

PART I
GAZETTED OFFICERS

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PART I
GAZETTED OFFICERS
CHAPTER I
Preliminary
(Rules 1 to 3)

1. The Provincial Police Force

The Police Force of the Province of Assam consists of the Civil Police and the Military Police ; the Military Police are known as "The Assam Rifles".

This Manual relates to the Civil Police only. Rules and Orders for the guidance of the Military Police will be found in the Assam Rifles Manual.

2. Nomenclature of the Civil Police Force

The Civil Police Force consists of :-

The District Police	The Railway Police. The River Police. The Criminal Investigation Department.
---------------------------	--

It comprises :-

Gazetted Officers

Non-gazetted Officers

The Inspector General of Police.
Superintendents of Police.
Assistant . Superintendents of Police.
Deputy Superintendents of Police.

Sergeant Majors.
Inspectors.
Sergeants.
Sub-Inspectors.
Assistant Sub-Inspectors.
Head Constables.
Constables.

3. Police Administrative Areas

(1) *The District.*--With the exception of the Government Railway Police District and the General River Police District, which are created by special Government notifications, police districts correspond with the civil districts of the State. For the Assistant of the Deputy Inspector General of Police C. I. D. in administrative matters, officers of the rank of Superintendent of Police with the designation of "Special Superintendent of Police, C. I. D. and Superintendent of Police, Special Branch" are attached to the office of the Deputy Inspector of General of Police, C. I. D.

NOTES

Inserted by Correction Slip No. 55, dated the 24th November, 1952.

(2) *The sub-division, which corresponds to the civil subdivision.*-- In certain important sub-divisions an Assistant or Deputy Superintendent of Police is posted in police charge, and termed the Sub-divisional Police Officer.

(3) *The Circle, under the charge of an Inspector of Police.*-- The circle is generally conterminous with the sub-division.

(4) The police station, in-charge of a Sub-Inspector, which forms the smallest independent unit, and is the investigating centre.

(5) The outpost, in-charge of an Assistant Sub-Inspector or a junior Sub-Inspector, forming a local investigating centre, subordinate to the police station of which it forms part. Outposts are ordinarily established for convenience in areas difficult of access from the police station, or of special importance- the legal jurisdiction of its staff extends to the whole area of the parent police stations but by departmental arrangement, is ordinarily confined in the exercise of its activities to a particular portion.

(6) Town Outposts and Beat Houses, in-charge of Head Constables which are established in the larger towns, as local headquarters of town police patrols.

(7) The Criminal Investigation Department, which includes the Finger Print Bureau, has jurisdiction throughout the province, and is treated for administrative purposes as a police district. It is in the charge of a Special Superintendent of Police, who is the immediate assistant of the Inspector General of Police at headquarters in matter connected with crime.

The jurisdictions of Railway and River Police and their duties are described in a separate part of this Manual. (*See Part VI*).

CHAPTER II

Inspector General-Functions and Powers of (Rules 4 to 13)

4. Police Administration vested in Inspector General of Police

(a) Section 4 of Act V of 1861 vests the administration of the police throughout a General Police District in an Inspector General of Police and such number of Deputy Inspectors General as the Local Government may think fit to appoint, and their general powers are defined in the same Act. There is no Deputy Inspector General at present in this province. The General Police District administered by the Inspector General of Police, Assam, is conterminous with the territories within the province of Assam as constituted under the Government of India, Home Department, Notification No. 291, dated the 22nd March, 1912. (For River Police jurisdiction, *see Part IV*).

(b) The Inspector General of Police exercises general control over the police force. He is the head of the police department and the counsellor of Government in all matters connected with that branch of the administrations. To him belong ordinarily all purely police departmental functions and the duty of keeping the Local Government informed of all that concerns the police administration.

For the assistance of the Inspector General of Police in administrative matters, an officer of the rank of Superintendent of Police with the designation of Personal Assistant is attached to the office of the Inspector General of Police.

Note.- The Inspector General of Police has free access to the Head of the Local Government and can communicate unofficially with the Secretariat *-(vide* paragraph 38 of the Home Department, Resolution No. 248-259, dated . the 21st March, 1905).

Note.-The Inspector General of Police has been appointed "Joint Secretary to the Government of Assam in the Judicial Department".

5. Magisterial powers of the Inspector General of Police

Under Section 5 of Act V of 1861 the Inspector General of Police is vested with the full powers of a magistrate throughout the province. These powers may be exercised, so far as may be necessary, in the absence of magistrate, only for the preservation of the peace, the prevention or detection of crime, or the apprehension or detection of offenders.

6. May prescribe books and registers

The Inspector General of Police is authorized to prescribe the books and registers to be kept by Superintendents of Police and at each police station.

7. May issue circular orders

The Inspector General of Police is also empowered under Section 12, Act V of 1861, to issue circular orders to his subordinates. Two copies of each circular must be submitted to Government in the Judicial Department and all circulars dealing with important or controversial matter must be approved by Government before issue.

8. May depute additional police

Subject to the general direction of the magistrate of the district the Inspector General of Police may, under Section 13 of Act V of 1861, depute additional police at the cost of individuals applying for them, to keep the peace at any place Under Section 14 of the same Act he may, with the consent of the Local Government appoint additional police to preserve order in the neighbourhood of railway or other works and is empowered to recover the cost of such additional police from the controlling authority of such railway or other work, and with the same sanction he may, under Section 15 of the same Act, after the issue of a proclamation by the Local Government in the official gazette, quarter additional police in disturbed or dangerous districts.

9. May strengthen or withdraw police where necessary

(a) The Inspector General of Police has full authority to withdraw the police from the reserve of any district for special or emergent duty in any other district or elsewhere, and all requisitions of this nature shall be immediately complied with by district .officers, Similarly, in cases of sudden emergency, the Inspector General of Police may withdraw the police from the sanctioned allotment of any station or outpost for special and emergent duty in any other district or elsewhere, due intimation being given to the Commissioner and district officer.

(b) In ordinary cases, however, when the necessity for the employment of extra police can be foreseen, the Inspector General of Police shall not withdraw the police from the sanctioned allotment of any station or outpost in any district without the consent of the District Magistrate, and shall communicate his intentions to that officer at least a month before the services of police are required.

(c) If the District Magistrate objects to the order of the Inspector General of Police he shall refer the question to the Divisional Commissioner, and if the Inspector General of Police does not accept the Commissioner's opinion on the question he must refer it to Government.

10. May sanction camping charges

(a) When the Inspector General *is* satisfied that it is in the interests of the public service that a particular Government servant on tour should send his horses; motor cars, motor cycles, bicycles or camp equipment by railway or steamer or by country craft when no steamer service exists capable of conveying the goods or animals or when such means of carriage is cheaper or more expeditious, he may, by special order in such case, permit him to recover, in addition to mileage allowance or daily allowance or both, the actual cost or part of the actual cost of transporting them. [*Vide* Assam Subsidiary Rule 87 (a)].

(b) In the case of a motor car, the cost of transporting a chauffeur or cleaner, and for such horse the cost of transporting one syce and one grass cutter may be drawn.

(c) The Inspector General may by general or special order prescribe limitations, subject to the maxima shown in Appendix II, Items 14 and 15 of the Fundamental Rules and Assam Subsidiary Rules on the weight of camp equipment and the number of conveyances and animals to be carried at government expense under clause (a) of this rule by a particular government servant or class of government servants under him. [*Vide* Assam Subsidiary Rule 87 (b)].

(d) A return of such sanctions should be submitted annually on the 15th January to the Local Government with brief notes, explaining the circumstances of each case.

NOTES

Deleted vide correction slip No. 14, dated the 17th June, 1936.

11. May grant or refuse extension of service of non-gazetted officers

(a) The Local Government have delegated to the Inspector General- (I) The power of declaring any non-gazetted subordinate to be efficient, and permitting him to remain in the service, provided he continues to be efficient for a definite period upto, but not beyond, the age of 60 years, except in very special circumstances, and in the case of inferior servants. (*Vide* Fundamental Rule 56).

(II) The Governor in Council, however, reserves to himself the right of finally deciding, in the event of an appeal, the case of each subordinate, who may be compelled to retire under Rule 1.

(b) Extension of service should not be granted for more than one year at a time and no extension of service beyond the age of 60 years can be given except by Government. [*Vide* Fundamental Rule 56 (a) and Article 459 (c) of the Civil Service Regulations].

(c) The Comptroller should at once be informed of all extensions given. [*Vide* Article 62 (h) of the Civil Account Code, Volume 1].

12. Power delegated by Government to Inspector General

The following powers have also been delegated to the Inspector General :-

- (i) *Permanent advances.*-Power to sanction under Article 9-3, Civil Account Code, permanent advances to subordinate officers, upto the amount advised by the Accountant General, Assam and Nagaland, as appropriate,
- (ii) *House building advances.*-Power to sanction house building advances to subordinate officers, in strict accordance with the rules laid down in Article 155 of the Civil Account Code, Volume I.
- (iii) *Exemption of pensioners from attendance.*- Power to exempt under Article 945, Civil Service Regulations, pensioners from personal appearance when drawing pensions.
- (iv) *Irrecoverable amounts.*-Power to write off finally irrecoverable value of stores or public money lost by fraud or the negligence of individuals on other causes up to a limit of Rs. 500 subject to the condition that the loss did not disclose(1) a defect of system, the amendment of which requires the order of higher authority or (2) serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action requiring orders of higher authority. (*Vide* Assam Financial Rule 178).

Note 1.-Superintendents of Police have also been authorised to write off up to a limit of Rs, 20 subject to the above conditions.

Note 2.-All sanctions to write off should be communicated to the Comptroller for scrutiny in each case and for bringing to notice any defect of system which appears to require attention.

- (v) *Rent for office.*-Power to sanction the renting of ordinary office accommodation within the following limits :-
 - (a) When the accommodation is provided in a separate building, Rs. 100 a month.
 - (b) When the accommodation is provided in a building partly used as a private residence-one-half of the total rent subject to a maximum of Rs, 45 a month.
(Government, Eastern Bengal and Assam, Circular No. 7-F, dated 16th May, 1908).

N. B.-The term office accommodation will include a police station or an outpost but does not include a barrack.

- (vi) *Lodging allowance.*- The Inspector General has been authorised to sanction lodging allowance for police officers subject to the budget provision and the following limits :-

	Maximum Rs.
(1) Inspectors of Police (except at Shillong).	30 per mensem
(2) Ditto at Shillong (including those attached to the Criminal Investigation Department and the Finger Print Bureau).	45 „ „
(3) Sergeant Majors and Sergeants.	30 „ „
(4) Sub-Inspectors of Police (except at Shillong).	20 „ „
(5) Ditto at Shillong (including those attached to the Criminal Investigation Department and the Finger Print Bureau).	25 „ „
(6) Assistant Sub-Inspectors and Head Constables (except at Shillong).	10 „ „
(7) Ditto at Shillong.	15 „ „

Note:....(i) Superintendents (and in the absence from headquarters of the Superintendent, Additional Superintendents) of Police are also authorised to grant lodging allowance to officers subordinate to them subject to the above maxima.

- ii)** The amount of lodging allowances will be restricted to the actual rent payable in each case subject to the maxima quoted above.
- iii)** The necessity for renting buildings must be attested by the Executive Engineer.
- (vii)** *Power to sanction the rent of lands and buildings leased by Government.*-Inspector General may sanction within budget provision payment of rent on lands and buildings leased by Government up to a limit of Rs. 144 a year in each case, subject to the condition that the first charge in every year made in any contingent bill should be supported by a certificate from the Executive Engineer concerned, that a suitable public building was not available for the purpose required. (*Vide* State Government circular No.8-F .• dated the 7th November. 1921).
- (viii)** *Power to depute subordinates to any part of British India or to any Native States or Foreign Settlement in India.*- The Inspector General is empowered (*see* Assam Administration Financial Department letter No. 10723-31-F, dated the 11th October, 1917) to authorise any officer subordinate to him to proceed on duty to any part of India.
- (ix)** *Power to sanction purchase of articles of stationery including rubber stamps.*- The Inspector General is empowered to sanction petty local purchase of stationery and rubber stamps up to a limit of Rs. 20 in each case, subject to the condition that charges on this account should be treated as contract contingencies and met from contract grants. Purchase of fountain pen is prohibited. *Vide* State Government circular NO.8-F .• dated the 7th November 1921).
- (x)** *Power to sanction supply of typewriters. etc.*-The Inspector General can sanction the supply of typewriters (including duplicating apparatus) on the list of Controller of Stationery from the Stationery Department, subject to the condition that provision for the expenditure already exists in the budget or that he can. under the powers of re-appropriation ordinarily enjoyed by him. meet the cost by transfer from any other heads in the budget under his control. (*Vide* State Government circular No.8-F., dated the 7th November, 1921).
- (xi)** *Power to purchase articles of European manufacture.*-The Inspector General is empowered to purchase in the local market anyone article of European manufacture or any number of articles of the same description. not exceeding Rs, 500 in value, except such articles as should be obtained by indent on the stationery office. (*Vide* Rule II-Appendix 2, Assam Financial Rules).
- (xii)** *Power to change the date of birth in the detailed list of establishment and service books.*-The State Government have delegated to the Inspector General the power to change the date of birth as entered in the detailed list of establishment and also in the service books of non-gazetted officers subordinate to him. (*Vide* Eastern Bengal and Assam Government Resolution No. 325-F., dated the 10th June, 1910).
- (xiii)** (a) Power to grant extraordinary leave as in clause (a) of the Fundamental Rule R5 in continuation of, any leave that is admissible and power to commute retrospectively periods of absence without leave in extraordinary leave.

- (b) *Power of accepting medical certificates of incapacity for further service.*-If an officer applying for an invalid pension is sixty years old or upwards no certificate by a medical officer is necessary; it suffices for the head of the office to certify to the incapacity of the applicant. Otherwise incapacity for service must be established by a medical certificate as laid down in Article 442 of the Civil Service Regulations.

An officer who has submitted under Article 442 of the Civil Service Regulations a medical certificate of incapacity for further service, must not (except for special reasons to be reported to the State Government) be retained in active service pending a decision on his application for pension nor can he obtain leave of absence.

Without the special orders of the authority which has power to sanction the pension, service after the date of such medical certificate does not count for pension. (*Vide* Article 455 of the Civil Service Regulations.)

- (c) Power of accepting a medical certificate bearing a later date than that of the application for pension. [*Vide* Article 911 (c) of the Civil Service Regulations.]
- (d) Power to sanction condonation of breaks in service under Article 422 of the Civil Service Regulations.
- (e) Power to sanction condonation of deficiencies up to three months under Article 423 of the Civil Service Regulations in cases where the applicant for pension is serving on a provincial establishment.
- (xiv) *Power to vary details of temporary establishment.*- The Inspector General has been empowered to vary details (namely the rates of pay of particular posts, the number of hands employed and the period of employment) of any temporary establishments employed under him whether entertained for full periods of one year or for longer or shorter periods. The delegation of this authority is, however, subject to the following conditions :-
- (a) that the cost of a temporary establishment should not be raised beyond the total amount sanctioned for the establishment by the authority which sanctioned its employment.
- (b) that where the authority sanctioned the employment of the temporary establishment is the Local Government, the pay of no post shall exceed Rs. 50 per mensem, Without the special sanction of the Local Government. [*Vide* Article 910 (c) of the Civil Service Regulations.]
- (c) that in other cases, the pay of no post shall be raised above the limit of the sanction enjoyed by the authority which sanctioned the employment of the temporary establishment. (*Vide* Assam Government circular No.8-F., dated the 7th November, 1921.)

(xv) *Power to recruit probationary Sub-Inspectors.*

(xvi) *Power to retain probationary Sub-Inspectors for further training.*

NOTES

Both the clauses (xv) and (xvi) were deleted *vide* correction Slip No.9, dated the 27th November, 1935

- (xvii) *Power to sanction general police rewards.-The* Inspector General has been authorised to sanction the payment of general police rewards up to Rs. 500 in each case. (*Vide* Local Government circular No.8-F., dated the 7th November, 1921) and the Deputy Inspector General of Police to sanction a reward upto Rs. 200 in each case out of his budget grant. (*Vide* G. O. No. HPL 171/49/2, dated 2-8-1949).
- (xviii) *Power to sanction advance to probationary Sub-Inspectorate-* The Inspector General is empowered to sanction the grant of all advance not exceeding a sum of Rs. 150 to a probationary Sub-Inspector, who has successfully passed out of the Police Training College to enable him to purchase a horse uniform accoutrements (*See* Part II).
- (xix) *Power to sanction advance to Inspectors and Sub-Inspectors to purchase revolvers.-* The Inspector General has been authorised to sanction an advance not exceeding Rs. 130 to an Inspector or Sub-Inspector for the purchase of a revolver as part of his equipment. (*See* Part 11).
- (xx) *Power to sanction to purchase of boats.-The* Inspector General has been' authorised to sanction the purchase of boats costing up to Rs. 1,000 in each case subject to the limit of annual budget grant. (*Vide* State Government circular No.8-F., dated the 7th November, 1921).
- (xxi) *Power to sanction purchase of elephants.-The* Inspector General is empowered to sanction the purchase of elephants required for the public service upto a maximum limit of Rs, 1,500 for each animal within the sanctioned scale and subject to the budget provision. (*Vide* State Government circular No.8-F., dated the 7th November, 1921).

12-A. Power delegated by Government to the Deputy Inspector General of Police

The following powers have also been delegated to the Inspector General of Police :

- (i) *Power to recruit probationary Sub-Inspectors.-* The Deputy Inspector General of Police has been authorised to recruit probationary Sub-Inspectors each year, subject to the budget provision upto six per cent of the sanctioned strength of Inspectors and Sub-Inspectors in the Unarmed Branches. The probationary Sub Inspectors so recruited will be in addition to the sanctioned strength.
- (ii) *Power to restrain probationary Sub-Inspectors for further training.- The* Deputy Inspector General of Police has been authorised to restrain for further training, probationary Sub-Inspectors (cadets) who fail to pass the prescribed examinations of the training course. Such cadets will be over and above the sanctioned annual strength of probationary Sub-Inspectors.
- (iii) *Power to control appointment of Head Constables and Constables.-*The appointment of Head Constables and Constables made by the Superintendent of Police are subject to the general control of the Deputy Inspector General of Police.

13. May correspond direct with British Officials in United Kingdom and Colonies

(deleted).

CHAPTER III
Inspector General-Certain Duties of
(Rules 14 to 19)

14. Inspection Duties

The Inspector General of Police should inspect, personally, a certain number of districts each year and should so arrange that in the course of three years all the districts of the province will be visited and inspected. He should also visit as many sub-divisions and police stations as he finds possible.

He should make the acquaintance of Government officials and all others whom it is useful for him to know and should make a point of seeing all gazetted police officers, all Inspectors and as far as possible all Senior Sub Inspectors. Inspectors should come into headquarters on the occasion of the Inspector General of Police's visits. The inspection statements [Forms Nos. 181 to 186 of Schedule XL (A) (Part 1)] should be prepared in anticipation of Inspector General of Police's arrival.

15. To report conviction of Gazetted Police Officers

The Inspector General of Police will report for the information of Government when any gazetted police officer is convicted of a criminal offence. To enable him to do so, the Magistrate of the district will report any such case to the Inspector General of Police through the Commissioner. The Inspector General of Police will send on this report for the orders of Government with his opinion on the case and a report on the previous conduct of the officer concerned.

16. To report loss of public money, etc

(a) Whenever a defalcation or loss of any public money, stamps or opium, belonging to or in the custody of the police department, is discovered a report will immediately be made by the Superintendent of Police to the Inspector General of Police who will forward a copy to the Comptroller, Assam.

When the matter has been fully enquired into, a further and complete report will be submitted as to the nature and extent of the loss, showing the errors or neglect of rules by which such loss was rendered possible. Bengal Government Order No. 4353-J., dated the 2nd December, 1892).

(b) The discovery of forged currency notes should be reported to the Deputy Controller of Currency, Calcutta. (Letter No. BK/735, dated the 23rd February, 1922, from the Comptroller to the Special Superintendent of Police in-charge of Criminal Investigation Department, Assam).

17. To submit annual administration report

(a) The Inspector General of Police is required to submit to Government an annual report showing the administration of his department in all those districts in which Act V of 1861 is or may be in force. The materials for this report will be obtained from the reports of his subordinates. (*Vide* Part II of this Manual).

(b) In the preparation of these reports consciousness should be studied. The object aimed at being to convey the greatest amount of information in the fewest words possible. The practice of weaving into sentences figures already given in tabular statements should be avoided, and extracts from the reports of subordinates should not be strung together at considerable length when they might with advantage be summarised.

(c) In order to enable the Inspector General Police to submit his report on the 15th June, (*vide* Assam Government letter No. 12346-J., dated the 31st December, 1920), the annual report prescribed in Part II of this Manual must be forwarded to the Inspector General of Police on the prescribed date.

18. To report death of European or Gazetted Police Officers

The Inspector General of Police is also required to submit to Government a report regarding the death of European or Gazetted Police officers subordinate to him, for submission to the Government of India in the Home Department. Blank returns need not be submitted. (Government Order No. 9962-92-J., dated the 7th August, 1906).

In case of death of an European officer drawing overseas pay in sterling the intimation shall be sent to the Government by the Inspector General of Police immediately. (*Vide* Government memorandum No. Apptt. 1502/5464-526-A.P., dated the 9th November, 1925).

Similarly the deaths of, and serious accidents met by European officers, the information regarding which is received by the Inspector General of Police shall be immediately reported to Government. (*Vide* Government memorandum No. 9B/4067-79.A.P., dated the 19th July, 1924).

19. Personal Assistant Inspector General to be Controlling Officer

Under Art. 1159 of the Civil Service Regulations the Local Government has declared that during the absence from headquarters of the Inspector General of Police his Personal Assistant shall be the controlling officer for the purpose of passing travelling allowance bills, of officers employed directly under the Inspector General of Police whose bills require his countersignature. (*Vide* Government Order No. 4311-F., dated the 28th May, 1908).

For powers of other officers to countersign travelling allowance bill (*see* Part II of this Manual).

Powers delegated by Government to the Deputy Inspector General of police (Ranges) (Rules 19-A to 19-F)

19-A. Powers and duties

The Deputy Inspector General in-charge of a Range is a link in the chain of responsibility between the Inspector General and District Officers should endeavour by frequent personal inspection to establish and maintain efficiency and discipline, to ensure uniformity of procedure and practice and secure co-operation between the Police of his several Districts/A. P. Bns./P. T. C./other Police units as well as harmonious working between the Police and the Magistracy. He shall be in close touch with the Commissioner and District Magistrates about the maintenance of peace and the prevention of crime in their respective charges. Communication with Commissioners shall ordinarily be in the nature of semi-official or official notes, those with Districts Magistrates shall ordinarily be through the Superintendent of Police. When visiting the headquarters of Division or District he will avail of the opportunity of discussing matters relating to law and order, crime and other matters of common interest with the Divisional Commissioner and the Deputy Commissioner. He will also furnish a copy of his tour programme to the Divisional Commissioner and the Deputy Commissioner.

He should control, instruct and advise the Superintendent of Police while being careful not to supersede them in any of their proper functions or relations with their subordinates. He will pay particular attention to the training of and the discipline in the D.E.F./A.P. Bns./P.T.C./other Police Units so that as high as possible a standard of efficiency may be reached and maintained.

Superintendents/Commandants/Principal, P.T.C./other heads of police Units on their part, should treat the Deputy Inspector General with frankness, assist him in his inquiries, being to his notice the requirements of their Districts/Units and consult him confidentially in all matters of difficulty.

19-B. Jurisdictions of Deputy Inspectors General of Police

The jurisdictions of the following Deputy Inspectors General of Police are distributed as shown against each. [Authority Government letter No. HPL. 109/69/10 (a), dated the 29th July, 1969.]

- | | |
|--|--|
| 1. Deputy Inspector General of Police, Eastern Range, Jorhat, | 1. Dibrugarh. 2. Sibsagar. 3. Karbi Anglong, |
| 2. Deputy Inspector General of Police, Western Range, Guwahati. | 1. Kamrup. 2. Goalpara. 3. Nowgong. 4. Railways. |
| 3. Deputy Inspector General of Police, Southern Range, Haflong. | 1. Cachar. 2. North-Cachar Hills. |
| 4. Deputy Inspector General of Police, Criminal Investigation Department, Assam, Guwahati. | 1. Criminal Investigation Department. 2. Village Defence Organization. |
| 5. Deputy Inspector General of Police, Border, Assam, Guwahati, | 1. Bangladesh Infiltration, Nepal Infiltration and all other Infiltrations, etc. |
| 6. Deputy Inspector General of Police, (Administration), Assam, Guwahati. | 1. Headquarters Administration. 2. Anti-corruption Branch. |
| 7. Deputy Inspector General of Police, Training, Armed Polioe and Technical Wings, Guwahati. | 1. Assam Police Battalions. 2. Assam Police Training College. 3. Armed Police Training Centre. 4. Fire Service. 5. Assam Police Radio Organisation. 6. Traffic. 7. Detective Training School. 8. Central Workshops and Stores. |
| 8. Deputy Inspector General of Police, S.B. Assam, Guwahati. | 1. Special Branch Organization. |
| 9. Deputy Inspector General of Police, North-Eastern Range. | 1. North-Lakhimpur . 2. Darrang. |
| 10. Deputy Inspector General of Police, Communication. | 1. Assam Police Radio Organization. |
| 11. Deputy Director, Commandant General, Home Guards, Civil Defence, etc. | 1. Home Guards and Civil Defence. |
| 12. Deputy Inspector General of Police, O.S.D. | 1. Attached to Home Department. |
| 13. Deputy Inspector General of Police, Nagaland Border. | *1. Assam & Nagaland Bordering areas. |

19-C. Administrative Powers

The Deputy Inspector General of Police has a large measure of administrative control within his range/unit. His powers in the matter of appointment, promotion, leave, rewards, punishment and appeals will be found in Appendix A.

19-D. Financial Powers

The Deputy Inspector General of Police has a large number of financial powers to exercise which have been delegated to him as will be found in Appendix B.

19-E. Tour Programme

In order to secure that the touring of the Range Deputy Inspector General may be systematic and regular and to ensure the strictest economy in expenditure on travelling allowances and contingencies, they should draw up and send copies of the monthly tour programme well in advance to the Superintendents of Police in their respective ranges and also to the Inspector General of Police. They should also draw up a local programme of inspection giving timings and details of work in consultation with the Superintendent of Police and furnish a copy thereof to him on the eve of the inspection and adhere to it as far as practicable.

19-F. Inspection

(1) Range Deputy Inspector General are expected to inspect thoroughly the headquarters of all the Districts and A.P. Bns. in their ranges once a year. Every Sub-division should be inspected once in two years with special regards to the work of the Sub-divisional Officers and Circle Inspector.

(2) Ordinarily not more than seven days should be required for the inspection of District and the inspection should cover that of the Reserve, the office of the Superintendent of Police, the town or city police Station and one other Police Station in the District.

(3) The inspection should be directed towards discovering errors in the broad features of administration of the District as a whole and giving instruction and guidance to the Superintendents of Police on matters on which the same are found on inspection to be necessary, the discovery and correction of petty clerical errors or omissions being left to the done by inspecting officers at lower levels, viz., Superintendent of Police, Additional Superintendent of police, A.S.P./Deputy Superintendent of police-H. Q.

(4) The inspection of the Superintendent of Police's Office specially in Armed Branch(Crime Branch and that of the Reserve is the responsibility of the Deputy' Inspector General. There are many matters which demand the personal attention of the Deputy Inspector General and an examination of these should be evenly spread over the period earmarked for inspection. Without fettering in any way the discretion of the Range Deputy Inspector General the following may serve as a sort of outline for the distribution of the work over a week's stay:-

- (a) That first day's work should commence with a ceremonial parade, in the morning at Reserve. This should be followed by an inspection of different items of parade ground work done by different squads or platoons. Special attention should be given to the training imparted for control of riotous mobs. In this context adequacy of training in Lathi and tear gas drill should be looked into. It may also be profitable to inspect exercises in mob control methods. Recruits should then be seen and their progress in training with reference to the training programme looked into. Inspection of the school for police-men's children, the mess, canteen, welfare centre and other amenities provided for the welfare of the men should be among the matters which ought to receive proper attention. The examination of the stores, the armourer's shop, police motor vehicles and garages and police lines and their sanitation should also be carried out.

He should also see whether the method of recruitment is satisfactory whether arrangements have been made for the education of the illiterate amongst the constabulary, whether promotions are made on proper lines and whether armed and unarmed men are regularly examined and the tests set intelligently with a view to improve their standard. He should also see whether the Superintendent of Police has finished the prescribed musketry practice, of the men.

Sometime in the afternoon may well be spent in giving interviews to some officers. In the course of such interviews the Deputy Inspector General should find out whether the Officers at different levels are conversant with their powers, responsibilities and tasks and will suitably instruct them on these points.

(b) The second day may be devoted to a visit to the Head quarters Police Station. Crime in general and that under Chapters VI, VIII, XV, XVII and XXII under the Indian Penal Code in particular should be gone into and compared with that of the previous year and it should be ascertained as to whether registration and detection of crime are on proper lines. A few cases may be picked up at random in order to ascertain whether there is any defect in the system and for that purpose the details of those offences may be ascertained from the Crime Register, first information reports, case diaries, mofussil diaries of Sub-Inspectors and charge-sheets or final reports. The Deputy Inspector General should in the case of Headquarters Police Station, see whether the system of night patrolling and surveillances of bad characters are being properly implemented by the Superintendents of Police and properly carried out by Sub-Inspectors and policemen. He should also see whether the patrol books and note books of the men are being regularly checked by the Sub-Inspector or Inspector-incharge of the Police Station. The occurrence of riots and similar upheavals and the writing up of the "Notes on crime in Village", *i.e.*, Part IV of the Village Crime Note Books require thorough examination by the Deputy Inspector General. The scheme drawn up by the Superintendent of Police for dealing with law and order situations in the town should also be looked into with particular reference to adequacy and proper utilisation of force both armed and unarmed: division of the town into sectors and sub-sectors; establishment of control and joint control where necessary, arrangements for the communication system including W.T., telephones, motor transport, loud-speakers. etc. He will suggest modification and improvements in the scheme where considered necessary and also bring to the notice of the Government through the Inspector General of Police deficiencies in Force, equipment, transports, etc.

Timely submission of travelling allowance and contingent bills by the Police Station and their prompt disposal by the Superintendent of Police's Office is a matter which should be treated as of great importance in the inspection. An-inspection of the police lock-up and the lines and buildings followed by interviews of some officers will probably complete the day's work of inspection.

(c) On the third day the Deputy Inspector General may concentrate on the crime of the district as a whole and discuss it with the Superintendent of Police. The Deputy Inspector General should comment on the figures of crime especially with reference to the cases which are not detected. Superintendent, Additional Superintendent of Police and Deputy Superintendent of Police (Headquarters), Sub-divisional Police Officers and reader will be expected to know the details of every undetected case during discussion with the Deputy Inspector General who should try to find out why the offences were not detected and should make his remarks thereon. A general picture of the previous five years should be available with greater details for the preceding two or three years. The maintenance of Crime Registers by the Superintendent of Police and Sub-Divisional Police Officer should receive proper attention.

The security scheme of the District should also be scrutinised and suggestion for alteration given where necessary.

The working of the Village Defence parties in relation to the number of villages, the progress of setting up and functioning of the *modus operandi* bureau and the adequacy or otherwise of the telephones, wireless sets and similar means of communication in the district should be fully examined and comments made thereon. As on earlier days of inspection a few officers may be interviewed.

(d) The fourth day may be devoted to inspection of the Superintendent of Police's Office and to consideration of new projects or difficulties of the Superintendent of Police and this will include inspection of lands to be acquired or buildings to be leased, etc., and also consideration of problems relating to organization. The Deputy Inspector General should pay particular attention to see what arrangements have been made in the district for the prompt receipt by the Police of information or complaints made by the public and also for proper utilisation of officers trained in the Detective Training School.

The Deputy Inspector General should pay special attention to the work of the Accounts Branch with regard to preparation of the budget and proper utilisation of funds allotted to the District/Units, prompt and

proper disbursement of money to actual payees under contingencies, timely drawal and disbursement of pay and T. A. of establishment, settlement of audit objections and pension cases.

As many Sub-Inspectors and Inspectors will naturally have gathered together, the opportunity may well be utilised for addressing them collectively, with reference to crime figures available, on police matters affecting the district in particular and the police in general, when the need for them to adopt themselves to changing conditions and the way they ought to behave with the public, tackle crime should be emphasised.

- (e) The fifth day may be spent in the inspection of a mofussil police station .. The inspection should be carried out on more or less the same lines as that of a town or city police station. The Deputy Inspector General should particularly look into reasons for not complying with the instructions regarding the prompt visit of scenes of crime by police station officers and satisfy himself that the Sub-Inspector has not deputed subordinates to pay such visits without valid reasons. Other miscellaneous work in connection with the inspection may be disposed of on this day.
- (f) The sixth day may be devoted to interviews of members of the public and police pensioners desirous of seeing the Deputy Inspector General and the disposal of any correspondence kept pending for personal discussions and the preparation of the notes of inspection after checking up the information submitted according to the Deputy Inspector General's instructions contained in previous inspection notes and elsewhere by the Superintendent of Police and other officers concerned.
- (g) The last and seventh day will be available for finishing anything that remains unfinished and finalisation of the notes of inspection.

(5) A District/A. P. Bn /P. T. C./Other Police Units wherein an officer is acting for the first time as Superintendent-Commandant should be visited as soon as possible after he has settled down and Districts/A. P. Bn./P. T. C./Other police Unit in charge of junior officers may well be visited twice or even more frequently during a year.

(6) Wherever a Deputy Inspector General in-charge of Range visits a district headquarters he should make it a point of seeing all Gazetted Officers who are still on probation so that he can- judge the progress that they have made in training and passing departmental examination and check the work done by them.

(7) *Inspection Report.*-Wherever a Deputy Inspector General of Police inspects a district or a portion of it, copies of his Inspection Report should be sent to the Inspector General of Police with the least possible delay.

NOTES

Rules 19-A to 19-F were inserted *vide* Correction Slip No.3, dated 18-4-1969-Assam Letter No. HPL-354/67/SO, dated the 22nd March, 1969,

CHAPTER IV **Recruitment, duties, powers, etc., of Gazetted Officers** **(Rules 20 to 83)**

20. Recruitment of Gazetted Officers

(a) Superintendents.- The post of Superintendent of Police will be filled. by promotion from the ranks of Assistant Superintendent and Deputy Superintendent the ratio being fixed from time to time by the Secretary of State. Deputy Superintendents of Police so promoted will be formally appointed to the Indian Police Service by the Government of India.

(b) *Assistant Superintendents.*-(i) Assistant Superintendents of Police will be recruited by competitive examination by the Union Public Service Commission by the State Government on recommendation of the Assam Public Service Commission.

(ii) The annual indent of police recruits will be submitted to the Government by the Inspector General of Police punctually by 1st of July of each year.

Appointments to the Assam Police Service may be made by the State Government either by direct recruitment or by promotion. Appointments by direct recruitment shall be made. Any appointment made in any other manner shall require the previous sanction of the State Government.

The Board of Selection shall consist of the two Commissioners of Divisions the Inspector General of Police, and four non-official members to be nominated by the Governor. The non-official members of the Board shall hold office for three years. Four members shall form a quorum. The Senior Commissioner shall be the President of the Board, and he shall have a second or casting vote.

21. Pay for the Officers of the Indian Police Service

Pay of the Officers of Indian Police Service is guided by the rules and orders of the Government of India.

The post of Inspector General of Police is ordinarily filled in Assam by promotion from Deputy Inspector Generals of Police.

22. Pay of the Members of the Assam Police Service

Pay of the members of the Assam Service is guided by the rules and orders of the State Government.

23. Honorary Deputy Superintendent

On the recommendation of the Inspector General of Police, the Local Government may confer the rank of Honorary Deputy Superintendent of Police on not more than two selected Inspectors of Police at any one time. This will not preclude them from promotion to the regular grade of Deputy Superintendents of Police. . They will rank as gazetted officers but for the purposes of pay and allowances, will continue to be treated as Inspectors.

The honorary rank of Deputy Superintendent of Police may also be similarly conferred upon especially deserving Inspectors at the time of their retirement, such rank involving no financial concession such as increased pension.

24. Functions and status of Deputy Superintendents or Police

The functions and departmental status of Deputy Superintendents of Police will be similar to those of Assistant Superintendent of Police. They will help the Superintendent of Police in his duties of control and supervision and will relieve him of office routine so that he may be more free to tour about his district.

25. Relations of Superintendents of Police with District Magistrates

(a) The administration of the police throughout the local jurisdiction of the Magistrate is vested in the Superintendent of Police under the general control and direction of the Deputy Commissioner as District Magistrate. The latter is entirely responsible for the peace and criminal administration of his district and may employ the police as he thinks best for the maintenance of law and order and for the detection and suppression of crime.

(b) The Deputy Commissioner has, however, no authority to interfere in the internal organisation and discipline of the police force, but it is his duty to bring to the notice of the Superintendent of Police all cases in which the conduct and qualifications of a police officer affect the general administration of a district.

(c) He has power to call for papers relating to the conduct or character of a police officer. All cases affecting the public in which a police officer is concerned must be submitted to him by the Superintendent of Police and the Deputy Commissioner has power to send them on to higher authorities through the Commissioner. He may order an enquiry in any case of misconduct on the part of a police officer.

(d) All orders of the Deputy Commissioner relating to the police, except those passed in his judicial capacity and except in cases of emergency, should be addressed to the Superintendent of Police or should pass through him. The Superintendent of Police as the local head of the police under the Deputy Commissioner is bound to carry out his orders except in regard to the internal economy, organization and discipline of the force, and matters of a purely departmental nature and even in such matters he should pay due regard to his wishes and suggestions.

(e) Petty references are strongly deprecated, and serious notice will be taken of the conduct of any officer who offers groundless opposition to the instructions and orders of the Deputy Commissioner. Should any difference

of opinion on any question relating to police administration arise between the Superintendent of Police and the Deputy Commissioner, it is the duty of the Superintendent of Police to carry out the Magistrates' instructions and to request the Magistrate to refer the point under dispute for the orders of the Commissioner who will decide all such references communicating, when necessary with the Inspector General of Police. Any Superintendent of Police who is dissatisfied with the decision of the Commissioner may submit his case to the Inspector General of Police.

26. Relations of Superintendents of Police with Commissioners

Commissioners of Divisions being the official superiors to Deputy Commissioners and responsible for the entire executive administration of their divisions, it is to be distinctly understood that all orders received from them either, direct or through the Deputy Commissioner are to be executed forthwith. Superintendents of Police will be held responsible that no delay occurs. They will, at the same time, report any such orders to the Inspector General of Police.

27. Position of the Inspector General of Police and Superintendents of Police in the warrant of precedence

In the new Warrant of Precedence in the State, the position of Police Officers is defined as follows : .

	No.
(a) Inspector General of Police	32
(b) Deputy Inspector of Police	38
(c) Superintendent of Police	40
(d) Additional Superintendent of Police	40

(See Government of Assam letter No. GAG. 140/61t121 dated, 19-4-64).

28. Superintendents of Police to escort Viceroy and Governor

When President, Vice-President or Prime Minister or Governor travels in any district of Assam, the Superintendent of Police of the districts concerned will carefully study and observe the special rules which have been issued on the subject.

The following additional rules are for general guidance :

- (i) A Superintendent of district police must meet the President or Governor on entering the district or at the place where he leaves the line or rail and must accompany him until he finally leaves the district or re-joins the line of rail.
- (ii) If the President or Governor travels through a district by steamer the Superintendent of Police should ascertain from the Private Secretary whether he is required to attend or not.
- (iii) When at headquarters of the Government the Superintendent of Police, Assistant Superintendent of Police or Deputy Superintendent of Police need not escort the President or Governor when he leaves the precincts of Raj Bhawan, unless specially required to do so. When on escort duty the police officer should invariably ride with his sword at the "carry."

Detailed orders as to the method of escorting will be found in Part III.

29. Attendance on Ministers

(a) Superintendents of police should meet the Home Minister who is in the charge of the police on his arrival at the headquarters of the district and all superior officers of the police department present in the headquarters of a district or sub-division will call on the Ministers during their visit to that place.

(b) The Superintendent of Railway Police will make the following arrangements when the tour programme of the Minister provides for his travelling by rail-

- (i) All police stations and beat posts on the route will be notified.
- (ii) The platform staff at stopping places will unobtrusively see that the Minister is not molested, particular attention being given to beggars and persons desiring to present petitions.
- (iii) At stations or *ghats* where the Minister enters, leaves or changes his train, an Inspector or if not available a Sub-Inspector, will be present to ensure that the instructions at (ii) above are carried out.

(c) Gazetted Officers will wear working dress with swords, all others inspection kit.

(See also Rule 207 of the Assam Executive Manual). APM-14

30. Magisterial Powers of Superintendents of Police

Superintendents of Police are by Section 5 of the Public Gambling Act, 1867 (Act III of 1867), vested with the power to authorise, by their warrant, police officers of a rank not below that of Officers-in-charge of Police Stations and Sub-Inspectors to enter and search places believed to be used as common gambling houses.

Superintendents of police may also issue a search warrant under Section 8 of the prevention of Cruelty to Animals Act, 1890 (Act XI of 1890), and may direct the destruction of animals under the provisions of Section 10 of the same Act.

31. Attendance in office

Superintendents of Police, Assistant Superintendents of Police and Deputy Superintendents of Police must attend office daily when at headquarters. Work which can properly be done in office must not be done in their private residences.

32. Monetary responsibility of Superintendents of Police

The attention of Superintendents of Police is particularly directed to the necessity of absolute observance of the rules for the custody of money, to be found in Part II of this Manual, and to the fact that they will be held personally responsible should loss entailed on Government by non-observance of those rules. (As to defalcation, *see* Rule 16 *ante*).

33. Contingents expenditure

The powers of the Superintendents of Police to sanction contingent expenditure and to make advances of salary will be found in Part II of this Manual.

34. Reflections on judicial tribunals must not be made

Police officer must not, in official reports or letters nor in office or inspection notes nor in fact in any official document, make reflections on the judicial tribunals, or adopt any action which may have a tendency to shake public confidence in the decisions of Courts of Justice. If in the opinion of an officer, there has been a judicial error or irregularity, it is always open to him to move for its correction in the manner prescribed by law or practice.

If a police officer considers it necessary for any reason, to draw the attention of his superior officers to the proceedings of a judicial officer, he must do so in temperate and respectful language.

35. Circular orders

No circular or general orders dealing with questions of law or procedure other than purely departmental matters may be issued by a Superintendent of Police until it has been approved by the District Magistrate.

The substance of such order must be entered in the order book.

36. Disposition of force not to be altered

Superintendents of Police have no authority to make any permanent change in the allotment of the force in their respective districts to the various duties prescribed or to undertake any new duties of a permanent nature or permanently to increase or diminish the strength of the force at any police station or outpost without a reference to the Inspector General of Police, "Permanent" and "Permanently" should be understood to mean for more than one month. If a Superintendent of Police considers it necessary, either of his own motion or at the request of the District Magistrate, to undertake any new duty of a permanent or recurring nature for which provision has not been made in the allotment statement, he will at once report the facts to the Inspector General of Police and apply for the necessary increase of the force, provided that if the matter is urgent, he must furnish the necessary force from his existing sanctioned strength, pending the receipt of orders from the Inspector General of Police. These orders do not prohibit the employment of police on duties of a purely temporary nature, even if such duties have not been shown in the allotment statement, provided that such duties fall within the sphere of legitimate police work and provided the force can be furnished without detriment to their legitimate functions. Nor do these orders prohibit the employment of the Armed Reserve in any part of the district to preserve the peace but, if it be found necessary to employ a force of the Armed Reserve away from headquarters continuously for one month, the fact should be reported to the Inspector General of Police.

37. Sites of Police Stations, etc. not to be changed

No police station or outpost must be removed to any other place even within the same jurisdiction, without sanction of the Government obtained through the Inspector General of Police and in applying for sanction, full reasons must be shown as required in part II of this Manual.

38. Deputation of investigating officers outside jurisdiction

(a) The following officers alone namely, Superintendent of Police, Assistant Superintendent of Police or Deputy Superintendent of Police and Circle Inspector (for his own circle only) have power to order an officer attached to one police station to investigate a case which under Section 156, Criminal Procedure Code, should be investigated by the officer in-charge of another police station. The power should be sparingly exercised by an Assistant Superintendent of Police, Deputy Superintendent of Police' or Inspector the fact should be reported at once to the Superintendent of Police.

39. Employment of Police under Section 13 of the Police Act, 1861 (Act V of 1861)

Section 13, Act V of 1861, gives power to depute a force of additional police to any place at the cost of an individual applying for it. Such force should not be employed in excess of the sanctioned strength without obtaining the sanction of Government through the Inspector General of Police.

40. Surrender of Military offenders

If a person, subject to the Indian Army Act, 1911 (Act VIII of 1911) is charged with an offence, and if the offence be one which cannot be tried by Court martial under the Act, or, if although so triable, the Military authorities decides not so try the offence and the surrender of the person of the accused is desired by the Civil authorities, a requisition shall be addressed with that object to the Military authority by the senior executive police officer present in the station. In the case of a non-cognisable offence the police officer making the requisition should obtain a warrant signed by a Magistrate. The requisition should ordinarily emanate from a police officer not below the rank of Assistant Superintendent of Police or Deputy Superintendent of Police.

41. Investigation of cases In which British Soldiers are concerned

(Deleted).

42. Investigation of serious disturbances in tea gardens

In the labour districts of Assam, Superintendents of Police are required to take up the inquiry without delay; of cases of serious disturbances occurring on the gardens which are due to friction between the garden management or staff and the coolies.

43. Cases to be investigated by Superintendents of Police

Speaking generally Superintendents of Police should personally investigate all serious cases in which Europeans are accused and all serious cases in which racial feelings have been or are likely to be aroused. (See also Rule 119 of the Assam Executive Manual).

44. Cases to be supervised locally by Superintendents of Police

The Superintendents of Police must, whenever possible, proceed with all speed to the place of occurrence, and personally supervise investigation in all serious cases such as:-

- (a) Intricate murders (including attempts).
- (b) Dacoity.
- (c) Highway robbery between sunset and sunrise.
- (d) Serious riots.
- (e) Grave cases in which European land owners or others influential persons are concerned.
- (f) Big burglary and theft cases.

In sub-division where there is a Sub-divisional police officer that officer is primarily responsible for this duty. It is left to the discretion of the Superintendent of Police to attend also. The investigation of such of the above cases as are immediately detected and present no difficulties need not be supervised by either officer.

(2) Supervision should be restricted to an examination of the diaries to see that the investigation is being intelligently, vigorously, and legally conducted, that confessions are not unlawfully obtained and if obtained are treated with all caution, that clues are not neglected and every line of enquiry which may suggest itself duly explored, and generally to ensure that the subordinate officers engaged are acting strictly within their powers and without harassment of the public. The re-questioning of witnesses already questioned is left to the discretion of the supervising officer. The practice is often dangerous and always causes delay which might prejudice the case. It should only be resorted to when there is any suspicion that the witnesses have not been properly questioned, or their statements wrongly recorded, by the investigating officer.

(3) If the Superintendent of Police or Sub-Divisional police Officer is prevented by unavoidable circumstances from supervising the investigation of any serious cases, the duty should be entrusted to an Assistant or Deputy Superintendent and the circumstances should be immediately reported.

(4) In column 5, page 2 of the half-yearly statement of serious crimes [Form No. 125 of Schedule XI (A)] the stage or stages during which the investigation was conducted personally by the Superintendent of Police should be clearly indicated.

(5) The name of any Superintendent of Police or Assistant or Deputy Superintendent of Police who seriously neglects the instructions prescribed in these rules should be promptly brought to the notice of Government.

45. Powers of a police officer with regard to processions

A police officer has no power under the law to prohibit a procession. If he deems it necessary to do so he should request the magistrate to take action under Section 144, Criminal Procedure Code.

(2) Under Section 30 (1) of the Police Act (Act V of 1861) a Superintendent of Police, Assistant Superintendent or Deputy Superintendent of Police may, as occasion requires, direct the conduct of all assemblies and processions, whether or not the promoters have applied for license on the public road or in the public streets or thoroughfares, and prescribe the routes by which, and the times at which such procession may pass, In pursuance of this duty he may, even in the absence of a notice under Section 30 (2) or of an application for license submitted in accordance therewith, issue written directions prescribing routes and times. Disobedience to such directions by a person who is aware of them is an offence punishable under Section 32 whether the directions are written or verbal. An offence under Section 32 is a non-cognizable offence. Such disobedience does not of itself render the processions an unlawful assembly or make it liable to be dispersed under Sections 127 and 128, Criminal Procedure Code, unless a license has been applied for and granted under Section 30(3) of the Police Act, and the conditions of that license have been violated.

NOTE

Instead of Sections 127 and 128 of Cr. P. C. of the old Code, reference may be made to Section 129 of the new Code.

46. Applications for procession licenses

(1) Conveners and collectors of an assembly, and directors and promoters of a procession are not bound to apply for licenses or liable to be prosecuted in respect of an unlicensed assembly or procession unless a Superintendent and Assistant Superintendent or a Deputy Superintendent being satisfied that certain person intend to convene or collect an assembly or to form a procession which would, in the judgement of Magistrate of the district or of the sub-division of a district if uncontrolled be likely to cause a breach of the peace, has required the conveners, collectors, directors or promoters of such assembly or procession to apply for a license under Section 30 (2) of the Police Act.

(2) Consequently a Superintendent of Police an Assistant Superintendent of Police or a Deputy Superintendent of Police on learning that it is intended to form an assembly or a procession which should be controlled in order to prevent a breach of the peace should report the facts to the Magistrate of the district or of the Sub-division and if the Magistrate agrees, the Superintendent of Police or Deputy Superintendent of Police should issue a general or special notice that the conveners, collectors directors, and promoters must apply for a license. The notice should specially refer to the judgment of the Magistrate and if it is intended that it shall remain in force for a period beyond a particular occasion, *e.g.*, of a Mohurrum festival, the length of the period should be specified in the notice. He may then under Section 30 (3) of the Police Act on receiving such application issue a license specifying the names of the licensees and defining the conditions on which alone such assembly or such procession is to be permitted to take place.

(3) If notwithstanding an order issued under Section 30(2) to apply for a license a procession or assembly is held without a license a prosecution under Section 32 will lie against the following classes of persons :-

- (a) Conveners, collectors, directors or promoters who have disobeyed the order to apply for a license. No prosecution, however, will lie against members of the procession or assembly who are not conveners, etc., merely on the ground of their taking part in the procession or assembly.
- (b) Any members of such procession or assembly who disobey the reasonable orders of any police officer issued on the spot verbally under Section 31. either for keeping order or for preventing obstructions in public places.
- (c) Any members of such procession or assembly who knowingly disobey directions of a Superintendent, Assistant Superintendent, or Deputy Superintendent of Police issued under Section 30 (1).

47. Dispersals of Processions

The police have no power to disperse unlicensed processions or assemblies as long as the members do not know themselves likely to "Cause a disturbance of the public peace", or show that their common object is "to overawe by criminal force" either any police officer in the exercise of his lawful power under Section 31 of keeping order and preventing obstructions, or a Superintendent, Assistant Superintendent or Deputy Superintendent of Police in the exercise of the lawful power under Section 30 of directing the conduct of assemblies and processions. Their duty is to give necessary orders under Sections 30 (I) and 31 and to note the names and actions of directors and promoters and of people who disobey their reasonable orders but not to arrest them. If, however, a Magistrate is present he may under Section 64 of the Code of Criminal Procedure arrest or order any person to arrest any offender under Section 32 of the Police Act.

(2) But, if by their conduct, the members of such procession show themselves to be "likely to cause a disturbance of the public peace", or show that their common object is "to overawe by criminal force" any police officer in the exercise of his lawful power under Section 31 or a Superintendent, Assistant Superintendent or Deputy Superintendent in exercise of his lawful power under Section 30, then, under Section 127, Criminal Procedure Code, the officer-in-charge of a police station (or a Police officer of higher rank) may command the procession to disperse and if it does not do so, he may disperse it by force under Section 128, Criminal Procedure Code. If the members actively resist an order Section 127, Criminal Procedure Code, to such a degree as to show a common

object the assembly will be unlawful and all members who remain in it will be liable to prosecution under Section 145, Indian Penal Code and to arrest on the spot.

(3) Under Section 30-A, a procession which has applied for and obtained a license can be stopped if it violates the conditions of a license and it can be ordered to disperse. If it refuses to do so it shall be deemed an unlawful assembly and can be dispersed under Section 127, Criminal Procedure Code.

Notes.- Sections 127 and 128 of the Code of Criminal Procedure refer to the old Act of 1898 and in the 1973 Code reference is to be made to Section 129 reading as follows :-

“129. *Dispersal of Assembly by use of Civil force.-* (1) Any Executive Magistrate or Officer-in-charge of a Police Station or, in the absence of such officer in-charge or any police officer not below the rank of a Sub-Inspector, may command any unlawful assembly, or any assembly of five or more persons likely to cause a disturbance of the public peace, to disperse; and it shall there upon be the duty of the members of such assembly to disperse accordingly;

(2) If, upon being so commanded, any such assembly does not disperse, or if, without being so, commanded, it conducts itself in such a manner as to show a determination not to disperse, any Executive Magistrate or Police Officer referred to in subsection (1), may proceed to disperse such assembly by force, and may require the assistance of any male person, not being an officer or member of the armed forces and acting as such, for the purpose of dispersing such assembly; and, if necessary, arresting and confining the persons who form part of it, in order to disperse such assembly or that they may be punished according to law”

Section 145 of the Indian Penal Code deals with joining or continuing in unlawful assembly, knowing it has been commanded to disperse, reading, as follows:

“Whoever joins or continues in an unlawful assembly, knowing that such unlawful assembly has been commanded in the manner prescribed by law to disperse, shall be punished by imprisonment of either description for a term which may extend to two years, or with fine, or with both”.

The expression “Unlawful assembly” is defined under Section 141 of the Indian Penal Code, reading as follows:

“An assembly of five or more persons is designated an unlawful assembly. if the common object of the persons/composing that assembly is-First-To overawe by criminal force, or show a criminal force, the Central or any State Government or Parliament or the Legislature of any State, or any public servant ; or Second-To resist the execution of any law, or of any legal process; or

Third-To commit any mischief or criminal trespass, or other offence; or

Fourth-By means of “criminal force, or show of criminal force, any person, to take or obtain possession of any property, or to deprive any person of the enjoyment of a right of way, or of the use of water or other incorporal right or supposed right; or

Fifth--By means of criminal force, or show of criminal force, to compel any person to do, what he is not legally bound to do, or to omit to do to what he is legally entitled to do.

Explanation.- An assembly which was not unlawful when it assembled may subsequently become an unlawful assembly.”

In our day to day social and political life, procession has become very common and a routine affair. Without a procession there is always a chance of indigestion, even to the police. It is also not uncommon for the members of the procession to become violent with the slightest iota of provocation. So it is very much desired of the police to keep utmost restraint and should have a pre-conceived idea of the motivations and the elements mingled within the procession.

Without common purpose and intention to demonstrate it, there can be no procession, however large the number of persons may be and in whatever manner they might proceed. A procession may be orderly but there may be possibility of its getting provoked or causing provocation if allowed to pass through a particular route and as such it is for the police to direct the route after an overwhole study of the situation order of the day.

The use of expression “to overawe by criminal force” is of great significance. "Ame" means a mixed feeling of reverence, fear and wonder, caused by something sublime etc. and “overawe” means to overcome or subdue by inspiring "ame". It appears to connote the creation of a situation in which the Government feels compelled to choose between yielding to force or exposing themselves or members of the public to a very serious danger.

Caution is required that a procession does not become a threat to public tranquility. A procession if peaceful and orderly even if some apparent elements of nuisance need not be policed, since repressive policing is by itself a threat to public tranquility. What is essential is better appreciation of public psyche. The police have to be seen and to see themselves as protectors of liberty within the law.

Section 64 of Code of 1898 is now found under sub-section (1) of Section 44 of 1973 Code, wherein it is provided that when an offence is committed in the presence of a Magistrate, whether Executive or judicial with his local jurisdiction, he may himself arrest or order any person to arrest or an offender.

48. Issue of licenses for processions

(1) The subordinate police will send timely notice to the Superintendent of Police or in sub-divisions to the chief police officer, of all political gatherings, processions, festivals, etc., to which these sections apply with a view to the issue of such specific orders, under the above sections as will suffice to preserve order and prevent loss of life.

(2) A license under Section 30 (3) shall specify the routes to be followed by the procession, the place where the meeting is to be held, and any other conditions necessary for the preservation of the peace, and the holder of the license shall be informed that violation of the conditions of the license is punishable under Section 32 of the Act.

(3) The members of processions should not ordinarily be allowed to carry lathies or other instruments capable of being used as weapons of offence, except in so far as they may be shown to be required for purposes of display or are a necessary feature of the procession.

(4) The forms of license will be printed in triplicate and bound into books of 100 forms serially paged, one copy being retained for office use, one sent to the police station concerned and one delivered to licensee.

(5) The police should have effective control over indiscriminate use of fireworks on all occasions, private or public. When therefore the letting off of firearms or fireworks is applied for the applicant should be asked to state clearly the nature of the fireworks that he intends to let off and in the event of bomb-golas or any other kind that may be considered dangerous being contemplated, the Superintendent of Police or Assistant Superintendent of Police or Deputy Superintendent of Police may refuse the permission asked for.

Note.-For powers of Assistant and Deputy Superintendents of Police under Section 30. of the Police Act, *see* Rule 45, *ante*.

49. Employment of Armed Police

(a) When assemblies of the public are not permitted to carry weapons of offence, the police with their batons and lathies will be sufficiently equipped to be able to maintain and enforce order even against large crowds. The Armed Police should always be kept in reserve and only called out when it is necessary to take some specification, such as to support an arrest or disperse a mob; they should never be entrusted with the routine duty of marshalling the processions. When Armed Police are necessary they will go out only by special order of the Superintendent of Police who will consult the District Magistrate if there is time to do so. The Superintendent of Police should himself be in charge of the party, but if he should be temporarily engaged elsewhere, the command must devolve on an Assistant Superintendent of Police, Deputy Superintendent of Police or on an Inspector. If it is necessary to call out the Armed Police at a sub-divisional headquarters, the responsibility must rest on the Inspector in charge subject to the orders of the Sub-divisional Officer.

These orders apply equally to the town police for whom arms and equipment are kept in readiness at their local headquarters, and who form an emergency armed force.

(b) In all cases when armed parties are sent out, they should keep together in compact bodies under competent officers fully instructed. Whenever possible, a Magistrate will accompany the party, but in his absence the officer-in-charge of the party will be responsible for the order to fire, if the emergency should arise, but in no case should such an extreme measure be resorted to, unless it is absolutely necessary for the protection of life and property.

(Detailed rules as to procedure when dispersing a mob by force are to be found in Part III of this Manual).

(c) In ordinary cases where no serious opposition is expected, the constables should be armed with bamboo *lathies*. When it is necessary to clear or guard a road, the men so armed should be formed in double rank, the first rank holding the *lathies* at the “engage” position, and the rear rank holding them in both hands well separated over the heads of the front rank men, so as to guard their heads. Superintendent of Police should take care to have a sufficient number of *lathies* ready for such occasions at stations and in the reserve.

50. The use of firearms by the Police on the occasion of riots

Superintendents of Police will themselves study and see that the officer-in-charge of the Armed Reserve and their other subordinates thoroughly understand the law as set forth in Chapter IX, Criminal Procedure Code, and the orders contained in Part III of this Manual, regarding the use of firearms on the occasion of riots.

The dispersal of mobs should also be frequently practised as part of the training of the Armed Branch, to ensure that every subordinate commander (especially head constables and naiks) and every constable knows what situations he may expect and what he may be expected to do.

Note. - Chapter IX of the Criminal Procedure Code is corresponding to Chapter X, Sections 129 to 132 of the Code of 1973. Under Section 130 of the 1973 Code, there is provision for use of armed forces for dispersion of an unlawful assembly. But the police is required to take great caution in exercising the power and act in good faith, otherwise the police official would be liable for prosecution. Where a police officer did not believe it necessary for the public security to disperse an assembly by firing on them; but nevertheless gave orders to shoot with the result that a man was shot dead, it was held that he did not act in good faith.

Justice and ethical fairness are very much within the discretion of the police at the point of contact between police and offender, true offender and suspected innocent alike. This discretion is backed up by powers of considerable force. It has to be so, if the enforcement of the law is to be carried out effectively. But this discretion leaves room for being abused including interference with liberty as a summary punishment, to the turning point of its murderous exercise. Some control of police discretion is undoubtedly in the interests of police. That is not to say that the police in the main do not act with considerable, impartiality, though they are possessed of power of considerable proportions, in the exercise of discretion in relation to less powerful members of the public. Nor is it to deny that the proper ethical exercise of police discretion is essential if our system of criminal justice is to function properly. Discretion in the use of deadly force demands self-control and where the police acquires a reputation for, hasty shooting they seem more likely to become victim of murder themselves. Since right to life is a fundamental human right, life should never be taken by a police officer even if he has a legal excuse, if he can resolve the problem without doing so. There have been examples where police officers who are armed could have killed and invoked the law to excuse their acts, but they have refrained from doing so even at some risk of themselves. When this happens, it is a triumph for morality over legality. Bullets never solve the problems. The exercise of police discretion is brought to its highest and most dramatic level when the use of deadly force is contemplated. Authority to use force has both legal and moral dimensions. It is a power on loan, so to speak,

So the attitude should not be- “shoot first and ask questions afterwards”.

In order to invoke the powers under this Rule and also Rules 45 to 47 the police officer has to show:

- (i) that there was an unlawful assembly or an assembly of five or more persons likely to cause a disturbance of the public peace ;
- (ii) that such an assembly was commanded to disperse ;
- (iii) that either the assembly did not disperse on such command, or, if no command had been given, its conduct had shown a determination not to disperse; and

(iv) that in the circumstances he had used force against the members of the assembly.

This had to be established just in the same manner as an accused has to establish any other exception he pleads in defence of his conduct in a criminal case.

51. Outbreaks in Jails

“Where the police lines are sufficiently near a jail for the alarm signal to be heard, the constables stationed at the police lines shall take part in alarm parades. In all cases if there is an outbreak they shall march to the jail to assist to quell it. The Superintendent the jail shall make, with the Superintendent of a Police, such arrangements as seem advisable for a concerted plan of action in the case of such an outbreak.”

Jail Alarm Orders for the police will be drawn up in English and the Vernacular for every headquarters station and for every sub-divisional headquarters, and will be kept hung up prominently in the reserve and the police stations concerned.

These orders should be detailed, and will be periodically read out and practised on parade.

52. Superintendents of Police to inform District Magistrates when leaving station

The Superintendent of Police will invariably report to the District Magistrate when about to leave the station, his intention to do so, specifying the place at which he may be found.

It is not to be understood from the above that is necessary that Superintendents of Police should obtain the formal permission of the Magistrate to their leaving the station. The Magistrate may, however, forbid the Superintendent to leave the station should he consider it necessary, recording his reasons for doing so.

A Superintendent of Police may not leave the district, except for authorised co-operation meetings, without the consent of the Deputy Commissioner and the permission of the Inspector General of Police.

53. When leaving headquarters Superintendents of Police must place an Officer-in-charge on current duties

When leaving headquarters the Superintendent of Police must invariably record a written order appointing an Assistant Superintendent of Police, a Deputy Superintendent of Police or an Inspector to perform the current duties of his office during his absence.

This order will specially authorise the officer if an Assistant Superintendent or a Deputy Superintendent to sign bills, pay cheques and the daily cash book.

The term “Superintendent of Police” when used in this Manual includes the officer thus placed in charge, unless the contrary appears from the context.

54. Time to be spent on tour

The Inspector General of Police should be on tour at least five months in the year, of which a month should be during the period of the rains. He should publish his tour programme in the official *Gazette* sufficiently in advance to enable such members of the public as desired to meet him, to do so.

Superintendents of Police should spend at least 120 days on tour during the year.

As far as possible a definite programme of tours for the year should be made annually so as to cover the routine inspections, and should be designed to cover the greatest convenient area of the district. Short visits and returns to headquarters are to be avoided, unless necessary for specific purposes, *e. g.* local disturbances or the supervision of casework. Programme should be planned to avoid unnecessary expenditure.

A Superintendent of Police may take with him on tour one clerk, who is entitled to travelling allowance under the ordinary rules.

55. Number of inspections of Police Stations

Superintendents of Police must inspect each police station and outpost every six months. . Instructions for the guidance of officers inspecting police stations and outposts are given in Part V of this Manual. It should be

arranged that the inspection of &he Superintendents of Police and of the Inspectors do not occur within too short an interval of time. A statement in Form No. 2-A of Schedule XL (A) (Part I) (in manuscript) of the inspections of must be submitted to the office of the Inspector General of Police on the first week of January and July of each year. This is intended to keep the Inspector General of Police informed of the progress of inspection work done by Superintendents of Police. Column 2 of the statement should only be filled in when an inspection has been made, either by the Superintendent of Police, or the Additional Superintendent of Police. Where the inspection is made by the Additional Superintendent of Police, the fact should be noted in Column 3. In case a police station, outpost or court, etc., has not been inspected by the Superintendent of Police or the Additional Superintendent of Police during the half-year, there is no objection to a note being made on Column 3 that it was inspected by an Assistant or Deputy Superintendent of Police, with the date of such inspection in addition to the information which, under the footnote at the bottom of the statement, has to be given about inspection by the Circle Inspector.

56. Instruction regarding tour

Flying visits and superficial inspections should not be made and inspection officers should not confine themselves to an examination of the registers and books. Places of importance within the jurisdiction should be visited. The leading men in the villages and other influential men should, whenever possible, be interviewed. In particular, officers should endeavour to find out from villagers the local repute of persons under surveillance, so that in this matter they should not have to rely solely on the reports of their subordinates. They should ascertain whether crime is being concealed or not. Whenever possible the inspecting officer should attend the chaukidars' parade and himself question the chaukidars and daffadars.

Many matters dealt with by written orders from the Superintendents of Police's office can be much more effectually disposed of on the spot at the time of the Superintendent of Police's inspection. In the interval between inspections a file of such matters should be kept for each police station and sent out when the Superintendent goes to inspect.

In particular, the part taken by the local police in excise work should receive attention.

57. Grant of rewards when previously offered

The officers mentioned below are empowered to offer rewards for the apprehension of offenders and for intelligence leading to the discovery of crime up to the amount noted against each in anyone case :-

		Rs.
a) Inspector General of Police:		500
b) Commissioners of Divisions:	..	250
c) District Magistrates:	..	50
d) Superintendents of Police:	..	

In offering rewards for information leading to the discovery of crime, police officers are advised to place a limit on the time for which the offer of the reward will hold good on the first place and also ordinarily to lay down the condition that the reward will be paid for the information leading to the discovery and conviction of the offender. This will leave it open to the officer offering the reward to pay a portion only if the offender is discovered, but not brought to justice. Rewards which have been previously offered may be granted to any person, whether a member of the police force or not, who has earned it, provided that a reward may not be granted to a police officer whose ordinary duty it may have been to perform the act for which the reward was offered. Any servant of Government is eligible to receive such rewards.

58. Grant of rewards when not previously offered

The officers mentioned below are empowered to grant rewards up to the amount noted against each to a member of the police for work done within the course of his ordinary duties when the work is in the opinion of the officer granting the reward of such exceptional merit or of such an arduous or peculiar nature as to justify a special reward:

		Rs.
a) Inspector General of Police:	..	500
b) Deputy Inspector General of Police	..	250
c) Superintendents of Police	..	50

They are also empowered to grant rewards up to the above limit to private persons for assisting the police in their duties, when the assistance given is, in the opinion of the officer granting the rewards of such a nature as to justify a reward.

The grant of a reward is subject to the condition that funds are available in the budget of the officer granting the reward.

Officers above the rank of Inspector are not eligible for rewards in cash. Rewards in kind may be granted to Deputy Superintendents only in every exceptional cases with the sanction of the State Government. An officiating Deputy Superintendent of Police is eligible for a reward if the work for which it is granted Was performed when he was in the rank of Inspector.

59. Rewards for information leading to discovery of arms or ammunition in the possession of persons not entitled to possess them

A Superintendent of Police will grant rewards on the following scale for information leading to discovery of arms or ammunition in the possession of a person not entitled to possess them. This order will operate automatically and the grant of these rewards will not be optional but obligatory, unless for any special reasons the Superintendent of Police moves Government through Inspector General of Police to suspend their action. It does not apply to police officers, part of whose duty is the detection of unlicensed arms, and rewards to police officers in such cases will be granted, as in ordinary cases according to the special zeal or skill shown.

Scale of rewards for information leading to the discovery of ammunition and of any of the following classes of weapons in possession of a person not entitled to possess them -

			Rs
(1) Rifles, revolvers and any class of modern pistols	200
(2) Breach-loading smooth bore guns	100
(3) Muzzle-loading smooth bore guns	30
(4) Ammunition or explosives proportionate to the amount discovered, but not less than	10

(See also Rule 10, Chapter IV, Section 1 of the Indian Arms Act Manual.)

60. Rewards to Panchayats for good work

District Officers have been authorised to grant rewards to members of chaukidari panchayats for good conduct in special case or for general meritorious service upto Rs. 50 in each case. Higher rewards may be sanctioned by the Commissioner of the Division.

In exceptional cases a Superintendent of Police may recommend the reward of a grant of land or of assignment of land revenue up to Rs. 600. Such recommendations will be forwarded through the Deputy Commissioner and the Commissioner to the Inspector General of Police who will submit them to Government.

61. Superintendent of Police to inspect his office annually

Superintendents of Police are required to make a thorough inspection of their offices of and of the Court and Reserve offices once a year. This should ordinarily be done during the rains. The result of the inspection should be recorded in an inspection book in Form No. 168 of Schedule XL (A), (part I). An Inspecting Officer should invariably go over previous inspection remarks and note whether proper action has been taken.

62. Superintendent of Police's Note-Book

Each Superintendent of Police (including Superintendents of Railway and River Police) shall keep a note book in which shall be recorded all information likely to be of use to his successors. The note-book is a confidential document and shall be kept in the personal custody of the Superintendent.

No particular form is prescribed for this note-book but it should be maintained in two volumes. Volume I should be of the nature of a "Who's who ?" for the district. It should be kept in alphabetical order and contain brief details all important residents of the district, their influence in the district, loyalty or otherwise, showing how far they can be relied on to assist the police, etc. This volume will be of great assistance to a Superintendent on joining a district in knowing something of the character of the persons of importance with whom he will come in contact or who may visit him.

Volume II should contain a brief note of the geographical feature of the district with particular reference to means of communication with police stations and the best time of year for visiting each, the relative healthiness of each and other points of interest under this head. It should then go on to deal with the criminal features, communal frictions, important festivals or processions which require special police precautions notes as to outbreaks of crime, existence of gangs with brief histories, any special methods which have proved successful in dealing with outbreaks of crime etc. The point to be borne in mind is that while it is desirable to have on record in convenient forms: information which will be of use to a newly Joint Superintendent, it is not necessary to repeat in this note-book information which is easily available in other standardised registers. In cases where it is considered advantageous, to emphasise any such information, a brief note with the necessary cross references should usually prove adequate.

63. Procedure for writing annual confidential reports on Government servants - Police Department

The intention of the Government is that the assessment of an officer's work and his merit should be objective and careful and all officers who are charged with the responsibility of either recording, reviewing or accepting the annual confidential remarks, should lay adequate and proper emphasis on the correct appraisal of the conduct, work and merit of the officer concerned. In order to make the system fully effective it would be absolutely essential for all recording officers to be fully conversant with the quality of the work of the officers working under them so that the assessment made in the annual remarks is clear and useful. It should be ensured that impressions are not recorded only on the basis of particular incidents and extraneous considerations personal likes and dislikes and any such subjective criterion do not form the basis of any opinion. It is not the intention that defects of the officers reported upon, whether remediable or irremediable, are shielded. Recording Officers should not make a annual remark on the work of any officer working under them unless such officer has been working under them for at least a period of three months.

In the revised procedure three levels, namely, recording, reviewing and accepting officer have been provided. It is the intention that the work of an officer should be known to all his superiors along the line thereby bringing about a tightening up of the present system as also to ensure that incomplete and unsatisfactory reports are sent back to the recording officer and in reviewing the remarks made by the recording officer, the reviewing officer takes steps to check subjective entries by his own impression of the officer reported upon. Reviewing officers are expected to generally know the quality of work and merit of the officer whose work they are reviewing. They may consult the recording officer if necessary.

Inability or failure to report properly and objectively in accordance with these instructions will be construed as a failure of the recording/reviewing officer and commented upon as such by the next level.

When taking up the writing of the annual confidential report according to the revised procedure, all recording officers/reviewing officers should check whether the character rolls of officers of all categories under them are upto date and remarks for past years have been in each case. It will be the personal responsibility of all recording officers to ensure that no gaps remain and character rolls are complete and up to data in all respects and to see that annual entries in prescribed forms are made in due time and sent for proper custody. It will be the responsibility of the recording officers to ensure that entries are regularly made.

Government have already decided that for I.A.S./I.P.S. and other gazetted and non-gazetted officers the annual report should be for the period from January to December with effect from the year ending 31-12-69. The report should reach the reviewing officer by the 30th of January following and they should in turn send them to the

accepting officer by the 15th of February so that the reports reach Government latest by the 15th of March of the year following the one for which the report has been called.

The following is the procedure in the matter of recording the remarks and reviewing and accepting them:-

- (i) In the case of the Inspector General of Police the report should be initiated by the Chief Secretary and submitted to the Chief Minister for review and acceptance.
- (ii) In the case of the Deputy Inspector General of Police, Assistant Inspector General of Police and Superintendent, Railway Police, the report should be initiated by the Inspector General of Police and Superintendent, Railway Police, the report should be initiated by the Inspector General of Police reviewed Chief Secretary and submitted for acceptance to Chief Minister.
- (iii) Superintendent of Police-the report should be initiated by Deputy Commissioner, reviewed by the Deputy Inspector General of Police i/c Range and sent to the Commissioner of Division. The Commissioner of Division will send the same with his opinion to the Inspector General of Police for acceptance.

The Inspector General of Police shall refer the report to the Deputy Inspector General of Police, S.B., for recording his remarks regarding performance of the Superintendent of Police of the District in subjects pertaining to the S.B.

- (iv) In the case of Additional Superintendent of Police, Deputy Superintendent of Police and the Assistant Superintendents including those working as Sub-Divisional Police Officers the reports should be initiated by the Superintendent of Police, reviewed by the Deputy Inspector General of Police concerned, and accepted by the Inspector General of Police. Before sending the report to Deputy Inspector General of Range the remarks of the Deputy Commissioner should be obtained.

Commissioner of Division may when he feels inclined to write any appreciation of adverse remarks on anyone of these officers he may send it direct to Inspector General of Police, Assam, Shillong (Now Guwahati).

- (v) *Inspectors in the District Executive Force.*- The Superintendent of Police should initiate the reports, submit to Deputy Inspector General of Range for review and thereafter to the Inspector General of Police for acceptance, Some procedure should be followed in respect of other Inspectors except that the review should be made by the Deputy Inspector General of Police concerned. The remarks of the Deputy Commissioner should be obtained before sending the reports for review.
- (vi) In the case of Sub-Inspectors in the District Executive Force., C.LD., Armed Reserve, Units, Police Training College, Assam Police Radio Organisation and Government Railway Police, Superintendent of Police should initiate the report and submit it to the Deputy Inspector General of Police concerned for review and then to the Inspector General of Police for acceptance. In case the Deputy Commissioners desire to make any remarks regarding their works the remarks should be sent to the Superintendent of Police and then the remarks of the Deputy Commissioner should also be sent to the Inspector General of Police along with the Superintendent of Police's remarks.
- (vii) *Superintendent, office of the Inspector General of Police.*- The report should be initiated by Assistant Inspector General of Police, reviewed by Deputy Inspector General of Police (Admn) and accepted by the Inspector General of Police. In the case of Head Assistants and other members of staff in the office of the Inspector General of Police the same procedure should be adopted except that Inspector General of Police need not be the accepting officer in their case.
- (viii) *Ministerial staff in other police offices.*- The report should be initiated by the Deputy Superintendent of Police or Assistant Superintendent of Police or Superintendent of Police as may be in immediate

charge of the office and recorded and accepted by the Superintendent of Police, the Deputy Inspector General of Police concerned being the accepting officer in these cases where he is aware of their work.

(ix) *Forms . to be used in writing the confidential reports are enclosed as indicated below :-*

(1) Gazetted Police Officers-	Form A
(2) Non-Gazetted Police Officers up to the rank of Inspectors	Form B
(3) Ministerial staff up to the rank of Head Assistant	Form C
(4) Superintendent of the Inspector General of Police	Form D

The column 'grading' in the form should indicate 'Average', 'Good', 'Very Good', 'Outstanding'.

A Chart showing the recording, reviewing and accepting officers is enclosed at Annexure 'A' for guidance.

A guide estimating general ability and character of offices is at Annexure 'B'. This is only illustrative in nature.

Communication of adverse remarks.- It is most important that all adverse remarks that will help the officers in remedying the defects, if these defects are remediable should be communicated without fail to the officers concerned. This will also give him an idea as to what impression he makes on the superior officers. An extract of an unfavourable report should be communicated in writing by the reviewing officer (not Recording Officer) and the fact of such communication noted on the report before it is sent to the Departments/ Officers responsible for its custody. In exceptional cases, if the reviewing officer feels that communication of unfavourable remarks will serve no useful purpose and may only discourage the officers reported upon, he should submit the matter for orders to the next level, unless he himself is an accepting officer. In respect of gazetted police officers, however, relevant extracts of the adverse remarks will be marked out by Government (after their C. Rs, have been sent to Government by the Inspector General of Police) and the Inspector General of Police will communicate the same to such officers.

The annual report being a record of the impressions formed by his superiors about his work and conduct, Government will not ordinarily entertain representations against adverse entries communicated to an officer merely on the ground that the officer feels that he does not deserve the entry which has been recorded on him. Any evidence, however, that the entry has been made *mala fide* will be examined and will be the only ground for consideration of representations. Officers who make representations on this ground should, however, be careful and do so only after taking into account the consequence which would ensue if they are unable to establish the points raised in their representations. It is expected that *mala fide* as well as subjective entry would in the normal course be eliminated at the level of the reviewing and accepting officers.

Government have decided that instead of having a negative certificate in regard to integrity, the recording officers should specifically note on the character of the officer with particular reference to reliability and integrity.

Before making any adverse entry under this head the recording officer should make sure that their remarks will stand the test of further investigation:

ANNEXURE 'A'

CHART SHOWING THE REPORTING, REVIEWING AND ACCEPTING OFFICERS: POLICE DEPARTMENT

Officers	Reporting Officers	Reviewing Officers	Accepting Officers
Inspector General of Police.	Chief Secretary.	Minister i/c Home, if any or Chief Minister.	Chief Minister.
Deputy Inspector General of Police.	Inspector General of Police.	Chief Secretary.	Home Minister or Chief Minister.
Asstt. Inspector General and Supdt. Railway Police, Supdt. of Police.	Deputy Commissioner	Dy. Inspector General, Rauge.	
Deputy Supdt. and Asstt. Supdt. of Police i/c Sub-divisions	Supdt. of Police to submit to the Dy. Commissioner.	-do-	-do-
Inspectors in the District Executive Force	Supdt. of Police	-do-	-do-
Other Inspectors	-do-	Deputy Inspector General of Police concerned	-do-
Sub-Inspector in the Dist. Executive Force	-do-	Deputy Inspector General of Police	-do-
Sub-Inspectors in the CID, Armed Reserve Unit, Police Training College	-do-	Deputy Inspector General of Police concerned	-do-
Sub-Inspectors of Police Assam Fire Service Organisation	Fire Adviser, AFSO	Deputy Inspector General of Police(A)	Deputy Inspector General of Police(A)
Ministerial Staff, Assam Fire Service Organisation	Deputy Fire Adviser A.F.S.O.	Deputy Inspector General of Police(A)	Deputy Inspector General of Police(A)
Sub-Inspectors in the Govt. Railway Police	Supdt. of Rly. Police	Deputy Inspector General of Police concerned	-do-
Supdt., Office of the Inspector General of Police	Asstt. I.G.S	Deputy Inspector General of Police(Admn)	-do-
Head Assistant, Office of the I.G.P	-do-	-do-	-do-
Other ministerial staff in the Office of the I.G.P.	-do-	-do-	D.I.G. (Admn)
Ministerial staff in other police offices	Deputy Supdt. of Police/ Asstt. Supdt. of Police/ where such officer in the immediate supervisor, gazetted officer, otherwise the Supdt. of Police.		Supdt. of Police (D.I.G. concerned in those cases where he is aware of the work of the staff).

ANNEXURE 'B'
A GUIDE FOR THE ESTIMATE OF GENERAL ABILITY AND CHARACTER OF OFFICERS

1. Intellectual. : Yes or No.
Independence of judgement : Yes or No.
Receptivity : Quick, receptive, slow on the uptake
Initiative : Original, enterprising, resourceful, casual, apathetic

Drive : Forceful, pushing, forceless, inert
Promptness in disposal of work : Yes or No
Speed of decision : Very quick, fairly quick, sure, hesitant, indecisive
Quality of decision : Sound, Superficial
2. Capacity for duties : Diligent, Industrious, Toiler, Slack, indolent
3. Personality : Impressive, Attractive, Colourless, Unimpressive
4. Temperament : Self-controlled, Restrained, Excited, Panicky
Leadership : Capacity to exert influence, Tactfulness
Organisational capacity, Courage and firmness in difficult situations
5. Character:-
Moral reputation : Excellent, Good, Fair, Poor
Zeal and energy : Indefatigable, preserving
Liveliness : Spirited, Cheerful. Dull, Gloomy
Loyalty and fidelity : Faithful, Obedient, Conscientious, dutiful, easy-going, irresponsible, obstinate,
6. Relations with others :-
Attitude towards other Officers : Friendly, Co-operative, Obstructive, Individualistic, Selfish

Attitude towards subordinates : Humane, Considerate Sympathetic, Indifferent, Inconsiderate, Hard, Soft
Relations with non-officials : Considerate, Willing, Helpful, Sympathetic, Indifferent, Rude, Soft, Tactful, Tactless.

FORM 'A'
C. C. ROLL FORM OF GAZETTED POLICE OFFICERS

(CONFIDENTIAL)

CONFIDENTIAL REPORTS ON for the year ending 31st March

1. Name.
2. Rank (a) Substantive.
(b) Officiating
3. Period of report
4. Work attitude
5. Loyalty
6. Integrity
7. Example
8. Appearance and bearing
9. Physical fitness
10. Special conduct
11. Temperance
12. Reliability
13. Judgment
14. Initiative
15. Self-confidence (mention if under/over confident)
16. Intelligence
17. Keeness
18. Industry
19. Power of expression :- (a) Verbal
(b) Written
20. (Aptitude for intelligence work or Police executive work as the case may be)
21. Discipline
22. Organising ability (mention ability to delegate responsibility)
23. Tact
24. Relations with :- (a) Superiors
(b) Subordinates
(c) Public
25. General remarks
26. Categorisation
(a) Outstanding (to be awarded in very rare cases)
(b) Above average
(c) Average
(d) Below average.

Signature & Designation of the Reporting Officer.

Remarks of the Next Higher Officer
D.I.G., C I.D.
D.I.G., Range
D.I.G., Training

Remarks of I.G.P.

FORM 'B'
C.C. ROLLS FORM OF NON-GAZETTED POLICE OFFICERS
INCLUDING INSPECTORS OF POLICE

(CONFIDENTIAL)

CONFIDENTIAL REPORT ON for the year ending 31st December

1. Name
2. Rank :- (a) Substantive
(b) Officiating
3. Period of report
4. Reward and punishment during the year
5. General reputation
6. Integrity
7. Physical fitness
8. Temperance
9. Reliability
10. Judgment
11. Initiative
12. Intelligence
13. Keeness
14. Industry
15. Power of expression: (a) Verbal
(b) Written
16. Aptitude for intelligence work or Police executive work as the case may be
17. Discipline
18. Tact
19. Relations with (a) Superiors
(b) Subordinates
(c) Public
20. General Remarks
21. Categorisation
(a) Outstanding (to be awarded in very rare cases)
(b) Above average
(c) Average
(d) Below average

Signature & Designation of the Reporting Officer

Certified that all unfavourable remarks have been communicated to the Officer

Signature & Designation of the Reporting Officer

Remarks of the Next Higher Officer

D.I.G., C.I.D.

D.I.G., Range

D.I.G., Training

Remarks of the I.G.P.

FORM 'C'
ANNUAL CONFIDENTIAL REPORT ON THE WORKS OF
ASSISTANTS OF THE POLICE DEPARTMENT

1. Period of report
2. Name
3. Post held
4. Department or Branch now employed in
5. Work in which employed during the period of report.

Intelligence

Capacity for work and aptitude for technical and specialised work

Knowledge of laws/rules and orders and departmental procedures and their compliance

Attendance, conduct and amenability to discipline

Keeness and industry

Character with particular reference to reliability and integrity

Integrity

Ability to realise work and train up Assistants.

General Remarks: -

Categorisation :

- (a) Outstanding
- (b) Above average
- (c) Below average

Signature & Designation of the Reporting Officer

Certified that all unfavourable remarks have been communicated to the officer.

Signature & Designation of the Reporting Officer

Remarks by Higher Officer.

FORM 'D'
ANNUAL CONFIDENTIAL REPORT ON SUPERINTENDENT
OF THE OFFICE OF THE INSPECTOR GENERAL OF POLICE

Name Father's name
Date of birth Education qualification
Designation Department
Departmental Examination passed
or special qualification, if any
..... (1) (2)
Period of report

1. Particular kind or class of work on which the individual was employed during the period of report.
2. Conduct
3. Regularity and punctuality in attendance
4. General intelligence (whether average above average or below average)
5. (a) Trustworthiness
(b) Zeal
6. Business habits
7. General demeanour
8. Performance of duties-
 - (a) Knowledge of the branch/department in which engaged and quality of work
 - (b) Knowledge of rules, Regulations, manuals, etc.
 - (c) Capacity for noting and drafting
 - (d) Capacity for presenting a case with clear, unbiased and logical expression of views
 - (e) Ability to supervise and manage a department/branch
 - (f) Whether fit for confirmation/ shouldering higher responsibility
9. Special aptitude for any particular department, any special work done beyond his routine work that is worthy of recognition
10. General Remarks, if any

Recording Officer
Signature
Asstt. Inspector General of Police.

PART II
(To be filled up by the Reviewing Officer).

10. Overall assessment and grading.

Signature
Designation
Dy. Inspector General of Police (A)

64. Annual confidential report on Gazetted Police Officers

Immediately after the close of each calendar year, Superintendents of police will submit in duplicate to the Deputy Commissioner a confidential report in Form No.3, Schedule XL (A) (part I) on each Assistant and Deputy Superintendent who has served under him during the previous year or part of the year. The Deputy Commissioner after recording his own opinion on the work of these officers will forward the reports to the Divisional Commissioner together with reports in duplicate in the same form on each officer who served as Superintendent of Police in the district during the year. The Commissioner will add his own opinion and forward both copies of the reports to the Inspector General of Police. One copy of each report will be retained by the Inspector General, the second being forwarded with the Inspector General's own remarks to the Chief Secretary to the Government of Assam.

In the case of officer serving in the Railway Police and in the Criminal Investigation Department the Superintendent, Railway Police, and the Special Superintendent in charge of Criminal Investigation Department, respectively, will forward the reports direct to the Inspector General who will forward one copy to the Chief Secretary to the Government of Assam with his own remarks, and at the same time forward his reports on the Superintendents in charge of these departments. (See also Rule 313 of the Assam Executive Manual.)

No copies of confidential reports on gazetted officers shall be retained either by Deputy Commissioner or Superintendent of Police.

65. Communication of statements in official reports

In communicating to Subordinate officers such unfavourable remarks as may be made in regard to them by their superiors at the time of annual reports or on other occasions the following instructions should be carefully observed;

- (a) When a report is built up on the individual opinions of superiors, it is the only opinion as accepted by the highest authority which need be considered from the point of view of communication;
- (b) As a general rule in no case should an officer be kept in total ignorance for any length of time that his superiors after sufficient experience of his work are dissatisfied with him: in cases where a warning might eradicate or help to eradicate a particular fault the advantages of prompt communication are obvious; where criticism is to be withheld the final authority to consider the report should record instructions, with reasons, according to the nature of the defect discussed, as to the period for which communication is to be kept back;
- (c) Only those defects need be pointed out which can be remedied since it would serve no useful purpose to communicate such criticisms as Jack of ability or intelligence;
- (d) The reporting officer should specifically state whether the defects reported have been already brought in any other connection to the notice of the officer concerned;
- (e) Remarks in cases in which the Local Government or Head of the Department, or other officer suspends judgment, should not be communicated;
- (f) Great attention should be paid to the manner and method of communication in order to ensure that the advice given and the warning or censure administered, whether orally or in writing shall, having regard to the temperament of the officer concerned, be most beneficial to him;

The above procedure should govern reports of a periodical nature, There are others which may either be-

- (i) reports of a particular incident or act which forms the subject of departmental proceedings against the officer concerned;
- (ii) reports in reply to enquiries whether an officer who has not been well reported on in the past has improved and is fit for promotion; or
- (iii) reports in the answer to request for opinions as to the fitness of an officer for a particular appointment, etc.

No special instructions are necessary in respect of the first class and as regards the others; they should not be communicated unless they disclose facts or allegations which, in the opinion of the Local Government, should be conveyed to the officer concerned. If such remarks were invariably communicated there is little doubt that reporting officers would be discouraged from giving unreserved advice and opinions of value would be thereby lost.

66. Responsibilities of Superintendent of Police for training directly recruited probationary Assistant Superintendents of Police and Deputy Superintendents of Police

It will be the duty of the Superintendents of Police to look after the practical training of Probationary Assistant Superintendents of Police and Deputy Superintendent of the Police on their first being transferred to districts from the Police Training College and to supervise their studies so as to ensure their becoming thoroughly and practically acquainted with all branches of police work, and with the best means, methods and equipment for touring. Superintendents of Police must bear- in mind that in allotting work to a probationary officer the primary object is his training and not the general administration of the district. His work therefore must be varied from time to time so that he may learn all the branches of police administration. Inspecting Officers must see that the spirit of the rules contained in the two succeeding paragraphs are followed, and Superintendents of Police under whom probationers have been posted must submit, half yearly on 1st January and 1st July to the Inspector General a report indicating how far they have been carried out.

67. Instructions for the practical training of directly recruited Probationary Assistant and Deputy Superintendents of Police in the districts

Probationary Assistant and Deputy Superintendents directly recruited will be trained as follows on being posted to district :-

Probationary Deputy Superintendent of Police

(1) **Reserve Office.**-The Probationary Deputy Superintendent of Police will acquaint himself thoroughly with all the registers maintained in the Reserve Office and will write all the registers himself for 2 weeks. He will check up clothing and other stores and Arms and Ammunitions. He will hold at least one kit inspection parade of the men in the reserve line. He will check up the maintenance of vehicles and cars and maintenance of arms. He will attend parade daily and organise games and athletics in the afternoon. He will draw at least one departmental proceeding and record his findings. In the last two weeks of his training in the Reserve he will act as the Reserve Officer, and do all the work of the Reserve Officer.

(2) **Police Stations.**- The Probationary Deputy Superintendent of Police will then be posted to the Sadar Police Station where he will start with the Sherista work. He will acquaint himself thoroughly with all the registers maintained in the Police Station and write with his own hand the General diary and all other registers including enquiry slip, B. C. Rolls and monthly cash account. He will arrange joint patrol with the neighbouring Police Station and Village Defence Parties and go out on patrol duty, himself once a week. He will visit Daxis during patrol and make entries in the History Sheet on return. He will also correct V. C. N. B. after obtaining information while on mofussil. He will register some Non-F. I. R. cases and submits reports. He will also check motor vehicles and act as Town and Traffic Officer supervising town and traffic works. He will draw up F. I. Rs, of a few *mamuli* cases and accompany the O/C in the investigation of some important cases. Finally he will investigate a few cases independently under the supervision of the Circle Inspector. He will act as O/C of the Police Station in the last month of the Thana Training.

(3) **Court Office.**- In Court he will first of all acquaint himself with all the registers maintained in the Court Office and then write the registers himself including final Memos and Verification Rolls and daily U. T. Report. He will check up the properties in the Malkhana registers and see that the disposal orders in all cases obtained and properly carried out and properties in Malkhana labelled properly. He will do the F. R. work himself for two weeks. He will watch the prosecution of cases in the Court and be conversant with the procedure in summons and warrants and session cases. He will himself conduct one petty case in court under the supervision of prosecution Inspector. He will study some charge sheet cases and prepare the necessary brief and write the concise Memoranda himself. He will also attend Jail Parade at least twice during the period.

(4) **Inspector's Office.**-While attached to Inspector's office the probationary Deputy Superintendent of Police will perform all the duties of the Inspector under the latter's supervision, He will accompany the C. I. in his

supervision or investigation of cases and inspection of Police Station (C.I. will arrange inspection of at least two P.Ss). He will also write the Progress Reports of at least two cases recommending final forms in these cases. While in Inspector's office he will inspect one P. S. Independently under the supervision of the Inspector.

(5) **S. P's. Office.**- He will devote the first fortnight in the Crime Branch and acquaint himself with the Crime Index and other registers. He will also draft a certain number of Special Reports himself and put up notes after scrutiny of diaries for rectification of defects by I. Os. He will himself write for at least two weeks the daily cash book, receipt and pay cheque. contingent registers, bill register and check contingent registers, bill registers and check the last cash balance certificates with all the necessary registers He will also look into the files of pending correspondence making himself acquainted with office procedure.

(6) **D. I. B. Office.**- He will work in the D. I. B. office and receive general instruction regarding the organisation of the different political parties functioning in the district, the system of intelligence in operation and the treatment of intelligence in office. He will himself write the W. C. R. for one week.

The Probationary Deputy Superintendent of Police will submit a Weekly Diary to the Superintendent of Police showing the work done during the work ended.

During the last month of training he will be attached to the D. I. G., C. I. D. office for F. P. Training and to be conversant with the organisation of D.I.G./C.I.D. Office.

The Superintendent of Police concerned will submit to the Deputy Inspector General of Police, Range, a report on the progress of training of the Probationary Deputy Superintendent of Police and the standard of discipline maintained by him on the completion of training in each branch.

Probationary Asstt. Superintendent of Police

Duration of practical training of I. P. S. probationers in district after their return from Mount Abu is 12 months in the State. The breakup of 12 months programme of training of these officers in the State are as follows :

1st Month.-Attachment to State P. T. C. or I. G. of Police office to learn local laws and special features of local administration

2nd Month.-Attachment to H. Q. of District of postings, study of District Gazette, observing the work of various branches under supervision of S. P. making acquainted with various officers and personages of the district. Accompanying the Superintendent of Police on tour.

3rd and 4th Months.- Attachment at a P. S. to acquaint himself with all registers maintained in the P. S. To write general Diary. Khatian, Malkhana Register, Absconder Register, Enquiry Slip. Monthly Cash Account, V. C. N. B. and other Misc. Register. To learn Town Police work including Traffic Control, Traffic signalling, Patrolling in Surveillance of the B. Cs. to go out in night patrol and maintain a daily diary of work done. To investigate one case each in town and mofussil under supervision of C. I. To accompany Investigating Officer to watch investigation of important cases, To learn how to hold an inquest and to draw inquest report over dead body. To acquaint himself with the work of River Police and go out on patrol with R. P. I. To arrange joint patrolling with neighbouring P.S. and V.D.Ps. and go out on patrol. To register some Non-F. I. R. cases and to submit report.

5th and 6th Months.- As Officer-in-Charge of a medium size Rural Police Station, he is asked to draw F. I. R. and investigate at least two cases independently and to pay night visits as possible to important Crime Centre. He is asked to make entries in history Sheet of B. Cs. after such visits and entries.

7th Month.- Attachment to a Circle Inspector to perform all duties of C. I. under latter's supervision and write out daily reports. To attend C.I. on tour during supervision of cases and attend C. I's, inspection of P.Ss. To write progress report of at least two cases one of which is F. R. To inspect one P. S. independently under the supervision of the C. I.

8th Month.- Attachment to prosecution Branch to get himself acquainted with all registers prescribed for Court office. To do the work of P.R.S.I. for two weeks dealing with U.I. register, V. Rolls etc. Search Slips

and Record Slips. He is taught to write General Registers, Khatian and Malkhana Register and verify disposal of property with relevant receipts etc. To issue final memos of cases disposed of. To study Charge Sheet cases and prepare necessary brief and concise memoranda. To attend trial of cases for conversant with the procedure of summons, warrant and session cases. To conduct petty cases under guidance of P. I. To attend Jail parade and write up Jail Parade Form.

9th, 10th and 11th Months.- Attachment to District Police Office for 1½ months. To work in the Crime Branch and to acquaint himself with Crime Index and other Registers. To draft certain number of Special report. To write daily Cash Book, Receipt and pay cheque and last Cash Balance Certificate. To check the Force pay and T. A. Bill and scrutinise A. Rolls.

To work in the D.I. B. Office and receive general instruction regarding organisation of different political parties functioning in the District, the system of intelligence in operation and the treatment of intelligence, in office. To compile a W. C. R. once with the reports of various officers. To acquaint with the work in the Passport Section and study the rules, and regulations of Indo-Pak travel.

Reserve Office.- Attachment for 1½ - months to acquaint with all registers prescribed for use in Reserve office. To write morning report Disposition Register, Casualty Register D. O. Book. To check up arms and ammunition, clothing and other store register. To check vehicle Log Book, Drivers' Care diaries and maintenance of Vehicle. To attend parade and organise games and athletics activities in the Reserve. To draw up Departmental Proceedings and to record his findings.

12th Month.- Attachment to miscellaneous officers to improve the probationers knowledge of development programme.

68. Inspection by Probationary Assistant or Deputy Superintendent

(1) On the completion of training laid down in the foregoing rule the Probationary Assistant or directly-recruited Deputy Superintendent of Police will inspect no less than two mufassil Police Stations, one Circle Inspector's office one court office and supervise two important investigations.

(2) Superintendents will go through the inspection notes and supervision reports in the presence of the Probationary Assistant or Deputy Superintendents concerned and point out all errors and omissions indicating in the case of the inspection notes, the best methods of checking one register with another.

69. Investigation of serious cases by Assistant Superintendents of Police

Every Assistant Superintendent of Police unless specially exempted by the Inspector General of Police is required every year to investigate personally, with the Assistance of an Inspector or Sub-Inspector, at least six important cases preparing and signing all the diaries and documents pertaining to those cases, and generally seeing them to completion in all their stages, including the proceedings in the courts.

The number of such investigations made and the results obtained should be noted by the Superintendents of Police with their remarks on the work done, in the annual reports.

70. Departmental Examination

The detailed rules regarding the departmental examination of Probationary Assistant Superintendents of Police and Probationary Deputy Superintendents of Police will be found in the Rules for the conduct of departmental examinations published under the Assam Government Notifications No. 133 G. J., dated the 5th January, 1934 and No. 2906 A. P., dated the 23rd March, 1936.

The main principles are that Assistant and Deputy Superintendents must pass in:-

(a) Law [with and without books, and lower standard in one language (i.e., Assamese or Bengali) and in colloquial Hindustani] within two years of appointment.

Probationary Assistant and Deputy Superintendents of Police directly recruited must pass in accounts in the books prescribed by the Government of Assam while under training at the Assam Police Training College and promoted Deputy Superintendents must pass in accounts within two years of promotion in prospective or substantive vacancies as the case may be, under penalty of stoppage of increment.

- (b) *They* must also pass in one language by the higher standard within three years, and European and Anglo-Indian Officers must further pass the remaining language by the higher standard within four years of appointment, in both cases under penalty of stoppage of increment. Until an officer has passed completely in accordance with this rule, he will not be considered eligible for promotion either officiating or substantive, to the rank of Superintendent of Police, unless the Local Government find reasons for relaxing this condition in any special circumstances. (For rules regarding the examination of non-Gazetted Officers, see Part III).
- (c) No Assistant Superintendent of Police or Deputy Superintendent of Police will be considered eligible for confirmation until he has passed the prescribed departmental examination.
- (d) The seniority of Deputy Superintendents of Police shall be regulated by the date of their confirmation in the Assam Police Service. Officers who are confirmed will ordinarily be placed above any of their seniors who may not be found qualified for confirmation, but Deputy Superintendents of Police who have lost places owing to delay in confirmation will be restored to their original position when they qualify for confirmation.

NOTES

- (i) A probationary Assistant Superintendent of Police will not be eligible for the second increment of pay until he has passed the departmental examinations prescribed in Rule 6 (a) of the Rules for the Conduct of Departmental Examination of Police Officers.
- (ii) An Assistant Superintendent of Police will not be eligible for the third increment of pay until he has passed in one language by the higher standard and if required to pass also in the second language by the higher standard, he will not be eligible for the fourth increment until he has done so. [This amendment has come into effect from the 15th March, 1932].
- (iii) Assistant Superintendents of Police who pass their examinations regularly within the period prescribed in Rule 6 (a) and (b) of the rules for the conduct of departmental examinations of Police Officers, will be allowed to draw their 2nd, 3rd, or 4th increment of pay from the usual date of increment on the publication of the results of the departmental examinations.

[Authority: Assam Government Letter No. C. P. 1650/6698. G. J., dated the 29th December, 1936].

71. Assistant Superintendents of Police and Deputy Superintendents of Police of over six months' service require to attend Departmental Examinations

All probationary Assistant Superintendents of Police and Deputy Superintendents of Police who have been more than six months on duty must attend the half-yearly departmental examinations and will be examined in one or more subjects until they have passed completely.

Those who have been on duty less than six months may, at their option attend the examination.

An officer is permitted to draw travelling allowance for journeys to and from the departmental examinations twice for any particular examination or standard of examination. Halting allowance during the period of the examination is not admissible, and any officer who appears to have neglected to prepare himself may have his travelling allowance disallowed see also Rule 129 of the Assam Subsidiary Rules.

72. Departmental Examination and Leave

No application for leave from any officer liable to examination, will ordinarily be entertained if the following half-yearly examination falls due before expiry of the leave applied for unless application specifies that the applicant will attend the examination.

If such leave is applied for, it should be stated that the applicant is liable to pass an examination, and that the next examination will be held within the period of leave applied for. It will then be decided whether, for the reasons stated, the leave should be granted and, if so on what conditions.

73. Rewards for Passing in oriental language

The rules regarding the examination in oriental languages for passing in which officers of the Indian Police are granted rewards will be found in the Government of India, Notification No. 80, dated the 6th June, 1914, as subsequently amended.

The power of the State Government to sanction the application of officers subordinate to the Inspector General of Police for permission to appear at examinations in oriental languages has been delegated to the latter.

Officers permitted to attend these examinations will draw travelling allowance in respect of their journeys for the purpose in accordance with Rules 129 to 132 of the Subsidiary Rules under the Fundamental Rules framed by the Government of Assam.

S. R. 129.-Temporary and officiating service rendered under another Government whether Central or Provincial will, if followed by confirmation under the Government of Assam, be taken into account for the purpose of the leave account maintained under F. R. 77 (b); provided that under the rules laid down by the other Government such service would have counted had the Government servant in question continued in the service of that Government without a break till confirmation.

Leave Earned by Non-Continuous and Part-Time Service

S. R. 130.-A Government servant employed in an establishment the duties of which are not continuous but are restricted to certain fixed periods in each year, or who belongs to a part-time service, is not entitled to leave with allowance.

Exception.- A part-time teacher of an educational institution may, during leave, be allowed leave salary subject to the condition that it shall not exceed what remains from his pay after provision has been made for the efficient discharge of the duties of the post during his absence; where, however, no such provision is made the leave-salary shall be limited to half of the absentee's pay at the time of taking leave:

Note 1.- Government Pleaders and Public Prosecutors who receive retainers may keep the retainer during leave allowed by the Legal Remembrancer; provided he makes such arrangements that no extra cost to Government is entailed.

Note 2.- The Advocate-General may keep his retainer during leave allowed by Government; provided that he makes such arrangements that no extra cost to Government is involved.

NOTES

S. R. 130.- The Exception to this rule was added, vide Correction Slip No. 19 and Finance Department Notification No. 206-F (a), dated 23rd January, 1940.

Leave Admissible to Government Servants Remunerated by Honoraria Or Daily Wages

S. R. 131.-A Government servant remunerated by honoraria may be granted leave at the discretion of the appointing authority, provided that he makes satisfactory arrangements for the performance of his duties, that no extra expense is caused to Government and that during leave the whole of the honoraria or allowances are paid to the person who officiates in his post.

Note.- Government Pleaders remunerated by honoraria are allowed leave by the Legal Remembrancer; provided arrangements can be made for their work and their honoraria are paid to the person who officiates.

Leave Rules Applicable to Permanent Piece-workers, employed in the Assam Government Press are who not Classed as “Inferior”

N. B.- See also Appendix 18 as regards "Leave Rules for press employees entering service on or after 1st March, 1934.

S. R. 132.-(1)(a) Leave on average pay will be granted to piece-workers according to their service as shown below :

Length of service		Leave admissible
Less than 10 years	..	16 days in each calendar year.
Ten years but less than 15 years	..	23 days ditto.
Fifteen years and above	..	31 days ditto.

Note.- In calculating the length of service, the period of continuous temporary service rendered by a piece-worker up to the date of his being brought on to the permanent establishment as well as continuous inferior service rendered up to the date of his promotion to superior service shall be taken into account.

(b) This leave will be non-cumulative, i.e. any leave not taken during the year will lapse without any monetary compensation.

(c) Gazetted holidays actually enjoyed may, at the option of the pieceworker, be counted against any leave admissible to him under sub-rule (a) and if so counted, will be paid for.

(d) The grant of leave under these rules cannot be claimed as a right, and can be refused by the Superintendent of the Press on administrative grounds. It may also be withheld from piece-workers who have been irregular in attendance.

(2) Leave on medical certificate on half average pay will be earned at the rate of one month's leave for every complete period of eleven months' duty and as regards incomplete periods one day's leave for every eleven days duty. It will be cumulative and will be granted only when no average pay leave is admissible.

(3) Leave without pay may be granted when no other leave is admissible.

(4) No continuous period of leave with pay shall exceed one year; an extension over one year shall be leave without pay.

(5) Injury leave at half pay rates may be granted to a piece-worker who is injured in circumstances which would have given rise to a claim for compensation under the Workmen's Compensation Act, 1923 (VIII of 1923), if he had been a workman as defined therein, whether or not proviso (a) to subsection (1) of Section 3 of that Act is applicable. Such leave shall be deemed to be leave on medical certificate for the purposes of sub-Rule (2) and (4). It shall be granted from the commencement of disablement so long as is necessary, subject to a limit of two year for anyone disability and a limit of five years during a piece-worker's total service. The salary payable in respect of a period of leave granted under this rule shall, in the case of a piece-worker to whom the provisions of the Workmen's Compensation Act 1923 (VIII of 1923) apply, be reduced by the amount of compensation paid under Clause (d) of sub-section (1) of Section 4 of that Act.

Note 1.- Pay for average pay means remuneration at class rates at the time of taking leave.

The calculation is: Class rate multiplied by 7. to get the daily rate, multiplied by the number of days' leave. Thus. if a piece-worker whose class rate is 2 annas per hour applies for leave for 10 days he will be entitled to Rs. 8-12-0 and Rs. 4-6-0 as leave salary during leave on average pay and half average pay respectively.

For calculating the class pay of a piece-worker who is promoted to a post on a time-scale of pay. a month is taken to the 175 hours.

Note 2.- For the purposes of determining the classification of service of a piece-worker who may be in superior service in one month and in inferior service in another month on account of fluctuations in his earnings, the monthly emoluments shall be taken as equivalent to two hundred times his hour by class rate.

Note 3.- The above rules will also apply to temporary piece-workers in superior service who have rendered three years' continuous service.

Note 4.- (a) Leave for 16 days each year at class rates may be given to temporary piece-workers, in superior service with less than three years' continuous service and to piece-workers in inferior service whether permanent or temporary to cover absences on account of holidays, sickness or leave; provided that the worker has been in regular employment for the previous twelve months.

(b) The term "regular employment" shall be interpreted as not less than 90 per cent of the required working hours; regard should be had to absence in case of sickness.

(c) The leave shall be non-cumulative. i. e., any leave not taken during the year shall lapse.

Note 5.- When a piece-worker after working for certain periods on a working day goes on leave for the remaining hours of the day, he will be treated as on leave for the whole day and will receive leave-salary admissible to him under the rules in addition to the payment for the value of work done before leaving office.

NOTES

S.R. 132.- Note 1 appended to this rule was substituted vide, Correction Slip Nos. 99 and 41, and Notification No. FA. 2/42/1. dated the 7th January, 1942 to take effect from the 1st February. 1941.

In Note 4. the words "in superior service" and the words "and to pieceworkers in inferior service whether permanent or temporary" were added vide Correction Slip No. 142.

Note 5 was added vide Correction Slip No. 142.

74. Rewards for passing in frontier languages

Superintendents of Police, Assistant Superintendents of Police and Deputy Superintendents of Police are eligible for the rewards specified in the rule-prescribed by the Government for the encouragement of the study of frontier languages. The rules are published in the Assam Government Notification No. 6204 A.P., dated the 10th November 1927, as subsequently amended by Notification No. 416-A. P., dated the 25th January 1928.

75. Co-operation meetings and their objects

The fundamental object of co-operation meetings is to regulate the communication of intelligence from one district to another regarding criminals and criminal gangs whose operation extend over more than one district and to promote combined action against such criminals or gangs by the officers of different localities. The Special Superintendent of Police in-charge of Criminal Investigation Department will arrange beforehand, in consultation with Superintendents of Police, the date and place of the meetings and the programme of subjects for discussion and will preside at the meetings unless there are urgent reasons which prevent his doing so. The chief business of the meetings will be to collect, collate and communicate intelligence regarding organised gangs operating (a) within and (b) without each district, and for this purpose, officers attending the meeting should bring with them such Inspector and Sub-Inspector as they think will be of assistance with such of their village crime note-books and dacoity registers as may be required to discuss the history of the various criminals or gangs of criminals who work over the districts concerned and to concert measures for the future. The registers will be compared and. made to agree in all particulars so that at the end of the meeting each officer will have a complete history of the gang and full information of the whereabouts of the members and will personally know the officer with whom he is associated in looking after them.

The end of the rains has been chosen, as the best time for the meetings, so that bad livelihood cases may be taken up in the ensuing cold weather if necessary. Officers should intimate to their Superintendents of Police concerned the particular gangs, criminals or class of crime which they wish to discuss so that the necessary information may be forthcoming at the meeting.

The Superintendent of Railway Police will attend these meetings or depute an officer concerned to do so.

The officer presiding at the meeting will send a copy of the proceedings to the Special Superintendent of Police for submission to the Inspector General of Police.

76. Co-ordination and local meetings

With a view to take concerted action at the end of each dark night period, thana officers, Circle Inspectors and Superintendent of Police, should study their note-books and crime maps and observe:-

- (i) Where grouping of the various classes of burglary has become marked,
- (ii) What measures are required to deal with groups of crimes brought to notice by maps of thanas and district borders.

Thana officers should prepare separate maps for border crimes. attach such information as they have obtained and send the maps and notes to border circles concerned whether within or beyond the district. The Circle Inspectors will check and enforce this action. Superintendents of Police will similarly send to neighbouring districts maps and notes showing how burglaries are grouped on the borders of the districts.

Superintendents of Police should consult at definite intervals and draw up concise monthly notes on the burglary of the district for record and for instructions of their thana officers and arrange local meetings either of his own accord or on reference from another Superintendent of Police to concert measures against a particular gang or to meet an outbreak of crimes. The number of these additional meetings should not be large. If, however, during the investigation of a case or a group of cases, an Inspector or a station officer finds it necessary to concert measures with the officers of neighbouring thanas, whether within or beyond the district he should of course do so.

A copy of the proceedings of the meetings should be sent to the Superintendent of Police and the Circle Inspectors concerned for their information and action.

77. Power of Assistant Superintendents of Police and Deputy Superintendents of Police

Assistant Superintendents of Police and Deputy Superintendents of Police will exercise such powers as may be, from time to time, lawfully delegated to them by the Superintendents of Police.

Assistant Superintendents of Police have certain statutory powers under Sections 30 and 30-A of the Police Act (Act V of 1861), and by Government Notification No. 1004-J., dated the 24th February, 1908. These powers have also been given to Deputy Superintendents of Police. By the same notification both Assistant Superintendents of Police and Deputy Superintendents of Police have been given powers under Sections 7 (b) and 13 of Act V of 1861, but all these powers should be exercised subject to the control of the Superintendent of Police.

The power to issue a license under Section 30 of the Police Act shall only be exercised by an Assistant Superintendent of Police or Deputy Superintendent of Police at headquarters during the absence of the Superintendent of Police. As regards powers of punishment, see Part III of this Manual.

78. Duties of Sub-divisional Police Officer

The main objects of Government in posting gazetted officers to sub-divisions are to prevent and detect crime to ensure that close supervision is exercised over investigations. In all important cases, therefore, the officer should visit the spot and see that the enquiry is being pushed through without delay, that clues are not overlooked and that the subordinate police are working honestly. He should see that confessions of accused persons are treated with caution, and that no sort of pressure is used or inducement offered to obtain them.

The officer should consult the sub divisional Magistrate in all matters affecting the original administration and the maintenance of peace in the subdivision. His relations with the sub-divisional Magistrate should be similar to those between the Superintendent of Police and the District Magistrate.

79. Local knowledge of Sub-divisional Police Officers

The first essential for the prevention and detection of crime is local knowledge, and the sub-divisional police officer should, by going into the villages, get into close and friendly touch with the people and leading villagers and ascertain their wants from a police point of view; ascertain whether the rural police are doing their duty and are residing. In the villages to which they are appointed; enquire as to the prevalence of any particular class of crime

and look up bad characters and enquire about them from respectable inhabitants with a view to revising the lists of surveillances. He should particularly enquire whether any new criminal gangs are at work, and in places where there are a large number of absconders, see that real efforts are made by the police to effect arrests. He should test the knowledge of his subordinates. and instruct them in their duties.

He should promptly take up and investigate all charges brought against the police unless and until the enquiry is taken up by the Superintendent of Police himself or a Magistrate, in which case he will assist to the best of his ability

80. Inspections by Sub-divisional Police Officers

A Sub-divisional Police Officer will not inspect police stations unless so ordered by the Superintendent of Police. He will, however, be responsible for ensuring that full action is correctly taken on the points raised at the inspections of the Superintendent of Police and of the Circle Inspector and seeing that all Standing Orders and Circulars. are correctly obeyed. He need not attend the Superintendent of Police's inspections unless the Superintendent of Police orders him to do so.

81. Sub-divisional Police Officer's attendance at Chaukidari Parades

The Sub-divisional Police Officer should make a point of attending these parades, especially on quarterly pay days, and should distribute pay and rewards, see that the station officers are making proper use of the chaukidars and that the latter are suitably rewarded for good work and are regularly paid. All reports relating to rewards and punishments of chaukidars should pass through the Sub-divisional Police Officer and he should endorse his opinion thereon. It is also open to the Sub divisional Police Officer to recommend deserving village headmen for reward.

He should occasionally visit important hats and always make a point. of attending annual fairs and festivals and see that order is preserved. In the case of large gatherings arrangements for the preservation of order should be carefully thought out beforehand.

81. Duties at Headquarters of Sub-divisional Police Officers

At headquarters he will examine case diaries and final forms, but must be careful not to delay the submission of the latter to the Sub-divisional Magistrate. He will attend the Magistrate's Court during the trial of important cases, visit the sub-treasury guard and town police beats at least once a week at night to see that the police are at their posts and alert, examine arms and ammunition, hold jail alarm parades; hold kit inspections once a month and test the completeness of the Court officer's indices against the Conviction Register. In sub-divisions where there is a Sub-divisional Police Officer, the Circle inspector and the Court officer will send all papers in Special Report cases and such other cases and papers as he may desire, and quarterly return of heinous crime intended for the Superintendent of Police through the Sub-divisional Police Officer who will forward them to the Superintendent of Police with his remarks. The daily crime and under-trial reports will be sent to the Superintendent of Police after the Sub. divisional Magistrate has seen them.

It is not intended that the Sub-divisional Police Officer should be given any clerical staff, but an intelligent Assistant Sub-Inspector should be deputed to assist him in his clerical duties. He will not correspond officially with the Superintendent of Police. Official papers will ordinarily be forwarded in original, but in important cases a copy may be kept by using a letter book with carbon paper.

The Superintendent of Police will ensure that the Sub-divisional Police officer avoids any tendency towards undue increase in correspondence, as this can only hamper him in his main duties which lie in the field.

83. Sub-divisional Police Officer's note-book and tour diary

He will keep a note-book and a tour diary as prescribed in Rule I-62 and Rule II-60 respectively. The tour diary will be submitted to the Inspector General through the Superintendent of Police.

At the close of each week he will write to the Superintendent of Police a letter reviewing the situation in his sub-division and giving all facts and information of interest above what is. going on, with his own comments and opinions thereon. The letter should be full and clear but concise, and should not be in crystallized or official form.

CHAPTER V
Leave of Gazetted Officers (Rules 84 to 91)

84. Leave Rules of Gazetted Officers

For rules regarding leave-See Part IV-Chapter X of the Fundamental Rules and the Subsidiary Rules framed by the Government of Assam thereunder.

For instructions for the guidance of officers intending to prefix or affixed gazetted holidays or Sundays to their leave.-See the following rule.

See also Rule 194-98 of the Subsidiary Rules framed by the Government of Assam under the Fundamental Rules.

In order that the Inspector General of Police may be in a position to work out a definite plan of reliefs for submission to Government, officers who propose to apply for long leave should inform the Personal Assistant semiofficially the previous October of their intention giving the approximate date of commencement and the duration of leave desired.

Officers who propose to apply for short leave should similarly inform the Personal Assistant prior to submitting their applications. and ascertain if there will be any objection to the leave.

S. R. 194.-The State Government may, by general or special order, direct that the ordinary rates or daily allowance or mileage allowance or both shall be increased, either in definite ratio or in any other suitable manner, for any or all Government servants travelling in any specified locality in which travelling is unusually expensive. A list of special rates of travelling allowance sanctioned for special localities is given in Appendix 23.

S. R. 195. -When a Government servant of a grade lower than the 1st grade is required by the order of the superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or mileage allowance admissible to him under the ordinary rules he may draw the actual cost of travelling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate signed by the superior authority and countersigned by the controlling officer, that the use of the special means of conveyance was desirable in the public interest and specifying the circumstances which rendered it desirable.

Note.-(i) The term “special means of conveyance” does not include boats (except between the stations of Silchar and Changsil and between Silchar and Sairang) or bullock carts which are ordinary means of conveyance but it include accelerated carts where there is an accelerated service.

(ii) The term “actual cost of travelling” include the cost of moving baggage which an officer cannot take with him when travelling by a pony and for which he is compelled to hire a cooly.

(iii) Boat shall be regarded as a special means of conveyance in the case of all subordinate officer of the Forest Department, and in the case of all third and fourth grade officers serving in Sadiya, Frontier Tract.

S. R. 196.- A Government servant of the 4th grade, when travelling by rail, may draw mileage allowance under S. R. 173 and when travelling by sea or river steamer in addition to mileage allowance, daily allowance at double the rate ordinarily admissible to him; provided that whatever be the nature of other journeys which may be combined with the steamer journeys, no further daily allowance may be drawn for any day for which his double allowance is drawn.

DIVISION X
Journey on tour
(i) General Rules

S. R. 197.- The State Government may define the limits of the sphere of duty of any Government servant.

(1) The jurisdiction of Deputy Rangers and Forester not in-charge of Ranges and Forest guards is the Range to which they are attached.

(2) The ordinary jurisdiction of a Circle Inspector of Police (except Reserve or Court Inspector) is the Circle in which he is employed. The jurisdiction of Reserve and Court Inspectors and Court Sub-Inspectors, Court Assistants Sub-Inspectors and Constables is their headquarters station. The jurisdiction of Reserve Head Constables and Constables and also of Inspectors, Sub-Inspectors and Havildars of the Armed Branch is their headquarters station. The jurisdiction of Sub-Inspectors, Assistant Sub-Inspectors, Head Constables and the Constables of the Unarmed Branch is the Police Station to which they are attached. The jurisdiction of the Sub-Inspectors, Assistant Sub-Inspectors and Constables and of the Circle Inspector's headquarters staff is their headquarters of Police Station. The jurisdiction of the Sub-Inspectors, Head Constables and Constables of Town Police is the municipal limit of the town to which they are posted.

(3) The sphere of duty of all records during re-settlement operations is the circle in which they work and then travelling allowance will be governed by S. R. 202.

(4) The sphere of duty of all personnel of the Government Railway Police is the whole of Government Railway Police District.

NOTES

S. R. 197.-Sub-rule (2) was substituted vide Correction Slip No. 531 to A.S .R. (HPL 377/76).

S. R. 198.- A Government servant, is on tour when absent on duty from his headquarters either within or with proper sanction, beyond his sphere of duty.

Note 1.-Government servants attending meeting of tile Court of Executive Council of the Gauhati University and those, who, though not member of the Board of Agriculture, attend the meetings at Pusa as visitors, are on duty and will draw travelling allowance accordingly.

Note 2.- The Principal of a Government College or a professor authorised by him in that behalf who attends the annual convocation of the Gauhati University in order to identify the graduates from his college is on duty and will draw travelling allowance accordingly.

Note 3.- Civil Surgeons appointed to conduct the examination held by the Assam Medical Examination Board are on duty and will draw travelling allowance accordingly.

Note 4.- Officers of the Assam Educational Service appointed as outside Examiner in connection with examinations held by the Assam Medical Examination Board at Dibrugarh are on duty and will draw travelling allowance accordingly.

Note 5.- Educational Officers who are required to perform journeys on scouting work are on duty and will be allowed by. competent authority to draw travelling allowance accordingly.

NOTES

S. R. 198.- In Note 2 the words "Gauhati University" were substituted vide C. S. No. 455 to A.S.R., to take effect from 1st January, 1948.

Notes 4 and 5 were inserted respectively vide Correction Slip No. 29 to A.S.R. [Reference I.S.G. Department File No. Medical 996/40] and C.S. No. 151 [Notification No. FA 42/42/11/49, dated 23rd September, 1942].

85. Requests for casual leave of Gazetted Officers

Superintendents of Police, Assistant Superintendents of Police and Deputy Superintendents of Police should forward requests for casual leave through the Deputy Commissioner. Should the Magistrate record an objection to the grant of leave, the leave applied for cannot be granted. If the leave be granted it will still be necessary for the police officer to take the Magistrate's orders before leaving the district. The Magistrate should invariably inform the Commissioner when he consents to the grant of casual leave to Superintendents of Police.

Superintendents of Police, Assistant Superintendents of Police and Deputy Superintendents of Police before taking casual leave should notify to the district officer their addresses during the period of such leave.

The Inspector General of Police will grant casual leave to all gazetted officers subordinate to him. Casual leave may not be combined with any other kind of leave, and ordinarily may not extend to more than ten consecutive days or more than ten days in any one calendar year. The Inspector General of Police can, however, grant casual leave in excess of the prescribed limit in special cases. If casual leave is taken in extension of gazetted holidays, these holidays must ordinarily be counted as part of the leave, but the Inspector General of Police may in exceptional cases allow a departure from this rule. See Rule 246 of the Assam Executive Manual.

86. Leave Application

An application for leave should ordinarily be made at least three months before the date from which an officer wishes his leave to commence, and in every case where this course is not followed, an explanation of the circumstances in which the application was delayed should accompany the application (Assam Schedule III-Accounts, Form No. 71). For further information see the Fundamental Rules and the Subsidiary Rules framed thereunder by the Government of Assam.

The officer's leave address must always be inserted in the leave application, and in addition, before his departure, he must also forward it to the Personal Assistant to the Inspector General of Police and leave it on record in the office from which he departs, for reference.

87. Employment during leave

Employment during leave of Government servants including officers of the Police Department is regulated by Rule 69 of the Fundamental Rules.

88. Absence from office for seven days owing to illness to be reported to Inspector General of Police

If a Superintendent of Police, Assistant Superintendent of Police or Deputy Superintendent of Police, is unable owing to illness to attend office for seven consecutive days, the fact should be reported to the Inspector General of Police.

89. Departure on leave and return from leave

Gazetted Police Officers must inform the Personal Assistant to the Inspector General of Police by telegraph, of the date and hour of their return from leave out of India immediately upon landing.

The procedure to be followed on departure on leave out of India is laid down in Assam Subsidiary Rules 226 and 227, and on return from leave in India or out in Assam Subsidiary Rules 228 and 229.

NOTES

Subsidiary Rules 226 to 234 have been deleted and do not exist:

90. Reporting Arrival by Gazetted Officers

All gazetted police officers will report to the Inspector General of Police, the Chief Secretary to the Government and the Comptroller the date and hour of their taking charge of any appointment. The charge report (Form No. 81, Schedule II) will be used. Superintendents of Police are responsible that Assistant Superintendents and Deputy Superintendents of Police in their districts do not omit to make this report.

All gazetted officers on arrival at the headquarters of the district to which they are appointed will report themselves to the District Magistrate.

The fact of officers joining or leaving a district with date and time must be entered in the district order book.

91. Taking over charge by Gazetted Officers

The following are the rules regarding the making and taking over charge of office:-

- (i) No gazetted officers will leave his post until he is relieved or has received the permission of Government to relinquish his post.

- (ii) Charge of an office must be made and taken over at headquarters both the relieved and the relieving officers, if any, being present, unless special permission is given to do otherwise - *See* Rule 10. of the Assam Subsidiary Rules.
- (iii) Both the relieving officer and the officer relieved will sign the charge reports (Form No. 81, Schedule III) one copy of which will be sent to the Comptroller, a second copy to the Inspector General and the third to Chief Secretary to the Government.
- (iv) The relieving officer will also sign a memorandum in Form No. 1 of Schedule XL (A) (Part I) and send a copy of the charge report meant for the Inspector General of Police and the memorandum to the Personal Assistant to the Inspector General of Police.
- (v) This memorandum should only be signed after careful examination by the relieving officer of the necessary registers and of the cash and stock.
- (vi) The certificate regarding the taking over of all cypher papers as also that regarding other secret of confidential documents will be sent by the relieving officer to the Special Superintendent of Police in charge of Criminal Investigation Department, Shillong (now Guwahati).
- (vii) Officers who occupy Government residences for which rents are paid will fill in the relevant note on the charge report, a copy of which will be sent to the Executive Engineer of the Division who is responsible for the recovery of the-rent. Officers who occupy Government residences free of charge and those who do not occupy such quarters will cross out the note in their charge reports.

When an officer occupies or vacates a Government residence, otherwise than on assuming or relinquishing charge of an office, he will report the fact to the Executive Engineer of the Division.

- (viii) If no permanent advance is received by the relieving officer while taking over charge the certificate under Article 93 of the Civil Account Code, Volume I is to be struck out.

CHAPTER VI

Uniform of Gazetted Officers (Rules 92 to 108)

92. Uniform of Indian Police Service Officers

The following is the uniform prescribed by the Government of India for Officers of the Indian Police Service and will be worn on all formal occasions. Certain modification for informal duty are permissible and will be found in the following rule, beyond these no deviation whatever is permitted.

1. *Review order.*- When Officers are on mounted duty, this consists of peak cap, jacket, whistle and lanyard, breeches, field boots, spurs (optional), Khaki shirts, blue tie, Khaki socks, sam brown belt and sword, medals and decorations. These shall be worn on all State ceremonies (e.g., public arrivals and departures of the President or the Governor, presentation of Guards of Honour on such occasions) at Ceremonial Parades or whenever full dress is ordered.

When Officers are not on mounted duty, this consists of :-Type (A) - Peak cap, Jacket (gaberdine or drill), whistle and lanyard, slacks of the same material as the jacket, brown ankle boot/shoes, khaki shirts, blue tie, khaki socks, sam brown belt and sword, medals and decorations.

Type (B) - Peak cap, shirt (Khaki Cellular), slacks (Khaki drill or cotton terene or khaki gaberdine cotton) Khaki socks, shoes and sam brown belt and sword, whistle, Lanyard, ribbons, medals and decorations.

Note.- The type of Review order to be worn on any occasion may be prescribed by the Inspector General of the State or forces.

2. *Working Dress.-*Type(1) - Peak Cap, Jacket, slacks of the same material as the jacket (gaberdine or drill or khaki gaberdine cotton), whistle and lanyard, shoes/ankle boots, khaki socks, khaki shirt, blue tie, cloth belt of the same material as the jacket or Sam Brown belt and ribbons.

Type (2)-Peak cap, bush shirts with cloth belt, slacks, socks and shoes/ankle boots and whistle, lanyard and ribbons,

Type (3) - Peak cap, shirts with sam Brown belt (with or without jersey) or web belt, slacks and shoes/ankle boots and whistle, lanyard and ribbons.

Type (4) - Peak cap, shirts (angola or cellular), web belt (with or without jersey), slacks (gaberdine or drill, socks and shoes/ankle boots/jungle boots.

Note.- The type of Working Dress to be worn may be decided by the Inspector General of the State or Force.

3. * * * * * Deleted.

4. *Head Dress.-* Peak cap, Khaki gaberdine (whenever khaki is mentioned the shade will be spinners vigan No. 1 ½" total depth, diameter across the top 1 ½" for a cap fitting 22" in circumference, the top to be 3/2" larger or smaller in diameter for every 13" by which the cap may vary in size or head above or below the before-mentioned standard. e.g, for a cap 22" in circumference, the diameter across the top to be 1 5/8" and for a cap 21" in circumference, the diameter to be 10". The sides to be made in four pieces and to be 1/8" deep between the belts. Indian Police Service pattern hadges of silver metal to be worn in the centre of the band in front. The cap to be set up on a band of stiff leather or other materials 1 3/4" deep. Chin strap of brown leather 33" wide buttoned on two gorget buttons of the Indian Police Service pattern placed immediately behind the cornrs of the peak.

As an alternative to the peak cap, officers may wear pagri of khaki Silk or Muslin or beret cap of the colour prescribed for each State or Force.

Officers of the Rank of D. I. G. and above will wear a dark blue band with the badge appropriate to their rank.

The Director, Intelligence Bureau, Government of India, Inspector General of Police, Deputy Directors, Intelligence Bureau, Commissioners of Police, Deputy Inspector General of Police. Deputy Commissioners Police and Superintendent of Police, who are entitled to wear the State Emblem and two stars, will wear a dark blue band of woollen material to be placed between the two lower welts with silver embroidered Indian Police Service Crest Chin Strap of brown leather. Officers of the rank entitled to wear a blue band embroidered crest on their peak caps will if wearing Pagri, wear a similar blue band and embroidered crest on the Pagri.

5. *Jacket.-* Khaki drill/gaberdine cotton or cotton terene (during hot weather) and Khaki gaberdine or woollen or wollen terene (during cold weather) single breasted, out as lounge coat to the waist, very loose at the chest and shoulders but fitted as the waist, military skirt to botton edge. A silver plated hook on each side at the waist. Length as in ordinary civilian lounge Coat. i.e. covering the seat, collar to be cut as in an ordinary civilian lounge coat. Two crosspatch breast pockets above 66" wide and 77" deep to the top of the flap, with 22" box pleat in the centre fastened at the top with a small Indian Police Service pattern buttons; flap with button hole to cover pockets 22" deep and 66" wide. Two expanding pockets below the waist (Pleats at the sides) 99" wide at the top 101" at the bottom, 8" deep

to the top of the pocket, fastened at the top with a small- Indian Police Service pattern button; flap, with button hole; to cover pockets, 22" deep and 103" wide, the top of the pocket to be tacked down at the comers in such manner that the pocket can be expanded at the top also if necessary. Four medium Indian Police Service pattern buttons down the front. The buttons should be so fixed that the bottom-most buttons covers the navel and the topmost button so fixed one-third distance between the navel and the position of the tie-knot. Pointed cuffs, 5" high at the point and 22" behind. Shoulders stamps of the same material as the garment fastened with a small Indian Police Service pattern button. The jacket to be worn with a soft or semi-stiff collar and shirt and dark blue sailor-knot tie.

6. *Trousers (Slacks).*- Khaki gaberdine or cotton terene of Khaki colour to match jacket, without tom-ups and shaped from instep to heels the bottom to measure 16 to 18 inches.
7. *Breaches (Bedford or Jodhpur type).*- Khaki cotton cord to be worn with Khaki drill tunic and Khaki woollen cord with gaberdine tunic.
8. *Boots Ankle.*- Ankle, plain brown leather with plain toe-caps and nine pairs of eye-lets.
9. *Shoes.*- Plain brown leather Oxford shoes with plain toe-caps and 5 pairs of eye-lets.
10. *Boots Field.*- Brown leather soft, less stiffened to a depth of 4 to 6 inches from the top, laced at the instep, with nine pairs of eye-lets, holes, brown leather garters; no gusset at the top keep the boot in position.
11. *Spurs (for mounted duty only).*- Light hunting, with brown leather straps and shields and brown leather under-straps.
12. *Belts.*- Sam Browne of Army Regulation pattern but with silver mountings or web belt. Cloth belt of the same material as the jackets with silver mountings may be worn with the working dress when revolver is not carried.
13. *Sword.*- Infantry pattern with half basket hilt in white metal and device I. P. S. and State. Emblem.
14. *Sword knot.*- Brown leather with a corn.
15. *Scabbard.*- Brown leather infantry pattern.
16. *Whistle.*- Of the Police pattern, to be warn attached to a dark blue round plated lanyard and carried in the left breast pocket.
17. *Badges of Rank.*- Silver metal. The State Emblem to be 5.32" by 3". The stars to be of the "Star of India" (five pointed) pattern and 1" broad. The Deputy Directors, Intelligence Bureau, Commissioners of Police and Deputy Inspector General of Police shall wear the three stars in the badges of their rank on the shoulder strap in the form of an equilateral triangle with Apex upwards. The stars should be slightly frosted but without any design in the centre, the crossed sword and boton will be worn so that the point of the sword is to the front and the edge of the blade outwards or outwards the arm. The sword should measure 1 $\frac{7}{8}$ " and the baton 1 $\frac{1}{4}$ ".

Embroidered badges of rank, worked in dark blue silk thread, may be worn when wearing dress at the time of riots, dacoit operations and such other duties:

(a) Director, Intelligence Bureau	Crossed Sword and baton and the State Emblem and one Star
(b) (i) Director, Central Bureau of Investigation	
(ii) Director General, Central Reserve Police.	Crossed Sword and baton and the State Emblem
(iii) Director General, Border Security Force.	
(iv) Director General, Security.	
(c) (i) Inspector General of Police.	
(ii) Additional Inspector General of Police.	
(iii) Joint Director, Intelligence Bureau.	
(iv) Additional Director/Joint Director, Central Bureau of Investigation.	Crossed Sword and baton and one Star
(v) Commandant, Central Forensic Institute.	
(iv) Director, National Police Academy.	
(v) Inspector General, Border Security Force/Central Industrial Security Force/Central Reserve Police.	
(vi) Special Inspector General Indo-Tibetan Border Police.	
(d) All other officer drawing pay above the time-scale including Selection Grade	The State Emblem and three Stars
(e) (i) Superintendent of Police in the Selection Grade.	
(ii) All Officers drawing pay in the senior time-scale who have put in 15 years' service and above,	The State Emblem and two Stars
(f) (i) District Superintendent of Police.	
(ii) Commandant of a Battalion.	The State Emblem and one Star
(iii) All officers drawing pay in the senior time-scale who have more than 10 years Service and less than 15 years Service.	
(g) All officers [Other than those mentioned in (f) & (i) (ii) above] drawing pay in the senior time-scale who have 10 years service and less.	The State Emblem
(h) Assistant Superintendents of police Incharge of a Sub-division or holding any post certified to be of equivalent status or who have 5 years Service and above.	Three Stars
(i) Assistant Superintendents of police with two years service or more but less than 5 years service and (a) not Incharge of a Sub-division or (b) not holding post of equivalent rank referred to in (h) above.	Two Stars
(j) Assistant Superintendents of Police with less than 2 years service	One Star

(Note.-The term 'Service' refers to year of allotment.)

18. Length of service in clauses (d) to (h) denotes the length of service (actual or assumed) in the service. In the case of direct recruits selected on the results of Competitive Examinations the term means actual length of service in the service. In other cases, i.e. war service recruits, emergency recruits or officers promoted to the service, the term refers to the assumed length of service in the service and will, therefore, exceed the actual length of service in the service and will, therefore, exceed the actual length of service in the service by the period for which credit is given to the officers for purposes of seniority in the service.
 19. Where the grant of any badge of rank is dependent on the passing of an efficiency bar, the officers must have passed that bar.
 20. The badges of rank to be worn by an officer should be related to the rank that he actually occupies either substantively or in an officiating capacity in a police post. In the case of an Indian police Service Officer who is on deputation to a non-police post the badge of rank to be worn by him should be related to the rank of the post which he occupied substantively or in an officiating capacity in his own State immediately prior to such deputation; while in the case of an Indian Police Service Officer who is on deputation to a higher Police Post outside the State, he should be allowed to wear the badge of rank of the higher post even while he visits his own State on official duty or otherwise.
 21. Members of the Indian Police Service shall wear a silver departmental badge "I. P. S." in half inch block letters at the base of the shoulder strap.
 22. *Belt.*- Second shoulder strap to the same brown belt. To be worn when revolver is carried on the right side.
 23. *Revolver or (at the option of each officer) an automatic pistol.*- With brown holster and ammunition pouch of leather.
- (The revolver and ammunition pouch shall not be worn with Review order unless specific orders in that effect are issued).
24. *Helmet (for informal working dress).*- Army Khaki tent club pattern, with a Pagri of six folds of Khaki with a dark blue flash, a quarter of an inch wide at the top between the helmet and the Pagri, the whole when tied not to exceed three inches in width. No metal fittings. Brown leather straps 3' 8" wide.
 25. *Bush shirt.*- 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 the infantry pattern of bush shirt, and will have-
 - (a) two breast pockets 8" by 6" with three point flaps 6" long by 22" deep (fastened by one button), and a centre pleat 11" wide;
 - (b) two lower side inner pockets with slanting flaps, 8" long 22" deep and 1" backward slant;
 - (c) full length sleeves with single cuffs each having one button;
 - (d) plain back without pleats with one vent at centre of back at bottom, 10" long;
 - (e) the shirt open all the way down the front with 5 buttons showing and fastened by button holes in a reinforced edge 11" wide;
 - (f) stand and fall collar cut in one piece, measuring 33" wide at the back and 4" at the front when finished;
 - (g) adjustable shoulder straps, which should be slipped on to the . shoulder through a loop;
 - (h) loops at the side seems, to take a detachable belt; and
 - (i) length down to the level of the knuckles when the fists are clenched and fully extended downwards.
 26. *Gorget patches.*- Officers wearing the State Emblem and two stars and officers wearing the State Emblem and three stars, should wear gorget patches of dark blue woollen material with a central silver stripe; and

Officers of higher ranks, should wear similar gorget patches with a silver oak-leaf pattern central stripe.

27. *Jersey*.- Khaki woollen with two buttons in front.
28. *Shorts*.-Khaki drill with two cloth extended straps and side bucklets, waist band 22" in width.
29. *Shirts*.- Khaki, cotton-cellular or twill cotton terene or angola with two breast pockets of the jacket pattern with khaki bone buttons. When worn under the jacket the shirt should be of Khaki poplin.
30. *P. T. Vests*.-White cotton or woollen half-sleeves for probationary officers under training.
31. *Putties, Ankle*.- Khaki woollen of the fox's spiral pattern.
32. *Hose Tops*.- Khaki woollen.
33. *Socks*.- Khaki cotton or woollen or mercerised.
34. *Stockings*.- Khaki woollen.
35. *Overcoat*.- Khaki drab mixture cloth; miled and water proof doublebreasted, to reach to the point of the knee, 18 to 29 inches slit at the back with small saddle flap. Turndown collar 22" deep with lapel and step, fastening with one hook and eye. Four large buttons on each side, three to buttons and one under tum. Two button packets with flap, one inside breast pocket at each side; sword at slit left side, lose turn-back cuffs of single material; 44" deep shoulder straps of the same material as the garment fastened with small buttons. Badges of rank and buttons in silver metal. The collar to be provided with a cloth tape to button across the opening at the throat when required. The coat to be lined with drab flannel. The cloth will be that specified for the State in which the officer is serving.
36. *Gloves*.- Tan regulation pattern, to be worn, if necessary.
37. Members of the Indian Police, as defined in clause (c) of Rule 2 of the Indian Police Service (Recruitment) Rules, 1954 may continue to use the letter "I.P." instead of the letters 'I.P.S'. in the devices prescribed for the crest, badges and buttons.

93 And 94

93 and 94.- The following amendments to the existing dress regulations for Indian Police Officers in Assam are ordered.

This concerns working dress only and will be read in place of existing Rules 93 and 94 of the Assam Police Manual Part I.

1. *Helmet*.- Wolseley pattern-As already laid down for review order.

Or

Helmet.- Khaki of covered Pith with leather Chin Strap-as prescribed in this office letter No. F.10229-52/1-4/15-40, dated the 28th June, 1940.

Or

Hat, Felt, Gurkha "An embroidered I. P. Cap badge in silver on a blue ground" will be worn on the front of the pugri with khaki pugri of six folds not to exceed three inches in width and dark blue flash a quarter of an inch wide. Hat to be worn with stiff flat brim and not turned up at one side. The chin strap to be of brown leather,

or

Forage Cap.- As laid down in correction slip No. 18, dated the 19th March, 1937. This Cap should only be worn when a tunic is worn.

Or

Forage Cap of the Army pattern made of khaki Barathea with a silver I.P. badge in front and two silver buttons placed immediately behind the corners of the peak. A navy blue band will be worn round the Cap by the Inspector General of Police and the Deputy Inspector General of Police.

Or

Fatigue Cap.- (Glengarry pattern)-Gaberdine or drill (No.1 shade). Khaki cloth with a crown of dark blue cloth, about 42 inches high and not less than 33 inches across the top. Crown shaped similar to the glengarry. Folding peak in front. Flaps at the side let down, lower flaps to fasten under the chin when unfolded, and when folded fastening to the front of the cap with two gorget Indian Police-pattern buttons. Silver badge on left side 33 inches from the front and 1 inch from the top of the cap measured from the centre of the badge.

2. *Shorts.*- Khaki drill-No. 1 shade.

3. *Shirts.*-Khaki twill-No. 1 shade-open neck with shoulder straps of same material ;

Or

Kenya Coat.- Khaki drill or twill (No.1 shade) A sample coat may be obtained from the office of the Inspector General of Police, Assam.

Or

Tunic.- Khaki drill (No. 1 shade) or gaberdine or serge already prescribed.

4. *Jerseys.*- Pullover, khaki Army pattern with holes for shoulder straps. No medal ribbons.

5. *Slacks.*- Khaki drill (No. 1 shade) or gaberdine with turnups,

6. *Puttees.*- As laid down, with hosetops.

7. *Hosetops.*- Khaki knitted wool-s-Army pattern.

8. *Shoes.*- Brown leather.

9. *Boots.*- Brown leather.

(These will not be worn when stockings only are worn).

10. *Stockings or Socks.*- Khaki cotton or wool.

11. *Belt.*- Brown leather Army regulation pattern as laid down or of cloth khaki drill (No.1 shade) or gaberdine. The leather belt with single cross brace (no frog) will be worn on parade. For other duties the leather belt without cross brace or a cloth belt 2" wide with silver plated buckle may be worn. The cloth belt should be of the same material as the coat, if worn otherwise to match the shorts or slacks.

12. *Badges of rank.*- Silver, white metal or embroidered on the shoulder straps.

13. *Khaki lanyards and whistle.*- Will be worn with coats and shirts by all officers except by the Inspector General of Police and the Deputy Inspector General of Police.

The following dress may be worn in the evening and invariably be worn at social functions:-

- | | | |
|----------------|----|--|
| 1. Tunic | :- | Khaki drill or gaberdine or serge |
| Slacks | :- | Of material similar to tunic, with turnups Brown leather. |
| Boots or Shoes | :- | Brown leather |
| Shirts | :- | Khaki as prescribed above, with dark blue tie. Khaki. |
| Socks | :- | Khaki |
| Cap | :- | Forage cap with khaki cover to match tunic or Fatigue cap as already prescribed. |
| Belt | :- | Leather belt, Sam Browne pattern, with cross brace or cloth belt to match tunic. |

OR

- | | | |
|-----------|----|--|
| 2. Jacket | :- | Dark blue or white patrol jacket and overalls to match, as laid down, by officers in possession of them. |
| 3. Boots | :- | Black dress wellington-no spurs. |
| 4. Cap | :- | Forage cap with or without white cover according to season. |

- Note:-*
1. Dress for parades will be worn as ordered by the senior officer present.
 2. Ties will not be worn except when shirts are worn with tunics.
 3. Medal ribbons will be worn with tunics, kenya coats and shirts.
 4. The wearing of medals and. decorations will cease.
 5. Full dress and mess dress will not be worn on any occasion.

[Approved in Home Department letter No. HPL-352/44/9, dated the 16th November, 1944. Correction slip No. 49, dated the 22nd November, 1944, has been incorporated.]

95. Mess dress - Cold weather

Mess Jacket:- Blue cloth, pointed cuffs, 5 inches high at point and 22 inches behind, of the same material. Roll collar of black silk, shoulder straps of blue cloth, tacked under the collar, with badges of rank as in working dress, but without shoulder letters. Miniature medals and decorations to be worn on the left lapel, one inch below the point of the shoulder, overlapping if necessary, but not projecting beyond the lapel. Colar badges should be placed 3/4 inch below the medals.

Mess waistcoat.- White marcella, comers cut away open at the front and without collar, to be fastened with 4 small Indian Police buttons 11 inches apart.

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

Overalls.- Dark blue cloth, with two stripes of 3 inch plain mohair braid 4 inch apart down the outside seam. Black leather foot straps with steel buckle.

Boots.- Wellington, black, patent leather.

Spurs.- Box, with plain rowels.

Forage cap.- As in working dress, but with a white cover. Two covers to be provided.

96. Mess dress - hot weather

*Mess Jacket.-*Two, white drill, without braid or buttons.

Roll collar.- Shoulder straps of similar material with a small Indian Police pattern button at the top. One inside breast pocket. Sleeves cut plaint with pointed cuffs 5 inches high at point and 22 inches behind. Badges of rank and collar badges as in cold weather mess dress.

Waistcoat.- As in cold weather mess dress.

Note.- Where the climate renders this desirable, officers may wear a plain dark blue silk kamarband in place of a waistcoat.

*Collar and necktie.-*As in cold weather mess dress.

*Overalls.-*White drill with black leather foot-straps, or as for cold weather, according to climate.

Boots, spurs and forage cap- As in cold weather mess dress.

97. Horse furniture

Bit.- Universal.

*Bridle.-*Ordinary double.

*Girshs.-*Dark blue.

*Saddle. -*Ordinary hunting, fitted with necessary D's.

Frog.- Of brown leather, attached to the shoe case (near side) for carrying the sword scabbard; shoe case fitted with a leather steading straps.

Wallets.- Twelve inches in length and 5 ½ in width, lined with check water-proof material, the backs of crop butt leather, the connecting band of collar and back ; the fronts, covers gusests pocket and inside loop of bag hide. An ammunition pocket fitted inside the near wallet, and a loop for pistol inside the off wallet. The back of each wallet furnished with two loops.

98. Indian (Indian Police Service) and Assam Provincial Police Services

The following are the I. P. S. and Assam Provincial Police Devices for the use on badges and on buttons :

Indian Police Device

Assam Provincial Police Device

Badges

For Cap. 11 inches in height.

For Collar, 11 inches.

Buttons

Convex, die struck and embossed

Large	..	40 lines.
Medium	..	30 „
Small	..	24 „
Gorget	..	20 „

99. Uniform when to be worn

Uniform will be worn on the following occasions :-

1. Duty in connection with visits of the President of India, the Governor, or high officials entitled to a guard of honour.
2. Durbars and similar functions.
3. Formal calls on high officials, including a Commissioner, or the Inspector General of Police.
4. Parades and inspections, including the inspection of police stations.
5. When giving evidence in court, or before official commissioners, unless otherwise directed.
6. When dealing with threatened public disturbances or riots.
7. On other duties, e.g., attendance in office (except Reserve Office), supervision of case work, etc., the wearing of uniform is left to the discretion of the officer concerned according to the circumstances of the case.

The type of uniform to be worn is sufficiently indicated by the nature of. the duty-thus in the instances given in Nos. 1, 2 and 3 breeches and boots would be worn, in No. 4 breeches, shorts, or slacks, according to the occasion, in 5 slacks or breeches, and m 6 shorts or breeches as convenient.

While travelling on duty with the President of India, the Governor, or other high officials, by train or steamer, Gazetted Police Officers should wear working dress with trousers and ankle books belt and revolver, but no

sword (Government of India) letter No. F 55/4/35-Police, dated the 22nd May, 1953, A. G. P. (Police) No.7 /43-250 - 28-9-1949.

The sword will be worn only on ceremonial occasions. The chinstrap will be worn under the chin when breeches and boots are worn, and over the helmet peak on other occasions. (C. S. No.7, dated 29-7-1935).

100. Mess dress when to be worn

Mess dress must be worn with white kid gloves at Messes and Public (not private) entertainment by night. Mess dress must invariably be worn by officers when it is ordered on the invitation card, or when the invitation is to meet the President of India or the Governor.

101. Decorations, how to be worn

The wearing of decorations and medals by police officers will be governed by the corresponding rules for the time being in force regarding the Indian Army. . On ceremonial occasions they will be worn suspended from a single bar of which the buckle is not to be seen, in a horizontal line on the left breast instead.

For instructions regarding the wearing of Indian title badges by Police Officers in uniform see Part III.

Note.- The medal for saving life of the Royal Humane Society is worn on the right and not on the left breast.

102. Police Officers of same rank and employed on same duty, how to be dressed

Police Officers employed together on the same duty or attending any function at which uniform is to be worn must be similarly dressed, and on such occasions it shall be the duty of the senior officer employed on such duty or attending such function, to order, when the matter is not distinctly regulated by other rule or superior authority, the particular uniform to be worn. If the Inspector General of Police is to be present his wishes should be consulted before the promulgation of orders by such officer.

103. Wearing of uniform at fancy dress balls

The subjoined Army Order No. 96 of 1903 relative to the wearing of uniform at Fancy Dress Balls shall be observed by Gazetted Police Officers-

“The term uniform in this order is to be strictly interpreted as referring to all uniform of regulation pattern, as there is no objection to Military uniform of obsolete pattern; being worn by officers at Fancy Dress Balls”.

104. Morning dress

On occasions of public mourning and when attending funerals, all European officers in uniform will wear a piece of black cap 31 inches wide around the left arm above the elbow. Mourning must not be worn at levees or drawing rooms unless the court is in mourning.

105. Police Officers not to be dressed partly in uniform and partly in plain clothes

Police Officers off duty may wear either uniform or plain clothes; but no police officers shall appear at any time dressed partly in uniform and partly in plain clothes, or partly in mess and partly in working uniform.

No trinkets such as watch-chains or pins may be worn with uniform in such a way as to be visible.

106. Articles of uniform for Officers of the Assam Police Service

The following articles of uniform are prescribed for officers of the Assam Police Service-

- | | |
|--|-----------------|
| (a) 1. One <i>khaki</i> cloth universal pattern coat.
2. One pair <i>khaki</i> cloth breeches.
3. One pair <i>khaki</i> flannel shirt.
4. Two <i>khaki</i> (shade wigan 2) drill universal pattern coats.
5. Two pairs <i>khaki</i> (shade wigan 2) drill breeches.
6. One pair brown leather gaiters lacing on studs (universal patterns.)
7. One pair Fox's patent spiral puties - <i>khaki</i> .
8. Two <i>khaki</i> twill shirts.
9. One pair brown ankle boots, marching. | } Cold weather. |
|--|-----------------|

10. One *khaki* helmet cork, regulation pattern. The *pagree* to be *khaki* without the dark blue flash.
11. Field Service Cap, with two detachable *khaki* covers.
12. One brown leather Sam Browne belt with plated fittings.
13. One sword with brown leather scabbard. The device will be "A.P." and Crown.
14. One brown leather sword knot.
15. Buttons and badges - bearing the Provincial Police device.
16. Revolver or automatic pistol of. 380 bore or. 453 bore revolver with brown holster.
17. Two blue silk ties.

(b) Officers of the Assam Police Service will wear the following rank badges--

- (1) Deputy Superintendent of Police either officiating or confirmed in-charge of sub-division or holding any other post certified to be equivalent status or of 5 years service and above will wear three stars.
- (2) Deputy Superintendent of Police either officiating or confirmed with less than 5 years but not less than 2 years service and (i) not in-charge of sub-division nor (ii) holding post of equivalent rank referred in I above will wear two stars.
- (3) Deputy Superintendent of Police either officiating or probationary with less than two years service will wear one star.
- (4) Deputy Superintendent of Police either officiating or confirmed holding posts of Assistant Commandants in Armed Police Battalions will wear three stars.

(Correction Slip No. 62, dated 8-8-86).

107. Grants to officers of the Indian Police Service for purchase and maintenance of uniform, horse and saddler

(a) It is an ordinary condition of appointment to the Indian Police that a successful candidate shall provide himself or be provided by his parents or guardians with his uniform, and that he must when required to do so by Government, provide himself with a suitable horse and saddlery at his own expense.

(b) The under mentioned officers also receive on first appointment a grant equivalent to £30 at the current rate of exchange towards their uniform and if required by the State Government to keep a horse, a sum not exceeding Rs. 600 towards the cost of a horse and saddlery ;-

- (1) Officers of the Indian Police Service appointed in India.
- (2) Officers appointed to the Indian Police Service by promotion from the Assam Police Service, provided they did not receive the grants as Deputy Superintendent of Police.

(c) The amount of the grant for a horse and saddlery is left ;to the discretion of the local Government provided that it does not exceed Rs 600. Officers receiving the grant must furnish the Comptroller, Assam, within a month of the drawal of the money with a certificate to the effect that the price paid by them for the horse and saddlery was not less than the sanctioned grant.

(d) These grants are renewed at intervals of ten years in the case of the uniform grant and seven years in the case of the grant for a horse and saddlery. Officers appointed to the service prior to 1920 are entitled to draw each grant (£30 for uniform converted into rupees at 1s. 6d. and a sum not exceeding Rs. 600 for horse and saddlery with effect from the 15th June 1927, and the periods of ten years and seven years in their case count from this date. Discretion has been left to the Local Government to withhold both allowances from officers who have less than five years to serve.

When an application is made for the renewal of the grant on account of horse and saddlery a certificate must be furnished stating that a charger is being maintained and has ordinarily been maintained for a total period of seven years since the receipt of the last grant. An application for the initial grant to an officer appointed before 1920 must be accompanied by a certificate that a charge is being maintained at the time of application.

108. Grants to Deputy Superintendent of Police for the purchase of uniform, horse and saddler

1. (a) All Deputy Superintendent of Police who have been or may be appointed by direct recruitment are eligible for the grant of an uniform allowance of Rs, 400, renewable at intervals of ten years.

(b) All Deputy Superintendents of Police who have been or maybe appointed by promotion from the rank of Inspector of Police are eligible for the grant of an uniform allowance of :-

- (i) Rupees 400 in the case of those who have five or more years to serve after promotion to the rank of Deputy Superintendent of Police. The grant of renewable at intervals of ten years only in the case of officers having ten or more years to serve after promotion to the rank of Deputy Superintendent of Police.
- (ii) Rupees 200 in the case of those who have less than five years to serve after promotion to the rank of Deputy Superintendent of Police.

2. All Deputy Superintendent of Police who have been or may be appointed by direct recruitment or by promotion are eligible for the grant of an allowance of a sum not exceeding Rs. 600 for purchase of a horse and saddlery.

3. Officers receiving the grants must furnish the comptroller, Assam within a month of the drawal of the money with a certificate to the effect that the price of the uniform, horse and saddlery was not less than the sanctioned grant. In case where the grant is not fully utilised, the savings effected should be at once refunded to Government.

[This amendment takes effect from the 1st April, 1951 ; Reference Home Department letter No. HPL. 523/50/15, dated the 23rd February, 1951].

CHAPTER VII

Police Launches

(Rules 109 to 111)

109. Launches

In certain districts Superintendents of Police have been provided with steam or motor launches. Superintendents of Police are held responsible by Government for their proper use and up-keep and for the careful expenditure of the funds allotted for that purpose.

110. Right to use launch

The Commissioner of the Division and the District Magistrate are entitled to the use of the police launch for police purposes and should communicate with the Superintendent of Police who will arrange that the vessel is ready for use at the time and place specified in the requisition.

A police launch (except those of the river police, and then only when necessity demands, as in pursuit of dacoits, etc.) may not be taken by any officer beyond district limits except with the permission of the Inspector General of Police.

111. Launches not to be used as Tugs

Launches should not ordinarily be used to tow large and heavy boats, but in exceptional circumstances such as the transport of large forces on special and emergent duty when any long water journey is required to be accomplished quickly, this rule may be relaxed.

This prohibition does not apply to the towing of patrol boats into position.

CHAPTER VIII

Conduct Rules of Gazetted Officers

(Rule 112)

112. The Government Servants' Conduct Rules

All gazetted officers must study and observe strictly the rules of the Government published in the pamphlet called "the Government Servants' Conduct Rules."

[Correction Slip No. 40, dated the 24th August, 1938).

LIST OF FORMS
REFERRED TO IN PART I
OF ASSAM POLICE
MANUAL

<i>Serial No.</i>	<i>Name of Form</i>	<i>No. of Assam Schedule</i>	<i>Serial No. of Form in Assam Schedule</i>	<i>Page</i>
1.	Inspection Form A	Schedule XL (A) (Part I)	181	66
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7.	Half-yearly return of serious crime	„	125	68
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No. 1
Inspection Form A

[Assam Schedule XL (A) (Part I) Form No. 181]
Referred to in Rule 14.

Statement showing incidence of crime under classes I, II, III and V of Statement 4, and how it has been dealt with by Police during the quarter ending

COLUMNS

- | | |
|---|---|
| 1. Name of Sub-division. | 8. Percentage of columns 7 to 5 (cases only) |
| 2. Name of P. S. (O. P. included). | 8. Percentage of columns 7 to 5 (cases only) |
| 3. Population. | 9. Number in column 7 convicted divided into (a) cases and (b) persons |
| 4. Number of true cognizable cases (classes I, II, III and V) reported. | 10. Percentage of convicted to tried out, (columns 9 to 7), divided into (a) cases and (b) persons |
| 5. Number of cases in column 4 investigated in which- Final Forms submitted. | 11. Remarks, (Full explanation should be given here for failure shown in columns 8 or 10). The figures for and name of independent O.P. to be shown separately, figures for subordinate O.Ps. to be included in those P.Ss. |
| 6. Percentage of columns 5 to 4 (investigated to be reported). | |
| 7. Number of cognizable cases investigated which have been tried out, divided into (a) cases and (b) persons. | |

N. B.-Separate statement must - be prepared showing the black and red ink entries in the Khatian.

No. 2
Inspection Form B

[Assam Schedule XL (A) (Part I). Form No. 182] Referred to in Rule 14.
Burglary and theft cases

COLUMNS

- | | |
|---|---|
| 1. Sub-division. | 7. Number not enquired into. |
| 2. Number of true cases under Sections 457/380, I.P. C. reported. | 7. Number not enquired into. |
| 3. Number of true cases under Section 457 I.P.C. reported. | 8. Number of caes sent up in Charge Sheet. |
| 4. Number of true cases under Sections 457/511 I.P.C, reported. | Convicted 9. Cases. |
| 5. Number of true cases under Section 411, I.P.C. reported. | 10. Persons. |
| 6. Total of columns 2, 3, 4 and 5. | 11. Number of true cases of theft reported to Police. |
| | 12. Number not enquired into. |
| | 13. Number of Charge Sheets submitted. |
| | Convicted excluding 14. Cases. |
| | direct cases. 15. Persons. |
| | 16. Remarks. |

No.3

Inspection Form C

[Assam Schedule XL(A) (Part I). Form No. 183] Referred to in Rule 14.

Bad Livelihood
COLUMNS

- | | |
|--|--|
| 1. Name of Sub-division. | 8. Number of cases in column 2 tried in villages. |
| 2. Number instituted on Police report. divided into (a) cases and (b) persons. | 9. Average duration from date of Police report of cases shown in column 5. |
| 3. Number instituted by order of Magistrate. divided into (a) cases and (b) persons. | 10. Average duration from date of Police report shown in column 6. |
| 4. Number instituted on petition. divided into (a) cases and (b) persons. | 11. Longest duration from date of Police report of any case. |
| Number shown in column 2. | 12. Number of cases in column 6 in which security accepted. |
| 5. Acquitted. divided into (a) cases and (b) persons. | 13. Average amount of security Order. |
| 6. Convicted. divided into (a) cases and (b) persons. | 14. Remarks (if the securities were upon any grounds unsuitable to the fact to be noted here). |
| 7. Number of cases shown in column 2 of which S.P. personally sanctioned the Police reports. | |

No. 4.

Inspection Form D

[Assam Schedule XL (A) (Part I). Form No. 184] Referred to in Rule 14.

Statement of cases under Police investigation for more than 14 days during the quarter ending

COLUMNS

- | | |
|---|--|
| 1. Name of Sub-division.
Name of P. S. | 5. Nature of case, i e.; Section of the law under which return. |
| 2. P. S. number of case. | 6. Nature of Final Report. |
| 3. Date of First Information. | 7. Remarks. (Here should be noted action if any taken by S. P. to verify the necessity for delay). |
| 4. Date of Final Report Form. | |

No.5

Inspection Form E

[Assam Schedule XL (A) (Part I). Form No. 185] Referred to in Rule 14.

Statement of cases sent up by the Police in charge sheet judicially declared intentionally or maliciously false for the quarter ending

COLUMNS

- | | |
|--------------------------|--|
| 1. Name of Sub-division. | 5. Number of cases column 4 which were originally returned by Police in Final Report, but sent up in Charge Sheet by Magistrate's order. |
| 2. Name of P.S. Or O.P. | |
| 3. P. S. number of case. | 6. Remarks. (The S. P. will note the action if any, taken by him.) |
| 4. Charge Sheet number. | |

No.6

Inspection Form F

[Assam Schedule XL (A) (Part I), Form No. 186] Referred to in Rule 14.
Complaints of offences cognisable and non-cognisable made against the police

COLUMNS

- | | |
|---|--|
| 1. Section of Law under which charge made. | 6. Finding of investiption officer, i. e., whether true or false. |
| 2. Date of institution of Complaint. | 7. Final orders of Court or if not broupt to trial of District Magistrate. |
| 3. Name of complainant. | 8. Final action taking departmentally. |
| 4. Name and rank of officer complained against. | 9. Remarks. |
| 5. Date when local enquiry commenced, if any, name and rank of investigatina officer. | |

No.7

Half-yearly return of serious crime

[Assam Schedule XL (A), Form . No. 12S) Referred to in Rule 44.
(For details see Part IV)

No.8

Half-yearly return of inspections made by Superintendents of Police

[Assam Schedule XL (A), (Part II, Form No. 2-A)-Referred to in Rule 57.

COLUMNS

- | | |
|-------------------------------------|-------------|
| 1. Name of P. S., O. P., or office. | 3. Remarks. |
| 2. Date of inspection. | |

N. B.-If any P. S., O. P., or office has not been inspected during the half-year the reason should be given shortly and the date of the last Inspections made by the Superintendent and by the Circle Inspector, respectively.

No.9

Inspection Register

[Assam Schedule XL (A) (Part I), Form No. 168] - Referred to in Rule 61.

No. 10

Confidential report on subordinate police officers

[Assam Schedule XL (A) (Part I), Form No. 2]-Referred to m Rule 63
Confidential Report for the year ending 31st December

District _____

Name _____

Rant _____

1. Character and conduct during the year :-
2. Behaviour towards-
 - (a) Superior officers:-
 - (b) Subordinate officers :-
 - (c) The Public* :-
3. Whether fit for promotion to the next higher-

* Not required in the case of ministerial officers.

(a) Increment.

(b) Rank.

4. For what duties best suited?
5. Health, Physique and activities.
6. Length of time employed in this district:
7. If possessed of landed property, the amount thereof and districts in which the property is situated[§]:-
8. General remarks by the Superintendent of Police[⌘]:-
9. Certified that all unfavourable remarks have been communicated.

Signature of the Superintendent of Police with date

10. General remarks by the Deputy Commissioner^ψ:-

Signature of the Deputy Commissioner with date

No.11

Confidential report on gazetted police officers

[Assam Schedule XL (A) (Part I), Form No. 3]-Referred to in Rule 64.

(Approved in letter No. 4427 G. J., dated the 23rd October, 1922).

District _____

Confidential report on _____ for the year ending the

31st December, 19 .

(See instructions on reverse)

1. General ability-
2. Tact-
3. Temper-
4. Judgment-
5. Self-reliance-
6. Power of Commanding respect-
7. Knowledge of vernacular-
8. State of health-
9. General Remarks-

(ON REVERSE)

N. B.-Instructions.- Immediately after the close of each calendar year, the Superintendent of Police will submit, in duplicate, to the Deputy Commissioner a confidential report in this form on each Assistant and Deputy Superintendent who has served under him during the previous year, or part of the year. The Deputy Commissioner, after recording his own opinion on the work of these officers, will forward the reports, together with reports (in duplicate) in the same form on each officer who has served as Superintendent of Police in the district during the year, to the Divisional Commissioner. The Commissioner will then add his own opinion and forward both copies of the reports to the Inspector General of Police. One copy of each report will be retained by the Inspector General of Police, the second being forwarded with the Inspector General's own remarks to the Chief Secretary to the Government of Assam.

§ It is not necessary each year to note the amount of property held but only alterations should be shown.

⌘ All good service or black marks awarded during the year should be shown. Other instructions contained in the Assam Police Manual, Rule 1-63, regarding the writing of the report should be carefully followed.

ψ Not required in the case of ministerial officers

1. Name and rank of the officer

In the case of officers serving in the Railway Police, and the Criminal Investigation Department, the Superintendent of Railway Police and the Special Superintendent of Police In charge of the C. I. D., respectively, will forward the reports direct to the Inspector General who will forward one copy to the Chief Secretary to the Government with his own remarks.

The names and designations of the reporting officers should be furnished in each case.

No. 12

Application for leave of absence under Rule of the Fundamental Rule

[Assam Schedule III-Accounts, Form No. 71]

Referred to in Rule 86.

Name and appointment of officer	Last leave enjoyed	Period and nature of leave applied for and from what date	Remarks by Controlling officer
Leave address- Signature of applicant. The _____ of _____ 19____			No. The Forwarded to the Comptroller, Assam for submission to Government with the usual report. <i>Controlling Officer</i>

No. 13

Certificate of traosfer of charge

[Assam Schedule III, Form No. 81]:- Referred to in Rules 90 and 91.

No

To

The

CHIEF SECRETARY TO THE GOVERNMENT OF ASSAM
 COMPTROLLER, ASSAM.
 EXECUTIVE ENGINEER,

DIVISION.

Sir,

With reference to Article 47 of the Civil Account Code, we, the undersigned, have the honour to report that we have this day ofato'clock in thenoon, respectively, delivered over and received charge of the office of theof in the..... District..... day of19 .]

To be struck out and initialled when there is no official residence.- I have occupied the official residence allotted to me with effect from

[I have occupied the official residence allotted to me with effect from day of19 .]

..... Relieving Officer* .

[I have vacated the official residence allotted to me with effect from day of 19 .]

.....*Relieved Officer**]

And, with reference to Article 78 of Civil Account Code, I (the Relieving Officer) acknowledge to have received Rs (.....) of the Permanent Advance, and that the full amount of such advance is due from and to be accounted for by me District.

Relieving Officer's

Signature *

Designation

No. 14

Memorandum of taking and making over charge.

[Assam Schedule XL (A) (Part 1) Form No. I]

Referred to in Rule 91.

I have carefully examined all the office books and accounts and have satisfied myself, so far as lay in my power, that they have been correctly kept and that the expenditure on account of contract contingencies as shown in the statement attached hereto has not been excessive up to date.

I have also examined the Registers of lands and Buildings and of Landed Property and found that they have been kept up to date.

The amount of cash in hand this day is Rs and is on the following accounts -

(Here will follow details)

I have noted all pending matters of an important nature. and have received the note-book of my predecessor.

The clothing account of each officer and the General clothing account of the district have been made up to-date.

(i) The following sums are due to contractors and others :-

(Here will follow details)

or

(ii) No sums are due to contractors or others.

N.B.- When any sum of money is due the heading will be as in. (i) otherwise as in (ii),

(On reverse)

The acquittance rolls for the month before last have been received duly signed and stamped and are filed in the office.

* The signatures should be legibly written, as when they cannot be deciphered, great deal of delay arises in dealing with these certificates.

I have satisfied myself from the Register of Securities and the file of receipts from the Inspector-General of Registration, kept in the office, that the orders about Securities have been fully carried out.

(Here note exceptions, if any)

The monthly cash accounts have been regularly received from police Stations and show no large sums in deposit.

The Permanent advance has been duly accounted for.

The arms and accoutrements have been examined and found to be complete and in good order.

N.B.- If any of the above remarks cannot be made in any instance the actual date of the case should be given, and the certificate varied to suit the facts.

Dated

Signature of Relieving Officer.

The

19