and the company Second-in-command.

(b) The Out Posts, depending upon the situation, shall have to organize its defence. The defence shall be organized in such a manner that the men at the Posts, under the given insurgency situation, shall not have any doubt about their ability to defend the Post. Siting of the Post, the outer and inner perimeters, Weapon Posts, the alarm system, the connecting trenches between the barracks and weapon posts and the buildings themselves are important factors and they shall be organized to ensure the security of the Post and the men from being over-run by hostile elements.

(3) **Advance Headquarters:** Advance Headquarters which is the Operational Headquarters shall have to be established in the operational area or close to it to enable close supervision of the operations. The Deputy Commandant who is in charge of the operation shall be located at this place supported by the requisite staff and transport.

(4) **Communication:** A wireless Communication shall connect each Post to, (a) the Company Headquarters, (b) Advance Headquarters, and (c) Battalion Headquarters.

(5) **Situation Reports:** Each Posts shall send a situation Report to the Company Commander, the Deputy Commandant(Operations) at Advance Headquarters and to the Commandant once in the morning and once in the evening. Whenever any incident of importance takes place it shall be immediately reported. The Company Commanders shall not send a separate situation report but shall send report of any incident immediately including the action taken. The Deputy Commandant(Operations) shall also send a report of his comments on the report of the Company Commander and action taken by him.

(6) **Weekly Report:** The Company Commanders shall send a weekly report at the end of each week, on each Friday to the Advance Headquarters and the Advance Headquarters to Battalion Headquarters on the next day. The weekly report shall give summary of the incidents during the week and other relevant matters pertaining to the operation, matters of discipline, ration, morale of the force and any other relevant matter.

(7) **General Diary:** Apart from the administrative records of the Platoon and the Post, each Post shall maintain a General Diary on similar lines as that of the Police Station. The General Diary shall be written in vernacular. All that are happening in the Post shall find entry in the General Diary.

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**SECTION – II**

**DUTIES OF RESPECTIVE RANKS**

301. **Gazetted Officers:**

Gazetted Officers should set worthy examples to their subordinate officers in all respects and at all times. Their personal behaviour and conduct should be worthy of trust, respect and emulation. They are leaders and not slave drivers. They should be fully conversant with the duties of their subordinates and should be able to do better than them. They must be fully acquaint themselves with the problems and difficulties of their subordinates, know them thoroughly both on and off parade. They should combine sympathy and patience with firmness in their dealings with lower ranks. The duties enumerated below are not necessarily exhaustive.
The Commandant shall take action to fill any gap by issuing Orders or asking the Director General of Police to issue Circular Orders.

302. **Duties of Commandant:**

(1) He is responsible, among other things for:

   (a) Internal administration, financial management, personnel management, morale and discipline, training, effective discharge of their responsibilities by all officers and men under his command and their general welfare.

   (b) Opening of all daks including Top Secret, Secret and Confidential correspondences and safe custody of top secret, secret and confidential documents and correspondences.

   (c) Initiation or review of Annual Confidential Reports of his subordinates as laid down under the rules and also ensure that annual performance report of others are submitted to him in time.

(2) He is the Drawing and Disbursing officer for the staff under him and shall ensure timely drawal and disbursement of pay and allowances. He shall carry out physical verification of cash once a month and ensure that payments to suppliers are not held up without sufficient justification. He shall ensure that all monetary transactions are carried out according to the existing rule and regulations. He is responsible for preparation of Budget estimates and shall exercise a close supervision and control over the Budget.

(3) He shall ensure that audit objections are replied to within 30 days.

(4) He shall ensure correct and timely submission of indents, procurement and supply of all stores including arms and ammunition for his unit and issue them to his officers and men keeping proper account to the same.

(5) Service-Books and Confidential Character-Rolls of all sub-ordinate officers and ministerial staff shall be duly maintained by him.

(6) He shall ensure that the personnel of his Battalion are trained in all the courses applicable to the different ranks and that Rotational Training is done.

(7) He may change the duties, if required in the public interest, of various officers under him but must keep as evenly as possible and shall keep his Deputy Inspector General of Police informed.

(8) He shall hold Inspection Parade every Monday and also inspect the Quarter Guard, the Armoury and the Magazine, the vehicles, Family Welfare Centre, the Hospital, Bachelor’s Barracks and family quarters. He shall also dispose off pending disciplinary matters.

(9) He shall ensure that Adjutant’s parade is held on every Friday and the Battalion Physical Training on Wednesday.

(10) He shall hold Durbars (Sammelan) at least once in two months and orderly room at least once a week normally on Inspection Parade days. He shall ensure that genuine grievances of members of the unit are promptly attended to while delinquency is met with sure punishment. He should do this job at every detachment he visited.

(11) (a) He shall carry out formal inspection of his office and the different branches once a year with physical verification of all the stores. However, he shall carry out formal inspection of motor transport and physical verification of all stores including arms and ammunition once in six months.

(b) He shall carry out yearly inspections of all companies and casual inspections of various branches and Posts from time to time.
(c) Inspection of stores once a month should be done on an inspection parade day to see whether there has been proper layout and whether preservative methods have been properly followed.

(d) He shall visit all his out lying posts at least once in three months, hold Sammelan there and also meet the leading persons of that locality.

(e) He shall ensure timely submission of Pension papers including Death cum Retirement Gratuity (DCRG) and also claim for General Provident Fund (GPF) money and General Insurance Scheme (GIS) of the subordinate staff under him in case of their superannuation, death, etc.

(12) He shall ensure timely and correct submission of all reports and returns to higher authorities.

303. **Duties of Deputy Commandants or Second-in-command:**

(A) **Duties of Deputy Commandant located at the Battalion Headquarters.**

(1) The Deputy Commandant located at the Headquarters shall act as the Second-in-Command, assist the Commandant in the performance of his duties and carry out the duties of the Commandant in his absence.

(2) He shall assist the Commandant in financial matters. For this purpose, he shall be in charge of accounts and budgetary matters, of course without any prejudice to the overall control and responsibilities of the Commandant. He shall be responsible for maintenance of correct and up-to-date accounts of the various battalion funds and their timely audit every year. He may be authorised by the Commandant to act as Drawing and Disbursing Officer.

(3) He shall assist the Commandant in timely disbursement of pay and allowances of the unit personnel. He should also ensure that acquaintance rolls are promptly returned to the Sub-Inspector (Ministerial) in-charge Accounts (i.e. Accountants).

(4) He shall also assist the Commandant in management of force, its institutions and funds and in enforcing discipline. He will place before the Commandant on due dates the confidential reports of subordinate officers, ministerial officers and non-gazetted officers under him.

(5) He shall look after the welfare arrangements in the battalion e.g. Family Welfare Centre, Canteen, Unit Hospital and other institutions of the Force.

(6) He shall also look after the unit Band and be responsible for promotion of sports and athletics in the unit.

(7) He shall perform the following provisioning functions in the unit:

(a) Close supervision of over all provisioning matter.

(b) Timely submission of indents, reports and returns and their thorough scrutiny.

(c) Budgeting and regulation of expenditure.

(d) Proper scrutiny of all documents pertaining to local purchase of stores.

(e) To ensure timely stock taking-cum-audit, condemnation and auction boards of all Government stores.

(f) To ensure timely inspections of arms and ammunitions and other controlled ordnance stores.

(g) To arrange security and safety of all stores.

(h) To ensure supervision and control over Motor Transport tradesmen and their training.
(8) He shall be in charge of all Government lands; buildings and constructions works in the Battalion and shall be responsible for proper maintenance and timely repairs of all Battalion structures.

(9) He shall perform any other duties assigned to him by the commandant.

(B) Duties of Deputy Commandant

(1) The other and junior Deputy Commandant shall be in charge of deployment and operational matters under the direction and control of the Commandant. In case Advance Headquarters is established for operation he shall be located there. If the companies are deployed for law and other duty he shall look after the companies so deployed and be responsible for the performance of duty by the sub-units.

(2) He shall maintain close cooperation with the district police with whom the Battalion personnel are to work whether it is operational or law and order duty. He shall also keep in touch with the Special Branch officers for coordination in intelligence collection.

(3) He shall visit all the posts under him at least once in two months and look into the management of the deployed force placed under him and their welfare, heard their grievances, if any, in a Sammelan and submit a report thereof to the Commandant.

(4) He shall ensure that the Company Commanders and Platoon Commanders take proper care of the tactical aspect of the working of the deployed force placed under his charge.

(5) He shall ensure the tactical siting of the posts where the deployed personnel are staying, siting of weapon posts, its sanitation and medical cover.

(6) He shall ensure the timely disbursement of pay and allowances of the deployed personnel.

(7) He shall supervise the duties of the deployed force and inspect the posts and submit his inspection report to the Commandant.

(8) He shall ensure that recreational facilities are made available to the deployed force.

(9) There being no Intelligence Sub-Unit, the Mizoram Armed Police Battalion normally depends on Special Branch and the District Special Branch for intelligence. When the Unit is deployed for operation he shall have to organize collection of intelligence through the different posts. If necessary smart Under Officers may be deputed to the Companies deployed for the purpose of collecting intelligence.

(11) He shall perform any other duties assigned to him by the Commandant.

304. Duties of Assistant Commandant Adjutant (‘A’):

(1) The Assistant Commandant Adjutant (‘A’) shall help the Commandant in recruitment, Training and Deployment of force and in maintaining discipline among officers and men. He shall supervise the Rotational Training and other trainings conducted in the Unit.

(2) He is in charge of the general and establishment branch of the battalion office and act as the confidential staff officer of the Commandant.

(3) He shall supervise maintenance of Service books and other service records of all the personnel posted to the Battalion and maintenance of Registers in the Record and General Branches. He shall also ensure that pension cases and other retirement benefits are processed in time, Travelling Allowance bills are submitted, etc.

(4) It shall be his duty to process cases of promotion, confirmations, granting of increments, etc. He shall also ensure that verification of Service Records is done.
(5) He shall be responsible for posting and transfer of all men upto the rank of Havildars subject to the approval of the Commandant.

(6) He shall put up all orderly-room cases received from the companies before the Commandant after due scrutiny.

(7) He shall be responsible for all movements of the Battalion contingents from one location to another.

(8) He shall be the Unit Sports officer and be responsible for organising games and sports and other recreational activities in the Battalion.

(9) He shall assist the Commandant in framing standing orders for various Guards and Sentry duties.

(10) He shall perform any other duties assigned to him by the Commandant.

305. **Duties of Assistant Commandant, Quartermaster (‘QM’):**

The duties of the Assistant Commandant ‘Quartermaster’, is to assist the Commandant in procurement, stocking, distribution and accounting of all stores, in construction of buildings, maintaining conservancy and sanitation and in management of the tradesmen. He shall work under the supervision of the Deputy Commandant acting as Second-in-Command.

(1) (a) He shall procure all stores and ensure that all consignments of stores are received intact. He shall arrange for the Committee to be present when such consignments are opened. Any discrepancy or damage recorded by the Committee shall be immediately brought to the notice of the Commandant.

(b) He shall be responsible for maintaining, stocking, accounting and for arranging security, distribution, condemnation, auction etc., of clothing, equipment, furniture, tentage, training stores, tear-smoke, arms, ammunition and other allied stores. He shall see that 10% reserve stocks of uniform articles and 5% reserve stock of other items are regularly maintained.

(c) He shall carry out physical verification of all stores once in every quarter, and endorse a certificate to this effect in each Register. The Committee should be called timely when stores are to be condemned, auctioned or destroyed.

(2) (a) He is in charge of the unit armoury and magazine.

(b) He is responsible for the correct receipt and issue of arms and ammunition including tear gas munitions. He must ensure that the oldest ammunition is issued or expended first.

(c) All transactions regarding arms and ammunition and corresponding entries in the records shall be done under his personal supervision.

(d) He shall ensure quarterly inspection and repair of all arms by the unit armourer and also disposal of all unserviceable ammunition and other controlled ordnance stores.

(e) He shall personally inspect all arms and ammunition before despatch and have them packed and sealed in his presence.

(f) He shall carry out physical verification of arms, ammunition and other stores in the armoury once a quarter and give a certificate to the effect in the concerned Registers. Any discrepancy shall be brought to the notice of the Commandant immediately.

(g) The key of the box containing pistols and revolvers shall be kept in his custody.
(3)  (a) He is also in charge of the unit Motor Transport Branch.
(b) He shall be responsible for efficient functioning of Motor Transport Branch as a whole and ensure prompt execution of repairs of off road vehicles.
(c) He shall also arrange procurement and stocking of Petroleum, Oil and Lubricants.
(d) He shall be responsible for proper and correct indenting of Motor Transport spare parts, tools and other stores required for running of Motor Transport and Workshop of the Battalion.
(e) He shall also be responsible for accurate accounting and maintenance of all records pertaining to Motor Transport and Stores.
(f) He shall ensure all security measures against pilferage, theft, fire, etc., of Petroleum, Oil and Lubricants and Motor Transport stores.

(4)  He shall exercise supervision and control over all tradesmen, such as, armourers, tailors, carpenters and the like and their workshops.

(5)  Hygiene conservancy and sanitation in the unit lines and tidiness and cleanliness of all premises shall be one of his responsibilities.

(6)  He shall assist the Second-in-Command in all matters connected to Government buildings and constructions in the Battalion and their proper maintenance and repair.

(7)  He shall act as the Security Officer of the Battalion and with the approval of the Commandant, shall issue Security instructions of the Unit area.

(8)  Kit inspection of the men shall also be his duty.

(9)  He shall be responsible for timely submission of all reports and returns of his branch.

(10)  He shall look after the Welfare Institutions of the Unit and shall act as the Welfare Officer.

(11)  He shall perform any duty assigned to him by the Commandant.

306. **Duties of Company Commander:**

(1) The Company Commander is responsible for the efficiency, discipline and morale of his company.

(2) He is responsible for the effective performance of duty by his men and their completion of tasks assigned to them. He should supervise their performance of duty and give them guidance.

(3) He shall supervise the messing arrangements in the Company or at the Platoon Posts and ensure that Messing Accounts are kept properly and that the men fed properly.

(4) He shall inspect the company or the platoons if they are divided to different posts, holding inspection parade, test their handling of weapons, knowledge of field craft and tactics, etc., especially of the Subordinate Officers and Under Officers, guide the maintenance of various registers and handling of correspondences, hold kit inspection, etc.

(5) He shall stay with the company at the Company Headquarters or with the men wherever major portions of the company if deployed on any operation.

(6) He shall be responsible for the security, upkeep and maintenance of all arms and ammunition and all other Government stores in the company and for maintenance of registers for them.

(7) He shall hold kit inspection at least once a month and messing arrangement of his company as frequently as possible and shall be responsible for sanitation and cleanliness of his company barracks and area.
(8) He shall ensure that all men of his company receive their pay, allowances etc. at
due time and obligatory deductions are correctly made. He shall also ensure that TA/DA and
other claims by the men are submitted without any delay.

(9) He shall regularly submit weekly report of fighting strength to the Commandant
and to the Deputy Commandant in charge of operation provided his company is deployed for
operation.

(10) Any case of indiscipline in his company shall be reported forthwith to his
superior with action taken by him, if any.

(11) When his company's turn to undergo Rotational Training comes, he is to ensure
that proper training is done by the personnel of the company.

(12) He shall perform any duties assigned to him by his superior officers.

307. **Subordinate Officer - General:**

(1) A Subordinate Officer is expected to take initiative in whatever work at hand. He
must learn to be tactful and realise that his rank carries special responsibilities as well as
privileges. He must be faultless in his turn out and be smart both on and off parade.

(2) He must have an intimate knowledge of his subordinates and be aware of their
strength and weaknesses, the state of their health and other personal matters which are
important to them.

(3) He must be strictly impartial in his dealings with his subordinates, firm but
sympathetic and should exact prompt obedience to his orders. He should be able to give patient
hearing to their problems and promptly bring their genuine grievances to his superiors. He must
have moral courage to report the malpractices of his subordinate who are not amenable to
discipline.

(4) He should be fully conversant with the latest training and drill instructions, rules
and regulations, standing orders, etc., and should be able to perform the duties of his
subordinates better than them.

(5) He must lead the men from the front not merely giving orders from behind.

(6) The duties of different Subordinate Officers in the following rule may not be
exhaustive. The Commandant may issue Standing Orders to fill such gap, in case the matter
applies to all Mizoram Armed Police units, the Commandant may move the Director General of
Police for issue of Circular Orders so that the system is the same in all units.

308. **Duties of Inspector, Administration:**

(1) The Inspector, Administration, by virtue of his appointment, is the senior
subordinate officer of the Unit. The good name and the general tone of the Unit largely depend
on the manner in which he carries out his duties. He shall be appointed with the approval of the
Director General of Police considering his position in the Seniority Lists, efficiency, ability to
command and control and ability to command respect and loyalty of the Subordinate Officer,
Under Officers and other lower ranks. He is allowed to wear rank badge of Ashoka Pillar with one
red and blue stripe ribbon vide Government of Mizoram, Home Department letter

(2) He is the confidential subordinate officer to the Commandant and hence
occupies a position of trust and responsibility. He is responsible for keeping the Commandant
informed of any occurrence in the Unit which may be prejudicial to the good order, discipline,
esprit-de-corps or the good name of the Battalion. An excuse that any matter had not come to
his notice can never be accepted.

(3) He shall immediately report to the Commandant any grievances or any matter
which may affect the well-being and comfort of the men.

(4) He shall be specially watchful of the regimental institutions. He shall frequently
visit the Lines, Hospital, School, family welfare centre, recreational centre and other Unit
institutions and bring to the notice of the head of office any serious infringement of the rules and orders.

(5) He shall be in charge of the Regimenal/Unit Treasure Chest.

(6) He shall exercise general supervision over the Subordinate Officers and Under Officers.

(7) He shall be in attendance at the Commandant's Orderly Room and Darbar.

(8) He shall look into the cleanliness and sanitations of the Unit Lines and the Battalion area.

(9) He shall obtain in the evening roll call reports from concerned officers regarding Line absentees, sickness and movement of personnel.

(10) He shall see that Quarter guard is well maintained and shall attend Guard Mounting at least once a week.

(11) He shall look into the well-being of all ranks and be in close contact with all activities of the Unit and shall be instrumental in maintaining high standard of efficiency, morale and good order in the Unit.

(12) He shall carry out any other duty assigned to him by the Commandant

309. Subordinate Officer of the day / Duty Officer:

(1) A Subordinate Officer of the day or Duty Officer shall be appointed by rotation by the Adjutant every day. All Inspectors and Sub-Inspectors shall be available for duty as Subordinate Officer of the day. A duty roster of the Subordinate Officers shall be maintained by the Adjutant who shall issue the order accordingly.

(2) The Subordinate Officer of the day shall perform the following duties and fill in the prescribed Report Form (Appendix - VI) and personally hand it over to the Adjutant by 1100 hrs the next day.

(3) The Subordinate Officer of the day is detailed for 24 hours taking over his duties at reveille.

(4) He will visit all unit guards and sentries at least once by day and once by night. He will check all ammunitions held by the Guard Commander once during the day and record his remarks in vernacular on the Register maintained for such purpose.

(5) He will mount the Guard.

(6) He will inspect the line including Family lines, Barracks, Latrines, Urinals and all Institutions and shops during the day paying special attention to cleanliness and sanitation. He will take immediate steps to have any defects or insanitary conditions rectified.

(7) He will personally release all delinquents confined in the Quarter Guard on the expiry of their punishment.

(8) He will visit all delinquents confined in the Guard Room and see that they are clean and properly dressed. He will listen to their complaints (if any) and report them to the Adjutant of the Battalion, as the case may be.

(9) He will take orders and time from the Inspector (Administration) for checking various guards in the campus.

(10) He must on no account leave the lines during his duty hours. When out of his quarters, he will be in ceremonial uniform.

(11) In case of Fire Alarm or any emergency, he will at once send a report to the Adjutant of the Battalion, as the case may be, and will take such measures as he may consider necessary until the arrival of the Duty Officer of the week or a superior officer. Under no circumstances, he himself would leave the place on any plea.
(12) He will be present half an hour before the morning parade and will be present when the Kote is opened. He should similarly be present when the Kote is closed.

(13) He will inspect the defaulters roll in the guard room.

(14) He will visit fatigues and issue necessary order to the Under Officer in charge of men awarded this punishment.

(15) He will carry out the duties indicated in the report form, sign and hand it over personally to the Adjutant of the Battalion on the morning after his tour of duty.

310. Duties of Inspector (Training):

(1) The efficiency, sense of duty, discipline and morale of the Police Force depends largely on the regular training like Physical Training, Drill and other outdoor activities. The Inspector (Training) and his staff are directly under the Adjutant of the Battalion. The Inspector (Training) must assists the Adjutant in drawing up the syllabus for various training courses and making arrangements for the training course conducted in the Battalion.

(2) He shall be responsible for spotting potential instructors and to build them up so that the Unit is self sufficient in instructors.

(3) He shall assist the Company Commander in conducting the Rotational Training in the Battalion.

(4) He is responsible for conducting pre-course training to those selected to undergo cadre course training or those personnel who are being sent for training to the Training Institutions of Central Police Organisations.

(5) He shall put up the programme of Annual Range Classification Firing of the Battalion. He shall ensure that all personnel of the Unit do the Annual Range Classification Firing.

311. Duties of the Record Inspector:

(1) The Record Inspector is in charge of all the records and registers connected with service matters and personnel of the Battalion. He works under the control of the Assistant Commandant (Adjutant).

(2) He is responsible for preparation of pay rolls, travelling allowances and other claims by the personnel.

(3) He shall maintain the Battalion Order (B.O.) Book and ensure that all relevant orders are duly entered in the Battalion Order Book and extracts given to all concerned.

(4) He shall ensure proper maintenance of service sheets and ensure annual verification of service.

(5) He shall ensure that all the documents required for sanction of pension and other retirement benefits are prepared in time. In case of death or other sudden termination of service, no time should be lost in preparing the papers.

(6) He shall look after all matters connected with leave including Casual Leave and maintain Leave Register properly and up-to-date.

(7) He shall deal with all matters connected to rewards and punishment including disciplinary proceedings and appeals. He shall put up all the relevant records in connection with Orderly Room before the Commandant.

(8) He shall prepare and put up all returns connected with the Force and ensure timely despatch.

(9) He shall put up cases of increment, confirmation and cases of promotion.

(10) He shall handle all correspondences connected with training.

(11) He shall ensure that Register connected with Service Records are maintained properly, keeping the important Registers like Reserve Register himself.
312. **Duties of Inspector – Quartermaster (QMI):**

   (1) The Inspector who is assisting the Assistant Commandant ‘Q’ (Quartermaster) is designated as Quartermaster Inspector (QMI). He is to assist the Quartermaster in all aspects of the ‘Q’ branch work. He acts as the Quartermaster in the absence of the Assistant Commandant ‘Q’.

   (2) He shall personally maintain all relevant Stock Ledgers and other important records and put up the Ledger before the Quartermaster.

   (3) He shall cause laying out of stores, before the stock taking Committee for annual verification.

   (4) He shall arrange the newly received stores for the examination of the concerned Committee.

   (5) He shall prepare Quarterly Statements of arms and ammunition to the Commandant through the Quartermaster for transmission to the office of the Director General of Police.

   (6) He shall ensure safe custody of all Government property kept in the store, their proper storage to prevent damage and deterioration, take care of inflammable materials and proper fire fighting arrangements are made.

   (7) He shall carry out monthly physical verification of arms and ammunitions and make a note of such verification.

   (8) He shall maintain a Building Register and keep a record of all the buildings in the Battalion compound and ensure that the allottees occupy the quarters.

   (9) He shall supervise the on-going constructions in the Battalion Headquarters and ensure that constructions are being done according to the plan.

   (10) The management of welfare instructions of the Unit is his responsibility.

   (11) He shall perform any other duty assigned to him by the Quartermaster.

313. **Duties of Inspector in the Company:**

   (1) He is the second-in-command to the Company Commander and performs his duty in his absence.

   (2) He shall assist the Company Commander in all the areas of work; assist him in disbursement of pay, put up orderly room cases before the Company Commander for disposal. He shall report to the Company Commander all cases of good work done as well as acts of delinquency. He shall develop intimate knowledge of all Subordinate Officers and Under Officers in the company, their strong points and weak points.

   (3) He shall supervise the works of Company Havildar Major and other Subordinate Officers in the Company; and ensure that all records are maintained correctly.

   (4) He shall inspect the platoons on his initiative after obtaining approval of the Company Commander or as directed by him. His inspections shall be thorough and he shall actually test the performance of the Under Officers and assess their level of efficiency. He shall not merely pull them up but also give them guidance.

   (5) He shall visit the platoons as frequently as possible and ensure that the Platoon Commander and Havildars do their work properly and acquainted with their works by seeing them actually doing the different works including drill and weapon handling, and pointing out their shortcomings and guiding them.

   (6) He shall carry out any other duty assigned to him by the Company Commander.

314. **Duties of Sub-Inspector Adjutant:**

   (1) He is the Chief Assistant to the Adjutant in maintaining discipline, smartness, and a high standard of drill and training in the force.
(2) He shall detail all Guards and working parties as ordered by the Adjutant, and shall inspect all Guards and Escort leaving the Battalion, brief them adequately, and ensure that they are properly dressed and fully equipped and understood their duties.

(3) He shall see that the Quarter-Guard is well maintained and shall attend Guard Mounting at least twice a week.

(4) He shall ensure that the following Registers are correctly maintained at the Quarter-Guard.

(i) Inspection Register
(ii) Sentry Duty Register.
(iii) Defaulters Register.
(iv) Handing/Taking over charge Register
(v) Kote opening/closing Register
(vi) Emergency vehicle Register, and the following at his own office: -
    (a) Orderly Room Register
    (b) Daily Parade Statement
    (c) Posting Register

(5) He shall do any other duty assigned to him by the Adjutant.

315. **Duties of Sub-Inspector, Motor Transport (MTO):**

(1) The Sub-Inspector, Motor Transport, designated as Motor Transport Officer (MTO) and his staffs are responsible for maintenance of the fleet of vehicles of the Unit to keep them in tip-top conditions. The Motor Transport Officer will discharge his responsibilities under the supervision of the Assistant Commandant Quartermaster.

(2) Without any prejudice to the responsibility of the Assistant Commandant Quartermaster and the Commandant, he shall be responsible for local purchase of Motor Transport Stores after observing due formalities.

(3) He shall supervise the work of his subordinates in charge of Petroleum, Oil and Lubricants and Stores and shall ensure correctness of stores by periodical inspection and monthly physical verification of motor parts and other articles in stock.

(4) He shall be responsible for the daily and weekly maintenance of the vehicles. Any damage to the vehicle will be recorded by him in the Damage Register and put up before Assistant Commandant Quartermaster for necessary action.

(5) He shall arrange major repair of vehicles through workshop and shall supervise major repairs of all vehicles on charge and takes steps to carry out such repairs.

(6) Keys of the Motor Transport and Petroleum, Oil and Lubricants stores will be kept by him.

(7) He shall periodically test the knowledge of Motor Transport Drivers about maintenance tasks, traffic signs and signals, use of first aids and Fire fighting appliances. He will take appropriate actions to remove the short comings, if any, by arranging refresher classes in consultation with Assistant Commandant(Q).

(8) **Mileage Test of Vehicles:** In respect of each vehicle the Kilometre per litre which a vehicle can cover shall be tested at least once in every six months and at every time any serious variation from the prescribed mileage is found. The test will be done by the Motor Transport Officer with the mechanic as approved by the Commandant. A certificate of testing showing the Registration Number of vehicle and the Kilometre per Litre will be submitted immediately to the Commandant by the Motor Transport Officer with his remarks about any marked variation in mileage figure. The tested Kilometre per Litre will be noted in red ink and every Petrol Return.
(9) The control and maintenance of discipline of the drivers and mechanic etc., are the responsibility of the Motor Transport Officer.

(10) He shall ensure that no work is carried out in the Garage between sunset and sunrise except on his specific order.

(11) He should not allow any naked light in the Garage and within 15 metres of the unit Petrol Pump.

(12) He should ensure that drivers and handyman who are members of the Police Force attend regularly parade, drill, training and range firing to keep them fit to function as disciplined men capable of protection of person and property and to be able to appear before the Promotion Committee of the General Duty line.

(13) He shall carry out any other duties assigned to him by his superiors.

316. Duties of Sub-Inspector, Education:

(1) He will work under the orders of the Adjutant and will assist him in organizing education classes in the Battalions.

(2) He will prepare weekly training programmes for conducting education classes according to the approved syllabus and will be responsible for their implementation.

(3) He will ensure that unit personnel due for various education examinations are fully trained and well prepared.

(4) He will conduct briefing classes for the education Instructors and will ensure that their knowledge of the subjects taught is up-to-date.

(5) He will ensure regular attendance of personnel required to attend education classes.

(6) He will under the guidance of Adjutant organize special classes for those who do not know Hindi.

(7) He will be responsible to provide Education Instructors to Companies detached from Battalion Headquarters for conducting education classes according to approved programmes.

(8) He will arrange supply of education books, maps and charts to Company for use in education classes and will maintain proper record.

(9) He will be responsible for the proper upkeep and safe custody of all Government property on his charge and will maintain relevant records.

(10) He will carry out any other duties assigned to him by the Adjutant.

317. Duties of Sub-Inspector, Band:

(1) He will be responsible to the Quartermaster for the administration, training, discipline and morale of the band personnel.

(2) He will organize training of band personnel and ensure that all men attain requisite proficiency in the use of their instruments.

(3) He will carry out monthly inspection of the Band instruments, equipments and clothing to ensure their proper maintenance.

(4) He will place indent to the Quartermaster for procurement of Band instruments and accessories as and when required.

(5) He will ensure smart turn out of Band personnel.

(6) He will conduct bugler training and practice.

(7) He will carry out any other duties assigned to him by the Quartermaster.
318. **Duties of Sub-Inspector, Armourer (Head Armourer):**

(1) He will be responsible for the duties as under:

   (a) He will work under the Quartermaster and is responsible to him for the upkeep of the unit armaments.

   (b) He will personally supervise the work of all armourers working under him in the unit armourers shop and will guide them in their work.

   (c) He along with his armourers must inspect armaments every quarter and remove the defects wherever found.

   (d) He must also arrange to keep the armaments of the unit in serviceable condition at all times.

   (e) He will also be responsible for carrying out alteration, modification and adjustment, etc., in the armaments which can be carried out with the facilities authorized in the Force.

   (f) He will be responsible for the cleanliness and proper maintenance of armourer shop, tools, etc., and will see that no tools, gauges etc., are misused and mishandled.

   (g) He will arrange to get all the necessary components of small arms, etc., from the Quartermaster stores and return all unserviceable components.

   (h) He will maintain the Arms History Sheet register wherein all major alterations, modifications and adjustments carried out in a particular arm should be entered as also Inspection remarks.

   (i) He will carry out the work of the browning of Arms at Headquarters and Detachments as per programme drawn up by the Quartermaster.

   (j) He will maintain proper record of all armourer tools and gauges in his charge.

   (k) He will ensure that necessary action is taken as required in the report of AIA’s inspection regarding repair / maintenance of arms.

   (l) Any other duty assigned by the Assistant Commandant, Quartermasters.

319. **Duties of Sub-Inspector Platoon Commander:**

(1) The Platoon Commander is directly responsible for discipline, training, efficiency and general well being of all men in his platoon, and shall keep the posting details of all his men, such as sectional deployment and its exact composition. He is to ensure that the tasks allotted to his platoon are executed. He must develop intimate knowledge of all the men under him, their strength and weakness and their habits, so that he can check any unhealthy activities or developments within his platoon.

(2) He shall ensure proper up-keep and safe-custody of arms, ammunition, equipment and other Government properties, hold kit inspection every week, supervise messing arrangement frequently not merely depending on the Mess Secretary and inspect his platoon or any party of his platoon before it proceeds for duty.

(3) He must exact unquestioned obedience from his men and see that his orders are promptly carried out. At the same time, he should listen to their genuine grievances and report these to his superiors.

(4) He is to lead by example. He should control himself in all matters and control his men.

(5) He shall not fail to report any serious misconduct to his superiors. He shall promptly report any situation or incident which is likely to have adverse repercussions on the morale of the platoon and the performance of duty.
(6) He shall do any other duties assigned to him by his superiors.

320. **Other Sub-Inspectors:**

There are other Sub-Inspectors working in Training and other branches. Their duties are of the same nature as those of their superiors but they are to go into minute details. These shall be laid down in the instruction and orders issued by the Director General of Police through Circular Orders so that there is uniformity in the different units of Mizoram Armed Police, till then, the Commandant should issue standing orders.

321. **Duties of Battalion Havildar Major (BHM):**

(1) He is to assist the Sub-Inspector Adjutant in his duties and shall be responsible for discipline of the persons posted under him. He should exact compliance of orders by his men, and ensure that all men turn up punctually at the roll call. He should promptly report all cases of indiscipline to the Sub-Inspector Adjutant for action.

(2) He shall personally maintain the Daily Parade Statement, keep close watch over the men detailed for staff duties like orderlies, runners, Regimental Police and so on, attend Guard Mounting parade, and depute suitable Under Officers to conduct punishment drill and extra guard duty.

(3) He shall arrange the ‘falling in’ of the Inspection Parades and the Adjutant Parades with the markers well before the commencement of the above parades.

(4) He shall do any other duty assigned to him by the Sub-Inspector Adjutant.

322. **Duties of Company Havildar Major (CHM):**

(1) The Company Havildar Major is responsible to his Company Commander for the training and discipline of the Company personnel.

(2) He will ensure compliance of orders by all Under Officers and men of his Company.

(3) He will personally maintain the daily parade statement in the prescribed form and put up the same before the Company Commander for scrutiny.

(4) He will take roll call and will see that unit orders are read out to his Company and will report to the Company Inspector, the correctness or otherwise of the parade at roll call.

(5) He will fill in the Daily Sick Report Register and pass it over to the Medical Officer through the Company Commander.

(6) He will attend guard-mounting parade daily and ensure smart turn out of personnel detailed on guard duty.

(7) He will detailed working parties accordingly to the requisition received through the Sub-Inspector Adjutant or the Company Inspector and ensure their relief according to the time schedule given.

(8) He will maintain an up-to-date strength statement of his Company and keep record of all arrivals and departures, sick, leave, etc., in his Company.

(9) He will depute Under Officer to conduct punishment drill and extra fatigue by the defaulters who have been awarded such punishments in the Orderly room.

(10) He will carry out any other duties assigned to him by the Company Commander.

323. **Duties of Platoon Havildar Major:**

(1) He is the assistant to the Platoon Commander.

(2) In the absence of Platoon Commander he will perform the duties of Platoon Commander.

(3) He will maintain records of all Government stores on charge of his platoon.
(4) He will maintain duty roster and ensure fair distribution of duties amongst Under Officers and men of his platoon.

(5) He will ensure compliance of orders by all Under Officers and men of his platoon.

(6) He will be responsible for the smart turn out of the personnel of his platoon at all times.

(7) He should have a very intimate knowledge of all the Under Officers and men of his platoon and should be able to get the utmost out of his platoon.

(8) He will carry out any other duties assigned to him by the Platoon Commander.

324. Under Officers – General:

(1) Under Officers must realize that on them depend to a great extent the discipline and the well being of the Force. They must also realize that the very fact of being an Under Officer, howsoever junior, carries with it great responsibility.

(2) They must set an example by being smart, faultless in their turnout, punctual at all times, obeying orders with alacrity and at the same time by insisting on prompt obedience of their own orders.

(3) They must avoid undue familiarity with their subordinates but, must know them thoroughly, and combining sympathy with firmness be always ready to assist them, especially those who are backward in education or training.

(4) It is their duty to check all faults, however, small and bring to notice at once any matter prejudicial to discipline or the good name of the Force.

(5) They must not, under any circumstances, use abusive or offensive language against men under their command.

325. Duties of other Havildars and other Ranks:

(1) There are Havildars for different branches, like Education Havildar, ‘Quartermaster’ Havildar, etc. Their duties are to assist the superior officers under whom they are placed, and are of the same nature as those of their superiors. The details shall be laid down in the Battalion instructions and orders issued by the Commandant.

(2) The duties of Havildars, Naiks, Lance Naiks and Constables are similar to their counterparts in an infantry battalion of Army.

(3) (a) The Havildar, Naik or Lance Naik as a Section Commander has to ensure that his section carried out the duty assigned to it.

(b) He is responsible to whatever is happening in the section when it is out on duty.

(c) He must obtained proper briefing from his superiors and he must be absolutely clear about the job he has to do. He shall brief each constable clearly and resolve their doubts.

(d) A section, very often, is posted independently in which case he becomes the Post Commander and the responsibility of a Post Commander devolves on him.

326. Duties of Regimental Police Havildar:

(1) He will work under the control of the Quartermaster in the Battalion. He will be responsible for the general supervision and co-ordination of all security and hygienic measures under Assistant Commandant ‘Adjutant’ & ‘Quartermaster’ and will carry out their instructions. His duties may be fixed under a unit order.
(2) He will be responsible for the security and general cleanliness of the entire Battalion Campus and pay special attention to barracks, cook houses, latrines, parade grounds, family lines, etc.

(3) He will report to the Quartermaster any damages to the quarters and buildings.

(4) He will be responsible for ensuring occupation of married quarters by the allottees and will bring to the notice of the Quartermaster in the Battalion the quarters falling vacant or any unauthorized occupation.

(5) He will be responsible for regular inspection of all buildings and bring to the notice of Quartermaster in the Battalion of any damage or unauthorized construction.

(6) He will supervise the working of the followers engaged for sanitation duties.

(7) He will arrange for proper disposal of garbage, manure and filth as per sanitation orders issued from time to time and will remain in attendance during all sanitary inspections by the Medical Officer.

(8) He will ensure that stray dogs are not allowed to loiter about in the Campus and none keeps any cattle or poultry in the Battalion lines.

(9) He will keep a copy of the security standing orders and will instruct the Regimental Police personnel on security instructions once a week and ensure that all such security orders and instructions are fully understood and strictly enforced.

(10) By maintaining proper liaison, he will ensure that cordial relationship is kept with the local population and any grievance of the local population would be immediately brought by him to the notice of the Quartermaster in the Battalion.

(11) He will collect intelligence through his sources within and outside the Force and report any matters of importance affecting the Force to the Quartermaster in the Battalion, keeping the Inspector Administration.

(12) He will ensure that the check posts are manned within the hours prescribed.

(13) He will ensure that the Regimental Police section, when working outside lines, operate in pairs and not individually.

(14) He will be responsible for the discipline, turn out and efficiency of the Regimental Police personnel.

(15) He will be responsible for proper maintenance and safe custody of the sanitation and other stores entrusted to him.

(16) He will visit the family lines twice a week to find out specially the difficulties of the families whose husbands are posted out and bring them to the notice of the Quartermaster in the Battalion through the Inspector Administration for necessary action.

(17) He will carry out any other duties assigned to him by the Quartermaster in the Battalion.

327. **Duties of Drivers and Handyman:**

Drivers should not be changed frequently from vehicle to vehicle. The Motor Transport Officer shall assign particular driver and handyman constable (in case of heavy vehicles) to each vehicle and make suitable arrangement for the replacement of staff who are on leave, or otherwise absent. Duplicate ignition key should be provided for each vehicle, one being with the driver of the vehicle and other with the Motor Transport Officer for safe-custody. The key of the driver shall be deposited with the Guard or other specified authority to be kept in a Key Board under proper Lock and Key when the driver goes off duty.

(1) A driver taking over charge of vehicle shall check the tools and accessories and spare-parts with the list and satisfy himself that they tally, and are in good and serviceable conditions. He will also check his vehicle, test the engine, brakes, steering and lights, speedometer/Milo-meter and other things, and if satisfied take charge of the vehicle. If any
defects are noticed, these will be brought to the notice of the relieved driver and the Motor 
Transport Officer. The details of such checking and the result will be recorded in the Driver’s 
Daily Car Diary, attested by the relieved and the relieving drivers and the Motor Transport 
Officer.

(2) The vehicle will be in the immediate charge of the driver assigned to it. He will 
personally be responsible for clean and efficient condition of the vehicle. He will be assisted in 
this work by the Handymen constable, where available. He will bring to the notice of the Motor 
Transport Officer any remissness in the performance of such duties by the Handymen. The driver 
will report immediately to the Motor Transport Officer any defect noticed or any repair or 
replacement found necessary for the vehicle.

(3) The driver and the handyman must be always available for duty during the time 
when the Motor Transport office or Motor Transport Garage opens. Ordinarily they should be at 
the Motor Transport garage between 8 A.M. to 5 P.M. Permission for absence for specified period 
during the above hours may be granted by Motor Transport Officer.

(4) The driver will be held responsible for the consumption of petrol, oil etc. Any 
 wastage or unusual consumption should be accounted for by him to the Motor Transport Officer. 
Any increase in the consumption of petrol, with reason if any, should be immediately brought to 
the personal notice of the Assistant Commandant concerned by the Motor Transport Officer in 
writing.

(5) A driver on taking charge of any vehicle for the first time will carry out the ‘First 
Routine’ of Running Maintenance under Maintenance and Servicing Instruction for Motor Vehicles 
at Appendix VII.

(6) The driver of the vehicle is personally responsible for the proper lubrication of 
his vehicle and for any damage that arises from lack of lubrication. He should report immediately 
defect such as: -

(a) Failure of the oil gauge to the normal pressure.

(b) Oil leaks in engine, gearbox, rear axle or steering box glands, water pump, etc.

(c) Defective or lost lubricating nipples.

(7) The driver and the handyman will be in uniform when they go out on duty. Since 
all drivers are to be Policemen first before being appointed as drivers, they shall undergo basic 
training in drill and small arms. As such, when ordered, they will take appropriate weapon with 
approved quantity of ammunition with them when they are out on duties, if situation demands. 
The arms will be carried in clips provided for the purpose, and on a cross-wise rack on the hood 
backing above the driver’s head in bigger type of vehicles, and in any convenient and easily 
accessible place in smaller vehicles. The arms should be secured by a chain properly. Ammunition 
will be carried in pouches on belt, in the usual way.

(8) The driver, when proceeding out on duty will be issued with a duty slip by the 
Motor Transport Officer in which will be stated where and on what duty he is proceeding as well 
as whether he is taking arms and ammunition with him or not. The Butt No. of the arms and the 
quantity of the ammunition will be indicated in the Duty slip in writing. On return to 
Headquarters, the driver will report to the Motor Transport Officer with the duty slip and deposit 
the arms and ammunition issued to him to the kote, if so issued.

(9) During long runs, vehicles must ordinarily be stopped once in 3 to 4 hours or 
100 Km whichever is less and rested for 15 to 20 minutes. During the period the driver will carry 
out the ‘Halt Routine’ of Running Maintenance under Maintenance and Servicing Instruction for 
Motor Vehicles at Appendix – VII.

(10) Immediately on return from a trip or on completion of the day’s journey the 
driver will carry out the ‘Last Routine’ of Running Maintenance under Maintenance and Servicing 
Instruction for Motor Vehicles at Appendix – VII. Where unit garage are available, vehicles will 
be parked in the Garage and the garage will be locked up where facilities exist for the purpose.
Where there is no enclosed Garage it shall be placed at the parking yard. In no case shall the
driver park the vehicle elsewhere. The key of the garage will be deposited according to
instructions issued by the Motor Transport Officer.

(11) The speedometer reading must be taken and recorded by the driver in the
Driver's Daily Car Diary at the beginning and at the end of each days work. The speedometer
reading must be checked daily by the Motor Transport Officer or any other officer deputed for
the purpose by him.

(12) The driver will always keep his Daily Car Diary up-to-date and produce the same
before the Motor Transport Officer before drawal of petrol. The amount of petrol, oil and
lubricants drawn should always be recorded in Remarks column of that day's entry in the driver's
daily car diary.

(13) When a vehicle has to remain in workshop for repairs for more than a day, the
driver will lock up his tools and accessories or make other effective arrangements for its safe-
custody with the approval of the Motor Transport Officer. He will also obtain from the Foreman
or person in charge of the workshop, a receipt for the quantity of petrol in the tank of the
vehicle.

(14) Handyman constable may be given, at convenient intervals without causing any
inconvenience or danger to motorist or public, practice in driving, under the direct personal
supervision of the driver.

(15) No Unauthorised person or store will be carried in a vehicle. This does not,
however, preclude a lift given, without overloading the vehicle, to members of the Police force
with permission of the senior most officer in the vehicle.

(16) No person other than the authorised driver or Handyman shall drive the vehicle
without the express permission of the Commandant or other higher authority, and such
permission shall not be granted save for exceptionally pressing reasons. A gazetted officer or
other person with valid driving License may do so when the authorised driver is incapacitated
due to illness, and even then only for the minimum distance necessary for obtaining the services
of an authorised driver. Under such circumstances the officer shall be squarely responsible for
any damage or accident.

(17) The driver should make a record of all duties performed in one day in his Daily
Car Diary at the end of the day's work and of other occurrences of importance relating to the
vehicle in the Driver's Daily Car Dairy of the date in the Remarks column.

(18) A monthly Fuel Return of the vehicle will be prepared on the basis of the driver's
Daily Car Diary mentioned in the proceeding paragraph by the Motor Transport Officer and after
taking signature of the Assistant Commandant concerned, shall be submitted to the Deputy
Inspector General of Police concerned and the Police Headquarters.

(19) The driver and handyman must know the maintenance programme for the
vehicle, how to prepare the vehicle for inspection, the lubricants in use in the vehicle and when
they require oil-changing, the tyre pressures to be maintained, speed limits to be observed and
the rules of the road which are given at Appendix - VIII.

(20) The driver and the handyman must not attempt any rectification of defect in the
vehicle which is beyond their competence, use any form of metal polish on the vehicle, exchange
tools or accessories or parts of the vehicle, leave the vehicle unattended with engine running,
smoke while driving, or with the gear disengaged.

(21) The driver, if in uniform, must keep his headgear on when driving.

(22) The driver and handyman must have their driving licences when the vehicle is
taken out.

(23) The driver must take the Daily Car Diary and tools whenever the vehicle goes
out.
(24) A driver whose vehicle is to be inspected will prepare it in the following manner: -
   (a) Clean all parts of the vehicle thoroughly.
   (b) lay out tools and accessories in accordance with the list.
   (c) warm up the engine.
   (d) remove floor boards and open trap-doors.
   (e) open or remove bonnet
   (f) remove battery vent plugs
   (g) remove tyre valve caps
   (h) loosen oil level plugs of gear box steering box and rear axle.
   (i) circuit up inspection lamp, if provided with vehicle accessories
   (j) keep the Driver's Daily Car Diary, relevant Fuel Returns and monthly inspection register available for reference.

(25) Whenever a tyre from a running vehicle is replaced by the spare wheel or by a fresh tyre, a note of the fact with the speedometer reading and the number of the tyre replaced and the number of the tyre put on will be made at once in the driver's Daily Car Diary.

328. Accidents:

(1) When a vehicle is involved in an accident causing damage or injury to any person, vehicle or property, the driver of the vehicle shall take necessary action to:
   (a) take all reasonable steps to secure medical attention to any person injured and if necessary convey him to the nearest hospital unless the injured person (including the guardian of an injured minor) directs otherwise.
   (b) give on demand by any local Police Officer any information required by him or, if no such Police Officer is present, report the circumstances of the occurrence at the nearest Police Station immediately.

(2) The driver and other person in charge of the vehicle during an accident mentioned in Sub-rule (1) above will, without delay, give a report of the occurrence to the Head of the unit through the Motor Transport Officer as far as practicable with the following details:
   (a) Date, time and place of accident
   (b) Name of driver of the vehicle and his licence number.
   (c) Names of other persons in the vehicle
   (d) On what duty the vehicle was proceeding, and under whose orders.
   (e) Details of other persons or vehicles involved in the accident.
   (f) Width and description of the road, position and direction of the vehicle or vehicles concerned, details of wheel tracts etc., and any other information useful in assessing the cause and responsibility of the accident (A sketch, prepared at the scene of the accident, soon after its occurrence will be a valuable addition to the report. This will be prepared unless the situation makes it impossible to do so.)
   (g) the estimated speed of the vehicle or vehicles.
   (h) what steps were taken or omitted to be taken by the parties concerned to avoid the accident.
   (i) Any other relevant particulars concerning the occurrence.
(j) Nature and extent of the injury or damages caused to persons, vehicles or property.

(k) Names and addresses of witnesses to the occurrence,

(3) The Officer-in-Charge of the vehicle if any in the vehicle at the time of accident, shall in cases of such accident prepare and submit the report to the Commandant.

(4) Deterrent action should be taken in all cases where due to the fault of the driver, damage to vehicles or injury to persons or loss of life is caused.

329. Testing of vehicles:

(1) Every vehicle shall be tested by the Motor Transport Officer once a month to see whether it is in good condition, and whether maintenance and servicing has been carried out satisfactorily. It is the purpose of such tests to detect faults in time and to avoid more extensive and costly repairs which delay may necessitate.

(2) The Motor Transport Officer should be assisted in these tests by the unit mechanic or other qualified officer.

(3) A record of such tests will be kept in the Monthly Inspection Register chronologically.

330. Repairs and Purchase of Spare Parts:

(1) Competitive quotations (at least three, from different reliable firms) should be invited for entrusting repair works of departmental vehicles as well as for purchase of spare parts as per Indian Audit and Accounts Rules. Due care should be taken to avoid purchase of reconditioned and duplicate motor parts Original & Genuine parts shall only be purchased.

(2) When tyres, tubes and batteries or other parts of a vehicle are to be replaced or repaired the service given by them will be verified by the Motor Transport Officer and every case in which premature repair or replacement has become due will be reported to the Head of the office or Unit for necessary action. So far as tyres, tubes and batteries are concerned, a Committee Proceedings (C.P.) in a prescribed form, in triplicate, (the prescribed form to be devised by the Commandant) should be drawn up by a committee of 3 officers i.e. an Assistant Commandant as chairman, Motor Transport Officer and Mechanic as members for condemnation of the stores mentioned above after inspecting the same.

(3) The above Committee Proceedings will then be put up to the Commandant or other higher competent authorities as per delegation of financial powers to approve the Committee Proceedings with a proposal to sanction purchase of the above- mentioned stores as replacement from the approved supplier. In the absence of any approved supplier action shall be taken to purchase the stores observing all financial norms and propriety.

(4) Sanction of the Commandant or other competent officer as mentioned above shall also be taken before any repair, other than a minor and inexpensive repair unavoidable for the purpose of taking a vehicle back to unit garage, is under taken.

(5) Proposals for sanction for repairs to vehicle shall include detailed information on the following points: -

(a) Cost of the vehicle and date of purchase

(b) Expenditure incurred on different occasions each year for repairs and replacements and the total there of with information regarding the agency who did the work.

(c) Reasons for any abnormal expenditure incurred in any year.

(d) The total number of Kilometre runs by the vehicle after each major repair (Give date/dates of the major repairs).

(e) The details regarding the repairs and replacements of major repairs now to be sanctioned and estimate of cost for the same.
(f) Whenever any major, expensive repairs are to be undertaken on old vehicles, an expert advice from the Motor Vehicle Inspector should be taken in writing as to whether it will be economical to carry out the repairs.

331. **Vehicles which do not run regularly:**

Vehicles which are not required to run regularly shall be started every morning and run for a short distance to ensure that working parts are kept efficient. An allowance of 2 (two) litres of fuel per vehicle per week may be authorised for the purposes. This allowance shall be availed of only when it is possible more economically to operate the vehicle for any authorised duty during the week.
### ORGANISATIONAL CHART OF MIZORAM ARMED POLICE BATTALION:

<table>
<thead>
<tr>
<th>A. COMBAT STAFFS</th>
<th>CO</th>
<th>Dy CO</th>
<th>A.C.</th>
<th>M.O.</th>
<th>Inspr.</th>
<th>Inspr (M)</th>
<th>Sub-Inspector</th>
<th>Sub-Inspector (M&amp;S)</th>
<th>Assistant Sub-Inspector (M&amp;S)</th>
<th>HAV</th>
<th>NK</th>
<th>LNK</th>
<th>Const.</th>
<th>Driver</th>
<th>Sister</th>
<th>Staff Nurse</th>
<th>Pharmacist</th>
<th>Lab Tech.</th>
<th>Microscopist</th>
<th>ANM</th>
<th>Nursing Asst.</th>
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**NOTE:**
1. **CO** = Commandant
2. **Dy CO** = Deputy Commandant
3. **A.C.** = Assistant Commandant
4. **M.O.** = Medical Officer
5. **Inspr.** = Inspector
6. **M** = Ministerial
7. **SI** = Sub-Inspector
8. **S** = Stenographer
9. **ASI** = Assistant Sub-Inspector
10. **Hav** = Havildar
11. **Nk** = Naik
12. **L/Nk** = Lance Naik
13. **Lab. Tech** = Laboratory Technician
14. **ANM** = Auxiliary Nurse Midwife / Health Worker

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**Legend:**
- **M** = Ministerial
- **M&S** = Medical Staffs
- **MOT** = Medical Officer
- **SI** = Sub-Inspector
- **S** = Stenographer
- **ASI** = Assistant Sub-Inspector
- **Hav** = Havildar
- **Nk** = Naik
- **L/Nk** = Lance Naik
- **ANM** = Auxiliary Nurse Midwife / Health Worker
- **Grade IV**
- **Total**
ORGANISATIONAL STRUCTURE OF BATTALION HEADQUARTERS

1. Commandant – 1

2. Dy. Commandant – 2
   (a) Senior Deputy Commandant as Second-in-Command of the Battalion at Battalion Headquarters.
   (b) Deputy Commandant in charge of Deployment and Operation.

3. Assistant Commandant – 1
   Adjutant – cum - Quartermaster

4. Administration Branch:
   (a) Adm. Inspector – 1
   (b) Sub-Inspector Adjutant – 1
   (c) Havildar – 4
      (i) 1 as Battalion Havildar Major
      (ii) 1 as Adm. Company Havildar Major
      (iii) 2 as Havildar Clerks
   (d) Constable – 25
      (i) 1 Const. Writer
      (ii) 18 Const. Orderly
      (iii) 5 Const. Room Runner
      (iv) 1 Const. Dak Runner
   (e) Grade IV – 4
      (i) 2 Cook
      (ii) 2 Water carrier

   TOTAL : 35

5. Quartermaster Branch:
   (a) Quartermaster Inspector – 1
   (b) Armourer Sub-Inspector – 1
   (c) Havildar – 6
      (i) 1 Havildar Clerks
      (ii) 1 Kote Havildar
      (iii) 1 Armourer Havildar
      (iv) 1 Tear Gas Havildar
6. Record Branch:
   (a) Record Inspector – 1
   (b) Havildar – 4 : As Hav. Clerks
   (c) Constable – 3
      (i) 2 as Writer
      (ii) 1 as Runner

   TOTAL : 8

7. Training Branch:
   (a) Inspector – 1
   (b) Sub-Inspector – 1
   (c) Havildar – 4
   (d) Constable – 2

   TOTAL : 8

8. Regimental Police:
   (a) Havildar – 1
   (b) Naik – 1
   (c) Lance Naik – 1
   (d) Constable – 10

   TOTAL : 13
9. Band Platoon:
   (a) Sub-Inspector – 1 : As Band Master
   (b) Havildar – 12
   (c) Naik – 3
   (d) Lance Naik – 3
   (e) Constable – 26 including 6 Buglers

   TOTAL : 45

10. Motor Transport Branch:
   (a) Sub-Inspector – 1 : As Motor Transport Officer
   (b) Sub-Inspector Mechanic – 1
   (c) Havildar – 5
      (i) 2 as Havildar Clerk
      (ii) 3 as Havildar Mechanic, etc.
   (d) Naik – 5
      (i) 1 as Nk Electrician
      (ii) 1 as Nk Welder
      (iii) 1 as Nk Mechanic
      (iv) 1 as Nk Tailor
      (v) 1 as Nk Carpenters
   (e) Constable – 2 as Constable writers
   (f) Drivers – 64
      (i) 1 as Driver of Commandant
      (ii) 2 as Driver of 2 Deputy Commandant
      (iii) 1 as Driver of Adjutant/Assistant Commandant at Battalion Headquarters
      (iv) 1 as Driver of Medical Officer at Police Hospital
      (v) 6 as Driver of 6 Company Commanders
      (vi) 6 Drivers to drive 6 Light Motor Vehicles operation at 6 Company Headquarters
      (vii) 2 Drivers to drive 2 Light Motor Vehicles operation at Battalion Headquarters
      (viii) 6 Drivers to drive 6 Medium Motor Vehicles operation at 6 Company Headquarters
      (ix) 2 Drivers to drive 2 Medium Motor Vehicles operation at Battalion Headquarters
      (x) 6 Drivers to drive 6 Heavy Motor Vehicles operation at 6 Company Headquarters
(xi) 2 Drivers to drive 2 Heavy Motor Vehicles operation at Battalion Headquarters
(xii) 6 Drivers to drive 6 Medium Buses at 6 Company Headquarters
(xiii) 2 Drivers to drive 2 Medium Buses at Battalion Headquarters
(xiv) 2 Drivers to drive 2 water tankers
(xv) 1 Driver to drive an Ambulance
(xvi) 2 Drivers to Drive and operate a recovery Van
(xvii) 2 Drivers to drive 2 Motor Cycles
(xviii) 14 Drivers as Relievers

TOTAL : 78

11. General and Account Branch:

(a) Inspector (Ministerial) – 1
(b) Sub-Inspector (Ministerial & Stenographer) – 7
   (i) 1 Sub-Inspector (Accountant)
   (ii) 1 Sub-Inspector (Stenographer)
   (iii) 1 Sub-Inspector as Cashier
   (iv) 4 Sub-Inspector (Ministerial)
(c) Asst. Sub-Inspector (Ministerial & Stenographer) – 9
   (i) 1 Assistant Sub-Inspector (Stenographer)
   (ii) 8 Assistant Sub-Inspector (Ministerial)
(d) Grade IV – 2
   (i) 1 Duftry
   (ii) 1 Peon

TOTAL : 19

12. Police Hospital / Medical Staff:

(a) Medical Officer – 1  (b) Sister – 1
(c) Staff Nurse – 3  (d) Pharmacist – 2
(e) Microscopist – 1  (f) Laboratory Technician – 1
(g) Health worker (ANM) – 2
(h) Nursing Assistant – 1
(i) Grade IV – 5

TOTAL : 17

Grand Total : 255
STRENGTH OF 6 (SIX) SERVICE COMPANY

1. Assistant Commandant 6 As Company Commander
2. Inspector 6 As Company second in command
3. Sub-Inspector 18 As platoon Commanders
4. Havildar 96 (a) 6 as Company Havildar Major (b) 18 as Platoon second in command i.e. Platoon Havildar Major (c) 6 as Company Quartermaster Havildar (d) 6 as Company Havildar Clerk (e) 6 as Company Ration Havildar (f) 54 as Section Commanders
5. Naik 78 (a) 6 as Guard Comdr. at Company Hqrs (b) 54 as Section second in command (c) 18 as Platoon armourers
6. Lance Naik 72 (a) 54 as Light Machine Gun Group Commander (b) 18 as 2” Mortar Group Commander
7. Constable 480 (a) 48 as Guard duty at Company Headquarters (b) 432 from all the Company
8. Grade IV 84 (a) 36 as Cook (b) 18 as Water Carrier (c) 12 as Sweeper at Company Headquarters (d) 6 as Dhobi at Company Headquarters (e) 6 as Barber at Company Headquarters (f) 6 as Cobbler at Company Headquarters

TOTAL : 840

STRENGTH OF A COMPANY

1. Assistant Commandant 1 As Company Commander
2. Inspector 1 As Company second in command
3. Sub-Inspector 3 As Platoon Commanders
4. Havildar 16 (a) 1 as Company Havildar Major (b) 3 as Platoon second in command i.e. Platoon Havildar Major (c) 1 as Company Quartermaster Havildar (d) 1 as Company Havildar Clerk (e) 1 as Company Ration Havildar (f) 9 as Section Commander from 3 Platoons
5. Naik 13 (a) 1 as Guard Commander at Company Hqrs (b) 9 as Section second in command from 3 Platoons (c) 3 as Platoon armourer from 3 Platoons
6. Lance Naik 12  
(a) 9 as Light Machine Gun Group Commander  
(b) 3 as 2” Mortar Group Commander  

7. Constable 80  
(a) 8 as Guard Duty at Company Hqrs  
(b) 72 Const. From the 3 Platoons  

8. Grade IV 14  
(a) 6 as Cook at Platoon Hqrs  
(b) 3 as Water Carrier at Platoon Hqrs  
(c) 2 as Sweepers at Company Hqrs  
(d) 1 as Dhobi at Company Hqrs  
(e) 1 as Barber at Company Hqrs  
(f) 1 as Cobbler at Company Hqrs  

TOTAL : 140

STRENGTH OF A PLATOON

1. Sub-Inspector 1  
As Platoon Commander

2. Havildar 4  
(a) 1 as Platoon second in command *i.e.*  
Platoon Havildar Major  
(b) 3 as Section Commander

4. Naik 4  
(a) 3 as Section second in command  
(b) 1 as Armourer

5. Lance Naik 4  
(a) 3 as Light Machine Gun Group Commander  
(b) 1 as 2” Mortar Group Commander

6. Constable 24  
(a) 21 from the 3 sections  
(b) 1 as Runner of Platoon  
(c) 1 as 2” Mortar Gunner  
(d) 1 as Nursing Constable

7. Grade IV 3  
(a) 2 as Cook  
(b) 1 as Water Carrier

TOTAL : 40

STRENGTH OF A SECTION

1. Havildar 1  
As Section Commander

2. Naik 1  
As Section second in command

3. Lance Naik 1  
As Light Machine Gun Group Commander

4. Constable 7  
(a) 1 as Light Machine Gun Gunner  
(b) 1 as Grenade Firing Rifleman / Bombard man  
(c) 5 as Rifleman

TOTAL : 10
A. COMBATANT STAFFS:

1. Commandant 1 Who is looking after the whole battalion as Commander

2. Dy. Commandant 2 As Wing Commander
   (a) Headquarter wing and as Second-in- Commandant
   (b) Operational Wing

3. Asst. Commandant 7 (a) Adjutant, under the Command and control of the Commandant. Also to work as Hqr or Adm. Company Commander and also to work as Quartermaster, who is looking after Bn Stores, Viz. Arms and Ammunitions, Ration, Clothing, Furnitures, Stationeries, Construction of Buildings, etc., under command and control of the Commandant.
   (b) 6 (six) Company Commanders

4. Inspector 10 (a) Administration Inspector, who is working as second in command of Administration Company under Adjutant.
   (b) Quartermaster Inspector, who is working second in command of Quartermaster
   (c) Record Inspector
   (d) Training Inspector
   (e) 6 (Six) Company second in command

5. Sub-Inspector 24 (a) Sub-Inspector Adjutant
   (b) Sub-Inspector Education and Training
   (c) Sub-Inspector Band Master
   (d) Sub-Inspector Armourer
   (e) Sub-Inspector Motor Transport Officer
   (f) Sub-Inspector Mechanic
   (g) 18 (Eighteen) Platoon Commander

6. Havildar 132 (a) Battalion Havildar Major
   (b) 7 Company Havildar Major
   (c) 18 Platoon second in command i.e. Platoon Havildar Major
   (d) 2 Adm. Havildar Clerk
   (e) 3 Quartermaster Havildar
   (f) 1 Havildar Armourer
   (g) 1 Teargas Havildar
   (h) 1 Kote Havildar
   (i) 2 Motor Transport Havildar Clerk
   (j) 3 Havildar Mechanic
   (k) 4 Training Havildar
   (l) 4 Record Havildar
   (m) 12 Band Havildar
   (n) 1 Regimental Police Havildar
   (o) 54 Section Commander from 6 Companies
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<tbody>
<tr>
<td>Naik</td>
<td>89</td>
<td>1 Naik Armourer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Naik Kote</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Reserve Police Naik</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Naik Band Platoon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Naik Mechanic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Naik Welder</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Naik Tailor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Naik Electrician</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Naik carpenter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>54 Section second in command from 6 Companies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 Guard Commander at 6 Companies Headquarters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18 as Platoon Armourers</td>
</tr>
<tr>
<td>Lance Naik</td>
<td>76</td>
<td>3 L/Nk Band Platoon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Reserve Police L/Nk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>54 L/Nk as Light Machine Gun Group Commander from 6 Companies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18 L/Nk as 2&quot; Mortar Group Commander from 6 Companies</td>
</tr>
<tr>
<td>Constable</td>
<td>555</td>
<td>47 Constables at Bn Hqrs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>26 Constables at Band Platoon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Constables Writer at Motor Transport</td>
</tr>
<tr>
<td></td>
<td></td>
<td>480 Constables from 6 Companies</td>
</tr>
<tr>
<td>Driver</td>
<td>64</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**: 960

**B. NON-COMBATANT STAFFS:**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Total</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Officer</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sister</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Staff Nurse</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Pharmacist</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Microscopist</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Lab Technician</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Health Worker (Auxiliary Nurse &amp; Midwife)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Inspector Ministerial</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sub-Inspector(Ministerial &amp; Stenographer)</td>
<td>7</td>
<td>(a) 1 Sub-Inspector (Stenographer)</td>
</tr>
</tbody>
</table>
22. Assistant Sub-Inspector (Ministerial & Steno) 9 (a) 1 Assistant Sub-Inspector (Stenographer)  
(b) 8 Assistant Sub-Inspector (Ministerial)

23. Grade IV 106 (a) 5 Grade IV at Police Hospital  
(b) 1 Duty at General Branch of Bn Headquarters  
(c) 1 Peon at General Branch of Bn Headquarters  
(d) 38 Cook  
(e) 20 Water Carrier  
(f) 16 Sweeper  
(g) 9 Dhobi  
(h) 8 Barber  
(i) 8 Cobbler

TOTAL OF ‘B’ : 135

GRAND TOTAL OF ‘A’ AND ‘B’ = 1095
CHAPTER – VIII

RECRUITMENT

SECTION – I

GENERAL

333. **Rules of Recruitment:**

Officers belonging to the Indian Police Service are recruited by Central Government through Union Public Service Commission and Officers belonging to the Mizoram State Police Service are recruited according to the Mizoram Police Service Rules 1997 as amended from time to time. Direct recruitment of all other police officers from Inspectors down to Constables shall be made according to the provisions of the following rules.

334. **General eligibility and conditions for recruitment:**

For appointment to any rank in the State Police of Mizoram from Constables to an Inspector, including Ministerial Staff, Stenographers, Personnel of Mizoram Police Radio Organisation and Fire Service personnel, a person

(a) shall be an Indian citizen;

(b) shall not have more than one spouse living provided that the State Government of Mizoram may, for sufficient reasons, relax this restriction;

(c) shall be of sound health, physically and mentally. Persons with knock-knee, varicose vein, flat foot or any physical deformities as to hamper performance of duty shall not be eligible for recruitment.

(d) shall be of good moral character;

(e) shall be within the prescribed age-limits; provided that the upper age limit shall be relaxable in case of ex-service personnel as per instructions issued by the State Government of Mizoram from time to time;

(f) shall posses the minimum requisite educational qualification prescribed;

(g) shall be at the minimum of a height of 168cm and of chest measurement of 84cm at the normal and 89cm when expanded. However, for candidates belonging to Scheduled Caste/Scheduled Tribe whose average height is distinctly lower the minimum of height shall be of 163cm with a minimum of chest measurement of 79cm at the normal and 84cm when expanded. In respect of female candidates the minimum height shall be 157cm with minimum weight of 45 kg. Where the Director General of Police is of the opinion that any person possessing special skill or qualification as to be specially useful to the Force, he may, by order and for good and sufficient reason to be recorded in writing, marginally relax this provision in respect of such person.

(h) Candidate shall be able to read and write in Mizo. Candidates whose mother tongue is not Mizo shall have to qualify through an examination in Mizo language in addition to whatever other tests may be prescribed. The level of examination shall be that of Middle School Leaving Certificate Examination.

**Explanation:**

(1) For the purpose of clause (d) above, a certificate of character from the head of the institution last attended shall be produced; for clause (e) the birth certificate or High School Leaving certificate or other documentary proof is indispensable; and for clause (f)
certificate of passing the prescribed examination granted by the competent educational authority shall be produced.

(2) In all direct recruitments, certain percentage of posts shall be reserved for the Scheduled Tribes and Castes and such other categories as may be decided by the State Government of Mizoram from time to time.

### 335. Appointment of Outstanding Sportsmen:

(1) Without prejudice to the provisions of the foregoing rules, the Director General of Police is empowered to appoint directly any outstanding Sportsman in respect of sports discipline included in Police Sports Meet and who shall be of an asset to the Force. The reason and circumstances in which the appointment is made shall be placed on record by the Director General of Police.

(2) An outstanding sportsman is one who has represented his country, his state, university, state school team or who has been awarded National Awards in Sports.

(3) The candidate must be qualified in all respects for appointment to such post.

(4) Such appointments shall be applicable to all direct recruitments up to the rank of Sub-Inspector of Police.

### 336. Appointment of children of serving or retired police personnel:

Everything being equal, the children of serving or retired police personnel shall be given preference in all direct recruitments up to the rank of Sub-Inspector.

### 337. Two modes of appointment:

Appointment to the police force is made by direct recruitment through open advertisement or by promotion from the existing ranks.

All Constables are directly appointed from open recruitment, while Sub-Inspectors and Assistant Sub-Inspectors are appointed through open recruitment and by promotion. Appointments to all other ranks are made by promotion.

### 338. Equitable Representation from each District:

An endeavour should be made to recruit from each district in the State in proportion to its members as far as possible.

### 339. Individual or Batch recruitment:

Generally piecemeal or batch recruitment to the post of Constable by appointment of one or few individuals other than recruitment through open advertisement should be avoided barring cases of appointments of outstanding sports persons as provided under Rule 335. of this Manual.

### 340. Quotas:

Whenever quotas for direct recruitment and promotion are fixed under this Manual as different from the existing rule such quotas shall be applicable to the existing vacancies as they become available till all the posts are ultimately filled up on the required proportion.

### 341. Preservation of Records:

All the documents connected with competitive examinations for appointment or promotion and examination at the end of Pre-Promotion Course including the answer scripts, physical measurements, marks obtained in the Physical Efficiency Test, etc., shall be preserved for 6 (six) months from the declaration of the Selection List after which they shall be destroyed except the final result of successful candidates with their marks which are needed for gradation of seniority.
342. **Probation:**

(1) **Directly Recruited Officers:** All directly recruited officers shall be on probation for a period of two years within which they shall complete the basic course and the practical training, if any. The period of probation may be extended for another two years for good and sufficient reason to be placed on record. The probationer who fails in any subject at the examination held at the end of the basic course shall be given two more chances to appear. Failure to pass even after such opportunities shall result in discharge from service as unfit.

(2) **Promoted Officers:** Officers who are newly promoted shall be on probation for a period of one year which may be extended for another one year for good and sufficient reason to be placed on record. At the end of the probation they shall either be confirmed in the rank or reverted to their previous rank.

**SECTION – II**

**DIRECT RECRUITMENT**

**A. Recruitment of Unarmed Branch Constables**

343. **Qualification:**

Any person who has passed the High School Leaving Certificate or equivalent examination and is within the age limits of 18 to 28 years on the date of notification of advertisement shall be eligible for enlistment as a constable, provided he possesses the other general qualifications mentioned in Rule 334.

344. **Recruitment once in a year:**

There shall be general recruitment once in a year throughout the State to be conducted simultaneously at all the District Headquarters as and when vacancy arises.

345. **Appointment of outsiders:**

At least 25 percent of the posts of constables in the district may be filled up normally by the candidates from places outside the district and the rest by the people from the district.

346. **Appointment of serving Mizoram Home Guard personnel:**

Everything being equal, candidates of serving Mizoram Home Guard personnel shall be given preference in the recruitment of Unarmed Branch Constables.

347. **Procedure for recruitment:**

(1) **Notice of Vacancy:** Every year the Director General of Police shall make an estimate of the number of vacancies to be filled up in the rank of Constables. He shall notify the vacancy through Employment Exchanges at all the District Headquaters, local Newspapers and send copies thereof to the Superintendent of Police and all the Police Stations. Announcement to the same effect shall also be made over the All India Radio and the Television.

(2) **Venue and Date:** Recruitment shall be conducted at each district headquarters and the date shall be common for the whole State and shall be fixed by the Director General of Police.

348. **Recruitment Board:**

The Director General of Police shall constitute an Examination Board with the Superintendent of Police of the district as Chairman, Deputy Commandant of the nearest
Mizoram Armed Police Battalion unit or Additional Superintendent of Police and one Deputy Superintendent of Police or Assistant Commandant as members to conduct the recruitment.

349. **Test, Interview and Medical Examination:**

(1) **Physical Efficiency Test (PET):** A physical efficiency test shall be conducted by putting the eligible candidates through - (a) one kilometre run, (b) long jump, (c) high jump, and (d) hundred metres sprint. The details of the test are laid down in Appendix-IX.

The total mark allotted for the test is 50 and the qualifying mark shall be 20 (i.e. 40%). Any candidate who fails to qualify in any of the tests shall be rejected.

(2) **Written Test:** A written test shall be held in respect of candidates who qualify in the Physical Efficiency Test. There shall be two papers with 100 marks each – one English and Mathematics combined and another on General Knowledge and Intelligent Quotient tests. The question paper shall be set centrally and common for all District Headquarters and shall be of the same standard as High School Leaving Certificate Examination. The questions shall, as far as practicable, be of objective type. The answer script shall be examined immediately and forwarded to the office of the Deputy Inspector General of Police, Range. The total mark shall be 200 and the qualifying mark 80 (i.e. 40%).

(3) **Personal Interview:** The Deputy Inspector General of Police as appointed by the Director General of Police shall cause a Provisional Selection List of those who qualify in the written test in order of merit to be drawn up consisting of candidates equal to twice the number of available vacancies; and they shall be interviewed at each district headquarters by the Board consisting of the Deputy Inspector General of Police as Chairman and one officer of the rank of Superintendent of Police nominated by the Director General of Police, the Superintendent of Police of the district and a representative from Home Department, Government of Mizoram not below the rank of Under Secretary. They shall be tested in general intelligence, physical bearing, and smartness. The total marks for interview shall be 50 and the qualifying mark 25 (i.e.50%). Those who do not obtain the qualifying marks shall be rejected.

(4) **Special Marks:** Candidates of the following categories shall be awarded additional marks as follows –

<table>
<thead>
<tr>
<th>Category of candidate</th>
<th>Additional Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Advance Home-guard training passed</td>
<td>3</td>
</tr>
<tr>
<td>(b) N.C.C. “A” Certificate holder</td>
<td>1</td>
</tr>
<tr>
<td>(c) N.C.C. “B” Certificate holder</td>
<td>3</td>
</tr>
<tr>
<td>(d) N.C.C. “C” Certificate holder</td>
<td>4</td>
</tr>
<tr>
<td>(e) Sportsmen representing the country in any sports discipline of International Level competition</td>
<td>5</td>
</tr>
<tr>
<td>(f) Sportsmen representing the State in any sports discipline of National Level competition</td>
<td>3</td>
</tr>
<tr>
<td>(g) Sportsmen representing District or University in any sports discipline of State Level competitions</td>
<td>2</td>
</tr>
</tbody>
</table>

(5) **Medical Examination:** The candidates who qualify in all the tests and Personal Interview shall undergo a medical test conducted by a Government Medical Officer designated by the Director General of Police. The Medical Officer shall submit his report in the form prescribed clearly stating the medical fitness or otherwise of the candidate. Those who are found medically unfit shall be rejected.
(6) **Selection List:** The list of qualified candidates along with the marks obtained and the medical report shall be submitted to the Director General of Police who will cause preparation of a selection list for each district according to existing vacancy, bearing in mind, the provision of Rule 338. in order of merit on the basis of the three tests containing as many names as there are vacancies and 10 % more. The list shall be sent to all the Superintendents of Police of the districts for appointment. Appointment shall be made only after receipt of verification report of character antecedents.

350. **Verification of Character Antecedents:**

The candidates whose names figures in the selection list shall fill up a prescribed form for verification of character antecedents and submit it to the Superintendent of Police of the district where he is a resident. The Superintendent of Police shall cause enquiry as to the candidate’s antecedents, both political and criminal, through the District Special Branch and the Officer-in-Charge of the Police Station concerned. The verification report shall be submitted within one month.

351. **Appointment and Training:**

(1) Order of appointment shall be issued by the Superintendent of Police of the district only after receipt of satisfactory report of the character antecedents of the candidate.

(2) The persons appointed shall be sent for Basic Training at the Police Training Centre, during the period of probation. If any of them is found unfit or unsuitable during the period of training, he shall be discharged by the Principal Police Training Center who shall be declared to be the Disciplinary Authority by the competent authority for the period of training. Further, if a trainee fails in any of the subjects in the final examination held by the Institution, he shall not be allowed to pass out and detained in the Police Training Center. He shall be given two more chances to appear in his failed subject/subjects. A probationer who could not pass the test examination even after two more chances shall be discharged as unfit.

(3) The candidates in the Selection List and not given appointment shall be in the panel till completion of one month from the commencement of Basic Training after which the Panel shall lapse.

352. **Inter se seniority:**

All the constables appointed through the same examination shall be graded on the basis of total marks obtained at the final examination at the end of Basic Training Course provided that they are in the same batch of the Basic Training Course and the ones attending the subsequent batch of the Basic Training Course being graded lower. The marks obtained in the subject in which a probationer fails to qualify in the first attempt shall not be counted nor the marks obtained at the subsequent attempts.

**B. RECRUITMENT OF ASSISTANT SUB-INSPECTOR**

353. **Modes of Appointment:**

(1) The post of Assistant Sub-Inspector shall be filled up by promotion, through Departmental Examination and by direct recruitment.

(2) 15% of the posts shall be filled up by promotion from the rank of Head Constables on the basis of seniority-cum-merit, 60% through Departmental Examination from the Constabulary (Head constable/constable) and 25% by direct recruitment.

354. **Direct recruitment of Assistant Sub-Inspector:**

(1) (i) The minimum educational qualification for direct recruitment will be Higher Secondary School Leaving Certificate Passed or Pre-University passed or its equivalent from a recognised University or Board or any recognised equivalent examination.
(ii) The candidate must possess the other general qualifications as laid down in Rule 334.

(iii) The candidate must be between the age limits of 18 to 28 years on the date of notification of the vacancy.

(2) The process of recruitment shall be started early to enable the newly appointed Assistant Sub-Inspectors to join in time for the next year's training session at the Training Institution.

(3) **Advertisement:** Whenever there are vacancies, not more than once in a year, the Director General of Police shall invite applications in a prescribed form by issuing advertisement through all Employment Exchanges of the State and send copies thereof to the Superintendent of Police, Police Stations, All India Radio, Television and Local Newspapers for wide publication.

(4) **Selection Board:** The Director General of Police shall constitute a Recruitment Board under the chairmanship of a Deputy Inspector General of Police with two members of the rank of Superintendent of Police and Representatives from Department of Personal and Administrative Reforms (General Service Wing) and Home Department of Government of Mizoram. The Board so constituted shall conduct all the tests.

(5) **Physical Efficiency Tests (PET):** A physical efficiency test as per Appendix - IX shall be conducted by the Board in respect of candidates eligible in all respects. The total mark allotted for the PET is 50 and the qualifying mark 20 (i.e.40%). Candidates who fail to qualify in any of the tests shall be rejected.

(6) **Written examination:** There shall be a written examination for those candidates who qualify in the Physical Efficiency Tests. The examination shall consist of three papers of 100 marks each with objective type questions where possible, (i) General Knowledge, (ii) General English and (iii) Mathematics of High School Leaving Certificate standard. The qualifying mark shall be 40% of the total marks. A candidate shall obtain at least 35% in each paper. The answer scripts must be evaluated within one week. Candidates who secure less than 40% marks in the aggregate and also those who fail to get 35% in any of the papers shall be disqualified.

(7) **Personal Interview:** A list of qualified candidates not exceeding double the number of total vacancies available shall be prepared on merit on the basis of the marks obtained by the candidate in both written and physical tests to appear at the interview to be held by the Board. The interview shall carry a total of 50 marks. The minimum marks for qualification is 20 marks i.e. 40%, and any candidate who fails to obtain the qualifying marks, regardless of the marks obtained in written tests and physical efficiency tests, shall be disqualified.

(8) **Medical examination:** All the candidates who have so far qualified shall be medically examined by a Government Medical Officer designated by the Director General of Police. The Medical Officer shall submit his report in a prescribed form indicating the fitness or otherwise for the post of Assistant Sub-Inspector.

(9) **Selection list:** A selection list of candidates who are medically fit consisting of as many names as available vacancies and 10% more shall be drawn up in order of merit and shall be submitted to the Director General of Police. After his approval, the Director General of Police shall cause the list to be hung on the Notice Board of his office and to be sent to the offices of all the district Superintendents of Police for display on the Notice Board.

**355. Appointment:**

The Director General of Police shall cause verification of the character antecedents of all the candidates in the approved list. On receipt of verification reports, only those candidates whose character antecedents are satisfactory shall be forwarded in order of merit to the Superintendent of Police who shall make the appointments from the list. As far as possible - a candidate should be appointed to a District Executive Force of a district other than his home district.
The names of the rest of candidates shall be kept in a panel till completion of one month from the commencement of the Basic Training Course; after which the panel shall lapse.

356. **Training:**

The newly appointed Assistant Sub-Inspectors shall complete the Basic training at the approved training institution during the period of probation. If he fails in any subject in the final test at the training Institution, he shall be given two more chances to re-appear in his failed subject/subjects. If he cannot qualify he shall be discharged.

357. **Inter se seniority:**

The inter se seniority of all Assistant Sub-Inspectors appointed through the same examination shall be fixed according to the merit list drawn up on the basis of total marks obtained at the examination for appointment and at the final examination at the end of the Basic Training Course provided that they attended the same batch of the Basic Training Course and those attending the subsequent batch of the Basic Training Course being graded lower. The marks obtained in the subject in which the probationer fails shall not be counted nor the marks obtained at the subsequent attempts.

### C. Recruitment of Sub-Inspectors

358. **Two Modes of Appointment:**

Appointment to the post of Sub-Inspector shall be made by promotion and by direct recruitment, 50 percent of the total number of posts being filled by direct recruitment and the remaining 50 percent by promotion. As a Sub-Inspector is the kingpin in the functioning of the district police, great care must be taken in the matter of their recruitment.

359. **Direct Recruitment of Sub-Inspectors:**

1. (a) The minimum educational qualification for direct recruitment of Sub-Inspector is graduate of a recognised University.
   
   (b) The candidate must possess other general qualifications as laid down in Rule 334.
   
   (c) The candidate must be not less than 18 years but not more than 28 years of age on the date of notification of the vacancies.

   (2) **Advertisement:** Recruitment of Sub-Inspector shall be done once in a year when vacancy arises and the process started early so that the newly appointed Sub-Inspectors are able to join the next year’s session of the Training Institution in time. The Director General of Police shall cause publication of advertisement in all leading newspapers indicating the probable number of vacancies and other details and also notify the Employment Exchanges within the State. Copies must be given also to the Deputy Inspectors General of Police and Superintendents of Police of the districts.

   (3) **Scrutiny of applications:** Application in a prescribed form shall be submitted to the office of the Director General of Police. All the applications shall be carefully scrutinised and all those fulfilling the eligibility conditions shall be registered and each applicant assigned a Roll Number. Any rejection of the application with reasons or the Roll number should be intimated to the applicants.

   (4) **Selection Board:** The Director General of Police shall constitute a Selection Board with the Additional Director General of Police / Inspector General of Police Headquarters or any other Inspector General of Police as chairman with one Deputy Inspector General of Police and two officers of the rank of Superintendent of Police and representatives from Home Department & Department of Personal and Administrative Reforms (General Service Wing), Government of Mizoram as members. The Board so constituted shall conduct all the tests and submit a list of candidates recommended for appointment.
(5) **Physical measurement and physical tests:** The minimum physical standard required is the same as that of constables and the same Physical Efficiency Test (PET) with same qualifying marks will apply.

(6) **Written test:** There shall be a written examination consisting of three papers of 100 marks each - one on General English including essay writing, one paper on Mathematics of High School Leaving Certificate and 1 (one) paper on General Knowledge. The paper on General Knowledge shall consist of literature, science, current events, sports and information of general nature. The duration of examination for written examination shall be 3 hours each.

The qualifying marks in each paper shall be 40; a candidate must qualify in each paper.

The candidates should write only their Roll number on the answer script. All such other measures to keep secrecy and eliminate malpractices shall be adopted by the Board.

All the answer scripts shall be examined within one month by competent examiners and the result compiled within the next one week by the Board.

(7) **Interview:** A list of qualified candidates in order of merit shall be drawn up consisting of all the candidates who qualify in each paper and in the aggregate and counting the Physical Efficiency Test marks also. The total number of candidates not more than double of the number of expected vacancies shall be called for personal interviews by the Board.

In conducting personal interview the Board shall assess the suitability of the candidate for police work, his personality, the ability to express himself, physical bearing, and other relevant attributes of the candidates.

The interview shall carry 50 marks with 25 marks i.e. 50% as the qualifying mark.

(8) **Medical examination:** All the candidates who were called for interview shall be medically examined by a Government Medical Officer specified by the Director General of Police. The Medical Officer shall submit his report in a prescribed form indicating specifically the medical fitness or otherwise of the candidate for the post of Sub-Inspector.

(9) **Selection List:** A final selection list shall be drawn up in order of merit on the basis of total marks secured containing as many candidates as the number of likely vacancies and 10% more. Any candidate who fails to qualify in the personal interview shall be rejected.

(10) The list so prepared by the Board along with the medical report shall be submitted to the Director General of Police.

360. **Appointment:**

(1) The Director General of Police, after due approval, shall cause the list of selected candidates to be hung on the Notice Board of his office and shall also send a copy to each of the district Superintendent of Police who shall display on their respective Notice Boards. He shall also cause verification of character antecedents of all the approved candidates. After receipt of verification report, he shall send, in order of merit, specific names of candidates with satisfactory report of their character antecedents to be appointed against the vacancies in each district and Superintendent of Police shall make the appointment. As far as possible a candidate shall be appointed to a District Executive Force other than his home district.

(2) **Panel:** The candidates who are in the approved list and not yet appointed will remain in the panel till completion of one month after the start of the Basic Course of training after which the panel will lapse.
361. **Training:**

(1) **Basic Course:** The newly appointed Sub-Inspector shall be sent to a training institution to undergo the Basic Training Course for Sub-Inspector. In case of failure to pass all the subjects of the Basic Training Course the probationer shall be given two more chances to pass the subjects. In case of failure to pass the examination even after such opportunity, his appointment shall be terminated.

(2) **Practical Training:** On successful completion of the Basic Training Course he shall undergo practical training in a District for a period of one year. During the practical training he should learn the various aspects of the duties performed by Sub-Inspectors and their subordinates by practically doing the work under the guidance of a senior Sub-Inspector. The programme of practical training shall be drawn up by the Director General of Police.

362. **Inter se seniority:**

(1) The inter se seniority of all the Sub-Inspectors appointed from the same examination shall be based on the order of merit drawn up on the basis of marks secured in the tests conducted for the appointment and the marks obtained at the final examination of the basic course provided that they are in the same batch of the Basic Training Course and the ones attending subsequent batch of the Basic Training Course being graded lower. The marks obtained in respect of the papers in which the probationer fails to qualify at the examination at the completion of the basic course shall not be counted; nor the marks obtained at the subsequent attempts.

(2) The inter se seniority of Sub-Inspector directly recruited and those promoted from Assistant Sub-Inspector in the same year shall be determined according to the rotation of vacancies reserved for direct recruitment and promotion.

SECTION – III
PROMOTION

363. **General Rule:**

(1) The general requirement regarding age, educational qualification and other requirements as mentioned under Rule 334. shall not apply.

(2) Any officer who has been awarded a major punishment will be debarred from promotion for 5 (five) years.

(3) Any officer who has been awarded minor punishment will be debarred from promotion for 6 months.

(4) In respect of an officer against whom departmental inquiry is pending, his case for promotion shall be examined and the result kept in a sealed cover. In case he is exonerated, action shall be taken according to the recommendation of the Selection Board. In case the officer is awarded a punishment the above sub-rule (2) will apply.

(5) The number of officers approved for any promotion shall not exceed the actual vacancy existing and the expected number of vacancies in that year; the panel of names on the promotion list shall be valid for one year only.
A. PROMOTION OF CONSTABLES TO HEAD CONSTABLE

364. Eligibility for promotion:
   (1) All the posts of Head Constable shall be filled up by promotion from the rank of Constable.
   (2) Constables who have completed 5 (five) years of continuous service shall be eligible.
   (3) Promotion to Head Constable shall be based on seniority subject to fitness in respect of 80% of all the posts and 20% of the posts shall be filled up by promotion on merit based on Departmental Competitive Examination to be conducted by the Director General of Police.

365. Promotion on Departmental Competitive Examination:
   (1) The Director General of Police shall lay down the system of Departmental Examination to test the eligible Constables for promotion to Head Constable on merit.
   (2) The Director General of Police shall constitute a Departmental Promotion Committee with one Superintendent of Police as Chairman and two officers of the rank of Additional Superintendent of Police for conducting the examination. The Committee shall submit its recommendation to the Director General of Police for promotion to Head Constable.
   (3) The Committee shall sit once a year or as often as required so that sufficient number of qualified constable for promotion are available if and when vacancies arises. The Director General of Police after approval shall send the names of selected constables to various districts in order of merit for promotion and the Superintendent of Police shall effect the promotion.
   (4) The inter se seniority of those promoted under this rule shall be based on the merit list.

366. Promotion by Seniority:
   (1) In respect of promotion by seniority subject to fitness the Director General of Police shall constitute a Departmental Promotion Committee consisting of one Superintendent of Police as chairman and two other officers of the rank of Additional Superintendent of Police as members to consider promotion based on seniority. The Committee shall scrutinise the records and make a list of Constables who completed 5 (five) years of satisfactory service and send their recommendation to the Director General of Police.
   (2) The Director General of Police shall after due approval send the names of those constables approved for promotion to various districts in order of seniority and the Superintendent of Police shall promote to Head Constable from the list after.

367. Refresher Training:
   The newly promoted Head Constables shall undergo and complete a Refresher Course Training of 12 weeks duration during the probationary period. In case any officer fails to pass the examination held at the end of the course, he shall be given two more chances to clear the examination during the probation period. In case he fails to pass after two more chances he shall be reverted to the rank of constable.

368. Inter se seniority:
   Inter se seniority of the Head Constables promoted through Rule 365. and Rule 366. in the same year shall be determined according to the rotation of vacancies under Rule 364.
B. PROMOTION TO THE RANK OF ASSISTANT SUB-INSPECTOR

369. **Quota for promotion:**

As provided under Rule 353.(2), 15% of the posts of Assistant Sub-Inspector shall be filled up by promotion from the rank of Head Constables on the basis of seniority-cum-merit while 60% shall be filled up through Departmental Competitive Examination.

370. **Promotion on seniority-cum-merit:**

(1) For promotion to the rank of Assistant Sub-Inspector from Head Constables based on seniority-cum-merit, Head Constables with 5 (Five) years of continuous service in the rank shall be eligible.

(2) A Departmental Promotion Committee shall be constituted by the Director General of Police with one Superintendent of Police as chairman and two officers of the rank of Additional Superintendent of Police and a representative from Department of Personal and Administrative Reforms (General Service Wing) and Home Department, Government of Mizoram as members. The Committee shall scrutinise the service record and annual performance reports for the last 5 years and make a list of selected candidates in order of seniority and submit it to the Director General of Police who shall cause promotions to be effected by the concerned Superintendents of Police, strictly on the basis of seniority subject to provisions of Rule 363.

371. **Promotion through Departmental Competitive Examination:**

(1) Eligibility: Head Constables who had completed 8 years of continuous service as Constable and Head Constable and Constables of 8 years of continuous service shall be eligible to appear in the departmental examination.

(2) Procedure for examination: The Director General of Police shall lay down the rules and regulations for departmental examination for the purpose of promotion of Head Constables and Constables to the rank of Assistant Sub-Inspector. The papers should cover portion of criminal law, police procedure and police manual which the Police Department has to apply on day-to-day basis or very frequently.

(3) The Director General of Police shall constitute Departmental Promotion Committee with one Deputy Inspector General of Police as chairman and two officers of the rank of Superintendent of Police and a representative from Department of Personal and Administrative Reforms (General Service Wing) and Home Department, Government of Mizoram as members. The Committee will conduct the examination and submit its recommendation to the Director General of Police.

372. **Refresher Training:**

The newly promoted Assistant Sub-Inspectors shall undergo a Refresher Training Course of 3 (three) months duration during the probationary period. If any officer fails the final examination of the course he shall be given two more chances during the probation period to pass the examination. In case he fails, he shall be reverted to the rank of Head Constable or Constable as the case may be.

373. **Inter se seniority:**

(1) The inter se seniority of officer promoted under Rule 371. and Rule 370. shall depend on rotation of vacancies reserved under the two rules each.

(2) The Assistant Sub-Inspector newly appointed through direct recruitment shall be graded below those Assistant Sub-Inspector promoted from the lower rank provided that they are appointed as Assistant Sub-Inspector within the same calendar year.
C. PROMOTION TO THE RANK OF SUB-INSPECTOR

374. Eligibility:

(1) As provided under Rule 358., 50% of the posts of Sub-Inspector shall be filled up by promotion. Assistant Sub-Inspectors with not less than 5 (five) years of continuous service as Assistant Sub-Inspector shall be eligible for promotion.

(2) The Assistant Sub-Inspector must have successfully completed the Pre-Promotion Training Course.

(3) Promotion shall be on the basis of selection.

375. Pre-Promotion Training Course:

(1) The Pre-Promotion Training Course for promotion to Sub-Inspector of 3 (three) months duration shall be conducted every year at the Police Training Centre. The Assistant Sub-Inspectors shall undergo the training course in order of seniority.

(2) Any Assistant Sub-Inspector who fails to pass the final examination of the Pre-Promotion Course shall be given two more chances to pass the examination.

(3) The final examination of the Pre-Promotion Course shall be conducted by a Board constituted by the Director General of Police with one Deputy Inspector General of Police as chairman and two officers of the rank of Superintendent of Police as members. The examination shall consist of written examinations and out-door practical examinations including drill, command and control, weapon and tactics, etc.

(4) The syllabus for the Pre-Promotion Training Course shall be prepared by the Director General of Police. The Syllabus shall consist of, among other things, Indian Penal Code, Criminal Procedure Code, Evidence Act, Criminal Minor Acts in force in the State, Police Administration including Disciplinary Proceedings, Human Rights, etc. and out-door subjects like Physical Training, Parade, Weapon Training and Tactics.

(5) Any Assistant Sub-Inspector who has failed to pass the Pre-Promotion Training Course due to unavoidable reason beyond his control may be allowed by the Director General of Police, for good and sufficient reason to be recorded in writing, to attend another Pre-Promotion Training Course.

376. Constitution of Departmental Promotion Committee:

The Departmental Promotion Committee shall consists of an Inspector General of Police as Chairman with one Deputy Inspector General of Police and two officers of the rank of Superintendent of Police and a representatives from Department of Personal and Administrative Reforms (General Service Wing) and Home Department, Government of Mizoram as members to be constituted by the Director General of Police if and when vacancy arises.

377. Selection List:

The Promotion Committee shall examine the cases of the officers who passed the Pre-Promotion Course and draw up a list of officers recommended in order of merit for promotion.

378. Promotion:

After due approval the Director General of Police shall send the names of Assistant Sub-Inspectors for promotion to the districts where vacancies are available and the Superintendent of Police shall promote them.
D. PROMOTION TO THE RANK OF INSPECTOR

379. **Eligibility:**

The entire cadre of Inspectors shall be filled up by promotion from the rank of Sub-Inspector. All Sub-Inspectors with a minimum of 5 (five) years continuous service shall be eligible for promotion.

380. **Criteria for promotion:**

1. Satisfactory completion of Pre-Promotion Course.
2. Promotion to the rank of Inspector shall be on selection.

381. **Pre-Promotion training:**

1. All Sub-Inspectors who are eligible for promotion shall undergo a pre-promotion training of 3 (three) months duration. Such pre-promotion course shall be conducted at the Police Training Center at a regular basis. The Sub-Inspectors with 5 (five) years of service shall undergo the training in order of seniority. The performance of the Sub-Inspectors at the pre-promotion training shall be assessed at the completion of the course by a Board consisting of Deputy Inspector General of Police as appointed by the Director General of Police as chairman and two officers of the rank of Superintendent of Police as members. The Board shall draw up the list of trainees who passed the course in order of merit and submit to the Director General of Police and a copy retained with details of marks at the Police Training Center.

2. The Sub-Inspectors attending the pre-promotion course shall be required to obtain a minimum of 40% at the examination. In case anyone fails to qualify he shall be given two more chances to pass the examination. Failure to pass the examination will bar the officer from promotion.

3. Sub-Inspector who failed to pass the course due to reasons or circumstances beyond his control may be allowed by the Director General of Police for good and sufficient reasons to be recorded in writing to attend only one more pre-promotion course.

4. The Director General of Police shall lay down the Syllabus and the system of examination for the Pre-Promotion Course.

382. **Departmental Promotion Committee:**

There shall be a Departmental Promotion Committee as constituted by the Government of Mizoram from time to time.

383. **Selection List:**

The Promotion Committee shall scrutinize the service records and Annual Confidential Records of the Sub-Inspectors who passed the Pre-Promotion Course for the last five years and draw up a list of recommended Sub-Inspector for promotion according to the existing procedure laid down by the government.

384. **Promotion by Director General of Police:**

The Director General of Police shall promote the Sub-Inspectors from the proved list finalised by the Committee in order of merit.
E. **Promotion of Inspector to the rank of Deputy Superintendent of Police**

385. **Promotion to Deputy Superintendent of Police:**

Promotion of Inspectors to the rank of Deputy Superintendent of Police (Junior Grade of Mizoram Police Service) shall be done by selection in the manner prescribed under the relevant provisions of Mizoram Police Service Rules 1997 as amended from time to time.

SECTION – IV

**RECRUITMENT TO MIZORAM ARMED POLICE BATTALIONS**

386. **Gazetted Officer:**

All superior officers and gazetted officers are recruited under the All India Rules or the State Police Service Rules, as the case may be. For recruitment to the non-gazetted ranks, instructions are laid down below.

387. **Non-gazetted Officer:**

(1) Direct recruitment to Armed Police Battalion shall be made to all posts in the rank of constables. The vacant post in each of the other ranks shall be filled up by promotion from lower rank.

(2) Till it is found necessary to have an all female Mizoram Armed Police Battalion, Company or Platoon no women shall be recruited to the general duty staff in Mizoram Armed Police.

388. **Recruitment of Constables:**

The method of recruitment of constables in the Battalion shall, in general, be the same as in the case of the district Constables described in Section I and Section II above. There shall, however, be certain minor variations.

(1) **Eligibility:** General qualifications for recruitment of constables to the Battalion shall be High School Leaving Certificate passed or its equivalent examination from a recognized Board.

(2) **Notice of Vacancy:** Constables of the battalions shall be recruited once in a year when vacancy arises district wise at the District Headquarters. Every year well before the commencement of the relevant training course, the Director General of Police shall cause issue of notices as mentioned in Rule 347.(1) of Chapter VIII. All tests shall be held by a Recruitment Board constituted by the Director General of Police for each District Headquarters consisting of one Commandant / Superintendent of Police as chairman, Additional Superintendent of Police / Deputy Commandant and one Assistant Commandant / Deputy Superintendent of Police as members.

(3) **Physical measurement and Physical Efficiency Test (PET):** The Recruitment Board shall conduct a physical efficiency test as in the case of recruitment of district Constables, rejecting physically deficient candidates. A total of 50 marks shall be allotted for this test and 20 shall be the qualifying marks. Candidates who fail to qualify in the Physical Efficiency Test (PET) shall be rejected.

(4) **Written Test:** Physical Efficiency Test (PET) will be followed by a written test. The questions shall be centrally set at the Police Headquarters. There shall be 1 (one) paper of 100 marks on English with simple translations, simple mathematics, and General Knowledge. The questions should be, as far as possible, objective type questions. The
qualifying marks shall be 40%. The answer papers shall be immediately examined and the answer script with the results forwarded to the Deputy Inspector General of Police, appointed by the Director General of Police for this purpose. Who shall cause drawing up of a provisional selection list in order of merit for conducting personal interview.

(5) Interview: A Provisional Selection List of those who qualify in the written tests in order of merit consisting of candidates equal to twice the number of available vacancies shall be drawn up; and they shall be interviewed by the Recruitment Board. The general knowledge, personality, smartness, general intelligence including power of reasoning and the suitability of the candidates for Mizoram Armed Police shall be tested in the interview. Interview shall carry 50 marks with 25 as qualifying marks.

(6) Special Marks: Candidates of the following categories shall be awarded additional marks as noted against each category –

<table>
<thead>
<tr>
<th>Category of candidate</th>
<th>Additional Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Advance Home-guard training passed</td>
<td>3</td>
</tr>
<tr>
<td>(b) National Cadet Corp “A” Certificate holder</td>
<td>1</td>
</tr>
<tr>
<td>(c) National Cadet Corp “B” Certificate holder</td>
<td>3</td>
</tr>
<tr>
<td>(d) National Cadet Corp “C” Certificate holder</td>
<td>4</td>
</tr>
<tr>
<td>(e) Sportsmen representing the country in any sports discipline of International Level competition</td>
<td>5</td>
</tr>
<tr>
<td>(f) Sportsmen representing the State in any sports discipline of National Level competition</td>
<td>3</td>
</tr>
<tr>
<td>(g) Sportsmen representing District or University in any sport discipline of State Level competition</td>
<td>2</td>
</tr>
</tbody>
</table>

(7) Medical Examination: The candidates who qualify in all the Personal Interview shall undergo a Medical Examination as laid down under Rule 349.(5).

(8) Selection List: Action as laid down under Rule 349.(6) shall be taken. It shall be ensured that each district is represented in proportion to its population. There shall be one selection list for all the vacancies in all the units of Mizoram Armed Police Battalions.

(9) Verification of character Antecedents: Verification of character antecedents of the candidates shall be done according to Rule 350. and shall be submitted within one month to the Director General of Police.

389. Appointment and Training:

Rule 351. shall apply except that appointments shall be made by the Commandants.

SECTION – V

PROMOTION

390. General:

All the non-gazetted posts above the rank of constables in Mizoram Armed Police shall be filled up by promotion.
391. **Promotion of Constable to Lance Naik:**

(1) **Eligibility:** All Constables who have completed 3 (three) years of satisfactory continuous service shall be eligible for promotion to the rank of Lance Naiks, provided he has successfully completed the Junior Under Officer Cadre Course.

(2) **Junior Under Officer Cadre Course:** The Junior Under Officer (UO) Cadre Course shall be organized on a regular basis for the constables in order of seniority. This is not only for the purpose of promotion but also for increasing operational efficiency.

(3) Promotion to the rank of Lance Naik will be made on the basis of seniority from the combined seniority list maintained in the office of the Director General of Police. The names of Constables for promotion shall be sent to the Commandant where such vacancies exist and the Commandant will promote them to the rank of Lance Naik.

(4) **Method of Selection:** The Director General of Police shall make a provisional list of Constables on the basis of seniority and sent it to the Commandants for report of their fitness for promotion to the rank of Lance Naik. The provisional list shall include as many names as the number of existing vacancies and 10% more. On receipt of the list the Commandant himself, assisted by one of the Deputy Commandants, shall examine the Constables of his Unit included in the provisional list and satisfy himself as to their fitness for promotion and submit his recommendations to the Director General of Police. In case the Commandant does not recommend anyone for promotion he shall give the reason in writing. After receipt of the reports from the Commandants the Director General of Police shall finalise the list of Constables to be promoted to the rank of Lance Naik and send the names to the Units where vacancies are available. The Commandant will accordingly promote the Constables.

392. **Promotion to the rank of Naiks:**

(1) **Eligibility:** A Lance Naik who has completed 5 (five) years of continuous service as constable and Lance Naik and Constables with 5 (five) years of continuous service and who have successfully completed the Junior Under Officer Cadre Course shall be eligible for promotion to the rank of Naik.

(2) **Method of Selection:** The method of selection shall be the same as that of promotion to the rank of Lance Naik. Constables shall be promoted to the rank of Naik only when there are no suitable Lance Naik to fill up the existing vacancies of the Naiks.

393. **Promotion to the rank of Havildar:**

(1) **Eligibility:** All Naiks and Lance Naiks with 7 (seven) years of service since appointment as constable who have successfully completed the Senior Under Officer Cadre Course shall be eligible for promotion.

(2) **Senior Under Officer (UO) Cadre Course:** The Senior Under Officer Cadre Course shall be organized on a regular basis for the Lance Naiks and Naiks in order of their seniority.

(3) **Basis of Selection:** Promotion to the rank of Havildar shall be on the basis of selection for 50% of the total posts of Havildars and on the basis of seniority-cum-merit for 50% of the posts.

394. **Promotion on Selection:**

(1) The Director General of Police shall make a provisional list of eligible Naiks and Lance Naiks on the basis of the combined seniority list maintained in his office and send it to the Commandants. The provisional list shall include as many names as twice the number of vacancies available. The Commandant himself and assisted by one of the Deputy Commandants shall examine the service records and also cause medical fitness checked and then submit a report to the Director General of Police clearly mentioning reasons if any one is not fit for promotion.
The Director General of Police shall constitute a Departmental Promotion Committee with one Deputy Inspector General of Police as chairman and two Commandants as members. The Committee shall examine the cases of all those who are declared to be fit for promotion by conducting tests of the physical fitness, efficiency in drill, weapon handling, etc. The Committee shall decide the manner of the tests and the marks to be awarded for each test. On completion of the test the Committee shall make a Selection List in order of merit and include as many names as the number of vacancies available for such promotion and 10% more and submit to the Director General of Police for approval. The Director General of Police after due approval shall send the names of Naiks and Lance Naiks approved for promotion to different Units for promotion on the basis of merit and the Commandant shall promote them accordingly.

395. Promotion on seniority-cum-merit:

(1) In respect of promotion to the rank of Havildar on the basis of seniority-cum-merit the Director General of Police shall draw up a provisional selection list of eligible Naiks and Lance Naiks in order of seniority and call for reports from their respective Commandants. The Commandants shall scrutinise the service records and verify if they are eligible and fit for promotion. They will also cause a medical examination of the Naiks and Lance Naiks. The Commandant shall send his recommendations clearly mentioning the fitness or otherwise of the Naiks and Lance Naiks for promotion to the rank of Havildar. In case he finds anyone unfit he shall state the reasons in his reports.

(2) The Director General of Police shall then finalise the Selection List on the basis of seniority and send it to the different Commandants for promotion.

(3) Havildars promoted under this rule shall rank below Havildars promoted under Rule 394. provided they are promoted on the same year.

396. Supernumerary Havildars:

(1) Notwithstanding anything in the foregoing rules such number of Constables, Lance Naiks and Naiks as shall constitute 25% of the total strength of substantives Havildar Post shall be promoted without any tests to the rank of Havildar from amongst the Constables, Lance Naiks and Naiks who have completed 30 (thirty) years of satisfactory service.

(2) These posts shall be supernumerary posts in the rank of Havildar. The Director General of Police shall obtain standing sanction for creating the above mentioned supernumerary posts in the interest of the morale in the force. He shall also make necessary provision in the budget every year on the basis of the probable number of anticipated promotion on such basis.

397. Promotion to the rank of Sub-Inspector:

(1) Eligibility:

(a) All Havildars of 5 (five) years of service shall be eligible for promotion to the rank of Sub-Inspector.

(b) Havildars must have successfully completed the Platoon Commander Cadre Course. Those who fail to pass the course shall be given two more chances to appear in the subject he failed. Failure to pass will be a disqualification for promotion.

(c) The Director General of Police may, for good and sufficient reason to be recorded in writing, allow Havildar to undergo the cadre course for the second time under exceptional circumstances.

(2) Method of Selection:

(a) Promotion shall be on selection.

(b) The process of selection shall be done by the Departmental Promotion Committee consisting of the Inspector General of Police as
chairman and one Deputy Inspector General of Police and 2 officers of the rank of Commandant as members to be nominated by the Director General of Police and representatives each from Department of Personal and Administrative Reforms (General Service Wing) and Home Department, Government of Mizoram.

(c) Selection shall be made on the basis of service records, and performance of the Havildars at the tests on drill, discipline, leadership, weapon and tactics including Physical efficiency tests conducted by the Committee.

(d) The Director General of Police shall lay down details of the tests to be conducted including qualifying marks.

(e) A Medical examination shall also be conducted and only officers of sound health shall be eligible.

(f) A selection list shall be drawn up by the Committee and submit it to the Director General of Police for his approval.

(g) The Director General of Police, after approval, shall send the names in order of grading to the units where vacancies exist and the Commandant will promote them.

(3) The Platoon Commander Course shall be organized on a regular basis in respect of the Havildars who have completed 3 years of service in order of seniority. In case any one refuses to attend, he shall not be given another chance.

398. **Promotion of Sub-Inspectors to the rank of Inspectors:**

(1) **Eligibility:**
   (a) The entire cadre of Inspectors in Armed Police Battalions shall be filled up by Promotion. Sub-Inspectors with a minimum of 5 (five) years of continuous service as Sub-Inspector and who are in sound health shall be eligible for promotion.

   (b) Successful completion of Pre-promotion Course.

(2) Promotion shall be on the basis of selection.

399. **Pre-Promotion Course:**

(1) The Director General of Police shall lay down the detail syllabus for the Pre-promotion Course.

(2) All Sub-Inspectors with qualifying length of service in order of seniority shall undergo a pre-promotion training of three months duration. Such Pre-promotion Course shall be conducted by the Police Training Center at regular intervals to meet the requirement of the department. The performance of the Sub-Inspectors at the pre-promotion training shall be assessed at the completion of the course by a Board consisting of one Deputy Inspector General of Police as Chairman and two Commandants as members. The Examination Board constituted by Director General of Police shall finalise the result.

(3) Sub-Inspectors who fails to pass final examination of the Pre-promotion Course shall be given another two more chances to pass the examination. Failure to pass the examination will entail disqualification for promotion.

(4) Sub-Inspectors who fails to pass the pre-promotion course for reasons beyond their control may be allowed by the Director General of Police for good and sufficient reason to be recorded in writing to attend only one more pre-promotion course.

400. **Departmental Promotion Committee:**

The Departmental Promotion Committee as constituted by the Government of Mizoram from time to time shall scrutinise the service records and Annual Confidential Reports of the Sub-Inspectors who pass the pre-promotion course for the last 5 years and
draw up a list of recommended Sub-Inspectors according to the existing procedure laid down by Government in respect of promotion on selection.

401. **Promotion:**

   The Director General of Police shall promote the Sub-Inspectors from the approved list in order of merit.

402. **Promotion to Assistant Commandant:**

   Promotion of Inspector to the rank of Assistant Commandant shall be done by selection in the manner prescribed under the relevant provision of Mizoram Police Service Rule 1997 as amended from time to time.
SECTION – VI

RECRUITMENT OF MINISTERIAL OFFICERS

403. **Appointment by Direct Recruitment and Promotion:**

All the posts of Assistant Sub-Inspector (Ministerial) shall be filled up by direct recruitment and all the other appointments to the Ministerial rank shall be on the basis of promotion.

404. **Recruitment of Assistant Sub-Inspector (Ministerial):**

(1) The eligibility conditions applicable to direct recruitment of executive Assistant Sub-Inspector shall apply in all respects.

(2) (i) **Method of Recruitment:** The method of recruitment, medical examinations and the test conducted shall be the same as that of direct recruitment to the post of executive Assistant Sub-Inspector with the following exceptions.

(ii) In addition the candidate shall undergo a typing test which is a qualifying test. The candidates who cannot type correctly at the rate of 30 words per minute shall be disqualified.

(iii) The candidate shall undergo physical efficiency test for elimination of those who are physically weak. The level of physical fitness required of a Ministerial staff in the performance of their duty is not the same as that of Assistant Sub-Inspectors in the Executive Force. However, the members of Ministerial staff are often required to perform law and order duty and regulation of crowds in large public meetings and assemblies. Accordingly the qualifying standard in 1 Km run only is reduced by awarding the qualifying marks of 7 (seven) to a timing of 5 minutes and upto 4 minutes 23 seconds; and that of 100 metre Sprint to a time of 15 seconds to 14½ seconds for 7 (seven) marks.

405. **Appointment:**

Appointment shall be made by the Superintendent of Police concerned on receipt of the approved selection list from the Director General of Police. Verification of character antecedent shall be done prior to issue of appointment order and only those approved candidates whose character antecedents are satisfactory shall be appointed.

406. **Basic Training:**

(1) The newly appointed Assistant Sub-Inspector (Ministerial) shall undergo basic training at Police Training Center for a period of 4 (four) months during the probationary period.

(2) The syllabus for the training course shall include indoor and outdoor subjects.

(3) The outdoor subjects shall be similar to the syllabus of the Basic Course for executive Assistant Sub-Inspector except that the level of efficiency expected of Assistant Sub-Inspector (Ministerial) is lower as the period of training is shorter and the nature of duty is different.

(4) The indoor subjects shall include elementary laws like arrests, general exceptions especially of the right of private defence, Police Act, relevant portions of Police Manual, Central Secretarial Manual of Office Procedure, Fundamental Rules and Subsidiary Rules (FR&SR), Central Civil Service (Conduct) Rules, Central Civil Service (Classifications,
Control and Appeal) Rules, Leave Rules, Pension Rules, General Financial Rules, Treasury Rules, basic computer operation etc., which are required for day-to-day working of office.

(5) The syllabus for outdoor and indoor subjects shall be drawn up by Director General of Police.

407. **Inter se Seniority:**

The inter se seniority of all Assistant Sub-Inspector(Registrarial) appointed through the same examination shall be fixed according to the merit list drawn up on the basis of total marks obtained at the examination for appointment and at the final examination at the end of the Basic Training Course provided that they are in the same batch of the Basic Training Course and those attending subsequent batch of the Basic Training Course being graded lower. The marks obtained in the subject in which the probationer fails shall not be counted nor the marks obtained at the subsequent attempts.

SECTION – VII

**PROMOTION OF MINISTERIAL OFFICERS**

A. **PROMOTION TO THE RANK OF Sub-Inspector(Registrarial):**

408. **Method of Promotion:**

(1) Promotion from Assistant Sub-Inspector(Registrarial) to the rank of Sub-Inspector(Registrarial) shall be based on departmental competitive examination in respect of 50% of the posts and the rest by non-selection on the basis of seniority-cum-merit. This rule shall be applied to the existing vacancies as they occur so that the two system of promotion go hand-in-hand.

(2) **Eligibility:**

(i) Assistant Sub-Inspector(Registrarial) with continuous service of five years shall be eligible for promotion.

(ii) Only Assistant Sub-Inspectors(Registrarial) who have successfully completed Pre-Promotion Training shall be promoted.

(3) The general rule under Rule 363. shall apply.

409. **Method of Selection:**

(1) A Departmental Promotion Committee constituted by Director General of Police consisting of one Deputy Inspector General of Police as chairman and two officers of the rank of Superintendent of Police and Superintendent of Police(Registrarial) as members and one representative each from Home Department and Department of Personal and Administrative Reforms (General Service Wing), Government of Mizoram.

(2) The Departmental Promotion Committee shall conduct the Departmental Competitive Examination and submit its recommendations to the Director General of Police. It will also draw up approved list of eligible Assistant Sub-Inspectors(Registrarial) for promotion on a non-selection method and submit it to the Director General of Police.

(3) The procedure of the Departmental Competitive Examination and the syllabus to be covered shall be drawn up by the Director General of Police.

410. **Pre-Promotion Training:**

(1) All Assistant Sub-Inspectors(Registrarial) who have served 5 (five) years or more shall undergo a Pre-Promotion Course to be organized at the Police Headquarters or Police Training Centre for a period of 2 (two) months.
(2) The Syllabus for the course shall consist of Indoor training mostly and Outdoor training for the purpose of physical fitness without being a part of the examination. The Outdoor training shall include Physical Training and simple drill without arms, and it may be held in the evening, if the course is conducted at Police Headquarters.

(3) The Indoor Syllabus shall cover all aspects of office procedure, accounting, financial rules, etc., which are relevant to the ministerial staff.

(4) The Syllabus shall be drawn up by the Director General of Police.

411. Promotion on Non-Selection method:

(1) Assistant Sub-Inspectors(Ministerial) who have passed the Pre-Promotion Training shall be eligible for promotion on non-selection.

(2) Departmental Promotion Committee: A Promotion Committee constituted by Director General of Police consisting of one Deputy Inspector General of Police as chairman with two officers of the rank of Superintendent of Police as members and one representative each from Home Department and Department of Personal and Administrative Reforms (General Service Wing), Government of Mizoram shall consider the cases of promotion on Non-Selection method. The Committee shall submit its recommendations to the Director General of Police.

412. Promotion:

The Director General of Police after approval shall send the list to the respective heads of offices for promotion and the latter shall issue promotion order.

413. Inter se seniority:

The inter se seniority of Sub-Inspectors(Ministerial) promoted through competitive examination and through non-selection method, provided they are appointed in the same calendar year shall be determined by rotation of vacancies.

B. PROMOTION TO THE RANK OF INSPECTOR(Ministerial):

414. Method of Promotion:

(1) The general rule under Rule 363. shall be applicable for promotion of Sub-Inspector(Ministerial) to the rank of Inspector(Ministerial).

(2) Basis of Selection: Basis of promotion from Sub-Inspector(Ministerial) to Inspector(Ministerial) shall be on selection.

(3) Eligibility: Sub-Inspector(Ministerial) with 5 (five) years of continuous service in the grade shall be eligible for promotion.

415. Departmental Promotion Committee:

A Promotion Committee shall be as constituted by the Government from time to time.

416. Selection List:

The Promotion Committee shall draw up a list of Sub-Inspector(Ministerial) recommended for promotion to Inspector(Ministerial).

417. Promotion:

The Director General of Police shall promote the Sub-Inspector(Ministerial) in the selection list in sequential order to the rank of Inspector(Ministerial) against existing vacancies.
418. **Promotion to Deputy Superintendent of Police (Ministerial), to Additional Superintendent of Police (Ministerial) and to Superintendent of Police (Ministerial):**

Promotion to the rank of Deputy Superintendent of Police (Ministerial) from Inspector (Ministerial), promotion to the rank of Additional Superintendent of Police (Ministerial) from Deputy Superintendent of Police (Ministerial) and to Superintendent of Police (Ministerial) from Additional Superintendent of Police (Ministerial) shall be done according to the rule laid down by the State Government from time to time.

SECTION – VIII

**RECRUITMENT OF STENOGRAPHERS UNIFORM CADRE**

419. **Appointment by Direct Recruitment and Promotion:**

(1) Appointment to the posts of Stenographer shall be made by direct recruitment through open advertisement or by promotion from the existing ranks.

(2) All the posts of Assistant Sub-Inspector Stenographer shall be filled up by direct recruitment, while Sub-Inspector Stenographer grade III shall be filled up partly by promotion and by direct recruitment. All other ranks of Stenographer shall be filled up by promotion.

420. **Recruitment of Assistant Sub-Inspector Stenographer:**

(1) The eligibility conditions applicable to direct recruitment of Assistant Sub-Inspector (Ministerial) shall apply with the exception that the candidates should pass speed test in shorthand at 80 (eighty) words per minute for 5 (five) minutes conducted by Department of Personal and Administrative Reforms (Reorganisation Wing), Government of Mizoram and typing at 30 (thirty) words per minute.

(2) Method of recruitment:

(i) The method of recruitment, medical examination and the test conducted shall be the same as that of direct recruitment to the post of Assistant Sub-Inspector (Ministerial) with the following exceptions.

(ii) The candidates shall undergo speed test in shorthand. The candidates who cannot write correctly in shorthand at the rate of 80 (eighty) words per minute for 5 (five) minutes shall be disqualified.

421. **Appointment:**

Appointment shall be made by the Superintendent of Police concerned on receipt of the approved selection list from the Director General of Police. Verification of character antecedent shall be done prior to issue of appointment order and only those approved candidates whose character antecedents are satisfactory shall be appointed.

422. **Basic Training:**

The Basic Training Course prescribed for the newly appointed Assistant Sub-Inspector (Ministerial) under Rule 406. shall also be applicable to the newly appointed Assistant Sub-Inspector Stenographer in all respects, except that the indoor syllabus and classes have to be adjusted so that two period per day are available for practice of shorthand and other jobs required of a personal assistant.
423. **Inter se Seniority:**

The inter se seniority of all Assistant Sub-Inspector Stenographer appointed through the same examination shall be fixed according to the merit list drawn up on the basis of total marks obtained at the examination for appointment and at the final examination at the end of the Basic Training Course provided that they attended the same batch of the Basic Training Course and those attending subsequent batch of the Basic Training Course being graded lower. The marks obtained in the subject in which the probationer fails shall not be counted nor the marks obtained at the subsequent attempts.

424. **Recruitment of Sub-Inspector Stenographer Grade III:**

(1) Appointment to the posts of Sub-Inspector Stenographer Grade III shall be made by direct recruitment and by promotion at the proportion of 50:50.

(2) (i) The minimum educational qualification for direct recruitment of Sub-Inspector Stenographer Grade III is graduate of a recognised University.

(ii) The candidate should pass Grade III speed test in shorthand at 80 words per minute for 5 minutes conducted by Department of Personal and Administrative Reforms (Reorganisation Wing), Government of Mizoram and typing at 35 words per minute.

(iii) The candidate must possess other general qualifications as laid down in Rule 334.

(iv) The candidate must be not less than 18 years but not more than 28 years of age on the date of notification of the vacancies.

(3) Method of Recruitment:

(i) The method of recruitment, medical examination and the test conducted shall be the same as that of direct recruitment to the post of executive Sub-Inspector with the following exceptions.

(ii) In addition the candidate shall undergo shorthand and typing test. The candidate who cannot write correctly in shorthand at the rate of 80 words per minute for 5 minutes shall be disqualified. Similarly, the candidate who cannot type correctly at the rate of 35 words per minute shall also be disqualified.

(iii) The level of physical efficiency test required of the candidates shall be as prescribed under Rule 404.(2)(iii).

425. **Appointment:**

Appointment shall be made by the Superintendent of Police concerned on receipt of the approved selection list from the Director General of Police. Verification of character antecedent shall be done prior to issue of appointment order and only those approved candidates whose character antecedents are satisfactory shall be appointed.

426. **Basic Training:**

(1) The newly appointed Sub-Inspector Stenographer Grade III shall undergo basic training for a period of 4 (four) months during the probationary period.

(2) The syllabus for the training course shall include indoor and outdoor subjects.

(3) The outdoor subjects shall be similar to the syllabus of the Basic Course for executive Sub-Inspector except that the level of efficiency expected of Sub-Inspector Stenographer Grade III is lower as the period of training is shorter and the nature of duty is different.

(4) The indoor subjects shall include elementary laws like arrests, general exceptions especially of private defence, Police Acts, relevant portion of Police Manual,

(5) The syllabus for outdoor and indoor subjects shall be drawn up by Director General of Police.

A. PROMOTION TO THE RANK OF SUB-INSPECTOR STENOGRAPHER GRADE III

427. Method of Promotion:

(1) The general rule under Rule 363. shall be applicable for promotion of Assistant Sub-Inspector Stenographer to Sub-Inspector Stenographer Grade III.

(2) Basis of Selection: Basis of promotion from Assistant Sub-Inspector Stenographer to Sub-Inspector Stenographer Grade III shall be on selection by merit with due regard to seniority.

(3) Eligibility:

(i) Assistant Sub-Inspector Stenographer having 5 (five) years regular service shall be eligible for promotion.

(ii) Only Assistant Sub-Inspector Stenographers who passed Grade III test in shorthand conducted by Department of Personal and Administrative Reforms (Reorganisation Wing), Government of Mizoram shall be promoted.

428. Departmental Promotion Committee:

(1) A Promotion Committee constituted by Director General of Police consisting of one Deputy Inspector General of Police as chairman and two officers of the rank of Superintendent of Police and Deputy Superintendent of Police Stenographer Grade I and one representative each from Home Department and Department of Personal and Administrative Reforms (General Service Wing), Government of Mizoram as members.

(2) A selection list shall be drawn up by the Committee and submit it to the Director General of Police for his approval.

429. Promotion:

The Director General of Police after approval shall send the names in order of the grading to the units where vacancies exist and the Superintendent of Police shall issue promotion order.

430. Inter se Seniority:

(1) The inter se seniority of all Sub-Inspector Stenographer Grade III appointed through the same examination shall be fixed according to the merit list drawn up on the basis of total marks obtained at the examination for appointment and at the final examination at the end of the Basic Training Course provided that they are in the same batch of the Basic Training Course and those attending subsequent batch of Basic Training Course being graded lower. The marks obtained in the subject in which the probationer fails shall not be counted nor the marks obtained at the subsequent attempts.

(2) The relative inter se seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies reserved for direct recruitment and promotion provided they are appointed within the same calendar year.
B. PROMOTION TO THE RANK OF INSPECTOR STENOGRAPHER
GRADE II

431. Method of Promotion:

(1) The general rule under Rule 363. shall be applicable for promotion of Sub-
Inspector Stenographer Grade III to the rank of Inspector Stenographer Grade II.

(2) Basis of Selection: Basis of promotion from Sub-Inspector Stenographer
Grade III to Inspector Stenographer Grade II shall be on selection.

(3) Eligibility:

(i) Sub-Inspector Stenographer Grade III with not less than 5 (five)
years regular service in the grade shall be eligible for promotion

(ii) Only Sub-Inspector Stenographer Grade III who passed speed test in
shorthand at 100 (hundred) words per minutes for 10 (ten) minutes
and speed test in shorthand at 120 (hundred twenty) words per
minute for 3 (three) minutes conducted by Department of Personal
and Administrative Reforms (Reorganisation Wing), Government of
Mizoram shall be promoted.

432. Departmental Promotion Committee:

A Promotion Committee shall be as constituted by the Government of Mizoram from
time to time.

433. Selection List:

The Promotion Committee shall draw up a list of Sub-Inspector Stenographer Grade
III recommended for promotion to Inspector Stenographer Grade II.

434. Promotion:

The Director General of Police shall promote the Sub-Inspector Stenographer Grade
III in the selection list in sequential order to the rank of Inspector Stenographer Grade II
against existing vacancy.

435. Promotion to Deputy Superintendent of Police Stenographer Grade I:

Promotion to the rank of Deputy Superintendent of Police Stenographer Grade I from
Inspector Stenographer Grade II shall be done according to the rule laid down by the State
Government from time to time.

SECTION – IX

RECRUITMENT AND PROMOTION OF DRIVERS

436. Source of Recruitment:

(1) Drivers in Police Department are police officers according to Police Act, 1861.
They enjoy the power and privileges and are subject to the same rules of discipline and
conduct. Hence, Drivers shall be recruited from serving constables who are in possession of
valid driving licence.
(2) Mizoram Police consists of two separate cadres – Unarmed Branch and Armed Branch; the later includes Mizoram Armed Police personnel. Drivers in the District shall continue to be a part of Unarmed Branch till creation of District Armed Reserve. Once District Armed Reserve is created the Drivers may come under the cadre of Armed Branch Police. However, Drivers shall continue to be appointed from either serving Unarmed Branch or Armed Branch Constables.

(3) Drivers for a Unit shall normally be recruited from the personnel of that Unit. When there are no sufficient qualified personnel they may be appointed from any unit.

(4) The posts of Drivers in Special Branch, Criminal Investigation Department, Security, Police Training Center, Mizoram Police Radio Organisation, Anti-Corruption Branch and Fire & Emergency Services shall be filled up by transfer from the District Police or Mizoram Armed Police Battalions and they shall continue belong to their own parent cadre.

(5) If there are no sufficient numbers of Constables possessing valid license to fill up the existing vacancy, civilian drivers who are eligible for Unarmed Branch or Armed Branch Constables shall be recruited as Constables. After their completion of basic training and two years of service they may be re-mustered as Drivers if they are found fit. Otherwise, they will remain Unarmed Branch or Armed Branch Constables.

437. Eligibility:

(1) Serving constables or even Head Constables who are not more than 35 years of age and who have served at least 3 years and in possession of valid driving license for light and heavy vehicles shall be eligible.

(2) They shall be of sound health, not colour blind and physically fit.

(3) They should not be addicted to intoxicating drinks or Drugs.

(4) Other qualifications for drivers as specified in the Motor Vehicles Act, 1988, as amended from time to time shall be applicable.

438. Recruitment Board:

(1) A Recruitment Board consisting of Superintendent of Police / Commandant as chairman and one Additional Superintendent of Police / Deputy Superintendent of Police from the District and Deputy Commandant / Assistant Commandant from a Battalion shall be constituted by the Director General of Police to conduct recruitment of Drivers from the rank of Constables.

(2) There shall be one Recruitment Board for one District which will consider the cases of all candidates from the District Police and the Mizoram Armed Police Battalions located in that District. This Board shall take up appointment of drivers for these units only and also whatever additional cases of appointment the Director General of Police directs.

(3) The recruitment Board shall device its own test and interview to find out the suitability of the candidates for the post of Drivers and make their recommendations accordingly to the Director General of Police. Driving Test, of course, shall be done and high standard of driving skill shall be insisted upon.

(4) After approval of the Director General of Police, the Superintendent of Police or Commandant shall make the appointment.

439. Appointment of Fire & Emergency Service Drivers:

If a post of Driver under Fire & Emergency Services is to be filled up the Additional Superintendent of Police, Fire & Emergency Services shall be one of the members of the Recruitment Board. Once appointed to Fire & Emergency Services the Driver shall remain in the Organisation due to the specialization and subsequent training required.
440. **Promotion of Drivers:**

(1) Drivers shall be appointed initially at the level of Grade –III Drivers only. They will be promoted to Grade – II and Grade – II Drivers to Grade – I depending on the length of service and satisfactory conduct and performance of duty.

(2) The Director General of Police shall constitute a Departmental Promotion Committee invariably under the Chairmanship of the Superintendent of Police / Commandant to whose establishment the Driver considered for promotion to Grade – II or Grade – I belongs. The other members shall be officers of the rank of Additional Superintendent of Police or Deputy Superintendent of Police and drawn up from other Units.

(3) The Committee shall device its own method for testing the fitness of the Driver concerned for promotion to Grade – II or Grade – I as the case may be.

(4) A Grade – III Driver with satisfactory service of 5 years as Driver shall be eligible for promotion to Grade – II Driver. A Grade – II Driver with 10 years of satisfactory service shall be eligible for promotion to the Grade – I Driver.

441. **Promotion on the General Duty Line:**

(1) Drivers in the Battalion and in the District may be considered for promotion in the General Duty line subject to their passing the required departmental examination or cadre course. The Drivers in the District may be considered for promotion in Unarmed Branch line and the Drivers in Battalion for Armed Branch line.

(2) Grade – III Drivers must have satisfactorily completed the prescribed Pre-Promotion Course / Senior Under Officer Cadre Course to be eligible for promotion to the rank of Head Constable / Havildar. To be eligible for further promotion to higher rank, Grade - II and Grade – I driver must have passed Pre-promotion course or the Senior Under Officer Cadre Course and Platoon Commander Course for promotion to the rank of Sub-Inspector in the Battalion.

(3) Grade – II and Grade – I Drivers who have passed the Senior Under Officer Cadre Course may be sent for Platoon Commander Course if they want to be considered for promotion to Sub-Inspector in the Mizoram Armed Police.

### SECTION – X

**RECRUITMENT AND PROMOTION OF MECHANICS**

442. **Appointment by direct recruitment and promotion:**

Appointment to the posts of Mechanics, Electricians, Welders, etc. under Police Department are made by direct recruitment and by promotion. Direct recruitment is done at the level of Constable Mechanics, Constable Electrician, Constable Welder and Constable Painter and also at the level of Assistant Sub-Inspector Mechanic and the rests are filled up by promotion. There is one Mechanic or more than one in all the Districts, Battalions and other Units of the Police Department. All these personnel belong to one cadre and are transferable from one Unit to another.

443. **Direct recruitment of Constable Mechanic etc:**

(1) The appointment to the post of Constable Mechanic, Electrician, Welder, Painter and Tailor is done through open advertisement combined with notice to the Employment Exchanges.

(2) **Eligibility:**
(a) The general eligibility conditions under Rule 334. shall be applicable.

(b) Candidates must have passed High School Leaving Certificate examination or its equivalent and also successfully completed the one-year training course in the concerned trade at the Industrial Training Institute or its equivalent institution.

(c) Candidates who have passed High School Leaving Certificate examination and who have worked in a government or private automobile Workshop as a Mechanic for at least five years

444. Method of Recruitment:

(1) Recruitment Board: A Recruitment Board constituted by the Director General of Police under the chairmanship of one Superintendent of Police and one Additional Superintendent of Police and Works Manager, Transport Department or his representative who is a qualified Mechanical Engineer as members shall conduct the recruitment. The Board shall be assisted by the Deputy Superintendent of Police and officers of the Central Police workshop.

(2) Physical efficiency test of the candidates shall be done and only those who are qualified shall be eligible.

(3) There shall be a practical test / demonstration where the knowledge of the candidates and their skill shall be tested in their own trade.

(4) There shall also be a personal interview where the theoretical knowledge of the concerned subject is tested including his personality and other relevant traits.

(5) The Board shall make its recommendations to the Director General of Police.

445. Appointment by Superintendent of Police:

Appointment shall be made by the Superintendent of Police / Commandant after the selected candidates are approved by the Director General of Police.

446. Training:

The newly recruited Constable Mechanic and Assistant Sub-Inspector Mechanic shall undergo the Basic Training Course as the General Duty Constables and Assistant Sub-Inspector respectively and on completion of that course shall be sent to his Unit.

447. Promotion to the rank of Naik Mechanic, Electrician, etc.:

(1) Eligibility: Constable Mechanic, Electrician, etc. who have completed five years of service shall be eligible for promotion to the rank of Naik Mechanic, Electrician, etc.

(2) Promotion shall be done on the basis of seniority-cum-merit.

448. Departmental Promotion Committee:

(1) A Promotion Committee consisting of the Superintendent of Police / Commandant in whose establishment a vacancy is available, shall be the chairman and Additional Superintendent of Police and a Deputy Commandant as members; one of the members being the officer under whom the candidate for promotion is presently serving.

(2) A Promotion Committee shall device its own method of testing the fitness of the Constable for promotion to Naik Mechanic, Electrician, etc. as the case may be.

(3) The Board shall send its recommendation to the Director General of Police for approval.

449. Appointment:

The appointment order on promotion to Naik Mechanic, Electrician, etc., shall be issued by the Superintendent of Police / Commandant under whom there is an existing vacancy.
450. **Promotion to Head Constable Mechanic, Electrician, etc.:**

(1) **Eligibility:** Naik Mechanic, Electrician, etc. who have served five years in that capacity shall be eligible for promotion to Head Constable Mechanic, Electrician, etc.

(2) Promotion shall be on the basis of seniority-cum-merit.

451. **Departmental Promotion Committee:**

The Promotion Committee and the method of promotion, appointment, etc. shall be the same as that of promotion of Constable Mechanic, etc. to the rank of Naik Mechanic, etc.

452. **Direct recruitment of Assistant Sub-Inspector Mechanic:**

The proportion of the posts of Assistant Sub-Inspectors to be filled up by appointment by direct recruitment and by promotion shall be in the ratio of 50:50.

453. **Eligibility:**

The general conditions and eligibility under Rule 334. shall be applicable. Candidates must have passed High School Leaving Certificate examination or its equivalent and also must possess a degree or Diploma in Automobile Engineering.

454. **Recruitment Board:**

A Recruitment Board consisting of one Deputy Inspector General of Police, one Superintendent of Police and Works Manager of Transport Department or his representative who must be a qualified Mechanical Engineer as members shall be constituted by the Director General of Police.

455. **Method of recruitment:**

(1) A physical efficiency test shall be held as in the case of direct recruitment to Assistant Sub-Inspector.

(2) A practical test to find out the knowledge and skill of the candidate shall be conducted by the Board according to the system which may be laid down by the Director General of Police or by the Board itself.

456. **Personal Interview:**

(1) Assessment of the personality etc. and the theoretical knowledge of Automobile Engineering shall be tested in the personal interview.

(2) The Board shall submit its recommendation to the Director General of Police.

457. **Appointment:**

The order of appointment shall be issued by the Superintendent of Police/Commandant concerned under whose establishment vacancy is available.

458. **Promotion of Havildar Mechanic to Assistant Sub-Inspector Mechanic:**

(1) **Eligibility:** A Head Constable Mechanic who has completed 5 (five) years of service in the rank shall be eligible for promotion.

(2) Promotion shall be on the basis of seniority-cum-merit.

459. **Departmental Promotion Committee:**

(1) The Director General of Police shall constitute a Departmental Promotion Committee consisting of one Deputy Inspector General of Police as chairman, one Superintendent of Police and Works Manager of Transport Department or his representative who is a qualified Mechanical Engineer as members.
(2) The Departmental Promotion Committee shall devise its own method of assessing the fitness of the Havildar Mechanic for promotion in case it is not yet drawn up by the Director General of Police.

(3) The Committee shall submit its recommendation to the Director General of Police.

460. **Appointment:**

The appointment order on promotion shall be issued by the Superintendent of Police/Commandant of the Unit concerned where vacancy exists.

461. **Promotion to Sub-Inspector Mechanic:**

All the posts of Sub-Inspector Mechanic shall be filled up by promotion.

462. **Eligibility, etc.:**

(1) Assistant Sub-Inspector Mechanic who has completed five years of service in the rank shall be eligible.

(2) Promotion shall be on the basis of selection.

463. **Departmental Promotion Board:**

(1) A Departmental Promotion Committee consisting of one Deputy Inspector General of Police as chairman, one Superintendent of Police and Works Manager of Transport Department or his representative (qualified Mechanical Engineer) and a representative each from Home Department and Department of Personal and Administrative Reforms (General Service Wing), Government of Mizoram as members shall be constituted by the Director General of Police.

(2) The Departmental Promotion Committee shall, among other things, practically test the knowledge and skill of the candidates for promotion. The Committee may further device its own method of testing the fitness of the officer, if it is not already laid down by the Director General of Police.

(3) The Committee shall submit its recommendation to the Director General of Police.

464. **Appointment:**

Order of appointment shall be issued by Assistant Inspector General of Police - I.

465. **Promotion to the rank of Inspector Mechanic:**

All the posts of Inspector Mechanic shall be filled up by promotion.

466. **Eligibility for promotion:**

Sub-Inspector Mechanic with 5 (five) years of service in the rank shall be eligible for promotion.

467. **Promotion by selection:**

Promotion shall be on the basis of selection.

468. **Departmental Promotion Committee:**

(1) A Departmental Promotion Committee as constituted by the Government of Mizoram from time to time shall conduct the process of selection.

(2) The Committee shall devise its own method of assessment.

469. **Promotion by Director General of Police:**

The Director General of Police shall issue promotion order on the basis of the recommendation of the Committee.
SECTION – XI

RECRUITMENT IN MIZORAM POLICE RADIO ORGANISATION

470. **Nature of manpower required:**

The manpower under the Mizoram Police Radio Organisation, other than the clerical personnel, few constables and followers, are all required to perform technical works. As such the nature of recruitment to the various posts has to be different from that of other posts in the Police Department.

471. **Followers and Constables:**

The Followers and Constables do not require technical qualification or training. They are the same as their counterparts in other Branches of Mizoram Police. The Constables of Mizoram Police Radio Organisation, for the purpose of creating avenue for their promotion shall belong to the cadre of Armed Police personnel of Mizoram Armed Police Battalions. They should undergo all the trainings including cadre courses which battalion constable has to undergo. They may also be transferred to any battalion.

472. **Direct Recruitment:**

Direct recruitment to the technical posts under Mizoram Police Radio Organisation shall be done at the level of Head Constable Operator, Sub-Inspector and Deputy Superintendent of Police. Appointment of Deputy Superintendent of Police being done by the State Government, the recruitment and promotion of the non-gazetted officers are dealt in the following rules. Direct recruitment at the level of Sub-Inspectors shall be done in respect of Sub-Inspector Operator and Sub-Inspector. Radio Mechanics only; other posts of Sub-Inspector like Cipher, Fitter, etc. being filled up by promotion only. The proportion of appointment by direct recruitment and by promotion in respect of Sub-Inspector Operator or Radio Mechanic shall be 50:50. The Head Constable Operators shall be appointed through direct recruitment only.

473. **General Eligibility:**

The general eligibility and conditions for direct recruitment under the Mizoram Police Radio Organisation shall be the same as other branches of Police and Rule 334. to Rule 342. shall apply.

474. **Direct Recruitment of Head Constable Operator:**

The appointment to the post of Head Constable Operator is done through open advertisement combined with notice to the Employment Exchanges. No piece meal appointment shall be done under any circumstances.

(1) **Eligibility:** The minimum educational qualification required for direct recruitment to the post of Head Constable Operator shall be High School Leaving Certificate or Matriculate or equivalent examination. Holders of Industrial Training Institute certificate in Radio Communication or allied subject, other things being equal, shall be given preference.

(2) **Recruitment Board:** A Recruitment Board constituted by the Director General of Police under the chairmanship of Superintendent of Police, Wireless and two officers of the rank of Additional Superintendent of Police as members shall conduct the recruitment.

(3) **Mode of Recruitment:** The mode and process of recruitment shall be the same as that of the recruitment of Constables under Mizoram Armed Police Battalions except that there will be three papers. With 100 marks each on (i) English including essay writing, grammar and translation (ii) General Knowledge and (iii) mathematics and science.
475. **Appointment:**

The Superintendent of Police, Wireless shall make the appointment after the list of candidates recommended for appointment is approved by the Director General of Police.

476. **Training and Annual Increment:**

The newly appointed Head Constable Operator shall pass the Police Basic Training for Mizoram Police Radio Organisation staff and Police Wireless Operator Grade III during their probationary period. The newly appointed Head Constable Operator on probation qualifies for the first annual increment on the due date but the second annual increment shall be given after only satisfactory completion of the Basic Training and Police Wireless Operator Grade III Examination.

477. **Direct recruitment of Sub-Inspector Operator / Radio Mechanic:**

(1) Direct recruitment at the level of Sub-Inspector shall be applicable in respect of Sub-Inspector Operator and Sub-Inspector Radio Mechanic only. All the posts of Sub-Inspector Cipher and Sub-Inspector Fitter shall be filled up by promotion only.

(2) (a) **Eligibility:** General eligibility and conditions of recruitment under Rules 334. to 342. shall be applicable.

(b) The minimum educational qualification for direct Sub-Inspector Operator must be a Graduate from any recognised University.

(c) For direct recruitment to Sub-Inspector Radio Mechanic the candidates must have passed Bachelor of Science with Physics / Chemistry / Mathematics, or three years Diploma in Electronics and Telecommunication Engineering from any recognised institution.

(3) **Mode of Recruitment:**

(a) The method and process of recruitment shall be the same as that of direct recruitment of Sub-Inspector under Rule 359.

(b) **Written test:**

(i) In respect of direct recruitment of Sub-Inspector Operator the same written test as under Rule 359. shall be applicable.


(4) The appointment shall be made by Superintendent of Police Wireless after the list of candidates recommended is approved by Director General of Police.

478. **Promotion to the rank of Assistant Sub-Inspector in various trades:**

(1) All posts of Assistant Sub-Inspector in all the trades shall be filled up by promotion. Promotion to the rank of Assistant Sub-Inspector Operator, Cipher, Radio Mechanic, or Fitter shall be done on the basis of selection.

(2) Head Constable of the concerned trade with five years of service and who has passed Grade II examination in their trade shall be eligible for promotion.

(3) **Departmental Promotion Committee:** The Director General of Police shall constitute a Departmental Promotion Committee with Deputy Inspector General of Police in charge of Mizoram Police Radio Organisation as chairman, Superintendent of Police, Wireless and another officer of the rank of Superintendent of Police and a representative each from Home Department and Department of Personal and Administrative Reforms (General Service Wing), Government of Mizoram as members.
(4) The Departmental Promotion Committee shall devise its own system of practical tests and personal interview, till such system is laid down by the Director General of Police, to assess the suitability of the candidates for promotion and to make a selection. The service records of the officer during the last five years shall be duly taken into consideration.

(5) The Committee shall draw up a list of Head Constables recommended for promotion in order of merit and submit to the Director General of Police.

(6) Appointment: After approval of the selection list by the Director General of Police the Superintendent of Police, Wireless shall issue the promotion order.

479. Promotion to Sub-Inspector Radio Mechanic or Sub-Inspector Operator:

(1) As already indicated the proportion of Sub-Inspector directly appointed and those appointed through promotion is 50:50.

(2) Eligibility: Assistant Sub-Inspectors of the trade with a minimum of five years of service and who have passed Grade I examination in his own trade shall be eligible for promotion to the rank of Sub-Inspector in his own trade.

(3) Promotion to the rank of Sub-Inspector shall be on the basis of selection.

(4) Departmental Promotion Committee: The Director General of Police shall constitute a Departmental Promotion Committee with Inspector General of Police as chairman and one Deputy Inspector General of Police and two officers of the rank of Superintendent of Police and a representative each from Home Department and Department of Personal and Administrative Reforms (General Service Wing), Government of Mizoram as members to conduct the selection for promotion.

(5) The Departmental Promotion Committee shall device its own system of assessing the merits of the officers till the system is laid down by the Director General of Police.

(6) The Committee shall draw up a list of Assistant Sub-Inspectors recommended for promotion to Sub-Inspector and submit it to the Director General of Police.

(7) The Superintendent of Police, Wireless shall issue the promotion order after the list is duly approved by the Director General of Police.

480. Inter se seniority:

The inter se seniority of Sub-Inspectors directly recruited and those promoted provided they are appointed in the same year shall be based on rotation of vacancies reserved for such posts.

481. Promotion to the rank of Inspector:

Promotion to the rank of Inspector shall be on the basis of selection. Sub-Inspectors who have completed 5 (five) years of service and who have passed Grade I examination in their trade shall be eligible.

482. Departmental Promotion Committee:

The Departmental Promotion Committee as constituted by the Government of Mizoram from time to time shall conduct the selection of Sub-Inspectors for promotion.

483. Promotion:

The Director General of Police shall promote the Sub-Inspectors from the approved list in order of merit.
SECTION – XII
COMPUTER SERVICES

484. Need for separate Recruitment Rules:

(1) All the personnel in the Police Department including the clerical staff have been combatised and the recruitment rules are different from their counterpart in other departments. In respect of Computer Services there is no separate recruitment rule for Police Department though the staff members are also combatised. It is, therefore, necessary to have a separate recruitment rule for Computer Services under the Police Department.

(2) The number of Computer staff is still quite small though there can be a rapid expansion with increasing use of technology in government departments and with the computerisation of crime and criminal records. The required number of the staff worked out by the National Crime Record Bureau (NCRB) for the State Crime Record Bureau (SCRB) and District Crime Record Bureau (DCRB) to make the Crime Criminal Information System functional, though may be on the higher side, needs to be implemented with the required modifications, so that Mizoram is linked to the National Crime Record Bureau and other State Crime Record Bureaux and also links the different District Crime Record Bureaux in Mizoram.

485. Present Recruitment Rule to continue:

Presently the recruitment rules for Computer Technology Services to the Government of Mizoram may be continued to be followed with the following modifications.

(i) The entry level shall continue to be Assistant Sub-Inspector as Data Entry Operator designated as Assistant Sub-Inspectior Computer with a requirement of minimum qualification of Higher Secondary School Leaving Certificate or its equivalent standard with one year Diploma in Computer from an institution recognised by the State Government.

(ii) The next higher rank Sub-Inspector Computer shall be purely a promotion post with the Assistant Sub-Inspector Computer with a service of not less than five years being eligible for promotion.

(iii) The post of Inspector Computer shall be filled up on the basis of 50% each for promotion and direct recruitment. There being only one post of Inspector presently appointment to this post shall be done by promotion. A Sub-Inspector with 5 (five) years of service shall be eligible.

(iv) For direct recruitment of Inspector Computer the minimum education qualification shall be a Graduate with a degree of Post Graduate Diploma in Computer Application.

486. General conditions of appointment to apply:

(1) The general eligibility and conditions of appointment under Section I of this chapter shall apply for direct recruitment to the post of Inspector Computer or Assistant Sub-Inspector Computer provided they possess the requisite qualification and have not yet attained the age of 45 years.

(2) For promotion the general rule under Section III of this chapter shall apply.

487. Basic Training:

Assistant Sub-Inspector Computer and Inspector Computer directly recruited shall undergo the same Basic Training as that of directly recruited Assistant Sub-Inspector (Ministerial).

488. Inter se Seniority:

(i) The inter se seniority of all Inspector Computer and Assistant Sub-Inspector Computer recruited directly and appointed through the same examination shall be fixed
according to the merit list drawn up on the basis of total marks obtained at the examination for appointment and at the final examination at the end of the Basic Training Course provided that they are in the same batch of the Basic Training Course and those attending the subsequent batch of Basic Training Course being graded lower. The marks obtained in the subject in which the probationer fails shall not be counted nor the marks obtained at the subsequent attempts.

(ii) The relative inter se seniority of direct recruits and promotees mentioned under sub-rule (ii) of rule 485. shall be determined according to the rotation of vacancies reserved for direct recruitment and promotion provided that they are appointed within the same calendar year.

489. **Rules to be laid down:**

The method of recruitment and promotion for Computer Services under Police Department may be laid down by the Director General of Police in accordance with the rules laid down for direct recruitment and promotion in the preceding Sections for various posts.
CHAPTER – IX

INVESTIGATION OF CRIME

SECTION – I

490. Introduction:

The primary duties of police as already indicated are safeguarding the fabric of the society by maintenance of public order and by prevention of crime, and the protection of life, liberty and property of individual citizens by enforcement of penal laws. The protection of life, liberty and property of the citizens involves penal actions against persons who violate individual citizen’s right to life, right to liberty, right to property and other rights. It is the duty of the Police to identify such violators, collect evidence of such violation, and send them, through the prosecuting agency, to the court for bringing them to justice. The detection of the offender and the collection of evidence together constitute the process of investigation. The process of investigation is initiated when commission of crime comes to the knowledge of police.

491. Stage of Investigation:

The process of investigation of crime consist of different steps which may be taken simultaneously or in steps as follows – (1) First Information to Police, (2) Process of Investigation, (3) Arrest with or without bail of the accused persons, (4) search and extradition, (5) case diary, and (6) submission of final form.

492. Provisions not complete guidelines:

It must be noted that the provisions under this chapter do not form a complete guidelines to an investigation of criminal cases. Some of the actions to be taken are only highlighted.

493. Manual of Investigation:

It will be proper for the Director General of Police to cause a Manual of Investigation in detail drawn up by the Criminal Investigation Department to provide an easily available guideline on investigation of cases.

SECTION – II

FIRST INFORMATION TO POLICE


(1) According to Section 154 of Code of Criminal Procedures 1973, every information of a cognizable offence, if given orally to the Officer-in-Charge of a Police Station shall be reduced to writing by the Officer himself or under his supervision. The form prescribed for this purpose shall be used for such reduction into writing and eight copies shall be made thereof. All these forms are bound conveniently in the shape of a book and are called the First Information Report Book.

(2) It is not necessary that the information must be given by a person having the first-hand-information, so long as the person giving it undertakes the responsibility for giving it. Vague rumour which cannot be reduced to writing and written reports not signed by the
informant should not be entered in the First Information Report form, but only in the General Diary.

(3) After reducing the oral information to writing the Officer-in-Charge shall read it over to the informant and obtain his signature or, if he is illiterate, thumb impression. A note that it has been read over and admitted to be correct should also be recorded.

(4) In case the information is given in writing, the form of First Information Report mentioned at sub-paragraph above shall nevertheless be filled up from the written information. In such a case the original written information shall, however, be attached to the First Information Report and sent to the court along with the First Information Report after having retained a copy thereof.

(5) Any person who refuses, without reasonable cause, to sign the copies of the First Information Report is liable to be punished under section 180 of Indian Penal Code, 1860.

(6) Telegram and Telephone message: If the Officer-in-Charge receives a telegram or a telephone message of commission of any cognizable offence, he shall make an entry in the General Diary and shall then proceed to verify the information. Any post-copy of the telegram signed by the sender, or any letter confirming the telephone message shall be treated as the first information. If neither is received, the Officer-in-Charge shall verify the identity of the sender and authenticity of the message and if found reliable, shall reduce the information into writing in the First Information Report form.

(7) Information during tour: If the Officer-in-Charge or any Police Officer of the Police Station having investigating power receives an oral information of a cognizable offence during his tour, he shall take down the report in writing and have it signed by the informant. He shall then send it to the Police Station with his endorsement thereon. Where-upon it should be treated as a written report and registered in the First Information Report Book. On receipt of such information from the above informant, he shall take immediate and necessary action on the matter. His action should be reflected in the form of Miscellaneous Case Diary which should be submitted to the concerned Police Station on return to his Headquarters.

(8) When the Officer-in-Charge is present in the Police Station, he himself shall record the First Information. In his absence the next senior officer empowered to register a case should record the First Information, but make a note about the absence of the Officer-in-Charge. There is no objection to sending for the Officer-in-Charge to come and record the information, if he is nearby and readily available.

495. Recording of First Information Report:

(1) It is of the utmost importance to obtain all particulars regarding the occurrence of the crime, and the officer recording the information should carefully question the informant on all possible details. No essential particulars, the lack of which may adversely effect the case subsequently, should be left out.

(2) Care should, however, be taken to ensure that the informant is not trying to exaggerate the actual occurrence or to give the colour of a cognizable offence to an incident of a non-cognizable character. Informants tend to give coloured statements out of excitement or prejudice. Apart from such exaggeration which must be clearly pointed out to the informant, the information given should be recorded, as far as possible, in the informant's own words, but in plain and simple language.

(3) When the information relates to theft, the informant should be asked to give detailed list of articles stolen, their value, weight, design, engravings and other distinguishing marks, which may assist identification. When it relates to human body, the probable motive and the weapon used should be ascertained. Names of witnesses should be recorded.

(4) On no account shall the recording of First Information Report be delayed on the ground that the details such as those mentioned above are not available and shall be collected later. The information shall be recorded with the available details keeping a note that other details not available shall be collected later.
In case the information has been given with some delay after the date of occurrence the explanation for such delay must always be demanded from the informant and recorded.

496. Importance of First Information Report:

(1) The First Information Report is a very important document. It is the earliest record of an alleged commission of crime before there is time for its particulars to be forgotten or embellished.

(2) The First Information Report is allowed to be used to corroborate or to impeach the testimony of the person lodging the first information under section 145, 157 and 158 of the Indian Evidence Act.

(3) A First Information Report, once recorded, cannot be withheld or cancelled by the Officer-in-Charge at his own initiative or at the instance of the aggrieved party.

(4) The First Information Report should, therefore, be recorded with the utmost care and accuracy and with all available details.

497. Written information sent by Magistrate:

If a magistrate directs an enquiry into a cognizable complaint made before him in writing of which no previous information has been given to the Police, the written information sent by the magistrate to the Police shall be treated as the First Information and First Information Report prepared accordingly. When the First Information Report sent to the court, the said written information previously received from the magistrate should be attached to the First Information Report a copy being made for information of the Superintendent of Police.

498. Non-Cognizable cases:

Information about a non-cognizable offence shall not be entered in the First Information Report book, but only in the General Diary. The informant should be directed to prefer a complaint before the magistrate.

499. Information of cognizable offence given at the Out Post:

When an information about a cognizable offence is lodged at an Out Post, the Assistant Sub-Inspector, Head Constable or the constable in-charge shall not prepare the First Information Report. He shall enter the facts in the General Diary of the Out Post and send the information (in writing) or the informant as expeditiously as possible to the parent Police Station. He shall, however, proceed to the place of occurrence and take steps to arrest the accused or recover stolen property if any, pending arrival of the Officer-in-Charge. He shall also ensure proper guarding of the crime scene.

500. Copies of First Information Report:

(1) Copies of First Information Report shall be sent to: -

(i) the Magistrate having jurisdiction (the original copy)
(ii) the informant.
(iii) the Sub-Divisional Police Officer
(iv) the Superintendent of Police
(v) the Investigating Officer
(vi) Deputy Inspector General of Police, Range
(vii) the Superintendent of Police, Criminal Investigation Department.
(viii) office copy in the Police Station.

(2) The original copy should be promptly sent to the Court Officer for submission to the magistrate who is entrusted with the duty of distributing cases.
(3) All the other copies may be made by the carbon process, but should be legible.

(4) One copy should be retained in the Police Station for reference.

501. **Report of serious case:**

(1) Whenever information is received by the Officer-in-Charge of a Police Station of any serious offence, or of occurrence of any serious accident, an extract of the First Information Report, or a gist of the occurrence shall be sent by the Officer-in-Charge as a Special Report to the Superintendent of Police and the Sub-Divisional Police Officer. Telephonic message or wireless message may be sent where either of these facilities is available. Where both these are not available, the quickest means available in the circumstances shall be adopted.

(2) The following offences or occurrence shall be treated as 'serious': -

(a) Dacoity
(b) Highway robbery and Mail robbery
(c) Murder
(d) Culpable homicide not amounting to murder
(e) Attempt to murder
(f) Riots due to communal or political causes.
(g) Other riots resulting to loss of human lives or attacks on Police Officer.
(h) Theft or loss of firearms & ammunition.
(i) Defalcation or loss of public money
(j) Cases of counterfeit coins, notes, stamps etc.
(k) Drug-smuggling case
(l) Gang case
(m) Serious motor accidents involving loss of human life
(n) Occurrence of big fires in which arson is suspected
(o) Industrial strikes
(p) Escape of prisoners from custody or jail.
(q) Death in custody
(r) Narcotic Drugs and Psychotropic Substances Act cases.
(s) Rape

502. **Procedure when jurisdiction is doubtful:**

(1) When an offence is committed in an area close to the boundary of a Police Station, and it is doubtful in whose jurisdiction the crime occurred, the Police Station to which it is first reported shall register the case and take up investigation at the first instance. It may be later transferred, if required, when the actual jurisdiction is determined. But before transferring a case from one Police Station to another, a definite conclusion regarding jurisdiction must be arrived at.

(2) When an Officer-in-Charge who registers a case has concurrent jurisdiction with Officer-in-Charge of another Police Station to investigate a case, the case should not be transferred without orders of the Superintendent of Police.
SECTION – III

INVESTIGATION PROCESS

GENERAL

503. **Power to Investigate Cognizable Cases:**

(1) Under section 156 of Code of Criminal Procedures, 1973, an Officer-in-Charge of a Police Station, may, without the order of a magistrate, investigate any cognizable offence which a court having jurisdiction over the local area within the local limits of the said Police Station would have power to enquire into or try under the provisions of Chapter XXIII of Code of Criminal Procedures, 1973.

(2) However, a magistrate having power under section 190 Code of Criminal Procedures, 1973, may also order such an investigation; and the Officer-in-Charge shall comply with it and exercise the same powers of investigation.

504. **Investigation of Non-cognizable Offence:**

A Police Officer cannot investigate a non-cognizable offence, without the order of a magistrate. If, however, for any special reason, police authorities want to investigate a non-cognizable offence, they must obtain the order of a competent magistrate having power to try such case. On receipt of such an order, the Officer-in-Charge of the Police Station may exercise all the powers which he is competent in respect of a cognizable offence, except the power to arrest without warrant.

505. **Power to depute Subordinate Officer:**

When the Officer-in-Charge of a Police Station cannot himself investigate a case he may depute a subordinate officer to do so, provided such subordinate officer is not below such rank as the state government may prescribe. He shall, in that case, record his reasons for such deputation in the General Diary.

506. **Refusal to investigate:**

(1) Under section 157(1) proviso (b) of Code of Criminal Procedures, 1973 (Act 2 of 1974) the Officer-in-Charge of a Police Station may abstain from investigating a case, if it appears to him that there is no sufficient ground for taking up an investigation. Below are enumerated certain cases where he may use his discretion regarding abstention from investigation under this provision –

- (a) trivial cases coming under section 95 of Indian Penal Code, 1860,
- (b) cases which are obviously of civil nature,
- (c) frivolous, vexatious, mistaken or manifestly untrue complaints about offences, trivial in fact but magnified for the occasion, and
- (d) petty property-offences where the accused person is not a habitual offender.

(2) It should, however, be noted that the section does not authorise the Officer-in-Charge to refuse acceptance of the First Information or shelve the case. He has first to receive and register the First Information and only thereafter he may use his discretion regarding abstention. He should, however, record his full reasons for such abstention from investigation on the First Information Report as well as in the General Diary. The informant should also be intimated about the decision to refrain from investigation. It is advisable for the Officer-in-Charge to visit the scene before taking such decision to abstain and to record in the First Information Report about such visit.
(3) The Sub-Divisional Police Officer should, on receipt of the First Information Reports, immediately check up the cases where the decision to abstain from investigation has been made by the Officer-in-Charge and where it is found that abstention from investigation is not justified, he should give direction to the officer to enter on investigation and he shall do so.

507. **Investigation on the Spot:**

(1) The Investigating Officer shall always proceed to the scene of occurrence and make investigation on the spot except where the information is given against a person by name and the case is not of a serious nature.

(2) In respect of unimportant cases within towns the examination of witnesses may be done at the Police Station, but in no case women and children shall be called to the Police Station for the said purpose.

508. **Examination of the Scene of Occurrence:**

(1) The Investigating Officer shall take all possible steps to preserve the place of occurrence intact by posting men, if necessary. Care should be taken so that no clues get destroyed.

(2) Examination of the scene and its surroundings should be made patiently, methodically and in a definite order, so that anything that has connection with the commission of the offence is not left out. Hurried or haphazard examination may lead to the missing of valuable clues. Special attention should be paid to floor, walls, ceiling, windows, and projection, which are likely to collect traces. Nothing that is likely to bear fingerprints or other traces should be ignored.

(3) The Investigating Officer should take down accurate and detailed notes with accurate sketches showing the entire layout and the exact places where the articles etc. were found. In important cases photographs must also be taken, if possible, of the places and the objects which give important clues.

(4) When material facts which may be of values as evidence are observed at the place, the Investigating Officer shall, in presence of witnesses, draw up a record of the facts together with a plan where necessary. The witnesses should sign the record and the plan after these have been shown, read over and clearly explained to them.

509. **First-aid to the Injured:**

If there are injured persons at the place of occurrence, the first duty of the Investigating Officer is to render first-aid and take immediate steps to procure medical aid or send the injured persons to the nearest hospital without any loss of time. This should be done before entering into the formalities of investigation as the delay caused thereby may lead to serious risk to life. He may, however, use his discretion, depending upon the gravity of the injury, as to whether he himself or his subordinates should busy themselves in procuring the medical aid, if valuable clues available at the time are likely to be lost due to delay in starting investigation.

510. **Securing Scientific Aid:**

The Investigating Officer should forthwith take steps to secure maximum utilisation of Police dog, Mobile Forensic Team or any scientific aid as may be required.

511. **Hue and Cry Notices:**

(1) It is one of the most important duties of the police to promptly disseminate information concerning occurrence of crime and the criminals concerned to the neighbouring Police Stations. Such information is conveyed by issue of ‘Hue and Cry’ notices. Such notice should be in the form prescribed. Hue and Cry notices shall always be issued on occurrence of the following cases:

   (a) dacoity,
(b) any serious offence committed by habitual criminals,
(c) escape of prisoners from jails or Police lock-up,
(d) cheating by professional criminals,
(e) important cases in which the offender has absconded,
(f) important cases in which identifiable property of large value has been stolen, or
(g) when wandering gangs have evaded Police supervision.

(2) A 'Hue and Cry' notice shall contain the following particulars:
(a) a short statement of the facts of the case,
(b) name and description of persons accused or suspected
(c) particulars of stolen property, if any, and
(d) any other particulars deemed necessary.

(3) The main items contained in the 'Hue and Cry' notices should be sent by W.T in code followed by the detailed Hue and Cry notices. Where telephone facilities are available, such facilities should also be availed of

(4) The Sub-Divisional Police Officer and the Superintendent of Police shall also be informed immediately by the quickest means possible. The Superintendent of Police shall forthwith inform Deputy Inspector General of Police, Criminal Investigation Department who will arrange publication of the notice in the Criminal Intelligence Gazette.

(5) When the Officer-in-Charge of a neighbouring Police Station receives the information as indicated above, he shall enter it in the General Diary and forthwith initiate the necessary enquiries. He shall get the information circulated among the Village Councils and Village Defence Parties. All actions taken should be noted on the copy of Notice kept in office.

(6) Any clue traced by any officer of any Police Station should immediately be caused to be communicated by Wireless Telegraph or other expeditious medium to the Officer-in-Charge of the Police Station who issued the Hue and Cry notices.

512. Points to be noted by the Investigating Officer:
The Investigating Officer should see that there is –
(1) no delay in recording evidences of eye-witness or examining the scene of occurrence;
(2) detail and correct description of the scene, and no discrepancy in the statements of witnesses; any discrepancy being clarified by cross-examination;
(3) no suppression, fabrication or destruction of documentary evidence;
(4) no incorrect recovery of weapons of offence or other property;
(5) no delay in sending dead bodies for post-mortem examination or injured persons for medical examination;
(6) no omission to mention all the injuries in the injury statement; and
(7) no delay in collection or despatch of exhibits for expert examination.

513. No harassment to the parties and witnesses:
(1) No unnecessary harassment should be caused during examination to the parties or witnesses or to the public in general. Though the Investigating Officer has power under Section 160 of Code of Criminal Procedures, 1973, to summon witnesses before him, he cannot require a woman or a child below 15 years to attend a Police Station. They shall be examined at their residence only. In respect of other witness also examination should be
conducted, as far as practicable, near the scene of offence or at the residence of the
witnessed concerned or at some convenient place nearby.

(2) The questioning of witnesses should ordinarily be conducted apart from one
another and in a manner that will not be distasteful to them. As far as possible, no third party
except in case of a woman or child need be present.

514. **Duration of Investigation:**

(1) Where the accused is known or named in the First Information Report or is
identified at an early stage of enquiry, the investigation should not take more than one or two
weeks and extension of time need not be taken from Court frequently.

(2) When the accused is not known a thorough enquiry by visiting the place of
occurrence more than once, if necessary, has got to be done, and extension of time
according to circumstances may be justified.

(3) Where the accused person is known but is absent or absconding, the
enquiry need not be delayed or the submission of the report postponed. As soon as the
investigation is completed, the Charge-sheet or the Final Report as the case may be, should
be submitted.

515. **Investigating Officer to study the ingredients of the offence:**

The Investigating Officer should always study the ingredients of the offence which is
to be investigated into. He should take down, in the first case-diary, the points constituting
the offence and the evidence to be collected thereon and take them with him for guidance
during his mufassil investigation.

516. **Witness bound to tell the truth:**

(1) The Investigating Officer has the authority to examine orally any person
supposed to be acquainted with facts and circumstances of a case, and such person is bound
to answer truly all questions relating to the case but not those which would have a tendency
to expose him to a criminal charge, penalty or forfeiture.

(2) The Investigating Officer may reduce in to writing any statement made by
such person during his examination, but the person must not sign the statement.

(3) A Police Officer shall not offer any inducement or make a promise or threaten
a witness to make a statement, but, at the same time, he shall not prevent any person from
making, in the course of investigation, any statement, out of his own free will. The question
of confession by the accused (Sections 161 to 163 of Code of Criminal Procedures, 1973),
however, is different and is dealt with separately below.

517. **Confession:**

(1) If an accused or a suspected person volunteers to make a confession, a
police officer should make use of it. However, it must be remembered by all officers that -

(a) no Police Officer shall work with the object of obtaining a confession,

(b) undue reliance must not be placed on confession or admission to
prove cases in court, and

(c) anything which savours of oppression or trickery in obtaining a
confession must be avoided.

(2) The Investigating Officer should, instead of working for confession, devote
himself arduously to obtain circumstantial and oral evidence so convincing that the offender
cannot escape. In such circumstances, the confession may often follow voluntarily. But to try
to obtain the confession first and then seek the corroborative evidence is to reverse the
proper order of the investigating process.

(3) If, however, a confession is volunteered during investigation, it should first
be ascertained whether there is corroborative evidence of the points made in the confession
bearing in mind that confessions are generally retracted in the court. Confession should therefore be carefully tested and not to be depended upon as final and conclusive.

(4) Statement looking like confession are often made with a view to deter police from making further enquiry, or to mislead the Investigating Officer into a different line of approach. Such pit-falls should be avoided and independent enquiries should not be stopped.

518. Recording of Confession:

(1) A Police Officer cannot record a confession, even if he is already vested with the powers of a magistrate. Recording of confession has to be done by judicial magistrate. Any magistrate may record the confession, and, if he is not the trying magistrate, shall forward it to the trying magistrate. Section 164 of Code of Criminal Procedures 1973 has given clear instructions as to how a magistrate shall record a confession and it is not necessary to repeat them here.

(2) Certain safeguards and guidelines for the magistrate laid down by the High Court are necessary to be noted. These are –

(a) Confession should ordinarily be recorded in the open court and during office hours. But, if the magistrate is satisfied that the recording in the open court would defeat the end of justice, he may record it elsewhere. He must, however, record in writing on the confession form the reasons for his so doing.

(b) Before the statement is recorded, the accused shall be given a few hours for reflection, away from the ambit of influence of Police.

(c) Police Officer should not be present during recording of confession, unless, in the opinion of the magistrate, the presence of police is necessary for safe-custody of the accused.

(d) The magistrate should, by questioning the accused, ascertain when and where he was first placed under police observation, control or arrest, after the occurrence of the offence.

(e) The magistrate should, as required under section 164 of Code of Criminal Procedures, 1973, make it clear that he is free not to confess, and that if he does so, it will be used against him as evidence.

519. Dying Declaration:

(1) When a person, whose evidence is required, is in imminent danger of death, his statement should be recorded by a magistrate having jurisdiction.

(2) If recording by a magistrate cannot be arranged, and it becomes necessary for some other person to record the dying declaration, it should if possible, be made in presence of the accused or of attesting witnesses.

(3) A dying declaration made to a Police Officer shall be signed by the person making it, such a declaration is admissible in evidence under section 162 of Code of Criminal Procedures, 1973 and section 32 of the Indian Evidence Act, 1872.

520. Inspection of Post Office records:

An Investigating Officer may, in writing call for an opportunity to inspect post office records or to collect information in connection with any case under his investigation and the Post Master shall comply. Only those entries in the records will be disclosed which relate to the accused and are relevant to the offence. Except this, Police Officers are not authorised to examine the books of a post office.
521. **Enquiry slips:**

1. An Investigating Officer, requiring information from the Officer-in-Charge of another Police Station regarding an absconder or any other matter connected with his investigation shall address an enquiry slip to him in the prescribed form. A duplicate carbon copy shall be retained by him for reference.

2. If there is undue delay in receiving the reply even after issue of reminders, the matter should be brought to the notice of the Superintendent of Police to take it up with the corresponding Superintendent of Police.

3. When the reply is received, the information should be entered in the relevant registers and records, and the original enquiry slip pasted to the duplicate carbon copy for record.

4. If the enquiry slip is meant for house search under section 166(1) or arrest under section 41 (1) of Code of Criminal Procedures, 1973, it must contain full information to justify action by the officer to whom it is addressed. The Officer receiving the enquiry slip must treat it as urgent and take action promptly.

**MEDICO-LEGAL EVIDENCE**

522. **Importance of Medical Report:**

Chemical examination of blood, semen and post-mortem examination of dead bodies are highly important as they provide convincing clues to the Investigating Officer. He should therefore, lose no time in sending the bloodstained or semen-stained articles and the dead body to the medical expert. Delay may lead to disappearance of the clues.

523. **Sending of Corpse for Post-Mortem Examination:**

1. A corpse on which a post-mortem examination is to be held should be sent to the nearest Medical Officer authorised to hold such examination. It does not matter whether he is a State Government Medical Officer, or a Railway Medical Officer or a private medical practitioner authorised by name to do so.

2. The corpse should be accompanied with a copy of the inquest report, and a challan in the form prescribed. One copy of the challan should be sent to the Superintendent of Police, too. The challan contain an accurate description of the corpse, the date and hour of its dispatch, a statement of the apparent cause of death, the circumstances, if any, which give rise to suspicion of foul-play and an accurate list of articles and clothes sent with the corpse. The body should be covered with sheet and carried on a stretcher or a bier with due reverence and decency, and never slung on a bamboo.

3. On arrival at the mortuary, the constable should leave the body there and contact the Medical Officer who is to hold the post-mortem. He should forthwith deliver him the inquest report and the copy of the challan meant for him. The Medical Officer shall note the date and hour of the arrival of the corpse at the mortuary in the appropriate space of the command certificate, which the constable carries with him. The Medical Officer shall also fill another appropriate space of the command certificate noting therein that a copy of the post-mortem examination report has been made over to the constable.

4. The second copy of the challan meant for the Superintendent of Police shall be made over by the constable to the Court Officer or any officer authorised to receive it, who shall forward it forthwith to the Superintendent of Police. The officer will fill in the proper space of the command certificate, the date and the hour of the receipt of the challan.
524. **Presence of Police Officers and others at Post-Mortem Examination:**

1. The constable sent in charge of the corpse should be present at the post-mortem examination but need not attend to its details. It will be enough if he stands sufficiently close-by to be able to testify that the body which had been in his charge was the one examined by the Medical Officer.

2. He must also be present at the court when the Medical Officer’s testimony as to the result of the post-mortem examination is given, so that the identity of the examined body with the body to which the criminal case relates may be established, if necessary.

3. The relatives of the deceased person may similarly be allowed to be present at the examination, if thought advisable.

4. Investigating Officer should attend post-mortem examination, unless, for sufficient reasons it is not possible to do so.

5. Forensic expert(s) of the State Forensic Laboratory may attend Post-mortem examination for taking of Finger print, etc of the deceased, if and when the case warrants their presence.

525. **Post-Mortem Examination Report:**

1. The Medical Officer, on completion of the post-mortem examination, shall prepare a full report in the form prescribed, in triplicate. One copy shall be sent to the Investigating Officer through the constable who brought the corpse to him. One copy should be kept by the Medical Officer. The original copy together with the challan form and the inquest report shall be forwarded direct to the Superintendent of Police by the Medical Officer. But, if he is a subordinate officer or a private practitioner, he shall send it through the District or Sub-Divisional Medical Officer who will note his remark on it. The Superintendent of Police will send the original copy of the report to the concerned Officer-in-Charge of the Police Station to lay it before the magistrate.

2. If the Police Officers have any doubt with regard to any part of the medical report, they should refer the matter through the Superintendent of Police to the District/Sub-Divisional Medical Officer.

3. Whenever the District/Sub-Divisional Medical Officer differs in opinion from the examining Medical Officer regarding the cause of death, he should state so in his remark and a copy of his remarks received by the Superintendent of Police should be sent to the Officer-in-Charge of the Police Station wherefrom the body was sent.

526. **Preservation and Disposal of Viscera:**

1. The viscera of a person on whose dead body a post-mortem examination has been held should be preserved in case – (a) there is a suspicion of poisoning, (b) the cause of death is doubtful or cannot be ascertained, or (c) the police authorities require the viscera to be preserved.

2. In other cases, the viscera should be destroyed as soon as the cause of death has been ascertained and certified by the District/ Sub-Divisional Medical Officer.

3. Even those Viscera that have been preserved cannot be retained indefinitely. Within three months, the police authorities should state, after studying, the collected evidence, as to in which of the cases there is some suspicion of poisoning. The viscera in those cases where there is no suspicion should be allowed to be destroyed after obtaining the order of the magistrate. Even in those cases, where there is suspicion, they should be sent for analysis by Government Chemical Examiner with the permission of the magistrate, and on receipt of the analysis report, they should be allowed to be destroyed after obtaining the order of the magistrate.
527. **Chemical analysis of articles:**

(1) Generally the following articles are required to be sent to the government Chemical Examiner or Serologist as the case may be for analysis -

(a) Articles containing or suspected to contain blood or seminal stains.
(b) Knives and weapons used in causing injury.
(c) Viscera and articles found on the dead body at the time of Post-Mortem examination.
(d) Any articles requiring chemical examination for facilitating investigation.

(2) It should be noted, however, that articles should be sent for chemical examination only in important cases, cases in which a fatal result has occurred or is likely to occur, or cases triable by a court of sessions, and not in cases which are not serious or in which clear and conclusive proof is already available.

(3) Great care is needed in packing the articles sent for chemical examination: -

(a) Ants or other insects should not gain access to the stained articles as they may destroy all traces of stain. The articles should be wrapped in paper, stitched in wax cloth and put in a wooden box. The stained portion should be protected by a thin layer of cotton wool on each surface.

(b) Hard substance on which there is stain should be sent intact without breaking it. For example, part of cement floor or wooden handle or part of door should be carefully detached without rubbing the stain. The stain should be covered with a pledged of cotton wool and further covered with paper the margin of which should be pasted on to the article. When flesh or skin is sent, it should be put in a fairly strong solution of common salt but not in alcohol

(c) where blood stain is suspected to be of animal and not of human being and it is necessary to ascertain whether it is human or animal blood, it should be stated in the report what animal is suspected to be involved.

(d) Knives and weapons should have labels securely tied on them, containing information as to the number and date of the report, description of the article, title of the case, person who forwards it, station, date and seal.

(e) Articles of wearing apparel should have pieces of paper stitched (not pinned, pasted or gummed) over the supposed stains. The entire garment must be sent. Each cloth should have a label stitched in one corner with the information as to the report-number, description of the articles, owner, number of observed stains, the person who forwards it, station, date and seal.

528. **Procedure for sending articles to Chemical Examiner:**

(1) In sending an article for chemical examination, all available information in connection with the article and also the nature of examination required must be clearly stated in the forwarding letter. The Investigating Officer shall, through the Court Officer, submit the article to the magistrate, who shall transmit it to the Chemical Examiner or the Serologist, as the case may be, with a descriptive letter containing information as to the number and date of the report, description of the article, the name of the sender, the station, date and seal, a full account of the medico legal aspect of the case, e.g. the nature of weapon used or supposed to have been used, the description of injuries inflicted, the section of law under which the case falls etc.
(2) The forwarding letter must not be packed in the same parcel in which the article is sent.

(3) When several articles are required to be sent they shall be wrapped separately in paper, sealed, and consecutively numbered. A list of the articles should be placed in the parcel and a duplicate copy of the list shall be enclosed with the forwarding letter.

(4) Exhibits belonging to different cases or of two different persons shall not be included in the same parcel.

(5) Viscera and other articles found on the body at the time of Post-Mortem examination shall be packed, sealed and despatched by the Medical Officer concerned. In other cases, these should be sent by the magistrate.

(6) The Chemical Examiner or the Serologist, as the case may be, shall send his analysis report with the utmost expedition and on receipt of the same; the Court Officer shall transmit it immediately to the Investigating Officer.

529. Disposal of exhibits after chemical analysis:

(1) Ordinarily, exhibits should be preserved for six months since the date of their receipt in the Chemical Examiner’s or Serologist’s office. After six months they may be destroyed.

(2) But in special cases when an exhibit is likely to be required after six months, the requisitioning officer must draw the attention of the Chemical Examiner or the Serologist, as the case may be, at the time of despatch of the article to him to the fact that the article should not be destroyed without making a reference to him, even after six months have elapsed.

530. Guidelines for field-investigation where medical report etc., is necessary:

Below are given certain outline points, which the Investigating Officer should take into account during investigation of serious cases in the field. These are not exhaustive.

531. Case of suspected poisoning:

(1) In suspected poisoning cases, the Investigating Officer should ascertain –

(a) the exact time between the receipt of food, drink or medicine, the appearance of symptoms, and the occurrence of death;

(b) the first symptoms e.g., vomiting or purging or drowsiness, cramps, twitching of limbs or tingling in the throat or skin, etc; and

(c) the treatment, if any, given.

(2) He should collect and bring with him, under seal, any food, drink, tobacco or drug, which may be in the house or near the body.

(3) He should collect and preserve any urine whether ante or post-mortem.

(4) If vomiting has occurred,

(a) he should collect it by swapping up with a clean rag any vomited matter found and then seal up the rag in a packet;

(b) carefully bottle and seal the contents of any vessels containing vomited matter;

(c) collect under seal any clothing, matting, wood or mud flooring into which the vomited matter has soaked.

(5) He should collect the ashes and charred bones from the scene of cremation of a person who is suspected to have died of arsenic poisoning.
532. **Cases of Strangulation:**

(1) In a case of hanging or strangulation, the Investigating Officer, before cutting or removing the strangulation medium, should note -

   (a) any lividity of the face, lips and eyelids;
   (b) any protrusion of the eyes;
   (c) the state of the tongue, whether enlarged, protruded or compressed between the lips; and
   (d) escape of any fluid from mouth and nostrils and direction of the flow.

(2) On cutting or removing the strangulating medium, the Investigating Officer should particularly note –

   (a) the state of the neck, whether bruised along the line of strangulation;
   (b) the direction of the mark whether circular or oblique; and
   (c) the state of the thumbs whether crossed over the palm.

(3) He should, if possible, collect the materials by which hanging or strangulation was effected.

533. **Body found murdered in an open field:**

When a body is found lying in an open field apparently after murder the Investigating Officer should, among other things, –

   (i) note the number, character and appearance of any injuries;
   (ii) if a weapon is found, cover with paper and seal any marks of blood, and especially note and preserve any adherent hairs;
   (iii) in case of an exposed infant, note the state of a cord, if tied, any mark of violence; and
   (iv) examine the hands and carefully remove anything they may hold.

534. **Case of presumed murder and burial of remains:**

(1) In a case of suspected murder, the Investigating Officer should search for and note any mark of violence especially upon the skull.

(2) If the victim is a woman, the Investigating Officer should carefully note if there is indication of sexual violence.

(3) If the body has been cremated after suspected murder, any fragments of bones among the ashes should be collected.

535. **Cases of body in tank or well:**

The Investigating Officer should note in case of body found in a tank or well –

(1) any sign of blood around the mouth or on the site of the tank;

(2) any froth seen on the nostrils and mark of blood around the mouth of the person drowned;

(3) any external marks or injury especially the neck and head;

(4) the state of the skin, particularly sole of the foot and palm whether smooth or rough; and

(5) anything held in the hands, if found should be removed carefully, sealed and preserved.
536. **Case of Rape or Unnatural offence:**

The lower garments worn by the persons concerned in the case of rape or unnatural offence should be collected and sent for chemical examination.

537. **Case connected with wounded persons in Hospital:**

1. The Investigating Officer should send all wounded persons connected with police cases to the Hospital for treatment and medical examination. A report in the prescribed form should be sent to the Medical Officer, who, after filling the relevant items of the form should return it to the Investigating Officer. In serious cases, Superintendent of Police should also be forthwith informed.

2. If the wound is dangerous and there is any apprehension of imminent death, the Medical Officer should inform the Investigating Officer to arrange the recording of dying declaration. If the Police Station of the Investigating Officer is too far away, but the court is nearer, the Medical Officer should send intimation to the Court Officer who should arrange the recording of dying declaration by a Magistrate. The Court Officer should send the declaration to the Investigating Officer without any delay.

3. Wounded persons who are not accused of any offence should be treated in a civil hospital, but those who are accused of an offence, should be treated in the jail hospital. If they are on bail, they may also treated in other hospital under order of a magistrate.

4. The body of a person, particularly of a female, cannot be examined even by a Medical Officer without the consent of the person concerned. Record of such consent should always be kept by the Medical Officer.

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**SECTION – IV**

**ARREST, EXTRADITION AND BAIL**

538. **Arrest without warrant by Police Officer:**

1. Under Section 41 of Code of Criminal Procedures, 1973, a Police Officer may, without warrant, arrest a person or persons under nine different categories of situations. For the purpose of investigation, however, seven categories are directly connected, namely, (i) one who has been concerned or suspected in any cognizable offence, (ii) one in whose possession implements of house-breaking have been found, (iii) one who is a proclaimed offender (iv) one in whose possession stolen property has been found, (v) one who has committed an offence outside India, (vi) one for whose arrest requisition has been received from another police officer, and (vii) one who belongs to one or more categories specified in section 109 and 110 of Code of Criminal Procedures, 1973 (habitual offender of desperate character).

2. Even a private person can arrest a man who is a proclaimed offender or a man who commits any non-bailable cognizable offence in his presence, but he must without any delay hand over the arrested person to the nearest Police Station.

3. An Officer-in-Charge of a Police Station has power to arrest a person under many other section of Code of Criminal Procedures 1973 or of other statutes. All these matters should be carefully studied by all Police Officers.

539. **No Power to summon the Accused as Witness Under Section 160 of Code of Criminal Procedures, 1973:**

A Police Officer has no legal power to summon, as a witness before him, any accused person for the purpose of giving evidence. The power of summoning a witness under section 160 of Code of Criminal Procedures, 1973 during the process of investigation is not applicable.
to the accused person. No man can be asked to give evidence against himself. The only manner in which the attendance of an accused person can be secured is by resorting to arrest under section 41 of Code of Criminal Procedures, 1973.

540. **Arrest to be done with care:**

(1) Arrest of a person not only deprives him of his liberty but also affects his reputation in the society. Hence, all care must be taken before resorting to such a step. Arrest for the purpose of investigation stands on a different footing from arrest for prevention of crime, or of concealment of evidence or of attempted escape by an accused person. It is not mandatory for a Police Officer immediately to arrest a person simply because a first information has been lodged against him at the Police Station. The Police Officer investigating a case has to use his discretion; considering the seriousness of the alleged crime, the possibility of the accused absconding or evading arrest and a host of other factors in each particular case.

(2) The manner of effecting arrest and the power connected therewith are laid down in sections 46 to 50 of Code of Criminal Procedures 1973 and the Police Officer must follow these provisions. It is important that an arrested person should not be put to more restraint than the circumstances required to prevent his escape.

(3) The arrested person must be informed of the ground of his arrest and of his right to bail in bailable cases.

(4) When the Officer-in-Charge or the Investigating Officer deputes a subordinate officer to effect the arrest, he must deliver an order in writing specifying the person to be arrested and the offence for which the arrest is to be made. Such deputed officer, while effecting the arrest, cannot release the arrested person on bail. It is the Officer-in-Charge who can exercise the power of release on bail.

(5) The Police personnel carrying out the arrest and handling the interrogation of the arrestee must be recorded in a register.

(6) That the Police officer carrying out the arrest of the arrestee shall prepare a memo of arrest at the time of arrest and such memo shall be attested by at least one witness, who may either be a member of the family of the arrestee or a respectable person of the locality from where the arrest is made. It shall also be countersigned by the arrestee and shall contain the time and date of arrest.

(7) A person who has been arrested or detained and is being held in custody in a Police Station or interrogation centre or other lock-up, shall be entitled to have one friend or relative or other person known to him or having interest in his welfare being informed, as soon as practicable, that he has been arrested and is being detained at the particular place, unless the attesting witness of the memo of arrest is himself such a friend or a relative of the arrestee.

(8) The time, place of arrest and venue of custody of an arrestee must be notified by the Police where the next friend or relative of the arrestee lives outside the district or town through the Legal Aid Organisation in the District and the Police Station of the area concerned telegraphically within a period of 8 to 12 hours after the arrest.

(9) The person arrested must be made aware of this right to have someone informed of his arrest or detention as soon as he is put under arrest or is detained.

(10) An entry must be made in the diary at the place of detention regarding the arrest of the person which shall also disclose the name of the next friend of the person who have been informed of the arrest and the names and particulars of the Police officials in whose custody the arrestee is.

(11) Copies of all the documents including the memo of arrest, referred above, should be sent to the Magistrate for his record.
(12) The arrestee may be permitted to meet his lawyer during interrogation, though not throughout the interrogation.

(13) A Police control room should be provided at all District and State Headquarters, where information regarding the arrest and the place of custody of the arrestee shall be communicated by the Officer causing the arrest, within 12 hours of effecting the arrest and at the Police control room it should be displayed on a conspicuous notice board.

541. Treatment of arrested person by Police:

(1) As soon as an accused person is placed under arrest, the Investigating Officer shall ask him whether he has any complaint to make of ill treatment by the police and shall enter it in the case diary in the form of question and answer. If the arrested person complains of ill-treatment, the Investigating Officer with the consent of the person shall examine his body to see if there is any mark of ill-treatment, and shall record the result of his examination. If the person refuses the examination, the Investigating Officer shall record the refusal and the reason thereof or.

(2) The arrestee should, where he so requests, be also examined at the time of his arrest and major and minor injuries; if any present on his / her body, must be recorded at that time. The "Inspection Memo" must be signed both by the arrestee and the Police Officer effecting the arrest and its copy provided to the arrestee.

(3) If the Investigating Officer finds any reason for believing that the allegation of ill treatment is true, he shall forthwith forward the arrested person to the nearest magistrate having jurisdiction, together with the complaint, the record of body examination, and other evidence available.

542. Examination of body by Medical Practitioner:

(1) The arrestee should be subjected to a medical examination every 48 hours during his detention in custody by a Doctor on the panel of approved Doctors appointed by Director, Health Services of Mizoram. The Director, Health Services should prepare such a panel for all Sub-Division and Districts as well.

(2) Apart from the above, when there are reasonable grounds for believing that the examination of his person will reveal evidence as to the commission of offence, the body of the arrested person may be examined by a registered medical practitioner at the request of a Police Officer. The medical practitioner may use such force as is reasonably required for such examination.

(3) Conversely, the arrested person may also request the magistrate that his body may be examined by such medical practitioner in order to disprove the commission by him of any offence or which will establish the commission of offence against his body by some other person.

(4) If the person of a female is to be examined, it shall be done by a female doctor.

543. Search of arrested person:

(1) An arrested person shall be searched immediately after the arrest to ensure that he does not carry any offensive weapon with him. If any such weapon is found on his body it shall be seized and sent to the court.

(2) All other property found on his person except the necessary wearing apparel shall be registered and kept in police custody. A receipt must be given to the person who shall produce it before the court, if called upon to do so. A list of articles shall be attached also to the Charge-sheet, if the person is sent up for trial.

(3) No search or examination of the body of a woman shall be made except by female and with due regard to decency and dignity.
544. **Arrest of Central or State Government Servants:**

(1) Whenever it is necessary to arrest a State or Central Government employee, it is desirable that a prior, confidential intimation should be sent to his immediate superior officer, or the head of the Department or the institution, as the case may be.

(2) If such prior intimation cannot be given, intimation of such arrest shall be given to the above-mentioned officers immediately on the arrest.

(3) A more detailed report should be sent to the above mentioned officer soon thereafter, stating the offence concerning which the arrest has been made, and also whether the employee has been released on bail or is being so released.

545. **Arrest of members of State Legislature/Autonomous District Council or Parliament:**

(1) Whenever there is an arrest, detention or release of a member of a State Legislature/Autonomous District Council or the Parliament, the officer making the arrest shall forthwith send an express report to the Superintendent of Police who will transmit the report to the Speaker or Chairman immediately by wireless, telegram or special messenger. The Deputy Inspector General of Police, Range and the Director General of Police shall also be informed immediately of the arrest. The wireless or the telegraphic message shall contain briefly but clearly the basic particulars of the matter.

(2) A copy of the message should be sent also to the Home Ministry, Government of India or the State Government as the case may be.

546. **Arrest within the precincts of Parliament or State Legislature:**

(1) No legal process including arrest shall be executed within the precincts of the State Legislature or the Parliament without the permission of the Speaker. The word “Speaker” here includes Chairman of Rajya Sabha, too. “Precincts” include chambers, lobbies, galleries, the Central Hall, waiting rooms of members, offices located at the legislature-building, and such other places as the Speaker may from time to time specify.

(2) While seeking the permission of the Speaker, the warrant of arrest should be accompanied by a concise statement of the case and well-reasoned grounds as to why the matter cannot wait and the arrest has to be made within the precincts. It is upto the Speaker to decide the question of permission.

(3) Similarly, no legal process including arrest of the members of the District Council shall be executed within the precincts of the District Council house without the prior permission of the Chairman of the District Council concerned the same procedure as above shall be taken.

547. **Period of detention under Police custody/Judicial custody:**

(1) Once a person has been arrested by a Police Officer, he cannot be discharged except on his own bond, on bail, or under orders of magistrate (Sec. 59 Code of Criminal Procedures, 1973).

(2) This does not mean that police can keep an arrested person under police custody for indefinite period. On his own, a Police Officer cannot keep an arrested person (who has not been released on bail) in police custody for more than 24 hours. (Sec. 57 Code of Criminal Procedures, 1973)

(3) He must produce the arrested person before the competent magistrate within 24 hours. If the investigation has not been finished within the period of 24 hours, the magistrate, at the request of police, may authorise detention of the person in police custody from time to time, but in no case shall the period of detention in police custody exceed a total period of 15 days. (Sec. 167(2) Code of Criminal Procedures, 1973)

(4) Police should not treat the question of remand to police custody as a matter of routine. The grounds for requesting a remand to police custody must be based upon
adequate materials, and should be clearly stated before magistrate. The ground for believing that the accusation against the arrested person is well founded should also be stated.

(5) Even 15 days may not, in all cases, be enough for completion of investigation. In such cases the Police authorities may move the magistrate for orders to keep the person under judicial custody for further period. If the magistrate is satisfied with the reasons shown by the police, he may allow detention, for a further period. Such period shall not exceed -(a) 90 days where the investigation relates to an offence punishable with death or life imprisonment or imprisonment for a term of 10 years or more, and (b) 60 days in case of other offences. At the end of the period, the arrested person shall be released on bail, if he is able to furnish it. If not, he will continue in such detention. (Sec. 167(2)(a)(i)(ii) Code of Criminal Procedures, 1973)

548. **Arrest in adjacent district:**

(1) A Police Officer may, for the purpose of arresting without warrant any person whom he is authorised to arrest, pursue such person to any place in India.

(2) When he is required to do so in an adjacent district, he shall, except in cases of extreme urgency, communicate with the nearest Police Station and secure their help for effecting such arrest. Such arrest should also be reported to the Superintendent of Police or the Sub-Divisional Police Officer of the District or Sub-Division in which the arrest is made.

(3) The arrested person shall be produced before the Magistrate having jurisdiction as per law.

549. **Custody of arrested person at Police Station:**

(1) The Officer-in-Charge of a Police Station shall be responsible for the safe custody of all arrested persons brought to the Police Station and not released on bail. On arrival of such a person, the fact should be entered in the General Diary.

(2) The Officer-in-Charge shall then enter and examine the lock-up and ensure that no weapon or article that may be used for making an escape or for committing suicide, are within the reach of the arrested person inside the lock-up. He shall note in the General Diary that this examination has been done.

(3) No women in police custody shall be lodged even for a single night in a Police Station except under unavoidable circumstances in which case there must always be posted a female guard all the time. Lock-up for females and male must invariably be separate.

(4) There must be reasonably adequate accommodation facilities in a lock-up. For every room, the number of arrested person that can be accommodated shall be decided by the Superintendent of Police in consultation with Medical Officer and Executive Engineer and that number should be painted on the door and the wall of the room. This number should not be exceeded at any time.

(5) Proper arrangement for guarding all arrested persons lodged in the lock-up should be made by the Officer-in-Charge.

(6) In case an arrested person escapes from lawful custody of Police, special report should be sent to the Superintendent of Police, Deputy Inspector General of Police, Range and Director General of Police.

550. **Sickness of arrested person:**

When an arrested person, not on bail, falls sick before he is sent to the lock-up, the Police Officer should, before taking him on journey, obtain medical advice and get him treated in the nearest hospital, making special arrangement against escape.

551. **Extradition:**

(1) No arrest can be made in a foreign territory without a proper warrant sent through proper authority.
(2) When a person whom it is necessary to arrest is residing in a foreign country, the Superintendent of Police should submit a full report to the competent magistrate with a request to issue warrant and to make necessary steps for procuring extradition.

(3) The magistrate may accordingly issue a warrant addressed to the Superintendent of Police. The Superintendent of Police shall forward the warrant together with all documents which would enable a prima facie case to be made out against the person wanted, to the Director General of Police who shall send it to the State Government. The state Government may then transmit it to the External Affairs Ministry, Government of India for doing all that is necessary for the purpose of extradition.

552. Bail in bailable cases:

(1) In all bailable offences, bail can be claimed as a matter of right, and police authorities shall cooperate with the public in this matter. If an arrested person, in order to obtain bail, desires to get a message sent to his friends or relatives, every facility should be given to him to do so.

(2) A person arrested under a bailable warrant need not be brought to the Police Station, but may be released on bail on the spot on executing the necessary bail-bond.

(3) For this purpose, the Police Officer executing the arrest shall carry the bail-bond form with him. It should, however, be noted that no Police Officer below the rank of Officer-in-Charge can release a person on bail.

553. Bail in non-bailable cases:

(1) Chapter XXXIII of Code of Criminal Procedures 1973 has made detailed provisions about bail on bond including bail in non-bailable cases. It is necessary to note that an Officer-in-Charge of Police Station has power under section 437 Code of Criminal Procedures 1973 to release on bail not only a person accused of a bailable offence but also a person who is arrested or detained without a warrant, and who is accused or suspected of commission of a non-bailable and cognizable offence. Certain offenders, of course, have been excluded from his jurisdiction, such as those who are accused of an offence punishable with death or life imprisonment; a previous convict with seven or more years imprisonment to his credit; or a person previously convicted on two or more occasions.

(2) Further, if it appears to the Officer-in-Charge in the course of investigation that there are no reasonable grounds for believing that the accused had committed a non-bailable offence, but that there are sufficient grounds for further enquiry, he may release the accused on bail or on a personal bond and continue further investigation.

(3) A free use should be made of the discretion given to the Officer-in-Charge under the above-mentioned section to accept bail in non-bailable cases. Arrests are often made on a reasonable suspicion under section 41(1) of Code of Criminal Procedures, 1973, but evidences gathered in the course of investigation may not confirm this suspicion and yet there is sufficient grounds for enquiry into his guilt, the accused shall subject to the provision of section 437 of Code of Criminal Procedures, 1973 and pending such inquiry be released on bail, or on a bond without sureties for his appearance as provided in the Code of Criminal Procedures 1973.

(4) Police Officers should not be too liberal with such grant of bail when it may be prejudicial to the interest of a case. They may exercise the power to grant bail rather liberally in respect of offences which are more or less of a purely technical nature or where the accused is a woman or child or a person of such status and integrity that his release will not jeopardise investigation. What is needed is an objective assessment of facts and person involved in each case and a discreet exercise of the powers vested in police.

(5) A Police Officer who releases on bail any person arrested in connection with a non-bailable offence shall record in writing his reasons for so doing. This record should be kept in the case diary.
554. **Significance of bail:**

(1) ‘Bail’ signifies security with sureties, as distinct from simple ‘recognizance bond’. A bond provides for a money-penalty. The amount of such penalty should be compatible with the nature of the alleged offence and should not be excessive. The time and place at which the person should be present must be mentioned in the bond itself.

(2) When an accused person is released on bail with sureties, the sureties should be made jointly and severally liable for the same amount as the accused but not for more.

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**SECTION – V**

**SEARCH**

555. **Introduction:**

To serve the end of justice, the search of a house or a place belonging to a private person sometimes becomes unavoidable. Certain valuable evidence required for establishing the truth of an offence may not be made available to the police or to the court in the ordinary course of Enquiry. Under such circumstances there is justification for the police to search the place or the house belonging to a private person.

556. **Types of searches:**

(1) In general, searches cannot be made without a search warrant issued by a competent magistrate, but in a few cases the Investigating Officer or an Officer-in-Charge is empowered to conduct searches even without a search warrant.

(2) The Code of Criminal Procedures, 1973 has made detailed provision regarding searches. Chapter VII-B, C, D deals with searches in general, which can be made only under search warrant. Sections 165 and 166 deal with searches necessitated urgently during the process of Police investigation. Such searches may be done without a search warrant.

(3) It should also be noted that under Sections 165 and 166, the search is for a particular object or thing, while the searches may be for a ‘thing’ or for general purposes. A general-purpose search always needs a search warrant.

(4) Searches for arms, explosive and similar articles of special nature may be made under the provisions of Code of Criminal Procedures, 1973 supplemented by special rules or orders, if any, made under the special legislations relating to arms and explosives.

557. **Search warrant when issued:**

A court may issue search warrant when it has reason to believe (a) that person ordered or summoned to produce a document or a thing is not likely to do so; (b) that the purpose of an enquiry, or proceeding will be served by a general search; (c) that any place has been used for deposit or sale of stolen property or any objectionable articles such as counterfeit coin, currency or stamp, forged documents, false seals, obscene objects or forfeited publications, or instruments used for making such articles; (d) that any person has been wrongfully confined; or (e) that any female has been abducted and detained.

558. **Search how made:**

(1) The occupant of the house must give free ingress and all reasonable facilities for search to the person executing the search warrant. If he refuses to do so, the warrant executing officer may break open the door.
(2) If any person at the place is suspected to have concealed in his body any articles under search, his body may be search, but in case of a woman, only another woman can search her and with decency.

(3) The searching officer shall carefully conduct the search leaving no room for any suspicion that any articles has been surreptitiously introduced or removed from the place searched. For this purpose, the Police Officer conducting the search should allow himself to be searched by the owner of the house in presence of at least two witnesses who are disinterested and respectable persons of the locality before conducting the search. Similarly, the Police Officer who conducted the search should be subjected to personal search by the owner of the house in presence of the searched witnesses again after the search so that no room for suspicion that any article has been surreptitiously removed from the place searched. The search must invariably be conducted in presence of eye witnesses.

(4) The number of witnesses to the search must not be less than two and they shall be respectable inhabitants of the locality. The witnesses should be brought from the same or at least the adjoining village. If this is not possible to do so, they may be brought from any other locality.

(5) The witnesses should be unconnected with the parties or the police. When a person, having been called upon by order in writing to witness a search, refuses or neglects to do so without any reasonable cause, the officer conducting the search may take steps for his prosecution, under section 187 of Code of Criminal Procedures, 1973.

(6) The search shall be made in their presence, and they should sign the list of articles, seized, but shall not be required to attend the court. (Sec. 100 Code of Criminal Procedures, 1973)

(7) The search list referred to in the foregoing sub-paragraph should be prepared in triplicate in the prescribed form. The original copy should be sent to the Court Officer with the Final Form together with a report regarding the search, one copy should be handed over to the occupant of the place, and the third should remain with the Investigating Officer.

(8) All the property in a house is not to be seized merely because some suspected property has been found. It is only the articles suspected to be connected with the offence are to be seized.

(9) When the court directs in the warrant that there should be a general search followed by a more careful inspection at the Police Station or some other convenient place, papers, documents and such other articles need not be examined piece by piece on the spot, but should be collected and packed in bundles. These bundles should be closed and sealed and marked by the search-witnesses, and entered in the search list.

(10) When an article seized is too bulky or inconvenient to be removed and stored in a Police Station, the searching officer may keep the article in the custody of any dependable private person of the locality under a bond to be produced whenever called upon. The bond should be prepared in duplicate the original copy should be kept by the Investigating Officer and the other copy to be given to the person under whose custody the article was kept.

(11) The occupant of the place searched or some person in his behalf must be permitted to attend the search. He should also be asked to sign the list of articles seized and signed by the witnesses. If he refuses to do so, a note should be kept to the effect and it should be certified by witnesses. The occupant should in any case be handed over a copy of the list of articles seized, and asked to compare it with the original. If he refuses to compare, a note to that effect should also be kept and certified by the witnesses.

559. Search without Warrant:

(1) It has already been mentioned that searches under Sections 165 and 166 of Code of Criminal Procedures, 1973 may be made without warrant.
(2) Section 165 of Code of Criminal Procedures, 1973 (Act 2 of 1974) authorises an Officer-in-Charge of Police Station or an Investigating Officer to conduct a search without warrant only under the following circumstances, namely, when the officer, during the course of investigation of offence, has reasonable grounds for believing that (i) certain thing necessary for the purpose of investigation is in a certain place within his jurisdiction, and (ii) that the thing cannot be obtained without undue delay unless a search of the place is made.

(3) In such circumstances, he shall specify in writing the thing wanted and the place where it is believed to be located, and record his reasons for believing that it cannot be otherwise obtained without undue delay. The recording should be made in the General Diary and Case Diary.

(4) He should conduct the search personally, if practicable. If he cannot do so he may depute any subordinate officer to make the search, by delivering a written order. He shall specify in that order the place to be searched and the thing to be obtained. He should also record his reasons for deputing the subordinate officer in the General Diary and Case Diary.

(5) Copies of records made under paragraph (3) and (4) above shall be sent forthwith to the nearest magistrate and the owner or occupant of the place searched shall be given a free copy by the magistrate on his application.

(6) As regards the manner of search, witnesses to the search, search-list and other relevant matters, the general provisions made about the search in the Code of Criminal Procedures, 1973 shall remain applicable.

560. Search in another Police Station:

(1) Section 166 of Code of Criminal Procedures, 1973 provides that if the Officer-in-Charge or the Investigating Officer, referred to in the preceding rule, has reasons to believe that the thing searched for is in a place beyond his territorial jurisdiction. Then he may request the Officer-in-Charge of the Police Station within whose territorial limits the place is located, to make the search in the same manner as laid down in Section 165 of Code of Criminal Procedures, 1973. Thereupon, the latter shall do so and send the thing, if found, to the officer making the request.

(2) But this process of making the request to, and getting the search made by an officer of another Police Station may, in itself, occasion some delay. If there is reason to believe that such delay may cause concealment or destruction of evidence, the Officer-in-Charge or the Investigating Officer instead of making a request to the other Station-Officer, may himself proceed outside his territorial limits and search the thing under Section 165 of Code of Criminal Procedures, 1973 in the place located in the other Police Station, as if it were within the limits of his own Police Station.

(3) But such officer must immediately send notice of the search to the Officer-in-Charge of the Police Station where the place is situated, along with a copy of search list prepared, if any. He shall also send to the nearest magistrate the copies of the records mentioned in sub-rule (5) of the preceding rule. The magistrate may give copy of these records, on application to the owner or occupant of the place searched.

561. Search for arms, explosive, etc:

(1) Whenever it becomes necessary to make a search for arms, a search-warrant must invariably be obtained from a competent magistrate under section 22 of the Indian Arms Act, 1959 (Act No. 54 of 1959). Such a search can be conducted only by or in the presence of a magistrate, or some other officer specially empowered.

(2) Similar searches may be made also under the Indian Explosive Act 1884 and the rule made there under.
SECTION – VI

CASE DIARY

562. **Legal provisions:**

The writing of the case diary is one of the most important parts of the legal processes of investigation of a criminal case. The case diary is the day-to-day record, which under Section 172 of Code of Criminal Procedures, 1973 is required to be kept by an Investigating Officer during the course of his investigation. According to the provisions of this section, the case-diary should show:

(i) The time at which the information reach him.
(ii) The time at which he began and closed his investigation.
(iii) The place visited by him, and
(iv) A statement of the circumstances ascertained through his investigation.

563. **Case-Diary form:**

(1) Case-Diary is to be kept in the prescribed form. These forms are issued in bound books of 100 forms each. Each form has a separate printed number running consecutively through the book. The Investigating Officer shall write his Case-Diaries on this form placing carbon-paper sheets under the original according to the number of copies required. On the conclusion of the investigation, the original sheets shall be removed from the bound book and made into a separate file.

(2) Every file should be docketed with number, month and year of the First Information Report, the Final Form submitted, and the names of the informant, the accused, and the Investigating Officer.

(3) Ordinarily, there should be a separate case-diary of each case. But when two or allied cases against the same accused persons are investigated together, it will suffice if full particulars are recorded in one Case-diary and reference is made in the other Case-diary to the facts in question.

(4) On no account should the Diary relating to two or more days be written on one sheet or despatched together.

(5) All Case-Diaries are confidential and shall be kept securely under lock and key, until the case, including appeal, if any, has been finally disposed of.

564. **Where to write the Case-Diary:**

(1) The Case-Diary should be taken by the Investigating Officer to the spot and written at the time of investigation, and never at the end of each day at the Police Station from incomplete notes jotted down in some note-book.

(2) The hour of each entry and the name of the place where it is written should be mentioned in the appropriate column.

(3) The place where the Investigating Officer halts for the night should also be mentioned.

(4) The hour at the place from, and the manner in which each day’s diary is despatched should be noted.

565. **Certain Guide Lines in writing Case-Diaries:**

Apart from the legal requirements under Section 172 of Code of Criminal Procedures, 1973 many other information have to be included in the Case-Diary so that the evidence
collected is complete in all respects. Below are given certain guidelines, as to what the Case-Diary should contain:

(1) A brief summary of the First Information Report and the time of its receipt, and the time of departure and arrival of the Investigating Officer at the scene of occurrence. This should be given at the beginning of the First Diary.

(2) Information sent to superior officers about the occurrence by express report, telegram, telephone call, wireless message etc.

(3) Reference made to Crime History, Crime maps, gang chart, village crime notebook etc.

(4) Requirement of man-power for his assistance service of experts such as finger-print expert, foot-print expert, scientific aid, medical examination, photographer, police-dog etc.

(5) Description of the scene of occurrence, its surrounding the lines of approach and retreat of the culprits, traces absent where they should have been present, photographs taken, sketches prepared, distance correctly measured, and articles seized.

(6) Indication of the steps taken in furtherance of investigation, such as, 'hue and cry' notices, issue of enquiry slips, verification of complicity of criminal habituated to similar modus operandi, and reference to local crime-bureau.

(7) Particulars of witnesses examined, suspects and accused questioned, or informants contacted during the course of investigation.

(8) Any searches made whether of person or of house, the grounds therefore, and the result thereof and if any property was recovered whether it was identified by the owner (complainant).

(9) If any arrest was made, the time and place of such arrest, by whom it was made, whether the arrested person was enlarged on bail or kept in police-custody or sent to magistrate for remand.

(10) All other facts relating to the case ascertained during the investigation.

566. Other matters to be included in Case-Diary:

(1) Various theories formed on the basis of facts collected till then, the steps taken to verify such theories, and the results thereof should be noted in the Case-Diary.

(2) It should include also any further line of investigation ordered by a superior officer and action taken thereon.

(3) In the concluding diary, the Investigating Officer should record a brief summary of the reasons for his taking final decision in the case. If he is opinion that the case need not be sent up, his reasons should be fuller and prepared with greater care.

567. Statements of witnesses to be recorded:

When the Investigating Officer examines a witness; he should reduce his statement to writing on the spot but should not require him to sign it. He should read it over to the witness, and then certify it at the bottom that it was read over to, and admitted to be correct by the witness. The Investigating Officer himself must, however, sign the recorded statement.

568. Informer’s names not to be disclosed:

The names of informers need not be entered in the diary or other records or disclose to any one including the court.
569. **Enquiries by subordinate officers:**

1. Under orders of an Investigating Officer, subordinate officer including Head Constables and Constables may assist him in conducting investigation. But thereby, they do not become Investigating Officers themselves. They cannot under such circumstances write Case-Diaries. They should note the results of their enquiries in their notebooks and submit reports to the Investigating Officer. The Investigating Officer shall embody the gist of their reports in his case-diary.

2. Where, however, a Head Constable is specially authorised by Superintendent of Police to investigate any specified classes of cases, such Head constable may independently investigate such cases, and in doing so he shall follow the full procedure of investigation like any other Investigating Officer.

570. **Enquiries into suicide and unnatural death, etc:**

1. Section 174 of Code of Criminal Procedure, 1973 lays down the procedure for enquiries into a case of suicide, or death by accident or by other unnatural causes as mentioned in the section. An inquest is held into such cases by a District Magistrate or Sub-Divisional Magistrate or other Executive Magistrate specially empowered. The Officer-in-Charge, immediately on receipt of information shall submit a First Information Report to the Magistrate, and proceed to the place where the body of the dead person lies. There, in the presence of two or more respectable inhabitants he shall make investigation and draw up at the spot a report of the apparent cause of death. He shall describe the wounds, fractures, bruises and other injury marks (if any) and in what manner and by what weapon, these seem to have been caused. The investigation report shall be in the form prescribed for the purpose and shall be signed by him and as many other witnesses as agree to its contents. The report shall be prepared in triplicate. The dead body should be sent for post-mortem examination along with one copy of the investigation report attached to the requisition challan for post-mortem examination. One copy should be sent to Superintendent of Police. The third copy should be retained in the Police Station.

2. The Medical Officer shall prepare the Post-Mortem Examination report in triplicate. One copy of his Post-Mortem Examination report along with the copy of the investigation report which he received from Investigating Officer should be sent to the Superintendent of Police for onward transmission to the court. The second copy of his Post-Mortem Examination report should be sent to the Investigating Officer. The third copy shall be retained by himself.

3. The Officer-in-Charge shall send a Final Report.

4. The statements of witnesses examined during the enquiry by police should be recorded separately, and Case-Diary need not be written in these cases.

5. Where, however, it has not clearly been established a case of suicide or accidental death, Case-Diary should be written, discussing the evidence obtained during the investigation and the arguments for and against treating the case as a suicidal or accidental death.

6. In case of doubt as to the cause of death, the Officer-in-Charge or the Investigating Officer shall write the case-diary and the result of the Post-Mortem Examination should be incorporated therein.

571. **Death of person in Police custody:**

When a person dies in the custody of police, the Police Officer shall send immediate information to the Officer-in-Charge and the latter shall bring it forthwith to the notice of the magistrate having power to hold inquest. He shall also himself take up an inquiry in the manner as laid down in section 174 of Code of Criminal Procedures, 1973 and follow the procedure mentioned in fore-going paragraphs as far as applicable. He should also inform the Superintendent of Police by the quickest means of communication available. The Superintendent of Police in turn should inform the Deputy Inspector General of Police and the
Director General of Police as the case may be. The Magistrate shall hold an inquiry into the cause of death in addition to the investigation taken up by the Police Officer.

572. **Disposal of the dead body:**

In case of death in police custody and in all cases of unnatural death, the dead body shall be sent for Post Mortem examination. The Post Mortem Examination should be done under video coverage and thereafter disposed of the dead body according to the orders of the magistrate.

573. **Remand etc. sought on the basis of Case-Diary:**

1. When remand is sought by police under section 167 of Code of Criminal Procedures, 1973, a copy of the case-Diary is to be sent along with the application. The Investigating Officer should prepare an additional carbon copy of the case-diary; when he anticipates that he cannot complete the investigation within 24 hours, or within the time extended by the court.

2. Similarly, when the Investigating Officer applies to the magistrate for issue of warrant of arrest or search warrant or proclamation, he will have to attach a copy of the case-diary.

574. **Case-Diary in the court:**

1. A Case-Diary is a privileged document, provided it does not contain any statement of witnesses. The defence has no right to inspect or get a copy of the Case-Diary. However, the Investigating Officer who wrote the diary may refresh his memory by looking into it while offering evidence in the court, in which case the defence can also see it but does not have the right to get a copy.

2. Under section 172 (2) of Code of Criminal Procedures, 1973 the court can call for the case-diary and use it as an aid to the Inquiry or trial, but the defence has no right to see it merely because it is used as an aid by the Court.

3. But when the court uses the case-diary to contradict a Police Officer who wrote it, that particular portion of the case-diary which is used to contradict him loses its privilege and has to be shown to the defence to enable it to cross-examine the Police Officer under section 145 or 161 of the Indian Evidence Act 1972.

4. When any witness, whose statement during investigation was reduced to writing, is giving evidence in a trial on behalf of the prosecution, any part of his statement so recorded, if duly proved, may be used by the defence to contradict his evidence in the court. In such circumstances, the prosecution may use any part of such statement in his re-examination. The re-examination should be limited to the explaining away of any matter raised in the cross-examination by the defence.

5. Similarly, when a prosecution witness whose statement has been reduced to writing during investigation turns hostile in the court, the prosecution may, with the permission of the court, use any part of the statement to contradict him. In that event, the defence shall have the right to re-examine such witness for the purpose of explaining the matter raised in cross-examination.

575. **Confidential nature of the Case-Diary:**

1. The Case-Diary is a confidential document. It may be seen only by the Investigating Officer, the Officer-in-Charge of the Police Station, any superior Police Officer, the Public Prosecutor, the officer or assistant in Superintendent of Police’s office, specially authorised to deal with the case-diaries, and any other officer authorized by the Superintendent of Police.

2. Every Police Officer in lawful possession of the case-diary is fully responsible for the safe-custody of the case-diary. Its transmission by one officer to another shall always be under sealed cover, and it should be addressed to the officer by name.
(3) On the dates of hearing, the Investigating Officer or any Police Officer deputed by him shall take it to the court under personal custody.

(4) The Investigating Officer may take the case-diary in person and show it to the Public Prosecutor for the purpose of briefing. The Public Prosecutor will see it also at the time of preparing the Charge-sheet and before and on the date of hearing.

(5) Care should be taken to see that the case-diary is not filed with the judicial records or entrusted to the Bench-Clerk. In the court it should be in the personal custody of the magistrate or the judge or the Public Prosecutor as the case may be.

576. **Case-Diary how long retained:**

Case-Diaries of disposed cases are usually destroyed after 3 years, but it is retained longer in important cases. When the accused is absconding, it is retained till the case is finally disposed of in any manner.

**SECTION – VII**

**COMPLETION OF INVESTIGATION AND FINAL REPORT**

577. **Introductory:**

(1) All investigations of criminal cases shall be completed without unnecessary delay. This is a statutory direction and has been incorporated in section 173(1) of Code of Criminal Procedures, 1973 itself. All Police Officer having to do anything with the investigation process must bear this direction constantly in mind.

(2) Ordinarily, there should be no difficulty in completing the investigation and filing the charge sheet before the expiry of the remand period of 15 days granted under section 167 of Code of Criminal Procedures, 1973. There is provision for further remand under section 309 of Code of Criminal Procedures, 1973 in complicated cases. This is, however, not meant to be an indefinite period and that is the reason for giving extension for only 15 days at a time. It is objectionable, from all point of view, to go on asking for time, again and again just for the reason that investigation has not been completed.

578. **Accused to be released when evidence insufficient:**

If the Officer-in-Charge of Police Station finds upon investigation that there is no sufficient evidence for sending up the accused for trial, he shall release him on bond, with or without sureties, to appear before the court if and when required.

579. **Charge-sheet, if evidence sufficient:**

(1) If there is sufficient evidence regarding the commission of offence, the Officer-in-Charge of the Police Station shall file a Charge-sheet against the accused in the prescribed form. The following information required under Section 173 of Code of Criminal Procedures, 1973 must be furnished in it, namely - (a) the names of the parties, (b) the nature of the information, (c) the names of the witnesses (d) what offence, and by whom to have been committed, (e) whether the accused has been arrested (f) If so, whether released on bond with or without sureties, or (g) whether forwarded in custody to the magistrate.

(2) Care should be taken to fill up all the columns of the Charge-sheet promptly. In complicated cases, the advise of the Assistant Public Prosecutor or the Public Prosecutor may be taken, if necessary.

(3) The person who gave the first information should be intimated about the submission of Charge-sheet to the court.
580. **Additional instructions regarding Charge-sheet:**

(1) The correct name and address of the accused person should be ascertained and included in the Charge-sheet as the identification of the accused is of utmost importance. The Investigating Officer shall append to the Charge-sheet a certificate to the following effect, after taking, wherever practicable, the fingerprint of the left hand thumb of the accused person on a piece of paper:

“Certified that I have carefully examined the register of persons convicted (i.e. Village Crime Note Book Part III) and have in all other respects made full enquiry whether the accused person and absconders against whom the charge has been proved have given false names and addresses or have been previously convicted and I find that ......................... Also certified that the accused is identified/unidentified in this jurisdiction.

Investigating Officer”

(2) If any previous conviction is ascertained, a short note of all particulars including the names of the witnesses who can prove the previous conviction should be given in the annexure of the Charge-sheet. When the accused is charged with an offence for which enhanced punishment may be inflicted on reconviction, the Investigating Officer should note as to whether the accused has resided in his jurisdiction for 10 year or less or more. The Court Officer should also search the Register of Conviction to ascertain the fact of previous conviction. He shall sign a certificate to the following effect. Certified that I have carefully searched the Conviction Register and have found that .........................

Court Officer”.

(3) The antecedents of each accused person should be noted in the annexure to the Charge-sheet when, he falls under any one or more of the following categories, namely: (a) Robber, dacoit, house-breaker, thief, extortionist, or receiver of stolen property, (b) Cheat, forger, or counterfeiter, (c) member of gang of dacoits, or of thieves, (d) smuggler of opium, drug or liquor, (e) escaped prisoner (f) Vagrant, (g) suspicious character, (h) habitual drunkard and (i) prostitute.

(4) When the accused is a desperate character or he had previously suffered from lunacy, the fact should be separately reported to the magistrate.

(5) In heinous cases, particularly those mentioned below, a map or plan or both shall accompany a Charge-sheet:

(a) Murder, (b) highway or mail robbery (c) dacoity (d) extensive burglary or theft, (e) riot involving culpable homicide, grievous hurt or damage to property.

The map should be drawn to a suitable scale and show all particulars likely to be of help to the court, such as the place of occurrence, the surrounding room or houses, the houses of the witnesses etc. The draftsman should sign the map and he should be produced as a witness to prove as to under whose direction the places were shown to him for marking on the map. The Investigating Officer himself shall draw map where a draftsman is not available.

(6) Lists of property stolen, lists of property found on the parties arrested, the bail-bonds, and the recognizance-bonds should also be attached to the Charge-sheet.
581. **Brief to be sent to Court Officer:**

(1) In every case in which a Charge-sheet has been submitted, the Investigating Officer should prepare a brief in duplicate. One copy should be sent to the Court Officer together with the Charge-sheet and the case-diaries. The brief is to be handed over to the Assistant Public Prosecutor or Public Prosecutor as the case may be. The copy of the brief should be sent to the Sub-Divisional Police Officer along with the last diary.

(2) The brief should contain the following particulars:

   (a) The time of occurrence,
   
   (b) The time at which the information was lodged at the Police Station, with explanation of delay, if any,
   
   (c) The time at which the investigation was started, with explanation of delay, if any.
   
   (d) The ingredients constituting the offence charged with
   
   (e) The names of witnesses who will prove each of the points. The names should be shown against each point. Reference to the pages of the case diaries should also be given.
   
   (f) The Investigating Officer’s theory of the case,
   
   (g) The plea of the accused and the probable line of defence that may be taken by him.
   
   (h) Suggestions by the Investigating Officer for meeting the defence theory with explanation of any gap in the chain of evidence in the prosecution case.
   
   (i) Any other particulars deemed relevant for the purpose.

(3) The Investigating Officer should ascertain the character antecedents and relationship of the defence witnesses with the accused and such other factor as might discredit their evidence. The information collected should be made available to the Assistant Public Prosecution or the Public Prosecutor as the case may be, so as to help him in impeaching the credit of the defence witnesses.

582. **Identification Parade:**

(1) It has already been mentioned that identification of the accused is a very important step in the investigation process. Sometimes it becomes necessary to hold an Identification Parade so that the witnesses may identify the accused persons directly. The proceeding for an Identification Parade should be taken up as soon after the arrest of the accused person as possible.

(2) The proceeding for Identification Parade shall be conducted by an executive magistrate or, if no such officer is available, by a respectable person not interested in the case. The officer or the person should satisfy himself that the Identification Parade is conducted under conditions in which no possibility of collusion exists.

(3) Before the commencement of the proceedings for Identification Parade, the identifying witnesses should be kept under charge of a court-peon or other reliable person, not being a Police Officer. The place where they are to be kept should be at such distance that they shall have no chance of seeing the suspects.

(4) The suspected persons should then be paraded along with a number of other persons with similar dress and of similar age, religion and social status. The mixing up of the suspects with these persons should be done out of sight of any Police Officer or of the witnesses. Normally there should be 8(eight) other persons when the number is only one, and 15 to 25 where the number of suspects exceeds one.
(5) Each of the identifying witnesses shall then be brought singly in charge of the magistrate’s peon or some other reliable person not being a Police Officer, and asked to pick up the accused if he is able to do so. The identification must be made out of sight and hearing of the other witnesses. The conducting officer or person, on being satisfied that no communication between the police and witnesses was possible, should give a certificate to the effect.

(6) The conducting officer or person should also sign a statement in the prescribed form for testifying to the fairness of the manner of holding the identification parade.

(7) The primary object of identification proceeding is to test the ability of the witnesses to identify a suspected person and to ascertain whether there is sufficient evidence to place the suspect on trial.

An executive magistrate or a respectable person is chosen to conduct the proceeding, because his impartiality and honesty is not likely to be called into question by the defence. He need not put questions to, or record statements of, the suspected person or the witnesses except so far as necessary for the purpose of identification. Nothing should be done to confuse or puzzle a witness or to create conditions which would render incapable of identifying.

(8) The Investigating Officer, though his presence may be necessary outside, should not be present while the identification is in progress. He shall, however, make the arrangements for holding the Identification Parade. If the conducting person is not a magistrate, the Investigating Officer may explain him the procedure for conducting the parade; but he must not do anything which might diminish the value of the identification.

583. When the accused is absconding or concealing:

(1) When an accused against whom a Charge-sheet has been submitted is absconding or concealing himself, and an warrant of arrest cannot be executed, the Officer-in-Charge or the Investigating Officer may move the court for instituting proceeding under sections 82-85 of Code of Criminal Procedures, 1973. The court may, if so satisfied, issue proclamation and order of attachment of property under section 82 and 83 of Code of Criminal Procedures, 1973 respectively. While these proceedings are in progress, the court may, in the absence of the accused, examine the witnesses produced by the prosecution, and record their deposition under section 299 of Code of Criminal Procedures, 1973. The case may then be entered in the register of long pending cases.

(2) If, at any future time, the accused is apprehended or appears before the Court, the case against him shall be treated as a new one. Any deposition recorded previously in his absence may be given in evidence against him, if the deponent is dead, or incapable of giving evidence or his attendance cannot be procured without an amount of delay, expense, or inconvenience which, under the circumstances, would be unreasonable.

(3) Where, in case, there are several accused persons and only some are absconding, the magistrate may proceed with the case against those who are present. As regard those who are absconding, the magistrate may make a separate case and enter it in the register of long pending cases and deal with in the manner laid down in the foregoing sub-rule (1) and (2) of Rule 583.

(4) While the court case may be in the above stages, the Officer-in-Charge cannot sit idle. As long as the proclaimed offender’s name is in the list maintained in his Police Station, he and his staff are to continue the search as to where he is or who is harbouring him. If the proclaimed offender is learnt to be in another Police Station, he should forthwith send requisition to the Officer-in-Charge of that Station to apprehend him or may, himself, proceed to do so with the help of the staff of the other station.

584. Sanction for Prosecution:

For certain offences, it is obligatory to secure prior sanction of the competent authority in order to initiate criminal prosecution, Chapter XIV of Code of Criminal Procedures,
1973 has made clear provisions in this matter. The Investigating Officer must, at the time of filling the Charge-sheet, ensure that such essential pre-requisites have been complied with in the concerned cases.

585. **Final Report:**

(1) Where a First Information Report is treated as unfit for investigation, or where after exhausting all efforts in an investigation of a case, the Investigating Officer thinks that there is no prospect of getting further clue and that nothing more can be done in the case, he may, on obtaining approval from supervising officer, submit a Final Report in the case citing the reason. It should be prepared in the prescribed form.

(2) All Final Reports (other than Charge-sheets) shall be sent through the Sub-Divisional Police Officer. The Sub-Divisional Police Officer may either forward it through the Court Officer to the concerned Magistrate or, if deemed necessary, order the Officer-in-Charge to make further enquiries or may do so himself.

(3) Final Reports in cases referred to by a magistrate to the police for investigation must be sent to the particular magistrate who ordered the investigation.

586. **Referring cases as ‘False’:**

(1) While submitting Final Report, the Investigating Officer or the Officer-in-Charge should not report a case as ‘false’ without thoroughly scrutinizing the records and finding it clearly false. Mere probability is not enough.

(2) When the Investigating Officer reports a case as wilfully or maliciously false, he should state in the Final Report whether he proposes proceeding against the complainant or not, and, if not, the reason thereof. If he proposes to proceed against the complainant, the Investigating Officer should set forth the grounds for considering the case as false. He should collect materials to prove that the First Information Report was maliciously false.

(3) The Sub-Divisional Police Officer referred to above, through whom the Final Report is submitted, should, after scrutinizing the complaint and the evidence to prove the falsity of the charge, satisfy himself fully the materials for proceeding against a complainant are sufficient to warrant a conviction. If he is so satisfied, he may send his recommendation to the Court Officer with the Final Report as also the case-diaries. The Court Officer should take necessary advice of the Assistant Public Prosecutor or Public Prosecutor as the case may be and take steps accordingly.

587. **When Magistrate disagrees:**

(1) When a magistrate receives a Final Report referring a case as “false”, mistake of facts, mistake of law, "of civil nature" etc., the magistrate may or may not agree with it. If he does not agree, he may order a further investigation.

(2) Police cannot, however, be directed to submit Charge-sheet against their own finding.

(3) Of course, the magistrate has powers to take action himself under section 190 or 340 of Code of Criminal Procedures, 1973 if he is not satisfied with the Final Report of the police.

588. **Further investigation by Police themselves:**

The fact that Final Report has been sent in a case should not lead to its ignoring altogether. Police should keep their eyes and ears open and as soon as any clue is forthcoming from any source, it should be re-opened and fresh investigation started. All cases of Final Report should be under review from time to time for a period of two years.

589. **Communication of result of Investigation and Trial:**

(1) The Officer-in-Charge or the Investigating Officer shall inform the complainants in all cases in which Charge-sheet have been submitted as well as those in which Final Reports have been sent.
(2) They should also inform the complainant of the magistrate’s final orders on Charge-sheet or Final Report.
590. **Supervision of cases:**

(1) The duties of the Gazetted Police Officers are not confined to office-work, Inspection and general supervision only, but they have to take a share also in the investigation-process of important cases.

(2) The manner of supervision will depend on the nature of the cases; the seriousness of the offence, the level of popular attention and various other matters. While the Superintendent of Police or Additional Superintendent of Police may look into progress of investigations of cases in general they shall attach importance to supervision of important cases. The Sub-Divisional Police Officers or Assistant Superintendent of Police / Deputy Superintendent of Police Headquarters in charge of a sub-division shall look into practically all the cases registered and monitor the progress of investigations they shall supervise important cases in depth and in detail.

(3) Except in rare cases which are practically important the investigation shall not be taken out of the hands of the subordinates, but they shall, by frequent local enquiry and scrutiny of case records, satisfy themselves that the proceedings are honest and energetic and are in the proper line.

(4) In particular they shall supervise the “Special Report” case and also cases in which conduct of any subordinate Police Officer is in any way unsatisfactory.

591. **Points to be seen in supervising investigation:**

An officer supervising the investigation of a criminal case should among other things, ensure-

(1) that the investigation is being undertaken through without any unreasonable delay;

(2) that the clues have not been over-looked or important lines of enquiry neglected, and that all lawful means have been used to procure information;

(3) that the investigating officers do not work mainly for confession or rely too much on confessions that have been made and that they apply no pressures or offer no inducement to obtain confession;

(4) that the sub-ordinates Police Officers are working honestly;

(5) that the public are properly treated and the witnesses are not harassed; and

(6) that the relevant laws and rules are followed.

592. **Methods to be adopted by supervising officer:**

(1) For the purpose of a supervision of cases, the supervising officer should-

(i) Visit the place of occurrence at various stages of investigation and at the time of examination of witness or examine the witnesses himself to test their earlier statements.

(ii) Scrutinize the case-diaries carefully as also other papers connected with investigation, and

(iii) examine other records at the Police Station.

(2) It is the duty of the supervising officer.
(i) not only to see how clues are being worked out by the Investigating Officer, but also to look clues himself and
(ii) to suggest useful lines of investigation to the Investigating Officer.

593. **Supervision notes:**

(1) All officers supervising a case or testing the statement of witnesses in a complicated investigation shall mention the fact in his supervision note.

(2) He shall also prepare a detailed daily note of the proceeding including any order issued to the Investigating Officer.

(3) The above-mentioned note shall be prepared in triplicate. One copy should be submitted to the Superintendent of Police. This copy should be ultimately be disposed of with the diaries of the case. The second copy should be sent to the Police Station and it should be kept with the case-diary before submission of charge sheet. The third copy should be retained in the office of the supervising officer.

594. **Case Diary when to be submitted by Superior Officer:**

When a Superior Officer undertakes investigation himself as distinguished from supervision, he shall have to submit a case-diary like any other Investigating Officer Under Section 172 of Code of Criminal Procedures, 1973. In such a circumstance, the submission of a mere supervision note as mentioned in the preceding paragraph will not be sufficient.

595. **No pressure on subordinates:**

Supervising officers shall not put pressure on their subordinates by injunctions to detect particular cases.
CHAPTER - X

PREVENTION OF CRIME

596. Introduction:

Maintenance of public order and ancillary matters have been dealt with elsewhere. In all such matters, group-violence and collective violation of law and order are involved. The present chapter deals with individual violation of law or violation by fewer people, and prevention of such crimes are considered. For prevention of such crime, four types of actions are usually taken - viz.,

(i) preparation of crime records,
(ii) surveillance of convicts and suspects,
(iii) regular patrolling,
(iv) binding down certain persons under the preventive sections of Code of Criminal Procedures, 1973 or other relevant laws.

SECTION – I

CRIME RECORDS

597. Village Crime Note Book:

(1) In order to check individual crimes effectively, it is basically necessary to have a continuous record of criminal history of individuals and localities. On the basis of such records, surveillance may be successfully carried out, and men of crimes effectively bound down.

(2) The most important crime record is the Village Crime Note Book. It is a confidential and privileged document and the general public does not have the right to see it or obtain copies of it. Only the Police authorities and the magistrate may inspect it. It cannot be produced in a court without the previous permission of the Head of Department. When a court orders its production, the Police Officer concerned shall act according to the provisions of section 123 and 162 of the Indian Evidence Act.

(3) The Village Crime Note Book is ordinarily kept village-wise. In towns, however, it has to be maintained village council-wise.

(4) The Village Crime Note Book is kept in five parts in prescribed forms, Part I is a Village Directory, Part II is a Crime Register, Part III is a Conviction Register, Part IV is a Village History and Parts V and V-A together contain History Sheets of criminals.

598. Part I : Village Directory:

Part I which is a village directory shall be kept in the prescribed form. It shall contain the following details:

(1) Name of the village and the principal physical features.
(2) Distance from the Police Station.
(3) Name of the Village Council President,
(4) Population as per latest census, containing details by communities, occupation, age-groups, males and females and other important demographic details.

(5) Names of the nearest Post Office, Railway Station, Bus Station.

(6) Names of other Government establishments and educational institutions located in the village.

(7) Distance from and the name of industrial installation, if any, located within the jurisdiction of the village.

(8) Arms Dealers including Repairing Workshops, their License Number and date with their full particulars, within the jurisdiction of the village.

(9) Illicit liquor sellers, brewers and drinking dens.

599. **Part II : Crime Register:**

(1) In Part II crimes are required to be entered as they occur. All registered offences are to be entered. The initial entry shall be made by the Sherista (Assistant Sub-Inspector or Sub-Inspector as the case may be) but subsequent entries shall be made by the Investigating Officer. The Crime Register shall be kept in the prescribed form. Data shall be gathered from General Diary.

(2) It should show (i) the date, name and address of the complainant, the section under which the complaint is filed, the general diary number of the case, the number of the First Information Report (ii) the date and time of occurrence with the day of the week, (iii) Modus Operandi of the crime, its cause or object, nature of weapons or implement used, planning and reconnoitring made by the offender, the mode of carrying off the property, (iv) nature of property stolen, and its value as declared by magistrate, (v) names, aliases, parentage, caste and residence of every person accused or suspected either by the informant or by others or a person against whom suspicion has been aroused should be noted, (vi) the names of absconders, (vii) name and rank of the Investigating Officer, name of magistrate and the date of disposal,

(3) The following type of offences should be entered in Part II and in case of conviction; entry should also be made in Part III of the Register showing cross-reference.

(1) **OFFENCES UNDER THE INDIAN PENAL CODE**

(a) Offences under Chapter XII and XVII of Indian Penal Code, 1860, punishable with imprisonment for three years or upwards and also offences under sections 356, 215, of Indian Penal Code, 1860.

(b) Personating a public servant, etc. section 170, 171 of Indian Penal Code, 1860.

(c) Murder and culpable homicide - 302, 304 of Indian Penal Code, 1860.

(d) Drugging - Section 328 of Indian Penal Code, 1860.

(e) Kidnapping - Section 368 to 369 of Indian Penal Code, 1860.

(f) Swindling - as defined in Section 415 of Indian Penal Code, 1860.

(g) Mischief by killing or maiming animals - Section 428 of Indian Penal Code, 1860.

(h) Forgery - Section 465, 466, 467, 468, 469 of Indian Penal Code, 1860.

(i) Offences relating to forgery of Currency Notes or Bank Notes - Section 489 A, 489 B, 489 C, 489 D of Indian Penal Code, 1860.
(j) Criminal Conspiracy when the offence which is the object of the conspiracy is exclusively triable by the Court of Sessions - Section 120 B of Indian Penal Code, 1860.

(k) Rape - Section 376 of Indian Penal Code, 1860.

(l) Attempt to commit murder - Section 307 of Indian Penal Code, 1860.

(2) OFFENCES UNDER SPECIAL AND LOCAL LAWS

(a) The Public Gambling Act (Act III of 1867) - Section 3 and 4.

(b) Excise Laws: - Offences Punishable with fine of more than Rs. 200/-

(c) The Indian Arms Act (Act XI of 1878 as amended by Act XX of 1919): - Section 19(a)(c) and (f) and 20.

(d) Narcotic Drugs and Psychotropic Substances Act.

(e) Explosive Act.

(f) Section 511 of Indian Penal Code under any of the above Act.

(g) Any other offences under Special Act as ordered by the Superintendent of Police of the district.

600. Part III : Conviction Register:

(1) Part III contains the names of persons residing in the village who have been convicted of any offence. This register shall be kept in the prescribed form. It shall contain, for every convict, his name with alias, names of his father and other relatives with address and occupation, year of birth, descriptive roll, residences-past and present, and the caste to which he belongs; (these data may be collected from the Court Officer's final memo) the district or Sub-divisional court in which conviction took place, the date of conviction, the name of the convicting magistrate, or the Sessions Court or High Court, as the case may be, the punishment awarded in the lower court and the result of appeal, if any, shall also be mentioned. Other details to be recorded include the Police Station in which the place of occurrence is situated, the name of the Investigating Officer, the number and date of First Information Report, the name and residence of the complainant and a brief history of the case. Cross-reference to Parts II, IV and V of the Village Crime Note Book shall also be noted. In case of reconviction, cross-reference to old and fresh entry should be given.

(2) On receipt of release notice, notes about P.R., PRT/356, FP, and the name of the Jail from which released, should be put down.

(3) names of (a) deceased persons, (b) persons who have attained the age of 60 years and have not been convicted or suspected during the preceding 10 years, and (c) of persons of 50 years who have not been convicted or suspected during the preceding 20 years shall be struck off after obtaining orders of the Superintendent of Police.

(4) At the end of each year, the Officer-in-Charge of a Police Station shall report to the headquarters court office, the names that have been removed during the year, and the headquarters court office shall make necessary correction in his Index and Conviction Register and forward the names to the Superintendent of Police who will satisfy himself that the Conviction Registers and Indexes have been corrected.

601. Part IV : Village History:

(1) This part contains the history of the village so far as the crime-situation is concerned. It is written in the prescribed form. The date shall relate to as many years back as possible. It should be brought up-to date as fresh events go on happening.

(2) Among other things it shall contain brief reference to:

(i) kind of crime-problems in the village

(ii) existence of any gang or criminals with their brief particulars.
(iii) group factions, if any,
(iv) disputes between tenants and landlords, and persons suspected to be concerned in riots,
(v) notorious village touts, if any,
(vi) any special outbreak of crime, measures adopted to check it under the preventive sections of Code of Criminal Procedures, 1973 and the results of such measures.
(vii) any person of the village suspected of committing crime in other villages, with cross-reference to Part-II and V and the grounds for such suspicion.
(viii) visits of criminals and suspects of other villages, with date and name of the person visited and reason of such visits.
(ix) suspects, who, though not convicted or concerned in a case, are supposed to be habitual criminals,
(x) absconders, with names of parents and relatives with addresses.
(xi) drug traffickers and harbourers of traffickers with cross reference to other parts of Village Crime Note Book.
(xii) All Village Defence Party, Young Mizo Association, Mizo Hmeichhe Insuihkhawm Pawl, associations athletic clubs, voluntary organisation, political organisation with names of local office bearers, and
(xiii) Any information regarding the village which would be useful to an officer visiting the village for the first time or to a new officer posted to the Police Station for the first time.

Part V and V-A - History Sheets

602. (1) Class of persons for whom History Sheets are opened:

(a) History Sheets contain a short account of the life of the person to whom they relate and all facts likely to have a bearing on his criminal history. They are prepared for all persons believed to be habituated to crime, under the order of the Superintendent of Police or other gazetted officers duly empowered.

(b) History Sheets shall be opened both for convicted as well as suspected habitual criminals. A man convicted of house breaking, not for theft but for casual affair with a woman need not be History Sheeted. On the other hand, a man suspected to be habitual receiver of stolen property, though not convicted, shall be History Sheeted. In the Daily Report of conviction and acquittals, the Court Officer is to indicate whether a History Sheet should be opened for the criminal concern. The Superintendent of Police after perusal of the connected papers shall order whether a History Sheet for the person should be opened.

(c) A History Sheet shall not be opened for a person who has been dealt with as first offender under Section 360 of Code of Criminal Procedures, 1973.

(d) If security has, in any case, been demanded from a person under Section 109 or 110 of Code of Criminal Procedures, 1973 before
preparation of a History Sheet, it shall at once be opened for such a person.

(e) All persons suspected in three or more cases of dacoity, robbery, burglary, theft, or of receiving stolen property or any crime of a professional type shall have their History Sheets opened.

(f) If during the investigation of case, the Investigating Officer does not find materials sufficient to prosecute an accused person, but has good ground to have a strong suspicion against him, he shall send a 'Suspicion report' to his superior officer. If the latter, after enquiry is satisfied that History Sheet should be opened for him, he should move the Superintendent of Police and if the Superintendent of Police so orders, a History Sheet shall be opened for him.

(2) Content of History Sheets, Part-V

(a) History Sheets (Part-V) shall be written in the prescribed form. Column headings clearly indicate the matters to be recorded.

(b) Among other things, the History Sheet of a person (Part-V) shall contain the details of

(i) his relation and connections including known and unknown criminal associates and their addresses;

(ii) property and the mode of earning livelihood, and the number of family members to be maintained by him, his occupation and approximate earnings from it, and the number of earning members of his family.

(iii) if convicted, the dates of conviction in chronological order, the offences, the term of punishment, and the name of the convicting court.

(iv) if bound down under section 109 or 110 of Code of Criminal Procedures, 1973, the names and addresses of persons whose sureties have been accepted.

(v) the modus operandi adopted by the person in committing any offence, as ascertained from him on arrest or prosecution or from other witnesses or by any other means.

(c) The content of Part-V History Sheet shall provide a complete dossier of the person’s criminal activities with a view to facilitating action under the preventive sections of Code of Criminal Procedures, 1973 and the proceedings for which the entries would be of use. The names and addresses of persons against whom drawing up of such proceeding is suggested should also be noted.

(3) Contents of History Sheet, Part V-A

As already indicated, the History Sheet consists of two parts – Part V and V-A. Part V is the Crime Record; Part V-A is the Annual Note sheet. The details mentioned above in the foregoing sub-rules are to be included in Part V. Part V-A is to be written in a prescribed form in a separate sheet but attached to Part-V. It contains all particulars of day-to-day visits paid by the person to Bad Characters, and the enquiries in this connection made by the Police and the information collected there from. Any information likely to be useful on starting a proceeding under preventive sections of Code of Criminal Procedures, 1973 should be briefly transferred to Part-V. Every three months or earlier if possible, the Sub-Divisional Police Officer shall check Part V-A, and at the end of the year shall ensure and certify that every entry of importance has been transferred to Part V. After completion of the year the old Part V-A sheet shall be detached and a new one attached to Part V history-sheet.
603. **Index for Part – III, etc:**

An index shall be kept in a prescribed form, (a) of all persons whose names have been entered in Part III (Conviction Register), of the Village Crime Note Book and (b) of all persons for whom History Sheets have been opened. The names of the convicts should be in red ink and of the suspects in black. In the index, page reference to the Village Crime Note Book should be given.

604. **Register of persons for whom History Sheets opened:**

While there will be a separate Crime Note Book (including History Sheets) for each village, there shall be one consolidated Register of all History Sheets for each Police Station. This Register is to be maintained in a prescribed form.

605. **Register of Burglars, Bad-Characters:**

1. **Burglars:** There should also be a separate register of known and suspected burglars residing or operating in the area under a Police Station. It should be arranged according to Modus Operandi in alphabetical order, such as, ‘door opener’, ‘wall cutters’, ‘window-breakers’ etc., Their full addresses should be noted and cross-reference to History Sheet and Conviction Registers made.

2. **Bad Characters:** A Register of Bad Characters should similarly be maintained for each Police Station area. Bad Characters are of 5 types - (a) dossier criminals, (b) known depredators, (c) suspects, (d) ex-convicts, and (e) rowdies. The names of those who need to be closely watched should be classified according as they are (a) present, (b) out of view, (c) in jail and (d) likely to be released from jail during the year.

3. **Rowdies:** There shall also be a Register of Rowdies for each Police Station area. The main form of rowdyism are (a) indecent behaviour towards women at bus stands, parks, educational centres etc., (b) habitual offenders of affray, stabbing, beating up, rioting, causing disturbance in cinema halls, sports stadium, bus stands etc., (c) forcible collection of subscriptions, snatching of jewelleries, (d) intimidation and violence, drunken and disorderly behaviour, and (e) any other anti-social activity accompanied with violence or threat of violence.

4. **Absconders and Escaped Convicts:** There should be a register for Absconding Offenders and Escaped Convicts. It should be maintained in two parts.

The first part should contain the names of absconding offenders and ex-convicts irrespective of the place of their crimes, whose usual residence is within the area of the Police Station where the Register is kept. The second part should contain the names of absconding offenders and escaped convicts who committed crime within the Station area but whose residence is either unknown or outside the area of the concerned Police Station and who have relatives or connections within the Police Station area.

606. **Crime Map:**

1. An outline Crime Map shall be maintained at every Out-Post, Beat-House, Police Station, Inspector’s office, the office of the Sub-Divisional Police Officer and the office of the Superintendent of Police.

2. The map should be on the scale of 1" = 2 Km. Rivers, railways and main roads should be shown on it.

3. The villages in which the Bad Characters under surveillance reside should be shown together with the History Sheet numbers of resident Surveillees entered in red ink below the village name.

4. Cases of theft, burglary, robbery and dacoity at the time of submission of charge-sheet or final report should be shown in the following manner: -

   (a) by red dot for burglary

   (b) by a blue dot for theft, with addition of letter R for Robbery,
PREVENTION OF CRIME 208

(c) by a blue dot inside a red letter D for dacoity and
(d) the number of the case and the month should be shown in figure

(5) A first Crime Map should be ordinarily opened every year, but where crime is light it may serve for two years.

(6) For towns, the maps should be on the scale of not less than 6"= 1 Km. They should contain the same information as the village maps, but in addition, the site of important buildings, offices, liquor-shops, hotels, restaurants, railway and bus-stations, resorts and residence of bad and doubtful characters. A town map may be used for two years.

(7) The Crime Maps are intended to keep instantly and in a conveniently pictorial form the relative incidence of crime in particular areas and to focus the attention of all officers on the crimes within their respective jurisdiction.

607. Wall Chart of Criminals:

(1) In every Police Station and Out-Post, a Wall Chart shall be maintained for all persons placed under surveillance. It shall contain a list of bad character living within the jurisdiction. Their residence, distances thereof from the Police Station or the Out-Post, and the History Sheet numbers shall be noted in the Chart. For every month, the number of visits to the Bad Characters and the date of such visit together with the General Diary-entry number shall be mentioned. The General Diary entry should contains the names of the witnesses in presence of whom the visits were made. If the Bad Character happen to be in jail or untraced during any month, this fact should be noted clearly.

(2) There should be twelve columns, each column recording each month’s visit and the result thereof as mentioned in the preceding sub-rule.

(3) The object of the Wall Chart is to remind the Officer-in-Charge and to show to the Inspecting officers the frequency of visits to the bad-characters of the area.

SECTION – II
SURVEILLANCE

608. Classes of persons to be under surveillance:

(1) In section 1 of this chapter certain basic records about criminals have been prescribed. In order to facilitate prevention of crimes, certain classes of persons are to be kept under proper and constant surveillance. They may be divided into two broad classes, namely, (a) convicts and (b) suspects.

(a) Convicts: Convictions include persons who have at any time during the preceding five years have been convicted of offences of murder for gain, dacoity, professional counterfeiting, bad lively-hood and under Narcotic and Psychotropic Substances Act.

(b) Suspects include:

(i) persons who are known or suspect to have been concerned in any of the offences mentioned at (a) above, during the preceding 5 years, or
(ii) persons who are or are believed to be professional habitual or notorious burglars, thieves, gamblers, receivers of stolen property, harbourers or abettors of thieves, or

(iii) persons who belong to any criminal gang.

(2) A Surveillance Register shall be opened in a prescribed form for all such persons as mentioned above at every Police Station, but the names of persons falling under class (b) shall not be entered in such Register unless a History Sheet has been opened and the order of the Superintendent of Police obtained.

(3) When the History Sheet of any person is giving rise to a reasonable presumption that he is living a life of crime, a report should be submitted to the Superintendent of Police giving the details of facts on which such presumption is based. The Superintendent of Police, after looking into the papers and making such enquiry, as deemed fit, shall decide whether the person requires to be closely watched. If he decides to do so, he shall direct the entry of his name in the Surveillance Register of the Police Station.

(4) On receipt of the order of the Superintendent of Police the History Sheet of the person shall be removed from the main file and kept in a separate file made for the purpose of surveillance. His name shall also be entered in the Wall-Chart mentioned before. When any name is subsequently removed from Surveillance Register, his history shall be returned to the original place in the main file.

(5) Names of suspects, as distinct from convicts, shall not ordinarily be retained in the Surveillance Register for more than three years. If, for any special reason such a name is sought to be continued, then special orders of Superintendent of Police shall be obtained by giving adequate material for coming to a decision. If the Superintendent of Police is satisfied, he may allow continuance thereafter for one year at a time.

609. Notifying the address of certain convicts under section 356 of Code of Criminal Procedures, 1973:

(1) Under section 356 of Code of Criminal Procedures, 1973, the court may order a convict to notify his residence or change of residence or absence from such residence after his release from prison, such obligation shall continue for 5 years from the date of release.

(2) The Code of Criminal Procedures, 1973 has authorised the State Government to make rules on this matters of notifying the address of convicts. Such rules shall contain instructions on the following lines:

(a) Three months before the date of release of a convict referred to in the two preceding sub-rules, the Superintendent of Jail shall obtain a statement from the convict as to the place where he intends to take up his residence after release. The statement in duplicate shall be signed by the convict and countersigned by the Jail Superintendent and transmitted to the Superintendent of Police together with the release notice.

(b) The Jail Superintendent shall also explain to the convict, before release, the substance of the following 4 (four) sub-rules which he must scrupulously observe after release.

(c) If the convict, after release, does not, within 10 (ten) days, take up his residence at the place mentioned in his statement, he must appear in person at the Police Station or the Out-Post nearest to the place where he has actually taken up residence; and must notify the fact to the Officer-in-Charge.

(d) He must in the same manner notify any intended change of residence 10 (ten) days before the date of his proposed departure to the new place. If the proposed change does not actually take place, he must immediately notify the fact to the Officer-in-Charge.
(e) If the convict intends to be absent from the notified residence temporarily for one or two nights, he shall at least two days prior to his departure, similarly notify the proposed destination and the probable date of his arrival and departure from such place.

(f) Where a convict has no fixed place of abode and is a wanderer, he must always notify the Police of the place where he takes up residence even for one night. Such a wanderer should also state the fact of his having no fixed abode, at the time of preparing his statement by the Jail Superintendent under sub-rule (a) above.

(g) Any breach of the above rules should be enquired in a summary manner and no undue harassment should be caused to the ex-convict. If the man does not return to the place mentioned in his statement before the Jail Superintendent Police within a reasonable time, and his whereabouts are not known, the statements made before the Jail Superintendent should be sent to the Superintendent of Police of the District where he was last convicted, for causing enquiry and necessary action.

(h) Any breach of the above rules shall entail punishment as provided for by the State Govt.

610. Removal of names of ex-convicts from the Surveillance Register:

The Superintendent of Police shall not accept as a matter of routine, any proposal of the Officer-in-Charge for removal of the name of any ex-convict from the Surveillance Register, but shall cause a sifting local enquiry to be made by an officer not below the rank of an Inspector before he passed order for such removal.

611. Agency for Surveillance:

(1) Surveillance in towns must always be done by regular Police Staff.

(2) Surveillance in villages besides Police officers may be entrusted to Village Defence Parties and the Village Council concerned, but Police Officer-in-Charge shall remain responsible. He shall forward a list of bad characters of a village to the Village Council and Village Defence Party of that village. Any change in the names of that village shall be duly intimated to them.

(3) In tea gardens and industrial concerns, if bad characters work as resident labourers, the Police shall, on each visit, obtain permission of the Manager of the establishment, or his representative.

612. Duty of Police in regard to Surveillance:

(1) It is the duty of Police to visit each person under surveillance not less than once a month. The Sub-Inspector or the Assistant Sub-Inspector of a Police Station shall pay the visit. The main object should be to require the surveillee and his movements, and the visit of any strangers to the house of the surveillee is duly reported to the Police Station.

(2) During his visit the Police officer shall collect all possible information about the mode of life and antecedents of the surveillee.

(3) The Officer-in-Charge, should from time to time depute Head Constables and constables to ascertain specific information about the surveillee from the village, or serais or ferries, and all places of public resort.

(4) Information whether it goes in favour or against the surveillee as collected during the above mentioned visits shall be entered in the History Sheet of the Surveillee.
PREVENTION OF CRIME

613. Reporting movement of Bad Characters - B.C. Roll ‘A’:

(1) Whenever a Surveillee leaves his residence, the Village Council President and the Village Defence Party shall inform the Police Station immediately about his departure, as also his destination, if known.

(2) The Officer-in-Charge of the Police Station shall at once fill in a Bad-Character Roll ‘A’ in the prescribed form and shall add a brief précis of the habits and manners of such Bad Character and forward it by the quickest possible means to the Officer-in-Charge of the Police Station into whose jurisdiction the Bad Character is alleged or believed to have gone.

(3) If the destination of the Bad Character is not known, a copy of Bad Character Roll - ‘A’ shall be sent to every Police Station, whether inside or outside the State, to which there is any likelihood of his having gone.

(4) If the surveillee is a member of a known gang of criminals, the Officer-in-Charge shall arrange special watch on the other members of the gang whether residing in his own or other Police Station until the surveillee has returned.

(5) (a) As soon as a Police officer receives Roll - ‘A’ he shall take steps to ascertain whether the Bad Character has arrived in his Police Station. If the Bad Character is found he shall note the date and hour of his arrival, the name of the person with whom he is staying and the names of any persons with whom he associates. He shall also arrange to watch his movements in the same manner as if he were a registered Bad Character of his own station.

(b) If the Bad Character has not been traced even after the expiry of seven days from the receipt of the Roll ‘A’, the officer receiving the Roll - ‘A’ shall return it to the issuing Police Station with a reply written on the back of the Roll - ‘A’.

(c) If the Bad Character has left his jurisdiction for another Police Station, he shall send the roll ‘A’ to the Officer-in-Charge of the Police Station where the Bad Character has gone, noting on the back of it all the information collected during the period while the Bad Character was residing within his jurisdiction; This information shall be conveyed also to the Officer-in-Charge who issued the Roll - ‘A’.

If the destination of the Character is not known, this fact also should be brought to the notice of the issuing Police Station.

(6) A notice in the Criminal Intelligence Gazette should be simultaneously published giving all the relevant details.

614. Report of arrival of Bad-characters by VDP etc-B.C. Roll ‘B’:

(1) Whenever a Village Defence Party or Village Council President comes to learn about the advent of a suspicious stranger in the village, he shall question the stranger about his residence and antecedents and shall send to the Police Station all the information collected about the stranger.

(2) On receipt of the information from the Village Defence Party or the Village Council President the Officer-in-Charge of the Police Station shall transmit the information by issuing Bad Character Roll-‘B’ in the prescribed form to the Police Station, whether inside or outside the State, within the limit of which the said suspicious person is said to have his residence, and call for full details about the person.

(3) On receipt of the B.C Roll - ‘B’ the Officer-in-Charge of the Police Station where the said suspicious person is found to have his residence shall furnish full details about the said stranger to the requisitioning authority.
(4) If no such information is received from anywhere, the requisition authority shall take all possible steps to discover on its own the identity of the suspicious stranger.

(5) If and when the identity of the stranger is established, the Police shall watch his movements carefully and when adequate materials are available, institute proceedings under section 109 or 110 of Code of Criminal Procedures, 1973.

(6) For the purpose of discovering the identity of the suspicious strangers, actions under Serai’s and Purao’s Act shall be taken, wherever deemed fit. The hotel keeper is required to keep a list of visitors who are obliged to sign or put thumb impression in the prescribed register. If any visitor refuses to disclose the necessary information or if any suspicion arises against any particular person, the hotel keeper must inform the Police immediately.

615. **Gang Register:**

A Gang Register of groups of Bad Characters (as distinct from wandering gangs) and also of wandering gangs shall be maintained at every Police Station in a prescribed form. Apart from the particulars mentioned as per the form, all information about the gang cases in the past, as far as traceable, should be entered in the said Register. When any member of a gang leaves the jurisdiction of a Police Station or becomes untraceable, actions should immediately be initiated as per the following rule, and such action recorded in the remarks column of the Gang Register.

616. **Surveillance of criminal gangs:**

(1) If any member of a criminal gang is found to be absent, an enquiry slip should be issued immediately to all Police Stations within whose jurisdiction any of the members were also absent at the same time.

(2) Similar enquiry slips should be issued when a crime in which the gang is suspected to be concerned actually takes place.

(3) When the occurrence is of a dacoity, information shall be sent by special messenger and replies obtained. The fact of issue should be noted in the General Diary. The officer receiving the enquiry slip shall immediately make the enquiry and inform the result thereof to the issuing officer. He shall also note the fact of reply in his General Diary.

(4) All enquiry slips and replies should be carefully preserved, since evidence of absence of gangs of known criminals simultaneous without break of crime is valuable evidence in Bad Livelihood cases.

(5) Village Defence Parties, Village Councils and others organisations concerned with the security of the village should be encouraged to keep surveillance over gangs of known criminals.

617. **Suspicious gangs and surveillance in regard to them:**

(1) Gangs who are bona-fide engaged in trade should not be interfered with. Gangs whose real object is suspected to be having criminal propensity rather than trade should however, be strictly watched.

(2) Village Council President and Village Defence Parties shall report to the respective Police Stations, without delay, the presence, arrival or departure of any wandering gang at the Village. On receipt of the information the Officer-in-Charge shall forthwith visit the place. If the gang is known or suspected to be criminal or troublesome or oppressive, he shall place it under surveillance. But if he finds it not to be so, he need not place it under surveillance.

(3) All information about movements of any wandering gang should be entered in the General Diary.

(4) The Officer-in-Charge shall report the arrival of any wandering gang to the Superintendent of Police and submit a fortnightly diary of its movements.
(5) He shall also report such arrival to the Officer-in-Charge of the Police Station from where the gang has come. Similar intimation should be given about the departure of the gang to the Officer-in-Charge of the Police Station in whose jurisdiction it enters.

618. Surveillance of wandering gang:

(1) When a gang is placed under surveillance, the movements of the gang, particularly at night should be very carefully watched.

(2) At frequent intervals, the Officer-in-Charge or any officer deputed by him shall visit the place of stay of very such gang under surveillance. He shall enquire from the neighbouring residents about the movements and behaviour forthwith and action necessary under the circumstances taken. He shall note the details of his visit in his mufassil diary.

619. Action to be taken against gangs:

(1) A member of a criminal gang should be speedily brought to justice for any specific crime committed by him. Failing this, members should be dealt with under the preventive action of Code of Criminal Procedures, 1973.

(2) If a gang splits up and one part proceeds in one direction while the other goes in another direction, immediate information should be sent to the Police Stations concerned so that all parts are kept under watch.

(3) If a criminal gang evades surveillance and cannot be traced even after a thorough enquiry for a week, the gang should be considered as 'lost sight of' and the matter should be reported for publication in the Criminal Intelligence Gazette.

SECTION – III

BEATS AND PATROLS

620. Introduction:

Patrol and surveillance provide the most direct and effective means for prevention of crime. The previous section has dealt with the system of surveillance. This section is devoted to 'Patrol'.

621. Significance of patrol:

(1) The heart of the Police law enforcement efforts is patrol, that is, moving round a limited area on a predetermined route on foot, bicycle or motor cycle or motor vehicle by Policemen in uniform. It is unquestionable that a visible Policemen in uniform on the street acts as a deterrent to crime.

(2) Foot patrol is the most effective and useful form of patrolling and is the foundation of all preventive work. Checking party consisting of Subordinate Officers should, however, go on bicycles, Motor Cycle or Vehicle. Mechanised patrolling on cycles or motor vehicles may be introduced, where practicable as an additional measure to supplement foot patrolling and to fill up the gaps in the system of foot-patrol, they shall not be used for substituting foot patrol.

(3) Again, patrols are one of the best means of establishing good relations with public. All urban and rural areas should, therefore, be divided into convenient beats.

622. Division of Police Station areas into Beats:

(1) Both urban and rural Police Station areas shall be divided into suitable number of Beats. The size of Beat should depend upon the density of population and the character and intensity of crime in the area. Ordinarily, in towns a Beat should cover roughly
about 5,000 population, and in rural areas, according to convenience. Rural Beats should be separated from urban Beats.

(2) In towns, for each Beat Post, there should be allotted a number of constables, preferably 6(six) under one Head Constable; and in rural areas, 4(four) constables whose works shall be supervised by a Head Constable, A Head Constable in rural areas should supervise the constable’s beat work in 2 beats. Where there are separate Beat Post, the beat personnel mentioned above may be posted to such Beat Post, otherwise they may be posted at Police Station itself.

623. Duties of Beat Policemen:
The duties of a beat-constable shall include, among other matters, the following: -
(i) prevention of crime by patrol and surveillance,
(ii) Maintenance of law and order
(iii) arrest of persons who are drunk or of disorderly behaviour.
(iv) clearing the road of obstructions caused by vehicles, vendors or crowd.
(v) in case of accident, protecting the scene from on lookers, and sending information to the Police Station and rendering first aid where needed and noting the particulars of vehicles, and parties and eyewitnesses,
(vi) reporting occurrence of fires, fallen electric wires, burst pipes and keeping the area clear of crowd and traffic.
(vii) keeping watch on gambler’s dens, resort of thieves, bad characters, houses of suspected receivers of stolen property.
(viii) collection of information as possible about -
   a) history-sheeters of the beat,
   b) ex-convicts,
   c) suspects,
   d) rowdies,
   e) gang-members,
   f) absconders,
   g) smugglers, and
   h) person visited by Bad Characters,
   i) Surveillance of Bad Characters,
   j) Arresting suspicious persons.

624. Beat Note-Books:
(1) Every beat constable shall be provided with a Beat Note Book in which he shall note down: -
   (a) the names of all reliable persons of his beat, and
   (b) the names of persons of suspicious character who need surveillance.
(2) He should know the name every single criminal of the following categories in his beat and collect information about them and note them in the beat note book: -
   (i) current History Sheeters and untraced History Sheeters,
   (ii) closed History Sheeters,
(iii) active list of bad characters residing in the beat.
(iv) person suspected in crime,
(v) rowdy (goonda) lists,
(vi) absconders
(vii) persons visited by the Bad Characters of other Police Stations,
(viii) ex-convicts
(ix) smugglers of narcotics, liquor, drugs and other excise articles
(x) gun licencees

(3) In the Beat Note Book, for each category a number of pages should be kept, and the Beat Constable shall fill them up as they go on collecting information.

(4) At the end of the month, the Officer-in-Charge of the Police Station shall scrutinize the Note Book of each constable and send a certificate to the Superintendent of Police that the Note Book of all the constables have been properly filled up. The Superintendent of Police should then call for the Note Books of any two or three constables of each Police Station and satisfy himself that the columns of the Beat Note Book have been daily filled.

(5) The Superintendent of Police may lay down standard of good information which is to be collected by each Beat Constable. A system of reward and punishment may be arranged by him accordingly as a constable goes above or falls below the said standard.

625. **Patrolling both day and night:**

(1) Patrolling shall be done not only at night but also daytime. By day, the Beat Constable should go round the Beat in smart and alert manner, in full view of the public even interacting with the local populace so that he is acquainted with what is happening in the locality at all times. By night, a silent and unobtrusively patrolling should be done so as to facilitate observation of criminals on the move or in action.

(2) Night patrol party should consist of not less than two constables.

(3) For night patrolling in urban areas, what is known as ‘disc’ system or any other system may be followed. The ‘disc’ system, in brief, is as follows:

In each Beat, at each place which is to be visited by the patrol, a hooked nail should be fixed on any suitable object. The number of such places should not ordinarily exceed twelve in a Beat. Before going out on patrol duty, each pair of constables should be provided with a corresponding number on tin discs. The discs for the first pair should be punched with one round hole, those for the second pair with two, the third with three and so on. Each pair is required to hang one disc on each hook. The Officers on ‘Round duty’ should also carry disc, but with holes of different shape (i.e. square, triangular etc) and hang them on the hooks visited. The Round duty officers should note the number of disc found on each hook, and also the time and place of meeting the patrols and the number of disc should be collected by a person on Motorbike keeping the order or arrangement undisturbed and placed before the Officer-in-Charge of the Police Station for examination. Any place which has been visited by any pair will be easily found out by such examination.

(4) To supplement the work of normal beat-duty in rural areas, what is called ‘check patrol’ is found useful. The Superintendent of Police selects in advance three or four nights each month, during which patrolling is to be organised simultaneously throughout the district. The programmes are so prepared that all criminal areas are properly covered. Three or four patrol parties in each Police Station headed by a Sub-Inspector, or Assistant Sub-Inspector or Head Constable are sent out as per the programme and all the important areas combed out.

(5) In the rural areas, full help and co-operation of the Village Defence Parties and the President of Village Council should be obtained by the Police officers on Beat duty.
There should be regular contact between them and the Police Beat duty. As often as possible, joint patrolling by Police and Village Defence Party should be effected.

626. **Planning and Supervision:**

Effectiveness of patrolling depends on the initiative, ingenuity and planning displayed by the Officer-in-Charge of the Police Station. Superintendent of Police, Sub-Divisional Police Officer and Inspector of Police should periodically check day and night patrolling both in urban as well as in rural areas. Sub-Inspector, Assistant Sub-Inspector and Head Constable should not only check the work of Patrol Parties constantly but should also take active part in patrolling themselves.

627. **‘Flying Squad’:**

In major towns, Flying Squads consisting of one Head Constable and three constables may be used for maintaining order and picking up street offenders. Such Squad is generally engaged when it is necessary to have concerted and speedy action against large scale offenders like street hawkers, gamblers persons parking vehicles at prohibited places or in a wrong manner, persons in vehicles proceeding in a wrong direction in one-way, street, and so on.

A. **Patrolling on Highway:** In case the circumstances warrant the Superintendent of Police of the District, for the purpose of prevention of crime, may organise highway patrolling on National and other highways.

B. **Temporary Road Block:** The District Superintendent of Police for the specific purpose of prevention/detection of Crime may cause roadblock temporarily on public roads in his jurisdiction for a specific period of time and such period should be as short a period as practicable.

**SECTION – IV**

**SECURITY FOR GOOD BEHAVIOUR AND FOR KEEPING PEACE**

628. **Preventive section under Code of Criminal Procedures, 1973:**

In addition to the various measures for prevention of crimes described under the preceding three sections of this chapter, certain preventive provisions made in the Code of Criminal Procedures, 1973 are among the most useful means at the disposal of the Police for checking and controlling crimes. The most important among such provisions are those made in sections 106,107,109,110 of Code of Criminal Procedures, 1973. In the present chapter we are dealing with prevention of individual crimes, and application of sections 109 and 110 is the proper remedy therein. Section 107 is generally resorted to when there is apprehension of breach of public peace. Section 106 is applied only when an accused is actually convicted. Hence, these two sections are taken up after section 109 and 110 are considered first.

629. **Section 109 of Code of Criminal Procedures, 1973:**

(1) Section 109 provides that when a person is trying to conceal himself with a view to committing a cognisable offence he may be ordered to execute bond for his good behaviour for a period not exceeding one year. The Officer-in-Charge shall take the initiative in this matter and move the competent magistrate to take up necessary proceeding against the person.

(2) Such a person may be arrested under Section 41(2) of Code of Criminal Procedures, 1973 and enlarged on bail, failing which, he may be produced before the
magistrate promptly with a report stating the circumstances of his arrest and requesting institution of a proceeding under section 109. A statement in a form prescribed should accompany the report giving accounts of the man’s general repute, previous conviction, ostensible means of living, habits and associates and the connected matters.

(3) Enquiries should at the same time be conducted to ascertain the person’s antecedents and all information should be laid before the magistrate.

(4) Evidence on the following points may be collected:

(a) Whether the person was found at an unusual time and in suspicious circumstances at a place where he had no business to go or remain at the time.

(b) Whether his movements, customs, or disguise indicated at any attempt to conceal his presence,

(c) Whether he gave false name and address so as to conceal his identity.

(d) Whether he attempted to run away,

(e) Whether letters or documents had passed between him and any other person suggesting that the concealment was for the purpose of committing offence,

(f) Whether he was in possession of implements of house breaking.

(g) Whether the person had no apparent means of livelihood, or lived in a style incompatible with his apparent means of livelihood, or indulged in liquor, drugs and gambling,

(h) Whether he evaded replying to questions as to his residence and livelihood and similar matters or gave inconsistent or false replies and whether he was in company of known bad characters.

630. Section 110 of Code of Criminal Procedures, 1973:

(1) Section 110 of Code of Criminal Procedures, 1973 is directed against habitual offenders, like habitual robbers, house breakers, thieves, receivers of stolen property, harbourers of thieves, kidnappers, abductors, extortionists, hoarders, profiteers, and so on. The section enumerates a large number of classes of persons and these should be studied closely.

(2) The Officer-in-Charge of the Police Station should make the first move, and may arrest the person concerned Under Section 151 of Code of Criminal Procedures, 1973 or under section 41(2) of Code of Criminal Procedures, 1973. He should prepare the framework well before starting a proceeding under section 110 of Code of Criminal Procedures, 1973. The history-sheet of the person to be proceeded against should be prepared with care noting therein, from time to time, the reports against his character.

(3) Beat personnel should also be directed to enquire and note in the Beat Note Book everything learnt about the individual, so that the entries may later be made use of in a proceeding under section 110 of Code of Criminal Procedures, 1973.

(4) In addition to the above-mentioned materials, evidence of the following types will be useful:

(a) Evidence of previous conviction,

(b) Evidence of persons who would testify to:

(i) their having seen the said person committing an offence.

(ii) their suspecting him to have committed on offence due to certain circumstantial evidence. Evidence of such persons may be insufficient of sustain a prosecution but may be

(iii) Evidence regarding the bad repute of the person proceeded against given by respectable witnesses of the locality who, because of residence therein, have means of knowing it.

(iv) Evidence of unaccountable absence of the person proceeded against, especially at night time.

(v) Evidence of his association with other bad characters or receivers of stolen property.

(vi) Evidence of occurrence of crimes at or near the place visited by the person proceeded against and of absence from residence at that time.

(5) In connection with evidence of repute the following points should be borne in mind: -

(a) the witnesses should themselves be of good repute and in position to know the reputation of the person proceeded against;

(b) the witnesses should be drawn, if possible, from different classes of the society and not only from the village of the person proceeded against but also from the neighbouring villages;

(c) they should be free from any factional bias or grudge or suspicion against the person proceeded against; and

(d) they should speak of their own belief and not of that of others, and their belief should be based on some reasonable ground.

(6) Evidence of association with known criminals and bad characters is very important. The inference from such association is that the person proceeded against is himself a bad character.

(7) Evidence of occurrence of dacoities or other crimes at or near places visited by the person proceeded against and coincidence with such visits is also important, since inference of commission of the offence may be lawfully drawn from such coincidence.

(8) Mere evidence of previous conviction, unsupported by evidence of reversion to crime after undergoing last sentence, is not sufficient to sustain a demand for security.

631. Section 106 of Code of Criminal Procedures, 1973:

(1) Action under Section 106 of Code of Criminal Procedures, 1973 is possible only when an order of conviction is being passed against an accused person who commits any of the following offences-

(a) Offences under Chapter VIII of the Indian Penal Code except section 153-A, 153-B or 154

(b) Assault

(c) intimidation

(d) breach of peace

The convicting court may, at the time of passing the sentence, also bind the accused to keep the peace for a period not exceeding three years and may take security from him accordingly.

(2) In a case in which any of the above mentioned offences are involved, it is the duty of the Police to examine and decide whether a proceeding under section 106 of Code of Criminal Procedures, 1973 to the court should be appropriate as a preventive measure for future. Once it is so decided, the Police Officer should request the Public Prosecutor before
pronouncement of the judgement to make an application to the court to take action against
the accused under section 106 of Code of Criminal Procedures, 1973 grants the application
Sheet should at once be opened and his movement periodically checked and noted in the
sheet. If during the term, he is found to have broken the peace, steps should be taken
against him and his sureties, and the court moved for forfeiture of their bonds.

632. **Sections 107 and 145 of Code of Criminal Procedures, 1973:**

(1) Action that may be taken Under Section 107 of Code of Criminal Procedures,
1973 has already been mentioned in connection with maintenance of public order. A person
likely to cause breach of peace or public tranquillity can be bound down under this section,
and the Officer-in-Charge should take the initiative. He may arrest the person under the

(2) Before initiating a proceeding under section 107 Code of Criminal Procedures,
1973 the Officer-in-Charge should collect evidence as to:

(a) Specific occasion on which the breach of peace is anticipated;

(b) the existence of any cause for quarrel or circumstances likely to lead
to breaches of peace; and

(c) declarations of the parties concerned, which indicate their
determination to do certain things which may lead to breaches of
peace.

(3) Beat Note Books, General Diary entries, Village Crime Note Book etc., may be
useful in this context.

(4) Where quarrels between two parties over immovable property are likely to
cause breach of peace, action should be taken under section 145 of Code of Criminal
Procedures, 1973. If the apprehended breach is imminent and cannot be prevented by
application of mere section 145 of Code of Criminal Procedures, 1973, action under section
107 of Code of Criminal Procedures, 1973 should also be taken along with action under
section 145 of Code of Criminal Procedures, 1973. Reports under section 107 and 145 of
Code of Criminal Procedures, 1973 shall be in the form prescribed.

633. **Procedure:**

Procedure for taking action under the preventive sections mentioned above is
described in detail in Code of Criminal Procedures, 1973 itself and is not necessary to be
repeated here. All Police officers of Sub-Inspector and above must be fully conversant with
the procedure.
CHAPTER – XI

PROSECUTION

SECTION – I

GENERAL

634. Introduction:

Prosecution of the offender in the court is a logical consequence to investigation of criminal cases. The ultimate success of investigation of cases by the police depends on the efficiency of the prosecuting agency in marshalling the evidences and presenting them to the court in a convincing and effective manner. The success of the prosecuting agency in handling this work depends on its mastery over the facts of the cases as ascertained during investigation and its appreciation of the logical sequence and significance of the different bits of evidence for presentation in the court. This calls for a close co-operation and continuous interaction between the investigating staff and the prosecuting agency.

635. Investigating agency and prosecuting agency under the new Code of Criminal Procedures, 1973:

Earlier, the Police Officers conducted the investigation and also prosecuted the case before the magistrate. There was, then, close relationship between the investigating and the prosecuting agencies. This made the conduct of cases in court smooth and easy. After the new Code of Criminal Procedures, 1973 came into force, there has been a dichotomy in the executing machinery of these functions. The Code has made provisions for appointment of separate Public Prosecutor, Additional Public Prosecutor and Assistant Public Prosecutor, who are to appear before the court and prosecute the offender. Police Officers have been normally debarred from presenting a criminal case and prosecuting an offender in the court of a magistrate, which they used to do before the Code of 1973 came into force.

636. Police to continue for furnishing materials for prosecution:

Though the dichotomy of functions between investigating and prosecuting agencies has taken away some of the burdens off the shoulders of the Police Officers, in that the prosecuting Inspector or Sub-Inspector are not required to appear before the court and conduct prosecution, yet the duty of briefing the Public Prosecutor or the Assistant Public Prosecutor continues to remain with the Police Officer. Submission of charge-sheet, production of case-diaries, attendance of witnesses, production of statement of witnesses, confession of accused, production of documentary evidence, weapons of crime, reports of medical examination, custody of properties connected with cases and custody of various registers and books, are still the responsibilities of the police. The office as such has to function as before. This office, being located in the court-premises, is still called the ‘Court Office’ and the Inspector or the Sub-Inspector in charge of it, the ‘Court Officer’. However, ‘prosecution’ proper (i.e. presentation of the case before the court) is now done by the Public Prosecutors. Under the scheme of the new Act of 1973, (i) a Public Prosecutor or an Additional Public Prosecutor is to conduct prosecution, appeal or other proceedings on behalf of the Government before the High Court and the Court of Sessions, and (ii) an Assistant Public Prosecutor is to conduct prosecution in the Courts of magistrates.

637. Appointment of Public Prosecutors and Others:

(1) A person is eligible to be appointed as Public Prosecutor or an Additional Public Prosecutor, only if he has been in practice as an Advocate for not less than 7(seven)
years. Any period of service rendered as an Assistant Public Prosecutor or other Prosecuting Officer is counted as practice as an Advocate for the above purpose.

(2) For every district and for the High Court the State Government is to appoint a Public Prosecutor and one or more Additional Public Prosecutors in addition.

(3) So far as the District is concerned, the District Magistrate, in consultation with the Sessions judge, prepare a panel of names of persons who are in his opinion fit to be appointed as Public Prosecutor or Additional Public Prosecutor. Out of this panel (and not otherwise) the State Government appoint Public Prosecutor or Additional Public Prosecutor for the district.

(4) In respect of the High Court, the State Government, after consultation with the High Court, appoints a Public Prosecutor and may appoint one or more Additional Public Prosecutor in addition.

(5) For every district one or more Assistant Public Prosecutors are appointed by the State Government for conducting prosecutions in the court of Magistrates. No Police Officer is ordinarily be eligible for this post. A registered Advocate with not less than five years of experience shall be eligible for appointment to Assistant Public Prosecutors.

638. Other Staff for Prosecution:

(1) (a) Apart from the Public Prosecutor, the Additional Public Prosecutor and the Assistant Public Prosecutor who are not recruited by the Police Department, the other members of the prosecution staff are Inspector, Sub-Inspector, Assistant Sub-Inspectors and Constables according to requirement. The strength will depend on the volume of work, and it may not always be necessary to place an Inspector in a Court Office.

(b) Till such time as the Prosecution Branch is organised on regular line. Inspectors of Police may continue to act as prosecutors as provided under section 25(3) of Code of Criminal Procedures, 1973.

(2) The officer-in-charge of a Court Office, who may be called the “Court Officer” to distinguish him from the Officer-in-Charge of a Police Station, is responsible for managing the work of the Court Office. He shall be an officer of the rank of Inspector or Deputy Superintendent of Police as required, who shall be in charge of and coordinate the prosecution works in various courts in the district.

(3) All papers and property received at the Court Office must be shown to the Court Officer forthwith. All prisoners who are brought to the Court must first be produced before him.

(4) The Court Officer should be allowed to use the law-books, law-reports, and the official gazettes of the Magistrates library on requisition.

(5) The Court Officer must get himself thoroughly acquainted with the contents of the case diaries and with all particulars connected with case.

(6) The Court Officer must render all assistance to the Assistant Public Prosecutor, the Additional Public Prosecutor, or the Public Prosecutor, as the case may be. Case diaries, exhibits, statements of witnesses, confessions, dying declarations, maps, plans and all records connected with the prosecution of cases shall be made available to him.

(7) Out of the constables attached to the Court Office, one or more of them should be placed on duty in the court when police cases are being tried, and in all other criminal cases when available. Their duties are (a) guarding of the prisoner on the dock; (b) to look after exhibits produced in the court; (c) to keep order in the court; and (d) to assist the Court Officer in any other way as directed by him.

(8) The Court Officer shall remain directly responsible to the Sub-Divisional Police Officer in the Sub-Division, and in the absence of Sub-Divisional Police Officer in a Sadar
Subdivision, the Deputy Superintendent of Police (Headquarters) or the Additional Superintendent of Police who looks after the police work in the court, who, in turn, shall be responsible to the District Superintendent of Police, for efficient working of the Court Office.

639. Assistance of legal practitioners or other Police Officer:

(1) When any other officer or person is employed by the Magistrate to conduct the prosecution of a police case, the Court Officer must give him all information needful to enable him to conduct the prosecution efficiently.

(2) No prosecuting Inspector or Sub-Inspector may leave the prosecution of police cases in the hands of legal practitioners engaged by private persons without the express sanctions of the Superintendent of Police or the Magistrate. He may take instruction from legal practitioners so engaged, and allow them to assist him.

640. Relation of Court Officer to superior Police Officer:

The Court Officer who may be an Inspector or Deputy Superintendent of Police at the headquarters station of the district is directly subordinate to the Superintendent of Police and in sub-division to the Sub-Divisional Police Officer or Deputy or Assistant Superintendent of Police, if any, in charge of the sub-division. The Sub-Inspector in charge of a Court office is subordinate to the Sub-Divisional Police Officer, if any, who is responsible to the Superintendent of Police for the working of the police in Sub-division.

641. Criticism of judicial work:

All Court Officers should occasion arise for them to draw attention to what appears to them a judicial error or irregularity on the part of Magistrate they must do so in temperate and respectful language.

SECTION – II

PROSECUTION - PROCEDURE

642. Sanctions for prosecution:

(1) Wherever prior sanction of the competent authority is required for initiating prosecution, the Court Officer shall ensure that it has been duly obtained. All necessary steps must be taken to see that there is no omission in this matter. Provisions of sections 196 and 197 of Code of Criminal Procedures, 1973 should, in particular, be kept in view.

(2) Prosecution of a Police Officer for neglect of duty as provided for in section 29 of the Police Act (Act V of 1861) is to be initiated under previous orders of the Superintendent of Police.

643. Complaint against a Police Officer:

When any complaint, cognisable or non-cognisable, is made against a Police Officer, the Court Officer shall immediately send to the Superintendent of Police a copy of the complaint together with a copy of the order passed on it by the magistrate. The report of any judicial enquiry held, the result of each day's hearing and the final orders of the court shall similarly be sent to the Superintendent of Police. If the complaint is made at the Sub-Divisional headquarters, the Court Officer shall also send similar copies to the Sub-Divisional Police Officer.

644. First Information Report, Charge-sheet etc. to be laid before Magistrate:

First Information Reports, Charge-sheets and Final Reports are to be laid, as they come in, by the Court Officer before the magistrate in charge of police cases. The Court
Officer is responsible for obtaining the magistrate’s order or initials on the forms or on the Magistrate’s General Register, as the case may be. It must however, be remembered that the final report forms must not be submitted for orders of the magistrate until the Court Officer has scrutinized it and sent his remarks.

645. **Concise Memorandum:**

On receipt of the charge-sheet along with the required annexure from the Investigating Officer, the Court Officer shall prepare a Concise Memorandum in the prescribed form showing (i) the date on which the investigation began and ended, (ii) the date fixed for hearing, (iii) the main feature of the case, (iv) the points to be proved and (v) the evidence available to prove them. The memorandum shall be sent by him through proper channel to the Superintendent of Police. The Court Officer shall also make over a copy of the Concise Memorandum to the Assistant Public Prosecutors/Public Prosecutor along with the charge-sheet and other connected papers for presenting the case.

646. **Case-Diaries:**

1. Case Diaries have been dealt with in detail in the chapter on Investigation. The confidential nature of these diaries should under no circumstances be over-looked. All covers containing Case-dairies shall be inscribed with the words “Case-Diaries” and shall be opened only by the Court Officer. No Assistant Sub-Inspector, Constable or outsider shall be allowed to see the case diaries unless specially authorised by the Superintendent of Police or other empowered officer. The Court Officer shall keep the case diaries securely under lock and key in a safe or almirah.

2. Every page of the case diaries and the connected papers received with them should be date-stamped immediately on receipt in the Court Office. As already indicated, the accused is not entitled to see the case diaries unless the Police Officer uses them to refresh his memory while giving evidence or the court uses them to contradict such Police Officer.

3. The distinction between the two circumstances, namely when the diary is used by the court to contradict the Police-Officer under section 172 (3) of Code of Criminal Procedures, 1973 and when the court uses it to aid it in the trial under section 172 (2) of Code of Criminal Procedures, 1973 must be clearly noted. In the former circumstances it becomes an evidence. In the latter, it is not so and should not be attached to the record. Care should be taken in such case that the diary is returned by the court to the Court Officer as soon as done with.

647. **Statements under section 161 of Code of Criminal Procedures, 1973:**

1. Statements of witnesses recorded during investigation under section 161 of Code of Criminal Procedures, 1973 stand on a different footing from the case diaries. On receipt of the statements, these should be date-stamped by the Court Officer and kept carefully in the file. The accused is entitled to get a copy of these statements under section 207 of Code of Criminal Procedures, 1973. Under this section, the magistrate (through the Court Officer) must, when the proceeding has been started on Police report, furnish without delay to the accused free of cost a copy of each of the following: - (i) the Police report, (ii) the First Information Report, (iii) Statement of witnesses excluding those portions which are referred to in section 173 (6), (iv) confessions (v) any other document forwarded with the Police report to the magistrate under section 173 (5).

2. On the matter of giving to the accused copies of Statements of witnesses, the Investigating Officer or the Officer-in-Charge may indicate in his report to the magistrate, any part of such statement that is not relevant to the subject matter under trial, and may request the magistrate to exclude that part from the copies to be furnished. The Court Officer should bring this request to the notice of the magistrate. But the magistrate may, after perusing the statement, and after considering the reasons given by the Police Officer, nevertheless direct that copy of that part or a portion thereof as he thinks proper should be furnished to the accused.
(3) Copy of confession must be given by the Court Officer to the accused. How confession is to be recorded has already been described in the preceding chapter. Section 164 of Code of Criminal Procedures, 1973 has also dealt with it in detail.

648. Attendance of witnesses:

(1) Witnesses are to appear before the court on receipt of summons. They are not required to accompany Police Officer and not to be subjected to restraint. If a witness, without just excuse, does not attend the court after receipt of summons, the court may try him summarily after giving him an opportunity of showing cause.

(2) The Court Officer, through the Police Officer attached to the court, shall cause a list of witnesses who have attended the sitting of the court made before the commencement of the trial. Such officer shall verify, date and initial the list and then hand it over to the Bench Clerk of the Court.

(3) The Bench Clerk of the court shall enter in the attendance register the names of the witnesses whose names have been entered in the list made by the Police Officer. But the omission of a name from the list does not preclude the examination of that witness by the court, if he is actually present in the court.

(4) Travelling expenses of witnesses and complainants who have attended the court are payable in accordance with the rules framed by Government. Court Officer should help them in this matter. In case of a Government Officer attending the court, if the expense is not paid to him, the Court Officer should ensure that an attendance certificate is issued to him by the court so that he can draw his travelling expense according to rules.

(5) The Police has no power to compel the attendance of a search witness in the court. But if the court entertains any doubt as to the identity of the articles shown in the list of properties seized, the Assistant Public Prosecutor or the Public Prosecutor, as the case may be, may request the court to summon the search witnesses.

649. Proceedings under Section 109 of Code of Criminal Procedures, 1973:

Under section 41(2) of Code of Criminal Procedures, 1973, the Officer-in-Charge of a Police Station may arrest any person coming under purview of section 109 of Code of Criminal Procedures, 1973. As soon as the Court Officer received such an arrested person, he must at once adduce before the magistrate evidence to prove the circumstances, which justified such arrest. If this justification is accepted by the court, the second step as for the Court Officer to produce without delay further evidence to prove the identity, the character and antecedents of the arrested person.

650. Proceeding under section 110 of Code of Criminal Procedures, 1973:

(1) When a proceeding under 110 of Code of Criminal Procedures, 1973 is drawn, a note should, before the commencement of enquiry by the court, be prepared for the use of the prosecuting authority about the evidence available from records, and evidence to be given by each witness. The evidence should be grouped accordingly as it relates to prevalence of crime, suspicion in particular cases, movement under surveillance, associations, free-living without apparent means of livelihood, general repute or any other relevant facts proposed to be proved. If it is a case against a whole gang, the evidence against each individual accused should be clearly stated.

(2) When the case comes up for trial, the first witness to be called should be the Investigating Officer. He should give a straight forward account of the reasons for and the history of the enquiry and try to impress the court with the sincerity of purpose and pains taking effort to ascertain the criminal responsibility of the accused persons. The Police Station records should be produced, which should be supplemented by the results of the enquiry made by the Investigating Officer.
(3) The court should then be informed of the different points proposed to be established against the accused, and the witnesses should be called in groups so far as possible, in a corresponding sequence.

651. Gang Case:

Prosecution of gang cases should be placed in the hands of the Public Prosecutor. Officers who took part in the investigation should be cited as witnesses and examined at an early stage of the proceeding so that the court may have an idea as to how the case started and how the evidence was collected, scanned and screened.

652. Orders under section 106, section 356 and section 357 of Code of Criminal Procedures, 1973:

(1) It is duty of the Court Officer to see that, in all cases of offences mentioned in Section 106 of Code of Criminal Procedures, 1973 application is made through the prosecutor to the convicting magistrate to bind down the convicted person under section 106 of Code of Criminal Procedures, 1973 for keeping the peace in all cases where disputes are likely to flare up again, particularly, in cases of rioting arising out of land dispute.

(2) Similarly, it is the duty of the Court Officer through the Prosecutor to move the court for orders under Section 356 of Code of Criminal Procedures, 1973 for notifying the address of any previously convicted offender, who is convicted again. It must not be forgotten that such previous conviction should be set out in the charge and must be established to the satisfaction of the court.

(3) When a court imposes a sentence of fine against an accused for criminal offence resulting in death or injury to a person, the Court Officer should get the court moved by the Prosecutor for ordering the fine or a part of it to be applied in compensation for the murder or the injury caused. He should inform the Superintendent of Police about the steps taken and other order passed.

653. Court Officer’s daily Under-trial Report:

A statement of cases conducted at the different courts on a particular day shall be submitted by the Court Officer daily to the Superintendent of Police in the District Headquarters and to Sub-Divisional Police Officer in the Sub-divisional Headquarters. The report shall be prepared in the prescribed form.

654. Copies of Judgement:

The Court-Officer shall, with the orders of the Superintendent of Police, promptly obtain copies of judgements in the following cases and forward them to the Superintendent of Police who will, in turn, send them to Deputy Inspector General of Police, Criminal Investigation Department.

(a) Gang cases.

(b) Special Report cases ending in acquittal or discharge in which it is felt that proper justice has not been done or criticism has been made against Police.

(c) Cases against Police in which Special Report are submitted.

However, since Integrated Police forms are now introduced, court disposal memo should be sent by the Court Officer to Officer-in-Charge, Sub-Divisional Police Officer, Superintendent of Police, Superintendent of Police, Crime and Deputy Inspector General of Police, Range.

655. Appeal against acquittal:

(1) Under 378 of Code of Criminal Procedures, 1973 appeal against an acquittal, if desired, is provided; and under section 377 of Code of Criminal Procedures, 1973 the State Government may appeal against a sentence on the ground of its being inadequate.
(2) All cases of appeal or revision due to (1) acquittal (2) inadequate of punishment etc. from lower courts to the court of sessions shall be decided by the District Superintendent of Police concerned in consultation with Public Prosecutor or Assistant Public Prosecutor or Court Officer.

656. **Action when accused appeals against conviction:**

(1) When an accused appeals to the High Court against an order of conviction passed by Session court, the Superintendent of Police shall furnish Government (Legal Rememberancer) all materials for defence. The Court Officer shall submit all concerned papers to the Superintendent of Police for preparing the defence.

(2) On receipt of Government's decision, the Superintendent of Police shall take necessary steps in consultation with the Public Prosecutor.

657. **Sessions cases:**

(1) In all session cases, the Case-Diaries, the statements of witnesses, the exhibits and all papers connected with the cases should be made over to the Public Prosecutor or the Additional Public Prosecutor, as the case may be. He should treat the case diaries as confidential documents.

(2) If the Public Prosecutor or Additional Public Prosecutor requires the presence of particular officer acquainted with the facts of the case; such officer should be made available accordingly. He should be supplied with all necessary information and papers in good time ahead.

658. **Withdrawal of State Cases:**

(1) Withdrawal of Police cases pending in the court under section 321 of Code of Criminal Procedures, 1973 may be resorted to in the following circumstances:

(a) Cases in which during the course of proceeding in the court, it is found that wrong persons have been accused owing to obvious mistakes during investigation.

(b) Cases which are so weak that they are bound almost certainly to end in acquittal.

(c) Cases, which, for reasons of State, are not desirable to proceed with.

(2) Where for one of the above reasons, the Superintendent of Police considers that a case pending in a court should be withdrawn under section 321 of Code of Criminal Procedures, 1973, he should make a report to the Government through Deputy Inspector General of Police and Director General of Police suggesting withdrawal of the case. The court should be informed of the move and requested for adjournment till Government order is received. On no account shall the Superintendent of Police, on his own authority, withdraw a criminal case pending in a court.

(3) Similarly, criminal Cases of which are at the stage of investigation or submission of charge-sheet but not taken up for hearing may be withdrawn for similar reasons.

(4) When a case is based on inadequate evidence, or when the case is very weak, the Investigating Officer himself may submit final report through supervising officer to the court.

(5) Withdrawal for reasons of State, however, can be allowed only by the Government. It should be noted that in the interest of public order or justice, nothing should be done which would have the effect of generating a feeling among people that law can be contravened with impunity and offender can easily escape, through the mechanism of withdrawal of cases, on political or other extraneous considerations.
659. **Periodic review of case for the purpose of withdrawal:**

(1) There should be a periodic review of cases pending in the court for more than one year from the date of filling charge-sheet, and then a decision should be taken whether it would be in the interest of the public or justice to pursue the prosecution or to withdraw it. The review should be done once in 6 months by the Superintendent of Police in consultation (where deemed necessary) with the Assistant Public Prosecutor or the Public prosecutor, as the case may be.

(2) Property cases in which a first offender is involved and the value of the property does not exceed Rs. 200/- may be considered by the District Superintendent of Police concerned for withdrawal with the consent of the complainant, if the accused has already remained in custody for more than one fourth of the maximum period of imprisonment laid down by law as punishment for the offence. The fact whether the accused is a first offender should however, be precisely ascertained by reference to relevant crime records maintained by the Police.

(3) Cases involving ordinary hurt or a village clash (excluding those arising from communal clashes) may be considered by the District Superintendent of Police concerned for withdrawal if the parties agree and admit that amicable relationship have been restored among them.

660. **Compounding of cases:**

Section 320 of Code of Criminal Procedures, 1973 gives details about compounding of criminal cases. Certain offences as mentioned in Sub-Section (2) of that section can be compounded only with permission of the trying court. In no case Police should, on their own, allow a case to be compounded. There may be circumstances when police may have to oppose compounding in the larger interest of public even though the parties themselves may agree to a compromise. Thus where a habitual cheat or professional swindler is an accused under section 420 of Indian Penal Code the Court Officer should, through the Assistant Public Prosecutor, move the court against granting permission to compound, pointing out that the accused is more a danger to the larger public than to the complainant. Similarly where there is a petition for compounding a case in which the accused is found to have committed similar offences before, the prosecution should oppose it. The Court Officer should brief the prosecutor with necessary materials on record.

### SECTION – III

**WARRANTS, BAIL, PROCLAMATION, CUSTODY OF PRISONERS AND PROPERTY**

661. **Warrants of Arrest:**

Arrests may be made without a warrant or with a warrant. Arrest without warrant is authorised by section 41 of Code of Criminal Procedures, 1973 under certain circumstances mentioned in that section. These have already been mentioned in Chapter - IX. All other arrests are to be made only under warrant of arrest issued by a competent magistrate. Part B of Chapter VI of Code of Criminal Procedures, 1973 lays down detailed provisions about warrant of arrest.

662. **Issue of warrants:**

(1) A warrant shall be issued in the prescribed form. It is usually directed to the Police for execution, but it may also be directed to any other person at the discretion of the magistrate when the matter is immediate and no police is immediately available.
When issuing a warrant to a Police Officer, the magistrate may address him either by name or by office designation. It shall not be addressed to the Court Officer. It should be addressed usually to the Officer-in-Charge of a Police Station, the latter may entrust the execution of the warrant to some other officer, but in that case he must endorse it by name to that officer as well as by his designation of office.

While issuing a warrant, the Court Officer shall request the magistrate to put a date on which the warrant should be returned after execution. The date should be so fixed as to allow reasonable time for proper action. The Court Officer is responsible for dispatch of the warrant to the Officer-in-Charge. He may bring to the notice of the magistrate any case in which it is unsuitably directed.

If the warrant cannot be executed by the date so fixed, a full report should be submitted by the executing officer to the magistrate through the Court Officer so as to reach in good time before the date fixed. The Court Officer should take steps to apply for extension of time for execution of the warrant.

If the warrant is executed it should be returned to the Court Officer. The person arrested under the warrant shall be produced before the magistrate within 24 hours (excluding the journey time). The Magistrate may then enlarge him on bail or remand him to custody.

663. Bail and Recognizance Bond:

The subject of bail allowable by the Officer-in-Charge of a Police Station has already been dealt with in Chapter - IX. Here bail and recognizance bond granted by the court only are considered.

The duty of drawing up bail and recognizance bond and getting them duly executed devolves on the Court Officer. He will submit them through the Assistant Public Prosecutor or the Public Prosecutor to the court.

Witnesses, parties and sureties who are required to execute bonds shall be taken to the Court Office after the court has passed the order. The bond shall then be drawn up and executed in the Court Office. The bonds shall be in the prescribed form.

A Register of Bail and Recognizance Bonds should be maintained by the Court Officer in the prescribed form. All acknowledgments of the receipt of bail and recognizance bond should be kept with the record.

664. Sureties:

The status and financial position of the proposed sureties should be enquired into by the Court Officer and if there is any objection, a report should be caused to be submitted at once for the orders of the trying magistrate.

People who make it a profession of being sureties must be avoided as far as possible. Names of such person should be caused to be brought to the notice of the magistrate confidentially by the Court Officer.

The fitness or unfitness of surety is a matter of court’s discretion, and such discretion is not limited to any particular kind of unfitness. For example, pecuniary unfitness is not the only kind of unfitness which a magistrate is entitled to take into consideration.

When money is deposited by a party as security, the Court Officer will remain answerable for its being deposited in the Bank or Police Magazine Guard for safe-custody.

665. Proclamation and Attachment in case of absconding person:

If a warrant cannot be executed after due efforts, the person to whom it was directed should give a detail report with all particulars, so as to justify the conclusion, to the satisfaction of the magistrate, that the person wanted is absconding. A list of properties, moveable and immovable, belonging to the person shall also be annexed, with a prayer for proceeding under section 82 and 83 of Code of Criminal Procedures, 1973 for proclamation and attachment.
(2) On receipt of the report, the Assistant Public Prosecutors or the Public Prosecutor as requested by the Court Officer shall move the court to issue proclamation and attachment.

(3) If the court is satisfied with the report, it may issue a written proclamation under section 82 of Code of Criminal Procedures, 1973 and also an order of attachment of the property of the absconder under 83 of Code of Criminal Procedures, 1973.

(4) Thereupon the procedure laid down in section 82 to 85 of Code of Criminal Procedures, 1973 is to be followed, and the Court Officer shall prepare all necessary papers, obtain all necessary orders and take all necessary actions at every stage so far as police is concerned. He shall make a note of the various steps taken, in the General Register of cases maintained by the magistrate.

(5) He should also request the Superintendent of Police to cause the name of the proclaimed offender to be published in the Criminal Intelligence Gazette.

666. Dispatch of Verification Roll:

(1) The Court Officer of the court which issues Proclamation and Attachment order should send a Verification statement in the form prescribed to the Court Officer of the district in which the absconding accused is believed to have his house or been previously convicted or in which his antecedents are likely to be known. A copy is also be sent to the Superintendent of Police of the District.

(2) On receipt of the Verification Roll the Court Officer to whom it is addressed shall consult the Index to the Conviction-Register, record in the roll the result of his search and return it forthwith to the Court Officer from whom it was received. If the search has not been fruitful but there are grounds for believing that information may be available in the register of a Police Station, the Court Officer shall make a reference to it and, at the same time, return the Verification Roll with a note about the reference he has made.

667. Recording evidence in absence under Section 299 of Code of Criminal Procedures, 1973:

If all measure to compel the appearance of the absconding accused fails, the police authorities, in important cases, should get the court moved to record the evidence against him in his absence under section 299 of Code of Criminal Procedures, 1973. If the magistrate is satisfied with the circumstances of each case, he may proceed to take action under that section, and the Court Officer shall cause to be produced before the magistrate the evidence collected by police. Other necessary steps as laid down in the said section shall also be caused to be taken by the Court Officer so far as police is concerned.

668. When absconder surrenders or is arrested:

When an absconding offender surrenders in the court or is arrested, the Court Officer shall send intimation to the Superintendent of Police and the Police Station concerned and recall the warrant and get it cancelled by the Magistrate. The attached properties shall be caused to be released.

CUSTODY AND PRODUCTION OF PRISONERS

669. The Hajat Register and the Custody, Escort and Release of under-trial prisoners:

(1) A Hajat Register in a form prescribed should be kept in each police Court Office and produced daily before the Chief Judicial Magistrate, Sub-Divisional Judicial Magistrate or any other judicial magistrate as entrusted for disposing of Police papers who will initial it at the bottom.
(2) The names of all prisoners to be produced each day before a Judicial magistrate should be entered in this Register by the Court Officer. The jailor shall make over the prisoners with their warrants to the Court Officer’s guard for production before the Judicial magistrate.

(3) Prisoners discharged or acquitted shall be released in open court by order of the Judicial magistrate. Prisoners remanded or convicted shall be sent to jail with their appropriate warrants. Prisoners enlarged on bail or on their own recognizance, if present in court, shall be released there. The Assistant Public Prosecutor or the Court Officer will obtain the signature of the trying magistrate in the Hajat Register in attestation of the release.

(4) Whenever the trial of a prisoner, who is detained, pending the result of such trial, is adjourned for any reason, and a day fixed by the Judicial magistrate for the hearing of the case, it will be the duty of the Court Officer to ensure punctual attendance of the prisoner on the day fixed.

(5) The Court Police are responsible for escorting prisoners under trial from the jail or lock-up to a Judicial magistrate’s court and for guarding them while there and also for taking them back to the jail or lock-up if they are sentenced to imprisonment, or remanded in custody.

(6) Prisoners will be escorted to the court and back to the jail by the shortest route, but, as far as possible, bazaars and crowded thoroughfares are to be avoided.

(7) All prisoners not further required by the court will be escorted back to the jail from the court one hour before sun set, without waiting for those prisoners whose cases have not been disposed of. The Court Officer shall apply to the Police Reserve Officer for additional guard for prisoner who have been detained in the court, or if any public demonstration is anticipated en-route.

(8) The Court Officer’s guard will take the Hajat Register with them to the jail to obtain the jailor’s receipt therein for the prisoners return to the jail.

670. Search of Prisoners:

(1) The Court Officer or any of his subordinate Police Officer who has been placed in charge of the Hajat Register, will receive all prisoners, namely, those sent from Police Stations or from a jail for production in court and those brought from the court on conviction or on being remanded to custody or to be released on bail. He will forthwith search all the male prisoners and have female prisoners searched by a woman police, and will take possession of all properties and offensive weapon found on them. A receipt shall be given to the prisoner on whom any article is found and which is taken from him. These articles and any properties and weapons sent by the Officer-in-Charge of a Police Station, with the Officer-in-Charge of the escort of the prisoners will be entered in the Malkhana register maintained in the police Court Office.

(2) Immediately before the trial of the case and before the prisoners are brought into the court and put into the dock, it will be the duty of the police escort in whose custody the prisoners are, to make a further and thorough search and satisfy themselves that no offensive weapons or articles capable of being used as weapons or missiles are being carried into the court. Similar precautions to be taken in the case of other prisoners including those on bail surrendering in court.

671. Interview with under-trial prisoners while in court:

Without the written permission of the Presiding officer of the Court no one shall be allowed to have access to a prisoner whilst in the precincts of the court awaiting trial. Facilities will, however, always be given to legal practitioner who has obtained the aforesaid permission to see a prisoner for whose defence he is engaged for the purpose of consultation or to get the Vakalatnama signed. On no account should a prisoner be left unguarded. Touts should never be allowed to approach an accused under-trial.
672. Supply of food and drink in lock-up:

(1) Prisoners will be supplied with drinking water, whenever required, but no food will be given to a prisoner without the magistrate’s permission. All articles of food shall be carefully examined before they are passed on to prisoners. No article, the introduction of which into a prison is prohibited under the Jail Manual may be given to prisoners or allowed into the lock-up.

(2) The Court Officer is responsible for safe custody of all prisoners brought to the court. He himself or with the help of his subordinate officer will examine the lock-up and see that no weapons or articles that can facilitate escape or suicide, such as bamboo, ropes, tools, or other articles are in or within reach from the lock-up. He will also detail guards to watch over the prisoners in lock-up under the charge of an Assistant Sub-Inspector of Police or a senior Constable. No prisoner may be taken out of the lock-up, except with the permission of the Court Officer or in his absence, the officer performing his duties.

673. Production of prisoners and properties before the Court of Session:

The court police will produce prisoners committed to the Sessions and property connected with such cases before that court on the date fixed for trial. The Public Prosecutor or the Additional Public Prosecutor who conduct prosecution before Sessions court will be responsible for the production of the prisoners and properties in the court in such cases.

674. Attendance of police at Sessions Court:

The Court Officer will arrange for the attendance of a Police Officer with the required number of constables at the Sessions court for the purpose of escorting any accused person.

675. Court Officer to inform Jailor if prisoner is of dangerous disposition:

The Court Officer is to inform the Jailor, when any prisoner whether under-trial or convict sent to jail is a desperate character, or is accused of a very heinous offence or has suffered from lunacy. The information will be given by writing the word “dangerous” in red ink in the Hajat Register.

676. Segregation of confessing prisoners:

(1) In case of confessing prisoners and persons made witnesses under Section 306 of Code of Criminal Procedures, 1973 and also in the case in which a magistrate decides that under-trial persons should be segregated, the Court Officer will communicate the fact to the jailor in order that such persons may be kept apart from other accused persons in the same case.

(2) When the accommodation in sub-jail is insufficient for the purpose, the Court Officer should at once bring the fact to the notice of the Superintendent of Police who will suggest to the court the desirability of keeping persons in the headquarters jail, whenever practicable, and of sending them to the Sub-divisional court on the dates on which they may be wanted.

CUSTODY OF PROPERTY CONNECTED WITH CASES

677. Custody of Property in the Court Office, the Court Malkhana:

(1) The Malkhana: A secure room known as Malkhana shall be provided for the safe custody of all properties, such as stolen property sent up for identification, property found on under trial prisoners, property (other than arms and ammunitions) forwarded as exhibits in criminal trials, unclaimed properties taken possession by the Police under section 25 of the Police Act (Act V of 1861), suspicious property sent in under section 457 of Code of Criminal Procedures, 1973 and all other property which may be taken charge of by the Police
and sent to court, or for its custody in a Malkhana, which a magistrate may have passed orders.

(2) The Court Officer is responsible for safe custody of the properties kept in the court Malkhana. The keys of the Malkhana should be kept by the Court Officer. He is also answerable that no one tampers with the exhibits of case sent to the court. Inside the Malkhana room which should be kept scrupulously clean, there should be a strong box with a good lock for valuables, such as ornaments, money, or documents. Every article kept in a Malkhana should be labelled to tally with the number in the Register. To avoid the mixing up of articles, the year of the Register will be entered on the label below the number of the Malkhana. No private property should be kept in a Malkhana. Court Officers who are in charge of Government money are authorised to keep their cash boxes in district and sub-divisional Police Magazine Guards or Banks.

678. **The Malkhana Register:**

(1) All properties received in a Malkhana should be entered in the Malkhana Register. The entries must be made in the form prescribed.

(2) When property is sent to the court, full information concerning it shall be furnished so as to enable the Court Officer to fill in the Register. As regards receipt and disposal of any Malkhana property, the magistrate's order concerning it must be obtained in the Malkhana Register.

(3) At the end of the year, the Malkhana Register Number of all properties of cases which are pending with the Judicial Magistrate will be entered in red ink on the first page of the new Malkhana Register. Entries concerning the properties that are disposed of shall be struck off; the final orders being also entered in the old Register.

(4) Arms and ammunitions shall be entered in the Arms Register prescribed by Rule 47 of the Arms Rules 1962. When these are exhibits of a case, a reference to the entries in the Arms Register should be made in the Malkhana Register.

(5) A special Register of Property for Cases which are not actually under trial but which may in future be subject to revival, such as cases against absconders, or against persons who have been held to be temporarily insane etc. should be maintained in similar manner as the Malkhana Register. This Register will not be rewritten annually, but will be maintained until all the properties entered there in are disposed of finally.

(6) The Court Officers at Sadar (Headquarters) and Sub-division shall certify that all outstanding entries have been correctly brought forward.

(7) All exhibits in the Narcotic Drugs and Psychotropic Substances Act and other special laws in force such as Mizoram Liquor Total Prohibition Act 1985 cases shall be entered separately in a second part of the Malkhana Register and the Court Officer shall take steps for their disposal as soon as the case concerning them are completed.

679. **Disposal of Property kept in the Malkhana:**

(1) After a case is disposed of, the court order for the disposal of the property connected with it must be retained, but except where the property is live-stock or subject to speedy and natural decay, such disposal should not be made till one month has passed or when an appeal is presented, until such appeal is disposed of.

(2) If, however, any person claiming to be entitled to possession of such property to the court in case the order of disposal passed by it is modified or set aside on appeal, the property may be immediately delivered to such person under orders of the court.

(3) In cases where any property sent up is not ordered to be sold, confiscated or destroyed but given back to the owner, the order for its return should be written in the column of remarks in the Register and the authority sanctioning it should be entered. A Judicial Magistrate ordering the disposal of any property should initial his order and the acknowledgement of the person receiving the property must be taken in the Register. No
stamped receipt is to be insisted on, as such receipts come under exemption list of the Indian Stamp Act.

(4) When any property is no longer required by the court, such portion of it as consists of cash, bullion, gold and silver ornaments or other valuable articles of small compass, should be kept inside the Police Magazine Guard in a strong box chained or embedded to the concrete floor of the room.

(5) Orders should be taken to convert perishable property kept in the Malkhana into cash at the earliest date if the law allows.

(6) In case of property which has been proclaimed under section 457 of Code of Criminal Procedures, 1973 the date of expiry of the period of proclamation should be entered in the remarks column of the Register so as to enable the Court Officer to obtain orders regarding its disposal.

(7) Police Officers are not entitled to any commission for sale of unclaimed or other property.

(8) Court Officer, Assistant Public Prosecutor and Public Prosecutor should move magistrate and Sessions Judges ordering property to be confiscated, etc. to direct that interesting exhibits, such as articles which indicate new methods of committing crime should be sent for disposal to the Deputy Inspector General of Police, Criminal Investigation Department. After he has done with them the latter officer will send such articles to the Principal Police Training Center under intimation to the Deputy Inspector General of Police, Training to be kept in the Criminal Museum as to be useful for the training of officers and men and of general interest.

680. Surrender of arms and cancellation of licence:

(1) As soon as a licence to possess arms is cancelled, or the licensee dies, an order shall be issued by the competent Magistrate to the licensee or to the heir of the deceased licensee, to deposit the arms within 14 days of receipt of the order at the Police Station in whose jurisdictions he lives. The orders shall give full particulars of the arms covered by the license and warn him in the event of his failure to do so he will be prosecuted under the Indian Arms Act, 1959. A copy of such order should be sent to the Officer-in-Charge of the Police Station for information and guidance.

(2) Within 14 days from the date of deposit at the Police Station, the Officer-in-Charge shall forward the weapon with the license to the Court Officer with a Challan in triplicate.

(3) On receipt of the weapon in the court, the Court Officer shall acknowledge receipt in the duplicate copy of the challan and return it to the Police Station to be filed. He shall then make the necessary entries in the Arms Register of the Malkhana and make over the triplicate copy of the challan to the Assistant in charge of the licenses (with the license, if received), after endorsing on it the date of deposit in the Malkhana. The Assistant in-charge of licenses shall enter the date of deposit and the number of entry in the Arms Register of the Malkhana, in his Arms Register and shall file the triplicate copy of the challan.

681. Malkhana Arms Register:

(1) The description of arms and ammunition in the Malkhana Arms Register must be full and detailed, so that it may be impossible at any time for other weapons to be substituted without detection. All names, numbers and marks which the weapon may bear must be recorded in addition to other full particulars, viz, whether rifle or smooth bore, single or double barrel, muzzle or breech loader, number of chambers in the case of revolvers, number of cartridges that fit in the magazine in the case of automatic weapons and other particulars.

(2) The stock must be verified item by item, whenever the Malkhana is inspected and the weapons should be so numbered and arranged as to facilitate verification.
(3) Every Police Officer on assuming charge of a Court Office shall personally compare the arms in stock in the Malkhana, item by item, with their descriptions in the Arms Register of the Malkhana, and shall enter a certificate to this effect in the Register in his own hand signed and dated.

(4) The magistrate in charge of licenses shall inspect the court Malkhana twice a year and shall compare the arms Register of the Malkhana and with his Arms Register.

(5) If a licence, which has been cancelled is subsequently renewed, the magistrate shall issue to the Court Officer an order, under his own signature, to make over the weapon covered by it to the licensee and shall also inform the licensee that the licence has been renewed.

(6) The Court Officer shall take the order of the District Magistrate for disposal of confiscated or forfeited weapons in accordance with rule 46 of Arms Rules, 1962. The officer who disposes of the Arms and Ammunition shall satisfy himself that the number and description of the weapon and ammunition agree with those given in the Malkhana Register and shall sign in proper column of the Register.

682. Property found on prisoners and their disposal:

(1) The property found on search of a prisoner's person unless it has any concern with the case should be given over to any person in the presence of witnesses on the request and on the receipt by the accused.

(2) An accused person is entitled to use such property in any lawful way he likes save that he may not take it with him into the lock-up or jail, if he is remanded to custody, where he is to be allowed to take only necessary clothing.

(3) When an accused is enlarged on bail by the court or when the case against a prisoner in custody is disposed of, the court's order as to the disposal of such property should be obtained and forthwith carried out. If the accused has been sentenced to imprisonment, the property should be sent to the jailor unless the prisoner disposes of it otherwise. If the prisoner has been sentenced to fine, which has not been realised, a Distress Warrant should immediately be obtained and property found in possession of the man be attached and sold in payment of a fine.

(4) For every sum received by the Court Officer he must grant a printed receipt signed by himself to the person depositing the money and keep the counterfoil.

SECTION – IV

BOOKS AND REGISTERS TO BE Kept IN COurT OFFICE

683. Books, Registers and Files in the Court Office:

(1) A list of books Register and Files to be kept in the Court Office is given at Appendix - X. The Court Officer will be generally responsible for the maintenance of these Registers but the work may be done by his sub-ordinate Sub-Inspectors or Assistant Sub-Inspectors.

(2) All pages of Court Officer's Registers issued in manuscript should be carefully numbered, and each book shall be signed at the commencement by the Court Officer. He must also certify to the number of pages in each book.

684. Magistrate’s General Register of Cases:

(1) The principal objects of this Register are that (i) the Chief Judicial Magistrate or any other authorised Magistrate may cause to be clearly laid before him all cognisable
cases reported to the police; (ii) his final order may be taken on every individual case, and 
(iii) the facilities may be obtained in making out Crime Returns.

(2) Cognisable cases in which a magistrate issues processes on complaint made 
to him or on his own motion, but in which no first information has been laid to the Police or 
enquiry conducted by them, will not be entered in the General Register.

(3) Cases submitted in Final Report form should be laid before the Chief Judicial 
Magistrate at district headquarters and the Sub-Divisional Judicial Magistrate in the Sub-
Divisions, or any other magistrate authorised in this behalf.

(4) The Court Officer is responsible that the Register is properly written up either 
by himself or by a competent subordinate officer of the court of not lower in rank than 
Assistant Sub-Inspector as entrusted.

685. First Information Report on receipt in the Court Office:

(1) On receipt of the First Information Report of a case from a Police Station, the 
Court Officer shall fill in columns of the General Register and after recording on the top of the 
First Information Report its number in the General Register, will submit it to the Judicial 
Magistrate who will initial in the Register. First Information Report of heinous or important 
cases should however, be submitted to the Chief Judicial Magistrate at Sub-divisions 
immediately after receipt.

(2) The First Information Report will remain with the Court Officer until the case 
comes before a judicial magistrate for enquiry or trial, when it will be made over to the Bench 
Assistant of a trying magistrate.

686. Entries on receipt of Final Forms:

(1) As soon as the Final Form of a case is received by the Court Officer, whether 
as a Charge-Sheet or a Final Report, he will fill in the relevant columns of the General 
Register and submit it with a Final Report or Charge-Sheet to the Chief Judicial Magistrate or 
any other Judicial Magistrate entrusted. The Chief Judicial Magistrate, if a Charge-Sheet has 
been submitted, will either take the case to his own file or will pass orders, to be entered in 
Column 15 of the Register, as to which Judicial Magistrate is to try the case. The Court Officer 
will also hand over the case diary either to the Public Prosecutor or to the Assistant Public 
Prosecutor for conducting prosecution.

(2) When the case has been tried and disposed of, the Court Officer will enter in 
the relevant column of the Register the order of the magistrate as to the conviction, acquittal 
or discharge of the accused, and obtain the magistrate’s initial to the entry. The entry should 
make clear how the case is to be shown in the returns, what amount of property is to be 
entered in the Khatian Register as stolen and recovered, and how are properties or exhibits 
connected with the case to be disposed of.

687. Entries when no charge sheet has been submitted:

(1) If a Charge Sheet has not been submitted, the Chief Judicial Magistrate or 
any other Judicial Magistrate as entrusted will pass such preliminary order as he may consider 
necessary, e.g. for further enquiry or for the complainant to produce his witnesses. Such 
order will be entered in the appropriate column of the General Register. If no preliminary 
order is required, the final orders passed by him shall be entered in column 16 of the 
Register. The entry in column 16 should indicate clearly how the case is to be shown in the 
Returns, what amount of property is to be entered as stolen and recovered in the Khatian 
Register, and how any property of which possession has been taken of by the Police to be 
disposed of.

(2) In case of alleged theft of property in which investigation has either been 
refused by the police or in which Final Report has been submitted after investigation on the 
ground that the matter in dispute should be decided by Civil Court, no property should be 
shown as stolen, or recovered either in the General or Khatian Register. Court Officer putting 
up, police papers should draw attention of the magistrate to this when necessary.
(3) No property should be shown as stolen or recovered in the General or Khatian Register in a case which is decided by a magistrate as Civil dispute, even though a Charge Sheet was submitted by the police.

688. **Instruction for entry in Column 16 of Magistrate’s General Register:**

   (1) The order in column 16 for entry of the cases in the returns must take one of the following forms:

   Not investigated under section......... (Enter section).

   True under section...........................(Enter section).

   False under section......................... (Enter section).

   Mistake of law under section............. (Enter section).

   Mistake of fact under section............. (Enter section).

   Non-Cognisable under section,......... (Enter section).

   Doubtful, dismissed, or struck off....... No section need be quoted.

   (2) The above represents the classification recognized for statistical purposes in Crime statement and all cases must be brought under one or other of the above classes.

(3) Further instruction for entry in this register will be found in the form of the magistrate’s General Register itself.

689. **Non-First Information Report Register for court:**

(1) A Register of cases in which a First Information Report is not used shall also, be maintained in the Court Office in the form prescribed. In this Register cases under section 107,108,109,110 and 145 of Code of Criminal Procedures, 1973, cases under the Police Act (Act V of 1861), Motor Vehicles Act, cases which are entered in the Police Station Non-First Information Report Register, as also cases in which magistrates send direct complaints to the police for summary enquiry and report, shall be entered. All reports by the police in cases, which come under these categories are to be submitted to the magistrate through the Court Office.

(2) On receipt of the report, the Court Officer will enter shortly the details of the case in this Register, the entries being made serially for each Police Station separately and put up to the magistrate for orders. When the magistrate’s final orders have been passed, they will be noted in the proper column in the Register and communicated to the Police Station concerned in the form of Final Memorandum, a separate book being kept for this purpose and cross-reference made to the Non-First Information Report Register.

690. **Magistrate’s Register of Unnatural Death:**

A Register of Unnatural Death cases shall be maintained in the Court Office in the form prescribed. On receipt of First Information Report of an Unnatural Death case from the Police Station, the Court Officer shall enter shortly the details in the Register and put it up to the magistrate with the First Information Report for orders.

When the Magistrate’s final orders have been passed, they should be noted in the proper column in the Register and communicated to the Police Station concerned by a final memorandum, the same form being used as in General Register of cases, but a separate book being kept for this purpose.

691. **Submission of Final Memorandum:**

(1) A Final Memorandum in the form prescribed shall be sent by the Court Officer in the following cases to the District Superintendent of Police, through the Officer-in-Charge of the Police Stations concerned and Sub-Divisional Police Officer for necessary
action. The Court Officer will despatch the outer and middle foils of the Final Memorandum, the counter foil being kept in the Court Office for further reference. In case of appeal a subsequent Final Memorandum, need only be sent, when the orders of the original court are changed by the appellate court.

(a) Cases in which a First Information Report has been used and which have been entered in a magistrate’s General Register.

(b) Cases in which a First Information Report has not been used and which have been entered in a magistrate’s Non-First Information Register, including cases under section 182 and 211 of Indian Penal Code arising out of police cases.

(c) All unnatural deaths.

(d) Cases other than those mentioned above which are required to be entered in the Court Conviction Register and the Village Crime Note Book.

(2) Action by the Officer-in-charge of Police Station and the Sub-Divisional Police Officer in forwarding Final Memorandum to the Superintendent of Police: While forwarding the Final Memorandum in charge sheet cases and cases under section 109 and 110 of Code of Criminal Procedures, 1973 to the Superintendent of Police, the Officer-in-Charge of Police Station concerned and the Sub-Divisional Police Officer may record their recommendations for surveillance where deemed necessary, and comments on the adequacy or inadequacy of the sentence, and, in cases ending in acquittal or discharge, comments on the defects (if any) of the prosecution. Where any remark on the conduct of the Police has been made by the court. he shall give his comments thereon, too.

(3) Action by the Superintendent of Police: The Superintendent of Police will note on the Final Memorandum in the case of conviction, whether he is to be made P.R., P.R.T. or P.R.T. 356 Code of Criminal Procedures, 1973 or whether a History Sheet is to be opened for him. The outer foil of the Memorandum will then be sent to the Police Station for necessary action. The Final Memorandum will not be filled by the Superintendent of Police until Final orders regarding all absconder are passed. On the back of the Final Memorandum of cases ending in acquittal or discharge, the Superintendent of Police, if he takes no other action, should point out to the Investigating Officer or Public Prosecutor, or Assistant Public Prosecutor through Court Officer the reasons for the failure of the cases. When the Superintendent of Police makes any observation regarding the prosecution in the memorandum, a copy of the same may be sent to the Court Officer and, if the Superintendent of Police orders specifically, such portion of his observation as he deems fit, may be sent to Public Prosecutor or the Assistant Public Prosecutor as the case may be.

(4) Action in the Police Station: The outer foil of the Final Memorandum with the Superintendent of Police’s orders thereon forwarded to the Police Station shall be filled with the First Information Report. Case Diaries and other papers of the case after action has been taken and necessary entries should be made in the Registers concerned of the Police Station.

692. Instructions for Writing Final Memorandum:

(1) In all cases in which the real names or residences of persons charged with offences under Chapters XII and XVII and sections 215,489 A,489 and 489(C) 489 D of the Indian Penal Code or Narcotic Drugs and Psychotropic Substance Act 1985 are not known, the entries should be made in red ink.

(2) When cases end in acquittal or discharge, the reasons thereof shall be noted briefly on the back of the Final Memorandum and a full copy of the judgement attached.

(3) A copy of any comment made by a magistrate or Judge on the conduct of the police, either complementary or adverse, must be attached to each copy of the Memorandum.
(4) In order to ensure that the Descriptive Roll of a convict, as given in Court-Conviction Register, agrees with that given in the History-Sheet contained in Part V of the Village Crime Note Book, Court Officers when sending the Final Memorandum of cases which have ended in conviction, should note on the back of the outer foil of each Final Memorandum, the Descriptive Roll of the convict which has been entered in the Court-Conviction Register.

693. **Khatian Register:**

(1) To facilitate the preparation of the Annual Crime Statement, a Khatian Register composed of compilation sheets in the form prescribed should be kept at each Court Office. Each description of crime to which a separate serial number is assigned in the classified list of crime should have a consolidated sheet for all Police Stations.

(2) The columns 3 to 13 of the Khatian Register shall include:

- (a) Cognisable cases taken up by the police suo-moto upon report.
- (b) Such cases taken up otherwise than upon report,
- (c) Cognisable case of a petty nature in which First Information reported are not sent in,
- (e) Cognisable cases instituted on complaints made to a magistrate being found true, to be shown in column 14
- (f) If such cases result in conviction, they should be shown in column 15 also but nowhere else,
- (g) If found untrue and dropped by the Magistrate, they will not appear in the Register or Crime Statement.
- (h) Cases of a complaint made to a Magistrate and referred to and found false by the police which nevertheless is taken up by the Magistrate and results in a conviction will appear both in column 14 & 15.

(3) Cognisable cases instituted by complaint or petition to a Magistrate and referred to the police for investigation are also entered in the General Register in addition to cases in which First Information Reports submitted and recorded in the General Register of cases. These cases will be shown in the Khatian Register in red-ink, but will not be entered in the statement.

(4) When entering a case from the General Register, Register of miscellaneous cases, or from the Register of Non-First Information cases, the number of the entry in column 1 of the compilation sheet should be noted in the column of remarks in the Register from which the entry is made, thus creating a link between the Registers and the Compilation Sheets.

(5) Chief Judicial Magistrate and Sub-Divisional Judicial Magistrate will direct their Bench Assistants, who keep the Registers of Miscellaneous Cases and of cases in which no First Information Reports are used, to let the Court Officer have the Registers for a short time everyday and also to give him a note of the cases decided since the previous day in order that the Khatian may be written up to date.

(6) The Khatian Register should never be allowed to fall into arrear. It should be totalled quarterly.

(7) On receipt of intimation that an appeal has been lodged, the Court Officer shall write a large “A“ in red-ink on the left hand side of column 1 of the Khatian Register against the entry concerned. When the final result of the appeal is known, the necessary alterations if any, will be made in the columns relating to convictions and acquittals. Lastly, in one of the spare columns of the Khatian Register entry shall be made of the number of the
cases and the persons acquitted by the Magistrate, Session Judge or High Court. The Court Officers shall initial the Khatian Register twice, first, when he writes “A” opposite the case, and the second time when he enters the final result of the appeal.

(8) At the end of the year, the Register will be closed on the 31st December pending cases will then be brought forward and entered in the Register of the new year. After the close of the year, separate totals should be made of the black-ink entries of completed offences and of attempts. Annual statement A, Parts I and II will be prepared from these black-ink entries in the Khatian. Separate totals must also be made of the red-ink entries to show the cases instituted by complaint to Magistrate which were referred to police for investigation and which are not to be entered in statement A, Part I, but will be useful for the purpose of preparation of the departmental reports.

As attempts except under serial 29, are not likely to be many in number, it will be sufficient to make a list of cases of attempts in one of the spare columns at the end of the Khatian form. The Court Officer should also satisfy himself by personal enquiries that he has entered in the Khatian Register the results of all appeals finally decided up to December 31st.

694. Instructions for filling up of Khatian Register:
Further instructions for filling up certain columns of the Khatian are given in the appendix in which the form of the Register has been reproduced.

695. Register of Appeals:
A Register of Appeals in a form prescribed shall be maintained in all Court Offices. All cases against the orders of which appeal is preferred either in Session or High Court should be entered in this Register. On hearing the result of appeal, the Court Officer shall make the necessary entries and corrections in the General and Khatian registers. He shall also communicate the result of the appeal to the Superintendent of Police in the Final Memorandum form.

696. Register of Conviction of Persons Convicted of Heinous Offences:
A Conviction Register in the form prescribed should be maintained in all Court Offices. The names of all persons convicted of the following offences shall be entered in it.

(1) Offences or attempt at, or abetment of offences under Chapter XII and XVII, Indian Penal Code, punishable with imprisonment for three years or upwards, and also offences under section 356 and 215 of Indian Penal Code.

(2) Offences under section 302 and 304 of Indian Penal Code (Murder and culpable homicide).

(3) Offences under 120-B Indian Penal Code (Criminal Conspiracy), when the offence is exclusively triable by the Court of Sessions.

(4) Personating a public servant, or attempt at, or abetment of the offence (sections 170 and 171 of Indian Penal Code).

(5) Causing hurt or attempt at or abetment of the same (Section 328 of Indian Penal Code).

(6) Swindling or attempt at or, abetment of (section 417 of Indian Penal Code).

(7) Offences or attempt at or abetment of offences relating to forgery of currency notes and bank notes (sections 489A, 489 B, 489 C, Indian Penal Code).


(9) Offences under Gambling and Betting Act.

(10) Offences under Excise Act of the State.

(11) Offences under the Arms Act 1959.

(12) Offences under the Narcotic Drugs and Psychotropic Substance Act 1985.
(13) Offences under the Explosives Substances Act 1908.

(14) Offences of Terrorism.

(15) First offenders dealt with by Court under section 360 (3) to (6) of Code of Criminal Procedures, 1973 should be treated as convicted for the purposes of this Register.

Instructions regarding the maintenance of the Conviction Register will be found in the form of the Register itself.

697. **Index to the Conviction Register:***

(1) An index to the Conviction Register for the whole district will be kept at the Headquarters Court only, in the form prescribed. It should contain, among other information, the following: -

(a) Name of convict, with aliases, if any, and caste.

(b) Father’s name.

(c) Page and volume of Register in which the conviction is entered.

(2) The page, volume and year of the index should be entered under each name of the Conviction Register.

(3) In column 4 of the index should be entered the page and volume of the Conviction Register against each name.

(4) At the close of each month after the Sub-Divisional conviction sheets have been received, the Sadar Court Officer will prepare an index for the whole district.

(5) The index for every five years should be kept in a bound book.

(6) The Sadar Court Officer should search the index of the Conviction Register in the case of every accused person sent up for trial charged with an offence under chapter XII or XVII of the Indian Penal Code punishable with imprisonment of 3 years or more. The object is to see whether he was previously convicted or not, and he should certify on the back of the charge-sheet form that he has done so.

(7) The Sub-Divisional Court Officers as distinguished from Sadar Court Officer are not required to give the certificate mentioned in the previous sub-paragraph, as there is no index to the Conviction Register maintained at Sub-Divisions. They will be required to note carefully the certificate given by the Officer-in-charge of the Police Station. When they find that a person is sent up for trial charged with offence under chapter XII or XVII of Indian Penal Code punishable with imprisonment for 3 years or more, from a Police Station other than in which he resides or has his home, they should ensure that the Verification Roll is sent direct to the Sadar Court Officer for necessary action.

(8) The system indexing names has been described in detail in the form prescribed. This should be carefully followed.

698. **Weekly Verification by Magistrate:**

(1) The Court Officer shall put up the Conviction Sheets once a week before the Chief Judicial Magistrate or to any other Judicial magistrate to whom the duty is made over at Sadar, and to the Sub-Divisional Magistrate in a Sub-Division for examination and signature.

(2) The Chief Judicial Magistrate or Judicial Magistrate at Headquarters and Sub-Divisional Magistrate in a Sub-Division will check the Conviction Sheets with the magistrate’s General and Complaint Registers and certify that all entries required to be made have been made.

699. **Custody of the Conviction Register:**

The completed volumes of the Conviction Register, after they have been neatly bound, should be kept in the magistrate’s record room or other safe place.
The current volume and the index should, however, be kept by the Court Officer in his office under safe custody.

700. **Elimination of names from Conviction Register and index:**

1. At the close of each year each Officer-in-Charge of a Police Station should submit to the Headquarters office a list of persons whose names have been removed during the year on the ground of death or acquittal on appeal.

2. The Headquarters Court Officer should make the necessary corrections in his Index and Conviction Register.

3. He shall then forward the list to the Superintendent of Police who will satisfy himself that the Conviction Register and the Index have been corrected.

4. Names of persons who are dead or acquitted on appeals should cease to appear in the index as soon as intimation is received by the Court Office.

701. **Register of Processes dealt with by the Police:**

1. This Register should be kept in the prescribed form in two parts or columns, one part should be for Warrants and the other for Summons and all other processes.

2. The serial number of entries in the Register of Processes shall be on an annual basis.

3. When a warrant has been executed or withdrawn or the accused has surrendered, the fact should be noted in the remarks column of the Register to make it easy to pick up the warrants still pending.

4. At the end of each year all warrants and processes should be brought forward into the new year’s register in red ink bearing their original numbers.

5. The Register at Sadar Court Office should then be sent to the Superintendent of Police’s office to compare the red ink entries with the entries in the Absconder’s Register carefully, so as to ensure that there are no omissions in the latter register.

6. In Sub-Division, instead of sending the Register in original, a copy of the red ink entries should be sent to the office of the Superintendent of Police in the month of January of the new year for comparison with the Absconder’s Register.

702. **Receipt-book of Money, Property and Prisoners:**

This book should be kept at Sadar and Sub-Divisional Court Offices to enter the names of prisoners sentenced to imprisonment, their warrants, money and personal property, and the receipt for the same should be obtained from the Jailor.

703. **Register of papers Received and Despatched:**

1. This Register should be kept at Sadar and Sub-Divisional Court Offices in the form prescribed. In this Register, the papers which are received in Court Offices but not entered in any other register, should be recorded.

2. **Magistrate’s order to Police:** Any Magistrate, on receipt of a complaint of an offence which he is competent to take cognisance of, or which has been made over to him under section 192 of Code of Criminal Procedures, 1973, may if he thinks fit, direct an investigation to be made by a Police Officer under section 155 or 202 of Code of Criminal Procedures, 1973. The Magistrate will send a copy of his order along with a copy of the complaint to the Court Officer for transmission to the officer concerned. On receipt of the order, the Court Officer shall enter it in the Register of papers Received and Despatched with the brief of the case and then send it to the officer concerned for action. In every case referred to the Police for investigation under sections 155 or 202 of Code of Criminal Procedures, 1973, a date should be fixed by the magistrate by which the report should reach him. The complainant should be informed of the date so fixed and directed to appear before the Investigating Officer at the scene of occurrence.
704. **Summons to Police Officers:**

Whenever a summon is issued against a Police Officer to appear as a witness in a criminal case, it should be served upon such officer through the Superintendent of Police. Prosecuting staff should always see that police witnesses are not unnecessarily detained.

705. **Court Officer responsible for Processes served by the police:**

Ordinarily warrants of arrest, orders issued under sections 83, 84 and 85(1), (2) of Code of Criminal Procedures, 1973 and search warrants are executed by the police in both cognisable and non-cognisable cases and should be entered in the Register of Processes served by the police.

706. **Instructions for sending manuscripts for expert opinion:**

1. Before sending exhibits for examination, the Court Officer should obtain permission in writing from the Chief Judicial Magistrate or Sub-Divisional Judicial Magistrate, as the case may be. This permission will cover not only the examination of the articles, but their being taken to pieces, if necessary for the purpose of examination.

2. Before despatching exhibits for examination, a careful note should be kept of their description and condition and of every mark by which they can be identified. The articles should then be carefully packed, sealed and despatched by special messenger or by registered parcel post. A list of contents should accompany each package.

3. All requisitions for expert examination of arms, ammunitions and weapons used in heinous crimes should be sent by the Court Officer in duplicate to the Forensic Science Laboratory or any other institution, as the State Government may specify from time to time. A clear description of the weapon and a concise statement of points on which opinion is sought should accompany the arms, ammunition etc. which are to be examined.

4. If necessary, a brief history of the case in duplicate may also be given, but in order that this may not embarrass the expert in giving his unbiased opinion, it should be sent in a separate sealed envelope addressed by name to the Director of the institution wherein the expert works.

5. It should be remembered that the opinion of the Government examiner of 'Question documents’ should be sought for only when it is essentially necessary.

6. Where expert opinion in such a case is deemed necessary, the Deputy Inspector General of Police, Criminal Investigation Department should be consulted.

707. **Disposal of counterfeit coins and currency notes:**

1. **Disposal of counterfeit coins:** When any criminal court passes an order under sections 452, 457 or 458 of Code of Criminal Procedures, 1973 for the disposal of counterfeit coins or any implements, such as punches for repairing dies, dies for striking and moulds for casting coins, it should consider whether the coins or implements should not be forwarded to the nearest authority concerned for transmission to the master of the Mint. The remittance to the mint should be made through the Deputy Inspector General of Police, Criminal Investigation Department or Director General of Police and should be accompanied with a statement showing the number and date of the case to which the coins or implements relate.

2. **Disposal of forged currency notes:** When any criminal court passes for disposal of forged notes, the prosecution staff will move such court to pass orders for sending the notes to the Deputy Inspector General of Police, Criminal Investigation Department or Director General of Police for transmission to the Reserve Bank of India, Kolkata for disposal.

708. **Monthly cash account how checked:**

On receipt of a cash account from a Police Station in Court Office, the Court Officer should examine the Malkhana Register and other relevant papers in respect of all sums remitted to the court to see whether those sums have been duly accounted for. He will certify and transmit the cash account to the office of the Superintendent of Police. Audit by
comparison with the registers in the Chief Judicial Magistrate’s or Sub-Divisional Judicial magistrate’s office should as far as possible, be done by somebody unconnected with the keeping of the accounts.

709. **Half yearly statement of serious crimes and re-convicted persons etc:**

1. A half-yearly statement of all cases of serious crimes shall be submitted by the Court Officer in the form prescribed in duplicate to the Superintendent of Police. On receipt of the statement, the Superintendent of Police will forward one copy to the Director General of Police another copy to the Deputy Inspector General of Police, Criminal Investigation Department, by the middle of January and of July respectively. The Court Officer should send a third copy to the Chief Judicial Magistrate.

2. In the statement the cases (i) which have been reported during the half year and (ii) those which have been declared true by a magistrate during the half year are to be shown.

3. Pending cases for the previous half years, which have been declared to be true during the half year for which the return is due, will be shown in the column 3(a) of the statement. Column 7 to 12 of the form refer to cases dealt with in the return while the information required by the foot-note refers to all cases, true or false, whether included in the return or not.

4. The number of cases declared true during the corresponding half year of the previous year shown in column 3 and 3(a) of that year should be shown in column 5 and 5(a) respectively of the return of serious crime under review.

5. Under the head “Burglary” only case which comes under columns No. 29 and 37 of the statement A, Part 1, should be included. Thefts and burglary cases not investigated under section 157(i)(b) of Code of Criminal Procedures, 1973 should be included. An explanation should be supported by figures as far as possible. Thus, when a rise in price is adduced as an explanation, the actual prices of grain for the periods under comparison should be given.

6. Riots attended with murder should be shown under the head “Riot” and not “Murder” similarly, dacoities with murder should be shown under the head “Dacoity” and not “Murder”

7. On receipt of all returns, the Deputy Inspector General of Police in charge of Criminal Investigation Department, should prepare a review in which he should examine and assess the figures for the whole state and, where necessary, the figures for any particular district. He should then submit his review to the Director General of Police.

710. **Statement of False cases:**

A statement of False Cases in which prosecution under sections 182 or 211 of Indian Penal Code was instituted should be submitted along with half yearly statement of serious crime, in the form prescribed, to the Deputy Inspector General of Police in charge of the Criminal Investigation Department. The Deputy Inspector General of Police, Criminal Investigation Department will scrutinize the statement for the whole state and submit the same to the Director General of Police pointing out any case in which the proper action has not been taken by the Judiciary in order that this may be brought to the notice of the appropriate judicial authority.
SECTION – V

THE P.R. SYSTEM

711. Introductory:

(1) The "P.R." system means "Police Registered System". It is a system under which the fingerprints and the criminal histories of certain classes of convicted criminals are kept on permanent basis. The classifications made are transcribed in the Jail Registers, thereby enabling the police to know as to when they remained in jail and when they were released.

(2) The fingerprint system is a very important part of the P.R. System. The fingerprints which are sent under the P.R. system for record in the Fingerprint Bureau form a valuable collection of criminals, but also identity of unidentified persons can be traced and, if necessary, proved in court.

712. Person who are to be made “P.R.”:

The following persons, juvenile or adult, male or female, shall be made P.R. and their finger prints shall be taken:

(i) All persons convicted of offences against property carrying enhanced punishment on reconvictions irrespective of the duration of the sentence inflicted, if their real names and antecedents are unknown to the police and cannot be ascertained.

(ii) All persons convicted under chapter XVII of Indian Penal Code (except section 418 to 420 in dealing with which no discretion is allowed) who in the opinion of the Superintendent of Police are likely to revert to crime after release.

(iii) All persons re-convicted under chapters XII and XVII of Indian Penal Code.

(iv) All persons convicted under sections 170, 171, 231 to 263, 302 and 304 (murder for gain), 328, 338, 465 to 477A, 489 to 489D of Indian Penal Code.

(v) All persons ordered to execute the bonds under sections 109 and 110 of Code of Criminal Procedures, 1973 (for offences against property only)

(vi) All persons convicted under the Arms and State Excise Legislations who are suspected to be dealers or smugglers in Arms, or Narcotic and Psychotropic drug or dangerous drugs as defined in the Dangerous Drugs Act (XI of 1930) or entailing enhanced punishment on re-conviction.

(vii) All persons convicted of any offence under Chapter VI of Indian Penal Code or of sabotage and subversive activities against the State.

(viii) All persons convicted under section 3 of Identification of Prisoners Act (XXXIII of 1920) for whom no provision has been made above and all persons acquitted or discharged under section 7 of Identification of Prisoners Act regarding whom Superintendent of Police considers it desirable to keep a permanent record e.g. persons of notoriously criminal reputation who habitually absent themselves from their homes and are believed to travel to other districts for committing crimes, and persons reasonably suspected of being professional itinerant criminals.

(ix) All persons convicted of smuggling gold, currency and valuable articles under Foreign Exchange Regulations Act.

(x) All traffickers in women and children who are convicted under section 363 to 373 of Indian Penal Code.

(xi) Foreigner externed under the Foreigners Act (XXVI of 1946)

(xii) All approvers in gang, dacoity and criminal conspiracy cases.
(xiii) All international criminals and absconders whose Fingerprints are sent to the State Fingerprint Bureau from countries outside India.

(xiv) All persons convicted under Explosive Substance Act (VI of 1908)

(xv) All persons convicted under the Official Secret Act (XXX of 1923).

(xvi) Any other persons, for whom according to provisions of Identification of Prisoners Act (33 of 1920), the Government of India may order time to time for keeping finger-prints.

Note: Orders for taking fingerprints of local and ordinary criminals depend on the discretion of the Superintendent of Police.

713. Classification of P.R. Prisoners:

(1) P.R. Prisoners shall be divided into 3 classes viz.

(i) PR.

(ii) P.R.T. and

(iii) P.R.T. 356

(2) Class (i) includes prisoners who are to be released from the jail, wherein they may happen to be confined, on the expiration of their sentence; class (ii) includes those who are to be transferred for release to the jails either of their natives districts of domicile; and class (iii) are convict against whom an order under section 356, Code of Criminal Procedures, 1973 has been passed.

(3) Class (i) shall comprise persons about whose release it is desirable to give the police timely warning, but who are likely to avail themselves at once of the means furnished to them by the Jail Department and return home or who are not likely to revert to crime. In the case of prisoners of this class the entry in the P.R. slip against the heading “where to be released” shall be “the jail of incarceration”.

(4) Class (ii) shall comprise of convicts who are of such a dangerous type as to be likely to revert to crime before returning home, if released at a distance from their homes. Amongst them may be included:

(i) Members of known criminal gangs imprisoned for an offence of any kind.


(iii) Members of wandering gangs.

(iv) Convicts who have no regular residence.

(5) Class (iii) shall comprise of persons on whom an order under section 356 of Code of Criminal Procedures, 1973 has been passed.

714. Authority which passes order classifying prisoners:

The order classifying a prisoner under any of the heads noted in the fore-going rule shall be made by the Superintendent of Police (a) on the basis of final memorandum of the case, and (b) in the jail-parade-report in which such order is considered necessary and he has not already been made. The order of P.R. classification shall communicated to the Court Officer who shall be responsible for all necessary action prescribed in the rules.

715. Police Register Slip and Finger Print Slip:

(1) For every convict made P.R., a slip in the form prescribed (known as the P.R. Slip) and one or more sets of fingerprints in the form prescribed (known as the F.P. Slip) shall be prepared by the Court Officer.
(2) The P.R. Slip shall be made over to the Jail authorities, by whom it shall be kept until the time for the prisoner’s release is due, when it will be issued as a release notice.

(3) The Finger Print Slip shall be sent to the Finger Print Bureau for permanent record.

(4) When a foreigner is convicted and he is made P.R. and his F.P. slip is received for record in the Finger Print Bureau, then the Finger Print Bureau shall send information to the Central Bureau of Investigation.

716. The number of Fingerprint slips required:

The number of Finger Print slips required for record is as follows:-

(1) In respect of ordinary P.R. convict who was convicted in his home state, one copy of Finger Print shall be taken for record in the Finger Print Bureau of the state of conviction.

(2) Of P.R. convicts of the classes enumerated below one copy of Finger Print shall be kept in each of the offices mentioned in sub paragraph (3) of this rule.

   (i) P.R. convict who are wanderers, unidentified, or whose operations are known or believed to extend beyond the limits of their home state,

   (ii) P.R. convicts who, though themselves resident of the state of conviction are really foreigners and likely to have relations with criminals of others state,

   (iii) P.R. convicts who have been convicted of thefts of fire arms and ammunitions or convicted under the Arms Act, Narcotic Drugs and Psychotropic (Substance) Act, or Excise Act or Dangerous Drugs Act and are likely to be illicit dealers in arms, cocaine or other dangerous drugs, or

   (iv) P.R. convicts who have been convicted under section 328 of Indian Penal Code if the offence was of a professional type, or under sections 231 to 263 A or section 489 D of Indian Penal Code.

(3) One copy of the Finger Print of the above mentioned classes of P.R. convicts shall be kept in each of the following offices:-

   (i) The Fingerprint Bureau of the state of conviction.

   (ii) The Fingerprint Bureau of the state of which the person is or claims to be, or is suspected to be resident.

   (iii) The Fingerprint Bureau of the state to which the operations of the P.R. convict are known or believed to extend

717. Responsibility of officer taking Fingerprint:

The officer taking the prints is responsible not only for the impressions, but also for the correctness of the convictions and other details entered on the reverse of the slip. His signature to the slip will be a confirmation of the fact that he has verified the sentence and previous convictions from the judicial record, and the personal details of the convict from the Court Officer’s records and jail records.

718. Taking Finger Print slips:

Finger Print slips of convicts shall be taken immediately and as soon as possible after sentence is passed and tested by the local expert. Finger Print slips shall be taken by officers, preferably one declared “Proficient”. He should be other than the expert who is to test them. When a local expert is not available to test them they shall be kept pending till the arrival of the touring expert from the Finger Print bureau. When, however, there is a likelihood of the
release of a prisoner before a touring expert’s arrival, they shall be tested by an officer declared “Proficient” but he should be other than the one who prepared the slip.

719. Testing of Finger Print slips:

(1) In making the test the expert shall satisfy himself (a) that the prints have been properly taken, (b) that the prints are those of the convicts named on the slip, (c) that all particulars recorded on the slips are correct and properly filled in, (d) that all convictions have been correctly entered and (e) that the required number of copies have been taken.

(2) Any mistake should be brought to the notice of the Superintendent of Police for action.

(3) Finger Print slips on which the fingerprints are blurred or indistinct should be rejected and replaced by fresh slips prepared by the expert personally.

(4) After having tested the slips, the expert shall note the word “tested” with his initials and date against the prisoner’s names in the Jail Admission Registers and on the back of the P.R. slip and on the history tickets.

(5) The expert shall also sign each slip, which he has tested, and his signature to the slip shall be held to be a certificate that the test has been made in strict accordance to the rule.

(6) A ‘Proficient’ testing a slip under those rules shall be guided by the instructions laid down for testing by an expert mentioned in the previous rules. If he considers the print on the slip to be indistinct, he shall prepare a duplicate slip and both slips shall be sent to the Finger Print Bureau for decision as to which should be placed on record. If more than one copy of the slip has been taken, he shall take an equal number of duplicates.

720. Finger Print slips of persons passing quickly out of custody:

In case of P.R. convicts who are sentenced to fine or to a short term of imprisonment, it is not always possible to apply the above rules, owing to the rapidity with which such convicts pass out of custody. The fingerprints of such convicts, therefore, should be taken by the Court Officer immediately after the sentence is passed, and the slip submitted to the Superintendent of Police for orders whether it is to be forwarded or not to the Finger Print Bureau for permanent record. When it is not possible to subject Finger Print Slips prepared under the above circumstances to the usual test by an expert, they should be sent without test.

721. Despatch of Finger Print slips:

(1) When the period of appeal is over, or the appeal, if any, has been decided the Fingerprint slips after being tested, shall be sent for record by the Court Officer on behalf of the Superintendent of Police along with the despatch challan in proper number of copies. On each slip shall be noted the names of the other Bureaux to which slips have been sent for record.

(2) The Fingerprint slips meant for concerned Bureaux of other states and for Central Finger-Print Bureau shall be sent through state Fingerprint Bureau with three copies of despatch challan separately. These Fingerprints slips shall be tested in State Bureau, and if these are found suitable for record they should be forwarded to concerned Bureaux. Those Fingerprint slips which are not found suitable shall be returned to the Court Officer concerned for rectification of defects.

(3) After rectification of defects of Fingerprint Slips returned according to the sub-rule above, the Court Officer shall again send the fingerprint with three copies of despatch challans according to procedure given above.

(4) After record in other State Bureaux, the list of Finger Print classification shall be received in State Bureau, with two copies of despatch challans. One copy shall be kept in
the State office and the other copy shall be sent to Court Officer concerned for necessary action.

722. **Slips of Convicts Identified or Unidentified to be distinguished:**

(1) Every slip sent for record in the Finger Print Bureau after conviction shall be endorsed on the reverse side as 'Identified' or 'Unidentified', as the case may be. In the case of re-convicted persons whose fingerprints are known or believed to be already on record, the slip will be endorsed in a similar manner with the word 'Reconvicted' in order that they may attract special notice in the Finger Print Bureau and thus provide against two slips of the same person being kept on record.

(2) **Slips of traced convicts:** A prisoner who has been traced by the bureau, but whose residence has not been ascertained, shall be shown in the Finger Print slip sent to the bureau for record as "Traced, Unidentified".

(3) **Slips of females:** The Finger Print slips of females whether sent for search or for record, shall bear the word "female" in red ink on the side of the slip which contains the impressions.

(4) **Slips of railway thieves and wandering criminals:** Finger Print slips of railway thieves and wandering criminals shall bear the words “Railway Thief” or “wandering criminals” as the case may be.

723. **Escaped Convicts and Proclaimed Offenders:**

(1) When a prisoner escapes from Police or Jail custody and his finger prints have been taken prior to his escape, the Finger Print Slip, whether tested or not, shall be sent at once to the Finger Print Bureau with a red slip attached, so that, should the prisoner be arrested in some district where he is not known, his identity may be established. When the slips have already been forwarded, it will be necessary to inform all Bureaux to which copies of the slips have been sent of the escape, in order that the slips may be placed at once in the record arranged for search.

(2) In cases not covered by clause (1) above, when a person is declared a proclaimed offender, the Court Officer shall ascertain, by consulting the Conviction Register, whether his Fingerprint Slip is already on record in respect of a previous conviction and, if so, shall immediately send intimation of the proclamation to all bureaux concerned.

724. **Preparation of P.R. slips:**

(1) When the Finger Print slip of P.R. prisoners has been taken, the Court Officer shall note the words 'F.P. taken' on the P.R. slip in the Jail Register, and the counterfoil of the P.R. slip.

(2) The Court Officer shall make over the P.R. slip to the jailor and obtain his signature in the Jail Parade report form.

(3) In case of female prisoners made P.R. the Fingerprint Slips shall be prepared in the presence of a matron (where one exists) or of a female convict. The Police Officer deputed to take finger impressions of female prisoners shall be accompanied by an Assistant Jailor or a head-warder when going into the female ward.

725. **Finger impression when to be taken:**

(1) Finger impression of P.R. prisoners shall be taken before they are transferred from the jail of the district of conviction. The Superintendent of Jail shall forward to the Superintendent of Police a list of prisoners selected for transfer. The Jail admission numbers shall be noted on the list. The Superintendent of Police shall, on receipt of such list, depute an officer to see that the finger impressions of all P.R. prisoners named in the list have been taken, and that there has been no omission to make a prisoner P.R.

(2) The P.R. slip of a prisoner whose fingerprints have been taken before his transfer shall be sent along with a despatch challan to the Superintendent of Police of that
district who shall have the prisoner’s impression taken and shall communicate the fact to the Superintendent of Police from whom the P.R. slip has been received.

726. **Jail authorities to check P.R. System:**

On the admission of a P.R. prisoner by transfer, the Jail authorities shall note in the Jail Admission Register the fact that he has been made P.R., and shall transcribe the entries “F.P. taken” and “tested” from the P.R. slip

727. **Report of death in jail:**

(1) If a P.R. prisoner dies in jail, the Superintendent of Police, if the deceased was convicted in his district, shall forward a death report to the State F.P. Bureau / State Crime Record Bureau. Should such a prisoner die in jail after transfer, the Superintendent of Police of the district in which the jail is situated shall forward the death-report to the Superintendent of Police of the district in which the deceased was convicted and the latter shall forward it to the State Bureau.

728. **Information of convicts made P.R. to be sent to Police Station:**

The Superintendent of Police shall invariably send information to the Officer-in-charge of the Police Stations about all convicted persons resident in such Police Stations, who have been made P.R. by sending to them the copies of P.R. slips meant for Superintendent of Police's office. The Officer-in-Charge shall enter the word "F.P. taken" in red ink against their names in the Crime Directory and Registers concerned and return the slips to the Superintendent of Police's office for record.

729. **Jail from which P.R.T. and P.R.T. 356 prisoners released:**

(1) P.R. slips of P.R.T. prisoners shall show the jail from which they are to be released.

(2) Members of wandering gangs shall be released from the jail of the district in which they were sent up for trial. A convict who has no regular residence shall be released from the jail of the district in which he was last convicted.

(3) A prisoner classed as P.R.T-356 shall be released from the jail of the district in which he has declared his intention to reside unless the Superintendent of Jail in which he is confined considers it impracticable to effect his transfer to the jail concerned prior to his release. In such a case he shall be released from the jail in which he is confined.

(4) Persons originally resident of other district or state, who, for any reason, have become permanently domiciled in any part of the state shall be transferred for release to the jail of the district of domicile and not that of the district of original residence.

(5) Those criminal who are residents of other states and who are convicted from the courts of the state shall ordinarily be kept in that jail of their state where there residence ordinarily exist and they shall released from there.

730. **Jail parade:**

(1) A jail parade shall be held every Saturday morning at all Central and District Jails. It shall be conducted by the Court Officer or such other officers as the Superintendent of Police may consider necessary to detail for the purpose.

(2) The primary object of the parade is to exercise a check upon the working of the P.R. and F.P. system. It also affords an opportunity for the identification of criminals by the police.

(3) The jail parade report shall be prepared by the Court Officer or by an authorised sub-ordinate officer, on Friday afternoon, in the form prescribed. He shall enter the names of all persons falling within rule 712. He shall have access to Jail Registers and records with permission of the jail authorities, and shall collect together the warrants and P.R. slips of the prisoners whose names have been entered in the report.
The officer detailed for the purpose shall be present at the jail at 7:30 A.M. and the parade shall be held at 8 A.M.

Females shall not be paraded, but their names shall be entered in the report.

The Court Officer shall refer to the Jail Admission Register, the release-diary, the warrant etc., and satisfy himself that the report drawn up on the previous day is correct and complete. He shall check the entries relating to the P.R. and F.P. work in the Jail Admission Register and history ticket with those on the back of the P.R. slip, and shall supply any omission which he may discover in the Admission Register and the history ticket. But no alteration shall be made in the P.R. slip without enquiry. He shall also check and note down the released offenders on good conduct and furnish the information to the Officer-in-Charge of the concerned Police Station. When the prisoners have assembled, he shall scrutinize the case of each individual and fill in the appropriate column of the Jail Parade Report. In the case of prisoners admitted by transfer, he shall see if there has been any omission to make a prisoner P.R. or to take his fingerprint. If no P.R. slip has been received for a prisoner who ought to be made P.R. the matter shall be referred to the Superintendent of Police for consideration. If P.R. slip of the prisoner does not show both the endorsement “F.P. taken” and “tested” and no fingerprint slip has been received or tested, or if the P.R. slip bears only the endorsement “F.P. taken”, a reference shall be made to the district concerned.

Prisoners about to be released, who remain unidentified shall be further questioned about their identity and the word “unidentified” shall be entered in red ink against their names in the Jail-Parade Report.

The Jail Parade Report shall be placed before the Superintendent of Police on Monday next and he shall give appropriate orders. The Superintendent of Police shall satisfy himself that previous orders have been complied with. The Superintendent of Police shall give orders to other officers whom he (Superintendent) considers proper to join Jail Parade on every Saturday.

If Superintendent of Police does not order to treat a convict as P.R., his F.P’s taken immediately after conviction, should be destroyed.

Interview with prisoner in jail:

When the Superintendent of Police decides that an interview with a criminal confined in a jail is necessary, he shall obtain the District Magistrate’s permission. He may interview the prisoner himself or some other officer may do so with District Magistrate’s permission. The officer shall not be below the rank of Inspector in conspiracy-gang cases or other important cases. But he may be of rank of Sub-Inspector in ordinary cases.

No Police Officer shall be permitted to interrogate any prisoner in confinement in jail without the special permission of the District Magistrate except as provided in clause (3) below. The permission shall be given in the form of written order addressed to the Superintendent of the Jail or Jailor. The interview shall take place in the presence of the Jailor or other responsible officer of the jail, who shall remain at a sufficient distance to prevent his over hearing the conversation.

An officer not below the rank of Sub-Inspector with credentials from the Deputy Inspector General of Police, Criminal Investigation Department may be allowed into the jail with the order of the Magistrate.

P.R. slips as release notices:

On the first and third Friday of every month the Court Officer shall obtain from the jail the P.R. slips of P.R. prisoners (a) who are to be released during the following half-month and (b) of those who have died during the preceding half-month. He shall secure the signature of the jailor in token of handing back of P.R. slips number and the district number. The P.R. slips shall be treated as release notices.

P.R. slips of prisoners which for any reason have been omitted from the fortnight shall be sent by the jail authorities to the Superintendent of Police without delay.
(3) P.R. slips of other districts shall be forwarded to the Superintendent of Police of the district concerned. Those relating to the district shall be issued to the Police Station and those relating to railway criminals should be forwarded to the Superintendent, Railway Police concerned. The number and date despatch of the P.R. slip shall be noted in the Jail Parade Report.

(4) The Officer-in-Charge of a Police Station shall return the P.R. slip to the Superintendent of Police after dealing with it. It shall be returned to the Court Officer after making entries in counterfoil and other record concerned in the District Crime Bureau.

(5) The P.R. slip shall then be pasted with its corresponding foil in the P.R. slip book, after the name of the identifying warder has been noted in the Court Conviction Register.

733. Release of Juvenile Convicts:

All juvenile convicts shall, on release, be escorted to their homes by Police. In case no arrangements have been made by the Jail authorities, Superintendent of Jail shall send notice of the release of such prisoners to the Superintendent of Police before-hand.

734. P.R. slips from other districts:

(1) On receipt by the Superintendent of Police of the P.R. slip of a resident of his district convicted elsewhere, he shall send it to the Police Station concerned for action and shall ascertain from the Court Officer whether an extract from the Conviction Register has been received, and if so, he shall satisfy himself that action has been taken as prescribed by rules.

(2) If no extract of the Conviction Register has been received, he shall ascertain from the Police Station in which the convict's home is situated as to whether the Crime Directory slip or other information of conviction, has been supplied by the district in which he was convicted. If these have not been supplied he shall communicate with the Superintendent of Police of the district of conviction, and request him to supply the extract of the Conviction Register and the Crime Directory slip.
CHAPTER – XII

TRAFFIC POLICE

735. **Introduction:**

One of the most important duties and responsibilities of the police is to maintain order in public places. Regulation of traffic is an important element of such duty. Its objective is to facilitate safe and orderly movement of people and vehicles in public thoroughfare. It is the duty of the police under Section-31 of the Police Act, 1861 to keep order on public roads, streets, thoroughfares, ghats, landing places and at all other places of public resort and to regulate assemblies and processions on the public roads etc.

Traffic Police is immediately and prominently visible to members of the public, the staff on duty on the road being fully exposed to public eye; their conduct and behaviour, good or bad are noticed daily. Motorists and pedestrians see them all the time. To many law abiding citizens they are the only police they ever see performing duty or coming into contact. A traffic constable on duty can, therefore, make or mar the image of the Police. In view of tourists or foreigners visiting the state they may be the only image of the police or even the people of the state they carry in their minds. This unique position has to be brought into the consciousness of every man in the Traffic Branch.

736. **Selection of Traffic Staff:**

The Traffic Police on duty on the road, as indicated above is prominently visible to the people. The impression people have of the Traffic Police is ultimately the impression of the police they have in their mind; and it may even be translated into the image of the police as perceived by the people in general. Hence, the selection of officers for traffic duty has to be done very carefully.

737. **Co-ordination with other departments:**

Management of traffic is primarily a police responsibility but other agencies are also involved in working out an efficient traffic system in a place. The Transport Department issues the licences for vehicles and to drivers, and the Public Works Department and Local Administration Department build and maintain roads, bridges, drains, speed-breakers, Zebra crossings at various places, traffic signals points and traffic light. Police action alone however efficient it may be, cannot entirely ensure orderly movement of traffic. Many factors that make for efficient management of traffic may be beyond the sphere of police, nevertheless, police are held squarely responsible for the smooth movement of traffic and to take care of the safety aspect of the traffic management. The roles played by other agencies, like Public Works Department and Local Administrative Agencies are vital. If damages to roads, bridges and drains are not repaired quickly by the Public Works Department or the road sign boards and signals are not put in place and maintained properly by the concerned Department, the safety aspect of traffic management is also put in jeopardy. Close co-ordination among all the agencies is essential.

738. **District Traffic Advisory Board:**

To effect the required co-ordination with Local Administrative Department, Revenue Department, Public Works Department, Transport authority, Town Planning and Development authority, Chambers of Commerce, Transport agencies and other agencies, the Superintendent of Police in consultation with the Deputy Commissioner should take steps to constitute a District Traffic Advisory Board with representatives of the above organisations. The Deputy Commissioner may be the Chairman, the Superintendent of Police, the Vice-Chairman, and the Additional Superintendent of Police(Traffic), the Secretary. The committee may frame its own rule of procedure and give advice on all matters of traffic which are of common concern. In particular, it should discuss and suggest solution of problems like
planning of road, terminals for buses, parking of vehicles, removal of encroachment, construction and lighting of traffic points, loading and unloading times, duration of parking of vehicles in market places. The Board must be involved in planning of new colonies area to survey the same and making blue print of the proposed roads keeping future developments in mind, diversion of roads, removal of blind corners, widening of roads and so on.

739. **Roadside Hawkers:**

The Department concerned, may be Local Administrative Department, Municipal Authority or Revenue Department may consult Traffic Police before Hawkers’ Licenses are issued.

740. **Godowns and Motor Garages:**

The authority concerned may not allow establishment of Godowns and Motor Vehicle Garages for repair of vehicle along the main thoroughfares of the city or town. Once these are established the road in front of such establishments are invariably utilised by them.

741. **Processions:**

Permits for processions and public meetings shall be issued by Superintendent of Police and if felt necessary in consultation with concerned Deputy Commissioner of the District.

742. **Traffic Regulation:**

Regulation of traffic has two aspects – (a) Regulation of traffic inside the town limit and (b) Regulation of traffic on the highways. For the regulation within the town limits, there is a Traffic Branch under the District Police. Regulation of highway traffic is done by the Police Station under the territorial jurisdiction of which the part of the National Highway falls.

743. **Traffic Police – a part of District Police:**

Traffic Police is a part of the District Police and forms a special section of the District Executive Force. The over-all control on the Traffic Police remains with the Superintendent of Police. He is assisted by Additional Superintendent of Police and other officers who are required specially to look after all matters concerning Traffic Police. The Additional Superintendent of Police or the Deputy Superintendent of Police, if posted, is the immediate supervising officer over the Traffic Inspector, Sub-Inspector, Assistant Sub-Inspector, Head Constables and constables solely meant for regulation of traffic. The various ranks from the Additional Superintendent of Police down-wards as mentioned above are commonly termed as ‘Traffic Police’, though in fact they are a part and parcel of the District Police Organisation and governed by the same rules. Only because of the special nature of their work, certain special rules have been made and are narrated below.

744. **Duties:**

(1) **Regulation of Traffic:** The main duty of Traffic Police is to regulate traffic which may consist of the following duties to prevent and investigate traffic offences. Their duties, among other things, consist of the followings:

(i) Traffic Point duty.
(ii) Traffic Control including clearance of traffic jam on the road.
(iii) Checking of over loading of vehicles,
(iv) Checking of over speeding and dangerous driving of vehicles
(v) Checking of double parking of vehicles causing inconvenience to other vehicular traffic etc.
(vi) Checking of parking of vehicles on both sides of the road causing inconvenience to other vehicular traffic etc.
(vii) Traffic signalling,
(viii) Enforcement of proper parking of vehicles including no parking zones,
(ix) Patrolling to monitor traffic situations and regulating it before traffic jams can take place,
(x) Regulation of vehicles and visitors at places of public entertainment, festivals, melas, exhibitions etc.

(2) Enforcement of provisions of Motor Vehicles Act and Rules: The Traffic Police is to enforce the provisions of Motor Vehicle Act and Rules. Frequent checking of vehicles to ensure that they comply with the rules is needed. Establishment of Camp Courts by Magistrate is quite effective.

(3) Investigation of offences: Traffic Police is also entrusted with the work of investigation of traffic offences.

(4) Flying Squads: In addition, if considered necessary, ‘flying squads’ may also be employed to check over speeding and other traffic violations. Such squads, however, need to be equipped with telecommunication facilities, stopwatches, camera and other equipments.

(5) Other road users: Traffic police personnel must pay attention not only to motor vehicles but also to slow moving traffic such as cycles, pedestrians, stray cattle on the road and other object that affects the traffic.

745. Recruitment:

There is no separate recruitment of traffic constables. Assistant Sub-Inspectors or Sub-Inspectors as Traffic Police being a part of a district police. Suitable persons of different rank should be selected for traffic duties. Such selection should be done carefully taking into account the general education, intelligence, physical attributes and temperament.

746. Training:

Special training for all ranks from constables to Sub-Inspectors selected for traffic duties should be organised. Training Courses should be conducted not only for those newly inducted to Traffic Police but also frequent refresher courses should be organised. The training should give emphasis on development of correct and proper behaviour and building up of the right attitude towards the public in general and drivers and other road users in particulars. The course shall include the following subjects -

(i) Law relating to traffic duties of constables, traffic theory including traffic signals, use of loudspeakers equipments, wireless equipments and other equipments issued to the traffic branch.
(ii) Procedure to be followed in case of accidents and preservation of the scene of crime.
(iii) Principles of Police conduct and behaviour towards public.
(iv) Plan drawing and map reading.
(v) General knowledge about flag and emblems used in cars of all dignitaries and badges of ranks and decoration of police force and army.
(vi) Prominent personalities, important places and geography of the town where each trainee is likely to be employed.
(vii) First-Aid.
(viii) How to maintain pocket diary in which all informations about prominent places and persons relating to the town, where they are posted, should be noted,
(ix) System of recording incidents relating to traffic violations and how to lodge to the Police Station.
(x) The out-door training of all types to keep their physical fitness at a peak level.

(xi) Practical training in actual traffic control, traffic signals, street lining and vehicle parking should be organised by the Additional Superintendent of Police/Deputy Superintendent of Police (Traffic) in big towns. Thereafter, a further short course for a few days should be given in a town to which the trainee is likely to be posted. During the latter course the trainee should be made to master, in sufficient detail, the geography of the town and the names of the prominent persons, places, road, land-marks, institutions, streams, tanks, hospitals etc.

(xii) It is desirable to send Traffic Officers to undergo advance training Course at Traffic Institute of Mumbai or Traffic Training School of Kolkata.

747. Posting:

(1) No policeman should remain on traffic police duty for more than 5 years at a stretch.

(2) In the same district or town it will be advisable to transfer them from one traffic point to another periodically.

(3) An adequate number of trained policemen should be kept available all the time to effect periodical changeover from traffic duties to normal duties and vice-versa.

(4) All the Sub-Inspectors and Inspectors of the District Executive force must by rotation serve in the traffic branch for a period of not more than 2 years. At the end of these periods, new incumbents of respective ranks should replace them.

(5) The traffic police staff should be posted to the Police Station or Out Post according to the place of their duty so that they do not have to travel long distances, otherwise, cycle or motor transport may be arranged for taking them to their posts or a centrally located Residential area for traffic personnel may be provided.

(6) The traffic policemen will normally function under the operational control of their respective superiors in the branch.

748. Discipline:

Traffic police is more or less the show-window of the Police Department, and if the traffic policemen are smart, well-uniformed, firm and courteous and go about their duties in an efficient, honest and helpful manner, they are more likely to contribute materially to the good name of the police force. If they stand while on duty with their hands in their pockets or smoking, putting on goggles, wearing fancy dresses or performing duty with sloppy dress and movement, they definitely lower the image of the police force. It is, therefore, imperative that supervising officers keep a careful eye on the conduct and bearing of the Traffic Police Officers and men. If any complaint involving integrity is received, apart from any other actions to be taken, the person concerned should be immediately removed from traffic duties to ordinary police duties.

749. Operational jurisdiction:

The responsibility of town traffic for control and regulation of traffic is confined to the town limits. The control of traffic on highways, on the other hand, rests with the police staff of the Police Station under those jurisdictions that part of the highway falls. The checking of drivers’ licences, registration of vehicles etc. is the responsibility of the Enforcement wing of the State Transport Department but this does not, however, absolve the Traffic police from the responsibility of checking of licence, registration of vehicles and other documents.
750. **Traffic Points:**

(1) Traffic points should not be manned indiscriminately and only those points should be manned where the volume of traffic warrants the presence of a static policeman. The traffic point duty will be performed from morning to evening, the exact hours being fixed by Superintendent of Police of the district.

(2) The period of duty of a traffic constable should not be more than two hours at a stretch. The habit of doing point duty for long stretches to enable them to enjoy continuous free time for long period, a system often arranged amongst those on duty at one point should not be allowed and officers should enforce timely relief.

751. **Investigation:**

The responsibility of investigation of the traffic offences within the Town limits lies on the traffic investigation staff to be supervised by Traffic Inspector, Deputy Superintendent of Police(Traffic) and the Additional Superintendent of Police. In the rural areas the investigation will be carried out by the regular investigation staff of the Police Station concerned. Minor violations of traffic laws do not require any enquiry by separate investigation staff. In case of traffic accidents within town limits, investigation should normally be done by the regular traffic staff. But in rural areas, investigation will be done by the Police Station concerned under which the place of accident falls.

752. **Prosecution Reports:**

(a) Government of Mizoram vide its Notification No. B.170011/15/89-TRP dated 14.2.91. authorised any Police Officers not below the rank of Sub-Inspector of Police to compound certain traffic offences committed under the Motor Vehicle Act. All the Traffic Sub-Inspector shall be thoroughly conversant with the notification.

The amount for compounding of offences shall not be less than 50% of the maximum fine prescribed in respect of offences involved. The compounded fee shall be deposited to the head of account - "0041-Taxes on Vehicles".

Nevertheless the traffic officers should be able to distinguish between bonafide mistake and deliberate violations and shall observe the instructions laid down from time to time as regards the procedure of instituting prosecution for traffic offences.

(b) **Spot Notice Cases:** Spot Notice shall be instituted and notice issued only in parking offences in such areas as may be prescribed from time to time by the Superintendent of Police. The notice shall be prepared in triplicate and in case of an abandoned vehicle it shall be kept inside the vehicles. The second copy is to be kept with the Officer who institutes the case. The notice shall contain a direction to the offender to appear before the Superintendent of Police or any other officer nominated by him.

753. **Personal Diary:**

(1) Traffic Sub-Inspector and Assistant Sub-Inspector shall maintain a personal diary.

(2) Traffic Head Constables and Constables shall give a daily report of the work done to the Traffic Inspector or Sub-Inspector-in-charge of traffic. They must carry a note book in which they must record the work done.

(3) A daily roster of duty performed by different staff shall also be maintained by the Inspector or Sub-Inspector in charge of traffic.

754. **Traffic Control Room:**

(1) A Traffic Control Room shall be established at important towns according to requirement. Such Control Room is functioning in Aizawl town. On special occasions or even otherwise depending on the availability of the staff a stand-by force with a senior officer should be posted round the clock in shifts in Control room to deal with traffic problems.
(2) The Traffic Control Room shall be equipped with Radio Communication with traffic policemen on duty at important places and with mobile traffic patrols.

755. **Propaganda and publicity:**

Traffic Week organised once in a year to educate the public in traffic rules and regulations should be carefully planned to promote awareness of safety and the need to abide by traffic regulations. Handbills explaining important aspects of the Rules of the Road may be distributed, suitable materials published in the local newspapers, slides and films screened in the local cinema houses and cable Television and audiovisual demonstrations. Radio and Television programmes may also be arranged to educate the public in the methods of prevention of traffic offences. Students may be taken, once a while, to traffic points to see as to how the traffic is controlled; they may be made to control traffic under the guidance of traffic personnel.

756. **Uniforms:**

The uniform for traffic police is prescribed along with other uniform in the appropriate section.

757. **Guide-lines on traffic regulation:**

(1) Police on duty at traffic points are - (a) to regulate the flow of vehicles (b) assist pedestrians and (c) generally carry out such duties as are necessary to prevent danger, facilitate movement of traffic and enforce the provisions of law.

(2) Traffic duty constables must be thoroughly conversant with the provision of the Motor Vehicles Act and Rules, section 31 and 34 of the Police Act, and all local orders and Rules relating to public thoroughfares and places.

(3) With a view to assisting and directing the public, they must make themselves acquainted with all roads, lay-out of the town and all public places, such as bus stations, post offices, telephone exchange, law courts, hotels, inspection bungalows, circuit house and the residence of the principal residents of the station.

(4) They must not allow themselves under any circumstances to be provoked into losing control of their temper, and shall not enter into argument in course of their duty, with person whom they are obliged to hold up for offending the law or rules. They shall be made to realise that to the road-users, a traffic policeman becomes a representative of the Government, particularly to the foreign visitors who are specially entitled to be treated with utmost courtesy and politeness.

(5) They shall carry out their duty without discrimination of the person or the class of vehicle concerned. Slow moving vehicles such as cycles, thelas etc. must, however give way to faster traffic and be required to keep close to the side of the road to allow faster vehicles to pass without violating the speed limit fixed there. At the same time heavily laden vehicles shall not be stopped unless absolutely necessary, especially if the point is approached from a gradient.

(6) When vehicular traffic is to be held up it must be stopped so that pedestrians wishing to cross the road do so in front of the duty constable, and where a marked crossing is provided across the road. When a vehicle, especially a motor vehicle, is to be stopped, sufficient warning must be given to the driver to prevent his having to stop suddenly as this is liable to lead to accidents.

(7) Traffic personnel must ensure that vehicles stopping for any purpose must do so at the side of the road preferably to the left-hand of the road and shall be required to move on as soon as possible. They shall not be allowed to remain or to be detained at crossroads or corners. When it is necessary to detain a vehicle for an infringement of the law or for taking the name and address of the owner of driver or for any other purpose, it should be taken to such place as not to block the flow of traffic.

(8) Pedestrians shall be required to keep to the footpaths where available. Where there are no footpaths or pavements they must keep close to the side of the road and
out of the way of vehicular traffic. They shall not be allowed to congregate unnecessarily at crossroads or corners.

(9) All vehicles, including bicycles, thelas, ridden horses and others are required to keep to the left of the road, a vehicle over-taking another vehicle must pass it on its right hand side and a vehicle wishing to turn about must turn to the right. Special attention shall be paid to this rule at corners. Cutting into the right when turning a corner to the right or taking a wide swept when turning to the left must be rigorously prevented. Where a white line or other mark exists in the surface of the road, vehicular traffic must be made to keep to the left of it whether there is other traffic on the road or not.

(10) (a) Fast moving vehicles shall be required to slow down when passing restive animals, like cows, horses, pigs and others.

(b) Traffic constables must not seize the bridles of horses, ropes tied to animals for goading them, except to prevent and accident or arrest an offender.

(11) (a) Traffic police shall arrange for the removal of all obstructions, like stray animals on the roads, which are likely to interfere with traffic.

(b) In no circumstances, traffic constables, at the time of duty shall talk to any one else except concerning duty and to give direction.

(c) At suitable places, arrangement should be made for providing them a shelter from sun, wind and rain.

(12) Constables on traffic duty shall stand at such places from which they can most efficiently control the traffic, and from which they can be seen by drivers from all roads converging on the point.

(13) When the stream of traffic at a cross-road has been halted, constables should, as far as may be safe and practicable, permit drivers who wish to do so, to turn to the left and so filter into the cross stream of moving traffic.

(14) Constables on traffic point will perform duty without any firearm. If necessary, detachment of constables or constables armed with pistol, revolvers and other arms can be kept for his assistance.

(15) When the road is straight and traffic is heavy, detachment of two constables should be on patrolling duty and for them; boundaries should be fixed so that they can keep control of movements.

(16) Traffic constables need not blow their whistles unnecessarily. A whistle should be blown only when a vehicle is to be ordered to stop or to attract the attention of a motorist to possible danger on the road.
CHAPTER - XIII

WOMEN POLICE

758. **Introduction:**

With continuous change in society and life becoming more and more complex we are witnessing increasing involvement of women in all spheres of human activities including criminal activities. Consequently, the Police has to deal with more and more women either as perpetrators or as victims of crime. They are very often found to be at the forefront of political agitations. Under such circumstances involvement of women in the functioning of the police is imperative and Mizoram Police does have a sizeable representation of women. Depending upon the circumstances it will be necessary to have a cell exclusively manned by women to deal with women criminals as well as women victims of crime. The women police of various ranks need to be posted to various branches of the Police Department making them available when specifically required; at the same time performing duties that are suitable to them.

759. **Organisation, Duties and functions:**

(1) Women Police may not be organized into a distinct wing or Branch of the Police Department. They should form a part of the different branches or organisations under the Police except the armed battalions. Till such time as it is considered required to have all women Battalion, Company or Platoon, no women may be enlisted to any of the armed police battalions.

(2) Women Police may not be necessarily substituted for male police, but employed in duties which they, as women can perform more effectively and with greater advantage than male police. This does not mean that women police shall not perform other duties which their male counterparts perform.

(3) Problems generic to women shall always be taken into account by superior officers in posting or deploying them for duty. As far as possible they should be deputed to such places or where they can carry out their duties conveniently.

(4) Keeping the above points in view, the women police will generally be utilised in the following duties:

(i) Dealing with children, and handling cases under the Children Act.

(ii) Handling of women victims in sex and other offences, and in search, interrogation, escort and custody of women prisoners.

(iii) Duties during procession and demonstration of women, and in religious and other places where large gatherings of women and children are expected.

(iv) Duty on road intersections near girl’s schools and children’s schools during the period of opening and closing of such institutions.

(v) To constitute juvenile aid and investigation squad of the Criminal Investigation Department.

(vi) Duties in plain clothes in the Special Branch of the State.

(vii) Duties in Police-Public relations, receptions, telephone duties, office works and similar type of works.

(viii) Welfare work for police families.

(ix) Traffic duties.
As a part of any large police department and most of the Police Stations as complement to their male counterparts so that delicate issues involving women can be handled conveniently and without delay.

760. Strength:
There is no specific sanction for women police in Mizoram and the general vacancies are filled up without any specific policy. The Director General of Police shall work out the number of women police of various ranks required for different branches and obtain the approval of the State Government. This will ensure that the strength of women police at various ranks is adequate and not exceeded to cause inconvenience in general policing.

761. Recruitment:
(1) Direct recruitment to the women Police shall be made in all the ranks of Sub-Inspector, Assistant Sub-Inspector, and Constables in the same manner as man. If there is any need due to exigency of work direct recruitment may also be done at the level of Head Constable as an exception and as a one-time measure.
(2) The minimum educational qualifications for each rank shall be the same as other police personnel.
(3) The percentage of filling up higher posts in the rank of Assistant Sub-Inspector and Sub-Inspector by (i) direct recruitment and (ii) by promotion shall be the same as the others. The number of women at the level of subordinate officers and above may not be strictly fixed as the duties that can be suitably performed by women expands as one goes higher in rank.
(4) The method of recruitment shall be the same as laid down under the recruitment rules with such variation as may be deemed necessary for women police particularly in respect of physical efficiency tests, the details of which may be laid down by the Director General of Police.

762. Age-limits, Heights and Chest:
(1) Age limits for recruitments shall be 18 years minimum and 28 years maximum.
(2) The minimum height requirement is 157 cms (5’2” approx).
(3) The minimum weight shall be 45 Kg and not more than that the normal weight corresponding to the individual’s height.
(4) The general eligibility and conditions under Rules 334. to 341. shall apply.

763. Method of Recruitment:
The method of direct recruitment shall be the same as their male counterparts except that the qualifying standard of physical efficiency shall be lower by one stage in all the items as per the chart as compared to the qualifying standard of their male counterparts.

764. Promotion:
The system of promotion shall be the same in all respects.

765. Training:
(1) Training of women-Police shall be basically the same as men but less vigorous and demanding physically to the extent required. The Director General of Police shall modify the outdoor training accordingly.
(2) Wherever women police are to be posted to specific jobs like Women’s Cell or other specialized jobs a re-orientation course shall be organized for them.
766. **Uniforms:**

The prescribed uniform for woman police personnel of Mizoram State shall be the same as that of their male counterparts. As an exception the individual officers may wear the alternatives mentioned under the appropriate chapter.
CHAPTER – XIV

MAINTENANCE OF PUBLIC ORDER

767. **Introduction:**

The ultimate object of the criminal justice system is to secure peace and order in the society. This object is realised by enforcing various laws enacted from time to time. Police is the primary agency for enforcement of these laws. Law enforcement function of Police covers the following two basic duties:

(i) safeguarding the fabric of the society and unity and integrity of the nation. Police secures this objective by enforcing laws relating to maintenance of public order; and

(ii) upholding the dignity of the individual by safe-guarding his constitutional and legal rights. This objective is served by the Police by enforcing laws relating to the protection of life, liberty and property of the people.

The present chapter deals with the maintenance of public order, which is commonly termed as maintenance of law and order by Police.

768. **Meaning of Public Order:**

Public order is the even tempo of the life of the community in the country as a whole or even in a specified locality. An act by itself or a breach of law by itself does not necessarily cause a disturbance of the public order. If a man stabs another, people may be shocked but the life of the community keeps moving at an even tempo. However, if a man stabs a member of another community when there is already a tension between the two communities it would seriously affect public order and lead to serious disturbance involving the two communities, as the repercussions is likely to embrace large section of the community and incite them to commit further breaches of law and subvert public order. Widespread disturbance to public order in one or more states may even pose a threat to internal security of the country as a whole.

769. **Ordinary disturbance and disturbance to public order:**

(1) Every breach of law constitutes some sort of disturbance to order, but it does not amount, in every case, to a disturbance of public order. Disturbances of public order may be of different degrees and nature. A group conflict between students and teachers, or labourers and management is disturbance to order but a conflict between two religious communities is a much more serious disturbance to 'public order' as it affects the even tempo of life of the society. This distinction is necessary to be kept in view for the purpose of dealing with such disturbances or of planning of preventive measures to be adopted by Police. Where it is a mere group-conflict, milder measures will be enough, but where it amounts to disturbance to public order, more elaborate measures shall have to be planned; and where it constitutes a threat to the security of the State a drastic and expeditious action shall have to be organised.

(2) Where specific violations take place under any of these circumstances and actual violence occurs, Police will have to take action according to the provisions of law within whose ambit the circumstances fall.

(3) The problem of dealing with public disorder falls into two parts, -preventive measures in anticipation of a possible disturbance to public order; and, positive measures when public disorder actually breaks out.
SECTION – I

PREVENTIVE MEASURES AGAINST PUBLIC DISORDER

770. Intelligence:

(1) Intelligence is absolutely essential for planning preventive measures against disturbance to public order - A disturbed situation does not erupt suddenly. Simmering discontent or panic starts manifesting itself at fairly early stages. If the Policemen at the beat, Out-Posts and the Police Stations are alert and keep their eyes and ears open in addition to the collection of intelligence by the Special Branch and the District Special Branch, and if the informations emanating from these source are properly assessed at the higher level, it is normally not difficult to anticipate events.

(2) Informations and data should be collected not only with great care but must also be constantly up-dated. Changes in the distribution of population in the towns and other significant areas in the district should be carefully observed. Reasons for such changes should also be ascertained and analysed.

(3) District and Village records shall always be maintained up-to-date and studied whenever and where ever there is any tension. The village records show the population structure, their traditional vocations, names of influential people, places of worship, fairs, festivals etc. The district records contain data relating to past incidents and critical appreciations of those incidents. Such records, if maintained up-to-date, will provide clues to the roots of any tension and will be of great help in planning preventive measures that need to be taken.

(4) The district level agencies should feed the State-level agency with up-to-date situations. The latter should interpret these data and advise the Superintendent of Police of the district about the possible situations and should be able to anticipate events. The advice should be continuous and there should be a regular flow to the District and other operational units.

(5) A list of anti-social elements should always be confidentially maintained at the Police Station. The list should be carefully brought up-to-date and other movements watched all the time, as that they may not go into hiding or disappear at the nick of time when it is necessary to arrest them. An anti-social element is a person who by his own acts or by instigating others is able to create insecurity among large sections of a community.

(6) There is an imperative need to sensitise all police personnel regarding the serious nature of disturbance to public order and the consequences and the responsibility or each individual police. There cannot be over emphasis on the need to brief the lower ranks again and again indicating incidents that can flare up especially when there is tension.

771. Preventive Measures against Public Disorder:

If the inflow of informations indicates a possible disturbance preventive measures shall have to be initiated promptly. The District Magistrate is to be taken into confidence from the beginning.

Preventive measures against apprehended serious public disorder include (1) regulation, (2) restraint, (3) control and (4) constraint. For example, processions have to be regulated, potential law-breakers restrained, disorderly traffic and movement of crowd controlled, and constraint by orders under section 144 of Code of Criminal Procedures, 1973 imposed.

(1) Regulation: (a) In a place where tension is developing, even ordinary regulations, if strictly enforced, help to diffuse tension. If a policeman strictly performs their normal beat-patrols, regulate crowds, and direct the traffic, normalcy is kept up and prevents it from reaching a breaking point and incidents that may ignite the situation are
avoided. Police force in an area of where tension prevails must be strengthened and deployed visibly so as to inspire confidence among the law-abiding citizens.

(b) The power to regulate processions and assemblies under Section 30 and 30-A of the Police Act., 1861 should be utilised without hesitation. Under certain circumstances, processions may not be allowed.

(c) Rumours should be contradicted immediately by dissemination of correct information through radio, television, news papers, magazines and other media. Section 108 of Code of Criminal Procedures, 1973 may be used where necessary. Prosecutions may also be started under Section 153-A of Indian Penal Code against persons who promote enmity between different groups of persons.

(d) Peace committees with important persons of influence as members should be constituted. Such committees as to attract confidence of the members of the community can play a very important role in removing fear, reducing tension and restoring normalcy.

(2) Restraint: (a) Persons who are likely to indulge in acts prejudicial to public order shall be arrested. The list of potential lawbreakers and anti-social elements in the locality, as already referred to, shall be scrutinized to see that the names of no law-abiding citizens are included therein.

(b) Proceedings under sections 107, 109, 110 of the Code of Criminal Procedures 1973, as may be applicable should be initiated against the enlisted persons. Arrests should also be made, but not indiscriminately, under Section 151 of Code of Criminal Procedures, 1973.

(3) Control: (a) Action by the Police should aim to isolate minor incidents as and when they occur and deal with them quickly and effectively. A quarrel between two persons during the time of tension should not be ignored as if it were an ordinary routine affair, but should be promptly dealt with by taking appropriate action to prevent such incident becoming a focus of attention. Cases, thought to be trivial at other times such as eve-teasing, spread of false rumours, and prejudicial publications should not be neglected but be vigorously taken up, investigated, and prosecution started.

(b) Places where brickbats, acids, bulbs, swords, firearms etc., are suspected to be stored should be searched, and if such materials are found, suitable action shall be taken up immediately.

(4) Constraint: (a) Provision of section 144 of Code of Criminal Procedures, 1973 shall be applied where imminent breach of peace is apprehended. Police will apprise the District Magistrate of the seriousness of the situation and place all concerned papers before him for issuing order under the above section.

(b) If any breach of peace is apprehended in a dispute over land or water which in turn may intensify the tension, action should be taken under Sections 145 to 148 of Code of Criminal Procedures, 1973.

(c) Order imposing curfew is the last step in the series of constraints. Curfew is a prohibitory order which is issued to restrict the movement of residents of a locality so that they do not go out in public places during specified hours. In terms of law, it is only a prohibitory order under section 144 of Code of Criminal Procedures,
1973 – It is an extreme measure and causes considerable inconvenience to law-abiding citizens. Hence, care should be taken to see that the least amount of inconvenience is caused to law-abiding citizens.

(d) Where, however, a situation demands, curfew should be imposed promptly and implemented effectively. Imposing a curfew and failing to enforce makes a mockery of the action taken by the district authority. Curfew needs to be enforced strictly, particularly when public disorder is apprehended as a result of communal flare-up.

(e) Action under Sections 149 and 151 of Code of Criminal Procedures, 1973 should also be intensified when communal riot is apprehended. There shall be no relaxation whatsoever in dealing with communal riots. Such riots stand in a special category, as it weakens or even destroy the fabric of the social integrity.

772. Internal Security Scheme to be drawn up:

To ensure that sudden outbreak of disturbance does not take the Police by surprise, Internal Security Scheme for the whole district to meet various exigencies of circumstances must be prepared and kept in readiness for guidance during actual out-break of any large scale of violence. It cannot be expected that such scheme will fit in exactly with the requirements of any particular circumstances. Nevertheless, such model schemes are of help during actual outbreak. Such a scheme should include at least the following features.

(a) Background information of the vulnerable areas in the district indicating the composition of population and long term causes of tension in those areas, such as religious conflict and dispute, water dispute, communal embitterment and other factors.

(b) Indication of sensitive areas where imminent trouble may erupt, in the order of their importance.

(c) Localities where weaker sections and minority communities normally reside in sizeable number, and the composition of population in the adjacent villages and localities.

(d) Statistical information regarding hospitals, fire brigades and availability of other civil services, electrical installations, water-works, industrial installations, lines of communications e.g. roads, bridle paths, railways, rivers etc.

(e) A list of bad characters with their addresses and the names of Policeman and other persons who will be able to identify them in a moment of crisis.

(f) A required maximum and minimum of static deployment of Police.

(g) Placements of reserves and the maximum and minimum specification of these reserves.

773. Close Co-ordination with Magistracy:

In all matters under this chapter, the Police shall act together and in close co-ordination with the executive magistracy. District Magistrate shall be kept informed of all important matters, especially where prior order of a magistrate is necessary for taking action, under Section 144 or 145 of Code of Criminal Procedures, 1973. Even where such prior order in not necessary under the law, the District Magistrate, shall be kept informed and consulted, his advice, assistance and co-operation sought.
SECTION – II

MEASURE TO DEAL WITH ACTUAL OUT-BREAK OF PUBLIC ORDER AND UNLAWFUL ASSEMBLY

774. Measures when actual public disorder breaks out:

Certain measures to prevent actual outbreak of public disorder have been outlined earlier. This section deals with the measures that have to be taken when public disorder has actually broken out.

775. Internal Security Scheme:

It has been mentioned earlier that internal security scheme for different areas and for different occasions should always be kept ready by the Police Department. When an outbreak actually occurs, such scheme as are more or less applicable to the situation should be put into operation with such modification as deemed necessary to meet the circumstance and the prevailing situation.

776. Strengthening of Police Force and Control Rooms:

(1) Police force in the area shall be strengthened as much as possible. The show of force itself often acts as deterrent to many rowdy elements.

(2) Superior officers should visit the places of actual disturbances and take charge. The Superintendent of Police, Additional Superintendent of Police and Sub-Divisional Police Officer concerned shall see that the morale of the force is maintained intact.

(3) Control rooms should be established in all affected areas and properly equipped. All information should be ready at hand, properly assessed and promptly acted upon.

(4) Prompt reporting of incidents to higher level is to follow any serious public disturbance.

DISPERSAL OF UNLAWFUL ASSEMBLY

777. General Considerations:

(1) Where, inspite of all the preventive measure having been taken as mentioned above, public disorder nevertheless erupts, and there is imminent danger to life and property and apprehension of arson, looting, destruction of public and private property and threat to lives of individuals; Police shall have to resort to drastic steps because public order has to be maintained at all costs and by all means. Steps shall be taken to have any gathering of five or more persons declared unlawful assembly, and dispersed if necessary, by using effective force. However, the force used must be the minimum that is necessary and its application shall be stopped as soon as the riotous mob disperses. These two cardinal principles shall always be kept in view.

(2) The entire operation for dispersal of an unlawful assembly or a riotous mob may be divided into three stages: -

(a) preliminary preparation, precaution and warning.

(b) actual use of force by tear gas, lathi charge or firing, and

(c) action after dispersal.
778. **Preliminary Preparation, Precaution and Warning:**

(1) Section 129 of Code of Criminal Procedures, 1973 authorises an Executive Magistrate or the Officer-in-charge of a Police Station, not below the rank of Sub-Inspector to command an unlawful assembly to disperse and if it does not obey the command, to disperse it by the use of force.

(2) Although the Officer-in-charge of a Police Station is authorised to disperse an unlawful assembly, the service of an Executive Magistrate, if available, shall be secured. If such services are secured, the Magistrate shall have to be in charge of the situation and the Police shall be bound to assist him in handling the situation. At this preparatory stage, if it is practicable District Magistrate/Sub-Divisional Magistrate and Superintendent of Police/Sub-Divisional Police Officer shall arrange a joint briefing of the Executive Magistrate and the Police Officer in command.

(3) The Superintendent of Police/Sub-Divisional Police Officer shall decide upon the size and the composition of the Police party to be detailed and the officer who shall command it. The officer commanding of the Police force shall in turn, appoint commanders for each section, provide note-book, pencil, banners and megaphone, issue necessary arms and ammunitions and impress on all men that all orders must be obeyed. The Officer in command shall also engage one person of the party to keep a record of the incidents as they occur, with the time of occurrence, when the party begins to operate.

(4) When the Magistrate is present, it is for the Magistrate to decide when and what kind of force shall be used, but once this has been decided, the officer in command of the force shall determine the exact amount of force to be used, the manner of using it and the details of the operation connected with the use of force. In general, the police force shall be in two ranks at a convenient distance from the riotous mob. The armed police force shall not be brought too close to the mob to obviate any risk of being overwhelmed by the mob or the police force being compelled to inflict heavy casualties.

(5) The magistrate shall cause the banner or the riot-flag to be hoisted well in view of the mob. Thereafter a long note shall be sounded on the bugle, or if the bugle is not available on the whistle, to draw the attention of the mob to the warning. The Magistrate shall then command the unlawful assembly to disperse and warn that if it does not do so, it will be dispersed by force. He may give the warning either personally or through a Havildar escorted by two constables who may proceed as far as the hearing distance of the unlawful assembly. If the Havildar is the officer in command, he must not leave his men and shall convey the warning from his position shouting loudly or through a megaphone. When the warning produces no effect the warning party shall fall back to its original position.

(6) It is advisable to have video camera for taking pictures of the rioting mob and the action taken.

779. **Actual Use of Force:**

Warning and persuasion having failed, the Magistrate shall order the unlawful assembly to be dispersed by force.

(a) **Tear gas:** Ordinarily, 'Tear gas' should be used first. Tear gas is an ideal weapon to use against passive resisters and women, against whom application of other forms of force is undesirable. Tear gas may not be effective against a large crowd, or a determined mob. A determined mob may re-group after the effect of tear gas has disappeared. In such case, lathi-charge is the next step.

(b) **Lathi Charge:** Lathi charge is the ideal method for dispersal of an unlawful assembly not armed with lethal weapons. When the Magistrate orders lathi-charge the action must be quick, without giving the mob an opportunity to gather together and offer collective resistance. The objective should be to drive the crowd helter-skelter. The lathis must not be aimed at the head and the upper-part of the body, but at the hands and the limbs and the lower part of the body as far as practicable. Unnecessary violence, on the one hand, and ineffective action on the other shall both be avoided. It must be noticed that it is not always
possible during the heat of the moment to finely assess beforehand as to the minimum quantum of force required especially when assault on minorities, arson, etc are taking place. What is needed is effectiveness without any malice, anger or viciousness.

(c) Dispersal by use of firearms:

(i) When teargas and lathi-charge have failed to disperse the unlawful assembly, firing may be resorted to if it is found to be absolutely necessary.

(ii) Here again a fresh warning shall be given repeatedly through the loudspeakers that firing is going to be resorted to and that it will be effective.

(iii) When the Magistrate orders firing, the Officer in command shall request the Magistrate to sign the order for using firearms, which shall be in a prescribed form. If he refuses to sign, the officer in command shall make a note of the refusal. It must be noted that if the Magistrate refuses to sign without reason, the State Government shall take serious note of it.

(iv) After the order for firing has been given by the Magistrate, it is the Officer in command who shall be responsible for the extent of the force to be used.

(v) The command for loading the weapons with ammunition shall come from the Officer in command. The men will take the loading position. Sometimes this has the effect of dispersing the crowd. But if the crowd does not disperse, the order to fire may be given by the officer in command.

(vi) The aim in such firing should however, be aimed low and rapid fire shall not be used, if single round fires suffice. Firing shall cease the moment the mob shows signs of dispersing.

(vii) The person engaged for keeping record of the incidents shall note down on the spot all orders, incidents and actions as they occur, with the time at which the occurrence took place.

780. Action after dispersal:

(1) After dispersal, as many ringleaders as is practicable shall be arrested.

(2) The wounded persons, whether Policemen or rioters, shall be given every possible assistance including first aid, and sent to hospital.

(3) The body of any dead person shall be sent for post- mortem examination, and a request shall be made to the District Magistrate for an inquest by a magistrate other than the Magistrate who ordered firing. After the inquest, the dead bodies shall be disposed off according to the order of the magistrate.

(4) The Police Officer in command shall make a note of the casualties with all possible details.

(5) The Police Officer in command shall check the balance ammunition and collect the empty cases, and note down the number of rounds fired by each section.

(6) The Magistrate, or where the firing order has been given by an Officer in charge under circumstances mentioned in the rule next below, such Officer in charge shall send a First Information Report against the members of the unlawful assembly, to the Police Station in a narrative statement and hand over the arrested persons, if any. He shall also send immediate information to the District Magistrate, Sub-Divisional Magistrate, Superintendent of Police and Sub-Divisional Police Officer by special messenger or wireless message as the case may be.
(7) The Magistrate and the Police Officer in command shall then jointly, or where there is no magistrate, the Officer in charge draw up a full and accurate report of the entire incident. The on the spot records made by the person engaged by the Officer in command will give first hand data for preparing the report. The report should not fail to mention, among other things, the total number of rounds issued and the amount spent. The copies of the report shall be sent to the Sub-Divisional Magistrate, District Magistrate, the Sub-Divisional Police Officer, and the Superintendent of Police. If the Superintendent of Police deems it necessary, the Deputy Inspector General of Police, Range, the Director General of Police shall be given a copies and the state Government shall be given a copy by the District Magistrate.

(8) Without prejudice to any judicial enquiry that may be ordered by the State Government, all cases of firing shall be departmentally enquired.

781. Where magistrate not available:

In places that are far away from the Headquarters, it may not always be possible to secure the services of an Executive Magistrate, particularly when a situation develops suddenly or when the disturbances are scattered throughout the district. In such an event, the Officer-in-Charge of the Police Station, not below the rank of a Sub-Inspector, shall exercise the powers conferred on him by Section 129 of the Code of Criminal Procedures, 1973. The responsibilities of the magistrate prescribed under the following rules, shall then devolve on the Officer-in-Charge of the Police Station. This part of his function under Section 129 of Code of Criminal Procedures, 1973 is, however, distinct from the function of the Police Officer in command of the force detailed for dispersal work under his orders.

782. Crime investigation or prosecution:

The work of the Police Department does not end with the dispersal of the unlawful assembly. It is a mandatory duty to register the offence committed by the members of the unlawful assembly. These cases shall be investigated by impartial officers other than one who had ordered firing, and if necessary by special teams engaged for the purpose. The offenders shall be identified and promptly prosecuted. It is only the quick follow up action in the form of investigation, prosecution and punishment of the actual offenders which act as a deterrent against recurrence of riotous situations in the future.

SECTION – III
SPECIAL PROVISIONS UNDER CERTAIN ACTS TO DEAL WITH GRAVE PUBLIC DISORDER

783. Special Acts:

(1) Apart from what has been provided for in the foregoing rules, extraordinary situations relating to maintenance of public order have been dealt with in various special legislations, such as, the Assam Maintenance of Public Order (Autonomous District) Act 1953, the Assam Preventive Detention Act 1980, the Assam Disturbed Areas Act 1955 and other Special Acts. While the Central Act is applicable to the whole of India, the other legislations which are of Assam origin, have been adapted by Mizoram. It must be noted that these Acts are applicable to special circumstances and to special areas only. Hence, every Police Officer should acquaint himself with the purpose and scope of these legislations, so that the police authorities may move appropriate authorities for such a course if and when the situation demands their application. It must be remembered that the security of the state, in addition to the public order, is involved in all such extraordinary situations. Hence, the measures have got to be more drastic as indicated at the beginning of this chapter. It may be mentioned that - Section 13 D of the Assam Maintenance of Public Order Act 1953 makes applicability of the
Assam Disturbed Areas Act 1955 supplemental to the application of Assam Maintenance of Public Order Act 1953.

(2) The State Government is authorised by virtue of the Assam Maintenance of Public Order Act 1953, as and where the situation demands, to (a) restrict movements or actions of certain persons, (b) control meetings, processions, camps drills, parades, (c) regulate publications, use of loud-speakers and so on. These are preventive measures.

(3) The Assam Preventive Detention Act 1980 authorises the State Government and certain officers not below the rank of a District Magistrate to detain certain persons in connection with the security of the state or the maintenance of public order for a limited period of six months.

(4) In all the above acts, the police as such has not been directly mentioned but the state Government or the District magistrate has to take decision on the basis of information supplied by the police, and implement the decision through the Police. However, in the Assam Disturbed Areas Act 1955, Police has been given a direct responsibility.

(5) In an area which has been declared a ‘disturbed area’ under Assam Disturbed Areas Act 1955, any magistrate, or Police Officer not below the rank of a Sub-Inspector, or Havildar in case of the Armed Branch of Police, may fire upon or otherwise use force even to the extent of causing death for the purpose of maintaining public order. Though the discretion as to when to fire is left to him, he cannot do it at his own sweet will. There are certain conditions. He can do so only if there is already an order or law applied in the area prohibiting the assembly of 5(five) or more persons or carrying of weapons, fire arms, ammunition, or explosives. Secondly, he must give adequate warning before using such move.

784. **Police officers to be well-versed with these Acts:**

All the above-mentioned legislations are of special nature and are applied in special circumstances and usually for a short period of time. Police Officers should not confuse them with the powers and responsibilities imposed by the Code of Criminal Procedures, 1973 and the Police Act. When called upon to do anything under these special legislations, Police Officers must study these provisions thoroughly and carefully and proceed strictly according to law.

**SECTION – IV**

**INDUSTRIAL AND AGRICULTURAL UNREST AND STUDENT PROBLEM**

785. **Group-Conflicts:**

At the beginning of this chapter, the distinction between Public order and other law and order situations has been clearly mentioned. The second category of situations arises when there are group-conflicts such as, between labourers and employees on one side and management of industrial institutions on the other or between land lords and tenants or between students and educational authorities and so on. Strikes, lockouts, processions, picketing, satyagrahas, hunger strikes, are the common features of these conflicts. In these conflicts, the role of the police is to prevent such situation from developing into a violent situation and when violence occurs, to take suitable measures. Unless obstruction to movement or danger to life and property is cause, police should not directly interfere but shall kept a watchful precaution and be in readiness to prevent violence. These disputes apart from student-educational authority are unlikely to happen in Mizoram for some time to come; they are however mentioned here as these are common in other states and have common features with any clash between a group of people and the concerned authority like strikes by employees of the State Government.
786. **Industrial Disputes, Strikes and Lockouts:**

With regard to disputes between workers and employees in factories, tea-gardens and other industrial establishments, the Industrial Dispute Act 1947 provides for various agencies like conciliation Boards, labour courts, works committees and so on to resolve a variety of disputes. When an industrial dispute crosses the limits of conciliation and gets into the areas of violence and breaches of law and order, it immediately attracts Police action.

787. **Intelligence:**

(1) Before effective action can be taken, Police should be in possession of certain basic information with regard to all industrial establishments in the district. The information should include:

(a) total number of Industrial establishment in the district,

(b) their individual identity,

(c) the lay-out of the establishments,

(d) the location of the vital and sensitive installations therin,

(e) the number of workers in each establishments,

(f) number of unions with their membership,

(g) the political and social affiliation of the union,

(h) the identity of union leaders,

(i) historical account of post strikes and other forms of agitation in the industrial establishments.

(j) up-to-date account of agreement entered into, or awards of courts

(k) matters which generates friction between labour and management.

(2) The Police should in the event of a dispute, have a full picture about what they are expected to protect and whom they are to deal with.

(3) when tension builds up in a situation of industrial strike, it would be necessary further to collect on going information on-

(a) probable agitational plans of the organisers,

(b) probable political aspects of the strike,

(c) direct and indirect causes of the strike,

(d) names of any instigators from outside,

(e) number of strikers and the classes to which they belong.

788. **Various stages of a strike situation:**

(1) **Gate meetings:** Gate meeting are frequently held by union leaders to address the workers and to exhort them to agitate in different forms. Police needs to be present at such meetings for the purpose of keeping themselves informed of the trends of the ideas expressed and the measure of support received for such ideas, and to prevent commission of any cognisable offence on the spot.

(2) **Collection day:** Subscriptions for unions are generally collected on the pay day. Police should not promote or discourage collection but shall remain absolutely neutral. If any offence is committed in course of collecting subscription the process of law should be set in motion immediately and the offenders brought to book. Police should be absolutely impartial and objective.

(3) **Intimidation in residential colonies:** When intimidatory tactics are resorted to by the rival unions in the residential colonies of workers or members of management,
appropriate Police action should be taken to deal with mischief-makers as a purely law and order problems, and to ensure a feeling of security among the residents.

(4) **Security of vital installations**: Police presence near vital installations is justified for ensuring security to the said installations, but Police presence near office premises may be misconstrued.

(5) **Picketing**: Picketing means organised endeavour by strikers to induce workers to cease work by posting men at important working centres such as workshop gates, factory gates, office gates etc., Picketing would not be illegitimate so long as confined to verbal persuasion and appeal to workers to stay away from work. But when picketing is accompanied by violence, obstruction, intimidation, or overt interference, it becomes an offence punishable under Section 7 of the Criminal Law (Amendment) Act 1932 and also under Indian Penal Code. Duty of Police is to give protection to any worker who himself, and not through management expresses the design to work and seeks protection to do so. Such protection is needed mostly at the point of entry into the factory and exit there from.

(6) **Sit-in-strike**: In this form of strike, workers lay down tools, while actually working during a shift inside the factory. During the shift, the sitting idle cannot be dealt with by Police. After the shift period is over, if the strikers refuse to leave the factory premises, such refusal constitute trespass, and Police may then deal with the offence according to law.

(7) **'Gherao'**: In the Calcutta High Court case of Jay Engineering Works Vs. State of West Bengal (A.I.R. 1968 Cal.407), Gherao has been defined as a 'physical blockade of a target, either by encirclement intended to blockade the egress and ingress from and to a particular office, workshop, factory, or even residence, or forcible occupation. The target may be a place or a person or persons, usually the managerial or supervisory staff of an industrial establishment. The blockage may be complete or partial and is invariably accompanied by wrongful restraint and/or wrongful confinement and occasionally accompanied by assault, criminal trespass, mischief to person and property, unlawful assembly and various other criminal offences.'

Gherao creates considerable anxiety, tension, and apprehension regarding personal safety in the mind of the person concerned. He is practically at the mercy of those who encircle him and is deprived of personal liberty. Several cognisable offences like wrongful restraint, wrongful confinement, intimidation, etc., are committed in the course of a 'gherao'.

Police action in respect of 'gherao' as well as 'sit-in-strike' mentioned in the previous sub-rule would be (a) to register cases in respect of cognisable offences committed during the 'gherao' and the sit-in-strike, by arresting the perpetrators of the cognisable offences. In exercise of their powers under section 149 of Code of Criminal Procedures, 1973, the Police may physically remove the persons doing the gherao and the sit-in-strike, and produce before a magistrate. In extreme cases, when faced with violent defiance, it may even be necessary for the Police to declare the gathering to be an unlawful assembly and proceed to disperse them. The Police should, however, satisfy themselves before proceeding to remove, arrest or disperse, that all other process of persuasion, appeal and conciliatory measures have been tried and exhausted.

789. **Conduct of Police Officers during Industrial Disputes:**

Police action in industrial dispute should conform to the highest standards of objectivity, impartiality, and integrity. They should avoid doing anything which may give the impression that they are unduly obliged to anyone party to the dispute on account of facilities like transport, rest-house or free entertainment.

790. **Strike in Public Sector Industries:**

The norms for Police action in an industrial dispute shall be the same, whether it relates to public sector or private sector. There shall be no distinction in this respect.
791. **Essential Services:**

Strikes and lockouts in a public utility service whether in the public sector or private sector are under greater restrictions than in other industrial establishments. When services like communications, transport, electricity supply, water supply etc., are threatened and government puts a total ban on such strikes, Police action would include:

(i) preventive action against the organisers of the strike,

(ii) prompt registration of cases arising out of the breach of the provisions of the Essential Services Maintenance Act and of cognisable offences and arresting the offenders,

(iii) giving protection to loyal workers, and

(iv) giving protection to personnel drawn from elsewhere to carry on the essential services.

Whether the establishment is in public sector or in private sector, the primary objective before the Police should be to see that the essential services are kept without hesitation.

792. **Agrarian unrest:**

With economic development taking place and tea gardens being started, and most of the prime lands slowly and steadily going to the rich people agrarian unrest cannot be ruled out in Mizoram, especially when there is a tendency to copy the manner of agitation in the rest of country. Agrarian unrest may sometime, arise among other under the following circumstances:

(1) It is often seen in India that when the landless poorer sections of a Village community organise themselves for securing a share of the economic benefits from land, such attempts are often met by ruthless counter action from the land-owning community. This leads often to further distress to the poorer sections and further violence. The Police action under the circumstances is to guard against out-break of such violence and to ensure order and security for the village community as a whole.

(2) Disputes often occur between the landlord and the cultivating tenant or the labourer regarding share of produce, or payment of wages. If there is no special agency in a district to adjudicate the matter quickly and effectively in order to resolve the industrial disputes, Police action in such situation should primarily be directed towards removing elements of violence and pressure and enabling the parties to seek a peaceful settlement.

(3) If and when disputes arise and tension builds up between two groups of land owners, regarding right of use of any land, or irrigation, Police should take action under section 107 of Code of Criminal Procedures, 1973, make preventive arrests and get the land attached under section 145 of Code of Criminal Procedures, 1973.

(4) In all matters of disputes mentioned in the foregoing sub-rules the poorer and the weaker sections are always at a disadvantage even in placing the true facts before the Police. The Police should therefore adopt an attitude of sympathy based on reason so that true facts may be discovered and justice meted out to all.

(5) There may sometimes be farmers’ agitation against government on such issue like taxes and power supply, grant of loans and subsidies, writing off arrear of loans etc. Police should handle this type of agitation as a matter of maintenance of public order and take all permissible steps under the law so as to contain the situation.

793. **Student unrest:**

(1) The general approach of the Police in a conflict situation with the students should be to project themselves as a neutral catalyst willing to help the students, wherever necessary and practicable.
(2) Police intervention should be minimal but prompt and effective when situations so warrant. It should be restricted to situations of grave disorder or criminal activity or where such situations are apprehended.

(3) Maintenance of law and order, as distinct from dealing with problems of indiscipline within the campus of an educational institution, is one of the duties of the Police and they cannot escape from this responsibility.

(4) The concept of sanctity of an academic campus cannot negate the injunction that Police should prevent and deal with problems of law and order whenever they occur within their jurisdiction. Law does not give an academic campus any immunity against due enforcement of law by Police. Law makes it the duty of the Police to enter any premises when a situation so demands and take such action as is necessary. The Police should, however, inform if possible, the head of the institution or the competent academic authority before entering the campus.

(5) The necessity for the Police to enter in an academic campus and to take lawful action arises primarily in situations like the following:

(i) Prevention of crime and unlawful activity.
(ii) Detection and investigation of crime,
(iii) Search of illegal firearms and other lethal weapons stored by militant groups within the campus
(iv) When serious breach of peace or injury to person or damage to property is threatened or is actually taking place.
(v) When the campus is being used for a base for mounting attacks on surrounding areas or on public roads. In the above five categories of situations, it is the duty of the Police to intervene.
(vi) Police may also intervene when the academic authorities themselves make a request for such intervention, provided they are satisfied that the situation is really serious and is likely to result in a breach of law and order. Here the Police should make its own assessment.

(6) In all campus intervention it is essential that a senior Police Officer must be present to ensure that the Police force is firmly and fully held under control.

(7) In cases of offences committed by students outside the campus, whether connected with a student agitation or otherwise, the Police should take action under the normal law and no special preference or consideration need be shown on the ground that the offenders happen to be students.
CHAPTER – XV

TRAINING AND TRAINING INSTITUTE

SECTION – I

TRAINING OF UNARMED POLICE

GENERAL

794. Objective of training:
The chief objective of training is inculcation of knowledge and professional skill required for the performance of duty and the attitude appropriate to the work and the people that the Police Officers come into contact with. Besides, proper orientation needs to be given to science and technology in the training course to enable the trainees to keep pace with fast changing technology.

795. Various stages of training:
Training starts but does not cease with the basic training given to a recruit. To be really effective, training should continue throughout the whole service at proper intervals. Keeping all these considerations in view training of non-gazetted Police Officers and other ranks has been divided into the following categories, namely:

(i) Basic training for direct recruits.
(ii) Refresher training.
(iii) Pre-Promotion training for promotion.
(iv) Specialised trainings.

796. Basic Training for direct recruits:
The basic training prepares a recruit for his job during the initial period of 5 to 6 years. This initial training has to be followed immediately by practical field training in various units and sub-units concerned. It is meant for all categories of Police Officers who are directly recruited.

797. Basic Training of Deputy Superintendent of Police:
The function of Deputy Superintendent of Police are chiefly administrative and supervision of field work and is concerned mostly with leadership, supervision, control and management. The syllabus for basic training of Deputy Superintendents of Police may be drawn up by Director General of Police, if and when such training can be conducted by Mizoram Police. The basic training course shall be followed by practical training during the probationary period, following a programme drawn up by the Director General of Police. A general guideline of such training is given at Appendix – XI.

798. Basic training of Sub-Inspectors:
The basic course of training of the directly recruited Sub-Inspector consisting of institutional and practical training must equipped them to discharge their duties effectively and with confidence. The problems which they are required to handle are multifarious and their training course has to cover diverse subjects. The syllabus for the Basic Training of Sub-Inspectors may be drawn up by the Director General of Police, if and when the State Police...
conducts the basic training of Sub-Inspector keeping in view the following considerations which are more or less applicable to all training of police personnel.

1. Building up and maintaining of a high standard of discipline, turnout, bearing and pride in self and in the Police Force; developing self respect, endurance, coordination of mind and body, a feeling of fraternity, cohesion, purpose and power to the Force;

2. Attitude formation and sensitising the Sub-Inspector to human problems;

3. Development of qualities of leadership and the ability for supervision of works of subordinates;

4. Knowledge of human behaviour to enable him to deal with various situations involving an individual or groups of human beings.

5. Knowledge of forensic science and the skill to make use of the latest development and applications of science and technology to preventive and investigative aspects of crime work.

6. Thorough knowledge of the criminal laws and the fundamental rights guaranteed by our Constitution.

7. Skill in the use of firearms with which he is to be equipped along with knowledge and handling of modern weapons.

800. **Departmental Examination in Law:**

The Sub-Inspector of Police shall also pass the Departmental Examination in law to be organised by the Department within 3 years of his service. Failure to pass the Departmental Law Examination shall deprive him of further annual increment or promotion to the next higher rank. The details of the Departmental Examination shall be drawn up by the Director General of Police and the Deputy Inspector General of Police, Training, shall conduct the Examination.

801. **Basic Training of Assistant Sub-Inspector:**

1. The directly recruited Assistant Sub-Inspectors of Police in due course will be sent for a course of basic training at the Police Training Centre, Lungverh. On passing out they will remain on probation in their districts of posting for a further period of one year, on
expiry of which the Superintendent of Police may confirm or discharge them or extend the probationary period according to the rules.

(2) Considering the fact that the directly recruited Assistant Sub-Inspectors will be new entrants to the department, the contents and the kind of institutional training they have to undergo will be similar to that of the Sub-Inspector except that the standard of the training course will have to be at a lower level.

(3) The syllabus for Basic Training Course for Assistant Sub-Inspector shall be drawn up by the Director General of Police when Police Training Center is able to conduct the Basic Training Course of Assistant Sub-Inspector. The basic training course shall be followed by practical training during the probationary period, following a programme drawn up by the Director General of Police. A general outline of such training is given at Appendix – XIII.

802. Basic training of Constables:

(1) Constables form the base of the police pyramid. In the day-to-day functioning of the police department, Constables come into direct contact with the general population more frequently than any other Police Officer. Hence, maximum attention should be paid to the training of a constable in regard to his behaviour and attitude towards the common man and awareness of the concept of Police as service to others so that he shall have a constant consciousness of the right of the citizen and of the constraints under which he himself has to function. He must also thoroughly know the why and how of his duties as prescribed by the law. As he is to perform very arduous work in the field, the programme of developing his physical fitness should also be reasonably strenuous.

(2) Based on the above considerations, a syllabus for the basic training of the Constables has been drawn up and is placed at Appendix - XIV.

(3) The practical training for the Constable shall include beat work, arrest, raids, service of processes, accompanying Investigating Officers, preservation of scene of crime, day and night patrol and surveillance. The new recruit, after completion of the institutional course, shall be put to practical training in the district during the probationary period. The detailed training programme shall be chalked out by the Director General of Police. A general outline of such training is placed at Appendix - XV.

803. Pre-promotion training:

Pre-promotion training is meant for learning the duties prescribed for the officers of the next higher rank to which he is due for promotion. At the promotion stage, before the promotion is finally approved, the prescribed pre-promotion training course shall have to be successfully gone through by each individual aiming for a promotion. Such pre-promotion training course is, thus, to be given to various ranks to qualify them for promotion to the next higher rank. If any selected candidate fails to qualify in the Course, he will be given two more chances as per promotion rule given earlier and if he still fails to qualify he shall be disqualified for promotion.

804. Course for pre-promotion training:

Considering the fact the pre-promotion training course prepares an officer for the next higher rank, syllabi of different pre-promotion courses may be drawn up by Director General of Police for different levels of promotion, if and when the States Police conducts such pre-promotion training courses.

805. Refresher Training:

(1) While the basic training prepares an officer for performance of his job during the first few years of his service carrier, the environment in which he is required to function and the job contents undergo changes with the passages of time, and very often the physical fitness declines along with mental alertness and the zeal to learn. In any case, the basic training course does not often give the required expertise for efficient performance of duty. Hence, the officers have to be given refresher training at the end of a specified period or 6 years.
(2) Refresher training course is necessary for all ranks. However, all officers who have completed 30 (thirty) years of service or have attained the age of 50 years need not be sent for refresher training course. Similarly, those who have passed the pre-promotion course for promotion to the next higher rank should also be excluded.

(3) The syllabi for Refresher Training Courses may be drawn up by the Director General of Police, if and when such Refresher Training Courses are conducted by the Mizoram Police.

(4) After every 5 (five) years of service a constable shall be sent for undergoing refresher training. Adequate emphasize shall be laid on the development of correct attitude in addition to the usual preventive and detective aspect of Police work.

(5) Head constables and Assistant Sub-Inspectors shall be sent for refresher course at the interval of every 5 (five) years. The course should lay on emphasis on scientific method of crime detection and investigation and should include attachment to Forensic Laboratory for at least one week. Any change in the law of crime and important court rulings shall be brought to the notice of the trainees.

(6) Sub-Inspectors, at the end of every 5 (five) years, should be sent for refresher course training. The course shall lay emphasize on investigation with particular reference to specialised or organised crime, attitude towards the general public, leadership and supervision. New legislations and important rulings and new techniques of crime prevention and investigation must be included in the course. The refresher course shall be utilized to identify officers who have aptitude for particular areas of specialisation, as for example, Special Branch works, investigation of crime or other fields as a part of carrier planning.

(7) All Inspectors with 5 (five) years service as Inspector shall be given refresher-training course at the interval of 5 years. The first object of the course shall be to re-orient their attitude besides bringing professional knowledge upto-date. Great emphasis should be laid on supervision and leadership.

(8) Similarly, refresher training should be arranged for Deputy Superintendent of Police also.

806. Specialised training:

Specialised-training courses are meant for intensive orientation in certain important areas of police works such as crowd-control, sophisticated detective work, juvenile delinquency, narcotics, forensic science, handling of explosives, traffic and others. Sub-Inspector who are found to be efficient and smart may be encouraged to undergo one or more of such courses. To provide incentive, Sub-Inspector who have completed any specialised course shall be given advance increments. The Director General of Police shall prescribe which specialised courses passing of which will entitle the officer to get annual advance increments.

Such specialised courses are conducted by various institutions in the country. Efforts shall be made to organize some courses within the State.

807. Police Training Centre:

Police Training Centre shall run the following courses for the Unarmed Branch Constables and above: -

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<tr>
<th></th>
<th>Course Description</th>
<th>Duration</th>
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<tbody>
<tr>
<td>1</td>
<td>Basic courses for recruit constables</td>
<td>45 weeks</td>
</tr>
<tr>
<td>2</td>
<td>Refresher course for constables</td>
<td>8 weeks</td>
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<tr>
<td>3</td>
<td>Refresher course for Head Constables / Assistant Sub-</td>
<td>8 weeks</td>
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<td></td>
<td>Inspectors</td>
<td></td>
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<tr>
<td>4</td>
<td>Refresher course for newly promoted Head Constables</td>
<td>12 weeks</td>
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5. Refresher course for newly promoted Assistant Sub-Inspectors 12 weeks

6. Pre-promotion course for Assistant Sub-Inspectors for promotion to Sub-Inspector 12 weeks

7. Pre-promotion course for Sub-Inspectors for promotion to Inspector 12 weeks

8. Basic Course for directly recruited Sub-Inspector 45 weeks

9. Basic course for directly recruited Assistant Sub-Inspector 45 weeks

SECTION – II

TRAINING OF ARMED POLICE BATTALION

808. Training of Armed Police Battalion:

(1) In the foregoing pages, training in general and mostly for the Unarmed Branch personnel has been dealt with. The armed police are required to perform very strenuous duties like quelling riots or communal disturbances, or conducting anti-dacoity or counter-insurgency operations. Many of the duties are different in nature and more demanding on the physique of the men. Hence, the training of the armed police battalion personnel has necessarily to be of tougher nature. A high degree of efficiency in use of weapons and equipments has to be attained by them. They have to be physically tough. They must be made capable of coordinated teamwork.

(2) Keeping the above objectives in view, the following training courses are laid down for battalion personnel:

(i) Basic training course for recruit constables.
(ii) Re-orientation course.
(iii) Pre-promotion Cadre courses.
(iv) Refresher courses.
(v) Specialised courses.
(vi) Out-door Instructor’s course.

(3) For the purpose of weapon training Small Arms Training Manuals of Central Police Reserve Force (CRPF) shall be followed.

809. Basic Training of Armed Recruit Constables:

A Constable of an armed police battalion has to perform sentry, patrol and picket duties, deal with large crowds during melas, processions, disturbances, take part in operations against dacoits, insurgents and extremists, and help the civil population during natural calamities. He must be made fully conversant with these duties and also be aware of the laws which give him powers to act. He must have basic knowledge of the organisation and the working of the police department, other departments of the government in the State and at the Centre, and of the armed forces and other auxiliary units. A syllabus for basic course for Constables of the armed police is at Appendix – XVI.
810. **Re-orientation course:**

The duties of the armed police being different in nature in many respects from those of the un-armed police, it is essential that officers of the rank of Sub-Inspector, Inspector and Deputy Superintendent of Police transferred from unarmed branch to armed police battalion should attend a compulsory orientation course with emphasis on unarmed combat, weapon training, field-crafts, tactics, map-reading, emergency relief operations and the functions of the armed police. This course need not be a regular feature. This can be conducted once a year or whenever necessary, depending on the number of personnel required to be trained. The syllabus for re-orientation course shall be prepared by Deputy Inspector General of Police, Training, with approval of Director General of Police.

811. **Pre-promotion Cadre Courses:**

(1) Pre-promotion Cadre Courses should be arranged for various ranks of the armed police in which, besides refreshing and perfecting the knowledge and skills already acquired, instructions should be provided to assist the officers to cope with their new duties and higher responsibilities.

(2) The following pre-promotion courses are laid down:

(a) For Constables for promotion to the rank of Lance Naiks or Naiks. A Constable must have successfully completed the Junior Under Officers Cadre Course. The syllabus for Junior Under Officer Cadre Course may be drawn up by Deputy Inspector General of Police, Training with approval of Director General of Police.

(b) For Lance-Naiks or Naiks for promotion to Havildars: A Havildar acts as the commander of a section of men, the smallest formation in Armed Force. He has, therefore, on almost all occasions to lead his men and be responsible for their training, discipline and administration. He should be able to handle a platoon, should such occasion arise. The Lance Naik or Naik shall successfully complete the Senior Under Officers’ Cadre Course to qualify for promotion to the rank of Havildar. The syllabus for this course shall be drawn up by Deputy Inspector General of Police, Training with approval of Director General of Police.

(c) For Havildars for promotion to Sub-Inspectors: The Havildars shall have to successfully complete the Platoon Commander Cadre Course to qualify for promotion to Sub-Inspector. The syllabus for Platoon Commanders’ Cadre Course shall be laid down by Director General of Police. Police Training Center should conduct the Platoon Commanders’ Cadre Course. Alternatively one of the Mizoram Armed Police units may be equipped to conduct such course.

(d) For Sub-Inspectors for promotion to Inspectors: An Inspector of armed police battalion is required to administer, train and command a company in addition to teaching these duties, the syllabus should include instruction on holding departmental enquiries and on leadership and supervision, besides the topics on Law, Criminology, Police Science, Modern India and role of the Police Organisation and administration and Human Behaviour. The syllabus for this course shall be laid down by Director General of Police. This course shall be conducted by the Police Training Center, if required by drawing instructors from other units.

812. **Rotational Training:**

In the armed police, the scope of promotion depends on the number of armed police battalions, and may have to wait for several years in the same rank before promotion. Refresher training is, therefore, of special significance, since professional knowledge and
performance of every single individual in the field counts. Constant practice is needed to maintain the level of the skill already developed. They are to function as a team and in formations. Thus, training of larger group at a time is needed. Hence, a rotational training in Company strength and company-wise is needed so that cohesion as a unit is built up. Apart from the skills required of the infantry company, law and order duties, crowd control in theory and practice and Human Behaviour should also be included in the Rotational Course. The syllabus shall be drawn up by the Deputy Inspector General of Police, Training with approval of Director General of Police. Rotational Training shall be conducted at the parent unit itself at the initial stage but at the Police Training Institution either in the expanded Police Training Center, Police Training College or Armed Police Training School so that the trainees are not diverted to other jobs.

813. Special courses - Weapon Training Course:

(1) The correct and effective use and careful handling of weapons are of supreme importance for the efficiency of an armed police unit. Section and Platoon Commanders should have a thorough knowledge of weapons and adept at handling different weapons so that they can make the best use of them and also instruct and train their subordinates in handling and maintaining them properly. There is need therefore, of a Weapon Training course designed to make such officers proficient in the maintenance and use of all the weapons like Rifles, Light Machine Gun, Sten, Pistols, Revolvers, Grenades, 2" Mortar, etc., that are issued to personnel of the armed police battalion. The courses should include field-craft, close quarter battle exercise, use and handling of explosives, booby traps, range organisation, sighting, dismantling and assembling of weapons, maintenance procedure, location of faults and preparation to training programme. The training should lay emphasis on practical and night works. Such Weapon Training Course should be conducted with instructors who are specialists in their own field.

(2) A Havildar should attend this course within the first 2 (two) to 3 (three) years of his service in this rank. Havildars doing well in this course can be selected to work as instructors in their units. The syllabus shall be laid down by Director General of Police.

(3) Such training courses shall be conducted initially by the Police Training Center or one of the Armed Battalion units and by the Armed Police Training School.

814. Instructors’ Course:

(1) The training of out-door instructors is of special importance in the armed police. Out-door instructors are required for the following branches of specialization:

(i) Drill
(ii) Physical Training
(iii) Un-armed combat
(iv) Weapons
(v) Map Reading,
(vi) Explosives handling
(vii) Tear smoke
(viii) Anti-dacoity operations
(ix) Counter-insurgency and anti-extremist operations.

(2) The Director General of Police may arrange to send in batches Inspectors, Sub-Inspectors, Havildars and Naiks for training in the North Eastern Police Academy or such other institutions as are available. The Bureau of Police Research and Development may also be requested to give necessary assistance and advice in this regard. The officers on completion of the training may be utilized as instructors at the Police Training Institutions of the State.
815. **Method of instruction:**

The integrated method of teaching should be used whenever possible. While dealing with subject like crowd control, communal disturbances, rioting, counter-insurgency etc. the relevant legal provisions should be explained along with an exposition of attitudes required for dealing with different situations.

816. **Daily schedule:**

The nature of the work and living conditions of the armed police personnel demand that they should have the opportunity for physical training throughout their service career. There should be a regular physical training programme intended to make the personnel physically fit and tough. Their daily schedule of the training should begin with physical training in the morning and indoor classes should be held when the trainees are least fatigued i.e. in the forenoon. Out-door work like weapon training, tactical exercises and other practical work can be done during any time of the day.

817. **Training Courses:**

The following training courses shall be conducted at the Police Training Centre, to the extent possible at the initial stage and all the courses at the stage where Police Training Center is expanded or upgraded to the status of Police Training College. Ultimately an independent Armed Police Training Institution shall have to be established.

<table>
<thead>
<tr>
<th></th>
<th>Course Description</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic course for recruit constables</td>
<td>45 weeks</td>
</tr>
<tr>
<td>2</td>
<td>Re-orientation course for civil police transferred to the armed police</td>
<td>12 weeks</td>
</tr>
<tr>
<td>3</td>
<td>Junior Under Officers’ Cadre course for constables and for promotion to the rank of Lance Naik</td>
<td>12 weeks</td>
</tr>
<tr>
<td>4</td>
<td>Weapons and Tactics Course for Under Officers</td>
<td>12 weeks</td>
</tr>
<tr>
<td>5</td>
<td>Senior Under Officers’ Cadre course for Lance Naiks and Naiks for promotion to the rank of Havildars.</td>
<td>12 weeks</td>
</tr>
<tr>
<td>6</td>
<td>Platoon Commanders course for Havildars for promotion to the rank of Sub-Inspectors.</td>
<td>12 weeks</td>
</tr>
<tr>
<td>7</td>
<td>Pre-promotion course for Sub-Inspector for promotion for the rank of Inspector.</td>
<td>8 weeks</td>
</tr>
<tr>
<td>8</td>
<td>Company Rotational Training</td>
<td>8 weeks</td>
</tr>
<tr>
<td>9</td>
<td>Weapon training course for Unarmed Branch Assistant Sub-Inspectors and Sub-Inspectors</td>
<td>12 weeks</td>
</tr>
</tbody>
</table>

**SECTION – III**

**POLICE TRAINING INSTITUTIONS**

818. **Police Training Centre:**

Mizoram Police has only one training institution known as Police Training Centre located at Lungverh within greater Aizawl area. The Police Training Centre conducts common Basic Training Course for recruit constables of District Police and Mizoram Armed Police Battalions. Occasionally Refresher Courses for various ranks have also been conducted.
819. **Inadequate facilities:**

The Police Training Centre is absolutely inadequate to meet the requirements of Mizoram Police. As a result Basic Training Courses for recruit Constables of Mizoram Armed Police Battalion are often conducted in different Mizoram Armed Police Battalions. Conducting of the same course for similar group of recruit personnel at different locations with different instructors is not desirable. Hence the facilities at the Police Training Centre shall be expanded to be sufficient to meet the requirements of conducting Basic Training Course for Unarmed Branch and Armed Branch Constables.

820. **Training of Sub-Inspectors and Assistant Sub-Inspectors:**

The directly recruited Sub-Inspectors and Assistant Sub-Inspectors are now being sent to North Eastern Police Academy, Shillong for undergoing Basic Training Course. While it is of some advantage to send directly recruited officers of the rank of Sub-Inspectors and Assistant Sub-Inspectors to training institutions outside Mizoram there are certain drawbacks. The officers certainly derive benefits from their contact with officers from other States and undergoing training under Instructors who are from other parts of the country. On the other hand the difficulty of communication and different cultural background lead to mutual suspicion and misunderstanding within the Academy and the probationers’ training is adversely affected. The benefits of undergoing training outside Mizoram, in any case is available when officers are deputed to attend various in-service Training Courses conducted by different Police Training Institutions for specialization in certain areas of policing. In fact practically all directly recruited Sub-Inspectors should be deputed for training outside the state during their formative years. Under the circumstances the facilities at Police Training Centre should be expanded so that directly recruited Sub-Inspectors and Assistant Sub-Inspectors can be given Basic Training.

821. **Police Training College:**

Under the circumstances the State Government shall take steps to establish a Police Training College by upgrading for conducting Basic Training Courses for directly recruited constables, both Unarmed Branch and Armed Branch, Assistant Sub-Inspectors and Sub-Inspectors, Refresher Courses for various ranks of District Police including Pre-promotion Courses and also various Cadre Courses for Armed Police Battalion personnel. Mizoram Police Service Officers may continue to undergo Basic Training at the North Eastern Police Academy, Shillong.

822. **Different Training Courses for Unarmed Branch and Armed Branch personnel:**

The Police Training Centre conducts the same Basic Training Course for Unarmed Branch and Armed Branch Constables whereas the nature of duty is different. The Unarmed Branch Constables require knowledge of law and handling of crowds including dealing with individuals and groups of individuals in general. The armed battalion Constables, on the other hand require a much higher level of efficiency in handling weapons, knowledge of battle tactics and physical fitness. The Police Training Center shall therefore, conduct different courses of training for Unarmed Branch and Armed Branch personnel at all levels. Basic Training Course for Ministerial Staff, Naik Operators of Mizoram Police Radio Organisation and Firemen of Fire and Emergency Services shall also be conducted by the College.

823. **Outdoor and Indoor Instructors:**

The Police Training College shall have two sets of instructors – Outdoor Instructors and Indoor Instructors. These two sets of Instructors shall be involved in conducting all the training courses; the outdoor instructors dealing with the outdoor training likes Physical Training, Parade, Weapon classes, Map Reading, etc., while the Indoor Instructors shall teach law and other Indoor subjects.
824. **Principal:**

An officer of the rank of Superintendent of Police designated as Principal, Police Training College shall be the head of the College. He shall enjoy the powers and privileges of the head of office. He shall be vested with the powers of Disciplinary Authority in respect of directly recruited constables and upto the rank of Sub-Inspectors undergoing Basic Training Course at the Institution. He shall be responsible for all matters pertaining to the Police Training College – administration, training and other related matters. He shall be the Drawing and Disbursing Officer. He shall be assisted by Vice Principal, Assistant Principals, Subordinate Officers, Under Officers and Constables as required. The Principal shall not confine himself to office work but shall supervise the outdoor and indoor training and take important classes himself. He shall hold inspection parade on every Monday, attend Mass Physical Training on every Wednesday and ensure that the Vice Principal holds parade on every Friday. He shall also ensure that all the available staff including indoor instructors attends Physical Training and Games. With increasing requirements of training for the State Police the rank of the Principal may be upgraded to the rank of Deputy Inspector General of Police in times to come.

825. **Vice Principal:**

A Vice Principal in the rank of Additional Superintendent of Police shall assist the Principal, Police Training College in all aspects of the work. His main duty is to look after the Indoor and Outdoor Training. He should supervise the Outdoor Training at the field and also attend various Indoor Classes to be fully acquainted with the individual Outdoor and Indoor Instructors. He shall hold parade of all staff and trainees on every Friday.

826. **Assistant Principal (Indoor):**

The Assistant Principal in the rank of Deputy Superintendent of Police in charge of Indoor Training shall take care of all the Indoor subjects taking important classes himself. He should ensure that all materials required for Indoor Training are made available to the Police Training College. He should ensure that the latest training methodologies are adopted and necessary training materials prepared in the Police Training College itself.

827. **Assistant Principal (Outdoor):**

There shall be an Assistant Principal in the rank of Deputy Superintendent of Police in charge of all Outdoor Training. He shall be drawn from Armed Battalion for his efficiency and skill in outdoor training. He shall be well versed in all aspects of Outdoor Training. He should ensure that all training equipments required for Outdoor Training are made available in the Police Training College. He should attend the Outdoor Training daily so that he is personally acquainted with each Outdoor Instructors; guide the instructors and keeps abreast of the progress of training of all the courses conducted.

828. **Instructor for Indoor Subjects:**

There shall be posted to Police Training Centre. The Chief Instructor of the rank of Inspector who shall be over all in charge of Indoor Subjects under the Assistant Principal (Indoor). There shall also be the required number of Senior Law Instructors of the rank of Sub-Inspector for the different Indoor Subjects. They should be selected for their ability and imparting training and their knowledge of the subjects they are to teach.

829. **Instructors – Outdoor:**

There shall be Chief Drill Instructor of the rank of Inspector. Who shall be over all in charge of Outdoor under the Assistant Principal (Outdoor) and specialised Instructors in the rank of Sub-Inspector for Outdoor Training to teach subjects like Weapons, Map reading, Field craft and tactic, etc. In addition the required number of Instructors, from the rank of Naiks to Sub-Inspectors shall be posted for Drill, Weapons, Physical Training, etc. Physical Training Instructors who have passed the Instructors course either in the Army Training Institution or that of the Central Police Organisations should also be posted to teach Physical Training.
830. **Training Allowance:**

The staff of Police Training Centre or College who are actually doing the job of Instructors shall be entitled to the training allowance as per guidelines given by the Ministry of Home Affairs, Government of India.

831. **Extra issue of Uniforms:**

Outdoors Instructors have to wear their uniforms daily, hence, in addition to the normal life prescribed for trousers, shirts, socks, ammunition boots, Physical Training shoes and shorts, they shall be issued one extra item of these uniforms.

832. **General Duty Platoons:**

There shall be two general duty platoon of Armed Branch personnel posted to the Police Training College for the purpose of demonstration, guard duty and various miscellaneous duties.

833. **Office of the Principal:**

The office of the Principal, Police Training Center shall be organised in similar lines as that of the Superintendent of Police of a district with the requisite number of Ministerial Staff with Inspector of Police(Ministerial) as the Head Assistant assisted by a number of Sub-Inspector(Ministerial) and Assistant Sub-Inspector(Ministerial) as required to look after the office work; and executive officers to look after the Reserve Office, Clothing and Arms and Ammunition.

834. **Grade – IV:**

A number of Grade – IV Staff to act as Cooks, Water Carrier, Sweepers, Barbers, Cobblers, etc., shall also be posted according to requirement. The number of men required for each job shall be worked out and the different posts designated accordingly. For example the post of Cooks shall be designated and men posted as Cooks and not as Sweepers.

835. **Mizoram Armed Police Training School:**

In due course it will be proper to establish a separate training institution for armed police personnel. In such an event it will be ideal to have the Police Training College and the Armed Police Training School close to each other so that each can benefit from the other in their specific field of specialisation.
CHAPTER – XVI

CONDITION OF SERVICE, CONDUCT, DISCIPLINE AND PRIVILEGES

SECTION – I

CONDUCT

836. **Government Servants’ Conduct Rules:**

All Police Officers are governed by the provisions of the Civil Services (Conduct) Rules of the State. All subordinates Police Officers are directed to acquaint themselves with and to observe the rules laid down by Government for the conduct of Government servants. These Rules are not reproduced here. However, certain matters which may not be included in these rules or are immediately relevant are given below.

837. **Enrolment in Army Units:**

Police Officers are not permitted to enrol in the Territorial Army or Indian Auxiliary Force or the Army in India Reserve of officers or to register for services in duty squadrons (dismounted) of the army in India or in the India Garrisons and Duty Companies to be formed on mobilisation.

838. **Interviews with the Director General of Police:**

No Police Officer, executive or ministerial, without the permission of the Superintendent of Police under whom he is serving to interview the Director General of Police in order to make any representation in regard to his promotion, transfer, leave or any other personal matter. Such permission, however, should not ordinarily be refused. In the case of an officer on transfer the necessary permission should be obtained from the Superintendent of Police of the district from which the officer has been transferred.

839. **Extra departmental influence not to be solicited:**

(1) Police Officers of all ranks are forbidden to approach officers of other departments, non-official gentlemen, political leaders, or associations for support in pressing individual claims or obtaining redressal of their grievances. Such conduct is contrary to good discipline and any officer who is guilty of such conduct is liable to punishment.

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

(3) Police Officers are strictly prohibited from obtaining interviews with Members of Legislative Assembly or of Parliament, Ministers, or Secretaries to the Government without the prior sanction of the Director General of Police.

840. **Police Officers not to make an attack on Government policy:**

Every officer is entitled to form and to hold his own opinion on public matters, but a person in the service of the Government is not at liberty to make any deliberate attack upon what he knows or believes to be the policy or procedure approved by the Government and it is no justification of such attack that he is actuated by conscientious motives or has a strong conviction of the correctness of his own judgement. It is improper for any officer to convey to the public, whether in writing or in speech or otherwise, any opinion upon matters of Government policy which are or likely to become the subject of public discussion. It is, of
course, inevitable that cases must, from time to time, occur in which the decisions of Government do not commend themselves to the officers who may have to carry them out. On such occasions the officers in question, after making proper representations to their official superior, have only two courses open to them namely either to acquiesce loyalty and silently in the decision of the responsible authorities or to resign their positions in the service.

841. Police Officers’ writing for press:

No Police Officer may be the accredited correspondent of any newspaper without the permission in writing, of the Chief Secretary to the Government of Mizoram, as well as that of the head of the office in which he is serving.

The communication by Police Officers with the public press in explanation or defence of their official conduct or acts without the prior consent in writing of the State Government which they serve is forbidden.

If the public conduct of an officer in the transaction of his official duties is impugned he is at liberty to apply to Government through the usual official channel for sanction to seek redress in Civil Court and Government will afford him every opportunity of vindicating his character.

842. Borrowing and lending money:

All Police Officers from highest to the lowest are absolutely forbidden to borrow money from any of their subordinates or from any person residing, possessing land or carrying on business within the local limits of their jurisdiction, and any such act will be considered as tantamount to an act of corruption, and be punished by summary dismissal.

843. Taking part in politics and elections:

(1) (i) No Police Officer shall take part in, subscribe in aid of, or assist in any way any political movement or party.

Explanations: The expression “Political Movement” includes any movement or activities tending directly or indirectly to excite disaffection against, or to embarrass, the Government as by law established, or to promote feelings of hatred or enmity between different classes of Indian subjects, or to disturb the public peace.

(ii) No Police Officer shall permit any person dependant on him for maintenance or under his care or control to take part in, or in any way assist, any movement or activity which is, or tends directly or indirectly to be subversive of Government as by law established in India.

(2) No Police Officer shall canvass or otherwise interfere or use his influence in connection with, or take part in, any election to a legislative body, whether in India or elsewhere.

Provided that a Police Officer who is qualified to vote at such election may exercise his right to vote; but if he does so, shall give no indication of the manner in which he proposes to vote or has voted.

844. Police Officers prohibited from collecting subscriptions from the public:

Police Officers and men are prohibited from collecting subscriptions from the public for any cause however noble.

845. General Principles of proper conduct:

(1) Allegiance to the Constitution and the Country: Every Police Officer shall have faithful allegiance to the Constitution and respect the rights of citizens guaranteed by it. He shall do nothing, which affects or is likely to affect the security, integrity or reputation of the country.
(2) **Courtesy to Public**: Every Police Officer shall be courteous and behave in a proper manner in his dealing with the members of the public. He must always keep in mind that he is also a member of the same society and that he is employed by the society to preserve the larger interest of the society and that he is rendering a service to individual members of the society. He should be sympathetic and considerate to all people and should be consistently mindful of their welfare. He should always be ready to render service, friendship and assistance to all without regard to their wealth of social standing.

(3) **Integrity**: Integrity of the highest order is the basis of the police prestige. Every Police Officer shall keep his public as well as private life clean, practice self-restraint, and remain honest in both personal and official life.

(4) **Devotion to Duty**: Every Police Officer shall carry out his allotted duty to the best of his ability with due promptitude and diligence and shall never be absent without permission.

(5) **Enforcement of Law**: The Police are essentially a law enforcing agency. They should not question the propriety or necessity of any duly enacted law. They should enforce the law, firmly and impartially, without fear or favour, malice or vindictiveness.

(6) **Police depends on public**: The Police should realize that the efficient performance of their duties will be dependent on the extent of ready co-operation they receive from the public. This, in turn, will depend on their ability to secure public approval of their conduct and actions and to earn and retain public respect and confidence. The extent to which they succeed in obtaining public co-operation will diminish proportionately with the necessity of use of physical force or compulsion in the discharge of their functions.

(7) **Obedience to orders**: Every Police Officer shall obey and carry out any lawful order of the superior officer written or otherwise.

(8) **Avoidance of discreditable conduct**: No Police Officer shall act in any manner which is prejudicial to discipline or is likely to discredit the police force, or which amounts to misbehaviour towards another member of the police force.

(9) **Avoidance of falsehood**: No Police Officer shall knowingly make any false, misleading or incorrect oral or written statement, or entry in any record or document made, kept or required for police purpose, or in connection with his own appointment. Nor shall he tamper with or destroy any record or document.

(10) **Avoidance of corrupt or improper practice**: No Police Officer shall accept any gift, present or subscription, or improperly use his position for private advantage or place himself under pecuniary obligation to any person, in a manner, which may affect the proper carrying out of his duties without fear or favour.

(11) **Proper dress and tidiness**: Every Police Officer on duty shall be properly dressed and be tidy in appearance.

(12) **Consumption of intoxicating drinks and vicious habits**: Every Police Officer shall -

   (a) strictly abide by any law relating to intoxication, drinks or drugs in force in any area in which he happens to be for the time being;

   (b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks or drugs;

   (c) not appear in a public place in a state of intoxication;

   (d) not habitually use any intoxicating drink or drug in excess; and

   (e) not consume intoxicating drink while on duty.

(13) **Unity of the force**: No Police Officer shall do anything, which creates or is likely to create division in the police force on grounds of religion, caste, community or ethnic basis.
(14) No Police Officer shall leave his jurisdiction except on duty or with the express permission of the officer authorised to give such permission.

(15) Every Police Officer shall pay due respect and compliment to his senior officers; and such compliments shall be responded in a proper manner.

SECTION – II

STRICTURES

STRICTURES BY COURT AND MISCONDUCT REVEALED OTHERWISE

846. Strictures:

(1) In the case of stricture against any Police Officer made by a magistrate, the Appointing Authority shall examine it. If the result of the examination shows that disciplinary action or criminal prosecution, or any other action, as the case may be, needs to be taken, the concerned Appointing Authority shall initiate such action.

(2) (i) In the case of stricture by a court of Sessions or a higher court, if the comments are not of serious nature, then the procedure as provided for in (1) above shall be followed.

(ii) If the stricture is of a serious nature and the court records its opinion that a special enquiry is necessary, then the Appointing Authority shall cause a special enquiry to be held.

(iii) When no opinion about special enquiry is recorded but the stricture is of a serious nature, a departmental enquiry shall nevertheless be held by the Appointing Authority.

(iv) On the basis of the results of the enquiries made under (ii) or (iii) above, the Appointing Authority shall take, where necessary, all measures either for disciplinary action or criminal prosecution as the case may be.

847. Misconduct revealed otherwise:

When any serious misconduct committed by a Police Officer comes to the notice of a superior Police Officer otherwise than through the strictures of a Court or through a regular complaint before a magistrate or in a Police Station, he shall immediately report it to the Superintendent of Police or such corresponding officer. The latter shall cause an immediate enquiry to be held by an officer superior in rank to that of the officer suspected to have committed the misconduct. On receipt of the result of the enquiry, the Superintendent of Police shall take such action as deemed necessary including disciplinary proceeding and criminal prosecution.
SECTION – III

CONDITIONS OF SERVICE, PRIVILEGES AND PROTECTION

848. Appointment Certificate:
(1) Every person, on being appointed to any post in the Police force below the rank of Deputy Superintendent of Police must, in order that he may be vested with the powers, privileges and function of a Police Officer under the Police Act 1861, be furnished with an Appointment Certificate in the prescribed form as required by section 8 of the Police Act.

(2) The Appointment Certificates of Constables, Head Constables, Assistant Sub-Inspectors and Sub-Inspectors shall be signed by the Superintendent of Police and those of Inspectors shall be signed by the Inspector General of Police.

(3) All permanent promotions or demotions shall be recorded on the back of the Certificate.

(4) The Appointment Certificate of an officer on leave shall be kept in the custody of the Superintendent of Police till he returns from leave.

(5) The Appointment Certificate of a dismissed, discharged or deceased officer shall be surrendered to the controlling officer and then destroyed with a certificate recorded in his Service Book.

849. Joining time:
Any person who does not, except for sufficient reasons submitted in writing, join his duty within 15 days of receipt of appointment order shall be deemed to have declined the appointment and shall lose all claims to it thereafter.

850. Gradation list:
There shall be Gradation List of each rank of officers of and above the rank of constables arranged in order of seniority which shall be maintained up-to-date by the Director General of Police and published annually.

851. Probation:
(1) A Police Officer who is appointed directly or promoted to a post on regular basis shall be put on probation for a period indicated in the rules of recruitment or promotion.

The above period of probation in respect of directly recruited officers is divided into 2(two) parts - one year for Basic training and another one year for District Training. Till such time, a trainee clears his Basic Training and District Training he will be regarded as on probation and no increment or regular posting should be given. A probationer shall have to clear Departmental Examination or such other examinations, if provided in the rules, during the period of probation.

(2) On the completion of the period of probation the probationer shall be confirmed if his service during the period has been found to be satisfactory. Report about his work shall be obtained from the officer under whom he was working directly as per prescribed form given below during the period of probation.

(3) Where training is included in the probationary period, an officer who is unsuccessful in the tests including the 2(two) extra chances conducted by the training institution shall be discharged.

(4) If the probationer’s work is found to be unsatisfactory during the probationary period, he shall be discharged by the appointing authority.
(5) A sample report form regarding performance of probation is given below. This may be modified to suit the rank and changing circumstances.

PROBATION REPORT FORM

{See Rule 851.(2)}

1. Name and Rank of Probationer ______________________________

2. Name of officer under whom the
probationer worked directly _______________________________

3. Duration of attachment ________________________________

4. Brief duties/studies assigned _____________________________

5. General performance-
   (a) Interest            - Outstanding/Very Good/Good/Average/Below average
   (b) Sense of responsibility  - Outstanding/Very Good/Good/Average/Below average
   (c) Sincerity            - Outstanding/Very Good/Good/Average/Below average
   (d) Ability to grasp the work  - Outstanding/Very Good/Good/Average/Below average
   (e) Discipline and turn out    - Outstanding/Very Good/Good/Average/Below average

6. General Grading   - Outstanding/Very Good/Good/Average/Below average

7. Remarks : _____________________________________________

Countersigning officer Name of Assessing Officer

Note : (1) In Sl.No. 5 & 6 relevant grades to be ticked.
(2) The Report has to be sent to the concerned Deputy Inspector
General of Police with a copy to the probationer’s parent unit.

852. Conditions in respect of Pay, etc.:

The conditions of service in respect of pay, special pay, leave, pension, provident
fund, gratuity and travel concessions and general rights and privileges of the officers under
the Police organisation shall be governed by the Rules and Regulations laid down by the
Government of Mizoram or applicable to the employees of the state government except in
respect of special provisions laid down under these rules.
853. **Provisions regarding Pay scales, increment, etc.:**

Pay scales of different categories of Police Officers shall be as determined by the State Government from time to time. Increment, efficiency-bar, special pay and similar matters shall be governed by the relevant provisions of the concerned Rules as laid down by the State Government, except in respect of which special provisions are made under these rules.

854. **Service Book:**

1. As soon as a newly recruited non-gazetted Police Officer joins his duty, a Service Book in the prescribed form shall be opened for him by the head of the office. Every incident which affects his service shall be entered in it. The chief object of maintaining the Service Book is to form a detail record of the history of the officer's service and professional career in the police and also to have a record from which pension and gratuity papers can be prepared quickly.

2. In addition, a personal folder containing attested copies of service particulars duly paginated of each individual shall be maintained under the personal custody of the officer next higher in the rank to the head of office this will serve the purpose of duplicate service book in case of loss of Service Book or doubtful entries.

3. Service records must be eventually computerized after which the personal folder may be filed along with the main Service Book which must be retained and kept up-to-date.

4. All information about the officer his full address, parentage, date of birth (both in words and in figure), height, identification mark etc. shall be entered in the relevant page, and the signature as well as the impressions of his thumbs and fingers of the both hands taken in the same page. Details about the officer's previous service, if any, shall also be entered with care. All other incidents of service which are necessary shall be entered as they occur, and the entries initialled by a gazetted officer. The following instructions shall be specially noted: -

   (a) Promotion - Against all acting promotions, it shall be clearly specified as to whether the said promotions were against substantive or temporary vacancy.

   (b) Good Service Marks shall be entered as well as grant of any reward with the amount granted. A brief note of the reason for such reward and the reference number of the order shall be added.

   (c) Punishment - All punishments shall be entered quoting the number and date of order and the quantum and the reason for punishment. Any conviction in a criminal court with the section of the Act and the Punishment inflicted shall also be entered.

   (d) Leave - The nature and duration of the leave actually enjoyed shall be noted. The details of the leave shall be entered in the 'Leave Ledger'.

   (e) Posting - A brief record of different postings showing date of joining and date of relinquishing the same should be entered.

   (f) Training - Record of training courses attended and the result, or if the training was refused, the reason thereof shall be entered.

   (g) Any other point worth recording, as deemed by the Head of office.

855. **Annual Verification of Service:**

The service Books shall be strictly maintained up-to-date. For this purpose, a permanent diary in the manner of District Order Book or Battalion Order Book, etc., shall be maintained in each office of all heads of office with one or more pages for every single day
and the year. When a non-gazetted Police Officer is recruited, his name shall be entered on the page corresponding to his date of joining. The diary shall be examined daily by the officer in charge of the Reserve Office and the service books of all officers and men whose names appear on that date shall be scrutinised and the entries relating to the preceding twelve months checked, so that no increment, efficiency-bar, reward, reduction or recovery may escape recording. The Service Books shall then be put up to Superintendent of Police who, after satisfying himself that they are in order, shall sign the diary as well as Service Book with the endorsement Service verified for the year so and so.

856. **Rules for disposal of Service Books:**

The following rules shall regulate the disposal of Service Books.

1. The Service Book of an officer who retires before qualifying for pension or gratuity may be made over to him, if claimed within a year from the date of his retirement. If not claimed within that period the Service Book should be destroyed.

2. The Service Book of an officer who dies while employed under Government may be made over to his heirs, if an application be received within three years from the date of his death. At the end of that period, the Service Book should be destroyed.

3. The Service Book of an officer who has been dismissed or removed from the service of government should not be returned. It should form a part of the record of the proceedings for dismissal or removal, and be destroyed with the record after the period fixed for retention expires.

4. The Service Book of an officer retiring on a pension or gratuity shall be retained with his pension-papers.

857. **Annual Confidential Report:**

1. The State Government has prescribed Annual Confidential Report form and issued comprehensive instruction on the procedure for maintenance and writing of Annual Confidential Reports of officers and staff. All Police Officers should be fully acquainted with and follow these instructions and Annual Confidential Report form.

2. The object of writing Annual Confidential Reports is to keep on record the standard of the officer’s work, his merit and his worth on annual basis. Hence, it is important that the officers reporting, reviewing or accepting the Annual Confidential Reports should assess the performance of the officers objectively. They have to be fully conversant with the quality of his work. Care should be taken that personnel prejudices in regard to a particular officer does not come in the way of objective assessment of his worth.

3. There cannot be any over emphasis on the care that should be taken in assessing performance. While there should not be any hesitation in giving the highest grading in deserving cases the justification should be convincing; and there should not be any hesitation in recording adverse comments where it is due. Careless and casual attitude to recording of Annual Confidential Reports has damaging consequences on the officer or his colleagues and to the Department itself.

4. It should be remembered that the remarks recorded by the reporting officer not only reflects the performance of the officer reported upon but also of the reporting officer himself. There should not be any occasion for the reviewing officer being compelled to make adverse remarks in respect of the reporting officer while reviewing the Annual Confidential Report initiated by him.

858. **Exemption in respect of possession of arms:**

A Police Officer is exempted from the prohibitions and direction contained in the Indian Arms Act, 1959 in respect of arms and ammunition which he carries as part of his equipment in the course of his duty, whether they are supplied by Government or are his private property.

859. **Protection to Police Officers against criminal prosecutions and civil**
suits:

(1) Police Officers will be defended when it appears to Government that they have acted in good faith, but Government does not bind itself to undertake their defence when this is not the case.

(2) When Government declines to defend, the Police Officer concerned may, if he likes, defend himself at his own expense, but if the verdict of the court is in his favour Government shall reimburse his expenses.

860. Criminal Prosecution against a Police Officer:

(1) Information to superior officer: Any Police Officer against whom a criminal prosecution is instituted shall at once inform the Superintendent of Police or the corresponding superior officer, stating clearly the full circumstances of the case for forming an opinion as to whether his defence should be undertaken by the Government or not.

(2) Report of the Superintendent of Police and other officers: Section 197 of the Code of Criminal Procedures, 1973 lays down a special procedure with regard to criminal prosecution against public servants not removable from office except with the sanction of Government for offences alleged to have been committed by him while acting or purporting to act in the discharge of his official duty. In such cases there will always be some time to obtain the order of Government about defence of the case against the officer. The Superintendent of Police or the corresponding officer shall, in these cases, make the necessary enquiry at once and report his opinion along with full facts to the Director General of Police, who in turn, shall send it with his opinion to Government. Government, after such consultation with the Law Department as it deems fit, will take necessary decision regarding the proposed defence and inform the Director General of Police.

(3) In the case of prosecution of the other classes of officers, there may not be any time to obtain Government orders as to defence before commencement of the proceeding by the Court. Hence, the local officer will have to decide whether the defence should be undertaken by Government, but he must forthwith send a full report to the Government stating all the facts and circumstances and the reason for his decision.

(4) Engaging lawyers: In a case in which Government has decided to defend the officer, the services of the Public Prosecutor shall be made available to him. The Public Prosecutor shall generally defend in all cognizable cases. In non-cognizable cases, the Superintendent of Police may decide as deemed fit. If a private counsel is engaged, the scale of fees to be paid shall be fixed in consultation with the Law Department. If the officer wins the case and the cost or damage or compensation is awarded to him, the expenditure incurred by Government up to the limit of such cost, damage, or compensation shall be refunded to Government.

(5) Question of appeal: If, in a case defended by Government, the decision of the trial court is against the officer, the question whether an appeal should be preferred at Government cost or the fine imposed shall be paid by Government shall be decided by Government either on its own motion or on the application of the officer supported by his superior officers. The latter shall give full details of the entire case, and the grounds on which an appeal may be preferred.

861. Criminal prosecution against a Police Officer instituted by Government:

When a criminal prosecution is instituted against a Police Officer either by Government or with its sanction, Government may not, as a rule, undertake his defence. However, in exceptional cases where the Police Officer is unable to meet the expense of his defence, due to financial stringency or other valid reasons, Government may accord sanction for his defence on condition that the Police Officer undertakes to refund the entire sum spent by Government, if the verdict of the court is against him.
862. Criminal prosecution by a Police Officer:

If, in any criminal case, the prosecuted Police Officer is acquitted honourably or discharged at any stage, he should take legal proceedings against the person who instituted criminal action against him. The Director General of Police with the sanction of the State Government shall arrange appropriate legal aid to him. In no case shall the Police Officer concerned effect a compromise without the permission of the Director General of Police.

863. Civil Suit against a Police Officer:

(1) Section 80 of the Civil Procedure Code requires service of prior notice when any civil suit is intended. If any civil suit against a Police Officer for anything purporting to be done in his official capacity is instituted without service of such notice, then the Police Officer concerned should move the court to dismiss the suit for non-compliance of the provisions of section 80 Civil Procedure Code.

(2) If, however, such notice under section 80 is served on the Police Officer, he should forthwith report to his superior officer all the circumstances so as to enable him to form an opinion as to whether or not his defence should be undertaken by Government. When the report reaches the Superintendent of Police or corresponding superior officer, he shall at once make an enquiry and report the facts fully, along with his own recommendation to the Director General of Police. The Director General of Police shall send it to Government with his recommendation, and Government after obtaining the advice of the Law Department, convey its decision to the Director General of Police.

(3) Where Government undertakes the defence of the Police Officer, the provisions of the foregoing rule 860.(4) and (5) shall be followed as far as they are applicable to a civil suit against a Police Officer.

864. Civil suit instituted by Government against a Police Officer:

When a civil suit is instituted against a Police Officer by the State Government or with its sanction, the provisions of the foregoing Rule 861. shall be followed mutatis mutandis in respect of such suit.

865. Civil suit by a Police Officer:

When a Police Officer intends to institute a civil suit for redress of any wrong done to him while discharging his official duty, he should apply to the Superintendent of Police or other superior officer as the case may be stating the full facts. The Superintendent of Police or the superior officer shall make necessary enquiries and send his recommendation, along with details required to form an opinion about the necessity of instituting the suit at Government cost, to the Director General of Police who shall send the papers to Government with his own recommendation. Government, after obtaining Legal Remembrancer's opinion, will inform Director General of Police about its decision on the matter.
SECTION – IV

LEAVE

866. Leave not a matter of right:
Leave cannot be claimed as a matter of right, and can be availed of only when it is sanctioned by a competent authority.

867. Leave Rules:
(1) Rules regulating the grant of leave of all kinds, which are applicable to Police Officers of all ranks, except those of Indian Police Service, are dealt with in the leave-rules of the State except the rules laid down under these provisions. Where no such rules have yet been made, the provisions of the Fundamental Rules and the Subsidiary Rules made there under shall be followed.
(2) Officers belonging to the Indian Police Service are governed by the All-India Service Leave Rules.

868. Authorities competent to grant leave:
(1) The State Government is the competent authority to grant leave to all gazetted officers. The Director General of Police who is closely concerned and responsible to the Government for the performance of the Police as a whole may be conveniently empowered to sanction leave in respect of officers of the rank of Deputy Superintendent of Police and Additional Superintendent of Police.
(2) So far as non-gazetted officers are concerned, the Director General of Police is the authority to sanction:
   (a) to an Inspector any leave upto the admissible limit, and
   (b) to a Sub-Inspector when such leave exceeds 6 months.
(3) The Superintendent of Police is competent to sanction leave:
   (a) to a Sub-Inspector upto 6 months, and
   (b) to a Assistant Sub-Inspector, Head Constables and Constables upto the admissible limit.

869. Casual Leave:
(1) Casual Leave is not a recognised as ‘leave’; and an official on Casual Leave is not treated as absent from duty. Casual Leave can be sanctioned to the police personnel by the Head of the Office upto a limit as prescribed by the Government from time to time in a calendar year. Casual leave may not be combined with any other kind of leave, and if annexed to a gazetted holiday such holiday will not be counted as a part of the casual leave.
(2) Casual leave should be granted only on good grounds and shall not be allowed to be misused so as to convert it to an unauthorised system of availing earned leave.
(3) In case of availing of Casual Leave by a head of independent unit, the sanctioning authority shall inform the fact to his immediate controlling officer.
(4) With the exception of sudden, unavoidable and unforeseen cases sanction of Casual Leave should be obtained in advance.
(5) In any event of work being affected due to absence on Casual Leave, the sanctioning authority shall be held responsible.
(6) Special Casual Leave shall be admissible as per the rules laid down by the State Government.

(7) Participation in Police Sports Meet shall however be treated as on duty.

870. **Number of personnel on leave:**

The total number of Head Constables or Constables allowed to be absent on leave (other than casual leave or extraordinary leave) shall not ordinarily exceed 10% of the effective numerical strength of the unit, but when leave is required on genuinely urgent medical or extreme compassionate ground, this limit may be exceeded up to a point deemed reasonable by the authority competent to grant leave.

871. **Leave to a transferred officer:**

When an officer is transferred or is under order of transfer no leave shall be granted to him within 3 months of the date of the order of transfer except with the sanction of the authority which made the transfer.

872. **Procedure for leave:**

(1) All application for leave other than casual leave shall be submitted to the competent authority in prescribed form through proper channel well ahead of the intended date of commencement of the leave which shall be clearly indicated. The authority forwarding the application, shall after scrutiny, state whether the leave is due, whether it is recommended, and how the work of the officer will be performed. If not recommended, the reasons thereof shall be stated.

(2) In case of an application for leave on medical ground where the matter is urgent, the immediate superior may relieve the officer in anticipation of the sanction of the leave, but shall promptly intimate the position and forward the application to the competent authority.

(3) An application for leave on medical ground shall be accompanied with a medical certificate issued by the authorised Medical Officer within whose jurisdiction the applicant is working or resident. When the applicant is too ill to appear before the Medical Officer, a certificate given by the physician who must be a registered medical practitioner and actually treating him would be sufficient but must be countersigned by the authorised Medical Officer concerned. The medical certificate should clearly state the nature of illness, its symptoms, probable causes and duration, as also the period absolutely necessary for recuperation.

(4) In the case of Constables, Head Constables or Assistant Sub Inspectors, the medical certificate given by the attending Registered Medical practitioner need not be countersigned by the authorised Medical Officer.

873. **Leave Certificate:**

After the leave has been granted a leave certificate shall be issued to the applicant in the prescribed form. On return from leave the officer shall submit the certificate and the Head of office shall record the date of return on the certificate.

874. **Leave Address:**

All persons going on leave shall leave their address for the leave period with the head of the office.

875. **Absence without leave and overstayal:**

(1) A Police Officer absenting himself without leave is liable to prosecution under the Police Act 1861. If any officer on leave does not return within 7 days of the expiry of his leave, a notice shall be sent to him at his leave address as well as to the last known address to the effect that unless he resumes duty disciplinary action will be initiated against him within 15 days. If he still fails to join his duty, disciplinary proceeding in the form of a Departmental Enquiry shall be drawn up against him.
(2) Apart from the penalties imposed in the proceeding, the period of overstayal of leave shall be treated as extra-ordinary leave without pay, unless the competent authority, being satisfied with the grounds for overstayal, grants an extension of the leave.

876. Return from leave:

An officer, on expiry of his leave, shall ordinarily be required to join at the station from which he went on leave.

877. Leave Ledger:

A leave account (ledger) shall be maintained for each person going on leave and kept with the Service Book of the person concerned. It should be kept up-to-date by making entries immediately after the person returns from leave.

878. Leave Register:

The leave sanctioning authority shall keep a Leave Register to record leaves taken by Police Officers under him in the prescribed form.

879. Injury Leave:

(1) ‘Injury Leave’ on full pay for a period till the officer is fit to resume duty and as recommended by an authorised Medical Officer shall be entitled to all Police Officers of and above the rank of Constables including the members of the State Police Service, if any injury disabling him from carrying out his normal duties has been caused to him as a result of: -

(a) assault on him or resistance to him in the course of discharge of his lawful duties;
(b) accident occurring in the course of proceeding to or return from discharge of his lawful duties, or
(c) anything done or attempted to be done by him bona fide, in the lawful discharge of his duties.

(2) Such leave shall not be granted unless an authorised Medical Officer attending the injured certifies to the effect that the injury was such as to disable him from carrying out his normal duties for a period stated in the certificate.

(3) The period of such leave shall not be debited to his earned leave or any other kind of leave to which he is ordinarily entitled and shall be count as service.

(4) The Superintendent of Police or the Commandant shall personally verify and certify that the injury was caused in the course of discharge of his duties.

880. Hospital Leave:

(1) Hospital Leave upto a maximum of 15 days shall be applicable to all personnel upto the rank of Assistant Sub-Inspector for the period actually spent in a Hospital as indoor patient. Hospital leave may be combined with any other kinds of leave.

(2) It must be noted that police personnel outdoor patients are required to attend Roll Calls every morning and evening and are not treated as on leave. If they are bed ridden they shall normally be admitted to Police Hospital, Civil Hospital or any recognised Hospital.

(3) Sub rule (2) above shall be applicable to Police Officers who are posted to Police Stations and Battalion personnel actually performing general duty and attending morning and evening roll calls.
SECTION – V

TRANSFER

881. **General Instructions:**

(1) All Police Officers may ordinarily be employed in any part of the general police district (i.e. the state); but any Police Officer is liable to be deputed to serve anywhere in the country at the discretion of the State Government.

(2) Every Police Officer from Inspector down to Constable shall be liable to serve in the District Armed Reserve for any length of period as decided by the Director General of Police.

(3) Exigencies of administration, sickness, leave, promotion, retrenchment, serious misconduct and other unpreventable causes make certain changes unavoidable, but transfers shall never be made as a form of punishment. Poor quality of work in a particular case, neglect of very minor work or faults due to inexperience are not sufficient grounds for transfer. The matter shall be dealt in such way so to improve the performance of the officer concerned.

882. **Maximum period in a particular station:**

(1) No Police Officer shall ordinarily remain in the same posting for more than three years.

(2) No Inspector shall remain in the same Sub-Division for more than 6(six) years even though a part of this period might have been spent as Sub-Inspector in the said Sub-Division before his promotion to the rank of Inspector.

(3) No Sub-Inspector or Assistant Sub-Inspector shall remain in the same District for more than 8 years.

(4) No Head Constables or Constables shall ordinarily be transferred outside the district in which he was recruited, except on extreme compassionate ground.

(5) Personnel of Mizoram Armed Police Battalions posted to a Border Outpost or any detachment of a semi-permanent nature shall be rotated by changing the company or platoon, the same company or platoon shall not stay in one place for more than one year.

883. **Authorities competent to make transfer:**

(1) The State Government may transfer and post any Police Officer of the rank of Deputy Superintendent of Police and above. As the Director General of Police being the head of the Force and the authority responsible for the efficient performance of policing work as a whole and who knows best as to who is suitable for which post shall ordinarily be authorized to transfer and post officers upto the rank of Inspector.

(2) The Director General of Police shall be competent to order inter-cadre transfer from Armed Branch to Unarmed Branch and vice-versa on the merit of individual cases and only in very exceptional cases to be recorded in writing. This shall be done only when there are compelling circumstances which cannot otherwise be solved.

(3) The Director General of Police shall be competent to make inter District transfer of any officer of and below the rank of Inspector.

(4) The Deputy Inspector General may transfer a Sub-Inspector anywhere within his range. Such transfers shall be intimated to the Director General of Police.

(5) The Superintendent of Police may transfer any Sub-Inspector, Assistant Sub-Inspector, Head Constable or Constable within his administrative jurisdiction.
884. **Posting to far-flung areas:**

For obvious reasons officers are reluctant to join posts in the interior and far off places. Hence, the State of Mizoram shall be divided into (a) hard area and (b) normal area as below:

(a) Hard Area shall consists of Sakawrdai Sub-division, Tlabung Sub-division, Lawngtlai District, Mamit District, Saiha District and any other area as declared by the Director General of Police from time to time (ii) Normal area shall consist of the rest of Mizoram. The posting in hard area should be for a duration of 3(three) years at the minimum excluding leave of absence from duty or on deputation of such period, except for the exigencies of circumstances, and every effort shall be made to accommodate them elsewhere after 3 (three) years.

(b) In effecting transfer, considerations must be made so that education of the children of the incumbent are, as far as possible, least affected.

885. **Move of Transferred officers:**

The transfer order shall itself indicate which officer is to move first. Where it is not so indicated, the officer should ordinarily be relieved on receipt of the transfer order.

886. **Deputation to Anti-Corruption Branch:**

Officers including ministerial staff shall normally be posted for 3 (three) years to the Anti-Corruption Branch.

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**SECTION – VI**

**RETIREMENT BENEFITS AND RESIGNATION**

887. **Pension, etc.:**

Retirement benefits, including pension, invalid pension, family pension, extraordinary pension, enhanced pensionary benefits and gratuities in respect of police personnel are covered within the pension Rules of the State. Certain ancillary matters are mentioned below.

888. **Pension papers:**

1. An annual return showing the names of officers who are due to retire after 15 months shall be submitted to the appointing authority by the heads of the office.

2. All heads of offices shall start preparing pension papers one year ahead of the actual date of superannuation. All verifications as laid down in the Pension Rules and in the instructions of the Accountant General and the Chief Controller of Accounts shall be made with the greatest care.

3. Various document like the age-certificate, last pay certificate, service-book, character-roll, proceedings, specimen signatures, specimen finger-impressions, photographs and other requirements shall be made perfect and complete.

4. Every effort shall be made to submit the pension cases without delay so that no hardship may be caused to the pensioner concerned.

889. **Quarterly Return:**

A quarterly return of all pension and gratuity cases in the prescribed form shall be submitted to the Director General of Police by all heads of offices.
890. **Discharge:**

(1) All Head Constables or Constables whose services are to be terminated except on superannuation shall return their uniform and appointment certificates at the Reserve Office.

(2) A Discharge Certificate in the prescribed form shall be granted under the signature of the head of office to every Police Officer dismissed, removed or retired.

891. **Special provision for disability pay and pension:**

(1) If any Police Officer is disabled for life from carrying out normal human activities as a result of injury caused to him by (a) assault on him or resistance to him in the course of discharge of his duties or accident occurring in the course of his discharge of his lawful duties or when travelling to or returning from the place of duty then he shall be entitled to draw (i) full basic pay plus admissible allowances from the date of injury till the date of his superannuation, and (ii) normal pension after superannuation.

(2) In case of death of the officer as a result of the injury received under circumstances specified at sub-paragraph (1) above, his family shall with the approval of the Government be paid the pay and allowances mentioned therein from the date of his death till the date on which he would have retired had he not been dead, and the normal family pension thereafter.

(3) A Medical Board consisting of the Chief Medical Officer of the District and two other Doctors nominated by the Director General of Police in consultation with the Director of Health Services or an existing Medical Board constituted by the State Government for such purpose after proper examination, shall certify that the injury is such that it comes under the purview of the sub-paragraph (1) above, and the certificate shall be endorsed by the State Medical Board before any action is taken under sub-paragraphs (1) and (2) above.

**RESIGNATION**

892. **Resignation in writing:**

(1) All resignations must be in writing, and no verbal resignation shall be accepted.

(2) Under section 9 of the Police Act, two months’ notice of resignation is required.

(3) Resignation of a Police Officer can be accepted by the appointing authority and, when accepted, it cannot be withdrawn without the permission of the accepting authority.

**SECTION – VII**

**MEDICAL ATTENDANCE AND POLICE HOSPITAL**

893. **Annual Medical Examination:**

Physical fitness and good health in a Police Officer are essential for efficient performance of his duties, which by their very nature are arduous. To maintain physical fitness Police Officers all Mizoram Police Officers shall be medically examined once a year and
the result of examination shall be recorded in a Medical Card, which shall be maintained along with their Medical History Sheet and Service Records.

894. Police Hospital:

For providing quick and cheap medical care, a Police Hospital shall be established at every district headquarters, Armed Battalion Units Headquarters and Police Training Center with a Medical Officer and subordinate staff who are under the control of the head of the office concerned.

895. Admission to Police Hospital:

(1) A sick parade shall be held by the Armed Branch Inspector of the Reserve or Inspector Administration of a Battalion daily half an hour before the morning parade.

(2) Any Police Officer of any rank stationed at headquarters who fall sick; shall report through his immediate superior officer to the Reserve in the district and to the Inspector Administration in the Battalion who shall send him to the Police Hospital with a sick report. The Medical Officer shall examine him and decide whether he should be admitted as an indoor patient or treated as an outdoor patient. In doubtful cases, he shall keep the patient under observation for a day. He shall then send a report about his decision to the Reserve Officer.

896. Treatment at local dispensary:

(1) Any Police Officer who falls sick shall report to his immediate superior who shall send him to the local dispensary with a sick-report. If the Medical Officer of the local dispensary is of the opinion that the patient should be sent to the headquarters hospital or the nearest hospital, that course should be followed. If he is not of such an opinion, he shall treat him as an outdoor patient, as the nature of the case demands. When the patient is discharged, he shall send the sick-report to the Superintendent of Police.

(2) Where there is no local dispensary, the Officer-in-Charge of the Police Station or Officer-in-Charge of any armed detachment posted there shall in his discretion, send the patient to the nearest hospital or dispensary. Where the patient is in such condition that he cannot be moved, shall inform his immediate superior and also ask for medical aid to be sent forthwith.

897. Medical History-sheet:

(1) For every Police Officer, a medical history-sheet shall be opened as soon as appointed, and maintained throughout his service. The blood group of the appointed person shall invariably be recorded in the service sheet and medical history sheet. When the officer is transferred, his history-sheet shall be sent to the head of the office or the Reserve concerned.

(2) When a patient is admitted to a Police Hospital, the Reserve Officer who keeps the medical history-sheets of the headquarters officer shall send the patient’s medical history-sheet to the Medical Officer. The Medical Officer shall fill up the relevant columns of the sheet and on discharge of the patient; send the sheet back to the Reserve Officer or the head of the office from whom he had received it.

(3) At mofussil Police Station or detachments of Mizoram Armed Police Battalion the medical history-sheet shall be kept at the Police Station or the Post and the Officer-in-Charge shall take similar action as the Reserve Officer at the Headquarters station on the same line as prescribed in the foregoing clauses.

(4) All medical history-sheet shall be made available to the audit department, whenever required by it.

898. Diet at the Police Hospital:

(1) The scale of diet fixed for the civil hospitals for each hospital patient, such as, full diet, half diet, spoon diet, milk diet etc., will be applicable to all the Police Hospitals.
(2) Diet to police personnel under treatment as indoor patient in a Police Hospital shall be supplied free of cost.

(3) A Police Officer in a Police Hospital who is required to take a special diet should be supplied diet accordingly. If necessary a Constable may be detailed on the requisition of the Medical Officer as a temporary sick attendant who shall prepare the special sick diet. The cost of such diet also shall be borne by Government.

SECTION – VIII

MISCELLANEOUS PROVISIONS

899. Attendants:

Attendants are allowed to Police Officers according to the following scale:

<table>
<thead>
<tr>
<th>Position</th>
<th>Attendants allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director General of Police</td>
<td>Not more than 1 Head Constable and 2 Constables.</td>
</tr>
<tr>
<td>Additional Director General of Police and Inspector General of Police</td>
<td></td>
</tr>
<tr>
<td>Deputy Inspector General of Police, Superintendent of Police, Commandant and Principal, Police Training Centre.</td>
<td>Not more than 3 Constables</td>
</tr>
<tr>
<td>Additional Superintendent of Police, Deputy Commandant and Vice Principal, Police Training Centre.</td>
<td>Not more than 2 Constables</td>
</tr>
<tr>
<td>Assistant Superintendent of Police or Deputy Superintendent of Police at headquarters, Assistant Commandant and Assistant Principal, Police Training Centre.</td>
<td>Not more than 1 Constable</td>
</tr>
<tr>
<td>Deputy Superintendent of Police in Sub-division</td>
<td>Not more than 2 Constables</td>
</tr>
</tbody>
</table>

No attendant are to be allowed beyond the above scale or to persons not entitled to Attendants, unless in exceptional circumstances, and then only with the express permission of the Inspector General of Police.

Attendant should only be employed on duties of an official character, it should be understood that police attendants are not private servants, and should not be utilised as such.

Attendants to Police Officers should be detailed on rotational basis from the unit concerned and that no police personal may be deployed on permanent basis as Attendant to a particular officer.

900. Command certificates:

A command certificate in the prescribed form will be given to men or parties of men detailed from the reserve on duty. On the return of the men these command certificates will be filed with the requisitions and other papers relating to the escort or other duty.

It is not necessary that each man should be given a command certificate provided that all the named and the duties laid down in the certificate given to the officer commanding.

901. Police Officers to report themselves:

All subordinate Police Officers from Inspectors downwards when they visit on duty the sadar or sub-divisional headquarters (a) of their own district, provided it is not their own
headquarters, or (b) of another district, will report themselves to the Deputy Superintendent of Police or the Reserve Officer personally or in writing. They will mention the nature of the duty on which they are engaged and state whether they require any assistance from the local police. As long as they remain in the station, subordinate officers of another district will be under orders of the officer, higher in rank of the local police, who may be present.

902. **Grant of certificate to subordinates:**

Officers are forbidden to grant certificates to subordinates after they have ceased to have any official connection with them. If a subordinate asks a former superior to grant him a certificate, the former superior should confine himself to saying that he will be glad to answer any reference that may be made by a would be employer. In answering such a reference the officer should be careful to guard himself by stating clearly that his answer applies only to the time when he had official relations with the applicant.

903. **Vehicles in charge of police:**

The vehicles shall ordinarily be used on the following occasions –

(a) For the carriage of escorts prisoners and Government money.

(b) For the carriage of Police personnel to places where disturbances have occurred, the outbreaks of fire, etc., and for transport of Government materials, goods, etc.

(c) For the carriage of Police Officers and men and their luggage and goods on transfer as far as possible. But for such use of a police vehicle, charges are payable at the rate of average cost of propulsion.

904. **No members of public to be carried:**

The carriage of any person not a member of the police force or a member of family of a Police personnel in a police vehicle except arrested persons, informants, prisoners in custody is absolutely forbidden unless the permission in writing of the Superintendent of Police has been obtained.

905. **Rifle Allowance:**

Armed Battalion and District Armed Branch personnel upto the rank of Havildar are entitled to a monthly Rifle allowance as prescribed by the Government from time to time for the more arduous job, higher level of discipline, and much higher risk involved in performance of their job.
CHAPTER – XVII

UNIFORM & CLOTHING

SECTION – I

UNIFORM

GAZETTED OFFICERS

906. Uniform for Gazetted Officers:

The uniforms prescribed for Gazetted Police Officers of the Mizoram State till a uniform is prescribed in the Mizoram Police Service Rules for the Mizoram Police Service officers shall be as follows:

Review Order Dress:

(1) When officers are attending ceremonial parades, the uniform shall consist of Khaki Peak Cap of the accepted shade as IPS, Cotton terrene Khaki tunic, Whistle and navy blue lanyards, slacks of the same material as that of tunic and similar shade of the peak cap, brown ankle-boots with toe cap, khaki shirt, Navy blue tie, khaki socks, Sam Browne belt, Swords, medals and decorations and regulation stick. These shall be worn on all State ceremonies, e.g., public arrival and departure of the President or Governor, presentation of Guard of Honour on such occasions or at ceremonial parades, or whenever full dress is ordered.

(2) When officers are attending non-ceremonial parade uniform shall consist of:

**TYPE “A”:** - Khaki peak cap, khaki tunic (Gabardine or drill), whistle and navy blue lanyard, slacks of the same material as the tunic, brown ankle boot/oxford shoes, khaki shirts, Navy blue tie, khaki socks, Sam Browne belt, medals and decorations and regulation stick.

**TYPE “B”:** - Khaki peak cap, shirt (Khaki cellular or Cotton terrene), slacks (khaki drill or cotton terrene or khaki gabardine) Navy blue Scarf (MPS patterns), khaki socks, brown oxford shoes, Sam Browne belt, whistle and navy blue lanyards, medals and decorations and regulation stick.

N.B.: The type of Review Order Dress, to be worn on any occasion, may be ordered by the Director General of Police, Mizoram.

907. Working Dress:

**Type-1:** Khaki Peak cap, Khaki tunic (gabardine or terrene or drill), Khaki slack of the same material as the tunic, whistle, lanyards, brown oxford shoes/ankle boots with toe caps, khaki socks, khaki shirts, Navy blue tie, cloth belt of the same material as the tunic or Sam Browne belt, ribbons and regulation stick.

**Type-2:** Navy Blue beret cap or Camouflage monkey cap, camouflage shirt and slack, Khaki nylon socks, black leather boot with toe cap or black or green hunting boot, black or green web belt, whistle, navy blue lanyards, ribbon and regulation stick. This type of uniform is applicable only for officers posted in Armed Police Battalion.
UNIFORM AND CLOTHING

Type-3: Khaki Peak cap or Navy Blue beret cap, Khaki shirt, Sam Browne leather belt (with or without jersey) or web belt or brown leather belt; khaki slacks and brown oxford shoes/ankle boots with toe caps, whistle, Navy Blue lanyards, ribbons and regulation stick.

Type-4: Khaki Peak cap or Navy Blue beret cap, Khaki shirt (Angola, cellular or terrene), web-belt or leather belt(with or without jersey), slacks(Angola, terrene or drill) socks, brown oxford shoes/ankle boots with toe cap/jungle boots, whistle, navy blue lanyard, ribbon and regulation stick.

N.B.: The strap of the Peak cap for Junior Grade to Junior Administrative Grade MPS should be of brown leather and the colour of beret cap and lanyards Navy blue. Selection Grade MPS and above will wear a dark blue band and embroidered MPS Cap badge with the Peak Cap and Beret Beret Cap. Neckband or Scarf of prescribed colour and pattern in cold days is optional.

Some more details about the dress: -

(1) **Tunic:** Khaki cotton terrene or gabardine cotton of IPS pattern, single breasted cut as lounge coat to the waist, loose at the chest and shoulders but fitted at the waist, military skirt to bottom edge. A silver plated hook on each side of the waist. Length as in ordinary civilian lounge coat. Two breast pocket with three point flaps fastened by one small MPS pattern button at the centre flap and having a seamless centre pleat and bottom rounded corners. Two pockets below the waist similar to the pattern of the breast pockets. Four medium MPS pattern buttons down the front. The buttons should be so fixed that the bottom-most button covers the navel and the top most button fixed one-third distance between the navel and the position of the tie-knot. Pointed cuffs, 5 inches high at the point and 2½ inches behind. Shoulder straps of the same material as the garment fastened with a small MPS pattern buttons.

(2) **Trousers (Slacks):** Khaki drill/gabardine, cotton, Angola or cotton terrene with two pleats each in the front on both sides. Two straight side pockets, one pocket with flap and one concealed button in the back on the right side. No turn ups and shaped from instep to heels. Three loops of Army pattern fastened by khaki bone button at the waist for belt.

(3) **Shirts:** Khaki cotton-cellular, Angola or cotton terrene and will have: -

(a) Two breast pockets with three point flaps fastened by one Button and two press Buttons having a seamless centre pleat with bottom rounded corners;

(b) Full length sleeves with single cuffs each having one khaki bone button for Angola shirt and folded sleeves for khaki cotton-cellular and cotton terrene.

(c) Plain back without pleats;

(d) The shirt will be open all the way down the front with five buttons (excluding one button for collar) showing and fastened by button holes in the seamless centre pleat.

(e) Shoulder straps each having one button.

(f) Pointed cuffs strap at the back for lanyard.

(4) **Ankle Boot:** Ankle boot, plain brown leather with toe cap and 9 (nine) pairs of eye-lets. The same pattern in plain black leather will be worn with camouflage uniform.

(5) **Shoe:** Plain brown leather oxford shoe with toe cap and 5 (five) pairs of eyelets.

(6) **Socks:** Khaki cotton, cotton terrene or nylon socks or woollen socks.
(7) Belt: Sam Browne leather belt of Army regulation pattern with silver mounting or Black/Dark green web-belt or leather belt with silver mounting.

(8) Whistle: Police pattern with lanyard of navy blue colour should be carried in the left breast pocket.

(9) Jacket: On cold days, uniform jacket of the following specifications with rank badges may be worn.
   (a) Two breast patched box type pockets with two point flaps (fastened by two buttons concealed by the flap) with no pleat.
   (b) Two waist level patched box type pockets similar to the breast pockets.
   (c) Full length sleeves with adjustable straps each having two buttons.
   (d) Plain back without pleats and without vents in the back or sides.
   (e) The jacket will be open all the way down the front with five buttons showing including the top collar button to be fastened by button holes in a reinforced edge and will also have a concealed zipper in the front from the bottom button up to the collar button.
   (f) Stand and fall collar cut in one piece.
   (g) Shoulder straps each having one button.
   (h) Length down to the level of the knuckles when the fists are clenched and fully extended downwards.

(10) Camouflage Shirt: Officers posted in Armed Police Battalions may wear Army pattern of camouflage uniform shirt and will have: -
   (a) Two breast patched box type pockets, two point flaps (fastened by two buttons concealed by the flap) with no pleat.
   (b) Two waist level patched box type pockets similar to the breast pockets.
   (c) Full length sleeves with adjustable straps each having two buttons.
   (d) Plain back without pleats and without vents in the back or sides.
   (e) The shirt will open all the way down the front with six buttons concealed excluding the top collar button as it will be worn similar to a single breasted cut, very loose at the chest and shoulders but fitted at the waist, military skirt to bottom edge.
   (f) Shoulder straps each having one button.
   (g) Adjustable strap with one button for lanyard at the back.
   (h) Length down to the level of the knuckles when the fists are clenched and fully extended downwards.

(11) Camouflage Trousers: Officers posted in Armed Police Battalions may wear Army pattern of camouflage uniform trousers of the same shade and material of camouflage shirt to match and will have: -
   (a) Two plats each in the front on both sides.
   (b) Two straight cut side pockets in the front.
   (c) Two box type pockets at the back having two point flaps fastened by two buttons.
   (d) Two patched box type pockets at the sides with the bottom on knee level having two point flaps (fastened by two buttons concealed by
the flap) with two pleats. No turn ups and shaped from the instep to heels with concealed adjustable string at the bottom.

(e) Three loops at the waist for belt.

(12) **Jersey:** Khaki woollen, V-neck without button on the front.

(13) **Colour:** The colour of the dress wherever not mentioned shall be taken as khaki of the accepted shade as IPS.

(14) **Revolver / Pistol:** If a Revolver or Pistol is worn, it shall be worn on the right side. It shall however, not be worn with the Review Order unless specific orders to that effect are issued.

(15) **Sword:** Infantry pattern with half basket hilt in white metal and MPS crest.

(16) **Scabbard:** Brown leather of infantry pattern.

(17) **Sword Knot:** Brown leather with acorn.

(18) **Gloves:** Plain white regulation pattern may be worn with Review order dress in ceremonial functions and parades.

(19) **Medals:** Miniatures will be worn for Mess functions on the bottom edge of the bar to touch the top edge of the left breast pocket. Full size medals will be worn for State functions.

(20) **Shoulder Badge:** Members of the Mizoram Police Service shall wear a silver MPS badge at the base of the shoulder strap.

Other Police officers of the State who are not members of the Mizoram Police Services shall wear departmental badges of their service.

(21) **Cap Badge:** Members of the Mizoram Police Service shall wear a silver crest of Mizoram Police Service cap badge for Peak Cap and Beret Cap. Supertime Grade, Senior Administrative Grade and Selection Grade of Mizoram Police Service officers shall wear cap badges in Peak Cap and Beret Cap embroidered in silver colour having a dark blue background.

Other Police officers of the State who are not members of the Mizoram Police Services shall wear departmental cap badges of their service.

(22) **Physical Training Dress:**

(a) **Shorts:** Plain white cotton terrene, nylon or woollen shorts. Long pants/track pants of the same shade and pattern may also be worn as desired.

(b) **'T' Shirt:** Plain white cotton or nylon 'T' Shirt with collar and three buttons in the front.

(c) **Shoes:** White canvas or sneakers with white socks.

*NOTE:* Navy blue blazer with woollen or cotton terrene grey trousers, plain white 'T'-Shirt, white socks and white canvas or sneakers may be worn on Sports meet or other sporting events.

(23) **Gorget patches:**

(a) Police Officers wearing the State Emblem and thee stars (Supertime Grade of Mizoram Police Service and Senior Administrative Grade of Mizoram Police Service) and

(b) Police Officers wearing the State Emblem and two stars (Selection Grade of Mizoram Police Service), should wear Gorget patches of dark blue woollen material with a central silver stripe.
908. **Badges of Rank:**

Five pointed metal frosted stars of Indian Police Service pattern as shown below against each rank will be used.

Embroidered badges of rank, worked in dark blue silk thread, may be worn when wearing dress at the time of riot, dacoit operation and such other operational duties.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Badge Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Super time Grade of Mizoram Police Service holding the post of Inspector General of Police or equivalent post</td>
<td>Crossed sword and button and one star</td>
</tr>
<tr>
<td>(i)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Senior Administrative Grade of Mizoram Police Service holding the post of Deputy Inspector General of Police or equivalent post</td>
<td>The State emblem and three stars</td>
</tr>
<tr>
<td>(iii)</td>
<td>Selection Grades Mizoram Police Service</td>
<td>The state emblem and two stars.</td>
</tr>
<tr>
<td>(iv)</td>
<td>Junior Administrative Grade of Mizoram Police Service</td>
<td>The state emblem and one star.</td>
</tr>
<tr>
<td>2.</td>
<td>Senior Grade of Mizoram Police Service</td>
<td>The State Emblem</td>
</tr>
<tr>
<td>3.</td>
<td>Junior Grade of Mizoram Police Service with more than two years service, who have completed Probationary period.</td>
<td>Three Stars</td>
</tr>
<tr>
<td>4.</td>
<td>Junior Grade of Mizoram Police Service with more than one year of service but less than 2 years of service or till completion of Probationary Period.</td>
<td>Two Stars</td>
</tr>
<tr>
<td>5.</td>
<td>Junior Grade of Mizoram Police Service with less than 1 year of service or till completion of Police Basic Training.</td>
<td>One Star</td>
</tr>
<tr>
<td>6.</td>
<td>The State Police letter 'MPS' to be worn on the side of the shoulder straps</td>
<td></td>
</tr>
</tbody>
</table>

909. **Mess Dress for Gazetted Officers:**

(1) This shall consist of Navy blue lounge suit, white shirt with the prescribed tie, black oxford shoes and black / navy blue socks. However, on occasions when Review order dress specifying the type is ordered specially by the Director General of Police, the same will be worn.

(2) Mess-dress shall be worn at messes and at formal state functions, or in other formal functions at messes or in functions at night concerning President, Vice President, Governor, Prime Minister or chief of three wings of Defence Forces, Chief Minister, Home Minister of Central and state Government or in any function to be held at night when categorically ordered by the Director General of Police.

(3) Although an uniformed force, the police has to come in constant touch with the public and must, therefore, be civilian in character. Therefore, like any other civil officers, the Police Officers should not wear miniature decorations and medals with civilian dress.

(4) A lounge suit of sober colour and of dark shade may also be worn for informal dinners and functions.
SUBORDINATE OFFICERS

910. Uniform for Subordinate Officers:

The dresses of uniforms for Subordinate officers of the Mizoram Police are as follows:

Orders of dress for Inspectors:

(1) Ceremonial Dress: Khaki Tunic, cotton terrene or gabardine Khaki Shirt, Khaki Tie, Khaki Lanyard with whistle, Khaki slacks, brown boot with no toe caps (black boot with no toe cap for Traffic and Armed Battalion), Khaki Socks, Sam Browne belt or brown cross belt (Black Sam Browne belt or Black cross belt for Traffic and Armed Battalion), Khaki (Navy blue for Traffic) woollen peak caps with black leather strap, name plate, rank badge and shoulder title.

(2) Working Dress: Khaki Bush shirts with sleeves rolled up or Khaki (white for Traffic) shirt (Angola, cellular, Terrene or Terri cotton) with or without Khaki Jersey (Blue for Traffic), Khaki slacks (Blue for Traffic and camouflage shirt, monkey cap and slack is optional for Armed Battalion, thick and durable cotton black suits stitched in the pattern of camouflage suits with black monkey cap is also optional for Security personnel), Khaki lanyard with whistle, Khaki (Blue for Traffic) socks, brown boot/ shoe with no toe caps (Black boot for Traffic, Armed Battalion and security personnel) or Hunting Boot, Brown leather Belt (Black leather belt for Traffic and Armed Battalion) or web belt, maroon Beret Cap (woollen) (Khaki beret cap for Armed Battalion) or Khaki (Navy Blue for Traffic) peak cap with black leather strap, name plate, rank badge, and shoulder title and khaki Scarf (Blue Scarf for Traffic).

Inspector will wear rank badge of three stars (plain nickel) with blue and red ribbon on the shoulder straps.

911. Orders of dress for Sub-Inspectors:

Same as that of Inspectors but with two Stars (Plain Nickel) and ribbon (Blue and Red) on the shoulder straps and the Peak Cap shall have front fly upper portion black.

912. Orders of dress for Assistant Sub-Inspector:

(1) Ceremonial Dress: Khaki (white for Traffic) shirt with sleeves rolled up, slacks khaki (Navy Blue for Traffic), Khaki Lanyard with Whistle, Brown Boots without toe cap (Black for Traffic and Armed Battalion) with khaki socks (Navy Blue Socks for Traffic), Brown leather belt (Black for Traffic & Armed Battalion), Peak Cap with black leather strap with front fly upper portion black.

(2) Working Dress: Same as that of Sub-Inspector, but Assistant Sub-Inspector will wear rank badge of one star (Plain Nickel) with blue and red ribbon on the shoulder straps.

UNDER OFFICERS AND CONSTABLES

913. Uniforms for Under Officers:

The dresses of uniforms for Under officers and Constables of the Mizoram Police are as follows:

Order of Dress for Head Constable:

(1) Inspection Dress: Woollen Beret cap, cotton terrene or gabardine Khaki shirt (woollen shirt with sleeves rolled up or full in winter, white shirt for Traffic), Black ammunition Boot, khaki Lanyard with whistle, name plate, Brown leather belt (black leather
belt for Traffic and Armed Battalion), nylon Khaki sock, Khaki slacks (Navy blue slacks for
Traffic) and shoulder title.

(2) **Working Dress**: Maroon Beret cap (Khaki Beret Cap for Armed Battalion),
khaki shirt (cellular, woollen, Terri cotton or Terrene) khaki lanyard with whistle, name plate,
shoulder title, rank badge, Khaki Jersey (Navy Blue for Traffic) or Khaki jacket (Navy Blue for
Traffic), Khaki slacks (Navy Blue slacks for Traffic and Camouflage shirt, monkey cap and
slack is optional for Armed Battalion), Brown leather belt (Black leather belt for Traffic and
Armed Battalion) or webbed belt; black ammunition Boot or Hunting Boot, khaki socks and
khaki Scarf (Blue Scarf for Traffic).

Head Constables and its equivalent rank will wear rank badge of three stripes white
terrene (Blue stripe chevron for Traffic and black cloth chevron on the camouflage shirt for
Armed Battalion) on the right upper arms.

**914. Uniforms for Naiks and Lance Naiks:**
Same as for Head Constable but with rank badge of two stripes cloth chevron for
Naik and one stripe cloth chevron for Lance Naik.

**915. Uniforms of Constables:**
Same as for Lance Naik but without chevron.

**916. Some further details about dress:**

(1) **Head dress**: As an alternate to the peak cap, Non-Gazetted officers, may
wear pagri of khaki silk or muslin or beret cap of Maroon colour for unarmed branches
including Mizoram Fire & Emergency Services, Security Personnel, Mizoram Police Radio
Organisation, Ministerial staff etc, Khaki beret cap for Armed Battalions.

(2) **Bush shirt:**
   (a) Infantry pattern of khaki drill cellular or twill, with khaki bone-
   buttons, the size and shape of which shall be the same as those
   prescribed for infantry pattern of bush shirt.
   (b) Adjustable shoulder strap which should be slipped on to the shoulder
   through loop.
   (c) Loops at the side seams to take a detachable belt.

(3) **Jersey**: Khaki Woollen with two buttons on the front.

(4) **Shirt**: Khaki, cellular or terrene open neck with shoulder straps of the same
materials.

(5) Lanyards of Khaki colour with a whistle will be worn by Non-Gazetted officers
of Mizoram Police with tunic, shirts and jacket.

(6) Medal ribbons will be worn with tunic, shirts or jacket.

(7) Name plate will be worn immediately above middle portion of the right breast
pocket.

(8) Ministerial staffs will put on their rank badges with shoulder title ‘MRP’ on
their shoulder straps and below the shoulder straps; they should put on embroidered letters,
‘MINISTERIAL’ of yellow letters on a green background.

(9) **Shoulder Titles**: The following shoulder titles should be used for different
branches (Uniform) as below: -
   (a) Armed Branch will put M.A.P
   (b) Unarmed Branch will put M.R.P
   (c) Fire and Emergency Services will put M.F.E.S.
   (d) Wireless will put M.P.R.O.
(e) Police Training Center will put P.T.C.
(f) Security will put M.R.P

917. **Scale of cloth for Police Uniforms:**

(1) The following scale of cloth gives the average for making up the articles detailed. A variation up to (8 ½%) either way may be allowed to allow for differences in the size of the individuals.

<table>
<thead>
<tr>
<th>Articles</th>
<th>Metres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trouser:</td>
<td></td>
</tr>
<tr>
<td>(a) Warm</td>
<td>1.25 mtrs (double)</td>
</tr>
<tr>
<td>(b) Khaki</td>
<td>2.987 mtrs</td>
</tr>
<tr>
<td>Shirt:</td>
<td></td>
</tr>
<tr>
<td>(a) Warm</td>
<td>1.75 mtrs (double)</td>
</tr>
<tr>
<td>(b) Khaki cellular</td>
<td>2.514 mtrs</td>
</tr>
<tr>
<td>Short</td>
<td>1.4 mtrs</td>
</tr>
<tr>
<td>Mosquito Net</td>
<td>5.556 mtrs</td>
</tr>
<tr>
<td>Long Cloth for Mosquito net</td>
<td>3.190 mtrs</td>
</tr>
<tr>
<td>Tape cloth for Mosquito Net</td>
<td>5.924 mtrs</td>
</tr>
</tbody>
</table>

(2) Scale of sewing threads for:

- Shirt - 100 Yrds. = 91.4 Mtrs
- Short - 75 Yrds. = 68.6 Mtrs
- Mosquito Net - 275 Yrds. = 251.5 Mtrs

N.B. In case of very large size man, an increase of ¼ (25%) of the prescribed length of cloth may be allotted.

918. **Scale and life of Uniforms and Kits:**

List of uniform items and kits issued to the Police Officers with the scale of issue per person and its life is as under. The uniform items and kits may be modified by the State Government on the advice of Director General of Police to suit the changing needs of Policing.

### A. Common items for Mizoram Police Unarmed Branch / Armed Battalion personnel from Constable to Inspector:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of item</th>
<th>Scale</th>
<th>Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>WEARING APPARELS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Warm trouser Khaki (Navy Blue for Traffic)</td>
<td>1 no.</td>
<td>2 yrs</td>
</tr>
<tr>
<td>2.</td>
<td>Warm Shirt khaki (white for Traffic)</td>
<td>1 no.</td>
<td>2 yrs</td>
</tr>
<tr>
<td>3.</td>
<td>Jersey Khaki (Navy Blue for Traffic)</td>
<td>1 no.</td>
<td>2 yrs</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Quantity</td>
<td>Duration</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>4.</td>
<td>Warm Khaki Jacket (Navy Blue for Traffic)</td>
<td>1 no.</td>
<td>3 yrs</td>
</tr>
<tr>
<td>5.</td>
<td>Terri Cotton khaki suit (Navy Blue pants &amp; White shirt for Traffic)</td>
<td>1 suit</td>
<td>1 yrs</td>
</tr>
<tr>
<td>6.</td>
<td>Water Proof Khaki (Blue / White for Traffic)</td>
<td>1 no.</td>
<td>3 yrs</td>
</tr>
<tr>
<td>7.</td>
<td>Hunting Boot</td>
<td>1 pr.</td>
<td>6 months</td>
</tr>
<tr>
<td>8.</td>
<td>Ammunition Boot Rubber sole (HC &amp; Below)</td>
<td>1 pr.</td>
<td>1 yr</td>
</tr>
<tr>
<td>9.</td>
<td>Brown canvas (Assistant Sub-Inspector &amp; below)</td>
<td>1 pr.</td>
<td>6 months</td>
</tr>
<tr>
<td>10.</td>
<td>White canvas (Sub-Inspector &amp; Inspector)</td>
<td>1 pr.</td>
<td>6 months</td>
</tr>
<tr>
<td>11.</td>
<td>Black shoe (for women Assistant Sub-Inspector &amp; below)</td>
<td>1 pr.</td>
<td>1 yr</td>
</tr>
<tr>
<td>12.</td>
<td>Brown boot – one leather sole and one rubber sole with plain toe cap</td>
<td>2 prs.</td>
<td>2 yrs</td>
</tr>
<tr>
<td></td>
<td>(black for Traffic and Armed Bn.) Assistant Sub-Inspector to Inspector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>White nylon sock (Sub-Inspector &amp; Inspector)</td>
<td>1 pr.</td>
<td>1 yr</td>
</tr>
<tr>
<td>14.</td>
<td>Khaki nylon sock (Navy Blue for Traffic)</td>
<td>2 prs.</td>
<td>1 yr</td>
</tr>
<tr>
<td>15.</td>
<td>Woolen Trouser and Shirt</td>
<td>1 pr.</td>
<td>2 yrs</td>
</tr>
<tr>
<td>16.</td>
<td>Whistle</td>
<td>1 no.</td>
<td>2 yrs</td>
</tr>
<tr>
<td>17.</td>
<td>Whistle Cord</td>
<td>2 nos.</td>
<td>2 yrs</td>
</tr>
<tr>
<td>18.</td>
<td>Star silver (Assistant Sub-Inspector to Inspector)</td>
<td>4, 8, 12</td>
<td>5 yrs</td>
</tr>
<tr>
<td>19.</td>
<td>Ribbon Red &amp; Blue (Assistant Sub-Inspector to Inspector)</td>
<td>80 cms.</td>
<td>2 yrs</td>
</tr>
<tr>
<td>20.</td>
<td>Title shoulder</td>
<td>4 nos.</td>
<td>10 yrs</td>
</tr>
<tr>
<td>21.</td>
<td>Brown cross belt (Black for Traffic and Armed Battalion)</td>
<td>1 no.</td>
<td>5 yrs</td>
</tr>
<tr>
<td>22.</td>
<td>Brown leather belt (Black for Traffic and Armed Battalion)</td>
<td>1 no.</td>
<td>3 yrs</td>
</tr>
<tr>
<td>23.</td>
<td>Name plate</td>
<td>1 no.</td>
<td>1 yr</td>
</tr>
<tr>
<td>24.</td>
<td>White short pant – Terri Cotton (For Assistant Sub-Inspector to Inspector)</td>
<td>1 no.</td>
<td>1 yr</td>
</tr>
<tr>
<td>25.</td>
<td>Woollen hand gloves</td>
<td>1 pr.</td>
<td>2 yrs</td>
</tr>
<tr>
<td>26.</td>
<td>Vest cotton white</td>
<td>1 no.</td>
<td>6 months</td>
</tr>
</tbody>
</table>

**II. HEAD GEAR:**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Quantity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Beret Cap</td>
<td>1 nos.</td>
<td>1 yr</td>
</tr>
<tr>
<td>2.</td>
<td>Khaki peak Cap (Navy Blue for Traffic) Assistant Sub-Inspector to Inspector</td>
<td>1 no.</td>
<td>3 yrs</td>
</tr>
<tr>
<td>3.</td>
<td>Cap badge</td>
<td>1 no.</td>
<td>5 yrs</td>
</tr>
</tbody>
</table>

**III: MISCELLANEOUS:**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Quantity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Khaki sewing thread</td>
<td>2 (two)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Blue sewing thread</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>White sewing thread</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(per shirt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stitching for Dungree Khaki</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>cellular/KD cloth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Button large</td>
<td>9 nos.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(per trouser)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Kit box</td>
<td>1 no.</td>
<td>5 yrs</td>
</tr>
<tr>
<td>7.</td>
<td>Woollen Blanket</td>
<td>2 nos.</td>
<td>2 yrs</td>
</tr>
<tr>
<td>8.</td>
<td>Mosquito Net</td>
<td>1 no.</td>
<td>2 yrs</td>
</tr>
<tr>
<td>9.</td>
<td>Ground Sheet</td>
<td>1 no.</td>
<td>2 yrs</td>
</tr>
<tr>
<td>10.</td>
<td>Line Bedding</td>
<td>1 no.</td>
<td>1 yrs</td>
</tr>
<tr>
<td>11.</td>
<td>Tape for Mosquito Net</td>
<td>1 set</td>
<td>2 yrs</td>
</tr>
<tr>
<td>12.</td>
<td>Long cloth for Mosquito Net</td>
<td>2 mtrs.</td>
<td>2 yrs</td>
</tr>
<tr>
<td>13.</td>
<td>Green Bag (Zoro bag type)</td>
<td>1 no.</td>
<td>2 yrs</td>
</tr>
<tr>
<td>14.</td>
<td>Water Bottle</td>
<td>1 no.</td>
<td>2 yrs</td>
</tr>
<tr>
<td>15.</td>
<td>Holdall Single (Camouflage)</td>
<td>1 no.</td>
<td>3 yrs</td>
</tr>
<tr>
<td>16.</td>
<td>Zipper for Trouser</td>
<td>1 set</td>
<td>2 yrs</td>
</tr>
</tbody>
</table>
17. Hand Towel 2 nos. 1 yrs.

### IV: FOR RECRUITS: -

1. Shirt khaki cellular full sleeves (For initial training) 2 nos. 1 yr.
2. Short khaki drill (For initial training) 2 nos. 1 yr.
3. Trouser khaki drill (For initial training) 2 nos. 1 yr.
4. Web belt (For initial training & for Armed Bn.) 1 no. 1 ½ yrs.

### V: FOR DRIVER AND HANDY-MAN: -

1. Dungree khaki 1 no. 1 yr.

### B: Items issued to MAP Personnel only from Constable to Inspector in addition to above ‘A’

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of items</th>
<th>Scale</th>
<th>Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Braces normal</td>
<td>1 no.</td>
<td>1 ½ yrs</td>
</tr>
<tr>
<td>2.</td>
<td>Camouflage Monkey Cap</td>
<td>1 no.</td>
<td>1 year</td>
</tr>
<tr>
<td>3.</td>
<td>Anklet - webbed</td>
<td>1 pr.</td>
<td>1 ½ yrs</td>
</tr>
<tr>
<td>4.</td>
<td>Oil bottle</td>
<td>1 no.</td>
<td>3 yrs.</td>
</tr>
<tr>
<td>5.</td>
<td>SLR Pouch Basic</td>
<td>2 nos.</td>
<td>2 yrs.</td>
</tr>
<tr>
<td>6.</td>
<td>Pull through weight</td>
<td>1 no.</td>
<td>3 yrs.</td>
</tr>
<tr>
<td>7.</td>
<td>Pull through cord</td>
<td>1 no.</td>
<td>1 ½ yrs</td>
</tr>
<tr>
<td>8.</td>
<td>Self Loading Rifle sling webbed</td>
<td>1 no.</td>
<td>1 ½ yrs</td>
</tr>
<tr>
<td>9.</td>
<td>Water bottle</td>
<td>1 no.</td>
<td>1 ½ yrs</td>
</tr>
<tr>
<td>10.</td>
<td>Cap comforter woollen</td>
<td>1 no.</td>
<td>2 yrs.</td>
</tr>
<tr>
<td>11.</td>
<td>Mess tin set</td>
<td>1 set</td>
<td>5 yrs.</td>
</tr>
<tr>
<td>12.</td>
<td>Jungle Boots</td>
<td>1 pair</td>
<td>6 months</td>
</tr>
<tr>
<td>13.</td>
<td>Hackle for Beret cap</td>
<td>1 pair</td>
<td>1 yr.</td>
</tr>
<tr>
<td>14.</td>
<td>Camouflage suit</td>
<td>1 suit</td>
<td>2 yrs.</td>
</tr>
</tbody>
</table>

### C: UNIFORM ITEMS ISSUED TO IV- GRADE PERSONNEL: -

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of item</th>
<th>Scale</th>
<th>Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Black chappal</td>
<td>1 pr.</td>
<td>1 yr.</td>
</tr>
<tr>
<td>2.</td>
<td>Umbrella</td>
<td>1 no.</td>
<td>1 yr.</td>
</tr>
<tr>
<td>3.</td>
<td>Grey terry cotton shirt</td>
<td>1 no.</td>
<td>2 yrs.</td>
</tr>
<tr>
<td>4.</td>
<td>Grey terry cotton trouser</td>
<td>1 no.</td>
<td>2 yrs.</td>
</tr>
<tr>
<td>5.</td>
<td>Grey woolen shirt</td>
<td>1 no.</td>
<td>2 yrs.</td>
</tr>
<tr>
<td>6.</td>
<td>Grey woolen trouser</td>
<td>1 no.</td>
<td>2 yrs.</td>
</tr>
<tr>
<td>7.</td>
<td>Grey woolen sock</td>
<td>2 yrs.</td>
<td>6 months</td>
</tr>
<tr>
<td>8.</td>
<td>Black shoe (leather)</td>
<td>1 pr.</td>
<td>1 yr.</td>
</tr>
<tr>
<td>9.</td>
<td>Woollen Jersey Steel Grey</td>
<td>1 no.</td>
<td>2 yrs.</td>
</tr>
</tbody>
</table>

919. Police Officers not to be dressed partly in uniform and partly in plain clothes:

1. Police officers off duty may wear either uniform or plain clothes, but no Police Officer shall appear at any time dressed partly in uniform and partly in plain clothes, or partly in working uniform.

2. No trinkets, watch-chain or pins may be worn with uniform in such a way as to be visible.

3. No goggles or fancy items should be worn with uniform unless medically prescribed.

4. Colourful cosmetics, fanciful earrings, any extra fittings, patch, etc., which do not fit with uniform shall not be allowed with uniform.

Note: During the period of state mourning, Gazetted Police Officers in uniform will wear black crape 6 inches width around the left arm above the elbow. This practice will also
be observed on Funeral day of members of Mizoram Police Service/Indian Police Service while in service and on funeral occasion of any member of Mizoram Police who died while on duty.

920. **Uniform for Women:**

The uniform for women in State Police shall wear the same uniform as their male counterparts with the following exceptions as alternatives:

(i) Khaki terry cotton skirt or cotton Sari may be used in place of trousers during pregnancy.

(ii) Khaki Bush Shirt of the same material with four pockets and cloth belt may be used in place of shirts.

(iii) In place of Ammunition Boot a pair of shoes of appropriate colour with plain toe cap.

(iv) No jungle boots shall be issued.

SECTION – II

**OCCASIONS FOR WEARING UNIFORM**

921. **Wearing of uniform by officers and men of all ranks:**

(1) Uniform shall be worn on the following occasions: -

(a) Duty in connection with visits of President of India, the Governor or high officials entitled to Guard of Honour.

(b) Formal calls on high officials including a Commissioner or Director General of Police/Inspector General of Police.

(c) Parade and inspections, including the inspection of Police Stations.

(d) When giving evidence in court or before official commission, unless otherwise directed. The Sam Browne belt will also always be worn in court.

(e) When dealing with threatened public disturbance, riots etc.

N.B.: On other duties e.g. attendance in office (except Reserve office), supervision of cases etc., the wearing of uniform by Gazetted Officer is left to the discretion of the officer concerned according to circumstances or as prescribed by the Director General of Police.

(2) No officer or man when in uniform or on duty may wear any mark, religious or otherwise, on his face. Nor may he wear earrings. He must always appear properly shaved unless he customarily wears beard. In case he wears a moustache, he must properly trim it. No officer or man when in uniform (except in case of ‘traffic Police’ for whom there is a special provision) may carry an umbrella.

(3) Subordinate Police Officer, Under Officers and Constables shall appear in uniform whenever on duty, unless otherwise ordered by a superior officer for special purpose only. Officers and men attached to Criminal Investigation Department or Special Branch will not appear in uniform unless specially ordered to do so.

922. **Nameplate:**

Members of Mizoram Police of all ranks while in uniform shall wear nameplate on right breast immediately above the middle portion of the pocket. The nameplate should be white letter on a black background.
SECTION – III

KIT ALLOWANCE, REPLACEMENT ETC.

923. Kit Allowance:

(1) All officers of the rank of Deputy Superintendent of Police and above are entitled to a grant of uniform allowance as fixed by the state Government.

(2) The Police personnel from the rank of Constable to Inspector are entitled to free uniforms and clothings as prescribed by the Government for the respective ranks from time to time.

924. Issue of Clothing to officer on payment:

(1) Gazetted Police Officers are permitted to purchase such articles of uniform and clothing including mosquito netting as may be available on payment from the Police Clothing Stores at the purchase price.

(2) The cost of articles so purchased from the Police Clothing Stores shall be paid in cash or deducted from pay-bills, the recoveries in both cases being treated as ‘Police receipt’.

(3) The Departmental officers shall be responsible for the maintenance of individual clothing accounts and also for recovery of dues.

(4) To avoid any loss to Government, the rates of recovery is fixed at 5% in excess of the invoiced revised price of the articles in order to cover freight and miscellaneous expenses.

925. Kits – issue of:

(1) A first kit will be given:

(a) to all recruits on enlistment in the Department in order to undergo Basic Training.

(b) to all subordinate officers (Constable to Inspectors) transferred to the District Police/Battalion from Criminal Investigation Department, Special Branch, District Special Branch or Anti-Corruption Branch, provided they surrender their Kits on being transferred and posted to these organisations. All personnel from Constable to Inspector under Criminal Investigation Department, Special Branch or District Special Branch shall be eligible for grant of clothing allowance in lieu of Kits as fixed by the Government from time to time.

(2) A non-gazetted officer re-enlisted or re-instated after dismissal or discharge, will, if his clothing has been deposited on his dismissal or discharge, be treated as newly enlisted.

(3) The scale of First Kits may be determined by the Government from time to time.

(4) Uniform which is issued by the Government remains Government property and therefore any one who negligently loses or permanently wears out his uniform before the prescribed life is liable not only to bear the cost of replacement (i.e. proportionate price) but also to punishment in addition.

(5) All amounts realized on account of payments, recoveries on account of clothing prematurely worn out before its prescribed life or lost of clothing should be credited to the treasury as 'Police Receipt'.
SECTION – IV  
PROCUREMENT OF UNIFORM

926. Submission of Indent for clothing, etc:

(1) Items of clothing and accoutrements generally are obtained from the approved contractors appointed as such by Director General of Police, Mizoram once a year on the recommendation of the Purchase Board, constituted as per the rules. As far as practicable attempts should be made to procure such items from firms or constructors registered with Directorate General of Supply and Disposal, Government of India. The Director General of Police shall take steps for purchase of clothing and accoutrements strictly following financial propriety and rules laid down by the State Government. Preferably the tenders should be invited only from manufacturing mills or authorised dealer or reliable reputed firms. The Director General of Police shall ensure at all costs that the quality of the uniform items and other articles are much as to fully last their life period and to meet their purposes. Absolutely no sub-standard goods shall be purchased or accepted at all.

(2) Indent for such articles should be sent to the Director General of Police Mizoram by the Superintendents of Police, Commandants, Principal, Police Training Center and other heads of offices annually after the verification of the stocks. Indents should be in the prescribed form and should show clearly the number, size and other details of the articles indented. The Director General of Police will then consolidate the requirements and place indents to the approved contractor for supply. The last indent should be submitted in time to enable the articles to be delivered and examined and payment made before the close of the financial year.

927. Checking of Indents:

Indent must be carefully checked by the Superintendents of Police, Commandant, Principal, Police Training Center and the Heads of Office concerned. He shall ensure that unnecessarily large stock is not kept at hand. The amount of the indent should be compared with the consumption during the corresponding period of the previous year and should not largely exceed the amount without good reason. Care should also be taken that the proportions of the various sizes indented for correspond with the probable requirements as shown in the Reserved/Quarter master’s Register and the Clothing Ledger.

At the Police Headquarters a careful examination should be made with reference to the amount allotted to the Police Budget under head ‘Clothing’.

928. Taking delivery of stores:

On receipt of information of the arrival of the clothing and other stores from the contractors, the officer in charge, Central Store shall be deputed to take delivery or the supplier shall deliver them to the Central Store. On taking delivery of the above store, he shall open the packages and verify the quantity of the stores with the invoice. He should then submit a report to the Director General of Police Mizoram as to the correctness or otherwise of the contents of the package.

929. Survey Board:

(1) The Survey Board consisting of an officer of the rank of Superintendent of Police as President and two other Gazetted Police Officers as members to be nominated by the Director General of Police Mizoram should assemble soon after receipt of the packages. The Survey Board will verify whether the supplied articles conform to the counter sample and accept or reject accordingly.

(2) Should any articles of clothing be rejected, the Survey Board shall submit a report with the counter-sample and the sample of the rejected article to the Director General of Police Mizoram, who will inform with the supplier to take back the rejected articles within a
week, after which the Director General of Police or the Police Central Store will have no responsibility.

930. Issue of Clothing:

Should the report of the Survey Board be accepted by the Director General of Police Mizoram, the clothing as per their requirements placed by them in their indents will be issued to the different units.

SECTION – V

CLOTHING ACCOUNTS AND REGISTERS

931. Clothing Accounts:

The following registers and files shall be kept in connection with the receipt and issue of clothing.

(1) A register of receipt and issue of clothing in the prescribed form.

(2) The Survey Board Report file in a proper form.

(3) The individual clothing ledger in the prescribed form.

(4) Clothing Hand Book in the prescribed form.

(5) The Committee Report Book of the unit (i.e. District, Battalions and other Organisations) on receipt of stores from the central store. This committee will be formed with the Superintendent of Police or Commandant and two members i.e. one Gazetted Officer and the Reserve Officer/Quarter-master to examine the stores received as to their quantity and shade, a copy of which should be sent to Director General of Police’s office.

932. Register of Receipt and Issue of Clothing:

(1) The Register will be kept in two parts, one for new receipt and the other for issue of the clothings to various units. Entries on the receipt side shall be made as soon as the clothings have been despatched to the Units. The receipt entries should tally with the Survey Board report proceedings and the issue form. Similarly, each Unit will open a register in which entry will be made on the Receipt side as to their quantity and on the Issue side, the quantity of clothings issued as per the issue forms of the unit.

(2) Clothing received from men leaving the force after washing and examination by the Unit’s committee will be treated as serviceable. Each article should be marked before being taken into stock with estimated remaining life as fixed by the unit’s committee for re-issue. However, clothing of personnel who have suffered from infectious disease should invariably be destroyed by burning.

933. Survey Board Report/Unit’s Committee Report Book:

(1) The Survey Board Report / Units Committee Report book shall contain a record of the proceedings of all meetings held to pass clothing received from the firms and clothings received back from the men respectively. The proceedings should be recorded as regard to the following: -

(i) clothing received from the firms/Central Store

(ii) clothing received from the men

(2) The proceedings of each meeting will be separately numbered serially, a new serial being opened for each year. These proceedings will constitute the receipt vouchers for all clothings received and issue vouchers for all clothings issued. Clothings received from the
firms must be checked with invoices and returned clothings with the Hand Book of the individual concerned.

(3) In case of serviceable clothing, the estimate ‘life’ of each article will be noted in the proceeding of the committee. Thus S1/4, S1/2 etc., will indicate that the articles are serviceable for the quarter or a half etc., of its standard life.

(4) Unserviceable clothing when condemned must be so dealt with as to obviate the possibility of its being substituted subsequently for serviceable articles, each item being conspicuously marked ‘UNSERVICEABLE’. Articles which if sold, are not likely to be used for the purpose of impersonating Police Officers, may be sold by auction and the sale proceeds credited to Government. Suitable items may be retained for rough fatigue work and the remainder cut-up for cleaning purposes or burned.

934. Individual Clothing Ledger:

The individual clothing ledger shall be kept up by the Reserve Officer/Quartermaster in the prescribed form. Entries shall be made in the same way and at the same time, both in regard to articles issued and those struck off, as in the Hand Book. In this register separate pages shall be allotted to each man sufficient for entries for five years. Articles issued on the same date are to be entered in the same line. It should be regularly checked by Superintendent of Police/Commandant or Additional Superintendent of Police/Deputy Commandant or Assistant Commandant/Deputy Superintendent of Police when any serviceable article is issued as ‘Serviceable’ with appropriate fraction indicating the period of its serviceability shall be noted against it. When for any reason clothing is struck off, a line shall be drawn through the entry and initialled by Superintendent of Police/Commandant or Reserve Officer/Quarter-master.

935. Clothing Hand Book:

(1) Each personnel from the rank of Inspector down to Constable shall be provided with a clothing Hand Book in the prescribed form where the life of each article of clothing is shown. The clothing Hand Book shall be written up as soon as possible after the passage of orders to issue or strike off any article of clothing. If two or more articles of one kind are issued to the same person on the same date, that must be entered separately in the clothing Hand Book.

(2) When an article is destroyed or disfigured as unserviceable or taken away for any other reason, it shall be struck through, the correction initialled and a note made in the column ‘how disposed of’.

(3) Instructions for filling up the books are given inside cover of the Hand Book.

SECTION – VI

KIT INSPECTION

936. Kit Inspection:

(1) Superintendent of Police/Commandant shall cause Kit Inspection of all men at Headquarters in receipt of free issue of clothing by a gazetted officer on the 1st day of each month and strike off unserviceable clothing and order the issue of what may be necessary to complete the kits by preparing an issue and strike off forms in duplicate, a copy of which will be submitted to their respective Superintendents of Police/Commandants.

(2) Kit inspection will be held monthly before the distribution of pay by all Officer-in-Charges of Police Stations/Outposts, by Court Officers and by Reserve Officers in respect of District Police force, by the Company Commanders in respect of Battalions, by Station Officers and Sub-Station Officers in respect of Fire & Emergency Services, and by
Officer-in-Charges of W.T. Stations and W.T. Sub-Stations in respect of Mizoram Police Radio Organisation. The inspection must be thorough and any defect found shall be reported to their respective Superintendents of Police/Commandants concerned. The fact that the inspection has been made will be noted by Police Stations/Outposts and Fire Stations/Sub-Fire Stations In-charges in their General Diaries, by Court Officers in their daily under-trail case reports, by Reserve Officers in the daily morning report, by Sub-units of Battalions and Mizoram Police Radio Organisation in their daily situation reports concerned. However, they will make no entries in the Hand Books except under order of the respective Superintendents of Police and Commandants passed on issue and strike off forms.

(3) The names of men whose kits have not been inspected owing to absence should be noted and an earliest opportunity should be taken of inspecting them.

(4) In addition, whenever any personnel in receipt of free issue of clothing whose kits have not been inspected for two months reports at Headquarters either on transfer or for availing leave, the Reserve Officer/Quarter-master should take the opportunity to examine his kits and checking his Hand-Book with the clothing ledger.

937. Method of making Inspection:

(1) Kit inspection should be held wherever it may be found convenient. If the barrack accommodation is suitable, each man's kit should be laid out on the foot side of his cot or sleeping place. This will enable the Inspecting Officer to look into the barrack discipline maintained.

(2) Each man should wear his best suit of uniform and must produce every article which has been issued to him including his appointment certificate.

(3) Kits should be laid out neatly as per enclosed chart at the end of this chapter. The Inspecting Officer should pay attention to cleanliness, condition and state of fitness of the uniform and accoutrements and tying of pagri, if any, due to their custom. Long hair is not permitted and men who shave must be clean-shaven.

938. Quarterly Verification of Stock:

(1) During the first week of April, July, October and January, the stock of clothes and accoutrements shall be checked and verified with the Register of Receipt and Issue by a Deputy Superintendent of Police / Assistant Commandant and he shall take action on any discrepancies discovered, if any, and certify to the correctness below the last entry. In addition, a bin card/tally card should be maintained and hung on the racks where the stock of each type of clothes and accoutrements are stocked.

(2) Superintendent of Police or Additional Superintendent of Police / Commandant or Deputy Commandant shall likewise hold an annual verification of the stock in the manner as indicated above. As far as can be conveniently arranged the amount of clothing kept in the stock should not exceed the estimated requirements until the arrival of the next supply. To avoid deterioration due to dampness and insects, camphor, naphthalene or similar preservatives should be used freely to protect clothing in store from insects, and periodically the clothing should be taken out and exposed to the sun in the open air.

939. Strike off and Issue Form:

(1) All clothing found unserviceable or defective should be entered in a strike-off form showing the articles unserviceable or wanting, the reasons thereof, and the date on which such articles were issued from the units stock. It should state clearly whether such articles are to be replaced and what the size should be. On receipt of the strike-off form, Superintendents of Police/Commandant should if necessary, order the articles in question to be struck-off the clothing Hand Book and the individual Ledger and direct the Reserve Officer/Quartermaster to issue a replacement.

(2) All clothings will be issued in prescribed form and the signature of the recipients taken on it. These issue-forms are to be serially numbered each year and to be
filed in consecutive order so as to form voucher of expenditure, their serial number being shown on the issue side, of the Register of Receipt and Issue.

940. **Return of Clothing:**

(1) The clothing of men leaving the force by transfer to Traffic Police, Criminal Investigation Department, Special Branch, etc., or by resignation, discharge, dismissal or death shall be returned to the store.

(2) These should be classified by Superintendents of Police/Commandants as serviceable or unserviceable and find entry in the Register of Receipt and Issue.

(3) Unserviceable clothing and the clothings of men who have suffered from infectious disease should invariably be destroyed by burning and a certificate recorded to that effect.

(4) Serviceable clothing will be entered in the Receipt and Issue Register as well as in serviceable clothing Register and re-issued as required.

(5) The kits and Hand-Books of men issued with free clothings going on leave shall be taken from them and kept in a place of security until they return. These kits must be returned by them washed and fully repaired. The Reserve officer/Quartermaster will examine them on their being handed over. If any article is found dirty or un-repaired the cost of washing and repairing will be recovered from the men concerned.

941. **Making of clothes:**

(1) For making of uniforms, quotations giving details should be invited by Districts/Units from good local contractors (tailors) and Unit Family Welfare Centre equipped with sewing machines, threads and other necessary accessories in order to select to whom the making of uniforms will be given as per prevailing norms. The Director General of Police shall lay down in a Circular Order the necessary details in regard to (a) issue of clothing for tailoring, (b) delivery of stitched uniform, (c) rate of sewing charges and other relevant details.

(2) Clothing must invariably be made up in three stock sizes in proportion suitable to the building of the constables in the Districts/Units. Every man’s uniform must be individually fitted to him. All such charges will be met from the clothing grant of the Districts/Units.

942. **Marking of clothing:**

All clothing whether for first kits or maintenance will be marked with indelible ink on the articles itself without causing disfigurement, prior to issue to individual concerned with: -

(i) District/Unit abbreviation.

(ii) The number of month and the last two figures of the year, e.g. 6/91 to indicate June 1991 and so on.

(iii) The District / Unit number of the man to whom issued.
All items shall be clean, polished and neatly folded.

- **JACKET**
- **SHIRTS WOOLLEN**
- **TROUSERS WOOLLEN**
- **JERSEY**
- **BLANKET**
- **MOSQUITO NET**
- **SHIRTS KHAKI**
- **TROUSER KD**
- **CAMOUFLAGE SUIT**
- **VESTS**
- **SOCKS**
- **HAND TOWEL**
- **HAT FS / JUNGLE**
- **CAP COMFORTER & HAND GLOVES - WOOLLEN**
- **SHORT KD**
- **AMMUNITION BOOTS**
- **JUNGLE BOOTS**
- **SHOES CANVAS**
- **GROUND SHEET**
- **MESS TIN SET**
- **WATER PROOF**
- **WEB EQUIPMENTS SET OVER STEEL TRUNK**
- **CLOTHING HAND BOOK**
CHAPTER – XVIII

DRILL, ARMS, AMMUNITION, ARMOURY AND RANGE CLASSIFICATION FIRING

SECTION – I

PARADE

943. Importance of Parade:
The importance of regular Physical Training and Parade cannot be overemphasised for maintaining discipline and ensuring obedience in any regimented force. The need of instantly obeying the words of command in the parade instilled a habit of obeying orders and command laying the foundation of discipline and obedience. The physical exercise in Physical Training and Parade promotes physical fitness and smartness of movement on and off parade ground earning the respect of the general public and a sense of pride in being a member of the force to the men.

944. Attendance at Parade:
(1) Superintendent of Police / Commandant of a Battalion, when at Headquarters should attend parade at least once in a week, and Additional Superintendent of Police, Assistant Superintendent of Police / Deputy Superintendent of Police or Deputy Commandant and Assistant Commandant in a Battalion at least twice in a week. Their attendance should be indicated by putting their initials opposite the figures for “present and fit for duty” in the morning report of the parade. Superintendent of Police/Commandant is responsible for regular drill and physical exercise, general bearing and appearance of the force under him.

(2) As one of the objects of the drill is the building up of physical fitness, particular attention should be paid to physical training and bayonet fighting and the men kept in hard condition by frequent route marches.

945. Inspection Parade, etc.:
(1) The Superintendent of Police/Commandant shall hold Inspection Parade every Monday. All available personnel at Headquarters shall attend. On this day inspection of the lines, stores, buildings, Motor Vehicles, visit of Hospitals, etc., shall be done. Orderly Room shall also be invariably held.

(2) The Superintendent of Police/Commandant shall also hold Mass Physical Training on every Wednesday.

(3) The Additional Superintendent of Police/Deputy Commandant shall hold parade on every Friday.

946. Gazetted Officers and Parades:
(1) Superintendent of Police, Assistant Superintendent of Police / Deputy Superintendent of Police, or the Commandant, Deputy Commandant and Assistant Commandant must make themselves well conversant with all instructions on physical training and should personally exercise command as often as practicable when on parade. The Superintendent of Police/Commandant must ensure that directly recruited young officers of Indian Police Service or Mizoram Police Service take charge of and personally command the parade. Newly promoted Mizoram Police Service officers shall learn and become well versed with all the words of command by personally commanding the parade. The Superintendent of Police/Commandant must insist on the newly promoted gazetted officers being able to
execute smart drill movements required of them in the parade ground, if required, by making them take lessons and practice. This absolute minimum is needed to earn the respect of the ranks, more so in an Mizoram Armed Police Battalion.

(2) All available men at the Headquarters shall parade every morning (Saturday and Sunday excepted). It is left to the discretion of Superintendent of Police to order such parades as are necessary for the afternoon for men who are deficient and sloven.

947. **Drill Manual:**

The Police Drill Manual as authorised from time to time by the Ministry of Home Affairs, Government of India shall be used and thoroughly taught. The word of command may, however be trilingual i.e. English, Hindi and Mizo. Smartness in Drill must be insisted upon at all times, for a slovenly drill is worse than useless.

SECTION – II

**ARMS, AMMUNITIONS AND ACCOUTREMENTS**

948. **Armament:**

Mizoram Police is authorised to use different types of weapons for different branches and also for UB and AB personnel. The followings are the weapons prescribed for various ranks and branches:

For all gazetted officers - 9mm Pistol / .38 revolver / .38 Special / .32 revolver

Mizoram Armed Police Battalions:

Inspector, Sub-Inspector and Havildar - AK Rifles/INSAS Rifle/9mm Pistol/SMG

Constable to Naik - 7.62mm SLR

In addition to above weapons Mizoram Armed Police Battalions are authorised to hold and use 7.62, LMG, GF Rifles, 51 mm / 2” Mortar, Hand Grenade, Explosives like TNT Slabs, Verey Light Pistol and Teargas Gun.

VIP Security:

Constable / Head Constable - 9mm Pistol

Assistant Sub-Inspector/ - .38 Spl Revolver, 9mm Pistol or MP–5 / MP–5K

Sub-Inspector/Inspector Special Branch and Criminal: - 9mm Pistol for all ranks

Investigation Department

Police Stations and Outposts:

Head Constable, Assistant - 9mm Pistol or .38 Revolver

Sub-Inspector, Sub-Inspector and Inspector

Constable - 7.62mm SLR, 12 Bore Pump Action Gun, AK Rifle/INSAS Rifle, Truncated .303 Rifle for rubber plastic bullet and Verey Light Pistol
949. **Indents to Ordnance stores:**

All indents to ordnance and other dealings with them shall be done using appropriate IA form unless prescribed otherwise by Home Ministry, Government of India. All indents for ordnance stores including those for small arms and important components thereof to replace an equal number of condemned ones should be submitted in duplicate by the Superintendents of Police and Battalion commandants to the office of the Director General of Police Mizoram the date fixed by him every year. From this copy received from the Units, the Director General of Police shall arrange to compile the requirements of the State Police and forward the same through the Government of Mizoram to the Ministry of Home Affairs, New Delhi or the Director General, BSF New Delhi or Director General Ordnance factories; Ministry of Defence, Ordnance Factory Board, Kolkata as the case may be, for supply.

(a) For uncontrolled stores, items ‘off-loaded to trade’ for spare parts/components and for items of small Arms Ammunition the requirement may be projected ensuring that such requirements have been determined and projected on the basis of approved scales/authorisation, actual requirement(s) and availability of funds etc.

(b) For controlled stores, the requirements will be assessed on the basis of approved scales/authorisation, actual requirements and availability of fund and projected once a year to the Director General of Police Mizoram, which should reach his office on the date fixed by him. The Director General of Police Mizoram, in his turn, after consolidations under him will project the requirements of the State Government to the Director General BSF (Provisioning Directorate) Central Government Office Complex, Lodhi Road, New Delhi.

(c) While submitting the demand, the name of the Unit/District/Organisation showing the sanctioned strength, actual strength of the entire establishment should be clearly indicated rank wise.

(d) Subject to the instructions issued from time to time by the Ministry Department, indents for small arms, ammunitions (i.e. cartridge for rifles and revolvers) and for materials for cleaning and preservation of arms (oil flannelette, mineral, jelly etc.) will be submitted to the Ordnance Officer, Fort William Depot, Kolkata and the indents for all other Ordnance Stores to the Chief Ordnance Officer, Allahabad Arsenal.

(e) The Station/Railway Station to which the stores are to be consigned should be stated clearly in the indent.

950. **Indents for Ammunitions:**

(1) Indents for ammunition should be submitted in duplicate to the office of Director General of Police Mizoram by the Superintendent of Police/Commandant. One copy of the indent should be retained in the Office of the Director General of Police. In all requisitions the description and number of weapons for which the ammunition is required should be given in the form used in the Arsenal. First issue of ammunition must always be distinguished from a periodical supply, and a separate requisition should be submitted in each case

(2) Indent for ammunition must be for complete ammunition boxes. Supply of part boxes is contrary to instructions issued by the Ordnance office. As far as can be conveniently arranged, all indents for pistol ammunition should be limited to complete boxes.

(3) Similarly, practice and service ammunition should be indented for in lieu of service ammunition or vice-versa. This is necessary because practice ammunition should cover ordinary expenditure and service ammunition should never be deficient except when actually expended on service, e.g. in quelling a riot.
(4) Indent to replace service ammunition should be submitted promptly accompanied by a certificate signed by Superintendent of Police that the number of rounds demanded is required to replace a similar number of rounds expended on service.

(5) Practice ammunition should be indented for as seldom as possible. The Arsenal authorities are willing to supply practice-ammunition whenever required, but in order to simplify accounts; Superintendent of Police should normally limit the number of their indents to two per year.

(6) Should there be any deficiency owing to loss of cartridges the Superintendent of Police should submit to Director General of Police a statement of the number so lost with the Committee’s report. The Director General of Police will, if the explanation is considered satisfactory, sanction the writing off of the deficiency in the supply of the ammunition on indent. This sanction must be attached to the indent, as the Arsenal will not otherwise supply broken amounts.

(7) Indents to replace ammunition which has become unserviceable through wear and tear or misfires must be accompanied by I.A. Form Z-2098.

951. Outstanding Indents:

When stores have been outstanding on indents for three months, a memorandum mentioning the number and date of the indent and the stores concerned should be sent to the Ordnance Officer by the Director General of Polices Office with a report that the issue should be expedited.

952. Taking delivery of stores:

(1) On hearing from the Ordnance officer, Director General of Police shall arrange to send a collection party under Gazetted Officer/Inspector/ Sub-Inspector as he thinks fit, to take delivery of the stores from the Ordnance factory/depot. Before doing so, the officer in-charge of the collection party should weigh each case or package and examine the seals. Should he has any cause to suspect that such case or package has been tampered with, he should report the matter to the Ordnance Officer and also on his return, to the senior Police Officer at Headquarters for orders.

(2) In reporting any discrepancy of ordnance stores, the fullest information should be given. All numbers, weights and marks upon the packages giving evidence of their being tampered with should be carefully recorded. The packages with their notes and all weapons should be retained until the enquiry closes.

953. Stores from private firms:

When stores are received from private firms, they will be compared with the sealed pattern but should not be condemned for slight or unimportant deviation.

954. Committee proceedings:

On receipt of any stores the receiving officer will assemble a committee which will consider the state of the stores received and prepare a report in the prescribed form. If the consignment is not in good order it will be opened in the presence of a Railway representative and any loss, damage or discrepancy, noted in ink on the receipt. The consignee will make the necessary enquiries with the carrying authorities and necessary claim with a valuation statement will be submitted forthwith to the agent of the railway with a copy to the district traffic superintendent of the Railway or to the agent of the steamer company, as the case may be.

If the Railway refuses to admit liability the loss will be reported to the Inspector General of Police for his orders.

NB: - All claims must be submitted within six months of the date on which the articles were handed over to the railway or steamer company for despatch.
955.  **Marking and numbering of arms:**

The Rifles and bayonets issued will be numbered by the Arsenal, if so requested and a note to this effect, showing also the marks required should be attached to the indent when obtaining arms. Arms not so marked in the arsenal will be marked by armourer.

The marks will consist of the district abbreviation/Unit and the district/Unit number and each bayonet should bear the same number as its Rifle.

When any article is issued in replacement of one lost or condemned the new issue will be given the number of the article replaced, and if arms are transferred from one district to another, they will be remarked in the new district. Marks to be renewed when necessary. At all inspection of rifles and equipment care should be taken to see that all district marks are still clearly visible.

Those showing signs of becoming worn out should be renewed.

956.  **Procedure on receipt of arms from arsenal:**

Arms will be examined by the Board on receipts from the Ordnance Department.

They should not be rejected for mere blemishes which do not interfere with their efficiency. The existence of such defects will be recorded in order to shield the district police from any future responsibility. Stars in front of the Knox form on barrels of rifles and on the left hand side of the top strap of pistols, denote that the trace of a cut or of rust may be found inside the barrel. Stars on the other portions of barrels denote that a trace of exterior erosion exists in the region of the star.

957.  **Ammunition boxes – how to be opened:**

On receipt of ammunition or stores from the arsenal the boxes should be carefully examined to see that they have not been damaged in any way in transit, but they must not be opened until required for immediate use. Boxes of ammunition, the seals of which are intact, should not be opened for the purposes of counting the contents only, as the boxes cannot be soldered up again satisfactorily and if left open, the contents are likely to deteriorate. Ammunition from any open boxes should be used up before unopened boxes are drawn upon. The quantity in the invoice from the arsenal may be accepted as correct.

958.  **Storing of Ammunitions:**

(1) Ammunition in the magazine should be kept on trestles well raised off the ground. The boxes should be kept apart to prevent dry rot and for prompt detection of the presence of white ants. The legs of all such trestles should consist of glass bottles up which, if kept at all clean, white ants cannot crawl.

(2) Each box of ammunition on receipt should have a label pasted on it showing clearly (a) the contents, (b) the date of receipt and (c) whether it is for service or practice. All ammunitions on receipt should be classified as service in the first instance and an amount of the oldest service ammunition in stock equal to the amount received from the arsenal should be transferred to practice and labelled “practice” with the date of original receipt.

(3) All ammunition issued to guards and escorts should be from practice ammunition.

(4) Whenever any ammunition is expended, the Officer-in-Charge of the party shall count all unexpended ammunition in pouches and all empty cases picked up and will be responsible for any deficiency.

(5) Cartridges when carried loose in large pouches quickly become unserviceable, and must be changed frequently. These should, therefore, always be carried in the expense pouch. If they fit loosely in the pouch a piece of soft dry cloth should be inserted to prevent the pellets being shaken out.

An account of receipts and issues of ammunition will be kept in the prescribed form.
959. **Explosive – Storing of:**

Fire arms, ammunitions and explosives shall be stored separately. Explosives, High Explosive Bombs, Grenade and such other munitions shall be stored in a Magazine separately constructed for the purpose. The Firearms and ammunition shall be separately stored in different rooms divided by walls thick enough to prevent damage of firearms by fire occurring in the room where ammunitions are kept.

960. **Ammunition accounts Register:**

A register will be kept of the receipt and expenditure of ammunition.

Ammunition will be entered as expended only when permanently transferred from the stock of the district, when lost, sold, or fired. A subsidiary account should be kept of all temporary issues in the district and of issues to escorts sent from the district.

Ammunition for “service” and “practice” will be kept separate. The expenditure of ammunition should be entered under appropriate heads, ‘revolver’, ‘standing guards’, “practice” and “escort”. These heads should also be shown in the annual return of stores.

961. **Entries to Stock Book:**

1. The Reserve Officer or the Quarter-master in case of Battalion shall also keep a Register of arms in the prescribed form. It should show -
   - the district police number/unit number of the arms.
   - factory/Arsenal number.
   - the marks on all rifles.
   - the persons in whose possession the rifles are and
   - the surplus rifles. Those belonging to men of out posts should also be shown in the register.

2. In the first week of the month, the Superintendent of Police / Commandant must certify at the foot of the Register that he has personally satisfied himself that all weapons, bayonets etc. allotted to the district/unit are available and can be satisfactorily accounted for. In his absence, (which should not occur in two consecutive months) the certificate may be given by the Additional Superintendent of Police/Deputy Commandant or any other gazetted officer available.

3. Similar action should be taken by Sub-Divisional Police Officer in regard to the areas under his jurisdiction.

962. **The Reserve Officer/Quarter-master’s Stock Book:**

1. All arms and ordnance stores excepting ammunition shall be entered in this Stock Book. The Stock Book shall be kept by the Reserve Officer/Quartermaster in the prescribed form. It should show the ordnance stores (except ammunitions), departmental stores and other Government stores. It should also show the property in his custody including book, furniture etc., which find entry in Superintendents of Police/Commandants office stock book.

2. One page at least be set apart for each articles in store.

963. **Custody of Arms:**

1. All arms and components parts, when not in use, should be kept in racks and boxes in the armoury and the ammunition in the magazine. All other stores should be kept in the storeroom. Quartermaster Inspector shall keep the keys of the Armoury and magazine and shall be responsible for proper care of the arms and ammunition. Superintendent of Police/Commandant is personally responsible for the arms in his district/unit. While assuming charge he should carefully examine and report on their condition.
(2) In a Police Station / Border Outpost the officer-in-charge shall be responsible for their cleaning and keeping them in good condition. At the District or Battalion Headquarters, the Superintendent of Police / Commandant should arrange regular verification of the arms. A gazetted officer should be engaged to verify them at least once every six months. They should be compared with the number shown in the Reserve/Quartermaster’s stock Book and in the Arms Register maintained in the Reserve/Quartermaster’s office.

964. Care of arms:

The initial responsibility for the proper care of arms lies with the section commanders. Neglect leads on the one hand to bad shooting and on the other to damage to the weapons. The man responsible for such damage may be made to bear the cost of repair, in addition to punishment.

Full instructions for the care of arms are to be found in small arms training manual and will be taught to every constable as part of his recruit training. In particular, a weapon shall never be used for any irregular purpose or roughly handled. If any defect is discovered, it must be reported to the section and platoon commanders, and the weapon taken for examinations by the armourer.

Cleaning – No gritty material may be used for cleaning any part of a weapon; and for the bore, the proper cleaning rod, with two pieces of flannelette 4” x 2” on the jag to make an easy fit in the barrel will be used only. The bore will be cleaned by long sweeping strokes until bright to the eye; short scrubbing strokes cause local wear and is detrimental to accuracy. When oiling the bore, the oil must be well worked into the flannelette with the fingers.

The outside of the weapon will be cleaned daily, and all parts of the action wiped with an oily rag. The bore will be kept oily, the oil being removed once a week and the bore re-lubricated.

Before firing all oil will be removed with the cleaning rod, and after firing two or three quarts of boiling water will be poured through the bore from the breech, using a funnel to prevent its entering the body or action. The bore will then be thoroughly dried and oiled, cleaning until the flannelette comes out clean and the weapon cleaned daily for the following three days.

If the boiling water is not available, fouling may be removed by 10 or 15 strokes of the rod, with well-oiled flannelette on the jag, afterwards cleaning with dry flannelette and oiling, as above. In this case however, careful inspection daily is necessary for 3 or 4 days to ensure that the barrel is not “sweating” internally.

Rust in the bore may be removed by dressed jute soaked in paraffin and wrapped on the jag, but all traces of paraffin must afterwards be removed with flannelette, and the bore oiled.

The muzzles of weapons are on no account to be plugged.

Wood work will be polished with brown heelball, or a small quantity of oil well rubbed in.

965. Cleaning and repairing of Arms and Ammunitions:

(1) Armourer ranking as Constable or higher is entertained in all district/units. He is assisted by an Assistant Armourer Constable.

(2) Superintendent of Police/Commandant should so arrange that every weapon including bayonet, both under issue and in store, must be inspected at least once a month by an Armourer or an Assistant Armourer.

(3) The Armourer shall be responsible for the care and custody of all tools in his charge and for all spare components parts. He shall also keep a manuscript list of receipts and expenditure of all spare components parts and a book showing the works done and the number of weapons repaired and overhauled.
Armourer and Assistant Armourer shall attend parade at least twice a week. They should also attend the annual firing classification practice.

**966. Examination of arms:**

When inspecting rifles, the inspecting officer should look for the following points:

1. **Barrel** – Clean and free from fouling, rust, cuts, scratches, or traces of lead from bullets. No damage to chamber and cartridge rim recess.
2. **Action** – Free from rust or damage.
3. **Sights** – Not loose, burred or bright, undamaged and correct shape.
4. **Exterior** – Clean and no parts deficient. Cleaning rod firmly held. Wood-work clean and undamaged.

**967. Training of Armourer:**

1. No man may be employed as an Armourer or Assistant Armourer unless he has undergone a course of training in an Arsenal or an institution run by a Central Police Organisation, and has obtained a certificate of competence. When it is desired to send a man for training, the Superintendent of Police/Commandant will apply accordingly to the Director General of Police who will arrange with the Arsenal/Central Police organisation authorities for the course.

2. The stripping or removal of any part of any arms except by an Armourer is strictly forbidden. This does not, however, apply to local firing test for accuracy, authorised by Small Arms Training Manual.

**968. Inspection by Armourer:**

1. Superintendents of Police / Commandant will arrange that every weapon including bayonet including those at the Sub-division Headquarters and out lying police stations / all detachments is inspected at least once a month by an Armourer or his Assistant.

2. The Armourer will be responsible for the care and custody of all tools in his charge and for all spare components parts. He will also keep up a manuscript list of receipts and expenditure of all spare component parts and a book showing the work done and the number of the muskets repaired, and overhauled.

3. Armourers and Assistant Armourer shall receive special pay at the rate fixed by the State Government from time to time.

4. Armourers and Assistant Armourers will attend parade twice a week, and will fire the annual classification firing.

**969. Quarterly Inspection Committee:**

1. All arms and equipments issued to men of the District Police, and stores of every description kept in the Store or Magazine shall be inspected quarterly – in January, April, July and October. The inspection shall be made by a Committee of three officers of which the Superintendent of Police/Commandant shall be the president.

2. Any article which, in the opinion of the Committee, is unlikely to remain serviceable until the next quarterly inspection should be condemned. It should be included in the indent for replacement but should remain in use until it becomes absolutely unserviceable.

3. Similar action shall be taken in regard to the arms and equipments and other stores held on charge in the Battalions. The Inspection Committee shall be headed by the Commandant as its president.

4. The Superintendent of Police/Commandant shall remain responsible for proper upkeep and maintenance of the ordnance stores including the arms and ammunitions.
(5) The Committee in condemning an item should record, if possible, the period for which the articles have been in use. If the period cannot be traced, a statement to that effect should be made.

970. **Annual Committee for Replacement and Disposal of Condemned Stores:**

(1) Superintendent of Police / Commandant shall assemble once a year a committee consisting of himself as president and two Gazetted officers as members, and examine all ordnance and departmental stores at the Headquarters. It should compare them with the Reserve Stock Book. Extracts relating to such stores form his Inspection notes of Police Stations, Out Posts and Treasury Guards should invariably be sent to the Reserve and should be examined by the Committee.

(2) Articles should not be condemned solely because they have lasted the allotted period but only account of their being in such a condition as renders their use for another six months improbable and for another year impossible.

(3) If any articles are deficient, or, due to negligence or carelessness, are damaged or destroyed, the Committee should hold an enquiry.

(4) The Reserve Officer or the Quartermaster is responsible for obtaining the orders of the Superintendent of Police/Commandant on all repairable stores as soon as they are damaged as well as for getting them promptly repaired on receipt of orders.

(5) Orders for the disposal of unserviceable departmental stores should be passed by Director General of Police. If the unserviceable stores cannot be sold, they shall be destroyed.

971. **Replacement of articles damaged, lost or unserviceable:**

(1) The Committee should come to a definite decision as to how the articles became unserviceable, damaged or lost and how they are to be replaced and also how the unserviceable and damaged articles are to be disposed of. In the case of all articles rendered unserviceable through wear and tear, the proceedings of the Committee should be recorded in the prescribed form.

(2) In the case of articles lost or damaged through neglect on the part of an individual, the proceedings should be forwarded on I.A. form A2. The Committee should assess the value of the article lost or damaged and will make its recommendations as to how the value should be recovered.

(3) In cases where cost should be recovered from the individual but owing to its magnitude cannot be so done, the proceedings should be sent in original to Director General of Police for approval.

(4) Whenever ordnance stores are involved, duplicate copies of the proceedings should be attached to the requisition to replace the condemned ordnance stores in I.A. form Z-2091 for counter-signature and transmission by Director General of Police to the ordnance office.

(5) Separate indents are required for each section of ordnance stores as shown in the priced vocabulary of stores.

972. **Damage to arms, etc:**

In investigating cases of damage to arms due to defective ammunition, the place and date of manufacture of the particular cartridge that cause the damage should be recorded in the proceedings of the court of enquiry, which must be held whenever damage occurs. Special care should be taken to collect all possible evidence as to the ammunition used, and the remaining ammunition of the same batch on hand should be subjected to test as described as follows -
Test of ammunition: If a weapon is damaged in firing, or if during Range firing, the ammunition appears to be defective, it will be tested by the armourer in the presence of the Superintendent of Police or other gazetted officer in the following manner:

Forty rounds will be taken at random from the box alleged to be defective, and examined for verdigris round the cap and signs of deterioration. If it shows much verdigris and looks generally in bad condition it is unserviceable. It looks good, or shows only slight verdigris the forty rounds will be fired into a bank earth or other safe place, from a good weapon. If the ammunition gives a misfire, marked hangfire, pierced cap, burst cap, split to within one inch of base, or detached base disc, a second similar test will be made with another weapon, with 40 rounds taken from a freshly opened box of the same make and date of manufacture. If the defects recur at the second test, the ammunition is unserviceable. If no defects occur at the retest, it is serviceable.

The result of the test may be taken as applicable to all ammunition on hand of the same make, and manufactured within 14 days of the test sample.

If the quantity so condemned is over 50 boxes however the batch should be divided into two according to dates of manufacture and the second batch tested in a similar way to the first. Live ammunition or explosives of any kind will not be forwarded to an arsenal until the consignor is satisfied that the consignee is ready to receive it.

973. Loss or theft of arms or ammunitions:

In the case of loss of rifles, revolvers, pistols, (Government or private), ammunition for rifles or other explosives an immediate report will be made to the Deputy Inspector General of Police in charge of Criminal Investigation Department, so that investigation may be made at once.

If the deficiency is in a consignment received from an arsenal the Chief Ordnance Officer will also be informed by telegram at the same time. In all investigations into loss of arms care should be taken that all distinguishing marks and number on the lost arms are duly recorded.

A Board of which the president will usually be the Superintendent of Police of the district will be appointed in all cases to investigate and record the circumstances in which arms were lost.

974. Component Parts, Tools, etc.:

1) All actual expenditure from the stock of component parts should ordinarily be recouped accurately by Superintendent of Police / Commandant on requisition countersigned by Director General of Police, Mizoram.

2) Component parts will be indented from the ordnance / authority concerned as per rule.

3) Superintendent of Police / Commandants should see that the Armourer do not use component parts without due reason and no bazaar-made components or components made by District/Battalion Police armourers themselves are used. No components should be issued to the Armourer without necessary entries being made in the Reserve/Quartermaster’s stock book and the Armourer’s receipt being taken.

4) All unserviceable components must be deposited in the Store Room after entering them as such in the Stock book.

5) Armourer is supplied with tools. No fixed period has been laid down for the life of their tools. These will be replaced when unserviceable in the same manner as the component parts and these unserviceable tools will be deposited in the storeroom in a separate place/container, as sub-rule (4) above.
975. Armourer’s Workshop:
Armourer’s workshop should be built close to the beat of the sentry of the magazine and should always be locked in the absence of the armourer. The key shall be with the senior-most armourer who is responsible for its contents.

976. Stripping and Cleaning of Arms:
(1) For ordinary cleaning and oiling of the arms, the Constable/Under Officer to whom it is issued is responsible. The monthly inspection by the armourer should ensure that the arms are always clean and serviceable.

(2) In addition, once in every 3 months, every arm must be stripped by the Armourer, thoroughly cleaned, tested and overhauled, and the fore-end re-lubricated by a mixture made by heating bee-wax and Rangoon oil in due proportion. Unless this is done, the barrels rust and rapidly become unserviceable owing to deep external corrosion.

(3) The armourer shall keep a manuscript register, which should show the serial number of each weapon in the district/unit. Opposite each number should be entered the date on which he thoroughly overhauled, cleaned, lubricated it in accordance with the above instructions. The Superintendent of Police/Commandant should see that this is carried out according to a regular programme.

(4) No oil other than Rangoon oil or prescribed cleaning oil should be used for cleaning arms. Treasury and other Guards as well as men on standing patrols and long patrols etc., should invariable carry the zinc oil bottle on the butt’s store of their weapon to enable them to clean their weapons daily.

977. Inspection by the Chief Civil Master Armourer:
At intervals the Chief Civil Master Armourer should arrange to inspect police arms during his tour. Prior notices to Superintendents of Police/Commandants of these inspections should be given by Director General of Police and every arm, which can be spared from outlying stations/posts, should be brought in temporarily to Headquarters for inspection.

978. Accoutrements:
(1) Accoutrements are supplied for Head Constables and Constables on indents to the authorised contractors through the Director General of Police. They must not be otherwise procured.

(2) The sanctioned number of accoutrements is, for bayonet scabbards, bayonet frogs, ammunition pouches and slings a number corresponding with the sanctioned number of weapons for the unit plus an additional 5 percent, to replace damage or loss and for emergencies; for belts, batons, baton frogs and thongs a number corresponding with the number of Havildars and Constables sanctioned for the Mizoram Armed Police units and district plus an additional 5 percent.

(3) Other accoutrements are issued from the reserve as occasion requires to guards, etc. They must be accounted for in the reserve book.

979. Whistle and whistle calls:
(1) Whistle: Whistles of “Metropolitan Police” pattern, and lanyards of the prescribed colour will be supplied to all Head Constables, to all Naiks of the Armed Branch, and to all Constables of the Town Police, Railway Police and River Police. The lanyard will be worn round the left shoulder, and under the shoulder strap, and the whistle will be kept in a small cloth pocket sewn on the shirt or blouse, between the second and third buttons.

All officers above these ranks will provide themselves with whistles and lanyards of the prescribed colour, the whistles being carried in the breast pocket.

(2) Whistle calls: The system of whistle calls given below will be observed:
Every call will be repeated at intervals until acknowledged, or the necessary has passed. The acknowledgment will be given in the form of a single long blast.

(i) A long blast followed by a short one, repeated three times, indicates that Beat constable or constable on duty is required by a superior officer.

(ii) Rapid series of short blasts, indicates that immediate assistance required. Others calls to suit local conditions (e.g. between beats in towns) may be instituted by district order.

980. Committee on stores received:

(1) On receipt of stores, a Committee consisting of a president (the Superintendent of Police / Commandant when present) and two members will be assembled to report on the stores. If any stores are found in bad order a copy of report will be sent to the Director General of Police but not otherwise.

(2) In despatching any ordnance or departmental stores, tents, tarpaulins, equipage from the Unit a similar committee should be assembled and a report made out as to the condition of the stores despatched.

981. Marking of stores:

(1) All leather accoutrements and all metal items such as whistles, oil bottles, etc., should be marked immediately on receipt with a punch. The mark will consist of a serial number, the year of receipt and the distinguishing mark of the district / unit.

The marks will be so placed as to show when the article is in use, and must be renewed before they become illegible.

(2) The abbreviation to be used for the purpose of marking all ordnance and departmental stores except ammunition may be devised by the Director General of Police for the different districts and Mizoram Armed Police units.

982. Cleaning of Accoutrements:

The reserve officer is responsible to ensure that the accoutrements, boots and any other leather items in store are properly cleaned and dubbined. They will not be polished while in store. Each man is responsible for the proper cleaning of the leather equipment and boots issued to him.

Boots in the store will be kept clean and well dressed with dubbin or caster oil. They will not be polished unless by the orders of the Superintendent of Police for special parades.

Leather equipment (belts, bandoliers, pouches, frogs, etc) will ordinarily be kept clean and highly polished, but if the leather appears to be dry, or to show signs of cracking, it should be dressed with dubbin until pliable, and then re-polished.

If the leather be dirty or stained it should be well washed with soft soap, water and a sponge and then dried in the shade. When dry, the leather should be carefully cleaned with a dry cloth. A small quantity of the above mixture should then be applied with the end of a stift brush, and the leather should then be polished with a soft dry brush.

For items such as bayonet scabbards and musket butts, heelball is a suitable polish. Dubbin and polish should be made up in bulk in the reserve and issued as necessary – the buying of small quantities of patent polished is expensive, and to be avoided.

983. Tents:

Limited number of tents of varying sizes for emergency camping by Armed Police Battalion personnel shall be held by each armed unit. The scale shall be laid down by the Director General of Police with approval of the State Government. Purchase of new tents shall be done only as a replacement of condemned ones.
984. Annual committee and certificate replacement and disposal of condemned stores:

(1) During the rains the Superintendent of Police / Commandant shall assemble committee consisting of himself as President and two members and examine all ordnance and departmental stores at headquarters and compare them with the Reserve stock book. Extracts referring to such stores from his inspection remarks at Police Stations, Out Post, subdivisional courts and treasury guards should invariably be sent to the Reserve and should be examined by the committee.

(2) Articles should not be condemned solely because they have lasted the allotted period but only on account of their being in such a condition as renders their use for another six months improbable and for another year impossible.

(3) If any articles are deficient, negligently or carelessly damaged or destroyed the committee should hold an enquiry and proceed in accordance with rule 971.

(4) If it is found necessary to condemn a tent a committee of three gazetted officers should examine it. In ordinary circumstances no new tent will be supplied should the condemned tent not have lasted eight years and tarpaulins five years. Requisition for tents should be submitted separately to the Director General of Police not later than the first of June.

(5) The Reserve Officer / Quartermaster is responsible for obtaining the orders of the Superintendent of Police / Commandant on all repairable stores as soon as they are damaged, as well as for their being promptly repaired on receipt of orders.

(6) Orders for the disposal of unserviceable departmental stores and camp equipage will be passed by the Director General of Police. If unserviceable stores cannot be sold, they shall be destroyed. Leather accoutrements will be altered, and brass badges destroyed in such a way that they cannot be used for the purpose for which they were originally supplied.

985. Central Arms Stores and Workshop:

The State Police shall established a Central Arms Stores with a Central Workshop attached to it and a training centre for armourers under the over-all charge of an officer generally not below the rank of Deputy Superintendent of Police/ Assistant Commandant. The store shall be of two categories - (i) Class ‘A’ for controlled articles which includes arms, ammunition, Verey Light Pistols, tear gas shells etc. and (ii) class ‘B’, for uncontrolled articles which includes additional part and cleaning materials. This should be able to carry out re-browning of weapons and other repair works which cannot normally be done by the unit armourer.

986. Trophy Firearms:

Trophy firearms in the possession of any police unit will be made unfit to fire by the armourer in the following way: -

(1) Two slots will be cut circumferentially half through the barrel; (a) One at the juncture of the barrel and body, and (b) the other just in front of the back sight.

(2) The striker point will be reduced in length so as to allow of no protrusion.
SECTION – III
RANGE FIRING PRACTICE

RECRUITS

987. General Instructions:
The following are laid down for all Range practices:

(1) Officers intending to use the Range will inform in advance to the Police Station and surrounding local village authorities regarding the firing.

(2) The following flag sentries will be posted:
(a) One on either side of the range at 150 yards distance from it.
(b) One with bugle behind the firing point.
(c) One at each rear flank of the stop butt and about 1500 metres from it. These places and other necessary spots should be marked by heaps of stones.

(3) The duty of flag sentries is to warn all people that firing is taking place and that they should not enter the firing area. All flag sentries will carry whistles.

988. Range Discipline:
The senior officer on the range is responsible for seeing that following orders are complied with before practices are fired:

(1) He must first satisfy himself that the vicinity of range, especially the area behind butts is clear of persons and animals; and

(2) that the signalling of hits, marking and all safety precautions as laid down in Small Arms Training Volume IV of Central Reserves Police Force are understood by all ranks in the butts.

989. Bugle Calls – Flag Signals:
The following bugle calls and flag signals are authorised and will be learnt by all:

(1) Commence fire Bugle call ‘Continue’ and Red Flags on firing points and butt lowered.

(2) Cease Firing – Bugle call ‘Stand Fast’ and red flags on firing point and butts raised.

(3) Check last shot on target – The number of the target sounded on the bugle.

(4) Practice completed – Bugle call and one ‘G’ on bugle.

(5) Repeat Last Practice – Bugle call ‘Continue’.

(6) Target being checked – White flag exposed from butt, when checked finished, white flag lowered.

(7) Commence Practice or Expose Targets – One ‘G’ on bugle or signal with white flag.

990. Firing Point and Butt duties:

(1) One Gazetted Officer will be present throughout on the firing point and one in the butts, if available.
(2) The butt markers will report half an hour before firing is due to start. They will be rehearsed in the practices to be fired.

(3) One Subordinate Officer will be in charge of not more than four targets.

(4) The Officer in the butts will check the targets by measurement.

(5) When Bull's eye targets are used, targets will be half mast and not fully lowered until the checking officer comes up to them. Butt markers will stand back from the targets.

(6) Figure and snap shooting targets will be exposed until the checking officer comes up to them. They will be then lowered and checked.

(7) In both cases, the checking officer will mark off each bullet hole with a red or blue pencil before patching. He will inspect the target after patching.

991. **Training before Firing:**

(1) Before the personnel taken to fire on the Range, all Commanding Officers will ensure that they have been given thorough grounding in their weapons as well as mentally and physically fit. Each person should be in possession of the personal weapon allotted to him and should fire with that only.

(2) The range course gives progressive training to a man to handle his personal weapon both technically and tactically so as to build up his confidence in it. Men should be trained methodically and progressively. They will fire classification only after they have adequate training in handling of their weapon. They must never be taken to the range ill prepared as poor results may shake their confidence in the weapon.

992. **Cleaning of Weapons after firing:**

After the firing, weapons should be cleaned at firing range itself by each person. The Commanding Officers will ensure that all the weapons are properly cleaned and there is no dirt, defect, etc., in the weapons before leaving the Range. The report for the defect in weapon not rectified be given in writing to the Superintendent of Police/Commandant within six hours of the completion of firing.

993. **Recruits Firing Practice:**

(1) This practice shall be in two parts viz:

Part-I Instructional which should include "warming up" and "Zeroing" 10(ten) rounds each.

Part-II Classification - 10 rounds each.

Part-I and -II will be fired by all ranks of personnel as a routine annual feature. It needs to be ensured that all personnel attend at least one Firing Practice once a year.

(2) The object of Part-I is to enable the firer to know his weapon and to have his faults corrected. During this part of practice the instructor will supervise the firer and set right his faults. Scoring in this part is for "grouping" only.

(3) Part-II is to classify the men according to their individual skill, and scoring is by hits. During the progress of this part, supervising officer will note down the faults but will not point them out until the conclusion of the practice.

994. **Details of practice:**

(1) Part-I Instructional - 5 rounds:

Target 4'X4' white with 1' blank, circular, and aiming-mark (3"x4") in the centre.

Practice -I

Grouping - 5 rounds
Distance - 50 yards.
Position - kneeling, rifle rested.
Scoring - 1' group 20 (signalled as Bull)
- 2' group 10 (signalled as Inner)
- 3' group 5 (signalled as Magpie).

Practice-II
Grouping - 5 rounds.
Distance - 100 yards.
Position - kneeling, rifle rested
Scoring - 2' group-20 (signalled as Bull)
- 3' group-10 (signalled as Inner)
- 5 shots on target-5 (signalled as Magpie).

Highest possible score \((20+20)=40\)

In practice I all shots and in practice-II at least 4 shots must be on the target. If not, the firer will be given further elementary instruction including practices of “rifle exercises”, “shist ka kaida” and “trigger operation” specially the ‘first pull’. He will then be asked to repeat Part-I instead of firing Part-II.

(2) Part-II-Qualifying - 10 rounds:
Target - 4'x4' white, with 1' Bull (Black),
- 2' Inner, and 3' Magpie circles.

Remainder of target outer, scoring throughout:
- Bull 4, Inner 3, Magpie 2, Outer 1.

Practice – III: - Distance 50 yds. - Standing 5 rounds application.
Practice – IV: - Distance 100 yds. - Kneeling 5 rounds application.
Highest possible score \(20+20=40\)

995. Method of Marking:

(1) For marking, a dummy target shall be set up in front of the marker's butt. A signalling disc consisting of a pole with an 8" disc painted black on one side and white on the other attached to the end should be used.

(2) After signalling the value of a shot in accordance with the provision made below, the position of the hit should be shown by placing the disc black side outward over the hole made by the shot.

(3) The following code of signals for marking should be used:

- **Bull**: Disc placed white side outward over the bull on the marking target.
- **Inner**: Disc waved horizontally across target.
- **Magpie**: Disc rotated to show black and white side alternately.
- **Outer**: Disc waved vertically up and down the target.
- **Ricochet or Miss**: Red and white flag waved in the direction of shot.
996. **Practice to be marked:**

In part-I, shots will not be marked, but the value of the group and the mean point of impact will be signalled at the end of each practice. In addition, after practice-I the firers in each detail, on completion of firing the practice, should be taken to their targets and shown the result of their fires with special emphasis to their errors in position of firing. In part-II, each shot will be marked and signalled.

997. **Safety Precautions:**

No shot should be fired until the large red flag is hoisted on a staff placed on a prominent place at the Firing Range. There should be a danger-flag at the marker's butt and at the firing point and all firing should cease when these flags have been hoisted. A bugler should be on the range and under the order of the Officer supervising the practice. In general, the rules laid down in the Small Arms Training Manual to ensure safety on the range should be followed.

998. **Register of Target Practice:**

(1) A register of target practice shall be kept in the form prescribed for the purpose and each page shall be signed by the Officer supervising the practices.

(2) Each man's scoring classification shall be entered in red ink in the 'remarks' column according to the following scale of scores obtained in Part-II.

- 30 or over ........ Marksman
- 24 or over ........ 1st class shot
- 16 or over ........ 2nd class shot
- Below 16 ........ 3rd class shot

999. **Officer to attend Target Practice:**

Superintendent of Police and Additional Superintendent of Police shall attend target practice frequently, and Assistant Superintendent of Police/Deputy Superintendent of Police at Headquarters shall attend always, except when Superintendent of Police is present. One Gazetted officer shall compulsorily attend the Firing Practice.

1000. **Range practice by Unarmed Branch personnel:**

The Unarmed Branch personnel are not required to carry firearms on a daily basis. There are occasions when it becomes necessary to be equipped with weapons. Hence, they shall attend the annual range classification firing practices; the Constable to Head Constable shall fire as above with .303 Rifles or 7.62mm SLR only, while the Subordinate Officers shall fire with 9mm pistols and Carbines.

1001. **Self Loading Rifles (SLR):**

7.62 SLR is now the standard weapon in Armed Police Battalions. The recruit Constables shall be fully trained in 7.62 mm SLR. The initial firing practice for familiarising with the weapon shall be laid down by the Principal, Police Training Center with approval of the Director General of Police. Thereafter the recruit Constables shall do the range firing practice with SLR according to the practice laid down for trained Constables.

1002. **AK-47 Rifle and Light Machine Gun (LMG):**

The Mizoram Armed Police recruit Constables shall be trained in handling of AK-47 and Light Machine Gun (LMG). They should fire with these weapons, not according to any laid down firing practice but for the purpose of familiarising themselves with the weapons. Intensive training on these weapons shall be given to the Constables during Refresher or Rotational training at the battalions and firing shall be done during such training.
## TRAINED CONSTABLES OF ARMED POLICE

1003. Range Firing Practice by trained Constables of Armed Police:

The Annual Range Firing practice of trained Constables and above are laid down in the following rules for different weapons.

1004. 7.62 mm Self Loading Rifles (SLR):

The annual classification firing with 7.62 SLR shall be done by all ranks of Mizoram Armed Police Battalions / Armed Branch Constables of the districts, the Unarmed Branch personnel being confined to firing weapons authorised to them, according to the firing practice laid down in the following table –

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Practice</th>
<th>Position</th>
<th>Range</th>
<th>Target</th>
<th>Rounds</th>
<th>Instructions</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Timed</td>
<td>(a) Sitting position (b) Kneeling position (c) Lying position un-supported. (d) Fire trench un-supported</td>
<td>100 mtrs</td>
<td>One Fig-11</td>
<td>5 rds</td>
<td>(a) Firers will line up at firing point, after Firing Officer give order firers will fire in sitting position and fire (b) 10 rds each should be charged in the two magazines (c) Firing Officer will give signal to fire 5 rds at target within 10 seconds. After 10 seconds firing should stop. (d) Firers are given time to change to next firing position and then will follow as ‘C’ above. Likewise the firer will fire 2 rds in all positions. (e) 1 (one) point for target hit.</td>
<td>Total points 20</td>
</tr>
<tr>
<td>2</td>
<td>Snap shooting</td>
<td>(a) Lying un-supporting position. (b) Standing un-supported position.</td>
<td>100 mtrs</td>
<td>One Fig-11</td>
<td>5 rds</td>
<td>(a) It is same as Practice No. 1. 10 rds should be charged in the Magazine (b) After Firing Officer gave order, the firer will take the lying position, Rifle should be in safety catch ‘R’. (c) 5 rds will be fired within 10 seconds. Then safety catch ‘S’ waiting for next order. (d) 5 rds to be fired in standing position (un-supported) as above. (e) 2 points for target hit</td>
<td>Total points 20</td>
</tr>
<tr>
<td>3</td>
<td>Timed</td>
<td>(a) Lying supported. (b) Lying un-supported. (c) Fire Trench supported. (d) Fire Trench un-supported.</td>
<td>200 mtrs</td>
<td>One Fig-11</td>
<td>5 rds</td>
<td>(a) This practice is same with practice No. 1. (b) After every fire from various positions care should be taken that Rifle is kept in safe catch ‘S’. Every target hit earns 2 points.</td>
<td>Total points 40</td>
</tr>
<tr>
<td>4</td>
<td>Snap shooting</td>
<td>(a) Lying supported. (b) Fire Trench Supported.</td>
<td>200 mtrs</td>
<td>One Fig-11</td>
<td>5 rds</td>
<td>(a) This practice should be the same as practice no. 2</td>
<td>Total points 20</td>
</tr>
</tbody>
</table>
1005. AK-47 (Assault Rifle):

Annual range classification firing with AK-47 Rifle shall be done by all ranks according to the following table –

**ARMED POLICE BATTALION PERSONNEL ANNUAL CLASSIFICATION FIRING FOR AK-47 (Assault Rifle) (For All Ranks)**

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Practice</th>
<th>Position</th>
<th>Range</th>
<th>Target</th>
<th>Rounds</th>
<th>Instructions</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| 1.    | Deliberate | (a) Standing position  
(b) Kneeling position | 100 mtrs -do- | One Fig-11  
-do- | 20 rds in two magazine;  
10 rds each magazine | (a) There is no timing. Firing Officer will give firing order and the firer will fire 10 rds at Target in standing position at a distance of 100 mtrs firing point. After 10 rds the firers will keep AK-47 at make safe.  
(b) The firer will take kneeling position at 100 mtrs firing position. The firer will change the magazine and will fire at the same target as above.  
(c) Single shots | Total points 20 |
| 2.    | Timed | (a) Battle crouch position  
-do- | 75 mtrs  
50 mtrs | One Fig-11  
-do-  
-do- | 20 rds as above No.1 | (a) The firer, at a distance of 75 mtrs firing point with standing position will wait for Firing Officer order. The firer will take Battle Crouch position. After Firing Officer give order to fire the firer will fire 10 rds at target. After cease fire he will wait for next order. Total time for 10 rds – 10 seconds 2 to 3 rds burst with safety catch at Automatic.  
(b) After 75 mtrs firing point the firer will move for 50 mtrs firing point. The firer will then wait for order to do as above.  
(c) Total time of firing at each distance for 10 rounds is 10 seconds. | Total points 20 |
| 3.    | Snap shooting | Standing position in fire trench with support | 200 mtrs | One Fig-11  
-do- | 10 rds | (a) The firer will be within fire trench in ready position. After receiving order to fire the firer shall fire 2 rds single shot within 5 second. The firer 5 rds within timing of 5 seconds at interval of 3 seconds. | Total points 10 |
| 4.    | Timed (Bursts) | Standing position in fire trench with support | 200 mtrs | Two Fig-11  
-do- | 15 rds in two magazine | (a) With 8 rds and 7 rds of two magazines each the firer will take position at fire trench. Following order from Firing Officer the firer will fire from one of the magazine in burst at the target and then fires another target with other magazine. | Total points 30 |

1006. Light Machine gun (LMG):

Annual range classification firing with LMG shall be done by Constables and upto the rank of Havildars according to the following table –
### ARMED POLICE BATTALION PERSONNEL ANNUAL CLASSIFICATION FIRING FOR L.M.G. (Light Machine Gun) (Constable to Havildar)

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Practice (Bursts)</th>
<th>Position</th>
<th>Range</th>
<th>Target</th>
<th>Rounds</th>
<th>Instructions</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Deliberate (Bursts)</td>
<td>Lying LMG on Bipod</td>
<td>100 mtrs</td>
<td>Fig-11</td>
<td>10 rds</td>
<td>The firer will keep LMG properly in lying position and the LMG be fired 2 to 3 rds in consecutive burst. There is no time limit.</td>
<td>Total points 10</td>
</tr>
<tr>
<td>2.</td>
<td>Deliberate (Bursts)</td>
<td>Fire Trench LMG Bipod Folded</td>
<td>200 mtrs</td>
<td>Fig-11</td>
<td>10 rds</td>
<td>As practice No. 1 above</td>
<td>Total points 10</td>
</tr>
<tr>
<td>3.</td>
<td>Snap shooting single shot</td>
<td>LMG lying Bipod Folded</td>
<td>200 mtrs</td>
<td>One Fig-11</td>
<td>10 rds</td>
<td>Firing Officer will give whistle signal to fire one round within 2 seconds. Firing Officer will then give whistle signal for each fire in the same manner.</td>
<td>Total points 20</td>
</tr>
<tr>
<td>4.</td>
<td>Timed (Bursts)</td>
<td>LMG Fire Trench on Bipod</td>
<td>300 mtrs</td>
<td>Fig-11</td>
<td>20 rds</td>
<td>Same as practice no.3 above. But as the firer is to burst LMG 2 to 3 rds at a time.</td>
<td>Total points 20</td>
</tr>
<tr>
<td>5.</td>
<td>Fire and move</td>
<td>Lying LMG on Bipod</td>
<td>300 mtrs</td>
<td>Fig-11</td>
<td>20 rds in two magazines 12 rds in one magazine and 8 rounds in the other magazine.</td>
<td>(a) The firer will take position at 350 mtrs distance; 12 rds magazine be fitted with LMG in readiness and keep the LMG in change lever ‘S’.</td>
<td>Total points 40</td>
</tr>
</tbody>
</table>

200 mtrs Fig-11 (b) Firing Officer will give 30 seconds time then give whistle signal. The firer will run to a position at 300 mtrs and take lying position. The firer will then fire 2 to 3 rds in burst and keep LMG in make safe change lever ‘S’.

(c) After firing at 300 mtrs the firer will take position at 200 mtrs position in again in lying position. After the Firing Officer give whistle signal at 30 seconds the firer will fire remaining round of 2 to 3 rds.

(d) After ‘C’ position above 8 rds should be charged in magazine and wait for order.

100 mtrs Fig-11 (e) As given above the firer will run for 100 mtrs distance position firing point and in lying position the firer will fire 2 to 2 rds burst within 2 to 3 seconds.

(f) After firing prescribed round from all firing points the firer will return to 300 mtrs firing point.

### 9mm Carbine / Stengun:

The annual range classification firing with 9 mm Carbine / Stengun shall be done by all ranks from Naik to Gazetted Officers according to the table placed below--
<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Practice</th>
<th>Position</th>
<th>Range</th>
<th>Target</th>
<th>Rounds</th>
<th>Instructions</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| 1.    | Timed         | (a) Kneeling un-supported. | 50 mtrs     | One Fig-11 | 5 rds  | (a) Target will be engaged twice from each position  
(b) Start in the ‘READY’ position and return to it after each shot.  
(c) Time for each 5 shots = 15 seconds  
(d) Timing will be given by the Firing Point Officer. | Total points 10 |
|       |               | (b) Standing un-supported. | 50 mtrs     | -do-    | 5 rds  |                                                                                   |         |
| 2.    | Deliberate    | (a) Kneeling un-supported. | 75 mtrs     | One Fig-11 | 5 rds  | (a) Two aimed rounds to be fired from each position.  
(b) No time limit.                                                                 | Total points 10 |
|       |               | (b) Standing un-supported. | -do-        | -do-    | 5 rds  |                                                                                   |         |
| 3.    | Timed         | (a) Kneeling un-supported. | 75 mtrs     | Two Fig-11 | 5 rds  | (a) Firer 5 mtrs Rear of the firing point, carbine loaded and change lever at ‘S’ Carbine in ready position.  
(b) Firing Officer order the position to be adopted followed by “Watch and Shoot”  
(c) On orders from the Firing Point Officer firers quickly move forward, adopt the position ordered put the change lever to ‘R’ and fire one aimed round at each target.  
(d) After firing from the first position, order “Change lever at ‘S’ change position and repeat the practice from the second position.  
(e) Total time for move forward and engagement of targets to be given by the Firing Point Officer by a whistle signal as follows:  
(i) Kneeling un-supported 10 seconds.  
(ii) Standing un-supported 10 seconds. | Total points 10 |
|       |               | (b) Standing un-supported. | -do-        | -do-    | 5 rds  |                                                                                   |         |
| 4.    | Fire and move | (a) Standing un-supported. | 50 mtrs     | One Fig-11 | 2 rds  | (a) Firer at 5 mtrs to the rear of the 50 mtrs firing points Carbine loaded and change lever at ‘S’ Carbine in ready Position.  
(b) On order “Advance” firers walk forward. When firer are at 50 mtrs firing point officer gives whistle signal for firer to fire one round by natural alignment method of firing in 12 seconds.  
(c) Firing Points Officer orders “Ready to move” when change lever are at ‘S’ and on orders “Advance” firer walk advance / forward strict supervision is required to ensure that – (i) Firers keep line when advancing (ii) Carbine are kept pointing at the target.  
(d) Repeat as in (b) and (c) above when firers are at 40, 30 and 20 mtrs firing points firing will be from the Battle Crouch position. | Total points 15 |
|       |               | (b) Standing un-supported. | 40 mtrs     | -do-    | 3 rds  |                                                                                   |         |
|       |               | (c) Battle Crouch position | 30 mtrs     | -do-    | 5 rds  |                                                                                   |         |
|       |               | (d) Battle Crouch position | 20 mtrs     | -do-    | 5 rds  |                                                                                   |         |
1008. 9mm Pistol / Revolver:

The annual range classification firing with 9mm Pistol / Revolver shall be done by the rank of Havildar and above according to the table placed below –

**ANNUAL RANGE CLASSIFICATION FIRING FOR 9mm PISTOL / REVOLVER (For Havildars and above)**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Practice</th>
<th>Position</th>
<th>Range</th>
<th>Targets</th>
<th>Rounds</th>
<th>Instructions</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deliberate</td>
<td>Standing unsupported</td>
<td>15 mtrs</td>
<td>One fig-11</td>
<td>4 rds</td>
<td>(a) Firing will be aimed (b) No time limit</td>
<td>Total points 4</td>
</tr>
<tr>
<td>2</td>
<td>Timed</td>
<td>Battled Crouch</td>
<td>10 mtrs</td>
<td>One fig-11</td>
<td>8 rds. 4 rds in magazine on pistol or cylinder and 4 rds in second magazine in pouch.</td>
<td>(a) Firing from Battle Crouch position (b) Total time for practice = 20 seconds including time for change of magazine / re-loading of cylinder. (c) Time to be kept by the Firing Point Officer.</td>
<td>Total points 8</td>
</tr>
<tr>
<td>3</td>
<td>Timed</td>
<td>Standing unsupported</td>
<td>15 mtrs</td>
<td>Two fig-11</td>
<td>8 rds same as Practices No 2, above</td>
<td>(a) Firing will be done by natural alignment method of firing and not aimed. (b) Sequence of Firing – the first shot on one target and the second shot on the other target and repeating in that sequence. (c) Total time given – 20 seconds including change of magazine/re-loading (d) Time to be kept by the Firing Point Officer.</td>
<td>Total points 8</td>
</tr>
</tbody>
</table>

1009. Field Firing:

The Battalion personnel are required to do annual field firing in addition to above. Field firing includes throwing of hand grenade (HE 36), firing of Grenade Firing Rifles and firing of 2” Mortar. Firing of these weapons is required to be done by all ranks so that they are conversant with the weapons and are in a position to use them when required. Throwing of hand grenade and firing of Grenade Firing Rifles shall be practiced by all ranks up to Havildar to the extent that they have confidence in handling these weapons. Firing of 2” Mortar shall be practiced by Naiks and upto Sub-Inspectors.

1010. Demolition Sets:

Each Battalion should be well equipped with Demolition Sets so that whenever field firing is done the blinds i.e. unexploded grenades and HE Bombs are destroyed at the spot. These blinds shall not be collected but destroyed at the place where they are lying. Each Battalion shall have officers trained in handling explosives and the demolition sets. All Subordinate Officers should be able to handle explosives.

1011. Night Firing:

Night Firing shall be done once a year by all battalions’ personnel with their weapons. The details of such firing shall be laid down by the Director General of Police.
1012. **Firing Range:**
Each Battalion shall have a firing range which is legally notified. Such firing range shall be capable of accommodating firing of small arms; and if possible, even field firing.

1013. **Field Firing Range:**
There shall be a notified Field Firing Range if possible for each Battalion where throwing of hand grenades, firing of Grenade Firing Rifle and 2” Mortar shall be done. If each Mizoram Armed Police Battalion cannot have it, there shall be enough Field Firing Ranges in the state with camping sites so that firing can be done by units located at a distance.

1014. **Tear Gas:**
The annual range classification firing should also include throwing of grenades and firing of tear gas shells. It is not necessary or practicable for every one to throw tear gas grenade or firing of tear gas ammunition due to shortage of ammunitions. It shall be sufficient for selected Under Officers to throw tear gas, grenades and fire tear gas shells as a demonstration and at the same time giving a lesson to all the personnel concerned on the use of tear gas.
CHAPTER – XIX

REWARDS AND PUNISHMENT

SECTION – I

REWARD

1015. **Rewards – General:**

(1) Rewards are given for performance of duty which is of higher quality than an adequate discharge of responsibility or completion of duty. Doing of one’s duty is expected of every Police Officer and such execution of one’s duty does not warrant a reward. However, a satisfactory discharge of one’s responsibility consistently over a long period of time surely deserves a reward.

(2) The quantum of reward shall depend on the degree of excellence of the performance, the level of difficulty or arduous nature of the work, the length of time and perseverance required and many other factors which may be different in each case.

(3) Reward, being a recognition of good work done, acts as an incentive and an encouragement for further good work. Hence, it must be given promptly for maximum impact.

(4) The common tendency to grant rewards liberally to those who are in physically close proximity to senior officers and in a position to ask for it should be resisted by any officer worth his salt.

(5) A system needs to be evolved so that the cases of those serving at stations away from the Headquarters and not in contact with the officers at higher level are equally considered; and that the reward should, in no case, appear to be a payment to favourites.

(6) The reward should be fair and it should appear to be fair at all costs.

(7) A Reward may be a monetary reward or a commendations or appreciations. Under Officers and Constables are normally given monetary rewards while commendations or appreciations are given to Subordinate Officers and Gazetted Officers. It has become common to give monetary rewards to Subordinate Officers and even to Gazetted Officers.

Appreciations of work of Gazetted Officers and Subordinate Officers should more appropriately be recorded in the Annual Confidential Reports. Letter of Appreciation does not give complete perspective of the officer’s good or bad points. Under Officers being commended or highly commended stands at a different footing.

1016. **Good Service Mark (GS Mark):**

(1) A Good Service Mark is the highest award which is ordinarily granted to a Police Officer for exceptionally good work. Recommendation for such award shall be made sparingly and be fully supported.

(2) All Police Officers of and below the rank of Inspectors are eligible for this award.

(3) Good Service Marks are awarded normally for outstanding acts of good work in specific cases showing special ability, perseverance and application. A consistently very good performance much above others over a period of, say, one year may also attract a Good Service Mark in which case, however, a remark in the Annual Confidential Report will be
more appropriate. A consistently good performance of duty over a period of time must be rewarded in a manner other than a Good Service Mark.

(4) An officer who, by stroke of good fortune detects an important case but whose usual record of service is one of slackness or carelessness, may not be recommended for Good-Service-Mark, unless it is clear that his success was the result of his own special efforts.

(5) The Superintendent of Police may not award any Good Service Mark. He shall recommend such Good Service Mark to his controlling Deputy Inspector General of Police. The Deputy Inspector General of Police shall move, the Inspector General of Police for awarding of Good Service Mark.

(6) If the Superintendent of Police and the head of any independent unit with the same rank thinks that the officer deserves a Good Service Mark he shall move his superior officers for such reward; in doing so, he shall submit full particulars of the case involved clearly stating the merits of the officer's work so as to bring out the exceptional nature of the good performance.

(7) If the award is sanctioned by Inspector General of Police, necessary entries shall be made by Superintendent of Police in the Service-book of the officer and other relevant documents of the District.

(8) If the Inspector General of Police considers that the performance is not adequate for the Good Service Mark recommended he shall return the report to the Superintendent of Police concerned with his order. This, however, shall not preclude the officer from being given any lesser award by the Deputy Inspector General of Police or Superintendent of Police as he deems fit.

(9) A punishment of Black Mark awarded shall cancel equivalent number of Good Service Marks at the credit of the officer and vice versa.

1017. Effects of Good Service Mark:

(1) Five Good Service Marks shall entitle an officer to an immediate one advance increment not to be absorbed in future increments in his own grade of time-scale of pay. This may imply a forward jump in seniority depending upon the circumstances and his name being placed in the list immediately below those already receipts of that rate of pay. If the officer is the first in his batch no seniority will be involved. Good Service Marks earned in a lower rank of service shall not add to those earned in a higher rank for counting towards advance increment in the higher rank. If he be already in receipt of the maximum of pay in the grade, his name will be placed above those officers who have not got five good service marks.

(2) A Good Service Mark which has been once used to obtain an accelerated increment cannot be used a second time. An officer who has obtained such increment by earning five Good Service Marks must earn another five to obtain a fresh accelerated increment.

(3) Good Service Mark shall be taken into consideration at the time of promotion.

(4) Major punishment shall have the effect of cancelling all Good Service Marks at the credit of the officer.

(5) Good Service Mark shall not override the overall gradings given in Annual Confidential Report.

1018. Method of drawing up Good Service Marks proceedings:

In drawing up proceedings for good service marks, referred to in Rule 1016. the following particulars are to be mentioned:

(1) The serial number of proceedings drawn up during the year.

(2) The name or names of officers to whom the marks are to be awarded.

(3) Number of good service marks recommended.
(4) The Police Station number and date of the case with section of law as also reference to the special report case (if the case is specially reported one).

(5) Concise history of the case together with the final result with special reference to the nature of the good work done by the officer justifying the award.

1019. **Rewards in pursuance of previous offers:**

(1) Director General of Police, Inspector General of Police, Deputy Inspector General of Police and Superintendent of Police are empowered to make an offer of rewards - (a) for apprehension of offenders, or (b) for information leading to discovery of crime and conviction of the offender. The amounts that they can offer are subject to the limits set by the State Government from time to time.

(2) Rewards which have been previously offered may be given to a Police Officer or to an outsider, but it shall not be given to a Police Officer whose ordinary duty is to perform the task for which the rewards was offered. A Government servant is eligible to receive such rewards.

1020. **Rewards without previous offer:**

(1) The officers mentioned in the foregoing paragraph are authorised also to grant rewards to any member of the police force for work done within the course of his duties when the work, in the opinion of the officer granting the reward, is of such exceptional merit or of such an arduous or peculiar nature that it justifies a special award. Such reward shall be subject to the limits of amount fixed by Government from time to time. Rewards to Gazetted Officers may be given by Inspector General of Police and Director General of Police only.

(2) Reward may, within the limit mentioned above, be granted also to private persons for assisting the police in their duties, when the assistance given is, in the opinion of the officer granting the reward, of such a nature as to justify such a reward.

1021. **Reward subject to budget provision:**

Grant of any cash reward is subject to the condition that funds are available in the budget of the officer empowered to grant reward.

1022. **Reward for information leading to discovery of illegally possessing arms, explosive:**

(1) A Superintendent of Police, Deputy Inspector General of Police, Inspector General of Police or Director General of Police shall grant rewards to a person for giving information leading to recovery of arms or ammunition in the possession of a person not entitled to possess them. Such reward is obligatory, unless any of the authorities mentioned above, for any special reason, consider it necessary to suspend such reward and moves Government to do so.

(2) Obligation to grant such reward does not apply to a Police Officer whose duty includes detection of unlicensed arms. Reward to Police Officers for such detection may; however, be granted as in ordinary cases, according to the special zeal or skill shown.

1023. **Rewards for information leading to recovery of concealed dead bodies:**

Subject to Sub-rule (2) of Rule 1019. and (2) of Rule 1020. above, reward for information leading to recovery of concealed dead bodies shall be given to the informant.

1024. **Distribution of rewards:**

(1) Where a reward has been previously offered for apprehension of an absconder, it shall be paid on such apprehension, irrespective of the question whether or not any judicial proceedings are likely to ensue.

(2) In all cases, there shall not be any avoidable delay in distributing the rewards.
1025. **Reward from private person or corporate body:**

Receiving of reward from private persons or corporate body requires approval of the Director General of Police who may sanction the acceptance by Police Officers rewards in cash or kind offered by private persons or corporate bodies for detection of crime or for other good work, provided the value in each case does not exceed the limit fixed by him. The reward shall be apportioned by the Director General of Police on the recommendation of the Superintendent of Police through the Deputy Inspector General of Police.

1026. **Power of granting rewards:**

The Superintendent of Police shall be competent to grant a reward upto Rs. 1,000/-, the Deputy Inspector General of Police upto Rs. 2,000/- the Inspector General of Police upto Rs. 3,000/- and the Director General of Police upto Rs. 5,000/-

1027. **Medals:**

(1) There are various medals that may be awarded to Police and Fire & Emergency Service personnel.

   Such as –
   
   (i) President’s Police and Fire Service Medal for Gallantry,
   
   (ii) President’s Police Medal for Gallantry,
   
   (iii) President’s Police and Fire Service Medal for Distinguish Service,
   
   (iv) President’s Police Medal for Distinguish Service, and

   (v) Police Medal for Meritorious Service.

   There are also medals that are being awarded for specific service rendered or on specific occasions. The rules and regulations for award of these medals have been laid down by Government of India.

   (2) The State Government of Mizoram has also instituted Governor’s Gold Medal, Silver Medal and Bronze Medal to be awarded to personnel of Mizoram Police. The rules have been laid down by the State Government.

   (3) The citation for award of any of gallantry medals has to be sent immediately or as quick as possible after the act of gallantry takes place whereas others are awarded on the occasions of Independence Day and Republic Day every year.

   (4) It is the responsibility of the head of state police and all the senior officers to ensure that the police personnel deserving of any medal is awarded.

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**SECTION – II**

**PUNISHMENT**

1028. **General Instruction:**

   (1) The objective of awarding punishment is primarily corrective and secondarily a deterrent. In extreme cases it is a means to getting rid of unwanted elements in the Police force.

   (2) Undue harshness in awarding punishment shall be avoided but there shall not be hesitation in awarding severe penalty in deserving cases and even awarding of the penalty of dismissal. The Disciplinary authority shall discriminate carefully between offence connoting moral turpitude, serious negligence of duty and offences which are of minor nature. Every effort shall be made to maintain discipline and to immediately correct minor
faults of Police Officers by instructions and warnings before resorting to more severe
punishment. A warning, if conveyed at a personal interview, is often more effective than if
communicated only in writing. The errors and omissions of young and inexperienced hands
must also be viewed differently. In no case the punishment should appear vindictive.

(3) No major punishment shall be imposed on a Police Officer unless
Departmental Enquiry have been conducted against him.

(4) Transfer must not be resorted to as a form of punishment even though the
conduct of an officer renders a transfer necessary in the public interest. Transfer may be
done when it becomes an administrative necessity, but in no case it must form a part of the
order of punishment.

1029. Classification of Punishment:
Penalties are divided into (1) Major and (2) Minor Penalties.

(1) Major Penalties include: -
(a) Dismissal from service
(b) Removal from service
(c) Compulsory retirement from service other than compulsory
retirement in accordance with the provisions relating to the
superannuation or retirement.
(d) Reduction to a lower stage in the same time scale, or to a
lower rank
(e) Withholding increment with cumulative effect.

(2) Minor Penalties includes: -
(a) Reprimandation
(b) Black Marks
(c) Withholding increment without cumulative effect.
(d) Censure
(e) Recovery from pay of the whole or part of any pecuniary loss
caused to Government by negligence or breach of orders.
(f) Confinement to Quarter-guard upto 15 days with or without
punishment drill
(g) Punishment drill
(h) Extra-guard or fatigue duty

1030. Dismissal and Removal from Service:
(1) Distinction: Dismissal from service precludes re-employment in any service
under Government, but removal does not. In every order of punishment involving termination
of service, it shall be clearly stated whether the officer is ‘removed’ from office or ‘dismissed’.

(2) Ordinary cases of removal of non-gazetted officers shall not be notified but
dismissal shall invariably be notified in the official gazette.

(3) In order to prevent re-employment of a dismissed person, the punishing
authority shall send information to the Superintendent of Police of the District in which the
person was serving and also to the Superintendent of Police of other district who in turn shall
pass the information to all the Police Stations. The latter shall keep the information carefully
in record for future verification, wherever any enquiry is called for in respect of such person.

1031. Reduction:
(1) Reduction may be of two types: -
(a) Reduction to a lower grade or
(b) Reduction to a lower stage in the time scale of pay

(2) An order imposing the penalty of reduction to a lower rank should invariably specify-

(a) The period for which the reduction is to remain in force, unless the clear instruction is that reduction should be permanent or for an indefinite period. It should be noted that the reduction to a lower rank may be for an unspecified or an indefinite period and in cases where no period has been specified in the order of penalty, the conclusion is that the penalty is for an unspecified period.

(b) Whether on such re-promotion, the officer will regain his original seniority in the higher rank which has been assigned to him prior to the imposition of penalty.

(3) If the order of reduction to lower rank is intended for an indefinite period the order should be framed as follows: -

“A is reduced to the lower rank of X until he is found fit by the competent authority to be restored to the higher rank of Y”.

In case where it is intended that the fitness of the officer for re-promotion or restoration in his original position will be considered only after a specified period. The order should be made in the following form:-

“A is reduced to the lower rank of X until he is found fit, after a period of .................. years from the date of this order, to be restored to the higher rank of Y”.

(4) An officer appointed directly to higher rank or post could not be reduced by any punishment to a post in lower rank or post which he never held before.

(5) If an officer is reduced to a lower rank, the period during which the reduction shall remain in force shall not count for increment on his reversion to his former rank.

(6) An order imposing the penalty of reduction to a lower stage in the same time scale of pay should indicate: -

(a) The date from which it will take effect and the period (in terms of years and months) for which the penalty shall be operative.

(b) The stage in the time scale (in terms of rupees) to which the officer is reduced and

(c) The extent (in terms of years and months), if any, to which the period referred to at (a) above should operate to postpone future increments.

(7) It should be noted that reduction to a lower stage in a time scale for an unspecified period or as a permanent measure is not permissible as per Government of India's order (2) Under Fundamental Rule 29. However, when an officer is reduced to a particular stage, his pay will remain constant at the stage for the entire period of reduction.

In order to achieve the object of not allowing increments during the period of reduction, every order passed by a competent authority imposing on an officer the penalty of reduction to a lower stage in a time scale should invariably specify that stage in terms of rupees to which the officer is reduced as in the following form: -

“The ................... has decided that Shri................................. should be reduced to a pay of Rs .................. for a period of ............................. with effect from..................................”
The operative portion of the punishment order should also be recorded as in the form given below:

“It is therefore ordered that the pay of Shri ……………………………………….…………….. be reduced by ……………… stages from Rs …………………….. to Rs …………………………. in the time-scale of pay of ………………………………………. for a period of …………… Years/month with effect from …………………………………….

It is further directed that Shri …………………………………………………. will/will not earn increment of pay during the period of reduction and that on the expiry of this period, the reduction will/will not have the effect of postponing his future increments of pay”

(8) All orders of reduction imposed on an officer from Head Constable up to Inspector shall at once be reported to the Director General of Police to enable him to maintain his gradation list up-to-date.

1032. Withholding of increments with cumulative effect:

In ordering the withholding of an increment with cumulative effect, the punishing authority shall state the period for which it is withheld and also make it clear that it shall have the effect of postponing future increments. This clarification is necessary, because the withholding of increment without cumulative effect is not a major punishment and its procedure and effects are different.

1033. Minor Punishments:

Normally minor punishments to a Police Officer are awarded without drawing up a disciplinary proceeding. However, the Disciplinary Authority should always provide opportunity to the concerned officer to explain his position or action. This may be done in an orderly room or by asking a written explanation. In respect of censure, stoppage of increment or recovery from pay to make up a pecuniary loss to Government written explanation should be called from the officer proposed to be punished. He should be given a chance to represent his case before the Disciplinary Authority. In respect of other minor punishments an opportunity to represent his case is given to the officer proposed to be punished in an orderly room.

1034. Different Minor Punishment:

(1) Punishment drill: Punishment Drill is applicable from the rank of Constables to Havildars / Head Constables and the period shall not exceed 15 days. Punishment drill shall be carried out in marching order under the supervision of a Havildar. There shall be a suitable break at the end of every one-hour.

(2) Confinement to Quarterguard: A punishment of confinement to Quarterguard with or without punishment drill shall not exceed a period of 15 days and is applicable to the rank of Constables and upto Havildar / Head Constables (AB and UB).

(3) Extra guard or fatigue duty: Only Constables may be penalised with extra guard or fatigue duty.

(4) Reprimandation: The punishment of reprimandation shall normally be awarded to Havildar / Head Constables and above. It has hardly any meaning at the lower ranks who should rather be given corporal punishment for effective result.
(5) **Black Marks:** Awarding of Black Marks should be done only after giving opportunity to the concerned officer to represent his case. A Black Mark awarded shall result in removal of one good service mark; likewise awarding of one Good Service Mark would remove the effect of punishment of awarding one Black Mark. A Black Mark may be removed (i) by the award to officer concerned of a Good Service Mark or (ii) by uninterrupted good conduct for a period of six months spent on duty.

(6) **Withholding increment, etc:** Punishments of withholding increment without cumulative effect, censure and recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of order shall be done only after an opportunity representing his case is given to the Officer concerned.

1035. **No Minor Punishment after Disciplinary Proceedings:**

Once a disciplinary proceeding is drawn up for awarding of major penalty under rule 1038. and it is decided to award a punishment awarding of minor punishment is unjustified and should be normally avoided.

1036. **Not Amount to Punishment:**

1. **Discharge of Probationer:** The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of his contract does not amount to removal or dismissal within the meaning of this rule.

2. **Recovery from Pay to meet loss of Government:** The punishment of “recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders” may be imposed in addition to any other punishment which may be inflicted in respect of the same negligence or breach of orders.

1037. **Show Cause:**

In every case where it is contemplated to impose on a member of any of the State Police the major punishments he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the punishment is passed:

Provided that the requirements of this rule shall not apply where it is proposed to impose on a member of the service any of the punishment aforesaid on the basis of facts which have led to his conviction by a Court or where the officer concerned has absconded or where it is for other reasons impracticable to communicate with him.

1038. **Inquiry:**

1. Wherever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against a member of the State Police, it may itself inquire into, or appoint an authority to inquire into the truth thereof.

2. In every case where it is proposed to impose on a member of the State Police any of the major punishments, the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated and the copies supplied to the person charged together with a statement of the allegations on which each charge is framed and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The person charged shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires an oral inquiry.

3. On receipt of the written statement of defence, or if no written statement of defence is submitted by the person charged, the disciplinary authority may itself inquire into such of the articles of charges as are not admitted or appoint an inquiring authority for the purpose and where all the articles of charges have been admitted by the person charged in his written statement of defence, the disciplinary authority or the inquiring authority as the
case may be shall records its findings on each charge after taking such evidence as it may think fit.

(4) An oral inquiry shall be held if such an inquiry is desired by the person charged or is directed by the authority concerned and the disciplinary authority may, by an order; appoint a government servant or a legal practitioner, to be known as "Presenting Officer" to present on its behalf the case in support of the articles of charges.

(5) The person charged may also take the assistance of any other government servant to present the case on his behalf, but may not engage a legal practitioner for the purpose; unless the Presenting Officer appointed by the disciplinary authority is a legal practitioner or, the disciplinary authority, having regard to the circumstances of the case, so permits.

(6) In the inquiry, oral evidence shall be learned as to such of the allegations as are not admitted, the person charged shall be entitled to cross-examine the witnesses, to give evidence in person, and to produce any material evidence of his innocence, and to have such witnesses called as he may wish, provided that special and sufficient reason to be recorded in writing, refuse to call a witness. After completion of the production of evidence, the Inquiring Authority may hear the Presenting Officer, if any, appointed and the person charged or permit them to file written briefs of their respective cases, if they so desire. After the enquiry has been completed, the person charged shall be entitled to copy of the report of the inquiry and to put in, if he so desires, his written representation or submission to the disciplinary authority within fifteen days.

(7) Notwithstanding anything contained in any other similar rules, the detail provisions for the procedure of imposing major penalty and action on the inquiry report as provided under rule 14 and 15 of Central Civil Services (Classification, Control and Appeal) Rules, 1965 as adopted by the Government of Mizoram from time to time shall be followed in conducting departmental enquiry.

1039. Copy of Report – furnishing of:

After the inquiry has been completed the person charged shall be supplied with a copy of the report of the inquiring authority and be called upon to show cause, within 15 days of receipt of the Report to enable him to make his submission or representation in regards to the findings of the inquiry before the disciplinary authority passes its order imposing the penalty.

1040. Special Provisions:

(1) The requirements of these rules above shall not apply:

(a) where it is proposed to impose on a member of the service any major punishment on the basis of facts which have led to his conviction in a criminal court;

(b) where the Governor is satisfied that in the interest of the security of the State it is not expedient to follow the procedure prescribed in these rules; and

(c) where the Disciplinary Authority is satisfied that it is not reasonably practicable to follow the procedure laid down in above rules;

The Disciplinary Authority may decide as it deems fit in accordance with the provisions of Article 311(2)(b) of the Constitution.

(2) If any question arises whether it is reasonably practicable to follow the procedure prescribed in the rules above, the decision thereon of the authority empowered to dismiss or remove such person or reduce him in rank, as the case may be, shall be final.
1041. **Proceeding based on conviction:**

When a Police Officer has been tried and convicted in a court of law and the conviction has been upheld in appeal (if any), or the period for appeal has expired, it shall be sufficient for the Appointing Authority to serve on him the order of punishment inflicted by it on him on the ground on which the judgement was passed. Conviction in a court of law by itself is not necessarily a sufficient ground for dismissal. The nature of punishment is to be decided by the Disciplinary authority on the nature of offence committed by the Police Officer. If the offence is such as to render further retention in Police service undesirable dismissal or removal will be appropriate.

1042. **Acquittal is no bar against Departmental action:**

An order of discharge or acquittal of a Police Officer passed by a court shall not be a bar to the drawal of departmental proceeding against and award of punishment to such an officer in respect of the same cause or matter, if in the opinion of the Disciplinary Authority there is sufficient material for such proceeding. Each individual case shall be examined.

1043. **Suspension:**

1. A member of a service may be placed under suspension from service, where
   
   (a) an enquiry into grave charges against him is contemplated or is pending, or
   
   (b) a complaint against him of any criminal offence is under investigation or he is under trial and if such suspension is necessary in the public interest.

2. A member of a service who is detained in custody whether on a criminal charge or otherwise, for a period longer than forty-eighty hours shall be deemed to have been suspended under this rule.

3. Where a punishment of dismissal, removal or compulsory retirement from service imposed upon a member of service under suspension is set aside on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

4. Where a punishment of dismissal, removal or compulsory retirement from service imposed upon a member of a service is set aside or declared or rendered void in consequence of or by a decision of a Court of Law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the punishment of dismissal, removal or compulsory retirement was originally imposed, the member of a service shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

5. An order of suspension made or deemed to have been made under this rule may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

1044. **Competent Authority to punish:**

The authority which may impose any of the punishments mentioned in column 5 or 6 on a member of the service specified in column 1 of the Annexure to this chapter shall be the authority specified in the corresponding entry in column 3 thereof whichever is relevant, or any higher authority.
Provided that where in any case a competent authority has imposed or declined to impose a punishment under this rule, a lower authority shall have no jurisdiction to proceed under this rule in respect of the same case:

Provided further that no person shall be removed or dismissed or compulsory retired from the service by any authority subordinate to that by which he was appointed:

Explanation – (a) The fact that a lower authority has imposed or declined to impose a punishment in any case shall not debar a higher authority from exercising his jurisdiction under this rule in respect of the same case.

(b) The order of a higher authority imposing or declining to impose in any case a punishment under this rule shall supersede any order passed by a lower authority in respect of the same case.

(c) The fact that a lower authority has dropped a charge against a member of a service as not proved shall not debar a higher authority from reviving it, for reason to be recorded in writing and taking suitable action on the charge so revived.

1045. Appeal:

A member of the service shall be entitled to appeal from an order imposing on him any of the punishments specified in Rule 1029.1.

(a) if such order was passed by an authority specified in the relevant column of the Annexure, to the authority specified in the relevant column thereof; and

(b) if such order was passed by an authority (other than the State Government) higher than that specified in the relevant column of the Annexure, to the next higher authority to whom the former authority is administratively subordinate.

(c) There is no appeal against minor punishments.

1046. Orders Passed by Government:

(1) A member of the service in whose case the Government have passed original orders shall be entitled to submit within a period of two months from the date on which the order was communicated to him, a petition to the Government for review of the orders passed by them on any of the grounds specified below: -

(a) that the order was not passed by the competent authority;

(b) that a reasonable opportunity of defending himself was not given;

(c) that the punishment is excessive and unjust;

(d) discovery of new matter or evidence which the appellant alleges and proves to the satisfaction of the Government was not within his knowledge or could not be adduced by him before the order imposing the penalty was passed;

(e) evident error or omission such as failure to apply the law of limitations or an error of procedure apparent on the face of the records.

(2) The petitions for review which does not satisfy any of the above grounds shall be summarily rejected.

1047. Action by Appellate Authority:

(1) In the case of an appeal against an order imposing any punishment specified in rule 1029.1, the appellate authority shall consider –

(a) whether the facts on which the order was based have been established;
(b) whether the facts established afford sufficient ground for taking action; and
(c) whether the punishment is excessive, adequate or inadequate;

(2) And, after such consideration shall pass such order
   (a) Confirming, enhancing, reducing or setting aside the punishment; or
   (b) remitting the case, to the authority which imposed the penalty or to any other authority with such direction as it may deem fit, in the circumstances of the case;

Provided that –

(1) if the appellate authority proposes to impose an enhanced punishment, the appellant shall be given a reasonable opportunity of making representation against the enhanced punishment proposed on the basis of the evidence adduced during such inquiry, make such orders as it may deem fit duly taking the representation, if any, into consideration; and

(2) any error or defect in the procedure followed in imposing a punishment may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.

1048. Execution of Order:
An authority from whose order an appeal is preferred shall give effect to any order made by the appellate authority.

1049. Appeal on own name:
Every person preferring an appeal shall do so separately and in his own name.

1050. Period of Appeal etc:
(1) Every appeal preferred under rule 1045. shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal shall be submitted through the head of the office to which the appellant belongs or belonged and through the authority from whose order the appeal is preferred.

(2) No appeal shall be admitted by the appellate authority if it has not been preferred within 2 months from the date on which a copy of the order appealed against was issued to the appellant:

Provided that, if the appellant satisfies the appellate authority that he had sufficient cause for not preferring the appeal within the said period, the appeal may be admitted by such authority if it is preferred within three months from the date on which a copy of the order appealed against was communicated to the appellant.

1051. Withholding of Appeal:
An appeal may be withheld by an authority not lower than the authority from whose order it is preferred, if –

(a) it is an appeal in a case in which under these rules no appeal lies; or
(b) it does not comply with the provisions of Rules 1049. and 1050.; or
(c) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided, and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case; or

(d) it is addressed to an authority to which no appeal lies under these rules:
Provided that in every case in which an appeal is rejected, the appellant shall be informed of the facts and the reasons for it:

Provided further that an appeal withheld on account of the failure to comply with the provisions of the rules 1049. and 1050.(1) may be re-submitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal and if re-submitted in a form which complies with those provisions shall not be withheld.

1052. Comments on Appeal:
Every appeal which is not withheld under these rules shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred with an expression of opinion and comments on the points raised by the appellant.

1053. Return of Appeal withheld:
A list of appeals withheld under Rule 1051. with the reasons for withholding them, shall be forwarded half-yearly by the withholding authorities to the appellate authority.

1054. Power to call appeal withheld:
The appellate authority may call for an appeal admissible under these rules which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.

1055. Power of Review:
Nothing contained in these rules shall be deemed to preclude an authority higher than the appellate authority from reviewing any case either on its own initiative or on representation from a member of the service against the order of the punishing authority or appellate authority or the order of an authority higher than the appellate authority but lower than itself and passing such orders as it thinks proper. For this purpose, it may call for the records at any stage notwithstanding that any representation already made to a subordinate authority for reviewing the case has not been gone into or disposed of:

Provided that no order imposing or enhancing any punishment shall be made by any reviewing authority unless the Police Officer concerned has been given a reasonable opportunity of making representation against the enhanced punishment proposed. Where it is proposed to impose any of the major punishments or to enhance the punishment imposed by the order sought to be reviewed to any of the major punishments, no such punishment shall be imposed except after an inquiry in the manner laid down in Rule 1038. and after giving a reasonable opportunity to the Police Officer concerned of showing cause against the punishment proposed on the evidence adduced during the inquiry.

Provided that:

(i) no application for review shall be preferred more than once in respect of the same order;

(ii) application for review shall be submitted within 60 days after the issue of the order of the Appellate Authority.

1056. Power of State Government to review its own orders:
Nothing contained in these rules shall be deemed to preclude the State Government from reviewing its own orders previously passed.

1057. Appeals earlier submitted:
Nothing in these rules shall operate to deprive any person of any right of appeal which he would have had if these rules had not been made, in respect of any order passed before they came into force. An appeal pending at the time when, or preferred after, these rules come into force, shall be deemed to be an appeal under these rules, and Rule 1047. shall apply as if the appeal were against an order appealable under these rules.
1058. **No Pleader allowed:**

No lawyer or counsel shall be allowed to appear in any Departmental Enquiry or appeal provided that if a lawyer is appointed as a Presenting Officer, then the delinquent may also appoint a lawyer to represent him.

1059. **Register of punishment:**

All punishments of whatever nature shall be entered in the Punishment Register in the prescribed form.
### ANNEXURE: Power of Punishment chart

(Rule 1044.)

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Rank of officer punished</th>
<th>Appointing Authority</th>
<th>Disciplinary Authority</th>
<th>Reviewing Authority</th>
<th>Appellate Authority</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Inspector of Police</td>
<td>Inspector General of Police</td>
<td>Inspector General of Police</td>
<td>Deputy Inspector General of Police</td>
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<tr>
<td>2</td>
<td>Sub-Inspector of Police</td>
<td>Superintendent of Police / Commandant / Principal, Police Training Centre</td>
<td>Superintendent of Police / Commandant / Principal, Police Training Centre</td>
<td>Deputy Inspector General of Police</td>
<td>Director General of Police</td>
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</tr>
<tr>
<td>3</td>
<td>Asst. Sub-Inspector of Police</td>
<td>Superintendent of Police / Commandant / Principal, Police Training Centre</td>
<td>Superintendent of Police / Commandant / Principal, Police Training Centre as referred to rule 8(1)</td>
<td>Deputy Inspector General of Police</td>
<td>Director General of Police</td>
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<tr>
<td>4</td>
<td>Head Constable</td>
<td>Superintendent of Police / Commandant / Principal, Police Training Centre</td>
<td>Superintendent of Police / Commandant / Principal, Police Training Centre</td>
<td>Deputy Inspector General of Police</td>
<td>Director General of Police</td>
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<tr>
<td>5</td>
<td>Constable</td>
<td>Superintendent of Police / Commandant / Principal, Police Training Centre</td>
<td>Superintendent of Police / Commandant / Principal, Police Training Centre</td>
<td>Deputy Inspector General of Police</td>
<td>Director General of Police</td>
</tr>
</tbody>
</table>

- **No appeal or review lies against order of minor punishment.**

Punishment:
- Major: (a) Dismissal
- Minor: (b) Removal
- (c) Reduction of rank
- (d) Withholding of increment without cumulative effect
- (e) Withholding of increment with cumulative effect
- (f) Censure
- (g) Punishment drill
- (h) Extra-Guard duty

**ANNEXURE:** Power of Punishment chart (Rule 1044.)
**N.B.** In addition to the punishment mentioned in the proceeding statement, the following minor punishment subject to rules above may be awarded by the different authorities subject to the maximum period noted against each.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Appointing Authority</th>
<th>Disciplinary Authority</th>
<th>Punishment</th>
<th>Maximum Period</th>
<th>Appellate Authority</th>
<th>Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Head Constable / Havildar and other ranks below HC</td>
<td>Superintendent of Police / Commandant / Principal, Police Training Centre</td>
<td>Superintendent of Police / Commandant / Principal, Police Training Centre</td>
<td>Confinement in the Quarter-guard</td>
<td>15 days</td>
<td>Nil</td>
</tr>
<tr>
<td>2</td>
<td>Head Constable / Havildar and other ranks below HC</td>
<td>Superintendent of Police / Commandant / Principal, Police Training Centre</td>
<td>Addl. Superintendent of Police / Deputy Commandant / Vice Principal, Police Training Centre</td>
<td>Confinement in the Guard-room or lines. Punishment drill, extra-guard, fatigue or other duty.</td>
<td>10 days</td>
<td>Nil</td>
</tr>
<tr>
<td>3</td>
<td>Head Constable / Havildar and other ranks below HC</td>
<td>Superintendent of Police / Commandant / Principal, Police Training Centre</td>
<td>Assistant Superintendent of Police / Deputy Superintendent of Police / Assistant Commandant / Assistant Principal, Police Training Centre</td>
<td>Confinement in the Guard-room or lines. Punishment drill, extra-guard, fatigue or other duty.</td>
<td>7 days</td>
<td>Nil</td>
</tr>
<tr>
<td>4</td>
<td>Head Constable / Havildar and other ranks below HC</td>
<td>Superintendent of Police / Commandant / Principal, Police Training Centre</td>
<td>Inspector of Police or Sub-Inspector of Police who are in charge of PS or PLN Comdr. in case of Battalion</td>
<td>- do -</td>
<td>5 days</td>
<td>Nil</td>
</tr>
</tbody>
</table>
CHAPTER – XX

REDRESSAL OF GRIEVANCES AND WELFARE MEASURES

SECTION – I

REDRESSAL OF GRIEVANCES

1060. **Introduction:**

(1) On the police force is vested the basic responsibility of maintaining order in the society and upholding the Rule of Law. The task is stupendous and at times hazardous. The very nature of police job is such that the police force must be kept, at all times, at the maximum level of efficiency and alertness. It is, therefore, imperative that morale of the force in general, and at the field level in particular, is kept high under all circumstances. The efficient performance of the force depends largely, if not wholly, on the morale of the men constituting the force. The morale of the force on the other hand depends on the extent the personnel feel satisfied that the organisation and the Government take good care of them and their interests and look after their welfare to the extent possible.

(2) The morale of the force can be sustained when there exists a satisfactory mechanism for identification and redressal of the grievances of the personnel of all ranks. At present, such a mechanism exists in the form of (i) weekly orderly-room and (ii) the periodical sammelan or Darbar in different police units Headquarters, such as, District Headquarters or Battalion Headquarters and at the locations of the sub-units like Police Station or a detachment of Armed Battalions whenever Gazetted Officers visit them. The system of submitting written representation through proper channel for redressal of individual grievances is always open.

1061. **Orderly Room:**

(1) The Orderly Room gives an opportunity to individual policeman to represent his grievances to the Commanding Officer, who are usually of the rank of Superintendent of Police or Battalion Commandant. They are expected to take immediate remedial measures in so far as it lies within their competence. It must be borne in mind that individuals nurture grievances due to lack of timely attention to their problems by the higher authorities or their perceived injustice prevailing within the Force. Superintendent of Police/Commandant must, therefore, promptly bring to the notice of his superior officer concerned the points of any individual grievances which are beyond his competence to redress. Generally individual grievances relate to posting, transfers, leave, provident fund and other personal matters. All grievances that are within the competence of the commanding officers to redress should be settled in all promptness.

(2) In cases where the grounds of grievance of individual Police Officer or Officers is not reasonable or when it is beyond the ability of the State Government to solve the problem the facts should be patiently explained.

(3) The system of Orderly Room has, over the years acquired a punitive flavour and is often used for awarding punishment to the personnel at the subordinate level for delinquencies. While it is admitted that the delinquent must have an opportunity to explain his position before inflicting punishment on him, it should be the endeavour of all commanding officers to see that orderly room is viewed in its overall perspective; and that the aspect of Orderly Room as a means of redressing grievances and attending to the problems of the subordinates is emphasized. The Orderly Room provides an opportunity for a subordinate to quickly voice his grievances and even problems faced by him.
(4) Personnel of all ranks should feel free to express their grievances to the Commander of the unit or of higher formation but following the procedure prescribed or accepted. The Commander of the unit should establish an equation with all ranks so that the tendency of intermediate level officers to suppress the discontentment in the lower ranks or to make the lower ranks voice only matters which they themselves are interested, are effectively discouraged.

1062. **Role of Supervising Officers:**

The Supervising officers shall ensure that any officer of any rank under his command having any grievance is given the fullest liberty to articulate it before him. It is important that supervisory officers shall themselves take initiative and provide opportunity to the subordinates to voice their grievances and problems. The behaviour and attitude of the senior officers should be such as to attract the confidence of their subordinates that their problems shall surely be attended to by the superior. The lower ranks should not find the necessity to go to other sources of authority for solution of their problems; in fact, those who go to other authorities shall be dealt with under the rules. Officer shall avail every opportunity to identify individual grievances in the normal course of their tours and inspections and take effective remedial measures.

**SECTION – II**

**WELFARE AND AMENITIES FOR POLICE PERSONNEL AND THEIR FAMILIES**

1063. **Introduction:**

In addition to the measures indicated in the previous section a positive approach on the part of the superior officers is required to plan and execute welfare not only for the police personnel but also for all the members of their family. The success of such measures instils collective pride on the part of the personnel and members of their family in the fact that they are a part of Police Force.

1064. **General outline of Welfare:**

Broadly speaking, the welfare includes the followings:

1. Housing,
2. Education,
3. Medical care,
4. Recreational facilities,
5. Financial aid,
6. Special Retirement benefits in distress situation arising from death or physical disability caused while discharging duties,
7. Pension, Gratuity and various allowances including medical reimbursement, and
8. Group Insurance Scheme.

1065. **Service Conditions:**

1. Most of the welfare measures for police as mentioned above like pensions, gratuities, medical facilities, housing, Group Insurance Scheme and other measures are parts of the conditions of service. Due to the risky and hazardous nature of duty performed by Police, the personnel deserve a better condition of service as compared to the other
Government employees. Continuous efforts need to be made by the Department to this
effect.

(2) Due to the low level of education and preoccupation with their work the
Subordinate Officers, Under Officers and Constables regularly face delays and other problems
in getting their rightful share. The Gazetted Officers must take initiative to ensure that the
men do get their dues promptly. An impression had to be created amongst the lower ranks
that they can depend on their superiors on such matters.

1066. Welfare Measures:

The second category of above include such measures as (a) welfare-centres to
provide work for members of police family to augment their income, (b) scheme for
encouragement of higher and technical studies, (c) financial relief in distress situation not
provided for under the regular service conditions, and (d) recreation and entertainment
facilities to make life more bearable to police family members in the midst of stress and strain
of their daily life.

1067. Funds:

(1) Government is invariably short of money and adequate funds are not always
made available in the annual budget to adequately meet the requirements of service
conditions. The senior Police Officers have to make continuous efforts to convince the
Finance Department to make funds available to meet these requirements.

(2) In regard to positive welfare measures organized by the Department, funds
have to be raised and built up by contributions of the personnel of all ranks. State
Government must also supplement by adhoc grants annually.

1068. Initiative by Officers:

To implement Welfare schemes and make them viable and profitable senior officers
have to take initiative and continuous interest in the measures taken up. The performance on
this aspect of worker is one of the assessments recorded in the Annual Confidential Report
also. A senior officer should take the welfare of his subordinates as one of the most important
responsibilities. The lower ranks themselves do not have the ability or time to organize and
implement these schemes.

SALIENT FEATURES OF THE WELFARE MEASURES

1069. Housing:

Construction of houses for police personnel of the ranks that are entitled to free-
accommodation should be taken up in phases in a planned manner. The funds allotted by the
Centre or the State on this account should be utilized in full. Until such time as the required
numbers of quarters are built, adequate house-rent allowance should be paid to enable the
men to hire houses equivalent to the minimum floor space they are entitled to occupy.
Continuous efforts are to be made for speedy implementation of the housing schemes in a
phased manner.

1070. Education:

Every district Headquarters and Battalion Headquarters must have a school for the
children of the police personnel. Hostel accommodation should be provided to meet the
needs of the children of Police Officers and men posted to rural areas. Provisions should be
made in the welfare scheme to provide scholarship and prize to meritorious children, besides
free textbooks to all children of other ranks. Other facilities and concessions may be extended
gradually with the improvement in resources of the welfare fund. In urban areas Police
schools upto the level of Higher Secondary may be established. The lower level schools in
Police Reserve and Battalion Headquarters may be taken over by Government but the unit officers shall continue to be involved in the matters of the schools.

1071. **Medical care:**

At present free medical care is provided for the police personnel and their families in Government Hospitals and Police Hospitals wherever available. Police Hospital in Armed Battalion Headquarters shall continue to treat members of the district and other police units and their family members till the District Police has its own Hospital. Every endeavour shall be made to provide medical facilities to all districts and Armed Battalions. It is important that Police Hospitals are supplied with sufficient stock of medicine. Besides this, some beds should be kept reserved in T.B. Hospital, Cancer Institutes and Medical College Hospital for police personnel affected by such disease so that they get free and proper medical treatment.

1072. **Recreational facilities:**

To relieve the stress and strains and the boredom of police duties, amenities like Television, indoor game facilities and a library with newspapers and periodicals must be provided in the police club or Recreational centres in every unit headquarters and in a smaller scale in sub-unit locations.

1073. **Family Welfare Centres:**

Family welfare centres should be established in each District Police Reserve, Armed Battalions and other units to provide gainful employment to family members of the police personnel. Such employment includes making of uniforms, weaving of cloths, knitting of woollen garments and handicrafts based on local talents and raw materials. Other profitable ventures suitable to the locality and the talent available may also be organised.

1074. **Pensionary benefits:**

Extra pension and other benefits to the family of police personnel who happens to die or get disabled in circumstances arising from the risk of the office is an imperative need. In addition the senior officers must make conscious efforts to help the children or close relatives of such police personnel or public men displaying conspicuous bravery and courage in counter insurgency operations, maintenance of law and order or apprehending criminals for recruitment and appointment in the department over and above the normal appointments on compassionate ground as per rules of the Government.

1075. **Benefit in case of death on duty:**

(i) Gratuity of a reasonable amount.

(ii) Monthly pension to the family equivalent to the last pay drawn by the deceased till the date on which the deceased would have normally reached the age of superannuation and thereafter a monthly pension to which the deceased would have been entitled if he/she had continued in service till the date of superannuation.

(iii) Ex-gratia grant as immediate financial assistance.

1076. **Special Disability leave:**

Special Disability leave has already been given due consideration and such leave already provided under Leave rules.

1077. **Group Insurance Scheme:**

The state Government has extended the Group Insurance Schemes of the Government employee to the police personnel of all ranks.

1078. **Canteen and Stores:**

Canteens and Stores on co-operative basis must be established out of the welfare and amenity funds for supply of daily necessaries including groceries to police personnel and their families at a reasonable price. These canteens and stores shall be managed and run by
police personnel themselves duly selected by the Head of Office and a Sub-Committee comprised of representatives from all ranks should look after the affairs of such canteens. Performance of duty in such canteens is an official duty.

1079. **Police welfare Fund:**

(1) It is indicated before that Police Welfare and Amenity Fund should be raised by contribution of the police personnel themselves. Director General of Police of the state with the approval of the Government must frame Rules for governing and administering such fund. An Administrative Committee may be formed for this purpose at the District and Battalion Headquarters with police personnel themselves. Personnel of the subordinate levels should necessarily be included in such committees. These Committees should function under the supervision of the Central Committee in which the representatives of all ranks should be associated.

(2) (a) The Police Welfare and Amenities Fund should be supported by an initial, one time lump sum grant by the State Government.

(b) The broad principle guiding the working arrangement in the matter of funding should be that 60% of the requirement of the fund should come from contribution from police personnel themselves, 20% should be made up from government grants and the balance 20% should be covered by the interest generated by the initial lump sum grant which may be kept in fixed deposit or invested elsewhere.

(c) Contribution from police personnel should be made compulsory and on a graded scale.

(d) **Audit:**

(i) There must be arrangement for regular auditing of the operation of the welfare fund annually.

(ii) The audit of the welfare fund at the Battalion or the District level shall be carried out by a sub-committee comprising of representatives of all ranks. It shall be open to the sub-committee to take the assistance of a qualified professional accountant or auditor to get the job done.

1080. **Sports:**

(1) Organisation of sports within the Force and for police families, specially the children, shall be deemed an integral and important part of welfare measure. Outstanding performance, potential and talent in game and sports should be quickly spotted and encouraged to develop in full measure.

(2) Organisation of sports and athletic activities in Police Force is compulsory at all levels – from the sub-unit, unit/district and to the state level and shall be the responsibility of the State Police Sport Control Board duly constituted by the Director General of Police. Such activities promote the spirit of co-operation and maintenance of good health. They are very effective in promoting fraternity and a sense of camaraderie amongst the men of all ranks which is essential for building up team spirit and team work, the much needed element for successful performance of police work. It is therefore important that sports and athletics meet at State level is organised at regular intervals. Beside, the police teams should participate regularly in different competitions in various disciplines especially team games like football, volleyball, hockey etc., which are held in the State or outside under the auspices of different sports associations. Apart from other things, such participation helps to bring police personnel closer to the people and this contributes to better police-public relations; and good performance in such sports meets can bring about a tremendous pride in the Force.

(3) Considering the importance of Sports and Athletic activities, the State Government should provide the required facilities to the department at all the district and unit levels. Fund made available from the contribution of the officers and men is never adequate.
The State Government should give generous grants annually. It should also provide opportunity to Police Department to raise funds for this purpose.

(4) Participation in Sports Meet organised for Police or by Police team in competitions organised by recognised bodies is treated as duty.
CHAPTER – XXI
INSPECTION AND SUPERVISION

SECTION – I
OBJECT, TYPE, FREQUENCY ETC., OF INSPECTION

1081. Object of Inspection:

No officer can perform his function properly unless he knows his men and the conditions under which they perform their duty. An officer is dependent for his success upon his subordinates. The Superintendent of Police cannot run to all the places in the district attending to every individual case himself. He has got to get the work done by the officers and men placed at his disposal and to make the best possible use of them. Inspection is a means to this end and not a mere routine matter or statistical test of certain operations; nor is it a mere criticism or faultfinding function or correction of lapses here and there. It is an opportunity to know the men, their ability, etc. and to discover why the wrong takes place and what should be done to correct the wrong and to prevent recurrence of the wrong in future. It is also an opportunity to train the subordinates and to give them guidance. The superior officer should know his men thoroughly, their ability and their potentiality so that he can give the correct assignment to the individual officers and maximise the output as a whole. He can give proper guidance so that mistakes are avoided and their performance enhanced.

Secondly, there is always a need to ensure that jobs are done, tasks accomplished and instructions are followed. There can always be a difference in the perception of the superior officer and the one executing the work. Inspection does these jobs and ensures that subordinates perform the duties in the manner desired.

Lastly, matters that are not inspected tend to be left untouched by the subordinates. Without inspections no department can function effectively and efficiently.

1082. Types of Inspection:

There are three types of Inspection - formal, informal and cursory.

(1) Formal Inspection: Formal Inspection is a comprehensive, periodic and detailed inspection embracing all aspects of the function of the unit inspected.

(2) Informal Inspection: Informal Inspection is generally confined to specific aspects of the work, may be crime or any other work and to making acquaintance with the personnel. Not only the matters relating to current cases and procedure but also difficulties and grievances, and work conditions of the staff shall be discussed during informal inspection. Advice, direction, encouragement or warning, whatever required, shall be given by the Inspecting Officer.

(3) Cursory Inspection: Cursory Inspection is an unannounced visit made at any time with a view to finding out the position of investigation of pending cases, state of equipments, materials or any other matter. It may relate to the pressing problems of the day.

1083. Inspection Register:

There shall be three different Inspection Registers for the three types of Inspections mentioned above.
1084. **Formal Inspection:**

1. Prior intimation of at least 10 days shall be given to the establishment proposed to be inspected in a formal manner.

2. A formal inspection may be completed within three days and at the minimum two days shall be spent so that the Inspecting Officer has sufficient time to look into all aspects of the work and also get acquainted with the works of important functionaries. The duration will also depend on the size of the establishment inspected and the nature of job performed by the office.

3. The month of February, March, July and August may be avoided for formal inspection due to obvious reasons.

4. During a formal inspection, the works of all branches and sections shall be covered including all the records. All financial transactions shall be inspected, stocks verified and the performance of individual officers assessed. Grievances of individuals should also be attended to.

5. The Inspection report in duplicate of a formal inspection shall be sent within fifteen days to the office inspected. The head of the Office/Station inspected shall, after showing action taken or what action he intends to take on the margin of inspection notes, invariably send back one copy to Inspecting Officer within another 15 days, and also paste copy of the same to the blank pages of the Inspection Register.

6. The copies of the Inspection report shall be sent up to the level of Director General of Police. If the Inspecting officer is an Inspector, copies should be send to Sub-Divisional Police Officer, Superintendent of Police and Deputy Inspector General of Police and if the Inspecting Officer is Superintendent of Police then to Director General of Police. In addition, extract copies may also be sent to other officers as deemed fit by Superintendent of Police.

1085. **Informal Inspection:**

1. For informal inspection, 3 days prior intimation shall be given to the office to be inspected.

2. The duration of inspection shall be completed ordinarily in one day.

3. Inspection should be concentrated on specific matters, may be relating to Crime-detection, Crime-prevention and the personnel along with genuine difficulties and grievances faced.

4. The inspection report in duplicate should reach the officer inspected within 7 days and should be pasted on to blank pages of the Inspection Register showing action taken by the Head of the Office/Station inspected on the margins of the relevant Inspection notes and also be returned to the Inspecting Officer within a fortnight.

5. Copies of report of informal inspection shall be sent up to the level of Superintendent of Police only with the marginal notes of the inspection notes.

1086. **Cursory Inspection:**

1. As already indicated, a cursory inspection needs no prior intimation. It should rather be a surprise inspection.

2. It shall not normally last for more than one day, unless certain matters need to be pursued further.

3. The inspecting Officer should chiefly look into any aspect of the work he wanted. For instance he may inspect and review the crime position and assess the performance of the officers in the investigation of cases, works done for prevention of crime, etc.

4. (a) The Inspection-note should be recorded on the Inspection Register itself, if feasible; and in such cases, two copies of it should be made
by the office/station inspected and sent to the Inspecting Officer with marginal note on the relevant Para of the inspection showing action taken. The latter shall keep one copy with himself and forward the other to Sub-Divisional Police Officer.

(b) If this is not feasible the inspection note should be sent to the inspected office/station by the Inspecting Officer within two days, and on receipt it should be pasted by the office inspected to the blank pages of the Inspection Register.

1087. **Inspection by Inspector of Police, Sub-Divisional Police Officer, Deputy Superintendent of Police Headquarters in charge of a Sub-division or Additional Superintendent of Police:**

(1) Inspector of Police posted to the office of Sub-Divisional Police Officer or to the office of the Superintendent of Police shall carry formal inspection of all the Police Stations in the subdivision once in a quarter. In respect of Police Stations where Officer-in-Charge is an Inspector the Sub-Divisional Police Officer or the Superintendent of Police shall authorised him. He should inspect all the aspects of the functions of the Police Station or Out Post. He should be the technical expert who is well-versed with law, the technique of investigation and the keeping of crime records. He should guide and ensure that rules and regulations are complied with and that the Officer-in-Charge and the Investigating Officers perform their allotted tasks and responsibilities. He should also inspect the Court Office once in six months.

(2) Sub-Divisional Police Officer shall carry out formal inspection of his own office at least once a year.

(3) Sub-Divisional Police Officer shall formally inspect each Police Station twice a year in the manner mentioned in the next succeeding rules.

(4) Cursory inspection shall be carried out by Sub-Divisional Police Officer as often as possible, and every time while passing by a Police Station on any occasion.

1088. **Inspection by Superintendent of Police:**

(1) Superintendent of Police shall make formal inspection as follows: -

(i) his own office once a year;

(ii) each Sub-Divisional Police Office once a year;

(iii) District Police Reserve once a year (including parade); and

(iv) each Police Station once in 6 (six) months;

(v) the Court Office once a year.

The Superintendent of Police may not be able to inspect all the Police Stations in every 6 months; hence he may inspect the more important Police Stations while the Additional Superintendent of Police may inspect the other on behalf of the Superintendent of Police. He should, however, inspect all the Police Stations in his district within one year.

(2) Informal inspection of each Police Station shall be made by Superintendent of Police or Additional Superintendent of Police once every quarter.

(3) Cursory inspection of a Police Station shall be made by Superintendent of Police or Additional Superintendent of Police whenever he visits it on any occasion.

(4) Likewise, Superintendents of Police and Heads of Offices of other Organisations, such as Criminal Investigation Department, Special Branch, Fire and Emergency Services, Mizoram Police Radio Organisation, Police Training Centre shall formally inspect their own offices and that of their subordinates, if any, thoroughly once a year and arrange to get their inspection notes pasted in the Inspection Register and send one copy of
the same to the Deputy Inspector General of Police in-charge of their organisations to be followed by marginal notes within 30 days showing action taken or proposed to be taken.

(5) The Superintendent of Police (Wireless) and his Additional Superintendents of Police shall inspect all the Wireless Stations once a year with a special emphasis on timely transmission of messages, receipt and delivery of messages, and consumption of stores, equipments, Petroleum Oil and Lubricant etc. The Deputy Superintendents of Police shall inspect the Police Radio Stations once in 6 months. The available Deputy Superintendents of Police may be allotted a number of Stations to be inspected. The Superintendent of Police (Wireless) will send a copy of such inspection notes (copy of the inspection notes of the Additional Superintendent of Police/ Deputy Superintendents of Police will be marginally commented by the Superintendent of Police, Wireless) to the Deputy Inspector General of Police in-charge showing action taken or to be taken by him as mentioned above.

(6) The Superintendent of Police, Fire and Emergency Services shall formally inspect all the Fire Stations and Sub-Stations in the state once a year whiles the Additional Superintendent of Police/ Deputy Superintendents of Police shall inspect each Station twice a year. Informal inspections shall be done at least once in a quarter by the Superintendent of Police, Additional Superintendent of Police or the Deputy Superintendent of Police.

1089. Inspection of Mizoram Armed Police Battalions:

(1) Assistant Commandant in charge of Border Outpost, other Posts or any detachment shall carry out formal inspection of such detachments once a quarter. He shall inspect arms and ammunition thoroughly, verify the stock, hold kit inspection and stores, the Mess Account, performance of duties, hold personal hearing of all the personnel in a sammelan and take note of any important matter for action. He shall inspect the turnout of the men, test their knowledge and skill in handling of weapons, ability to command and control by the Subordinate Officers and their knowledge of the given task.

(2) The Deputy Commandant shall inspect the detachments once in 6 months. The other Deputy Commandant shall inspect the office in respect of Arms and Ammunition, clothing and other stores, Account Records and service records. Half yearly stock taking shall be done along with the Inspection.

(3) The Commandant shall make a thorough inspection of all branches of his office once a year including all the detachments.

(4) Informal or Cursory Inspection of all the detachments shall be made by the Commandant once in 6 months and by Deputy Commandant more frequently.

(5) The other aspects of Inspection like maintenance of Inspection Register and manner of action taken will be the same as in the District Executive Force.

1090. Frequency of Inspection by Deputy Inspector General of Police:

(1) Deputy Inspector General of Police, Range shall carry out formal inspection of the following once every year.

   (i) Superintendent of Police’s office in each District, that is, all branches including District Crime Branch and Court Office.

   (ii) Reserve Office in each District, that is, all branches and also parade.

   (iii) Two Police Stations in each district in his Range; one Police Station each in the first half of the year and another Police Station each in the second half of the year.

(2) Informal and cursory inspections of Superintendent of Police’s office may be carried out by Deputy Inspector General of Police, Range as and when these are deemed necessary by him.

(3) Deputy Inspector General of Police, Armed Police should complete inspection of all Armed Battalions once a year and all out-lying companies of Police Battalions once in 3 years, inspecting one-third of the total number of companies every year. He shall also inspect
Battalion office, Battalion Stores, arm and equipments, transport Branch, parade, ability to command by Under Officers and Subordinate Officers; weapon handling, etc.

1091. **Frequency of Inspection by Inspector General of Police:**

(1) Director General of Police or Inspector General of Police may carry out formal inspection of at least 4 units or District Executive Forces once a year and all the armed battalions in 2 (two) years.

(2) Any time Director General of Police or Inspector General of Police may formally inspect the Office of any District Superintendent of Police with prior intimation.

(3) Director General of Police, Inspector General of Police or Deputy Inspector General of Police may make informal or cursory inspection of any office under them at any time.

1092. **Overlapping to be avoided:**

(1) The functions of all officers above are supervisory in nature, and they are required to carry out inspection of the same office. There is therefore, likely to be considerable overlapping in the matter of inspection, if proper lines of demarcation are not made. Such overlapping may be largely avoided, if the inspecting officers of each level keep the general perspective of his inspection in conformity with the objectives, which his level is required to achieve.

(2) Inspection by Director General of Police or Inspector General of Police should lay more emphasis (a) on the general situation and trends of crime, and (b) the organisational adequacy or inadequacies in any sector and (c) whether the policies and principles laid down by him or Government have been carried out in practice.

(3) Deputy Inspector General of Police, Range shall have to go into more details about crime detection and crime prevention and the efficiency of the organisation in each district. He has also to provide advice and guidance and even warning where necessary.

(4) The inspection of Superintendent of Police or the Commandant has to be done in great detail, and has to cover all branches. He is directly in touch with the field workers, hence he has to find out defects and correct them, guide the officers, instruct them and warn them where necessary. He has to see that the whole organisation is in a neat and trimmed condition, efficient, smart and prompt and ready for any eventuality.

1093. **Certain guidelines about Inspection:**

(1) Keeping all the above-mentioned factors in view, certain general guidelines about inspection of Police Station has been given below. A detail questionnaire to help inspection has also been given at the annexure to this chapter.

(2) The guidelines below have been divided under three heads namely, (a) Crime, (b) records, and (c) personnel, the guidelines are only illustrative and not exhaustive and the items of inspection may differ according to time and circumstances.

1094. **Crime:**

(1) On the following matters, the figure for the current year and the preceding two years should be called for and compared:

   (i) Number of cases in which conviction has taken place.

   (ii) Number of cases in which accused were acquitted or discharged.

   (iii) Number of cases compounded.

   (iv) Number of cases pending in the trial court.

   (v) Number of cases in which investigation was refused u/s 157(b) Code of Criminal Procedures, 1973.

   (vi) Number of cases under investigation.
(vii) Number of cases of sudden or unnatural death.
(viii) Number of cases under laws other than Indian Penal Code.

(2) The figures are useful for testing the work of the officers. They also serve as a basis for restructuring the necessary parts of the organisation. Comparative figures for three years give a good idea of the trends of different crimes.

(3) A perusal of the case-diaries would throw light on the progress of investigations and method of working of the Investigating Officers. Case sent for trial should also be examined to see at what stages actual delays occur.

(4) “Special Report” cases such as dacoities, murder, robberies, riots, housebreaking, etc, should be specially scrutinised.

(5) Preventive actions need special attention during inspection. The Village Crime Note Book should be seen whether the officers have made use of the history-sheets, and taken action under the preventive sections of Code of Criminal Procedures, 1973; what attempts have been made to arrest the absconders should also be examined.

1095. Records to be inspected:

(1) The usual registers kept in the Office should be inspected.

(2) The following in particular should be scrutinised:
   (i) First Information Report Book.
   (ii) Non-Cognizable case register.
   (iii) Case-diaries.
   (iv) General Diary
   (v) Village Crime Note Book, all parts.
   (vi) Arms License Register.
   (vii) Cash Book.
   (viii) Register of Government Property, including Arms, ammunition and accoutrements.
   (ix) List of absconders.
   (x) Surveillance Register.
   (xi) Register of bad character.
   (xii) Register of ex-convicts.

(3) It should be checked whether the register which are required under rules to be written by the officer-in-charge have been actually so done.

(4) Property in the hands of the Police should be checked.

(5) Special attention should be paid to regular and prompt disbursal of pay and allowances.

(6) The cashbook should be examined thoroughly.

(7) Arms, ammunition, finger print box and accessories should be checked personally by the Inspecting Officer.

1096. Personnel:

(1) The Superintendent of Police and the Sub-Divisional Police Officer should study the crime figures from his office records in respect of the Police Stations and Out Posts in the district, the number of villages and the total population under each Police Station and Out Post and examine the distribution of the police force in the light of the current crime figures. If there is need for local adjustment of the personnel, Superintendent of Police/Sub-
Divisional Police Officer should bear it in mind at the time of inspecting the Police Stations and make a note about any adjustment he think proper. If there is need for increase, he shall have to submit convincing proposal to Director General of Police through to his Deputy Inspector General of Police concerned and for this he shall have to acquaint himself with the actual picture of the situation in the lights of the facts elicited during inspection.

(2) Parade, weaponry and any kit inspection and inspection of the area, the building, etc., are parts of the formal inspection of all police units. Inspecting officers should test the personnel in their knowledge of use of arms, in physical training and ability to command a squad/section/platoon as the case may be. For this purpose, he should hold parade.

(3) The conditions of the firearms should be particularly checked.
ANNEXURE

QUESTIONNAIRE FOR THE GUIDENCE OF OFFICERS INSPECTING A POLICE STATION

1. Personnel:
   (i) Have absentees from inspection been accounted for?
   (ii) Have you tested the men in -
       (a) Squad Drill with arms.
       (b) Lathi action.
       (c) Street lining.
       (d) Mob control drill.
       (e) Whistle calls and bugle calls.
       (f) Holding up motor vehicles?
   (iii) Are the kit complete?
   (iv) Is the clothing properly fitted?
   (v) Do any belt or other articles need condemnation and replacement?
   (vi) Have you inspected the personnel records including those of the absentees?
   (vii) Are the Beat note books of the men regularly scrutinised by the Officer-in-Charge/Sub-Inspectors?
   (viii) Have all members of the station fired the annual range practise, and if so a note on the result and if not, the reasons thereof?

2. Government Property:
   (i) Have you checked the identification number of the rifles and their bolts and the revolver with the numbers on the list of Government Property?
   (ii) Are the arms well kept? Is there a supply of lubricating oil and flannellete for cleaning them? Have you counted the arms and the ammunition?
   (iii) Have you checked all important items in Government property and noted any for condemnation?
   (iv) Is the Station furniture adequate and in good conditions?
   (v) Are the finger print equipments in good order and well kept?
   (vi) Is the station supplied with the necessary equipments for developing finger print and the Sub-Inspectors competent in this work?
   (vii) Are any repair required to the buildings of Station House, Police lines or quarters?
   (viii) Are the sanitation arrangements for the Station and the latrines satisfactory?

3. Cash and Cash Accounts:
   (i) Have you checked the cash with the cash balance as per the cash-book?
(ii) Is the Sub-Inspector or the Assistant Sub-Inspector (as the case may be) keeping this records personally when at Head Quarters or has he improperly entrusted the work to a subordinate? Is there a satisfactory receptacle for safe custody of cash?

(iii) Have you checked the cash-book with the cash memos, the Treasury Bill Register and Acquittance Register?

(iv) Have the entries in Service-Books regarding pay, leaves increment etc. been duly made.

4. **Duty Roster:**

(i) Have duties been evenly distributed?

(ii) Has special duties been accounted for?

(iii) Is distribution of arduous duty fair and even?

(iv) Have important duties been neglected in favour of light ones?

(v) Has the Officer-in-Charge as far as practicable checked the regulars duties and beats?

(vi) Does the records show that off-duty has been granted?

5. **Village Roster:**

(i) Has the Sub-Inspector visited every village in his jurisdiction at least once in a quarter?

(ii) Do the following records bear out the usefulness of the Sub-Inspector’s Village Visits?

   (a) Village register of ex-convicts.
   (b) Register of convicts and suspects.
   (c) Arms Licence Register.
   (d) Part V History sheets of Village Crime Note Book.

6. **General Diary:**

(i) Does the General Diary give an honest picture of duties done and the events happening out of the duties done which made up the work of the day in the Station?

(ii) Are the men proceeding on duty from the Station or from their residences?

(iii) Are the Constables being sent for roving enquiries on petitions and complaints? Is there delay in enquiring into petition?

(iv) Has the Officer-in-Charge/Sub-Inspector scrutinised the work of Head Constables and Constables and satisfied himself that his orders have been carried out correctly and promptly?

7. **Process Register:**

(i) Are Process Registers maintained court wise and periodically verified with the court registers and certified?

(ii) Have summons been promptly served?

(iii) Have genuine effort been made to execute pending warrants?

(iv) Have the courts of law had occasion to complaint of delay in the service and return of processes?

(v) Are all unexecuted warrants shown on the register? Have adequate steps been taken to execute them?
(vi) Have the names of absconding offenders been published?
(vii) Have the abstract for each month been drawn up correctly?

8. **Arrest, Bail Bond etc:**
(i) Has arrest card been sent in all case of arrest without warrant?
(ii) Are the columns of prisoners searched records filled up correctly?
(iii) Are the properties sent correctly to court? Are acknowledgement obtained from Court and filed properly?
(iv) Is discretion used wisely in subjecting prisoners to handcuffs and are the rules and order in the matter obeyed? Are corresponding entries made in general diary?

9. **Arms Register:**
(i) Have all licences been renewed? Have the weapons of persons who have failed to renew the licences been seized promptly?
(ii) Has the description of arms been fully entered? Are the descriptions sufficient to identify the weapon?
(iii) Have deposited arms been sent to stores a month after seizure?
(iv) Have all arms been confiscated, on the expiry of the time-limit-after seizure?
(v) When arms are returned to the owners, are clear receipts obtained from them?
(vi) Have orders regarding checking of arms and explosives been properly complied with?
(vii) Have the defaulters been prosecuted?

10. **A & B Lists:**
Have absconding warrantees of the Station been published?

11. **Motor Vehicles Cases:**
(i) Does the number of cases charged under the Act and rules reflect the State of Traffic in the Station limits?
(ii) Are timings of transport vehicles being reasonably offered?
(iii) Are private cars plying illicit for hire and have steps been taken to stop this?
(iv) Is overloading of buses and lorries receiving the attention of the Station staff?
(v) Are previous convictions being taken into account in deciding action against offenders? Has any departmental action been initiated against such recalcitrant element?
(vi) Does competition amongst transport vehicles lead to over-loading and such irregularities?

12. **Crime:**
(i) Have you compared the figures for crime for the present with those of the preceding years?
(ii) How are the variation accounted for?
(iii) Has the percentage of false cases increased? Have proper steps been taken to prosecute the false complainant or informant?
(iv) Has proper use been made of Section 157(b) Code of Criminal Procedures, 1973 or are vexatious or frivolous complaints being investigated?
(v) Have you selected and gone through some important cases and assessed the Sub-Inspector’s competence in detection and investigation?
(vi) Has the Sub-Inspector made an intelligent use of his Station Crime History Records?
(vii) Has he sought the help of Criminal Investigation Department in difficult cases?
(viii) Have investigations as far as practicable, been taken up promptly and pursued with vigour, persistence and resource?
(ix) Have investigations under Section 174 Code of Criminal Procedures, 1973 conducted as far as practicable, by the Sub-Inspector himself? Where such investigation have been entrusted to Head Constables, has the Sub-Inspector verified the results?
(x) Are the investigations generally left by the Sub-Inspector to his subordinates? Are any useful instructions given to the Subordinates by the Sub-Inspector when they are deputed for such investigations?
(xi) Are observations of the Sub-Inspector at the scene of crime a mere routine character or does his diary show that he has seriously addressed himself to the discovery of material clues at the scene of the crime?
(xii) Has possession of local knowledge been displayed and has been made of use the information compiled in the Station records?
(xiii) Have investigations in cases suspected to be the work of habituals been merely local or has the Sub-Inspector looked beyond his jurisdiction and given thought to possible connected crimes in other Stations?
(xiv) Does the investigation of cases show that the Sub-Inspector has his own channels of information or reliable sources?
(xv) Is the Sub-Inspector taking proper personal interest in the investigation of cases?
(xvi) What error and delays in investigations have you discovered. Have you looked into the progress of pending cases and issued instructions?
(xvii) Has the Sub-Inspector maintained an attitudes of strict impartially and fairness towards all parties connected with cases and particularly towards suspected or accused persons?
(xviii) Have the accused been promptly arrested?
(xix) Are the arrest persons unduly harrased? Has property seized been duly entered and sent to court in time.
(xx) Have finger prints been duly recorded and sent or searched.
(xxi) Have the Case-diaries been written up correctly?
(xxii) When final report are drawn up, are the complainants or informants informed? Are the final reports properly drawn up?
(xxiii) Have the witnesses been bound over?
(xxiv) Have prompt and intelligent steps been taken to prevent any outbreak of crime? Has information regarding crimes been disseminated and cooperation of neighbouring Stations secured?
(xxv) Have trials of cases been unduly prolonged?
(xxvi) Are the Finger Prints and conviction memos sent in time and acknowledgements obtained from the Finger Print Bureau? Is there delay in getting the acknowledgement slips from the Finger Print Bureau and if so, what action has been taken in the matter?

13. Village Crime Note Book:

PART - I
(i) Are the entries made with forethought so as to be a precis of necessary and useful information?

PART - II
(ii) Is Part II indicative of interest in Habitual crime? Have crimes in the bordering Stations been shown?
(iii) Are conviction entered in as per rules?
(iv) Have convictions of persons resident in other Station limits been communicated by bad character rolls?
(v) Is alphabetical index of convicted persons maintained?
(vi) Has been made of this records in the investigation of cases?
(vii) Has time-expired entries been struck off from the Registered?
(viii) Is the progress in the annual check satisfactory?
(ix) Have genuine effort been made to trace the out-of-view ex-convicts?
(x) Have the result of checking of ex-convicted in other Station limits been called for from outside Stations and noted in the registers?
(xi) Has the Sub-Inspector interested himself in the checking of ex-convicts or has he left the work to Constables and Head Constables?
(xii) Have any names of unconvicted persons been entered without the specific orders of superior?

PART - IV
(xiii) Are all the entries correct and up-to-date?

PART - V
(xiv) Have History Sheets (Part V) been opened for all active criminals, abettors and receivers?
(xv) Have orders been received for retention of History Sheets in proper time?
(xvi) Have orders for closure been recorded by Superior Police Officers?
(xvii) Have closed History Sheets been filled?
(xviii) Have the History Sheets of persons who have died been destroyed?
(xix) Are the entries in the current History Sheets regarding relations, associates, means of livelihood and present conduct full and up-to-date?
(xx) Have information favourable to the criminal entered in the History Sheets?
(xxi) Is retention of History Sheet justified on the basis of information recorded in the sheet?
(xxii) Have instances of misconduct been promptly recorded?
(xxiii) Has the Sub-Inspector interested himself regarding bad character and ex-convicts and the suspects?
(xxiv) Are proper inquiries made about the out-of-view ex-convicts?
Have any definite plans of campaign against criminal been arranged and carried out?

Are History Sheets been opened for any new persons?

14. Checking of bad Characters and Preventive work:
   (i) Is annual checking of ex-convicts done personally by the Sub-Inspector?
   (ii) Have rules regarding ex-convicts ordered to notify residence under Section 356 of Code of Criminal Procedures, 1973 been carried out?
   (iii) Has bad character Roll Form - A been freely used to communicated movement of “Close Watch” persons?
   (iv) When any person in the register goes out of view, are warning or look out notices sent out to appropriate places?
   (v) Have receipt of bad characters rolls been promptly returned and have proper replies been returned?
   (vi) Has preventive action been taken against persons reasonably suspected?
   (vii) Have History Sheet existed in the cases of persons so dealt with under preventive sections?
   (viii) Was the preventive work systematic or was it only for statistical purposes?
   (ix) Have the sureties offered, if any, and accepted been persons of position who can control the criminal and have the sureties been made to realise their responsibilities?
   (x) Is the Sub-Inspector conversant with the principles governing action under the preventive sections of the Code of Criminal Procedures, 1973.

15. Work under special and local laws:
   (i) Are the instructions regarding checking of arms and Explosives followed?
   (ii) Are the Inspections under the Explosives Act done by the Inspector.

16. General:
   (i) Are the Guards-rules, except rules maintained correctly?
   (ii) Are the Station House and accoutrement in good orders?
   (iii) Are the petty construction repairs to the Station building and lines done properly?
   (iv) Has the Officers in charge checked the Out-Post regularly and are his visits adequate and useful?
   (v) Has the Officers in charge kept up best of relations with the public as well as the Magistracy?
   (vi) Is the Station Jurisdiction quiet? If not, what effort have been made by the Station staff to restore peace and orders? What further instructions have you to give?.
CHAPTER - XXII

CRIMINAL INVESTIGATION DEPARTMENT (CRIMINAL INVESTIGATION DEPARTMENT)

SECTION – I

GENERAL

1097. Introduction and Scope:

The Criminal Investigation Department is a part of the State Police Organisation, which exercises a general watch and control on the functioning of the State Police relating to crime covering all the aspects of prevention, investigation and detection of crime. It is concerned with collection, dissemination and record of information relating to crimes and criminals. It also deals with matters relating to study and research, criminology and social defence.

1098. Organisation:

With the creation of Mizoram as Union Territory in 1972, the Criminal Investigation Department came into existence as an independent unit under an officer of the rank of Superintendent of Police designated as Superintendent of Police, Criminal Investigation Department. He functions under the control and supervision of the Deputy Inspector General of Police, Criminal Investigation Department. The Deputy Inspector General of Police, Criminal Investigation Department shall, in due course of time when an independent post is created, head the office of the Criminal Investigation Department directly. This is important because the State Criminal Investigation Department is to supervise the crime work of the district police headed by an Superintendent of Police. It is to issue guidelines, directions and even orders to the district police.

1099. Functions:

The principal functions, among various others, of the State Criminal Investigation Department are as follows:-

(1) Providing criminal intelligence to the State Government, Director General of Police and other authorised bodies, as and when required.

(2) Collection of intelligence regarding crimes and criminals, particularly, regarding those who indulge in heinous crimes, or crimes having inter-district, inter State or international ramifications. A list of matters on which criminal intelligence should be collected is given at Annexure I appended to this chapter.

(3) Preparation and publication of Criminal Intelligence Gazette.

(4) General watch and control over crime in the State as a whole, and assistance to the district police in prevention, investigation and detection of crime.

(5) Study of trends of certain types of crime e.g. Professional crime, grave and serious crime etc. with a view to devise and recommend appropriate preventive measures.

(6) Investigation of important, complicated and serious cases of crimes in which professional gang or criminals are involved and also of crimes having inter-district, Inter-State or international ramifications. A list of cases to be investigated by Criminal Investigation Department is given at Annexure II appended to this chapter.

(7) Maintenance of State Crime Record Bureau.
(8) Arranging scientific aids to investigation of crimes including those provided by Forensic Science Laboratories and other technical examiners.

(9) Maintenance of Finger Print and Foot Print Bureau.

(10) Maintenance of handling and Photography Branch.

(11) Maintenance of State Dog Squad.

(12) Liaison with other Departments and Organisations of the State, the Criminal Investigation Department of other States, Central Bureau of Investigation and organisations of the Central Government concerned with matters relating to crime and criminals.

(13) Such other functions as may be assigned to the Branch by Director General of Police of the State.

1100. **Liaison Role of State Criminal Investigation Department:**

(1) Every district shall have a Crime Branch in the office of the district Superintendent of Police with a staff earmarked in consultation with the Deputy Inspector General of Police, Criminal Investigation Department. This is a part of the office of the Superintendent of Police of the district who is in charge of this Branch. The District Crime Branch shall supply the State Criminal Investigation Department all information on crimes and criminals. Similarly, the District Crime Branch may obtain from the State Criminal Investigation Department information or advice on all crime matters as and when necessary. The field units of the state Criminal Investigation Department, which are distinct from the District Crime Branch shall also maintain close liaison with the staff of District Crime Branch and the Police Stations concerned.

(2) The State Criminal Investigation Department shall exchange with other State Criminal Investigation Departments useful informations regarding inter-state crimes and criminals operating beyond the limits of the State.

(3) The State Criminal Investigation Department shall supply to the Central Bureau of Investigation all information on such matters pertaining to crime and criminals as are prescribed from time to time. The matter on which information is to be supplied, the nature of the information required etc. are mentioned in the Manual of Crime Records issued by the Central Bureau of Investigation.

(4) The State Criminal Investigation Department shall maintain liaison with organisations dealing with social problems which have a bearing on police works, such as, social organisations dealing with juvenile delinquency, probation, after care, social vice etc.

(5) Under general guidance and control of the Director General of Police the Deputy Inspector General of Police, Criminal Investigation Department will send reports and information direct to State Government on matters relating to crime. The Deputy Inspector General of Police, Criminal Investigation Department shall, however, ensure that the Director General of Police Mizoram is kept fully in the picture.

**SECTION – II**

**ORGANISATION**

1101. **Deputy Inspector General of Police, Criminal Investigation Department:**

The state Criminal Investigation Department shall be under the general control and supervision of an officer not below the rank of Deputy Inspector General of Police. He shall exercise complete administrative control over the entire staff. He may correspond direct with
the state Government under the general supervision of the Director General of Police on matters purely relating to crime and to the extent he is authorised.

1102. Headquarters Staff:

At Headquarters of the Criminal Investigation Department, apart from the ministerial establishment, the staff shall consist of executive Police Officers as mentioned below:

(1) Superintendent of Police, Criminal Investigation Department: In case there are more than one Superintendents of Police, the Deputy Inspector General of Police, Criminal Investigation Department shall be placed as the head of office. The work of the Department shall be divided to the different Superintendents of Police. They shall deal with the subjects allotted to them under the direction of Deputy Inspector General of Police, Criminal Investigation Department. Each Superintendent of Police shall be responsible for the efficient working of the branches placed under his charge. The Superintendents of Police shall deal with all case diaries, reports and returns received from subordinate officers of the Criminal Investigation Department and or Superintendent of Police in charge of a district. They shall be responsible for timely preparation of periodical reports, returns and publications issued by the Criminal Investigation Department. They must put up to the Deputy Inspector General of Police, Criminal Investigation Department and keep him informed of all important messages received and progress made in investigations. At the Headquarters, one Superintendent of Police shall deal with all matters of establishment, pay, etc., while one Superintendent of Police shall be responsible for all matters relating to Training, Research, Crime Records, Statistics and other technical subjects.

(2) Assistant Superintendent of Police / Deputy Superintendent of Police, Criminal Investigation Department: A few Assistant Superintendents of Police/Deputy Superintendents of Police, Criminal Investigation Department possessing requisite experience shall be posted to the Headquarters of the Criminal Investigation Department. The works shall be distributed among them on functional basis. Each of them should be placed in definite charge of a section or a group of sections.

(3) Executive Staff: The remaining executive staff of the Department shall consist of such number of non-gazetted officers and as many as is determined by the State Government. These shall be divided into a number of squads and branches, each of which should be entrusted with the conduct of a particular class or classes of enquiries and investigations dealing with specialized subjects. The Officers-in-Charge of the sections shall be directly responsible for action, movement, good conduct and efficient performance of duties on the part of their subordinates.

(4) Specialised investigation squads at the Headquarters: Specialised squads and branches mentioned below should be set up at Headquarters for efficient performance of duty. The staff posted to each squad should be specialised in investigation of that particular type of crime. They shall be detailed to carry out investigation throughout the state whenever necessary.

   (i) Fraud and Defalcation Squad
   (ii) Homicide Squad
   (iii) Anti-vice Squad
   (iv) Currency Forgery Squad
   (v) Narcotic Squad
   (vi) Organised Crime Squad
   (vii) Economic Offence Squad

Depending on local conditions and requirements more special squads for other types of crime may be constituted, or one or more of above may be dealt by one squad.
(5) **Other units of Criminal Investigation Department Headquarters:** There will be other units at the Criminal Investigation Department Headquarters out of which mention may be made of the following:

(i) Criminal Intelligence Gazette Branch
(ii) Investigation Branch
(iii) State Crime Record Bureau
(iv) Modus Operandi Bureau
(v) Scientific Aids Section
(vi) Dog Squad

1103. **Other Units:**

Besides the above units, Statistics, Returns, Library, Index, Records, Law and other units as are necessary under the local conditions or due to increase in workload in a specific type of work, may be established.

1104. **Field Sector Staff:**

Apart from the Staff at the Headquarters, the Department may have its own staff posted at convenient places in the state. The staff may, if considered necessary, be located at the Range Headquarters under the charge of one Deputy Superintendent of Police/Assistant Superintendent of Police. Adequate number of persons i.e. Inspectors, Sub-Inspectors and other ranks should be provided to carry out investigations and enquiries entrusted to the field sector.

1105. **Staff Selection:**

**Tenure and Training:**

(1) There shall be no separate direct recruitment of the executive staff of Criminal Investigation Department; they are a part of the general police force and are posted to this department. The posting of executive staff to the Criminal Investigation Department shall be made by selecting suitable persons from the District Executive Force. They should have sufficient experience in investigation of cases. They should be well educated, alert, intelligent and should possess the requisite qualifications for undertaking complicated investigations.

(2) No definite tenure of service is fixed for posting to the Criminal Investigation Department, but ordinarily it should be for a continuous period of 5 years. Those who prove particularly useful may be kept beyond this period. Criminal investigation is a highly specialised job and frequent changes should be avoided.

(3) Executive personnel, on the first posting to Criminal Investigation Department should undergo a course of induction training. Refresher training courses may be arranged for non-Gazetted executive staff in such manner that every person undergoes Refresher Training once every 3 (three) years. These training courses may be organised at the Criminal Investigation Department Training School.

(4) Selected officers should be sent to undergo training courses conducted by the Central Bureau of Investigation and also to undergo specialised training course conducted elsewhere.

1106. **Establishment Section:**

Deputy Inspector General of Police, Criminal Investigation Department should designate one of his Superintendents of Police, Criminal Investigation Department who shall exercise overall supervision of office and accounts at Headquarters. This Superintendent of Police, Criminal Investigation Department should be assisted by one Additional
Superintendent of Police/Deputy Superintendent of Police who would have an office Head-Assistant and an Accountant under him along with the requisite number of Ministerial staff of Sub-Inspector and Assistant Sub-Inspector. The former should look after the General Branch and the Record section of the office while the latter will be in charge of the Accounts. The strength of the ministerial staff will depend on the volume of works.

1107. Security Arrangement:

(1) A Deputy Superintendent of Police shall be in charge of the security arrangements of premises.

(2) Duty Officer: An officer not below the rank of Sub-Inspector shall be nominated every week to act as the Duty Officer to ensure that security arrangements are in their place and functioning. The Duty Officer shall be on duty for one week.

(3) Suitable arrangements shall be made for the security of the staff and the property. Security measures shall include ways and means to check unauthorised entry into the establishment, precautions to be taken against fire, sabotage etc. Custody of keys and the manner in which the waste paper, notebooks and surplus copies etc. are kept and disposed of. The security of files and papers during movement shall also be ensured.

(4) (a) There shall be a confidential section which shall be manned by specially selected senior assistant of the Criminal Investigation Department. It shall maintain a separate Receipt and Despatch Register and shall have files marked as ‘Secret’. This section shall deal with all secret correspondence. The paper in the section should be dealt with directly by the Superintendent of Police.

(b) Letter issued from this section should be issued in double covers and in accordance with the normal security precautions. The files should move between sections and Deputy Inspector General of Police and the Superintendent of Police in locked boxes to ensure complete secrecy.

SECTION – III

CRIMINAL INTELLIGENCE GAZETTE BRANCH

1108. Collection of Criminal Intelligence:

(1) The State Criminal Investigation Department shall make arrangement to gather information and secure intelligence on all matters which fall within its purview. The matter on which Criminal Intelligence shall be collected and disseminated by the Criminal Investigation Department is indicated in Annexure - I appended to this chapter.

(2) The information relating to these matters shall chiefly be collected from:

(i) Special Reports and First Information Report received from District Police.

(ii) Special Reports received from other states.

(iii) Sources and Agents.

(iv) Surveillance and case histories kept on record in the Crime Branch.

(v) Enquiries.

(vi) Interrogation of convicts and suspects.

(vii) Reports on Crime and Criminal received from officers, and
1109. **Machinery for collection of Intelligence:**

(1) A separate staff to work whole time may, if deemed fit, be earmarked by the Deputy Inspector General of Police, Criminal Investigation Department or Superintendent of Police, Criminal Investigation Department depending on local conditions. This staff should be handpicked and specially selected for their resourcefulness, initiative and dependability. The work of the field staff should be supervised at close quarters by the senior officers to ensure that intelligence of good quality is collected. This field staff may be attached to the Range Headquarters as stated earlier, and constituted as a special cell that shall work under the direction of the Deputy Superintendent of Police in charge of the unit. This cell will provide a network of intelligence unit with coverage over the whole state.

(2) The Deputy Inspector General of Police, Criminal Investigation Department may lay down the guidelines along which the cell should function, the frequency of reports, the period for which the staff should ordinarily work in the assignment and other allied matters.

(3) Being confidential in nature, detailed instructions in this regard should be issued by Deputy Inspector General of Police, Criminal Investigation Department through confidential circulars.

1110. **Confidential enquiries:**

The enquiring officers must be objective in their approach and in compiling their reports they must not make incorrect, exaggerated, or misleading reports to save their own face. The reports shall be based entirely on facts collected during enquiry and must not include personal opinions and views.

1111. **Interrogation of suspects and criminals:**

(a) Interrogation of suspects and criminals in important cases should, as possible, be conducted by experts from the state Criminal Investigation Department who are well versed in the technique of interrogation and who had gone through a course of training in interrogation.

(b) In the case of foreigners, interrogator should be conversant with the political complexities, customs and traditions of the country of the person interrogated. He must have a good grasp of the regulations applicable to foreigners and be aware generally of the activities of foreigners in India.

1112. **Dissemination of criminal Intelligence:**

The State Criminal Investigation Department shall communicate the verified information of use and value to the State Crime Record Bureau for future reference. Such information or criminal intelligence shall also be disseminated, where deemed fit, through the Criminal Intelligence Gazette at the discretion of the supervising officer.

**SECTION – IV**

**INVESTIGATION**

1113. **Investigation by Criminal Investigation Department:**

(1) The Deputy Inspector General of Police, Criminal Investigation Department or the Superintendent of Police, Criminal Investigation Department as head of the Criminal
Investigation Department is wholly responsible for investigation works undertaken by the Department. The types of cases that may be taken over by Criminal Investigation Department are indicated in Annexure-II, which may be reviewed and revised periodically by the Director General of Police. The Government and the Director General of Police may direct the Deputy Inspector General of Police, Criminal Investigation Department to take over any particular case even though not falling within the categories mentioned in the said Annexure, depending upon facts and circumstances of the case.

(2) Superintendent of Police, Criminal Investigation Department shall assist the Deputy Inspector General of Police, Criminal Investigation Department in guiding investigation in cases taken over by the Criminal Investigation Department.

(3) The specialised squads at the Headquarters as earlier indicated shall be placed in charge of a Deputy Superintendent of Police or an Assistant Superintendent of Police. He shall be directly responsible for proper investigation of cases/enquiries. Whenever possible he shall personally visit the places of occurrence and watch the progress of investigation. He shall keep Deputy Inspector General of Police, Criminal Investigation Department informed of the progress of cases periodically.

(4) Specially selected Inspectors and Sub-Inspectors shall be posted to each squad, their number being commensurate with the workload. The officers posted to such squads should have attended specialised training courses, if any, on the subject concerned.

(5) Cases taken over by Criminal Investigation Department shall be investigated ordinarily by a Criminal Investigation Department officer of or above the rank of an Inspector of Police. He may be assisted by suitable Criminal Investigation Department officers as also by officers of the District Police.

(6) The Criminal Investigation Department officers investigating cases shall prepare case diaries in duplicate. The copy shall be submitted to the Deputy Inspector General of Police, Criminal Investigation Department through the Deputy Superintendent of Police / Assistant Superintendent of Police in-charge of the squad. The original would remain with the Investigating Officer.

(7) Superintendent of Police, Criminal Investigation Department through the Deputy Superintendent of Police in charge of the squad shall peruse the case diary and guide investigation.

(8) In those cases which are not taken over by Criminal Investigation Department for investigation but in which supervision, assistance or guidance is given by the Criminal Investigation Department, the subordinate staff of the Criminal Investigation Department involved shall submit personal diaries every week. These diaries should make note of the movements of the offenders but materials connected with the investigation of cases shall go into separate enclosure which shall be marked confidential. A copy of the enclosure shall be endorsed to the concerned Superintendent of Police of the district and to Deputy Inspector General of Police, Range.

1114. **Control of Investigation by Criminal Investigation Department:**

(1) In respect of certain serious cases, with approval of Director General of Police, the Deputy Inspector General of Police, Criminal Investigation Department / Superintendent of Police, Criminal Investigation Department may assume control of the investigation being done by the district police. In such cases the responsibility for general control is shifted from the Deputy Inspector General of Police, Range to the Deputy Inspector General of Police, Criminal Investigation Department / Superintendent of Police, Criminal Investigation Department. In such cases, the direction shall be given and investigations made by Criminal Investigation Department officers only. The district Police, however, shall render full compliance.

(2) Assumption of control of case by Deputy Inspector General of Police, Criminal Investigation Department shall begin on receipt of either the first Special Report or any consequent report forwarded to him. When the Deputy Inspector General of Police assumes
control, he shall inform the Deputy Inspector General of Police, Range and the Superintendent of Police concerned. Thereupon, the Deputy Inspector General of Police, Range shall refrain from passing any further orders or comments on that case.

1115. Powers of Officer-in-Charge of Police Station:

The State Government shall issue notification empowering officers of Criminal Investigation Department to exercise the powers of Officer-in-Charge under Code of Criminal Procedures, 1973 throughout the state to enable them to take over investigation.

1116. Criminal Investigation Department Investigated cases - records:

In respect of cases investigated by the Criminal Investigation Department, the Superintendent of Police of the district concerned shall obtain the result of investigation, trial, etc., to be entered in his district crime records. He should ensure that the Court Officers send a copy of the Final Memos of the cases investigated by the Criminal Investigation Department to Deputy Inspector General of Police, Criminal Investigation Department regularly as a matter of routine.

1117. Investigation by field staff:

(1) In addition to the specialised squads at Headquarters of Deputy Inspector General of Police, Criminal Investigation Department, there shall be, as already indicated, field staff, located, if convenient, at Range Headquarters under the charge of Deputy Superintendent of Police/Assistant Superintendent of Police, Criminal Investigation Department. The staff shall consist of the required number of Inspectors, Sub-Inspectors, Assistant Sub-Inspectors, Head Constables, Constables, clerks and Peons. Deputy Superintendent of Police/Assistant Superintendent of Police, Criminal Investigation Department in charge shall receive enquiries and investigation entrusted to his unit from Headquarters and shall not take up cases independently. Whenever a case taken up by Criminal Investigation Department is intended to be entrusted to an officer of the Range unit of the field sector, this shall be done by issue of a specific order to him. Generally a field officer will be entrusted with cases pertaining to the jurisdiction of the unit to which he is attached. Whenever a field officer receives an order for investigation of a case he shall collect relevant papers from the District concerned. He shall also discuss the case with the Deputy Superintendent of Police/Assistant Superintendent of Police in charge. He shall then prepare a tentative plan of investigation and submit one copy to Deputy Inspector General of Police, Criminal Investigation Department for his orders, if any.

(2) Every field officer shall submit copies of case diaries, summary of the work done by him during the week and also his weekly diary to Deputy Inspector General of Police, Criminal Investigation Department through Deputy Superintendent of Police/Assistant Superintendent of Police, Criminal Investigation Department of the Unit.

(3) The Deputy Superintendent of Police/Assistant Superintendent of Police shall direct the movement of the field officers under him, supervise investigation or enquiries conducted by them and where necessary, give instructions. He shall always remain in close touch with the development of every case taken up by the unit and shall visit the scene of occurrence so as to enable him to give purposeful guidance to field officers till the investigation/enquiry is finished.

(4) Field-Officers shall obtain prior permission of the Deputy Inspector General of Police, Criminal Investigation Department, if it becomes necessary for them to visit places outside the state in connection with investigation/enquiry being conducted by them. In exceptional cases warranting immediate action, the Deputy Superintendent of Police/Assistant Superintendent of Police in-charge may permit the field officers to visit such places in anticipation of approval of Deputy Inspector General of Police, Criminal Investigation Department.

(5) Every field officer shall continue the investigation entrusted to him till it is finally disposed of and or till he receives order to the contrary from Deputy Inspector General of Police, Criminal Investigation Department. Every field officer shall from time to time,
discuss the problems of the cases with Deputy Superintendent of Police/ Assistant Superintendent of Police and act under his direction and carry out such instructions as may be received from Deputy Inspector General of Police, Criminal Investigation Department

(6) Every Deputy Superintendent of Police/ Assistant Superintendent of Police shall submit to Deputy Inspector General of Police, Criminal Investigation Department a fortnightly report showing progress made in each case pending with his unit. The Deputy Superintendent of Police/ Assistant Superintendent of Police shall comment on the progress made in the investigation and shall indicate the instruction given by him to the Investigation Officer in course of his supervision of the case.

1118. **Special Reports of certain classes of crime:**

(1) Whenever any case investigated by Criminal Investigation Department is considered fit for investigation by a squad; it shall be transferred to it on the orders of the Deputy Inspector General of Police, Criminal Investigation Department.

(2) Special Reports of cases falling under certain special heads of crime as under shall be sent to the Deputy Inspector General of Police, Criminal Investigation Department and to Director General of Police by the Superintendent of Police of the District. These reports must be sent immediately after the occurrence. In such cases the Deputy Inspector General of Police, Criminal Investigation Department may cause supervision by Superintendent of Police, Criminal Investigation Department with due intimation to the Deputy Inspector General of Police, Range and Superintendent of Police of the district.

(i) Professional drugging.
(ii) Theft of antiques/curios/object of arts.
(iii) Important defalcation case involving public money.
(iv) Cases under Explosive Substances Act.
(v) Cases of counterfeiting coins.
(vi) Thefts of arms/ammunitions/and Explosive and illicit trade in arms.
(vii) Important cases in which foreigners are concerned including cases of trafficking in woman and cases involving international crimes.
(viii) Cases of pornography.
(ix) All serious crime having political motives or implications.
(x) Any case of Police firing.
(xi) Any sensational case which attracts wide public attention.
(xii) Any other offence which may be separately specified by the Director General of Police.

SECTION – V

**STATE CRIME RECORD BUREAU (SCRB)**

1119. **Scope and function of State Crime Record Bureau:**

(1) In the three-tier system of Crime Record Bureau recommended by the National Police commission for Crime Records management, the entire edifice of the State Crime Records Bureaux as well as the National Crime Records Bureau is to be built upon the foundation of the District Crime Record Bureaux. The main objective of the State Crime Record Bureau is management of crime records and to act as a clearing house of Crime and
Criminal Information System. The Crime Criminal Information System shall be used by the Police Organisation and other government organisations only.

(2) The main functions of the State Crime Record Bureau are as follows:

(i) To act as a data bank on crime and criminals of the state with a view to linking the crimes to their perpetrators.
(ii) To collect, process and disseminate crime statistics.
(iii) To co-ordinate informations received from the Districts, other Crime Records Bureaux and other sources with a view to give necessary guidance to Investigating Officers for successful detection of cases.
(iv) To act as data management centre for all data regarding crime for the state government and Central Agencies like, National Crime Record Bureau, Central Bureau of Investigation, etc.
(v) To deal with various returns regarding crimes including Lok Sabha and State Assembly questions asked from time to time by the State Government and Central Agencies like National Crime Record Bureau, Central Bureau of Investigation, etc.
(vi) To provide training facilities to the personnel of District Crime Record Bureaux and State Crime Record Bureau on application and system software.

1120. Constituents of the State Crime Record Bureau:

(1) The State Crime Record Bureau attached to the office of Deputy Inspector General of Police, Criminal Investigation Department will be under overall in-charge and administrative control of the Superintendent of Police or of above rank designated as Director, State Crime Record Bureau.

(2) The State Crime Record Bureau with as many staffs as required consists of the Computer Centre, Modus Operandi Bureau or Crime Statistic Unit and the Finger Print Bureau. The Modus Operandi Bureau and the Finger Print Bureau are dealt separately at length under the sections that follow.

1121. Personnel of the State Crime Record Bureau:

The staffing pattern for the State Crime Record Bureau as worked out by the National Crime Record Bureau shall be reduced and modified to meet the requirements of Mizoram. In any case it shall be ensured that the different unit of State Crime Record Bureau are provided with the required manpower and of the required expertise and rank so that the Crime, Criminal Information System as developed by the National Crime Record Bureau can function effectively and smoothly. However, considering the staffing pattern in Mizoram Police there shall be Assistant Sub-Inspector Data Entry Operators in place of Head Constable Data Entry Operators.

1122. The Computer centre:

The functions of computer centre are described below:

(1) Administrative arrangement for running of the computer centre and making provision for the stores, to manage the day-to-day activities like computer stationery, computer compatible media, printer ribbons etc., furniture, fire protection equipment, maintenance of computer system and environmental control.

(2) Ensuring data quality, integrity and security.

(3) Receiving computer input forms or data from District Crime Record Bureau and transcription of data and verification on computer compatible media.

(4) Thresholding of data for upward transmission to Director General of Police, state Government and National Crime Record Bureau.
(5) Ensuring division of computer files and back up management.
(6) Management of manpower for operation of computer centre i.e. to process data/queries.
(7) Proper editing of the retrieved information
(8) Ensuring document and media management.
(9) To send back the computer output to the District Crime Record Bureau after proper checking.
(10) To communicate periodical and day-to-day requirements of computer to the senior officers.
(11) To inform the day-to-day computer performance to the senior officers.
(12) Supervision of maintenance of computer Air Condition, Power, fire-protection and liaison with maintenance agencies.
(13) Maintenance of tape library and documents of all the system operational at the computer centre.
(14) Proper record of all the queries received, processed and handed over to District Crime Record Bureaux for further transmission.
(15) To check up and control data to be sent to the National Crime Record Bureau.
(16) To maintain machine log book showing machine uses and repair and maintenance.
(17) To prepare monthly report of job and machine performances.
(18) To design and develop application software as required by State Crime Record Bureau and District Crime Record Bureau.
(19) To modify the existing application software as required by State Crime Record Bureau.
(20) To coordinate with the agencies identified for the purpose of Computer Networking.
(21) To coordinate with District Crime Record Bureau for the purpose of data and queries.

1123. **Computerisation of Data on Crime and Criminals:**

The following broad areas of information service are identified in respect of crimes and criminals for computerisation: -

(1) Provide information in respect of criminals having past arrest on conviction record.
(2) Linking of crimes and criminals on the basis of modus-operandi.
(3) Identification of criminals on the basis of name, parentage, physical features and fingerprints.
(4) Furnish list of associates, relatives of suspects/criminals.
(5) Furnish information as to whether an arrested person is wanted in other cases.
(6) Disseminate information about persons wanted by the Police or the Court.
(7) Linking of missing persons with unidentified dead bodies, arrested persons or otherwise, unidentified recovered persons.
(8) Store and disseminate district-wise series of registration numbers of motor vehicles registered all over the State.

(9) Co-ordinate numbered and identifiable properties, particularly automobiles, firearms and cultural properties.

(10) Linking of recovery or seizure of counterfeit currency notes at various places in the State.

(11) Collect and process crime statistics and furnish information of statistical use.

1124. Computerised Data Bank:

(1) The data banks to be created and maintained, inter-alia, will consist of the following informations:

(i) Particulars and peculiar features of heinous or inter-District type of crimes.

(ii) Particulars of criminals suspected, arrested, charge-sheeted, convicted, acquitted or discharged in inter-District type of crimes.

(iii) Particulars of all wanted persons.

(iv) Particulars of general property involved in such crimes.

(v) Particulars of lost and recovered automobiles.

(vi) Particulars of receivers of stolen property.

(vii) Particulars of lost and recovered factory made licensed firearms.

(viii) Numbered property valued at Rs.10,000 and above (other than automobiles and firearms).

(ix) Particulars of lost and recovered cultural properties.

(x) Particulars of counterfeit currency notes.

(xi) Particulars of seized, detected narcotic drugs.

(xii) Photographs and fingerprints of criminals involved in inter-district crimes.

(xiii) Selected firearms licensees.

(xiv) Arms and ammunitions acquired and sold by arm dealers.

(xv) Data bank on drug trafficking and other cases under the Narcotic Drugs and Psychotropic Substances Act.

(xvi) Data bank on economic offenders and offences.

(2) The inter-district and heinous type of crimes will include the following cases:

(i) Offences under Acts relating to terrorism.

(ii) Narcotics/Drug trafficking.

(iii) Murder.

(iv) Dacoity.

(v) Robbery.

(vi) Burglary.

(vii) Theft.

(viii) Cheating/Fraud.

(ix) Offences relating to documents.
(x) Counterfeiting currency notes/coins
(xi) Criminal Breach of Trust
(xii) Receivers of stolen property
(xiii) Gang cases files
(xiv) Inciting communal disharmony
(xv) Economic offences
(xvi) Kidnapping/Abduction
(xvii) Arms/Explosives/Explosives substances Act
(xviii) Crimes using explosives
(xix) Recovery of illegal arms and ammunitions
(xx) Escapees from custody.

1125. District Crime Records Bureau:

Introduction and scope: -

(1) The district level crime records handling unit will have the responsibility of collecting the relevant information/data on crime and criminals from the basic units of Police administration i.e. the Police Stations. The District Crime Record Bureau will also have the responsibility of ensuring that the records pertaining to crime and criminals are created and maintained correctly at the Police Stations and the needed data/statistical information are sent regularly to the State Crime Record Bureau. Since, majority of the crime is either of inter-district or of intra-district nature, proper maintenance of crime records and data by the District Crime Record Bureau cannot be over emphasised.

(2) Having regard to the fact that the District Crime Record Bureau will be the fulcrum of activities with respect to the Crime Records Management, the organisational and staffing pattern for these units will have to be streamlined under an integral approach. Since, crime statistics will become a by product of the new system, no separate efforts will be required for compiling the statistics. The functions of the Computer Section, the Crime Branch and Finger Print Section will be inter-connected. The District Crime Record Bureau will also have a major role to play in closely supervising and monitoring the maintenance of crime records at the Police Stations. Another major advantage in having a well organised District Crime Record Bureau will be greater co-ordination in crime investigations and other related activities of the Criminal Justice Administration.

1126. Constituent of District Crime Record Bureau:

(1) The District Crime Record Bureau will be headed by a full time officer whose exclusive responsibility would be the management of the various sections comprising the District Crime Record Bureau. The staff posted to the District Crime Record Bureau should be under the administrative and disciplinary control of the Director of the State Crime Record Bureau. However, the district Superintendent of Police will exercise supervisory powers over them and he will be the reporting authority for their confidential reports. The District Crime Record Bureau will be headed by an officer of the rank of not below Inspectors with as many staffs as required.

(2) The District Crime Record Bureau will consist of the Crime Team, the Computer Centre, the Crime Branch and the Finger Print Section.

1127. Personnel of District Crime Record Bureau:

The staffing pattern of District Crime Record Bureau as worked out by the National Crime Record Bureau for District Crime Record Bureau recording less than 4000 cases per year shall be provided to each District Crime Record Bureau with Assistant Sub-Inspector Data Entry Operators and not with Head Constable Data Entry Operators.
1128. **The Crime Team of District Crime Record Bureau:**

The functions of the Crime Team of District Crime Record Bureau are as follows:

1. To visit scene of Crime for collection of scientific evidence.
2. To develop and lift chance prints.
3. To photograph chance prints.
4. To photograph scene of crime from different possible angles.
5. To pack the scientific evidence as per the norms of Forensic Science Laboratory.

1129. **Computer Centre of District Crime Record Bureau:**

The function of Computer Centre of District Crime Record Bureau is similar with that of the Computer Centre of State Crime Record Bureau, which will be as follows:

1. The Administrative arrangement of running of the computer centre and making provision for the stores. To run day to day activities like computer stationery, computer compatible media, printer ribbons, etc., furniture, fire protection equipments, maintenance of computer system and environment control.
2. Ensuring data quality, integrity and security.
3. Receiving computer input forms from crime branch and transcription of data and verification on computer compatible media.
5. Ensuring division of computer files and backup management.
6. Management of manpower for operation of computer centre i.e. to process data/queries.
7. Proper editing of the retrieved information.
8. To send the error list to the Crime Branch, the concerned Police Station, or the Investigating Agencies.
9. Ensuring receipt of error list from the Crime Branch, the concerned Police Stations, or the Investigating agencies after necessary corrections.
10. Ensuring document and media management.
11. To co-ordinate with the Crime Branch for getting the Integrated Police Forms in time.
12. To send back the computer output to the Crime Branch after proper checking.
13. To communicate periodical and day-to-day requirements of computer to the senior officers.
14. To inform the day-to-day computer performance to the senior officers.
15. Supervision of maintenance of computer Air Condition, Power, fire-protection and liaison with maintenance agencies.
16. Maintenance of tape library and documents of all the systems operational at the Computer Centre.
17. Proper record of all the queries received, processed and handed over to Crime Branch for further transmission.
18. To check-up and control the data to be sent to the State Crime Records Bureau.
(19) To maintain machine log-book showing machine uses and repair/maintenance.

(20) To prepare monthly report of job and machines performances.

1130. **Crime Branch of District Crime Record Bureau:**

The function of Crime Branch will be as follows-

(1) To liaise with the Police Stations for getting fresh/updated information, on Integrated Police Forms, getting queries from Investigating Officers and pass them on to Computer centre to get back computer outputs and send them back to Investigating Officers after checking against dossier/manual records.

(2) To arrange training on Integrated Police Forms filling.

(3) Sending back error lists to the concerned Police Stations.

(4) Ensuring receipt of corrected error lists from Police Stations.

(5) Receipt of query outputs from the Computer Section and verify these with the dossiers maintained manually at District Crime Record Bureau before sending the outputs to the user.

(6) To get and prepare the statistical statements from computers and verify the same.

(7) Maintenance and updation of dossiers.

(8) Issue of queries to computer centre and receive back the outputs.

(9) To make proper co-ordination with the Computer Centre.


(11) To manage data flow between District Crime Record Bureau and State Crime Record Bureau.


(13) Maintenance of active Criminals list.

(14) Dossiers of important and dangerous criminals.

(15) Preparation of mandatory statistical statements and reports.

(16) To arrange training for the benefits of the Investigation Officers for feeding queries to the computers.

1131. **Finger Print Section of District Crime Record Bureau:**

The functions of the Finger Prints Section will be –

(1) Maintenance of single digit fingerprints.

(2) Codification of Finger Print slips.

(3) Codification of Finger print record slips.

(4) Lifting of Fingerprints from the scene of Crime.

(5) Matching Finger print slips manually or using computers and sending the replies to queries.

(6) Answering queries in regard to identification and chance prints using or without using the Computer.
SECTION – VI

SCIENTIFIC AID TO INVESTIGATION

1132. Classification:

(1) In view of the techniques and ingenious method adopted nowadays by criminals, it has become increasingly necessary for the police to make use of scientific aid in investigation of crime.

(2) The scientific aids that are normally available for criminal investigation may be classified broadly under two heads, viz: (A) Principal Scientific Aids and (B) Other Scientific Aids.

1133. (A) PRINCIPAL SCIENTIFIC AIDS:

Principal Scientific Aids include the following:

(1) Finger Print Bureau,
(2) Photographic Bureau,
(3) Forensic Science Laboratory,
(4) Serological Laboratory,
(5) Pathologists,
(6) Anatomical experts,
(7) Aids to deal with cases involving:
   (a) Explosives
   (b) Armaments
   (c) Forged currency notes
   (d) Counterfeit coins
   (e) Questioned documents
   (f) Motor vehicle accidents
   (g) Trademarks
   (h) Spurious drugs

1134. (B) Other Scientific Aids:

Other scientific aids to investigation include:

(1) Tape-recorder,
(2) X-Ray machine,
(3) Intoxication test,
(4) Polygraph unit,
(5) Foot-Print/Finger Print,
(6) Voice-Print,
(7) Electronic metal detector,
(8) Computer.

1135. Finger Print Bureau:

(1) Object: The object of the Finger Print Bureau is to establish and record the identity and antecedents of persons who have been convicted of certain categories of offences by means of their finger impressions and to make use of such records for identification of accused persons of a case or cases. It engages teams of experts to collect and develop chance fingerprints at the scene of crime. It then proceeds to establish the identity and antecedents of such criminals through comparison of their impressions with those already on record. For this purpose, the Bureau maintains a permanent record of the previous convicts.
(2) **Organisation:** There shall be a State Finger Print Bureau for the entire State attached to the office of Deputy Inspector General of Police, Criminal Investigation Department under State Crime Record Bureau to maintain complete records of the criminals in the State. A subsidiary bureau may be located at the Range Headquarters catering to the needs of the Range, similarly, depending on the necessity, for District or important towns; there shall be single-digit units.

(3) The State Finger Print Bureau shall have the requisite staff having necessary qualifications. Similarly, the subsidiary bureau at Range Headquarters and single-digit-units in district or important towns may also have requisite staff with necessary qualifications. The pattern of the staff may be determined by the Deputy Inspector General of Police, Criminal Investigation Department and approval thereof obtained from Government through Director General of Police.

(4) **Duties of Experts and searchers:**

(i) The experts of Finger Print Bureau shall attend to the following: -

(a) Examination of documents and chance prints.
(b) Evidence in court.
(c) Treating of Finger Print slips and records.
(d) Classification and testing of single-digit cards.
(e) Visit to scene of crime.

(ii) The searchers of Finger Print Bureau shall attend to the following duties: -

(a) Searching of fingerprint slips.
(b) Classification of fingerprint slips.
(c) Recording of fingerprint slips.

(5) **Functions of the Bureau:**

(a) The Bureau shall receive finger impression slips of all arrested persons from all over the state for verification of their antecedents. It shall be the ‘clearing house’ where the correct identity of unknown criminal is established speedily and accurately.

(b) The Finger Print Bureau shall maintain a single-digit record of all burglars in the state convicted under sections 457/380 or 454/380 of Indian Penal Code.

(c) The single-digit record shall also be maintained at all District Headquarters towns of importance. The town fingerprint bureau shall maintain records in the single-digit system, which will be of immediate aid to local investigation.

(6) **Method of the working of the Bureau:** Deputy Inspector General of Police, Criminal Investigation Department shall lay down the detailed instructions for the working of the Bureau. These instructions shall prescribe:

(a) The manner in which the finger impression slips shall be obtained and sent to various Bureaux,
(b) the responsibility of Investigating Officer,
(c) the co-ordination of Finger Print Bureau with other sections of State Crime Record Bureau for reference purpose,
(d) action to be taken in respect of externees, absconders, dead convicts,
(e) the manner of requisitioning of experts for evidence in court,
(f) the single-digit units to be opened in important towns,
(h) points to be noted in preparing fingerprint slips,
(i) various types of fingerprint slips,
(j) the persons whose fingerprints are to be taken on record,
(k) the action to be taken on receipt of record-slips,
(l) other details regarding the functioning of the Finger Print Bureau including inspection, training etc.

These instructions should be a confidential document, the circulation of which shall be limited to the concerning officers and staff of Criminal Investigation Department only. The copy of the instructions shall be numbered and record shall be maintained regarding the issue of the same.

(7) The records of Finger Print Bureau shall be computerized to facilitate, among other things, quick retrieval of informations and their quick communications.

1136. Photographic Bureau:

(1) Introductory: Services of the Photographic Bureau attached to the Headquarters establishment of Deputy Inspector General of Police, Criminal Investigation Department are utilized in taking photograph of scenes of crime, places of riot, unidentified dead bodies, questioned documents, forgery cases etc. This Bureau shall also look after the supply and maintenance of Camera and Photographic materials issued to Investigating Officers. It shall help the Crime Record Bureau in compilation of albums.

(2) The Photographic Bureau shall also make available ultra-violet lamps for testing of fluorescent powder in trap cases or in cases where articles are likely to pass through the hands of the suspect. Investigating Officers shall make use of such powder and the ultra-violet rays while laying traps according to the order issued on the subject.

(3) Scope: The Photographic Bureau is expected to render assistance to Criminal Investigation Department by taking photograph and videos of such documents, materials and objects, as may be necessary. It shall under-take the photograph of an allied work of the following types:

(a) Photograph of:
   (i) Documents
   (ii) Finger-prints including chance prints
   (iii) Externees and such other criminals
   (iv) Secret letters
   (v) Unknown bodies
   (vi) Scene of accidents/scene of crimes
   (vii) Obliterated writings.

(b) Other works:
   (viii) Supplying copies of photographs of important documents in investigation etc.
   (ix) Preparing identity cards of officers
   (x) Taking movies during riots and other occasions, if necessary
   (xi) Preparing Photostat copies of documents.

(4) Organisation and staff:
There shall be a central section attached to Headquarters of Deputy Inspector General of Police, Criminal Investigation Department. A subsidiary section may be established at Range Headquarters as may be found necessary.

Photographic Bureau shall be manned by experts drawn from the open market, and their total strength shall be determined by Deputy Inspector General of Police, Criminal Investigation Department.

1137. **Forensic Science Laboratory:**

(1) The Forensic Science Laboratory will be under over-all in charge of the Deputy Inspector General of Police, Criminal Investigation Department. Building for Forensic Science Laboratory for Mizoram State has already been constructed at Mualpui, Aizawl. Equipments, machines and staffs for the laboratory are being arranged. Till the Forensic Science Laboratory for Mizoram is established the Forensic Science Laboratory of Assam at Guwahati or that of Bengal at Kolkata may be approached to cater to the needs of Mizoram state.

(2) Once fully established the Forensic Science Laboratory, Mizoram shall be an independent establishment under a Director as per guidelines given by Government of India.

1138. **Scientific Aids in some other matter:**

(1) **Motor Vehicle Accidents:** In all cases of motor vehicle accidents, the opinion of the Motor Vehicle Inspector should be taken as to the mechanical condition of the vehicle involved.

(2) **Trade marks:** In all cases false or patent marks, the opinion of the Registrar of Trade-marks should be obtained.

(3) **Spurious Drug:** In cases involving spurious drugs, reference should be made to the Drug Control Administrator for ascertaining the nature and the contents of the drugs. Separate orders indicating the procedure to be followed in such cases should be issued by Deputy Inspector General of Police, Criminal Investigation Department.

(4) **Crime Box:** For inspection of scene of crime and collection of physical clues found therein, every Police Station should be supplied with a set of Crime Box. Similar Boxes should also be made available to the Investigating Officers of Criminal Investigation Department.

1139. **Other Scientific Aids to Investigation:**

(1) **Other Scientific Aids:** Other scientific aids to investigation are as follows: -

(i) Tape-Recorder

(ii) X-Ray machine

(iii) Intoxication Test

(iv) Polygraph Unit

(v) Foot print

(vi) Voice print

(vii) Electronic metal-detector.

(2) **Tape Recorder:** Tape recorder can be effectively used for investigation of trap-cases or during interrogation of important criminals. Officers of Criminal Investigation Department shall be trained in handling of tape recorders. The tape recorder shall be in charge of this officer.

(3) **X-Ray Machine:** These machines are generally used in the Customs Department for screening suspects indulging smuggling of gold or other contraband materials.
which are concealed or kept in the body. Help of the customs authorities may be sought in such cases.

(4) **Intoxication test**: Criminal Investigation Department may, if necessary, keep a drunkometer for necessary test.

(5) **Polygraph Unit**: Criminal Investigation Department may acquire the polygraph (lie detector) Instruments for interrogation purpose. Separate instructions should be issued by Deputy Inspector General of Police, Criminal Investigation Department about the organisation, function and method of operation of this unit.

(6) **Footprints**:

(a) The utility of footprints found at the scene of crime is nearly as good as that of fingerprint if the ridge characteristics are present in these impressions. A record of footprints should be maintained in the footprint branch. This branch may also record and keep footprints of confirmed housebreakers having more than four previous convictions for housebreaking. Similar record of footprints may be kept of the criminals having convictions in serious offences, such as, murder for gain, dacoity or robbery. Classification of footprints should be made according to the system devised by G.Houvering.

(b) This branch shall work under the control and supervision of the Director of Finger Print Bureau. Footprints are generally not used as evidence by Investigating Officers. Identity of criminals, however, can definitely be fixed by means of footprints, shoe prints just as it can be done by means of fingerprints or palm-prints.

(c) Trained officers should be made available for dealing with footprint cases in each district. Efforts shall invariably be made to requisition their services.

(7) **Voice-prints**: Criminal Investigation Department should endeavour to establish a Voice prints Bureau for criminals according to the latest techniques on the subject. Separate orders should be issued on the subject by Deputy Inspector General of Police, Criminal Investigation Department

**SECTION – VII**

AIDS OTHER THAN SCIENTIFIC AIDS

**1140. Aids to investigations other than Scientific Aids:**

(1) Though use of scientific aids is essential for investigation, use of other aid should not be neglected, as these are also capable of producing good results. The scientific aids can offer some clues left at the scene of crimes, while identities depend largely on other aids. The possible aids that could be mustered would be as under: -

(i) Crime Records.
(ii) Communication
(iii) Transport
(iv) Dog squad

(2) **Crime Records**: The Investigating Officers should make maximum use of crime records in general, and the State Crime Record Bureau (SCRB) records in particular. The systematic study of the crime records narrows down the field of investigation of the
Investigating Officers and enables him to come to a conclusion about the offender. The State Crime Record Bureau records help the Investigating Officers in some cases to locate the criminal on paper.

3) Communication: For quick collection and dissemination of information, the use of facilities of quick communication, such as E-mail, telephone, telegraph, telex and wireless grid is of utmost importance. The Police Officers should always use these facilities with advantage.

4) Transport: In order to facilitate quick movements for speedy investigation, it is necessary that the Criminal Investigation Department should have its own fleet of transport. The number and types of vehicles should depend upon requirements commensurate with workload and topography of the area.

5) Dog squad:
   (a) Dog squads have proved very useful in crime detection. The most important use of a dog is the aid it offers to the Investigating Officers in pointing out the suspects and also the stolen property and contrabands like drugs, explosives etc. Dogs can also be used for guarding and patrolling vital installations. They can also sometimes be used for guarding and escorting prisoners, thus saving manpower. The uses to which dogs can be put may be classified as follows:
      (i) Guarding
      (ii) Patrolling
      (iii) Tracking
      (iv) Scent-identification
      (v) Searching for missing person
      (vi) Searching the premises for locating hidden criminal
      (vii) Recovery of articles left by criminals at the scene or track
      (viii) Escorting dangerous criminals
      (ix) Preventing a criminal or a suspect from escaping
      (x) Searching out an individual who may have hidden himself with the object of committing crime
      (xi) Detection of Narcotic cases
      (xii) Detection of hidden explosives and bombs for sniper dogs.

   (b) Administration: The selection, training and over all control of the Dog squad shall remain with the Deputy Inspector General of Police, Criminal Investigation Department.

   (c) Staff: Dog squad should be under the charge of an officer of a suitable rank (preferably a Sub-Inspector) who will have the requisite number of handlers and Kennel attendants under him. The administrative work of the unit shall be supervised by an officer of the rank of Superintendent of Police. A handler In-Charge should not be below the rank of a Head-Constable assisted by a few constables. Few attendants shall also be posted according to the strength considered necessary.

   (d) Instructions on Dog squad: Selection of dog is of great importance. Instructions on Dog Squads should be got prepared by Deputy Inspector General of Police, Criminal Investigation Department.
These instructions should, among other things, contain details about (i) the selection of breed of dogs most suitable for the purpose, (ii) the manner in which the handler and the dogs should be trained (iii) the syllabus for regular and refresher courses, (iv) the maintenance of health of the dogs, (v) the Kennel arrangement, (vi) the procedure for requisitioning for their services and (vii) the points that should be kept in mind by the Investigating Officers while requisitioning dogs.

SECTION – VIII

MODUS OPERANDI BUREAU

1141. The scope and functioning of Modus Operandi Bureau:

(1) Modus Operandi Bureau shall undertake collection and classification of information relating to crime, criminals and property connected with crime. The object is to develop the records as a valuable aid to investigation.

(2) The main functions of the Modus Operandi Bureau are as follows:

(i) To maintain records of all inter-State and inter-District criminals and suspects, and of identifiable property involved in a case.

(ii) To maintain complete histories of related criminals.

(iii) To maintain records and photographs of all persons reported by police as missing.

(iv) To maintain records and photographs of all unidentifiable dead-bodies recovered.

(v) To co-ordinate information received from the Districts and other Crime Record Bureaux and other sources with a view to give necessary guidance to Investigating Officer, for successful detection of cases.

(vi) To make available photographs and descriptions of criminals for identification purpose.

(vii) To disseminate information regarding crime, criminals and identifiable property.

(viii) To keep in close touch with the Crime Record Division of the Central Bureau of Investigation and to supply or obtain all relevant information regarding inter-State and international criminals.

1142. Collection of information:

(1) To collect information, the Modus Operandi Bureau shall scrutinize newspapers, news-items, periodicals, reports from District Crime Branches and other branches of the State Police. It shall also examine the important notifications in the Criminal Intelligence Gazettes of other States. It shall study the publications and reports issued by Central Bureau of Investigation. It shall scrutinize the source-reports and other reports which are likely to prove fruitful in collection of information about crimes and criminals. It shall try to develop information on the basis of these reports and shall correspond with the Agency/Department concerned.

(2) The Modus Operandi Bureau shall remain in close touch with the photographic section and Finger Print section to collect particulars of criminals not already available with it.
1143. **Maintenance of Records:**

(1) The various records in the Modus Operandi Bureau shall be maintained correspondence-wise, crime-wise, criminal-wise, gang-wise and property-wise. The records of criminals should enable one to trace out the names, aliases, method of operation, physical peculiarities and other particulars when required. In cases where the criminals operate as a common gang it should be possible for the Bureau to describe the part played by each member of the gang in the crime committed collectively.

(2) For cases where names of criminals are not definitely known but where only the facts of the cases have come to light, the salient features of each case shall be examined and arranged according to the method employed by the criminal so that it is possible to link up crimes committed by one particular person or a set of persons.

(3) The identification section of the Modus Operandi Bureau shall maintain the records of missing persons and unidentified persons/dead bodies. This unit shall be so organised as to facilitate identification of the persons in question. It may, if necessary, employ such artist or use such other method of identification as may be possible.

(4) The property-records shall be maintained for both lost and stolen property which is identifiable. As regards to non-identifiable property, it is only in special cases where heavy loss has been reported that Modus Operandi Bureau shall maintain a record.

(5) For maintenance of such records and proper indexing, the Modus Operandi Bureau shall either use the traditional manual indexing system or employ the mechanical system as may be feasible. It shall endeavour to retrieve information available on its record in the quickest possible manner.

1144. **Retrieval and Dissemination work:**

(1) The retrieval work is the most important function of Modus Operandi Bureau. The entire working of the unit should be so arranged as to facilitate collection and retrieval work. This in turn will improve dissemination of information. On receipt of any reference or information, it shall immediately be checked whether the matter is already available in the records of the Bureau. If the information is not available, immediate steps should be taken to record the same and to collect the particulars required. Mechanization of the Bureau is especially necessary when the workload is heavy.

(2) An efficient system of dissemination of information regarding crimes and criminals is another important work of Modus Operandi Bureau. It is necessary that considerable attention should be paid towards analysis of records and reports. The Investigating Officers and other police units should, while conducting investigation or enquiries, make references to the Bureau for necessary assistance.

(3) For dissemination of information, various medium, such as, routine-correspondence, circulars, notices, periodical reviews reports, criminal intelligence Gazette, wireless signal should be used according to the nature of information. Crime branches where publicity arrangements exist, the public should be cautioned, through newspaper, broadcast or telecast about important criminals or crimes.

(4) Where information is to be sent to other organisations/ departments or to C.B.I. or to the International Criminal Police Organisation, Modus Operandi Bureau shall ensure that all such information is promptly and fully transmitted and correspondence kept to the minimum.

1145. **Instructions for Modus Operandi Bureau:**

(1) The staff for Modus Operandi Bureau shall be specially selected. Only those with special aptitude for crime-records work should be taken. Aptitude test should be held at the time of selection.

(2) Deputy Inspector General of Police, Criminal Investigation Department should publish for the guidance of the officers concerned a detailed set of instructions for Modus Operandi Bureau and District Crime Records Branch. The Instructions should lay down also
(a) the procedure for collection of various types of information, (b) the method of
maintenance and collection of records, (c) the ways and means for dissemination of
information, (d) the duties to be performed by various officers in the Bureau and (e) the
manner of co-ordination between Modus Operandi Bureau, Finger Print Bureau, Photographic
Section, Statistics Unit, Superintendent of Police of the district and various other units,
organisations and departments.

(3) The instructions shall strictly be confined to the concerning officers of the
Criminal Investigation Department. The copies should be serially numbered and records kept
about their issue. It shall be incumbent on the officers concerned to return the copy in the
event of their transfer from Criminal Investigation Department. The instructions should be
treated as a confidential document.

1146. Duties of the Superintendent of Police of the District:
The Superintendent of Police of the district shall ensure that reports of crime and
criminals are duly received from Police Stations and transmitted regularly to Modus Operandi
Bureau as laid down in the Modus Operandi Bureau instructions indicated above. The District
Superintendent of Police shall be in operational charge of the District Crime Branch. He shall
conduct Inspection of Branch once a year and extracts from his Inspection Report shall go to
Deputy Inspector General of Police, Criminal Investigation Department for his information. He
shall ensure that the provisions of the Modus Operandi Bureau instructions are fully
implemented by the Modus Operandi Bureau staff posted in the District. He should also see
that proper co-ordination exists with Modus Operandi Bureaux of the bordering Districts.

1147. District Crime Branch:
(1) It has already been instructed earlier that every District must have a District
Crime Branch with a Separate staff ear-marked for this Branch by the Deputy Inspector
General of Police, Criminal Investigation Department. The District Crime shall maintain,
among other, the following records: -
   (a) the dossiers of criminals,
   (b) Various index cards,
   (c) Gang register,
   (d) Registers of reported crimes,
   (e) Confession register,
   (f) Case diaries etc. of proclaimed absconders, and
   (g) Statistical charts of different forms of crime.

(2) Dossiers of District Crime Branch: On orders passed by Superintendent of
Police on the final memorandum of a case to open a dossier, step shall be taken to keep a list
of such criminals. The corresponding history-sheet-numbers of Police Stations concerned shall
also be noted against each. Among them, those who are involved in offences against
property or in other crimes as indicated under sub-paragraph (3) below and have their sphere
of operation extending over two or more Police Stations of the state or of another State shall
be selected for keeping duplicate copy of dossier in the District Crime Branch. With it an
alphabetical index of such selected dossiers shall also be maintained.

(3) The particulars of crimes mentioned in the previous sub-paragraph shall be
as follows: -
   (i) Dacoity
       (a) In Banks, or
       (b) In river boats or banks, or
       (c) Assemblage and preparation to commit dacoity.
       (d) Other dacoities.
(ii) Robbery
(a) In Banks, or
(b) Highway robbery, or
(c) Assemblage and preparation to commit robbery.
(d) Other robberies.

(iii) Murder
(a) for gains (professional), or
(b) of foreigners,

(vi) Burglary
(a) Only specialized type.

(v) Theft of
(a) Motor vehicle/scooters/ any automobiles, or
(b) Cycles, or
(c) Cattle, or
(d) Electrical Gadgets, or
(e) Fire Arms, Explosives etc.
(f) Property from Railway premises of various types and from trains, (for Railway District only), or
(g) Idols/Antiques etc. from museum, or
(h) at Banks, Treasury counters, or
(i) mails from vans.

(vi) All heinous cases,

(vii) Receivers of stolen properties,

(viii) Professional cheating,

(ix) Professional poisoning,

(x) Professional kidnapping and abduction: -
(a) kidnapping for begging/ransoms,
(b) of women for immoral trafficking.

(xi) Counterfeiting of notes and coins.

(xii) Cases of professional gamblers

(xiv) Absconders from jail/custody

(xv) Remaining offences under chapters XII and XVII Indian Penal Code which are not covered above.


(4) In preparing the Modus Operandi Bureau index in the District Crime Branch and in Criminal Investigation Department care should be taken to see that uniformity is maintained in keeping the records.

NB: - After introduction of State Crime Record Bureau and District Crime Record Bureau, the functioning and system prescribed by National Crime Record Bureau for Modus Operandi Bureau and District Crime Record Bureau should be followed.
ANNEXURE – I

Matters on which Criminal Investigation Department will ordinarily collect and disseminate criminal intelligence

1. Serious crimes.
2. Property lost or stolen and suspicious property recovered.
3. Counterfeit coins and currency notes.
4. Persons wanted or arrested by police, missing persons and suspicious individuals.
5. Wandering groups having criminal propensity.
6. Other suspicious characters who operate on an inter-District or inter-State basis.
7. Military deserters.
8. Foreigners and foreign nomads.
10. Scientific aids to detection.
11. Interesting cases.
12. Interesting extracts.
13. Any other matter prescribed by Government.

ANNEXURE – II

Types of cases which should be ordinarily investigated by Criminal Investigation Department:

1. Forgery of currency notes and counterfeiting of coins if a serious and sensational nature.
2. Embezzlement, fraud or forgery in involving a large sum or wide ramifications.
4. Sabotage with explosions involving loss of life or serious hurt to persons or damage to government or important public property.
5. Criminal breach of trust or cheating of very important or complicating nature.
6. Any case of sensational nature which has evolved general public interest.
7. Case of murder, dacoity or robbery which is of a serious nature and has aroused public interest or clamour.
8. Cases of exceptional difficulty or importance.
9. Organised crime extending over two or more districts.
10. Theft from Church or Temple or Mosque or other places of worship in which property valued at Rupees one lakh and above is stolen.
CHAPTER – XXIII

MIZORAM POLICE RADIO ORGANISATION

SECTION – I

GENERAL

1148. Introduction:
Mizoram Police Radio Organisation is a part of the State Police, functioning under the general control and supervision of the Director General of Police. Though the personnel are Police Officers under the Police Act they do not do any policing. However, the Organisation performs a vital role in the functioning of the State Police.

1149. Function:
The Mizoram Police Radio Organisation provides radio communication within the State for transmission of messages pertaining to law and order, and prevention and detection of crime. The services of the organisation may be utilised by other Departments of the Government in emergencies such as flood, strike, storm, earthquake, serious landslides and epidemics with the prior approval of the Superintendent of Police, Wireless or the Superintendent of Police of the district concerned. Depending upon the urgency and importance of the matter the Police Radio Station may transmit a message provided it is of public concern.

1150. Head of the Organisation:
The Mizoram Police Radio Organization is under an officer of the rank of Superintendent of Police (Wireless). The rank of the head of the organisation may be upgraded as and when the State Government finds it necessary. One Deputy Inspector General of Police / Inspector General of Police shall be placed by the Director General of Police as the supervising and controlling authority over the Superintendent of Police(Wireless). The organization is under the over all supervision and control of the Director General of Police who enjoys the ultimate supervisory power and administrative control over the whole organisation.

1151. Central Radio Workshops:
(1) For maintenance of the wireless stations a Central Radio Workshop with several branches such as (a) High Frequency/Very High Frequency/Ultra High Frequency workshop (b) Fitter workshop and (c) battery maintenance workshop shall be located at the Mizoram Police Radio Organisation Headquarters.

(2) Along with the Central Radio Workshop facilities for Testing, Research and development units shall also established for testing of equipments and for modification of the equipments to suit the local requirement and for their improvement and upgradation.

(3) A Radio Workshops shall be established in each district headquarters for maintenance of wireless stations.

1152. Central Store:
(1) A Central Store shall be established at the Mizoram Police Radio Organisation Headquarters for procurement and safe keeping of technical equipments and components. The Stock Ledgers for the stores shall be maintained in the same manner as other stores in the ‘Quartermaster’ Branch. However, Superintendent of Police, Wireless shall, with the
approval of the Director General of Police issue standing orders laying down in detail the manner of storing the different items so that they are easily identified and protected.

(2) All equipments, parts, etc., received by the Mizoram Police Radio Organisation shall be dealt with by the Central Store at the Mizoram Police Radio Organisation Headquarters.

(3) The Central Store shall be independent of the clothing and equipment store which handles the uniform and other items of clothings issued free to the personnel.

(4) An Inspector or at least a Sub-Inspector shall be in charge of the Central Store.

1153. Rank Structure in the Organisation:

(1) The Mizoram Police Radio Organisation follows the normal rank structure of the Police. Following are the different ranks of officers in the organisations: -

A. GAZETTED

(i) Superintendent of Police (Wireless).

(ii) Additional Superintendent of Police (Communication)

(iii) Deputy Superintendent of Police (Communication)

B. NON-GAZETTED

(i) Inspector of Police (Operator, Radio Mechanic, Cipher and Fitter)

(ii) Sub Inspector of Police (Operator, Radio Mechanic, Cipher and Fitter)

(iii) Assistant Sub Inspector of Police (Operator, Radio Mechanic, Fitter and Cipher)

(iv) Head Constable (Operator, Radio Mechanic, Fitter and Cipher), Driver of different ranks.

(vii) General Duty Constables.

(viii) Followers.

(2) The strength of Mizoram Police Radio Organisation cadre in each rank shall be such as may be determined by the State Government from time to time; provided that the State Government may hold in abeyance any post as and when considered necessary.

1154. Communication Equipments for District and Battalion:

(1) The equipments of radio communication needed by the District Police and the MAP Battalions shall be met by the Mizoram Police Radio Organisation.

(2) In the event of any Armed Battalion unit being deployed outside the state, the required personnel of Mizoram Police Radio Organisation shall be attached to the Battalion and the clothing requirements shall be met by that unit and the Mizoram Police Radio Organisation personnel shall wear the same uniform including shoulder badge as that of the personnel of the armed battalion.
SECTION – II

APPOINTMENT, TRAINING, DISCIPLINE, ETC

1155. **Appointment:**

Matters relating to appointment and recruitment including probation are dealt under the relevant chapters.

1156. **Basic Training:**

(1) **General Duty Constables:** The training of recruits in the rank of General Duty (GD) constables shall be handled completely at the Police Training Centre. The General Duty constables shall undergo the Basic Course of Training along with the constable recruits of Armed Battalion as they belong to that cadre.

(2) **Head Constables Operators, Radio Mechanics, Fitter and Cipher:** The Head Constables Operators, Radio Mechanics, Fitter and Cipher shall undergo basic course training in Police drill, discipline and regulation at Police Training Centre and also complete the training course of Grade-III Radio Operator Course within a period of 45 weeks of Basic Training Course of constables. The Superintendent of Police, Wireless shall provide the instructors and equipments for running the Grade III Operator Course at the Police Training Centre.

(3) **Sub-Inspectors and Assistant Sub-Inspectors:** Directly recruited Sub-Inspectors and Assistant Sub-Inspectors should undergo – (a) the Basic Training Course of Police for their rank for one year at the Police Training Centre/North Eastern Police Academy for learning elementary drill, discipline, Police law, procedures and regulations; (b) This should be followed by technical training at the Radio Training School for Grade III Course in their respective trades within their probation period. Grade II and Grade I training will be conducted subsequently.

(3) **Syllabus:** The Director General of Police shall lay down the syllabus for the Training Courses of various ranks of Mizoram Police Radio Organisation.

(4) **Failure in examination:** A probationer, who has failed in the first attempt of the final examination either of the Basic Police Training Course or the concerned trade, shall be allowed to sit for two more subsequent examinations in his failed subject/subjects; failing which he shall be discharged from service or reverted to his former rank.

1157. **Disciplinary Rules:**

(1) The disciplinary rules governing the personnel of Mizoram Police Radio Organisation shall be the same as that of other police personnel of the State and the Rules in this regard vide Chapter XIX shall mutatis mutandis apply to them also.

(2) District Superintendent of Police and the Commandant of Armed Battalions are authorised to exercise powers to award rewards or minor punishments to personnel of Mizoram Police Radio Organisation serving with their organisation or deputed to their unit, as the case may be, for any acts of dereliction of duty or misconduct. In case of serious misconduct the matter shall be reported to the Superintendent of Police (Wireless).

1158. **Uniform:**

Uniform for the Mizoram Police Radio Organisation personnel shall be the same as prescribed for other branches of Mizoram Police and the relevant portions of chapter XVII shall apply.
SECTION – III
POWERS AND FUNCTIONS

GAZETTED OFFICERS

1159. Director General of Police:

The Director General of Police, Mizoram enjoys the ultimate power of supervision, control and direction over the whole organisation. He should normally place a Deputy Inspector General of Police as supervising officer over the Superintendent of Police (Wireless). The Deputy Inspector General of Police shall exercise general control and supervision of the functioning of the Mizoram Police Radio Organisation and shall be the appellate authority in matters of discipline in respect of the non-gazetted officers except the Inspectors.

1160. Superintendent of Police (Wireless):

(1) The Superintendent of Police (Wireless) as the head of the Mizoram Police Radio Organisation shall have the administrative control, subject to the general supervision and control of the Deputy Inspector General of Police and the Director General of Police, over the entire staff of the State Police Wireless, and shall be responsible to the Director General of Police for the smooth and efficient working of communication, maintenance of discipline, welfare of the men and all other matters connected to the organisation.

(2) In matters of punishment and disciplinary action, he shall have the same powers as the Superintendent of Police of the district under Chapter XIX, which deals with 'Rewards and Punishment' of Police personnel in general. It should be noted that in imposing any punishment he shall have to follow the same procedure.

(3) In matters of leave, he shall have the same powers as the Superintendent of Police of a district.

(4) He shall exercise such financial powers as are delegated by the Government from time to time or as provided for in rules or financial matters made by it.

(5) He shall have the power to appoint Sub-Inspector and Assistant Sub-Inspector, constables and to promote constables to Naik/Havildar in accordance with the procedure laid down by this Manual.

(6) He shall function directly under the supervision, control and direction of the Deputy Inspector General of Police who is appointed by the Director General of Police to look after the Mizoram Police Radio Organization and shall render him all assistance in carrying out his duties and responsibilities.

1161. Additional Superintendent of Police, (Communication)/Deputy Superintendent of Police, (Communication):

The Additional Superintendent of Police/Deputy Superintendent of Police, Mizoram Police Radio Organization shall perform such duties as are assigned to him by the Superintendent of Police (Wireless). He shall also render assistance to the Superintendent of Police (Wireless) Mizoram Police Radio Organization in carrying out his day-to-day functions. There may be one Zonal Deputy Superintendent of Police in each District or a group of districts with headquarters at the District Headquarters for supervision, control and inspection of the Stations in the District. He shall be provided with supporting staff for operation and maintenance of the Stations. He should make all arrangements for maintenance of communication in emergent situations arising out of visit of the VIPs, Law and order problems, natural calamities etc. after proper liaison with District Superintendent of Police of the District. All necessary correspondence with Police Headquarters regarding matters of
Mizoram Police Radio Organization shall be made by the Superintendent of Police (Wireless), the Zonal Deputy Superintendent of Police may sort out the problems with the concerned police unit or refer the matter to the Superintendent of Police (Wireless). He should visit interior of the district and keep himself up-to-date with all informations that may be relevant for establishment of an efficient communication network in the district. He shall also keep the District Superintendent of Police concerned informed of all important development regarding operation and maintenance of communication in the district.

1162. Non-Gazetted Officers:

Inspector, Mizoram Police Radio Organization (Mizoram Police Radio Organisation):
There shall be one Inspector (Mizoram Police Radio Organization) for supervision, control and inspection of the Police Radio Stations in each Sub-division. He should make all arrangements for maintenance of Wireless Telegraph communication in emergent situations arising out of visit of the VIPs, Law and order problems, natural calamities etc. He shall be provided for this purpose a supporting staff for operation and maintenance of Wireless Telegraph stations and he should maintain proper liaison with the Sub-Divisional Police Officer of the Sub-division. All necessary correspondence with his Zonal Deputy Superintendent of Police (Mizoram Police Radio Organization) regarding Mizoram Police Radio Organization and matters of the Sub-division should be made by the Inspector. He should visit interior of the sub-division and be fully acquainted with physical features and keep himself up-to-date with all relevant data that may be needed for immediate establishment of an efficient communication network in the sub-division. He should also keep the Sub-Divisional Police Officer of the sub-division informed of all-important developments regarding operation and maintenance of Mizoram Police Radio Organization in the sub-division.

1163. Sub-Inspector and others:

(1) Wireless Telegraph Sub-Inspectors borne in different trades are to be posted in District Headquarters and Sub-divisional Headquarters as well as in important Police Radio Stations. They are required to ensure that Police Radio Stations function efficiently and to help the Zonal Deputy Superintendent of Police and Inspector of the sub-division in day-to-day operation and maintenance of communication.

(2) Assistant Sub-Inspectors are posted in headquarters as well as in out stations as in-charge of the station.

(3) Head Constables and Constables are posted in Police Radio Stations and Border Outpost for operation and maintenance of Mizoram Police Radio Organization round the clock.
CHAPTER – XXIV

FIRE AND EMERGENCY SERVICES

SECTION – I

ORGANISATION

1164. Controlling Authority:

(1) The Fire & Emergency Service Force: The Fire & Emergency Services, of the state of Mizoram is under the administrative and disciplinary control of the Director General of Police and is a part of the State Police in Mizoram, each member of the Force being appointed under Police Act and subject to the same conditions of service as members of the State Police.

(2) An officer of the rank of Superintendent of Police designated as Superintendent of Police, Fire & Emergency Services, Mizoram is the head of the organisation with a one of the Deputy Inspectors General of Police designated as the immediate supervising officer.

1165. Fire Prevention Cell:

The Mizoram Fire & Emergency Services shall establish a Fire Prevention Cell in addition to and as an adjunct to its main job of fire fighting. Its functions are given below:

(a) It shall conduct awareness campaigns in Schools and Colleges, by holding evacuation and mock drills and live demonstrations, talks and discussions through different media, and showing of films and video cassettes on fire safety.

(b) It shall be responsible for checking of plans for public buildings and high-rise buildings to ensure that fire safety measures are incorporated in all such buildings.

(c) It shall inspect buildings under construction to ensure that safety measures as per existing rules laid down by Government are adopted and that the fire fighting appliances provided in these buildings are in working order.

(d) It shall inspect places of entertainment, public assembly and industrial establishments for the same purpose and with a view to ensure public safety in case of fire and other emergencies and to advise them on necessary safety measures.

(e) The Cell shall also undertake measures to educate the public in regard to fire safety measures and precautions to be taken and also disseminate information on these matters.

(Note: Necessary legislation needs to be passed laying down building regulations and safety measures to vest the Superintendent of Police, Fire and Emergency Services and the officers with the above requisite powers).

1166. Central Store:

There shall be a Central Store in the Fire & Emergency Services Headquarters in addition to and independent of the clothing store. All Fire Fighting equipment and spare parts including those newly supplied and received are to be stored. The same will be under the charge of an officer of the rank of a Fire Service Officer or a Station Officer who will maintain Stock Register for new parts, articles and other equipments. Registers shall be kept separately for –

(a) First Aid Equipments, Fire Extinguishers and Refills.
(b) Spare parts for Pumps and Fire Engines.
(c) Oil and Lubricants.
(d) Personal Protective Equipments.
(e) Clothing and other uniform items.
(f) Arms and Ammunitions, if held.
(g) Miscellaneous articles.

The Registers shall be maintained on the same lines as that of Stock Register in Police units of the State.

1167. Workshop:

There shall be a Repairing Workshop attached to the Central Store where repairing of equipments of different types could be carried out including fire engines and other vehicles provided facilities are made available. The workshop will be headed by the Officer-in-Charge of the Central Stores and he will be assisted by as many mechanics and other staff as required.

1168. Other Officers and men:

The Superintendent of Police, Fire & Emergency Services shall be assisted by the following gazetted and non-gazetted staffs, the strength of which shall depend on the requirement.

(A) Gazetted
   (i) Additional Superintendent of Police.
   (ii) Deputy Superintendent of Police.

(B) Non-Gazetted
   (i) Fire Service Officer in the rank of Inspector of Police.
   (ii) Station Officer in the rank of Sub-Inspector of Police.
   (iii) Sub-Station Officer in the rank of Assistant Sub-Inspector of Police.
   (iv) Leading Firemen in the rank of Head Constable.
   (v) Firemen in the rank of Naik.
   (vi) Drivers and Mechanics in the appropriate rank as that of the State Police.

SECTION – II

RECRUITMENT AND TRAINING

1169. Recruitment of Gazetted Officers:

(a) Superintendent of Police Fire & Emergency Services: The Superintendent of Police, Fire & Emergency Services shall be of the rank of Superintendent of Police. The post shall be filled up by an officer of the rank of Superintendent of Police of the Mizoram Police Service as nominated by the State Government from time to time.

(b) Additional Superintendent of Police Fire & Emergency Services: The post shall be filled up by an officer of the rank of Additional Superintendent of Police of the Mizoram Police Service as nominated by the State Government from time to time.
1170. **Non-Gazetted Officer:**

(1) Appointment to the Fire & Emergency Services shall be on the basis of promotion. All the posts of Firemen, certain percentage of the posts of Sub-Station Officer and Station Officer shall be filled up by direct recruitment and the rest by promotion only.

(2) The general eligibility conditions of appointment as applicable to the recruitment of Police Personnel provided under Section – I of Chapter - VIII shall be applicable.

(3) Regarding filling up of quotas for appointment by direct recruitment and promotion, Rule 334. to 342. and Rule 363. of Chapter – VIII shall apply.

(4) In respect of promotion the general rule under Rule 363. of Chapter – VIII shall apply.

1171. **Direct Recruitment of Fireman:**

(1) The minimum educational qualification for direct appointment to the rank of Fireman shall be High School Leaving Certificate or its equivalent examination.

(2) The Director General of Police shall constitute a Recruitment Board with Superintendent of Police, Fire and Emergency Services as chairman and Additional Superintendent of Police, Fire and Emergency Services and one Police Officer of the rank of Additional Superintendent of Police as members. The Board shall conduct physical efficiency test, written examination, medical examination and interview as in the case of direct recruitment to the post of Unarmed Branch Constable.

(3) The other rules as provided under Section – II of Chapter – VIII for recruitment of Unarmed Branch Constable shall apply except training and inter-se-seniority.

(4) The appointment shall be made by the Superintendent of Police, Fire and Emergency Services after selection list as recommended by the Board is approved by the Director General of Police.

(5) The inter-se-seniority of Firemen appointed from the same recruitment shall be determined on the basis of their performances at the recruitment test and that of the final examination at the end of the basic police drill and disciplinary training course at the Police Training Centre subject to the condition that those who do not obtain pass mark in any of the subject at the end of Elementary Fire Fighting Training Course shall be ultimately graded lower than those who passed in all subjects.

1172. **Leading Firemen:**

(1) Appointment to the rank of Leading Fireman shall be solely on the basis of promotion from the rank of Fireman.

(2) Firemen with five years of service after passing Elementary Fire Fighting Course shall be eligible for promotion.

(3) Promotion shall be based on selection through departmental examination in respect of 20% of the posts of Leading Firemen and 80% of the posts shall be filled up by promotion on the basis of seniority-cum-merit.

(4) A Departmental Promotion Committee consisting of one Deputy Inspector General of Police as chairman, Superintendent of Police, Fire and Emergency Services and a Police Officer of the rank of Superintendent of Police as members be constituted by the Director General of Police to conduct the promotion examination and also to process the promotion on seniority-cum-merit.

(5) The Director General of Police shall draw up the syllabus to be covered by the departmental examination of Firemen to Leading Firemen and the procedure to be
followed in conducting the examination, till this is done the Committee shall decide its own procedure for both the promotions.

(6) The Committee shall draw up a list of Firemen recommended separately for promotion on the basis of departmental examination and on seniority-cum-merit and submit the list to the Director General of Police.

(7) Promotion shall be done by Superintendent of Police, Fire and Emergency Services after the recommended list is approved by the Director General of Police.

(8) The inter se seniority of the Leading Firemen promoted through departmental competitive examination and on seniority-cum-merit in the same year shall be determined according to the rotation of vacancies.

(9) The newly promoted Leading Firemen shall be on probation for a period of one year which can be extended by another one year for good and sufficient reason to be placed on record.

1173. **Sub-Station Officer:**

(1) **Direct Recruitment:**

(a) Appointment to the post of Sub-Station Officer shall be on promotion from the rank of Leading Firemen and by direct recruitment on the proportion of 50:50 of the total posts available.

(b) Eligibility and method of direct recruitment including probation, Basic Course training and inter se seniority shall be the same as that of direct recruitment to the rank of Assistant Sub-Inspector of Police. However, the Superintendent of Police, Fire and Emergency Services shall be one of the members of the Recruitment Board.

(c) The directly recruited Sub-Station officer shall also undergo Sub-Station officer’s Course at National Fire Service College, Nagpur or equivalent Course of Training during the period of his probation.

(2) **Promotion:** Promotion to the rank of Sub-Station Officer from Leading Firemen shall be done on the basis of seniority-cum-merit in respect of Leading Firemen with five years of service and who have successfully completed the Sub-Station Officers’ Course. The same Departmental Promotion Committee as that of promotion from Firemen to Leading Firemen shall submit its recommendations to the Director General of Police.

(3) The Superintendent of Police, Fire and Emergency Services shall promote them from the recommended list after due approval by the Director General of Police.

(4) **Probation:** Newly promoted Sub-Station Officer shall be on probation for one year which may be extended by another one year for good and sufficient reason to be placed on record.

(5) **Inter se seniority:** Sub-Station Officer promoted from Leading Firemen shall be graded in seniority above those directly recruited Sub-Station Officers who are appointed within the same calendar year.

1174. **Station Officer:**

(1) Appointment to the post of Station Officer, Fire and Emergency Services shall be on promotion in respect of 50% of the posts of Station Officer and the rest by direct recruitment.

(2) In case there are no eligible Sub-Station Officer for promotion to the rank of Station Officer the vacancy shall be filled up by direct recruitment upto 75% of the total number of posts.

(3) For appointment to the post of Station Officer, Fire and Emergency Services by direct recruitment the rules governing the direct recruitment of Sub-Inspector of Police including inter se seniority, Basic Course Training and probation shall apply; the
Superintendent of Police, Fire and Emergency Services shall be one of the members of the Recruitment Board.

(4) The directly recruited Station Officer shall also undergo Station Officers Course at National Fire Service College, Nagpur or equivalent course of training during the period of his probation.

(5) Promotion to the rank of Station Officer, Fire and Emergency Services shall be done on the basis of selection in respect of Sub-Station Officer of at least five years service and who have successfully completed the training course of Station Officer at the National Fire Service College, Nagpur.

(6) A Departmental Promotion Committee consisting of one Inspector General of Police as chairman and Deputy Inspector General of Police in-charge of Fire and Emergency Services, Superintendent of Police, Fire and Emergency Services and one Police Officer of the rank of Superintendent of Police shall be constituted by the Director General of Police with representatives each from Home Department and Department of Personal and Administrative Reforms (General Service Wing), Government of Mizoram. The Committee shall submit the list of Sub-Station Officer recommended for promotion. The Deputy Inspector General of Police concerned shall promote them after due approval of the recommended list by the Director General of Police, in order of the grading made by the Committee.

(7) Probation: The newly promoted Station Officer shall be on probation for a period of one year which can be extended by another one year for good and sufficient reason to be placed on record.

(8) The promoted Station Officers shall be graded in seniority above the directly recruited Station Officers provided they are appointed within the same calendar year.

1175. Fire Service Officer:
Appointment to the post of Fire Service Officer shall be done solely by promotion from the rank of Station Officer on the basis of selection. The rules governing promotion of Sub-Inspector of Police to the rank of Inspector of Police shall be applicable with the Deputy Inspector General of Police in-charge of the Fire and Emergency Services as one of the members of the Promotion Board except that Pre-Promotion Training Course shall not be required.

1176. Training:
(1) For the following professional courses run by the National Fire Service College, Nagpur officers of respective rank or those of the next lower rank on the promotion zone shall be deputed.

(i) Fire Station Officers’ course.

(ii) Sub-Station Officers’ course.

(2) The newly recruited Firemen and drivers will be sent to Police Training Centre, Mizoram or any other recognised Police Training Centre to learn basic Police drill and discipline for a period of 4 months. Thereafter, they will be sent to Elementary Fire Fighting Training School of Assam, Amingaon, Guwahati after arranging seats in the Training School with the Director, State Fire Services Organisation of Assam, Guwahati or any other recognised institutions for the courses shown below: -

Course

(i) Drivers: Elementary familiarisation course for drivers for driving, vehicle maintenance and pump operation.

(ii) Firemen: Elementary Fire Fighters’ training course.

(3) The newly recruited Sub-Station officers and Station Officers, if any, shall be sent to undergo the appropriate course at the National Fire Service College, Nagpur.
1177. **Appointment Certificate:**

All personnel of the Fire & Emergency Services shall be issued an Appointment Certificate after completion of their probation.

1178. **Elementary Fire Fighting Training School:**

(1) The State Government may establish an Elementary Fire Fighting Training School for Mizoram Fire & Emergency Services at any suitable place. It may not always be possible to obtain seats at the Elementary Fire Fighting Training School of Assam and others; and there will always be a language problem placing Mizo at a disadvantage there.

(2) Any one of the Deputy Superintendent of Police, Fire and Emergency Services shall be ex-officio and head of the School assisted by personnel of Fire & Emergency Services and Mizoram Police including Ministerial Staff as required.

(3) Once established the Elementary Fire Fighting Training School should conduct the following Refresher courses of training.

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Refresher Course for Station Officers and Sub-Station Officer</td>
<td>10 weeks</td>
</tr>
<tr>
<td>(ii) Refresher Course for Leading Firemen and Firemen.</td>
<td>8 weeks</td>
</tr>
<tr>
<td>(iii) Refresher course for drivers</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

**SECTION – III**

**WARE-HOUSE, WORKSHOP AND GODOWNS**

1179. **Licensing of Ware-House/Workshop/Go-down:**

(1) No Building or place shall be used for the purpose of a ware-house/workshop/Go-down except under a license from a competent authority. The competent authority shall be the authority designated by the State Government.

(2) No license to use any building or place for warehouse or workshop or Go-down shall be granted, unless such building or places conforms to such precautionary measures taken by the owner/occupier thereof as may be directed by the competent authority.

1180. **Application for Warehouse license and its renewal:**

(1) An application for issue of a license shall be submitted to the licensing authority who shall refer it to the Superintendent of Police, Fire & Emergency Services for enquiry so far as fire preventive measures are concerned and on receipt of the Superintendent of Police’s report, the licensing authority shall either grant or refuse the application.

(2) Every license granted under the above provision shall be renewed annually on the application of the license-holder. Such application should also be sent to the Superintendent of Police, Fire & Emergency Services on the matter mentioned above for a report, on receipt of which the licensing authority may either grant or refuse the renewal.

(3) A license granted under these rules may be withdrawn or suspended for valid reasons by the licensing authority, after giving the license-holder an opportunity of being heard.
(4) The reasons for withdrawal or suspension of a license already granted as well as the reasons for refusal to grant a license or to renew a license when duly applied for, shall be recorded in writing and intimated to the license holder or the applicant, as the case may be.

1181. Appeal:

(1) An appeal against an order of the licensing authority withdrawing or suspending any license or refusing to grant or renew a license when applied for shall lie within 30 days of such order to the competent appellate authority.

(2) The competent appellate authority shall be an authority designated by the State Government and should be a higher authority to the Licensing authority.

1182. Power to seize/remove/destroy goods:

(1) Where a warehouse is used without a valid license, the Superintendent of Police, Fire and Emergency Services or any officer authorised by the Government may direct removal of articles likely to cause a risk of fire to a place of safety.

(2) On failure of the owner/occupier to do so, the Superintendent of Police, Fire & Emergency Services or the authorised officer mentioned above, may seize, detain, remove or destroy such articles or goods in such manner as deemed proper according to the rule or standing order made by the State Government. The authorised officer shall not be liable for compensation.

1183. Change of possession:

Whenever there is a change of possession of any warehouse or workshop or Godown, the person entering into possession shall within 14 days inform the licensing authority in writing with copy to the Superintendent of Police, Fire and Emergency Services and the latter shall substitute the name in place of the last occupier.

1184. License for using building for manufacturing firework:

No building or place shall be used for the purpose of manufacturing or making or otherwise dealing in fireworks without previously obtaining a license from the competent authority.

SECTION – IV

FIRE STATION, DUTIES, POWERS, ETC.

1185. Fire Station, Routine Works and Duties of various ranks:

(1) Definition: A Fire Station means any post or place declared generally or specifically by the State Government to be a Fire Station which have the facility of accommodating personnel on duty, fire fighting equipments, fire appliances, tools and implements and other things whatsoever used in fire fighting. Appliance includes all fire service vehicles including ambulance. The State Government may establish Fire Station and Fire Sub-Stations at any place as required from time to time.

(2) Location of Fire Station Building: It is utmost importance that Fire Station building shall be located at a convenient central place. Location of the Fire Station building is an important factor contributing to the operational efficiency of the fire fighting system. Further the building has to be designed in such a manner that the men with the Fire engine vehicles and other appliances can respond to fire calls with the least loss of time and move off to any direction without any hindrance.
(3) **Officer-in-Charge:** The Officer-in-Charge of a Fire Station includes the fire officer next in rank to the Officer-in-Charge of Fire Station or any officer holding the charge of the Fire Station in absence of the Officer-in-Charge.

(4) The minimum dimension for one appliances Station for each of a Fire Station shall be -

<table>
<thead>
<tr>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appliances room/Garage</td>
<td>30'x10'x14' high</td>
</tr>
<tr>
<td>Officer’s room</td>
<td>120 sq. ft.</td>
</tr>
<tr>
<td>Watch room/ Duty room</td>
<td>120 sq. ft.</td>
</tr>
<tr>
<td>Fire Fighting Equipment Store</td>
<td>130 sq. ft.</td>
</tr>
<tr>
<td>Recreation/ Rest room</td>
<td>120 sq. ft.</td>
</tr>
<tr>
<td>Petroleum, Oil and Lubricants Store</td>
<td>As per requirement</td>
</tr>
<tr>
<td>Water storage</td>
<td>5000 gallon capacity</td>
</tr>
<tr>
<td>Barrack</td>
<td>An area of 8’ ft. x 5’ ft. per person for the total nos. of person on duty at a time.</td>
</tr>
<tr>
<td>Sanitary facilities</td>
<td>at the scale of one lavatory and one bathroom for each 5 persons on duty at any time subject to a minimum of 1 set.</td>
</tr>
<tr>
<td>Facility for drying of hoses</td>
<td></td>
</tr>
<tr>
<td>Drill ground</td>
<td>200’x50’</td>
</tr>
<tr>
<td>Staff quarters</td>
<td>Residential accommodation sufficient for all Fire Service Staff posted to the Station should be provided.</td>
</tr>
</tbody>
</table>

1186. **Duties of Officer-in-Charge of Fire Station:**

(1) **Executive Duties:**

(a) He shall be ready and available for any duty at any time he may be called upon by emergency or his superiors to perform and to keep his superiors acquainted with all matters coming to his knowledge, affecting either his own station or general business of the Fire & Emergency Services.

(b) He shall obey implicitly all lawful orders of his superiors and exact the strictest obedience and civility from those serving under him, to devote the whole of his time and attention to the Fire & Emergency Services and set an example to his men and lead his men.

(c) He shall take charge of and be responsible for all appliances, stores, equipments, etc., issued to his Station and on taking over charge, submit a report to his superiors as to the correctness or otherwise of such articles taken charge of. He should submit a requisition to his superiors for the requirements of his Station as necessary.

(d) He shall ensure that all appliances and equipments are properly maintained and are kept in thorough working orders; and that all appliances are always in a ready condition to respond to fire & emergency calls.

(e) He shall instruct and drill all men under his charge in the use and maintenance of fire appliances and equipments.

(f) He shall hold a muster parade for the inspection of uniforms, clothings, boots and equipments at least once in two months to see that the men keep themselves and their clothing in a clean and good condition and to report shortage, if any to his superiors. The
inspection of uniforms and equipments should be carried out periodically.

(g) He shall ensure that roll call is done at such times as fixed by the Superintendent of Police, Fire and Emergency Services.

(h) He shall ensure prompt and proper attendance of fire appliance and men. He should carry out surprise turn out at odd hours at least once a month.

(i) He shall ensure that his Station Time Clock is checked with time clock or time signal at least twice a day at proper intervals.

(j) He shall see that the Fire Service personnel placed on station duty are properly dressed and are acquainted with their duties.

(k) He shall see that the communications is in proper working order and to send an immediate report to appropriate authority in case of any malfunctioning.

(l) He shall keep himself and men at all times in readiness to receive any superior officer and to give, if required, an accurate account of all matters connected with the Station under his charge.

(m) He shall see that the fire pumps under his charge have water passed through their pumps at least once every week. This only refers to cases where a fire pumps has not otherwise been used during the above period.

(n) He shall report at once to his superior Officer-in-Charge of his Station or the police, damage or casualty that may have occurred as a result of accident.

(o) He shall keep himself and his staff acquainted with the water supply within the area under his charge. In cases where fire hydrants are provided, it shall be his duty to see that he and his staff examine all the hydrants falling within his jurisdiction periodically as may be fixed from time to time.

(p) He shall make himself and his staff acquainted with the network of communication system that may be existing in the service.

(q) He shall make himself and his staff acquainted as far as possible with the topography of his adjoining areas, as well as fire risks in such areas.

(r) He shall maintain all Registers, Log book, Occurrence Books, Attendance, Roll etc., up-to-date and to submit all Return and Statement including Pay Roll of his staff to his superiors every month. All fire and special services reports shall be submitted by him within 48 hours of the occurrence Sundays and holidays being exempted.

(2) Administrative Duties: The Officer-in-Charge has to devote a considerable time for the normal office work, which befalls him in execution of his duties. These may be summarized as follows:

(i) Writing of Reports: Reports have to be submitted to the Superintendent of Police, Fire and Emergency Services, regarding personnel of his Station in respect of sickness, leave, absence, etc., for his records and for taking necessary action on them as ordered; and if possible, getting replacement, where no leave reserve is provided. Monthly reports on Petroleum, Oil and Lubricants
consumption and Fire Statistic / Activities report etc. shall be submitted within the first week of a month.

He has to submit reports any case of delinquency and also the good work of his men so that disciplinary actions can be taken or given rewards. Every report should give full details based on facts.

(ii) Occurrence Books: This is the most important of all Registers and Books maintained at the Station. This will replace the practice of keeping General Diary. This book will contain all entries relating to appliances, personnel, fires etc., and in fact, this serves as a continuous history of the Fire Station for every day and it is accepted by all courts of law as such.

The Occurrence Books is usually written by the mobilizing officer or the watch room operator, as the case may be but is to be checked and signed by the Officer-in-Charge at the end of each day’s entry. The Occurrence Books will be opened at 0800 hrs and closed at 0800 hrs at the next day. Copy of Occurrence Books / records for each day will be submitted to Superintendent of Police, Fire & Emergency Services as per prescribed form.

(iii) Hose Registers: A Hose Registers (allotting a page for each hose) or a hose card in a prescribe form should be maintained for all the hoses available at the Station and complete history of the hose shown therein. This history will be essential when it has got to be recommended for condemnation.

(iv) Fire Reports: For all turn out taken, it is imperative that a fire reports is submitted by the Officer-in-Charge of a Fire Station. The category of fire should be classified as follows:

- Small fire — For loss up to Rs. 10,000.
- Medium fire — For loss between Rs. 10,000 – Rs. 50,000.
- Serious fire — For loss above Rs. 50,000 or where any life has been lost.

The fire reports in a prescribed form should be submitted to the Superintendent of Police, Fire and Emergency Services through the Deputy Superintendent of Police / Divisional Fire Officer, and keeping an office copy with him. In the event of fire incident being attended by members of the Fire Service Force, the Superintendent of Police, Fire and Emergency Services or Officer-in-Charge of the Fire Station shall issue a fire attendance certificate in a prescribed form to the owners of property so affected by the fire on receipt of a proper application.

(v) Car Diary: Car Diary should be maintained for all the appliances and pumps attached to the Fire Station. Every movements or work done should be entered there in and initialled by the Officer-in-Charge at the end of the day. This book will furnish a complete history of the vehicle, pumps such as the date of purchase, the date it has been put into commission, the various movements, the place where it has worked etc.

(vi) Stock Register: Stock Register in a prescribed form should also be maintained as follows so that all government property is properly accounted for.

(a) Stock Register for tools and appliances: Tools, furniture and other permanents stores should be recorded.
(b) **Stock Register for spare parts:** All spare parts purchased and issued to vehicles should be entered in this Register. The spare parts unserviceable should also be entered showing it as part worn and after obtaining order for condemnation, it should be transferred to the Stock Register for unserviceable articles and subsequently disposed of in public auction or as ordered by the condemnation board.

(c) **Stock Books for Stationery:** All items of stationery received and issued for day-to-day work are to be accounted for in this Register.

(d) **Stock Book for Consumable Articles:** Consumable articles like soap, brasso, kerosene oil, grease, oil duster, cloth, brooms, phenyl etc., are to be accounted for in this Register. Care should be taken to issue items according to the scale prescribed by the department.

(vii) **Stock Register for Oil and Lubricants:** Oils and Lubricants are items which are required for all the vehicles and pumps attached to the Fire Station. These should be drawn from the dealers, stocked and issued to the various vehicle pumps and the Register maintained as per the prescribed form. All Fire Service Vehicles should be kept full of petrol / diesel and oil at all times.

(viii) **Stock Book for unserviceable articles:** All items which are found unserviceable should find a place in this Register. The cost of purchase, the life served and mode of disposal should be clearly shown. If disposed off in public auction the amount realized and details of remittance in to Government should also be recorded.

(ix) **Defaulter Register:** For the maintenance of discipline and the smooth running of the Station; it may become necessary to award punishment to the delinquents, according to the nature of offence. This should be duly entered in this Register.

(x) **Leave Register:** Separate Register for leave sanctioned and availed by the personnel should be maintained. A page should be allotted to each individual so that at a glance the number of days leave availed can be seen. Different Register shall be maintained for Casual Leave.

1187. **Discipline:**

An Officer-in-Charge of a Station is responsible for maintaining the discipline and of the efficiency of his staff posted to the Station and therefore, the procedure for dealing with such indiscipline conduct and the punishment awarded may vary but as far as possible they should be within the framework of the discipline code in force in the District Police.

1188. **Duties of Leading Firemen:**

(1) To be available at the Station to which he is posted, while on duty.

(2) To obey implicitly all lawful orders of his superiors and exact the strictest obedience and civility from those serving under him.

(3) To see that the man placed under him on duty are properly dressed and are assigned duties pertaining to the Station, and fire appliances and such other duties that may be incidental to the efficient working of the Station. He shall also be responsible for maintaining the Station premises clean and tidy and appliances and equipments in neat and efficient working condition and ready for immediate use.

(4) To see that all equipments, gear etc., are properly accounted for and be responsible for the same where in charge of fire appliances or equipments. In case of any
loss or damage of articles, equipments, uniform, clothing, etc., he shall immediately report to his next senior officer about the same.

(5) To keep his superior acquainted with all matters coming to his knowledge affecting the Fire Station staff or the general business of the Fire & Emergency Services Department.

(6) Any duties as may be asked by a Gazetted Officer, a Station Officer or Assistant Station Officer in addition to those specified above, shall be carried out by him.

1189. **Duties of Driver / Operator:**

(1) To be available at the Station to which he is posted while on duty.

(2) To obey implicitly all lawful orders of his superiors and exact the strictest obedience and civility from those serving under him, if any.

(3) To be responsible for the proper upkeep and mechanical condition, maintenance and movement of the vehicles and pumps under his charge. He shall also be jointly responsible with the Leading Firemen for the proper maintenance and storing the equipment and gears that are carried on the fire appliances or kept at the Fire Station.

(4) To test at least once a day, the fire appliances in his charge to make sure that the same are in serviceable condition and to record the same with the man on Station duty. To reports any defects immediately that he may come to the Leading Firemen in charge and to the man on Station duty.

(5) To keep an inventory of all articles and equipments under his charge and to maintain a record of time at work, mileage, petrol/diesel and oil consumption, etc.

NB: Any other connected duties relating to the maintenance, mobility and operation of fire appliance, motor vehicles, pumps or other fire fighting and rescue gears as may be asked by his superior officer or Leading Fireman, in addition to those specified above, shall be carried out by him.

1190. **Duties of Firemen:**

(1) To be available at the Station to which he is posted while on duty.

(2) To obey implicitly all lawful orders of his superior and hold himself in readiness to carry out all duties as may be assigned to him by his superiors obediently, smartly and efficiently.

(3) To keep himself and his quarters, if provided neat and clean.

(4) To devote the whole of his time and attention to the Fire & Emergency Services Department while on duty.

(5) To set example to other by sobriety, cleanliness, promptitude, civility and general attention to his duty.

(6) To be responsible for keeping the Station premises, such as appliances room, offices, drill yard, watch room, workshop-dormitory, drill tower, hose drying tower, and appliances, equipments, gears, etc., clean and tidy.

(7) To keep himself alert to attend to fire, special services, fire drills, etc., in the shortest possible time on the alarm being sounded.

(8) To keep himself acquainted as far as possible with the topography of his own and adjoining areas as well as fire risks in such areas.

(9) To carry out duties that may be assigned to him from time to time, and be responsible jointly and severally to the Leading Fireman of the fire units for the care, appearance, scrupulous cleanliness of the unit and all equipments with their correct upkeep, storage and maintenance thereof.
(10) To assist Driver/ Operator in the proper maintenance of equipments and gear and the vehicles, perform guard duties, workshop duties, control room and watch room duties, duties of office orderlies and fire aids, dispatch messengers, etc.

(11) To inspect the fire appliance to which he is posted and to report to the Leading Fireman of having verified the same. The firemen are jointly and severally responsible to the Leading Fireman of the unit for the appearance, scrupulous cleanliness of the unit and various equipments and their correct upkeep, maintenance and storage of equipment allotted. This shall include cleaning of vehicles and polishing the several equipment on the vehicles and in the store, scrubbing and washing of the hoses, floors, walls, door and windows of the premises, garage and drill towels, smokes chamber, maintenance of garden, etc.

Fireman and other ranks accommodated in Barracks or dormitory shall be solely responsible for the proper cleanliness, orderly arrangement of their personal belongings, etc. They will also be held responsible for the safety of the various fixtures, sanitary and electrical in such premises.

(12) Fireman, when posted as guard or sentry by turns, or by other method as deemed fit by the Officer-in-Charge of the Station, shall not leave his post until he is properly relieved. He shall be in full uniform prescribed for him for the season while on guard duty, the fireman shall be responsible:

(a) To guard all properties, fixtures, fittings and other effects both in the Fire Station premises and Station surroundings.

(b) To see that all persons entering up the Fire Station premises are directed to the Officer-in-Charge and to see that they leave the premises immediately their business is finished.

(c) To remain alert at all times.

(d) To control the movements of incoming and outgoing vehicles to avoid accident.

(e) To watch the garden and plants in Station ground.

(f) In addition to the above, a fireman shall perform any legal duty, in the interest of the Fire Service when ordered by appropriate authority.

1191. Duties of Watch Room Operator:

(1) To be available at the Station to which he is posted while on duty.

(2) To obey implicitly orders of his superiors and exact the strictest obedience and civility from those serving under him.

(3) While taking over charge, which should be at least 10 minutes before the schedule for change over, he shall be responsible to acquaint himself with all matter current and pending of operational and administrative importance. He shall also be responsible to check Station’s, clock and the telephone connection with other Stations.

(4) It shall be his duty to maintain the Station Occurrence Book up-to-date at all times in the prescribed form as may be laid down.

(5) He shall be prompt in receipt and transmission of calls to fires, other emergencies, etc. reporting the same to the officer and men by the alarm system installed at the Station and to the area control room as well as to other Fire Station or essential services, as the case may be. In such case, he shall keep record of movement of vehicles, officers and men regarding messages thereof, etc., in the Occurrence Book.

(6) He shall remain alert throughout the watch period and shall not leave the place of duty for any purpose whatsoever on any account, however brief the absence may
be, without first obtaining a suitable relief. He shall in such cases make an entry in the Occurrence Book of his being relieved for that period.

(7) He shall not allow any unauthorised person to enter the watch room.
(8) He shall be in proper uniform.
(9) He shall be responsible for the maintenance of record of movements of staff, appliances and equipment and be responsible for maintaining a disposition board of appliances and men.
(10) He shall execute such other duties as may be entrusted to him from time to time by his superiors for the efficient administration of the Station.

1192. Police Officer to render assistance:

Police Officers of all ranks are bound to aid the Fire Service Officers in the execution of their duties during the fire operations and rescue works. They shall cordon the fire area, remove or detain persons interfering in the fire fighting operations, close the street or passage near the fire area, etc., depending on the requirement. They shall assist the Fire Service Officers in organising the members of the public who are helping the fire operations.

1193. Powers of members of the force on occasion of fire:

On the occasion of fire in any area any member of the force who is in charge of fire fighting operations on the spot may –

(1) remove, or order any other member of the force to remove any person who by his presence interferes with or impedes the operation for extinguishing the fire or for saving life or property;
(2) close any street or passage in or near which a fire is burning;
(3) for the purpose of extinguishing fire, break into or through or pull down, any premises for the passage of hose or appliances or cause them to be broken into or through or pulled down, doing as little damage as possible.
(4) require the authority in charge of water supply in the area, to regulate the water mains so as to provide water at a specified pressure at the place where fire has broken out and to utilize the water of any stream, cistern, well or tank of any available source of water, public or private, for the purpose of extinguishing or limiting the spread of such fire;
(5) exercise the same powers for dispersing an assembly of persons likely to obstruct the fire fighting operations as if he were an Officer-in-Charge of a Police Station and shall be entitled to the same immunities and protection in respect of the exercise of such powers;
(6) generally take such measures as may appear to him to be necessary for extinguishing the fire or for the protection of life or property.

1194. Arrangements for Supply of Water:

(1) The Director General of Police/ the Superintendent of Police, Fire and Emergency Services may, with the previous sanction of the State Government enter into an agreement with the authority in charge of water supply in any area for securing an adequate supply of water in case of fire, on such terms as to payment or otherwise as may be specified in the agreement.

(2) The State Government shall construct Water Reservoir underground or otherwise as convenient close to each Fire Station or Sub-Station for the purpose of fire fighting. The capacity of the reservoir should be such as to meet the requirements of the Station or Sub-Station. Reserve Water Reservoirs shall also be constructed at strategic locations in all townships, the number depending on the size of the townships, solely for the purpose of providing water to Fire and Emergency Services for fire fighting purposes.
(3) In case of emergency, the Fire Service Officers may draw water from the Refilling Points of Public Health Engineering Department.

(4) For the purpose of fire fighting the Fire Service Officers may utilize water of any stream, cistern, well or tank or any available water, whether public or private, the State Government may, under such circumstances pay any sum for such damage or loss.

1195. Preventive measures:

(1) The State Government may by notification in the Official Gazette, require owners or occupiers of premises in any area or of any class of premises used for such purposes which in its opinion are likely to cause a risk of fire, to take such precautions as may be specified in such notification.

(2) Where a notification has been issued as above, it shall be lawful for the Superintendent of Police, Fire and Emergency Services or any officer of the force authorized by the State Government in this behalf to direct the removal of objects or goods likely to cause a risk of fire, to a place of safety; and on failure of the owner or occupier to do so, the Superintendent of Police, Fire and Emergency Services or such officer may, after giving the owner or occupier a reasonable opportunity of making representation seize, detain or remove such objects or goods.

(3) Power of Entry: The Superintendent of Police Fire & Emergency Services or any member of the Mizoram Fire & Emergency Services duly authorised by him, may enter any building, warehouse, workshop, Cinema Hall or any other place for the purpose of an enquiry, as to whether any inflammable articles has been stored illegally or whether adequate precautions against outbreak of fire in such place have been taken.

Similarly, the Superintendent of Police Fire & Emergency Services or any member of the Mizoram Fire & Emergency Services duly authorised by him, may enter into any Liquefied Petroleum Gas Go-Down and Petrol Pump for the purpose of enquiry as to whether the storage of these highly inflammable substances have been done properly as per specifications of the Explosive Licensing Authority, that is, Inspector of Explosives so that adequate precautions against out-break of fire in such a place are taken.

SECTION – V

DISCIPLINARY AND CONDUCT RULES

1196. Disciplinary Authority:

(1) Superintendent of Police Fire & Emergency Services shall be the Disciplinary Authority in respect of any disciplinary proceeding against any officer except Fire Service Officer and above. He shall have the authority to impose any major or minor punishment provided for in the Police Act and in this Manual, which can be imposed on the officer of corresponding rank of the District Police Organisation (vide Chapter XIX of this Manual).

Similarly, other officers of the organization shall enjoy the same disciplinary power as that of their corresponding ranks in the State Police.

(2) The Deputy Inspector General of Police in-charge of the Fire and Emergency Services shall be the Disciplinary Authority in respect of Fire Service Officer.

(3) No appeal shall lie against any order imposing minor punishment.

(4) Appeal against imposition of any major punishment shall lay to Deputy Inspector General of Police, who is the immediate supervising officer of the Superintendent of Police, Fire & Emergency Services.
(5) Revision-petition shall lie to Director General of Police in case of flagrant violation of natural justice on material irregularities in conducting the proceedings of a departmental enquiry.

1197. Uniform:

(1) For non-operational uniform the officers and men of Fire and Emergency Services are entitled to the same type and scale of uniform as that of their counterparts in the State Police.

(2) For operational purposes they shall further be entitled to Fire Helmet, Fire Tunic, a pair of Gum boots, Web Belt, Khaki with pouch, pocket line and axe. This may be revised from time to time by the Director General of Police with approval from the State Government.

(3) The type, scale and the life of uniform shall be the same as that of the District Executive Force personnel. It shall however, be borne in mind that the shirt and trousers may get torn in course of fire fighting and rescue operations. Such uniform article damaged shall be fully replaced without cost after proper condemnation.

(4) Beret Cap: Non-Gazetted officers of Fire and Emergency Services shall wear a beret cap of maroon colour.

(5) Subordinate officers of the rank of Station Officer and Fire Service Officer shall wear peak cap similar to their counterparts in Police Department; wearing of beret cap for working dress being optional. Sub-Station Officers shall wear the same peak cap with a black peak as that of Assistant Sub-Inspector with a beret cap as optional wear for working dress.

(6) Lanyard used by Fire Service personnel shall be of Khaki Colour.

(7) The shoulder badge shall be of the same metal and of the same size as that of Mizoram Police with letters MFES.

(8) The cap badge, till a different one is designed and approved by the State Government shall continue to be the same as that of Mizoram Police.

(9) The ceremonial dress shall be prescribed by the Director General of Police for different occasions.

1198. Ministerial Staff:

(1) The Ministerial Staff posted to the office of the Superintendent of Police, Fire & Emergency Services shall be headed by an officer of the rank of Inspector (Ministerial). He will be assisted by as many staff as required.

(2) The nature of function and responsibility of Ministerial staff posted to Fire & Emergency Services shall be the same as that of the office of the Superintendent of Police of a district.

1199. Correspondences and Records:

The system of handing correspondences, maintenance of records including service sheets, the organisation of the office including that of Account Branch and the system of handling cash and the Reserve Branch shall be the same as that of the office of the Superintendent of Police of a district.

1200. Annual Confidential Report:

The system of initiating, reserving and accepting the Annual Confidential Report shall be the same as that of the District Police.

1201. Annual Administration Report:

The Superintendent of Police, Fire and Emergency Services shall compile the Annual Administration Report in the same manner and at the same time as that of the District Police.
1202. Inspections:

(1) The Superintendent of Police, Fire & Emergency Services should inspect thoroughly all the Fire Stations and Sub-Fire Stations once a year and the Deputy Superintendent of Police, Fire & Emergency Services should inspect thoroughly all the Fire Stations and Sub-Fire Stations falling within his jurisdiction once in a half year. However, it should be ensured that the inspections of Superintendent of Police, Fire and Emergency Services and the Deputy Superintendent of Police, Fire and Emergency Services are not carried out at the same time or too close to each other. Among others, the Inspecting Officers should look into the standard of preparedness of the Fire Station to respond to emergency calls, the state and efficiency of equipments, the communication system, the condition of fire engines and pumps, conditions of living quarters and grievances of the staff, if any.

(2) The Superintendent of Police, Fire and Emergency Services shall also inspect his own office thoroughly once a year.

(3) The Deputy Inspector General of Police in-charge Fire & Emergency Services should inspect the office of Superintendent of Police, once a year and at least two Fire Stations in one calendar year.

(4) The manner of dealing with Inspection Notes shall be the same as that of Police Department.

1203. Communication:

In addition to Telephone, Wireless Communication facility must be provided to Fire & Emergency Services with a set installed to each Fire Engines with a Control established at the Fire Station for the purpose of calling for reinforcement or for reporting situations obtained at the fire ground.

1204. Service Medals:

The Superintendent of Police, Fire and Emergency Services shall make recommendation for President’s Fire Service medals for Gallantry, distinguished and meritorious award in consultation with Additional Superintendent of Police / Deputy Superintendent of Police, Fire and Emergency Services on the occasion of Indian Republic Day and Independence Day.