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# THE BOMBAY POLICE MANUAL 1959

[ *Containing the Rule under the Bombay Police Act, XXII of 1951,  
the Bombay Police (Extension and Amendment), Act,  
XXXIV of 1959 and other Departmental Regulation* ]

## VOLUME I - ADMINISTRATION

( *Eighth Edition* )



*compiled in the Office of the Inspector-General of Police  
under orders of Government.*

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## PREFACE

The re-organization of States in the year 1956, brought about territorial, organizational and constitutional changes in the structure of the Bombay State. Eight districts from the erstwhile Madhya Pradesh State, five districts each from the former Hyderabad and Saurashtra States, and the Centrally Administered State of Kutch were added to the new Bombay State while four districts from the old Bombay State were transferred to the Mysore State. All this inevitably brought in its trail extensive and frequent changes in the rules and regulations governing the working of the Police Force. Each of the abovementioned areas that formed part of the new Bombay State had its own Police Manual except Saurashtra and Kutch States where the Bombay Police Manual was already in force. It was, therefore, imperative to go into the different manuals and evolve a uniform one.

2. The Bombay Police Manual, 1950, in its three volumes, contained detailed instructions on various matters which are required to be followed by the officers and men in the Police Department. The size of the Manual, however, rendered it difficult for a novice to lay his hand correctly on the required subject. There was, therefore, a welcome suggestion from some experienced officers, to split up the Manual into component manuals and to have a new Police Manual consisting of orders of an important kind, leaving aside the subsidiary instructions to form part of Inspector General's Standing Orders. This could not, however, be translated into action in the present juncture in view of the fact that there was an immediate need to supply upto-date copies of the Police Manual to the Police Officers in the new areas. Further, with so many territorial readjustments, the earlier edition had in many places gone out of date and in others inaccurate and misleading. It was, therefore, considered desirable, in the first instance, to bring the Police Manual upto-date, print and supply the required number of copies to the new districts, and to defer the question of split up of the Manual to a future occasion.

3. In 1951, the Bombay Police Act was placed on the Statute Book. The main and notable feature of this Act was that, for the first time, the Greater Bombay Police Force, which had since its inception remained as a separate entity, came under the administrative control of the Inspector General of Police. After its introduction came the Bombay Police Officers' (Combined Cadre) Conditions of Service Order in the year 1954 amalgamating the personnel of the Districts and Greater Bombay and evolving a unified cadre with a common seniority list. Rules pertaining to Greater Bombay and the Standing Orders issued by the Commissioner of Police for the good and efficient administration of Greater Bombay Police Force had to be incorporated in the Manual, and at the same time, the various rules and regulations framed by the Inspector General of Police under his rule-making-power made applicable to Greater Bombay as well. These have been included in this edition as far as it was practicable and to the extent necessary.

4. In this edition of the Manual, particular care has been taken not to deviate as far as possible from the structural distribution of subjects adhered to in the earlier edition. Volume I entitled "Administration", contains all rules relating to 'personnel' - recruitment, appointment, training, pay, allowances and concessions which he can expect to get as also the discipline, punishments, prohibitions and liabilities to which he is subject to as a Police Officer. Volume II entitled "Finance, Supplies and Office Procedure", deals with 'Materials', i.e., all questions of finance, supplies, buildings etc., as also the office procedure to be followed in regard to correspondence, maintenance of records, periodical reports to be sent up etc. Volume III dealing with "Powers and Duties" is mainly an exposition of the powers, duties and responsibilities of the Police in the prevention and detection of crime, maintenance of law and order and other matters connected with the ordinary police as well as the special and ancillary organizations intended to assist and reinforce the same.

5. The practice of quoting below the rules in the Manual the resolutions, orders, circulars etc., issued by Government or the Inspector General of Police, as the case may be, as the authority on which the rules have been framed, which was followed in the earlier editions and discontinued in the seventh edition, has been reintroduced in the present edition because it was felt that it will greatly help the staff in the various offices to locate the orders quickly and correctly whenever so required and to facilitate easy approach to the respective authorities without any delay for any clarification, amendment, etc.

6. One of the salient features of the present edition is the omission from the Manual of a number of Rules from the Bombay Civil Services Rules, Financial Publications, etc., which had been quoted *in extenso* in the previous editions and which were not useful at the Police Station level. It was thought best not to repeat the same and increase the size of the Manual, which, inspite of it, has still retained its size and get up. The pay and allowances of the different grades of officers and men have been compiled as a separate schedule and appended. A 'Kit Lay-out' chart, giving the lay-out of the several articles of clothing and equipment while spread out for 'Kit Inspection', has also been added as an Appendix. Another item of interest is the inclusion of an exhaustive questionnaire to check up the pension papers. While bringing the Manual upto-date, due attention has also been paid to the proper arrangement of the Rules.

7. Though important orders of quite recent dates have been inserted here and there, as they came to notice while drafting this edition, yet efforts have been made to bring the rules upto-date only upto 31st May 1959. It may also be noted that the rules contained in the Police Manual are, unless otherwise specifically stated under any rules framed or orders issued by Government, applicable to all the areas (including Greater Bombay). Further, in very many rules though, for the sake of convenience, only the "Superintendents of Police" are referred to, yet the term includes Commandants, Principals and such other officers required to follow the Police Manual.

8. All the three volumes of the Police Manual are confidential and are for departmental use only. Every officer to whom the Police Manual is supplied will, therefore, see that it does not go to the hands of any unauthorised person.

Bombay, 19th December 1959.

M. M. CHUDASAMA,  
Inspector General of Police

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# CHAPTER I

## Organization, Direction and Control

### SECTION I—ORGANIZATION

#### 1. Constitution of the Bombay State Police Force :

(1) The Police Force of the State of Bombay is constituted under the Bombay Police Act, XXII of 1951.

*Note* – Officers of and above the rank of Sub-Inspector constitute a combined cadre under the Bombay Police Officers (combined cadre) Conditions of Service Order, 1954 vide Appendix II.

(2) The portions of the Central and Southern Railways, the Central and South-Eastern Railways and the Western Railway, which run through the State of Bombay constitute three units (districts) for all purposes of police administration. The Police Forces of the Central and Southern Railways and the Western Railway are constituted under the Police Act, V of 1861 and the Police Force of the Central and South-Eastern Railways under the Bombay Police Act, XXII of 1951 read with Bombay Police (Extension and Amendment) Act, XXXIV of 1959.

#### 2. State, Greater Bombay, Ranges and Districts

The control and administration of the Police Force in the entire State is vested in the Inspector General of Police, who is assisted by one or more Assistant Inspector General of Police of the rank of District Superintendent of Police. For the purposes of Police Administration, the State is divided into seven units, viz., Greater Bombay (comprising of Bombay City and suburbs) and six ranges, i. e. Ahmedabad Range, Aurangabad Range, Bombay Range, Nagpur Range, Poona Range and Rajkot Range Greater Bombay is under the control of the Commissioner of Police while each of the six ranges is under a Deputy Inspector General of Police consisting of districts as mentioned in Appendix III.

#### 3. Organizational set up of the Greater Bombay Police Force.

(1) Greater Bombay is divided into one or more zones and for each zone there is a Deputy Commissioner of Police of the rank of District Superintendent of Police.

(2) Zones are divided into two or more Divisions each in charge of a Superintendent of the rank of Assistant or Deputy Superintendent of Police.

(3) Each Division consists of one or more sections or Police Stations. An Inspector of Police is ordinarily in charge of a Police Station except in certain cases in which a Selection Grade Sub-Inspector is in charge. Ordinarily each Police Station has a certain number of Selection Grade Sub-Inspectors and Sub-Inspectors and a certain number of unarmed Head Constables and Constables under it for the purpose of carrying out executive as well as ministerial duties.

#### 4. Organizational set up of the District Police Force

(1) For each district, there is a District Superintendent of Police assisted, wherever necessary, by one or more Additional Superintendents of Police,



Most of the districts are divided into two or more Sub-Divisions, each in charge of the Superintendent or of a Sub-Divisional Police Officer of the rank of Assistant or Deputy Superintendent of Police. Every important Sub-Division has, in addition, one or more Circle Police Inspectors attached to it mainly for the purpose of supervising investigation of crime.

(2) Each Sub-Division consists of One or more Police Stations. A Sub-Inspector of Police is ordinarily in charge of a Police Station except in certain cases, in which an Inspector is in charge. Important Police Stations have more than one Sub-Inspector attached to them. Ordinarily each Police Station has a certain number of armed and unarmed Head Constables of different grades and Constables under it for the purpose of carrying out executive as well as ministerial duties.

(3) With a view to placing the police machinery within easy reach of the public, certain rural Police Stations have one or more Outposts attached to them, each Outpost having ordinarily a Head Constable and the necessary number of Constables stationed at it. The area under a big Urban Police Station is generally divided into a number of sections popularly known as Chowkies or Gates, each with a Head Constables and a certain number of Constables stationed at it, in order to facilitate the performance of patrolling and other police duties. These Outposts and Chowkies are created by local authorities and the officers in charge of these cannot exercise the power of an officer in charge of a Police station as defined by the Criminal Procedure Code.

*Exception* : — In Ahmedabad and Poona Cities the Chowkies are manned by Sub-Inspectors.

(G.R., J.D., No. 4343, dated 7th July 1902).

(4) Police Stations are notified by Government as defined in Section 4 (1) (s) of the Criminal Procedure Code. Police Outposts and Chokies are opened with the previous permission of the Inspector General of Police who is competent to sanction them provided there is no extra expenditure to Government or where such extra expenditure, if any, can be sanctioned by him under the financial powers vested in him.

(5) The constabulary in each district is divided into two branches – the armed and the unarmed. It is not intended that the two branches shall be rigidly divided in order that the unarmed police shall be entirely exempted from drill and training. The main functions of the armed police are, escort, guard and reserve duties whereas the men of the unarmed police, after training as policemen, will be required to devote their energies and intelligence to the prevention and detection of crime.

Note - To achieve a progressive amalgamation of both the branches, as an experimental measure, certain duties like -

- (i) orderlies including Officers' orderlies, court orderlies, Bank orderlies, Wireless orderlies, Telephone orderlies.
- (ii) officers in charge of Bells of Arms, Tents, Head Quarters and Office pickets.
- (iii) Supervisors in the District Motor Transport Sections are placed in the combined list of duties to be performed both by armed and unarmed police.

(G.L., H.D., No. TEX. 1256/11668-V, dated 11th June 1958 and No. DLF. 1359/45107-V, dated 29th May 1959)

**5. Greater Bombay Police Head-Quarters :**

There are three Armed Head-quarters in Greater Bombay each under the charge of a Superintendent of Police of the rank of Assistant or Deputy Superintendent of Police stationed at Naigaum, Worli D. D. Chawls and Worli Police Camp. Training of the recruits is generally carried out at the Naigaum Head quarters and if there is no accommodation, then the armed recruits are sent for training to the other two Head-quarters as well.

**6. District Police Head-Quarters :**

(1) In addition to the men at Police Stations and Outposts, there is, at the Head-quarters of each district, a force under the charge of a Sub-Inspector and in a few cases, of an Inspector or a Deputy Superintendent of Police, consisting mainly of the armed reserve and the reserve for casualties such as leave or sickness and recruits under training.

(2) The training of the constabulary of each district is carried out at its Head-quarters (if it is not found convenient to accommodate them in a recruits' training school) under the supervision of the reserve Sub-Inspector, Inspector or Deputy Superintendent of Police as the case may be. For this purpose, the necessary number of Sub-Inspectors and armed and unarmed Head Constables borne on the Head-quarters strength is employed as Instructors.

(3) An unarmed Head Constable of the Head-quarters strength is employed as the Chief Operator to deal with finger print work and serves as a link between the Finger Print Bureau and the Police Stations in the district.

(4) One or more armed Head Constables and Constables from the sanctioned armed strength are employed as armourers and assistant armourers respectively at each District Police Head-quarters according to its requirements.

(I.G.'s No. 2908, dated 10th, September 1946).

(5) An unarmed II Grade Head Constable is appointed as a Manager of the Police Mess and Canteen, wherever opened, at the District Police Head-quarters.

(6) For instructions regarding the working of a District Police Head-quarters vide Appendix IV.

**7. State Armed Reserve :**

A certain number of armed men is stationed in the East Khandesh, West Khandesh, Ahmednagar, Poona City, North Satara, Sholapur, Kolaba, Nasik, Ratnagiri, Surat, Thana, Panchmahals and Broach districts. Though this reserve strength (which is known as Inspector General's reserve) is merged in the general Head Quarter strength of the district concerned for ordinary purposes it is always kept ready for duty elsewhere in the State at short notice as and when ordered by the Inspector General.

(I.G.'s No. 5925-II, dated 13th August 1946 and 21st February 1956)

**8. Emergency Company:**

(1) At the Head-quarters of each district a body of not more than a company out of the armed strength of the Head-quarters will be selected to constitute an "Emergency Company" the number of men in the Company in each district being determined by District Superintendent of Police according to the needs

of the district, provided the proportion of one Head Constable to five Constables is invariably maintained. The men of the Company will be armed with .303 magazine rifles which are zeroed properly and are proved to be good and reliable weapons. The object aimed at is to have in each district a picked body of well armed and reliable shots available primarily for special work against armed dacoits in the district. The District Superintendent of Police concerned should, therefore, personally select the members of the company for their good physique, smart appearance, cleanliness, intelligence, steadiness, courage, reliability and ability to shoot straight and fast.

(2) The men of the Emergency Company will undergo a comprehensive training at the Head-quarters in musketry, bayonet fighting, assault course, anti-dacoit operation, boxing, field training and field craft (including correct methods of house fighting, fighting in streets and crowded places in big cities) in addition to other items such as physical training and the use of lathi and baton. If possible one platoon (or as many as possible) may be trained in the use of gas for dispersing stubborn crowds.

(3) In each Head-quarters it should be considered a point of honour for anyone to be included in the Emergency Company. In order to distinguish the men in the Company from the ordinary armed policemen, the marksman's badge worn by the men should have a border, 1/8th of an inch in width worked in gold or red worsted, according as the man concerned is a best shot or a marksman.

(4) Men, while in this Company, are not to be transferred from Head-quarters, but will perform in their turn all the ordinary duties performed by the rest of the Head-quarters armed police.

(5) They may be sent out of Head-quarters on escort duty, provided by so doing their number present at the Head-quarters is not reduced to less than half the Company and that during periods of emergency no member is so sent out. Ordinarily members of the Company should not be given escort duty which will keep them away from Head-quarters more than a week at a time.

(6) In the interests of efficiency, Superintendents of Police may make such changes in the personnel of the Company as may be deemed necessary, provided the Proportion of Head Constables to Constables mentioned in sub-rule (1) above is maintained.

(7) The men of the Emergency Company should be treated in the same manner as the remainder of the force, except in the matter of non-liability to transfer from Head quarters and of musketry practices which should be those in Part A of Appendix XVII. They should not be allowed to regard themselves as a privileged or favoured body of men.

#### **9. Emergency Reserve Force of the Police or Wireless Grid/Motor Transport:**

(1) In order to enable the Inspector General of Police to keep the wireless stations in the State open for 24 hours a day during an emergency, an Emergency Reserve Force of Police Wireless

Operators is formed. The force consists of not more than 50 Police Constables and Head Constables who are drawn from the existing strength of the districts and trained in Wireless Telegraphy.

[G.Rs., H.D. (Political) No. S.D. II/1345/184, dated 20th January 1955, 25th March 1955 and 1st June 1955].

(2) Similarly in each district a certain number of Constables trained as drivers are treated as Emergency Drivers.

(3) The posts falling vacant in the regular cadre of Wireless Operators/Motor Drivers should be filled up from the men trained as Emergency Wireless Operators/Drivers. The gap in the number of Emergency Wireless Operators/Drivers should be filled in by training fresh men and the reserve quota as fixed by Government/Inspector General as the case may be, maintained constantly.

(I.G.'s Memo, No. K/4167-IX, dated 10th June 1958)

#### **10. Police Band :**

(1) With a view to providing music for police parades on ceremonial occasions and also to provide buglers to give orders to the men by means of bugle-calls, a Police Band is maintained at the Police Head-quarters both in mofussil and Greater Bombay. It's strength ordinarily consists of one armed Head Constable (Band Master) and fourteen armed Constables (Band's men), the number being increased to sixteen, if tenor drums are used.

*Note :* In Greater Bombay the Band Master is of the rank of Police Inspector. The strength of the pipe band is 10 Head Constables and 27 Constables while that of the brass band is 6 Head Constables and 48 Constables.

(2) Detailed rules regarding the maintenance of Police Bands will be found in Appendix V.

#### **11. Greater Bombay Crime Branch :**

(1) The Crime Branch in the Greater Bombay is under the charge of a Deputy Commissioner of Police who is assisted by one or more Superintendents of Police of the rank of Deputy Superintendent of Police, in charge of (i) Detection of Crime, (ii) General Branch, (iii) Prevention of Crime, (iv) Anti-Goonda Branch, (v) Modus Operandi Bureau, (vi) Vigilance Branch, (vii) Pathan Branch, (viii) Anti-Gambling Squad, (ix) Crime Record, (x) Crime Control and (xi) Drug Control.

(2) An officer of the rank of Inspector of Police who is assisted by the required number of Selection Grade Sub-Inspectors, Sub-Inspectors, Jamadars, Head Constables and Constables, is in charge of these branches except the Crime Record Branch for which a Selection Grade Sub-Inspector is in charge.

(3) A 'Juvenile Aid Police Unit' consisting of women staff and working under a Woman Sub-Inspector is organized within the existing staff of the Vigilance Branch.

#### **12. Greater Bombay Criminal Investigation Department (Special Branch) :**

(1) In Greater Bombay the Criminal Investigation Department consists of Special Branches (I and II) which are under the control of Commissioner of Police. These branches act as eyes and ears of the Government. A Deputy Commissioner of Police is in charge of Special Branch (I). The main function of this Branch is to keep the State Government informed of the political developments in the City

*vis-à-vis* country from time to time, in order that the Government may mould its policy according to the needs of the occasion. For the convenience of work various sub-branches exist and the work is mostly divided party-wise and subject-wise.

(2) It is the primary duty of the Special Branch to collect intelligence of various political and labour activities and to see that the situation arising out of these information is worked out with the help of the Sectional Police whenever necessary. Any sudden or unforeseen political development or labour trouble is to be reported by the Sectional Police to the Special Branch for pursuing the matter further.

(3) Another Deputy Commissioner of Police is in charge of Special Branch (II). This branch keeps the Government informed about the arrivals, departures, movements and activities of Foreigners who arrive or stay in India for various reasons. Foreigners are registered on their arrival, and the Air and Sea Check Posts are manned by the Officers of this Branch. The antecedents of applicants for passports are also checked by this Branch.

### **13. Local Crime Branch and Local Intelligence Branch (In Districts) :**

(1) In order to devote sustained attention and effort to the investigation of important cases and those, in particular, in which the activities of local criminals extend over more than one Police Station and in order to collect, collate and examine information regarding crime and criminals in the district a sort of miniature Criminal Investigation Department known as the Local Crime Branch has been established in districts under the direct control of the District Superintendent of Police, the staff ordinarily consisting of a Sub-Inspector and the necessary number of unarmed Head Constables and Constables.

(2) Similarly, there is a Local Intelligence Branch consisting generally of a Sub-Inspector with the necessary number of subordinate police, who, under the control of the District Superintendent of Police collect intelligence and make enquiries about political and other similar developments in the district.

(3) Similarly a Detective Branch under an Inspector of Police with the necessary staff has been created in each of the Railway Police Districts, their main duty consisting of :

- (a) The investigation of important crime committed by gangs or otherwise, involving enquiries over the jurisdictions of several Railway Police Stations, and
- (b) Special surveillance over organized gangs with a view to watching their operations and frustrating their designs.

The Branch is under the personal control of the Superintendent, Railway Police, who issues such subsidiary orders as may be necessary for the most effective utilisation of the staff for the above purposes and for securing effective co-operation between the Staff and other Railway Police and the District Police whenever possible.

### **14. Women Police :**

A women's branch of the Police consisting of necessary staff has been created in Greater Bombay and in some big districts. Its main function being to help in the recovery of abducted

women, to attend to the convenience and complaints of female passengers at important railway stations, to apprehend and search female offenders, to help in the administration of the Bombay Children Act, to man the police telephone exchanges and to keep vigilance at places of worship or entertainment, etc.

**15. Prosecuting Staff :**

For prosecuting cases in Magistrates' Courts and for giving advice to Police Officers in the investigation of cases, there is, both in Greater Bombay and in districts, a certain number of Police Prosecutors. In addition, in mofussil, Head Constables (known as Court Jemadars) conduct the prosecution in cases of minor or petty nature.

**16. Criminal Investigation Department :**

(1) The Criminal Investigation Department of the State (commonly known as State Criminal Investigation Department) is controlled by a Deputy Inspector General of Police who is assisted by one or more Assistants of the rank of District Superintendent of Police and a staff consisting of the necessary number of Deputy Superintendents of Police, Inspectors, Sub-Inspectors and Head Constables. There are six Criminal Investigation Department Units one each for the six ranges under the control of a Deputy Superintendent of Police with required subordinate staff attached to it.

(2) The Finger Print Bureau is a wing of the Criminal Investigation Department and is controlled by the Deputy Inspector General of Police, Criminal Investigation Department. The Director, Finger Print Bureau (Group I) is in charge of the Bureau and he has under him regional sub-branches in Greater Bombay and Districts with the necessary strength of Experts and Searchers. Directors (Group II) who are non-gazetted are in charge of these regional sub-branches. The Director, Finger Print Bureau, Greater Bombay, is under the direct supervision of the Deputy Commissioner of Police for the purpose of day to day working of the Bureau, but its administrative control vests with the Deputy Inspector General of Police, Criminal Investigation Department (for fuller details, vide Finger Print Bureau Manual).

(3) The Hand-writing and Photographic Bureau functions under the administrative control of the Deputy Inspector General of Police, Criminal Investigation Department. The main Bureau which is under the charge of the Chief State Examiner of Documents, is located at Poona with branches at Ahmedabad, Nagpur and Rajkot. These units give expert opinion on questioned documents to Police and attend to identification of handwriting and all photographic requirements pertaining to finger prints, chance prints, scenes of accidents, house breakings and theft cases, unknown dead bodies, intercepted letters, etc. They also supply photos of externees and criminals for the purpose of identifying them and watching their movements whenever necessary.

*Note :* A Forensic Science Laboratory functions under the administrative control of the Home Department to assist the Police in dealing with crime on systematic and scientific basis. The laboratory will be in charge of a Director.

(G.R., H.D., No. FSL. 1259/C-799-VII, dated 30th September, 1959).

**17. Anti Corruption and Prohibition Intelligence Bureau :**

(1) With a view to eradicating the evil of corruption and bribery and for a more effective implementation of prohibition policy of Government, the Anti-Corruption and Prohibition intelligence Bureau has been created under the control of the Director, Anti-Corruption and Prohibition intelligence Bureau and Deputy Inspector General of Police, Bombay State, Bombay. The Director is a Head of Department under the administrative control and supervision of the Home Department.

(2) In every district, at least one Sub-Inspector of Police of this Bureau is stationed. Corresponding to the six ranges in the mofussil, there are six units of this Bureau with Headquarters at Rajkot, Ahmedabad, Bombay, Poona, Aurangabad and Nagpur, each in charge of a Deputy Superintendent of Police. The Unit for Greater Bombay, is in charge of a Superintendent of Police.

(3) An Executive Engineer, Public Works Department, and a Divisional Forest Officer, designated as Deputy Director, and a Deputy Collector from the Revenue Department and a Sales-Tax Officer, designated as Assistant Director are attached to the Bureau. These Officers advise the Director in matters pertaining to their respective Departments.

**18. State Reserve Police Force :**

With a view to providing the armed force which may be required at any place in the State to deal with any disturbance or other emergency, the State Reserve Police Force, trained more or less on military lines and equipped with modern weapons, has been organized under the Bombay State Reserve Police Force Act, 1951 (Bom. XXXVIII of 1951), read with Bombay State Reserve Police Force (extension and amendment) Act, 1958 (Bom. LXXIV of 1958), constituted into seven groups and stationed (as mentioned in Appendix III ), at important centers in the State each group being under the control of a Commandant of the rank of District Superintendent of Police assisted by the necessary staff of officers, of different ranks. All the seven groups of the State Reserve Police Force are under the administrative control of the Deputy Inspector General of Police, Head Quarters.

**19. Police Training Schools :**

(1) For the initial training of officers of and above the rank of Sub-Inspector and for the refresher training of the constabulary in the duties of Police Station Officers there is a Police Training School at Nasik in charge of a Principal, who is of the rank of District Superintendent of Police. He is assisted by a Deputy Superintendent of Police designated as Vice-Principal and by the necessary number of Police Inspectors, Police Prosecutors, Sub-Inspector and Head Constables who are employed as Instructors.

Regional Training Schools, for the training of Constables for the Police Force, have been opened in the ranges and these schools are in charge of Principals, ordinarily of the rank of Deputy Superintendent of Police except in cases of Schools at the Head-quarters of State Reserve Police Force Groups, where the Commandant of the Group is

the Principal of the Training School as well. The Principals are assisted by the necessary number of staff employed as Instructors.

(3) All the above schools are under the control of the Deputy Inspector General of Police, Read-quarters.

#### **20. Police Wireless Grid :**

(1) The Bombay State Police Wireless Organization consists of various types of communication networks, Head-quarter and other establishments. The State Police communication networks consists of the following :-

(a) H.F. (High frequency) or Long Distance Communication Network :- comprises of :-

- (i) Static or fixed stations.
- (ii) Mobile and/or transportable stations
- (iii) Broadcast service stations.

(b) V.H.F. ( Very high frequency) or Short Distance Communication Network :- comprising of :-

- (i) Static stations.
- (ii) Mobile stations.
- (iii) Broadcast receiving stations.

(2) Staff :- The grid is under the control and supervision of a Superintendent of Police, designated as Superintendent of Police Wireless, and is worked by two separate cadres of staff :-

(a) Engineering or maintenance staff of the rank of Deputy Superintendent of Police, Police Inspector, Sub-Inspector, Head Constable and

(b) Operating or Traffic Staff of the rank of Sub-Inspector and Head Constable.

#### **21. Police Motor Transport :**

(1) A Motor Transport Section for the Whole State under the control of a Superintendent of Police, designated as Superintendent of Police, Motor Transport, State of Bombay, has been organized for plying and maintaining a fleet of road motor vehicles and water craft for the use of the police in the performance of their duties. These vehicles are of different types which have been standardized and distributed according to requirements among the various districts of the State and State Reserve Police Force Units. The staff of the Section constitute a separate cadre of Police Officers other ranks (both Police and Civilian) performing various duties in connection with operation, maintenance, repairs, supplies, training of personnel, etc.

(1) A similar Motor Transport Section under the control of a Superintendent of police, Motor Transport of the rank of Deputy Superintendent of Police has been organized, in Greater Bombay.

#### **22. Traffic Control Department :**

(1) There is a separate Traffic Control Branch in Greater Bombay under the control of Deputy Commissioner of Police assisted by the requisite number of Police



Inspectors, Sub-Inspectors and other subordinate staff. The main functions of this branch are :-

- a) To check traffic in general and motor traffic in particular, on important roads in Greater Bombay so as to prevent accidents;
- (b) to enquire into and give technical advice in cases of motor accidents;
- (c) to inculcate traffic sense in the minds of the members of the public through Propaganda Section;
- (d) to enforce speed limit regulations, and
- (e) to prevent illegal transport of prohibited articles.

(1) A similar Traffic Branch consisting of a Deputy Superintendent of Police and necessary subordinate staff, with Head-quarters at Poona and equipped with motor vehicles to facilitate quick movement, has been set up under the direct control of the Inspector General of Police to cover the mofussil area and to perform the functions detailed in sub-rule (1) above.

### **23. Office Staff.-**

(1) (i) The ministerial staff of the Police Department consists of three different cadres, viz., the Inspector General's combined ministerial cadre [ constituting (i) the Inspector General of Police's City cadre and (ii) Inspector General of Police's mofussil cadre], the District Ministerial cadre and the Ministerial cadre of the Commissioner of Police's Office.

ii) The Inspector General of Police's City cadre will consist of the staff of the following offices :-

- (1) The Office of the Inspector General of Police, Bombay.
- (2) The Office of the Deputy Inspector General of Police, Criminal Investigation Department.
- (3) The Office of the Deputy Inspector General of Police, Head-quarters.
- (4) The Office of the Deputy Inspector General of Police, Bombay Range.
- (5) The Office of the Deputy Inspector General of Police and Director, Anti-Corruption Bureau.

( iii ). The Inspector General of Police's mofussil cadre will consist of the staff of the following offices :-

The Office of the Deputy Inspector General of Police, Ahmedabad Range.

- (2) The Office of the Deputy Inspector General of Police Rajkot Range.
- (3) The Office of the Deputy Inspector General of Police, Poona Range.
- (4) The Office of the Deputy Inspector General of Police, Nagpur Range.

- (5) The Office of the Deputy Inspector General Sr Police, Aurangabad Range.
- (6) Head Clerks of all State Reserve Police Force Groups.
- (7) The Office of the Principal, Police Training School, Nasik
- (8) Regional Units of the Criminal Investigation Department and Anti-Corruption Bureau in the Mofussil.

(2) The staff in the Office of the Inspector General of Police ordinarily consist of one or more Deputy Assistants to the Inspector General of Police, one or more Office Superintendents, one Head Clerk and necessary number of Heads of Branches and Clerks, Stenographers and Typists in different grades.

(3) The staff in the Commissioner of Police's Office consist of one or more Senior Office Superintendents, Heads of Branches, Clerks, Stenographers and Typists.

(4) (a) The staff in the Office of each Deputy Inspector General of Police consist of an Office Superintendent ( except in the Office of the Deputy Inspector General of Police, Head Quarters) one Head Clerk and requisite number of Clerks of various grades who are borne on the Inspector General's combined ministerial cadre.

(b) To assist each of the six Range Deputy Inspectors General in the studying of crime in his charge, the Deputy Inspector General of Police in his Office has a Police Inspector who is styled as Reader Inspector.

(5) The ministerial establishment of the Principal, Central Police Training School, Nasik, is drawn from the Inspector General's combined ministerial ( mofussil ) cadre and consists of a Head Clerk and Clerks in different grades.

(6) (a) The ministerial establishment of all the offices of the Superintendents of Police and Commandants State Reserve Police Force Groups ( excluding the Head Clerk in the groups) form a District ministerial cadre and each Superintendent of Police's Office or Commandant's Office normally consists of a Head Clerk, a Police Accountant and the necessary number of Clerks in different grades. An Officer of the rank of Inspector is appointed as Home Inspector to supervise, among other things, the work of the ministerial establishment of the Office of the Superintendent of Police in the districts.

(b) To assist the Superintendents of Police in studying the crime position in his charge, the Superintendents of Police, where necessary, and every Sub-Divisional Police Officer has in his Office a Sub-Inspector who is styled as " Reader".

## SECTION II :- DIRECTION AND CONTROL.

### **24. Sub-Divisional Police Officers :**

The Assistant or Deputy Superintendent of Police in charge of a sub-division works under the Superintendent's control and exercises powers and performs duties

conferred or imposed upon him by Government (as enumerated in Volume III). As regards other powers and duties, the position is that in districts constituted under the Police Acts, V of 1861 and III of 1888, i. e. on the Central and Southern Railways and Western Railway the District Superintendent has been defined to include the Assistant Superintendents, while the Deputy Superintendent has been appointed by the Government of Bombay in the exercise of their powers under section 1 of Act V of 1861 to perform such of the duties as a Superintendent to whom he is subordinate, may from time to time authorize him to perform on his behalf. As regards officers in the remaining districts of the State, which are under the operation of the Bombay Police Act, 1951, section 19 of the Bombay General Clauses Act, 1904 read with sections 8 and 16 of the Bombay Police Act, 1951 read with Bombay Police (Extension and Amendment) Act, XXXIV of 1959 gives a legal position to an Assistant or a Deputy Superintendent of Police whenever he lawfully performs under the orders of a Superintendent of Police, the duties of the latter in his place. As regards powers the Assistant or Deputy Superintendent can exercise such of the powers of the Superintendent of Police as might have been delegated to him with the previous permission of the State Government by the Superintendent of Police in the exercise of his powers under sections 8 (1), (2), (3) and 16 of the Bombay Police Act, 1951.

(G. R., J. D. No. 649. dated 5th February 1908).

### **25. Superintendent of Police:**

(1) Subject to the orders of the District Magistrate and the Inspector General of Police in their respective spheres. of authority, the direction and regulation of the Police through-out a district is vested in the Superintendent as the executive head of the force and he has full control over the internal economy of the force under him including arms, drill, exercise, prevention and investigation of crime, prosecution, discipline and other matters of executive detail.

(2) An Additional Superintendent of Police is in the same position as the Superintendent of Police in the area for which he is appointed and performs such duties and exercises such powers of the Superintendents the State Government might have assigned to him.

( Section 16, Bombay Police Act ).

### **26. District Magistrate:**

(1) A District Magistrate shall exercise full control over his District Police Force. In exercising his authority as such, the District Magistrate is subject to the rules and orders made by the State Government.

(G. L., H. D. No. BPM. 1059/C-4506-V, dated 9th November 1959).

(2) In exercising his authority under section 17 of the Bombay Police Act, 1951 in respect of Police Prosecutors, the District Magistrate may make general orders subject to which, in addition to the orders of the Inspector General of Police, the District Superintendent of Police will direct the study by such officers of laws, orders and modes of proceedings; but the District Magistrate shall not make any orders as to the distribution or as to the performance of duties of such officers.

(3) If the District Magistrate considers that the Police Force required for a particular occasion is not available in the District, he

can communicate with the Inspector General of Police, who will, as far as possible, comply with the District Magistrate's requisition. At the same time the District Magistrate will avoid, as far as possible, interference in matters of personal relations among members of the force of disciplinary details.

(Sections 17 and 19 of Bombay Police Act).

(4) District Superintendents of Police should inform the Inspector General immediately when they send men from their Districts to adjoining Districts at the instance of District Magistrates or of Government, in cases where the Inspector General is not aware of such movements of the police.

(I. Go's No. 34-A dated 15th September 1947).

(5) In order to keep in touch with the state of crime and the maintenance of peace and order in the District, the District Magistrate may call for reports generally or on specific occasions from the District Superintendents of Police on various matters connected therewith, such as prevention of disorder, regulation of assemblies and places of amusement, the distribution of the Police Force, etc.

(6) If the District Magistrate finds that a particular officer is unsuited for a particular duty or locality, it is open to him to ask the Superintendent of Police to substitute another officer in his place. If the officer to be replaced is above the rank of an Inspector, the Inspector General of Police will, at the instance of the District Magistrate, make such orders as he deems suitable, due weight being given to the views of the District Magistrate.

(Sections 18 and 19 of Bombay Police Act).

(7) If the District Magistrate is not satisfied with some matters of police administration in his District he should first move the Inspector General of Police in the matter, endorsing a copy of the reference to Government, if considered necessary, by him. In case he considers the action taken by the Inspector General is inadequate or unsatisfactory he may then move the Government in the matter.

(G.C., H. D. No. GOP. 1053-G, dated 25th June 1953).

(8) The maintenance unimpaired of the responsibility of the District Magistrate for the peace and good order of his charge is of the utmost importance. All questions of policy and of the administration of the law within the District are for his decision, and his orders should as a rule, be accepted unhesitatingly. Should a Superintendent of Police demur to any order of the District Magistrate of which reconsideration has been refused, and should he consider the matter of sufficient importance to justify his action, the only course open to him is to address the District Magistrate and formally request him to refer the question to Government, who will decide such cases in consultation with the Inspector General of Police. When such a request is received by the District Magistrate, he should make a reference through the Inspector General of Police. In the meantime the orders of the District Magistrate must be promptly and fully carried out unless and until they are revised by Government. The District Magistrate shall not, however, interfere in questions of recruitment, internal economy and organization

nor with the administrative, disciplinary or other details of the force. The District Magistrate when exercising his power of control shall also abstain from any action likely to weaken the authority of the Superintendent of Police or to deprive him of responsibility. For this purpose he shall avoid, as far as possible, the issue of executive orders to the Police until he has consulted the Superintendent. The Inspector General will discourage any tendency on the part of his subordinates to approach him unnecessarily in matters in which the control properly vests in the District Magistrate.

(G. L., H. D. No. 87/3-1, dated 30th June 1934).

(9) Whenever District Magistrates visit Divisional Head-quarters for Co-ordination Meetings, they should take the opportunity of discussing general problems regarding law and order and crime with the Range Deputy Inspector General of Police. When the matter is of urgency and importance, they should arrange to meet the Deputy Inspector General individually.

(G. L., H. D. No. INP. 3458/73505-V, dated 5th September 1958).

## **27. Deputy Inspector General of Police.-**

(1) The Deputy Inspector General of Police will perform such of the duties of the Inspector General of Police and will exercise such control as may from time to time be delegated to him either by Government or by the Inspector General of Police in respect of such powers as it may be within the latter's competence to delegate.

(2) The administration by the Superintendent of the matters referred to in section 16 of the Bombay Police Act, which come within the sphere of the Inspector General of Police, shall also be subject to the control of the Deputy Inspector General of Police of the range concerned, so far as the latter officer has been empowered to exercise such control in respect of such matters.

(3) Whenever neglect or want of system or divergence from orders is observed, the Deputy Inspector General shall point out to the Superintendent of Police the proper method of conducting the duty and the latter will, without delay or demur, carry out the instructions given, any difference of opinion being submitted to the Inspector General of Police subsequently.

(G. L., J. D. No. 537, dated 28th January 1910 and G. R., J. D. No. 5832, dated 12th October 1910).

(4) Deputy Inspector General when visiting the Head-quarters of a District, will make a point of seeing the District Magistrate.

(5) The Deputy Inspector General of Police will be in close touch with the Divisional Commissioners about the maintenance of peace and the prevention and detection of crime in their respective Districts.

(G. C., P. & S. D. No. DOM.1058-B, dated 27th June 1958).

(6) A Deputy Inspector General may not issue any circular orders to, nor may he prescribe any returns or forms to be prepared or submitted by, Superintendents of Police of the Districts in his range without the previous sanction of the Inspector General of Police.

(G. R., H. p. No. 4827, dated 17th May 1921 and I. G.'s No. 13-A, dated 26th July 1921).

(7) A list of matters in regard to which the power of taking final action or of deciding questions connected therewith has been delegated to the Range Deputy Inspector General of Police for their respective ranges will be found in Appendix VI.

**28. Divisional Commissioners.-**

(I) The Commissioners of the six Divisions, into which the State of Bombay is divided, shall be the Chief Controlling authority for their Divisions in all matters concerned with Land Revenue and shall inter alia be responsible for the exercise of :

- (i) Executive and administrative powers to be delegated by Government or conferred on them, by law;
- (ii) General inspection of offices of all Departments within the Division, and
- (iii) Co-ordination and supervision of the activities of all Divisional Heads of Departments with particular reference to planning and development.

In so far as Police Department is concerned, the inspection by the Divisional Commissioner would, among other things, confine to-

- (i) State of crime in the district;
- (ii) Whether the strength and distribution of Police Force is adequate, and
- (iii) Whether Log Book of vehicles in use in the Department is maintained properly.

(G. Rs., R. D. No. RVA. 2557/170960-R, dated 28th February 1958 and No. INS. 1057/76329-G, dated 18th August 1958).

**29. Commissioner of Police:**

(I) The Commissioner of Police will obtain the approval of the Inspector General in the following matters connected with the administrative control of the Police Force in Greater Bombay :-

- (1) Changes in the standards of recruitment to the force.
- (2) Changes in the strength of the force and its different branches or grades.
- (3) Changes in the armament, uniform and other equipment of the force.
- (4) Changes in the methods of, and in the syllabus and arrangements for, the training of officers and men of the force.
- (5) Recommendations for the award of Medals.
- (6) Promotions to the grade of Inspectors and the preparation of select lists of Sub-Inspectors fit for such promotion.
- (7) Promotion of Superintendents of Police to Deputy Commissioners of Police.
- (8) Reports on Superintendents of Police fit to become Deputy Commissioners of Police.

- (9) Questions regarding the welfare of, and amenities for the force. .
- (10) Creation or change in the organization, of any special branch of the force.
- (11) Creation or reorganization of any Police Station in Greater Bombay.
- (12) Questions relating to the Police Wireless Grid in Greater Bombay. .
- (13) Mechanization of the force.
- (14) Crime on the border between Greater Bombay and the Districts and measures to prevent and detect it.
- (15) Communal, political, industrial or economic developments in Greater Bombay, which are likely to produce repercussions in the Districts in the State and vice-versa
- (16) Preparation or modification of any security scheme.

( G. O., H. D. No. 8484{5-II(a), dated 9th November 1951).

- (2) The Commissioner of Police will submit through the Inspector General of Police :-
- (a) The Annual Administration Report for Greater Bombay.
  - (b) All references addressed to Government in regard to disciplinary action against members of the Greater Bombay Police Force.
  - (c) Recommendations to Government in departmental enquiries held against I.P. S./ I.P.S. officers, and
  - (d) All proposals or reports addressed to Government on matters mentioned in sub-rule (1) above.

( G. Ls., H. D. No. 3200{5-D, dated 15th April 1958 and 17th May 1948 ).

### **30. Inspector General of Police:**

(1) The Inspector General of Police is the Head of all the Police Force in the State including the Bombay City Police. He is the Head of the Police Department and the Adviser to Government on all questions of Police Administration. He is responsible for the internal economy, general training and discipline of the Police Force, and for its efficient organization as a means of preventing and checking crime and preserving law and order.

( Section 6, Bombay Police Act).

(2) All orders of Government in connection with the Police Force should, as a general rule, be issued through the Inspector General of Police. In any case where it may be necessary for Government to issue special orders to any part of the force, these also, as a general rule, should issue through the Inspector General of Police, a copy of the same being sent to the District Magistrate concerned, when necessary. This sub-rule does not apply to general orders which are communicated simultaneously to all officers concerned.

( G. L., H. D; No. 87}3-1; dated 30th June 1934).

(3) The general orders which the Inspector General of Police is empowered to make under section 23 of the Bombay Police Act, 1951, need not in all cases be submitted to Government for approval. But the Government expect the Inspector General of Police to submit for their previous approval any general orders involving radical and important changes which the Inspector General of Police may propose to issue under that section; otherwise all orders on matter of routine or of an unimportant nature may be issued by the Inspector General of Police without reference to Government.

( G. L., J. D., No. 1407, dated 20th February 1912).

(4) The Inspector General of Police has control over the Superintendent of Police in respect of his personal movements and duties, subject to the provisions of section 17 of the Bombay Police Act.

(5) A list of the more important matters, on which references or reports are required to be submitted by Superintendents to the Inspector General of Police either direct or through certain officers will be found in Appendix VII.

### 31. Execution of Deeds and Contracts:

(1) Under clause (1) of Article 299 of the Constitution of India, the officers in column 2 of the sub-joined statement have been empowered to execute contracts and assurances of property mentioned against them in column 1 thereof, made in the exercise of the executive authority of the State of Bombay:-"

<i>Column 1</i>	<i>Column 2</i>
(i) Contracts for the supply of articles of dead stock or petty supplies	The Government officer for whose use such articles or petty supplies are required or any Government officer to whom such officer is subordinate.
(ii) Contracts for the sale of useless, unclaimed or confiscated articles.	The Government officer in whose office such useless articles are, or any Government officer to whom such officer is subordinate
(iii) Contracts for the lease or sale of Government buildings.	The Chief Local Officer of the Department in whose charge such buildings are.
(iv) (a) Contract for hire or purchase of land or buildings for Government, other than residential buildings, required for rent paying Government servants	The chief Local Officer of the Department for which such land or buildings are to be hired or purchased or in the case of the Police Department, the District Superintendent of Police concerned.
(b) Contract for hire or purchase of private buildings with or without lands adjoining thereto, for use as residences for rent paying Government servants,	



<i>Column 1</i>	<i>Column 2</i>
(v) Contract and other instruments for the purchase, supply and conveyance or carriage of building materials, stores, machinery, etc., and contract for petty construction and repairs, and for Public Works Departments.	The chief Local Officer of the Department by which such works are to be executed.
(vi) Securities bonds or mortgage deeds given as security in connection with the employment of treasurers, cashiers, or clerks in Accounts office charged with the disbursement of money or the custody and handling of securities.	The head of the office
(vii) (a) Contracts for the supply of articles procured in the local markets for the Police.	The Commissioner of Police in the city of Bombay and elsewhere by Inspector General of Police or Commandants of the State Reserve Police Force Groups concerned. Commissioner of Police Bombay.
(b) Contracts for the supply of funeral in case of deceased pauper Christians.	
(viii) Instruments relating to the re-assignments of insurance policies which are assigned to the Governor of Bombay in accordance with the rules regulating the General Provident Fund.	The Account Officer of the Fund, as defined in the rules of the Fund.
(ix) Contracts and other instruments relating to house building advances.	The authority granting the advance.
(x) Agreements in respect of telephone installations	The Head of Office.

(G.R., H.D.No. 1758/6, dated 1<sup>st</sup> June 1956).

(2) Authorities competent to enter into contracts should not revise the rates specified in the agreement to the disadvantage of Government, as a contract is ordinarily meant to hold good for a specified period and cases involving revision of rates once settled should

be referred to Government in the Administrative Department concerned for orders.

(G. C., F. D. No. 6459, dated 27th October 1928).

(3) (a) The Solicitor to Government or the Remembrancer of Legal Affairs should be consulted before executing any document imposing or involving a legal liability on Government, as failure to do so may lead to the inclusion in the agreement of terms which are not as carefully worded as they should be in the interest of Government.

(G. C., F. D. No. 6459, dated 27th October 1928).

(b) Under rule 20 of the Rules for the Conduct of Legal Affairs of Government, a direct reference to the Remembrance of Legal Affairs is not permissible. All communications, in connection with the execution of agreements, which are intended for seeking the legal advice of the Remembrance of Legal Affairs, should, therefore, invariably be addressed to the Inspector General of Police.

(c) The draft agreements required to be scrutinized by the Remembrance of Legal Affairs must be accompanied by two additional spare copies thereof typed with half margin.

(d) The preparation of an agreement in a sample form does not in itself dispense with the necessity of obtaining the opinion of the Remembrancer of Legal Affairs for the purpose of its final execution in each case. All agreements, whether drafted in accordance with a sample form or otherwise, must be subjected to the previous scrutiny of the Remembrancer of Legal Affairs. - It is, however, not necessary for the Remembrancer of Legal Affairs to scrutinize deeds, drafts of which have already been examined by him, unless it is proposed to make any material change in the drafts. Drafts of leases for hiring private buildings for police purposes need not, therefore, be submitted for the scrutiny of the Remembrancer of Legal Affairs on every occasion of sanction for the renewal of these leases, unless there is material change in the terms and conditions thereof. When no such change is involved, the lease should be prepared according to the draft previously approved by the Remembrancer of Legal Affairs and executed straight away, observing the previous instructions, if any, of that officer.

(1. Go's Nos. 55, dated 20th December 1934 and 49, dated. 23rd September 1937).

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## CHAPTER II

### Recruitment

#### SECTION I—CLASSIFICATION AND GENERAL PRINCIPLES

#### 32. Division of Police establishment under different services :

The personnel of the Police Department comes under the different services as shown below :

All India Service —

Members of the Indian Police and Indian Police Service.

(2) (a) Bombay Police Service —

Superintendents of Police and Commandants of State Reserve Police Force Groups non-cadre officers (those holding cadre or non-cadre posts), Assistant Commandants of the State Reserve Police Force, Deputy Superintendents of Police in the mofussil Superintendents of Police in Greater Bombay.

Bombay Police Service (technical executive) —

Superintendent of Police, Wireless,

Superintendent of Police, Motor Transport,

Deputy Superintendent of Police, Wireless, and

Deputy Superintendent of Police, Motor Transport.

(c) General State Service —

Deputy Assistant to the Inspector General of Police, Office Superintendents to the Inspector General of Police, Director, Finger Print Bureau (Group I), Selection Grade Police Prosecutors in the mofussil, and Police Prosecutors in Greater Bombay.

(3) Class III Service —

Inspectors of Police

Sub-Inspectors of Police

Head Constables

Police Constables

Police Prosecutors in the mofussil other than those shown in the General State Service.

Subordinate ministerial staff.

Director, Finger Print Bureau (Group II).

Class IV Service —

Peons and other miscellaneous servants.

(G.R., H.D. No. GSM. 6158/11582-I, dated 9th June 1959).

#### 33. Appointing Authority —

In exercise of the powers conferred by the Bombay Police (Amendment) Act, 1954 and clause (b) of section 5 read with sections 6, 8, 8A and 10 of the Bombay Police Act, 1951, the Police Officers specified in the column I shall exercise the power

of appointing the police officers of the rank or ranks specified against them in column 2 below :-

Designation of the Police Officer Empowered to make appointment.	Rank or ranks of the Police Officer to be appointed.
1	2

**I. POLICE FORCE OTHER THAN THAT BELONGING TO THE  
CENTRAL POLICE TRAINING SCHOOL, NASIK, MOTOR  
TRANSPORT AND WIRELESS SECTIONS.**

*(a) In Greater Bombay*

- |   |  |
|---|--|
| 1. The Commissioner of Police   | Inspectors of Police.  |
| 2. The Deputy Commissioner of Police or the Assistant Commissioner of Police. | Sub-Inspectors, Jamadars,<br>Head Constables and Constables. |

*(b) In areas outside Greater Bombay*

- |  |                                 |
|--|---------------------------------|
| 1. The Inspector-General of Police         | Inspectors of Police.           |
| 2. The Deputy Inspector General of Police. | Sub-Inspectors.                 |
| 3. The District Superintendent of Police.  | Head Constables and Constables. |

**II. POLICE FORCE SERVING AT THE CENTRAL  
POLICE TRAINING SCHOOL, NASIK.**

- |  |                                 |
|--|---------------------------------|
| 1. The Deputy Inspector General of Police.               | Sub-Inspectors.                 |
| 2. The Principal, Central Police Training School, Nasik. | Head Constables and Constables. |

**III. MOTOR TRANSPORT SECTION**

*(a) In Greater Bombay*

- |   |  |
|---|--|
| 1. The Deputy Commissioner of Police or the Assistant Commissioner of Police. | All members of and below the rank of Sub-Inspectors. |
|---|--|

*(b) In areas outside Greater Bombay*

- |  |   |
|--|---|
| 1. The Deputy Inspector General of Police.               | Sub-Inspectors.   |
| 2. The District Superintendent of Police.                | Head Constables, Driver Mechanics,<br>Police Constables Drivers, Writers,<br>Store Orderlies, and Orderlies.  |
| 3. The Superintendent of Police, Motor Transport, Poona. | Motor Launch Drivers Class II (Jamadars), Motor Launch Drivers Class III, (Unqualified Head Constable), Tindals, (Head Constables), Khalasis and Laskars (Police Constables). |

Designation of the Police Officer  
Empowered to make appointment.

1

Rank or ranks of the Police  
Officer to be appointed.

2

#### IV. WIRELESS SECTION

##### (a) In Greater Bombay

1. The Deputy Commissioner of Police or the Assistant Commissioner of Police.
2. The Superintendent of Police, Wireless, Poona.

Sub-Inspectors.

Radio Mechanics (Jamadars),  
Electricians (Brevet Jamadars), Head  
Wireless Operators (Jamadars), and  
Wireless Operators (Head

Constables).

[ G. O., H. D., No. 8484/5-II (f), dated 5th January 1956 ]

##### (b) In areas outside Greater Bombay

1. The Deputy Inspector General of Police
2. The Superintendent of Police, Wireless, Poona.

Sub-Inspectors.

Radio Mechanics (Head Constable,  
I Grade ) Electricians (Brevet Jamad-  
ars), Head Wireless Operators (Head  
Constable, I Grade), Wireless  
Operators (Head Constables, II  
Grade)

3. The District Superintendent of Police

Wireless Mobile Van Drivers (Police  
Constables), Writer Constables,  
Constable Orderlies.

[ G. O., H. D., No. 8484/5-II (f)-D, dated 29th January 1955 ]

#### 33. Fundamental Principles of Recruitment --

(1) A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Bombay Public Service Commission or other recruiting authority and

he may also provisionally be appointed subject to the necessary certificate being given to him by the Government. Provisional appointment of the person concerned should not be continued beyond 3 months without a certificate of eligibility.

(1) Candidates applying for eligibility certificates should be required to produce information in the prescribed form. The request for the issue of the necessary certificate in favor of a particular candidate should be made to the Political and Services Department by the officers concerned through proper channel. The request should be made only after the character and antecedents of the candidate concerned have been verified and found to be satisfactory.

(2) In the case of subjects of the Portuguese possessions in India, a report regarding character and antecedents should be obtained from the Additional Deputy Inspector of Police, Criminal Investigation Department. The certificate of eligibility will be issued by the Political and Services Department on the merit of individual cases.

(G.R., P. & S.D. No.RTR. 1158-J, dated 1<sup>st</sup> March 1958).

#### **34. Recruitment through Bombay Public Service Commission –**

Except in the case of services and posts excluded from the field of functions of the Bombay Public Service Commission by rules made under the provision to sub section (3) of Article 320 of the Constitution of India 1950, appointments to State Services and posts shall be made by Government or by an authority framed by Government in this regard after consultation with the Commission either on the results of a competitive examination or by nomination or by promotion from a lower post or service from amongst the candidates satisfying the conditions laid down in the above rules.

(G. E., H. D., No. 6657/5-D, dated 15th March 1952)

#### **35. Recruitment through Employment Exchange –**

All vacancies which are not to be filled through the Bombay Public Service Commission or by competitive examination or by departmental promotions or transfers should invariably be notified in good time to the Employment Exchange Officer or to the Sub-Regional Employment Exchange Officer as the case may be, and the candidates recommended by them given preference, all other things being equal.

(G. O., P. & S. D. No., 9530/34, dated 1st April 1950).

#### **36. Certificates of Good Character and their verification –**

(1) The Heads of offices whenever they have occasion to make appointments of Class III and Class IV servants should invariably require the candidates concerned to produce certificates of good character from at least two respectable persons, scrutinize them properly and satisfy themselves that the candidates possess good character before they are actually appointed.

(G. C., P. & S. D., No. 1586/34, dated 11th January 1952)

(2) The officers should also make an entry in the Service Book/Sheets/Rolls of all Class III and Class IV servants (except directly recruited Sub-Inspectors passing out of the Police Training School, Nasik)

regarding certificates of good character and their verification. The papers of such verification should be filed in the Personal Files of the Government servants concerned.

(I. G.'s Circular No. 818-II, dated 16th September 1952)

**37. General Principals regarding entertainment of unqualified persons in Government Service –**

(1) Recruitment rules for the several posts in the Police Department are detailed in the subsequent rules. All appointing authorities should pay adequate attention to the various recruitment rules while making appointments and should not at all appoint unqualified and over aged persons in Government service without the sanction of Government, allow them to continue for a considerably long time permitting them to appear for the prescribed departmental examinations and then approach Government for relaxation of the prescribed conditions. If such appointments are necessary and cannot be avoided, specific sanction of Government should invariably be obtained through the proper channel.

(G.C., P. & S. D., No. 1586/34, dated 3rd October 1951).

(2) If a person is appointed to a particular post in relaxation of prescribed qualifications on the ground that suitable candidates possessing those qualifications were not available and if such person applies for another post on the strength of relaxation within a short time, the Head of the Department or Office should withhold the application of such person. It is not intended that he should be permanently debarred from applying for other posts, but the intention is that he should not be allowed to apply for other posts within about 1 or 2 years of his appointment.

(I. G., P. & S. D., No. 1586/34, dated 22nd November 1950)

**38. Certificate regarding Educational Qualifications –**

In Order to further ensure that persons who do not possess the prescribed educational qualifications are not possess the prescribed educational qualifications are not recruited in Government service, a certificate in the following form should be attached to the first pay bill of Government servant appointed to a post for which specific educational qualifications have been prescribed :-

"Certified that I have satisfied myself that Shri \_\_\_\_\_ appointed to the post of \_\_\_\_\_ possesses the requisite educational qualifications prescribed for the post."

(G. C., P. & S. D. No. SRV.1056, dated 13th May 1956)

**39. Recruitment of Backward Classes –**

(1)The following minimum percentage of vacancies occurring in the Police Department which are filled by the direct recruitment should be reserved for members of the Backward Classes :-

Bombay Police Service	...	...	12 ½ percent
Class III Service	...	...	22 percent
Class IV Service	...	...	27 percent

These percentages should be the minimum number to be reserved scrupulously for the Backward Class and it is open to the appointing

authority to recruit members of the Backward Class in excess of these percentages if they are otherwise considered suitable for such appointment vis-a-versa other candidates.

(G.Rs., and S.D., No. 490/46, dated 1<sup>st</sup> November 1950 and 24<sup>th</sup> January 1953).

(2) Sweepers employed in Government offices should not be computed against the vacancies reserved for Scheduled Castes for making up the percentage of members of the Backward Class in Class IV Service.

(G. R., P. and S.D., No. BAC. 1158-J, dated 27th June 1958).

(3) For a list of communities to be treated as Backward, reference should be made to Government Resolution, Political and Services Department, No. 490/46 dated 1st November 1950 and other orders issued by Government from time to time.

(4) In order to ensure that the minimum percentages of vacancies prescribed for Backward Class candidates are kept up in Class III and Class IV services, all appointing authorities should obtain from the following sources lists of suitable Backward Class candidates at the time of filling up the vacancies in Class III and Class IV service :-

Class III Service	:	Director of Backward Class Welfare, Bombay State, Poona.
Class IV Service	:	Backward Class Welfare Officers, Social Welfare Officers,
Employment	:	Exchange, Direct applicants.

(G. C., P. and S. D., No. BAC. 1157/10900-J, dated 30th March 1959).

(1) Backward Class candidates should be given the benefit of first preference and as far as possible the first available vacancy should be earmarked to the Backward Class candidates and the subsequent vacancies filled by appointing others.

(G. C. M., P. and S. D. No. 490/46, dated 16th May 1951).

(2) Appointing authorities should, other things being equal, give preference to the Backward Class candidates recommended by the Director of Backward Class Welfare, Bombay State, Poona and the Employment Exchange over the Backward Class candidates applying to them direct.

(G.C., P. and S.D., PAC, 1156-J, dated 5th May 1956).

(3) The maximum age limit prescribed for appointment for Class III and Class IV services and posts thereunder should be relaxed by 5 years in favour of Backward Class candidates.

(G.R., P. and S.D., No. 490/46, dated 30th August 1952),

*Note:* - This relaxation is not applicable to Women Police.

(G.L., H.D., No. WPO. 1959/89261-V, dated 17th November 1959).

(4) Knowledge of typing qualification should not be insisted on Backward Class candidates possessing the minimum prescribed qualifications should be considered for appointment in the vacancies reserved for them. The qualifications which are not prescribed as essential should not be insisted in their cases.

(G.C., P. and S. D., No. BAC, 1154, dated 19th February 1954).



(1) When any retrenchments is effected, Backward Class candidates already in service should not be retrenched through they may be liable for retrenchment according to the seniority, provided their strength in Class III or Class IV cadre does not exceed the prescribed percentage of reservation. In their places, an equal number of others may be retrenched subject to the proviso that as between a permanent and temporary Government servant, a temporary Government servant should be retrenched irrespective of the fact that he belongs to the Backward Class.

(G.R., P. and S.D., No. 490/46, dated 2nd April 1953).

(2) Any person belonging to the Scheduled Caste ceases to be so if he relinquishes Hindu religion and adopts the Buddhist religion. He is not, therefore, after conversion, entitled to the facilities provided specifically for the Scheduled Castes, viz. concessions in respect of posts and services under the Government.

(G.E., P. and S.D., No. ELC. 1057/13283-H, dated 23rd July 1957).

(3) Mention of caste and sub-caste in any form of declaration or in an application for service is not compulsory. All Hindus who do not wish to specify therein their caste and sub caste should be permitted to described themselves as Hindus and should, when they so described themselves, be classified as advanced for statistical purposes.

(G.R., P. and S.D., No. 1673/34, dated 6th January 1948).

(4) If any instance in which the orders of reservation in recruitment of Backward Class candidates to Government service are not observed comes to the notice of Government, the officers concerned will be held personally responsible. All appointing authorities should communicate on each occasion to the Director of Social Welfare or other officers concerned whether the candidates recommended by them have been selected or not.

(G.C., P. and S.D., No. 490/46, dated 20th June 1952 and No. BAC. 1158/76074-J, dated 18th November 1958).

(5) All Heads of Officers in the Police Department should forward to the Inspector-General of Police on or before 15th January every year a return, showing the number of vacancies filled by the appointment of members of the Backward Class, in Form Nos. 1(a) and 1(b) in Appendix I. The Inspector-General will consolidate these returns and forward them to Government through the Director of Social Welfare, by the 15th February every year.

(G.C., P. and S.D., No. BAC. 1158/8334-J, dated 13th May 1958).

#### **40. Recruitment of a convicted person –**

(1) Conviction by itself should not be considered as a disqualification for Government service, but each case should be considered on its merits, with due regard to the nature of the offence for which the person concerned is convicted. Ordinarily there should be no objection to recruiting to Government service a person, through he may have been convicted by a Court or has been detained in a Borstal School after such a conviction, provided the offence for which he was convicted did not involve more turpitude or an anti-social attitude.

(G.C.P and S.D., No. 3310/46, dated 12<sup>th</sup> August and 8<sup>th</sup> January 1953).

(2) According to the provisions contained in the Bombay Children's Act, the commitment of a child to a certified school does not operate as a disqualification for any employment. Persons should not, therefore, be held ineligible for employment in service on the ground that they have been committed in their childhood to certified schools if they are otherwise qualified for such appointments.

(G.C., P. and S.D., No. 3310/46, dated 12th July 1957)

**41. Re-employment of displaced persons from Pakistan –**

Only those displaced persons from Pakistan, who have migrated and got themselves registered in India upto the 15th January 1950, should be held eligible for the concession granted to displaced persons for the purpose of employment in Government service subject to the condition that only those displaced persons who have acquired the citizenship of India will be eligible, whereas others will be eligible subject to the issue of certificate of eligibility in their favour (vide Rule 34.)

(G.R., P. and S.D., No. 1868/46, dated 18<sup>th</sup> October 1950).

**42. Re-employment of Retired Officers –**

The Inspector – General of Police is authorized to re-employ civil pensions subject to the conditions mentioned below, and also under Rules 326-B to 331-B of the Bombay Civil Services Rules, in posts to which he or his subordinates are competent to make appointments :-

- (1) The appointment is urgent.
- (2) No suitable candidate is likely to be found by advertisement.
- (3) No one could be found in the Department who may be appointed to the post by grade to grade and by recruitment, if necessary, of a fresh man at the bottom of the lades according to rules.
- (4) The appointment in question is needed for a short time only, i.e. not more than 12 months.
- (5) The particular retired officer selected for re-employment has some special experience or qualifications necessary for the post.
- (6) The officer selected for re-employment must be the junior most among the suitable ones.

Cases of such re-employment should be kept as a rule to the minimum and effected only when it is absolutely necessary and no alternative arrangements are possible.

(G.E. No. 2048/34-D, dated 26th March 1951).

**SECTION II – RECRUITMENT RULES**

**43. Recruitment of Officers for the Indian Police Service –**

(1) Under Article 309 of the Constitution of India, the President of India or such other person as he may direct, has been vested with the power to recruit officers for the Indian Police Service. Appointment to the said service may be direct, by competitive examination or by promotion from the State Police Service cadre. Detailed particulars regulating recruitment, constitution of cadre, etc., can be found in the Indian Police Service (Recruitment) Rules, 1954,

Indian Police Service (Cadre) Rules, 1954, Indian Police Service (appointment by promotion) Regulation, 1955, and Indian Police Service (appointment by competitive examinations) Regulations, 1955 (-) vide Handbook of Rules and Regulations for the All India Services, 1958, Volume I, issued by the Government of India, Ministry of Home Affairs.

(2) The Indian Police Service Cadre Schedule of Bombay State is as shown in Appendix VIII.

**44. Recruitment of Commandants, State Reserve Police Force Groups in Non-Cadre Posts –**

(1) Appointment shall be made by promotion from amongst officers with five years' service as adjutants and/or Assistant Commandants in the State Reserve Police Force Groups, or by nomination.

(2) To be eligible for appointment by nomination a candidate must :-

- (i) be not more than 40 years of age,
- (ii) have obtained a direct Commission in the Indian Army after undergoing a regular course of training in the Indian Military Academy and have served for not less than ten years in the Infantry and held the rank of Major for not less than three years, preference being given to a candidate with administrative experience and/or experience of office management.
- (iii) have a sound physique with a height not less than 5 feet 6 inches and chest measurements not less than 32-34 inches,
- (iv) know motor driving and have knowledge of maintenance of vehicles, preference being given to a candidate who has undergone officers' driving and maintenance course in the Army School of Mechanical Transport, Faizabad,
- (v) have through knowledge (theoretical and practical) in weapon training, major tactics; and
- (vi) have sound knowledge of one of the regional languages of the Bombay State;

(G.E., H.D., No. 8223/5-II (b)-A, dated 9th August 1955).

**46. Recruitment of Deputy Superintendents of Police in the Mofussil and Superintendents of Police in Greater Bombay –**

(1) The Power of appointing Deputy Superintendents of Police has been vested by Article 309 of the Constitution of India in the Governor of Bombay or such other person as he may direct.

(2) Accordingly, 70 per cent of the total number of permanent appointments on the sanctioned cadre of Deputy Superintendents of Police in the Mofussil and Superintendents of Police in Greater Bombay are filled by promotion of meritorious officers from the lower ranks of

the Bombay Police Force, or, in exceptional cases, by the transfer of meritorious officers in the cadre of Police Prosecutors and the remaining 30 per cent by direct recruitment which is made by the State Government from candidates recommended by the Bombay Public Service Commission in the exercise of powers conferred on them by Rule 3 of the Bombay Public Service (Functions) Rules, 1947. At the instance of the State Government, the Bombay Public Service Commission advertises the number of vacancies to be filled up and selects candidates at interview of the applicants.

(3) Qualifications in the case of direct recruitment normally insisted upon are :

- (a) Age : Not less than 21 and not more than 24 years  
(29 years in the case of Backward Class candidates)  
of age.
- (b) Physique : Height not less than 5'-5", chest measurements not  
less than 33" deflated (minimum) with a minimum  
expansion of 2" between deflated and inflated  
measurements.
- (c) Education : A degree of a recognized University Sufficient  
knowledge of Marathi or Gujarati to read, write and  
speak the language with facility.

(G.R., H.D., No. 5920/5-II-A, dated 23rd October 1956 and  
No. DYS. 1259-I dated 24th September 1959).

**47. Recruitment of Superintendent of Police, Motor Transport –**

(1) Appointment to the post of Superintendent of Police, Motor Transport, State of Bombay, Shall be made either by promotion of a suitable officer from the State Police Service or by nomination.

(2) To be eligible for appointment by nomination a candidate must :-

(i) be not more than 45 years of age, possess a degree or diploma in Automobile Engineering or in Mechanical Engineering, Preference being given to holders of a University degree or a diploma equivalent to a University degree.

(ii) have not less than ten years' practical experience in the field,

(iii) have the ability to maintain a fleet of Government Transport and launches and to train staff; and

(iv) have knowledge of the Motor Vehicles Act and the Factories Act;

Provided that the age limit will not apply to persons already in the service of the Government of Bombay and may be relaxed upto two years in favour of well qualified candidates.

(G.L., H.D., No. OPO, 2855-A, of 8th June 1956).

**46. Recruitment of Superintendent of Police, Motor Transport –**

(1) Appointment to the post of Superintendent of Police, Motor Transport Section, Greater Bombay, shall be made either by promotion of a suitable officer from the lower ranks of the Bombay Police Force or by nomination.

(2) To be eligible for appointment by nomination a candidate must be not more than 45 years of age, possess a degree or diploma in Automobile Engineering or in Mechanical Engineering, Preference being given to holders of a University degree or a diploma equivalent to a University degree.

have not less than seven years' practical experience in the field, and

have the ability to maintain a fleet of Government Transport and launches and to train staff;

Provided that the age limit may be relaxed upto a maximum of two years in favour of candidates with good qualifications and/or experience.

(G.L., H.D., No. OPO, 2054-C, 1909-A, dated 19th August 1955).

**47. Recruitment of Deputy Superintendents of Police and Inspectors of Police in the Motor Transport Section –**

Ordinarily, Deputy Superintendents of Police and Inspectors of Police in Motor Transport Section are appointed by promotion from the lower ranks of the Motor Transport Wing.

**48. Recruitment of Superintendent of Police, Wireless –**

(1) Appointment to the post of Superintendent of Police, Wireless, State of Bombay shall be made either by promotion of a suitable officer from the Bombay Police Force or by nomination.

(2) To be eligible for appointment by nomination a candidate must :

(i) be not more than 35 years of age,

(ii) possess the B.Sc. (Engineering) degree in Telecommunication or Radio Engineering of a Recognized University or an equivalent qualification or a postgraduate degree in Physics with Wireless as a special subject of a recognized University,

(iii) have not less than five years' practical and administrative experience in a Radio Communication Organization.,

(iv) possess specialized training and experience in wireless,

provided that the age limit will not apply to persons already in service of the Government of Bombay and may be relaxed up to two years in favour of well qualified candidates;

provided further that the requirement in item (ii) above may be waived for candidate who has served in the Armed Forces and who is otherwise considered specially qualified.

(G.L., H.D., No. OPO. 2855-A, dated 8th June 1956).

49. **Recruitment of Deputy Superintendent of Police, Wireless –**

(1) Appointment to the post of Deputy Superintendent of Police, Wireless, shall be made either by promotion of a suitable officer from amongst the Inspectors of Police working in the Wireless Section or by nomination.

(2) To be eligible for appointment by nomination a candidate must:

- i. be not less than 22 years and unless already in the service of the Government of Bombay, not more than 35 years of age;
- ii. possess (a) the B.Sc. (Engineering) degree in Telecommunication or Radio-Engineering of a recognized University or an equivalent qualification or (b) a post graduate degree in Physics with Wireless as a special subject or with a diploma in Telecommunication or Radio-Engineering,
- iii. have practical and administrative experience in a Radio-communication organization for not less than three years;

provided that the upper age limit may be relaxed in favour of candidates with good qualifications and/or experience;

provided further that the requirement in item (ii) above may be waived in respect of a candidate who have served in the Armed Forces and who is otherwise considered specially qualified.

(3) A candidate appointed by nomination will be on probation for two years and will be required to pass such departmental and/or language examinations as may be prescribed by government.

(G.L., H.D. No. IOP. 2557/C-368-I, dated 9th August 1958).

**GENERAL STATE SERVICE**

50. **Recruitment of Deputy Assistants to the Inspector General of Police –**

Appointments of Deputy Assistants to the Inspector General of Police shall be made by promotion from the ministerial staff in the office of the Inspector General of Police, Bombay State, or by transfer from amongst persons who are Government servants of not more than 45 years of age at the date of appointment and who possess extensive administrative or secretarial experience in a Government department or office and have knowledge of the working of the Police Department.

(G.L., H.D. No. PUB.1654-A, dated 25th June 1954 and  
NIS 2458/16533-I, dated 28th August 1959).

51. **Recruitment of Office Superintendents to the Inspector General of Police –**

Appointments of office Superintendents to the Inspector General of Police shall be made by promotion from amongst the ministerial staff of the Inspector General of Police's combined ministerial, cadre,

(G.L., H.D. No. PUB. 1654-A, dated 25th June 1954)

**52. Recruitment of Director, Finger Print Bureau, Group I –**

The appointment of the Director, Finger Print Bureau, Group I, will be made by the Inspector General of Police by promotion from among the Director, Finger Print Bureau, Group II, Experts and Searchers serving in the Finger Print Bureau attached to the office of the Deputy Inspector General, Criminal Investigation Department, Bombay, and of the Commissioner of Police, Bombay.

[Rule 70, Appx. C of B.C.S. (Classification and Recruitment) Rules]

**53. Recruitment of Inspectors of Police –**

(1) Ordinarily, Inspectors of Police are appointed by promotion from the lower ranks of the Police unless of course suitable candidates in the Department are not available for promotion, when direct recruitment is resorted to. No definite ratio for appointment by promotion and nomination is, laid down. If, however, it is considered necessary to recruit directly, the power to do so has been delegated under Article 309 of the Constitution of India to the Inspector General of Police, the selection being made by a Board consisting of (1) the Inspector General of Police, (2) the Director of Education, (3) a Deputy Inspector General of police nominated by the Inspector General Police, and (4) a member of the Bombay public Service Commission.

(2) To be eligible for direct recruitment, the candidate should possess the following standards, which may be relaxed in special cases by Government on the recommendation of the Inspector General of Police :

- |               |   |   |
|---------------|---|---|
| (a) Age       | : | Not less than 22 and not more than 25 years, and in the case of Backward Class candidates |
|               |   | not more than 30 years, at the time of appointment.                                       |
| (b) Physique  | : | Height – not less than 5'-5", chest measurement not less than 33" deflated.               |
| (c) Education | : | Degree of a recognized university or is equivalent examination.                           |

Note –

- (1) Candidates who have passed Diploma of Military studies, or B and C certificate from their Commandants that they have completed to the satisfaction of the Commandants musketry, physical training and drill or who have successfully completed a two year s' in the National Defiance Academy, will be considered to possess equivalent educational qualifications.

(G.O., H.D., 7817/3 II dated 15<sup>th</sup> July 1939).

- (2) In the case of Police Inspector (Foreman) the minimum educational qualification is lowered to the School Leaving Certificate Examination of the State or its equivalent, and in addition the candidate should be required to have undergone training and experience as a Motor Engineer for 6 years out of which for at least 3 years he must have held a responsible and independent charge of a garage.

(G.L., H.D. No. 7556/6-II-D, dated 29th November 1951).

(d) A good knowledge of Marathi or Gujarati is essential, except in cases of displaced persons whose applications should be considered on condition that they pass a test according to

the Higher Standard in one of the regional languages of this State within one year of joining the Central Police Training School.

#### **54. Recruitment to Sub-Inspector –**

(1) Sub-Inspectors are recruited direct by competitive examination and by promotion of officers from the lower ranks. 50 per cent in the case of mofussil and 75 per cent in the case of Greater Bombay of the appointments on the sanctioned cadre of Sub-Inspectors are filled by direct recruitment. Half of the remaining 50 per cent. Posts in the case of mofussil are filled by promotion of officers from the lower ranks and the other half by promotion of Head Constables on passing the Sub-Inspector's course at the Police Training School. In Greater Bombay, the remaining 25 per cent of the vacancies are filled by promotion of Head Constables on passing the Sub-Inspector's course at the Police Training School.

(2) The selection of candidates for direct recruitment of Sub-Inspectors is made by a Selection Committee consisting of four Officers selected by the Inspector General of Police from among the following Officers, viz. (i) The Inspector General of Police, (ii) The Commissioner of Police, Bombay, (iii) The Deputy Inspector General, Criminal Investigation Department, (iv) Range Deputy Inspectors General of Police, (v) The Deputy Inspector General of Police, Head-quarters, and (vi) The Principal, Police Training School, Nasik.

(G.L., H.D., No. 1823/5, dated 11th November 1950).

(3) The method of applying for selection is notified in the Bombay Government Gazette, the Bombay Police Gazette, the Bombay Police Notice and in important news-papers well in advance of each selection.

(4) The power to appoint Sub-Inspectors from amongst candidates selected by the Selection Committee and approved by Government has been delegated to the Deputy Inspectors General of Police under Article 309 of the Constitution of India.

(G.L., H.D. No. 1826/5-III/57858-D, dated 29th September 1949)

(4) (a) For direct recruitment, the candidates must be (i) persons who are not Government servants, (ii) persons who are servants of Government but who are not already members of the Executive Police Force, provided such Government servants' official superior is prepared to permit him to retain his lien in the post at least for three years or provided the candidate is prepared to resign his appointment, if selected. He should apply with the Service Book through the Head of his office, or (iii) matriculate Head Constables and Constables with more than three years' service.

(G.L., H.D. No. P-256/38433-D, dated 11th September 1949).

*Note:* Clerks in the Police Department are to be treated at par with direct candidates for the posts of Sub-Inspectors subject to their fulfilling all the requirements in respect of direct recruits in the matter of age, qualifications, etc. Their cases are to be referred to the Selection Board in the normal course.

(G.L., H.D., No. 1823/5/52919-D, dated 29th August 1950).



(b) Candidates must possess the following minimum qualifications:

(i) Age : Minimum 19 years, maximum 25 years, but relaxable to 30 years in the case of (1) Backward Class candidates, (2) Government servants of Maharashtra State who are graduates and who were not more than 25 years at the time of joining Government service of the State and (3) Matriculate Head Constables and, Constables, of Maharashtra State with more than three years' service.

(ii) Physique : Height – not less than 5' – 5", chest measurements – not less than 33" when fully inflated with a minimum expansion of 2".

(iii) Education : 1. Inter Arts examination of the Bombay/Poona University or any other equivalent examination.

*Note – Candidates who have passed B and C certificate examination in the National Cadet Corps and produce certificates from their Commandants that they have completed, to the satisfaction of their Commandants, musketry, physical training and drill or who have successfully completed a two years course in the National Defence Academy, will be considered to possess equivalent educational qualification.*

2. A good knowledge of Marathi or Gujarati is essential, except in cases of displaced persons whose applications should be considered on condition that they pass a test according to the higher standard in one of the regional languages of this State within one year of joining the School.

(iv) Physical fitness : Certified by the Civil Surgeon, and vaccination or prevaccination before joining the Police Training School.

(6) Those Head Constables who are deputed for the Sub-Inspectors' course at the Police Training School are selected by the Selection Board mentioned in sub-rule (2) above. They must possess the following qualifications: -

(i) They must have passed English Standard V.

(ii) They must not be more than 38 years of age at the commencement of the course.

(iii) They must have put in at least three years' Government service.

(iv) They must have had no punishment for any serious default during the three years' preceding nomination.

(7) For further details regarding the method of selection and admission into the Central Police Training School, Nasik, *vide* Appendix IX.

**57. Recruitment of Women Sub-Inspectors –**

(1) Women Sub-Inspector are recruited directly by selection by a Board consisting of two officers of and above the rank of Deputy Inspector General of Police and the Principal, Central Police Training School, Nasik, and by promotion from lower ranks.

(C.L., H.D. No. 1823/5/49343-D, dated 29th July 1952).

(2) To be eligible for direct recruitment, the candidates should possess the following minimum qualifications:

- |     |           |   |  |
|-----|-----------|---|--|
| (a) | Age       | : | Between 20 and 25 years which may be relaxed upto 30 years in the case of Backward Class candidates. |
| (b) | Physique  | : | Height – not less than 5'-2".  |
| (c) | Weight    | : | Not less than 110 lbs.   |
| (d) | Education | : | Inter Arts or an equivalent examination.<br>A good knowledge of Gujrathi or Marathi is essential     |

(C.L., H.D. No. 2902/5-D, dated 15th March 1951).

**1. Recruitment of Reserve Sub-Inspector –**

(1) Appointments of Reserve Sub-Inspector are made partly by the direct recruitment of ex-military officers of rank not lower than that of Junior Commissioned Officers and partly by the promotion of armed Head Constables from lower ranks (vide rule 91).

(2) For direct recruitment, an ex-military officer must possess the following qualifications :-

1. Through knowledge of practical and theoretical musketry and physical training and proficiency in drill.
2. Ability to impart instruction in (a) above
3. Thorough knowledge of one of the two regional languages of the state.
4. Thorough knowledge of accounts, stores and office routine pertaining to Police Head-quarters which must be acquired as soon as possible before confirmation.

(G.L., H. D. No.87/3-VII, dated 24<sup>th</sup> October 1934).

**2. Recruitment of Sub-Inspectors of Police, Motor Transport Section –**

(1) Appointment to the post of Sub-Inspector of Police, Motor Transport shall be made either (a) by promotion of suitable departmental men in the Police Central Motor Transport Workshop or the Motor Transport Sections in the districts (including State Reserve Police Force Groups), or (b) by nomination, provided that not more than 30 per cent of the posts shall be filled by promotion if the required number of such men is available,

(1) To be eligible for appointment by nomination, a candidate should possess the following qualification: -

- (a) Age ... Below 35 years (this limit can be re-laxed in exceptional cases .)
- (b) Height ... Not less than 5'4"
- (c) Chest ... 31" deflated.
- (d) Educational ... General education reading and writing Qualification
- (e) Technical Education ... (i) A diploma in Automobile Engineering from a recognized Institution and 3 years practical experience in recognized motor workshop.

or

Five years experience in repair and maintained of motor Vehicles in well established engineering works or military workshops and must have worked as Head Fitter for at least a year.

(ii) A valid driving licence of heavy transport vehicle of not less than two years' standing

(i) Power of organization and capacity to handle skilled and / or unskilled labour.

Beside, the candidate will have to pass a written examination and a practical test in the above items before being selected for the post.

(2)The section of direct nominees will be made by a Board consisting of (a) A Deputy Inspector General of Police, the Superintendent of Police, Motor Transport, Poona and the Work Manager, State Transport Central Workshop, Dapuri or (b) The Commissioner of Police, Bombay and Superintended of Police, Motor Transport Section, Bombay, depending on whether the vacancies for the districts or Greater Bombay respectively are to be filled.

(3)Departmental men (i.e. the incumbents of posts of Head Constables Driver Mechanics, Fitters Turners, Welders, Electrician and Store-keepers) if they possess all the qualifications required for appointment by nomination may be allowed to compete for recruitment to the post of Sub-Inspectors, Motor Transport, as if they are direct nominees.

(G.L., H.D., No.MTS. 1258/94576. VI, dated 16<sup>th</sup> February 1959).

### 3. Recruitment of Police Prosecutors –

(1) Appointments of Police Prosecutors will be made by the Inspector General of Police/Commissioner of Police from amongst persons whose names are in the `waiting list of candidates fit for appointment as Police Prosecutors' prepared and maintained in accordance with sub-rules below: -

(2) The candidate should -

(i) be a graduate in Law of the University of Bombay or any other recognized University in India (in Greater Bombay, a Barrister or an Advocate of the High Court may also apply);

(ii) have at least 5 years' continuous and regular practice and experience on the criminal side of the Bar (the period is 5 years in Greater Bombay);

(iii) be preferably under the age of 35 years (35 years in the case of Greater Bombay), provided that in exceptional cases the age limit may be relaxed with the previous sanction of Government.

(iv) Be thoroughly conversant with and able to read and write Marathi or Gujarati.

(G.R., H.D., No. SPP. 1254/65375-D, dated 12th September 1956),

(3) Executive Police Officers with requisite qualifications and experience may be appointed as Police Prosecutors in special cases, pay and seniority being fixed in individual cases on ad hoc basis when appointments are made.

(G.L., H.D.No. SSP-4654-15391-D, dated 18<sup>th</sup> July 1955).

(4) When applications are called for by the Inspector General of Police / Commissioner of Police, candidates must apply in their own handwriting to the Superintendents of Police concerned (and the Commissioner of Police in Greater Bombay), in the prescribed form, with copies (and not originals) of certificates and testimonials, if any, on or before the prescribed date.

(5) The Deputy Commissioner of Police, Head-quarters and Deputy Commissioner of Police, Crime Branch, (in Greater Bombay) and the superintendent of Police in the mofussil should interview each candidate and should note in the remarks column of form No.2, Appendix I after careful inquiry information about the candidate's: -

- (a) general efficiency and professional reputation,
- (b) extent of the practice, whether civil or criminal,
- (c) reputation at the Bar.
- (d) Social, communal, political or other interests,
- (e) family connections,

and the Deputy Commissioner of Police / Superintended of Police's general impression as to the candidate's suitability or otherwise for appointment. In Greater Bombay the Deputy Commissioner of Police should obtain the remarks from the Chief Presidency Magistrate and in districts the superintendents of Police from the District Judges and Public Prosecutors as to the suitability or otherwise for appointment of each of the candidates.

(6) Deputy Commissioners of Police / the Superintendent of Police should also verify the copies of the certificates attached to the application with the original certificates at the time of interview and attest in token of having done so.

(7) The Deputy Commissioner of Police / Superintendent of Police will prepare a list showing the names of candidates arranged alphabetically in the form referred to in sub-rule (5) above with the order of preference of the candidates shown therein.

[I.G.'s file No. (B) /5738].

(8) The List so prepared should be submitted in duplicate along with the applications of the candidates, to the commissioner of Police in Greater Bombay and to the Range Deputy Inspector General in the mofussil who, after personally interviewing each candidate in the list, shall record his own remarks on that. The Deputy Inspectors General should forward the list to the Inspector General of Police indicating his order of preference of the candidates. As regards Greater Bombay the list approved by Commissioner of Police shall be the final waiting list.

(9) After scrutiny and approval by the Inspector General of Police, a range wise 'Waiting List' will be prepared which will normally be kept on record for one year.

(10) The list should be treated as a confidential record and the candidates must not be allowed to know their order of preference on the list, selected candidates being informed that they would be appointed in due course.

(12) The Superintendents of Police may fill in leave vacancies of short duration of Police Prosecutors by appointing on a purely temporary basis candidates who happen to be over-aged, upto the minimum of 38 years. They should, however, report their full particulars to the Inspector General of police for notifying their formal appointment.

(G.L., H.D., No. SPP/4553/77076-D, dated 9th march 1954).

#### **61. Recruitment of Ministerial Staff –**

(1) Recruitment to the combined ministerial establishment of the Inspector General of Police, Deputy Inspectors General of Police of the Ranges, Deputy Inspector General of police, Head-quarters, Director, Anti-Corruption and Prohibition Intelligence Bureau, and Principal, Central Police Training School, Nasik, is made by the Inspector General of Police by nomination ordinarily for appointment in the lowest grade.

Note – Deputy Inspectors Generals have been delegated with the powers to appoint Junior Grade Clerks in so far as their offices are concerned against the sanctioned posts.

(G.R., H.D., No. PCE.9957/112709-VI, dated 28th April 1958)

(2) (a) Recruitment to all ministerial posts in Greater Bombay should be made through the Bombay Public Service Commission. The Bombay Public Service Commission selects candidates for appointment by a competitive examination and all Heads of Departments and Offices in Greater Bombay will, not later than 15th of June each year, intimate to the Political and Services Department for onward transmission to the Bombay Public Service Commission, Their requirements of new recruits for the next year commencing from April. Full particulars regarding vacancies to be filled in, such as pay scales of the posts, etc., should also be given.

(b) No appointment should be made to ministerial posts in the offices in Greater Bombay except on a temporary basis and on the condition that the incumbents will be liable to be replaced by the candidates selected by the Commission.

(G.R., P. and S.D., No. 4124/34, dated 3rd April 1950 and 18th September 1952)

(3) Recruitment to the ministerial establishment of the Superintendents of Police is made by the respective Superintendents of Police by nomination for appointment in the lowest grade, from amongst the candidates applying for such posts.

(4) Candidates must possess the following qualifications and should satisfy the appointing authorities in a test in drafting, précis writing and general knowledge :-

(a) Age : Not less than 18 years and not more than 25 years on the date of appointment and in the case of Backward Class candidates, not more than 30 years.

(b) Education : (i) Matriculation or Secondary School Certificate Examination of the Government of Bombay or any of the Universities in other States recognized by the Government of Bombay as equivalent to its Secondary School Certificate Examination and which qualifies them for admission to Government service in those States.

*Note – Candidates qualified under the latter part of this sub-rule, will be eligible only if the candidates who have passed the Secondary School Certificate Examination conducted by Government of Bombay are not available.*

(ii) The Cambridge School Certificate Examination.

(iii) The Cambridge Senior Local Examination.

(iv) The Bombay Government Commercial and Clerical Certificate Examination prior to 1932 and the Bombay Government Commercial Diploma Examination thereafter. (Candidates who have passed this examination in addition to passing any other qualifying examination or holding any qualifying examination certificate mentioned in this Rule will be given preference in the matter of appointment).

- (v) The Senior London Chamber of Commerce Certificate Examination in the following single subject, viz.
  - (1) English
  - (2) Commercial arithmetic
  - (3) Commercial geography
  - (4) Book-keeping and accountancy, and in two of the following optional subject, viz.-
    - (a) Shorthand (b) Typewriting (c) Secretarial Practice (d) Modern office Appliances and Systems (e) Banking and Currency.
- (vi) The Indian Army Special Certificate of Education Examination.

(B.C.S.C. and R. Rule 141, Appendix D and I.G.'s Circular No. 6873, dated 29th May 1950)

(5) The clerical establishments of the Police Department are entirely from the executive branch and no transfer from the one to the other should be made without the previous sanction of the Deputy Inspector General of Police concerned.

(I.G.P.'s No. 22-A, dated 28th September 1921)

(7) In making appointments to the clerical establishment, the officer concerned should maintain vigilance with a view to prevent the formation of family cliques in the establishment under his control.

[G.R., No. 3808/41 (Confl.), dated 4th July 1901]

**62. Recruitment of the Staff of the Finger Print, hand writing and Photographic Bureau –**

(1) The staff of the Bureau will be recruited by the Deputy Inspector General of Police, Criminal Investigation Department, State of Bombay, from amongst clerks or executive men working as Chief Operators and also from amongst persons not in Government service, in accordance with provisions contained in Rule 61.

(B.C.S.C. and R. Rule 29, Appendix D).

(2) Junior Searcher, Finger Print Bureau : Appointment of Junior Searcher, Finger Print Bureau is made by direct recruitment subject to passing the Junior Searcher's Examination for confirmation.

Note – Though minimum qualification is Higher Secondary Examination or Intermediate Examination in Arts or Science preference will be given to candidates having higher qualifications.

(3) Senior Searcher, Finger Print Bureau : Appointments of Senior Searchers in the Finger Print Bureau are made by promotion from Junior Searchers who pass the senior Searchers' Examination, and have to their credit 4 years' service in the Finger Print Bureau.

(4) Second Expert, Finger Print Bureau: Appointments are made by promotion from amongst Senior Searchers who have completed six years' service in the Bureau and those who pass the Experts' Examination.

(5) First Expert, Finger Print Bureau: Appointments of First Experts in the Finger Print Bureau are made by promotion from amongst Second Experts.

(6) Senior Expert, Finger Print Bureau: First Experts in Finger Print Bureau are promoted as Senior Experts.

(7) Director, Finger Print Bureau (Class II): Appointment to this post is made by promoting Senior Experts in the Finger Print Bureau.

(8) Chief State Examiner of Documents, Poona and State Examiner of Documents, Ahmedabad / Rajkot: Appointments to these posts are ordinarily made by promotion from the rank of Assistant State Examiner of Documents.

(9) Assistant State Examiner of Documents: These posts are filled in by direct recruitment of candidates who possess the following qualifications :-

- Age : Between 21 and 25 years.
- Academic and other Qualifications. : (i) A first or second class degree in Bachelor of Science with Chemistry and Physics.  
(ii) Knowledge of at least three out of the following languages : Hindi, Marathi, Gujarati and Urdu.  
(iii) Knowledge of Photography is considered as an additional qualification.

(10) Police photographers (Foreman, photographic Bureau) : Appointment to the posts of Police Photographers is made by direct recruitment of candidates who must fulfill the following conditions :

- (a) Age : Between 21 and 25 years.
- (b) Academic Qualifications. : Secondary School Certificate Examination.
- (c) Other Qualification : (i) Experience in detailed supervision over photographic materials and equipments.  
(ii) Knowledge of qualities of various types of photographic materials and equipments.  
(iii) Conversation with various specified photographic processes such as photographic documents with the use of transmitted light, Ultra Violet light and Infra-Red Films, Micro-photography, etc. and movie photography.

Note: Candidates having experience of five years' active photography work be given preference and in their cases the age limit would be relaxed upto 35 years.



(11) *Assistant Photographers*: Appointments are made by direct recruitment of candidates with the following qualifications :-

- (a) Age : Between 21 and 25 years.
- (b) Academic Qualifications. : Secondary School Certificate Examination.
- (c) Other qualifications : (i) Microfilmings of documents.  
(ii) Knowledge of microphotography.  
(iii) Should be conversant with movie photography and working with 16 m.m. sound projectors.

(12) *Senior Technical Assistant (Photographic Bureau)* : Appointments are made by direct recruitment of candidates, who must :

- (i) be between 21 and 25 years of age,
- (ii) have passed Secondary School Certificate Examination.
- (iii) possess knowledge of the use of photographic materials, and should be conversant with different types of photographic equipment; and
- (iv) have good experience in studio-photography, photography in chance prints and scenes and accidents, sound experience in dark room working.

(13) *Junior Technical Assistant (Photographic Bureau)* : Appointments to these posts are made by direct recruitment of candidates who should :

- (v) be between 21 and 25 years of age,
- (vi) have completed the High School Standard,
- (vii) possess good experience in studio photography and knowledge of printing and developing, fixing and enlarging process.

### 63. Recruitment of Head Constables and Constables –

(1) The power of recruiting candidates to fill the posts of constables and when necessary, in exceptional cases, in the interests of efficiency, of Head Constables, has been delegated under Article 309 of the Constitution of India to the Superintendent of Police, who, before selecting an outsider for the post of a Head Constable, will report the full reasons for doing so to the Deputy Inspector General concerned and obtain his sanctions. In appointing Head Constables otherwise than from the lower ranks of the Police, regard must be had to education and intelligence as well as to physical strength and activity. Nor should so many appointments of that kind be made as to deprive the lower ranks of a fair prospect of promotion. Subject to the above principle, candidates, who have passed the Secondary School Certificate Examination, may, in really deserving cases, be enlisted as Head Constables in the lowest grade with a view to encouraging enlistment of educated men in the Police Force. But, such direct recruitment will be restricted to 33 1/3 per cent of the vacancies that may occur. Police Constables possessing similar qualifications should also be considered for appointment as Head

Constables against the prescribed percentage and given preference provided their record is clean and they are fit in all respects.

(G.R., D., No.4827, dated 17<sup>th</sup> May 1921, and G.L., H.D., No. 1826/5-III.90954-V, dated 17<sup>th</sup> July 1958).

(2) Candidates must possess the following qualifications :

(a) Age : (i) Between 18 and 22 years for armed as well as unarmed men.

(ii) The maximum age limit of 22 years may be extended upto 35 years in the case of demobilized personnel not conversant with English, irrespective of the period of their military service.

(G.R., H.D., No. 9199/4-II, dated 1st February 1946 and 14th March 1946)

(iii) All cases of appointment above the prescribed age limit, whether of Backward Class or Otherwise must be submitted to the Deputy Inspector General concerned for confirmation.

(b) Physique : (i) Height

(ii) Chest measurement – The mean between deflated and fully inflated chest measurement should not be less than 31" and the difference between the two should not be less than 2".

(c) Education : (i)

*Military Certificates*

*Education Department Standards*

#### ARMY

- |   |  |
|---|--|
| (1) Indian Army Special                   | Matriculation before 1949 and the Secondary School Certificate Examination from 1949 onwards |
| (2) First Class (English)<br>Indian Army. | Standard V English   |
| (3) Second Class (English)<br>Indian Army | Standard IV English  |
| (4) Third Class (English)<br>Indian Army  | Standard III English   |
| (5) First Class Army                      | Standard VI Regional.  |

*Military Certificates**Education Department Standards*

## NAVY

The Higher Education Test of  
The Indian Navy.

Standard VI English

## AIR

The Indian Air Force – Educational  
Test for reclassification to leading  
Aircraftmen.

Standard VI English

*Note* – (1) The physical standard and educational qualification prescribed above may be relaxed by the Deputy Inspector General concerned in suitable cases.

(2) Preference should be given to candidates having knowledge of the language (s) of the districts.

(3) Holders of the above Army, Navy and Air Force certificates may be enlisted in both the Armed and Unarmed branches.

(G.L., H.D., No. X/32645/D, dated 11th September 1948 and  
G.L., H.D., No. 4503/7-D, dated 8th September 1953).

*Exception:* For recruitment of climbers as Constables (for the performance of specific duty of climbing toddy trees), the following relaxation in the general conditions is prescribed :

Chest	:	:	28".
Height	:	:	5'.
Educational qualification	:	:	II Standard (Vernacular) and proficiency in climbing palm and toddy trees.

(G.L., H.D., No. RCT. 1657/65103-V, dated 12th September 1957).

(4) Women candidates for selection in the constabulary must fulfill the following standard of qualification :

## HEAD CONSTABLES

(a) Age	:	:	Must not be less than 20 years or more than 30 years.
(b) Height	:	:	Must not be less than 5'.
(c) Education	:	:	Must have passed First Year Arts or an equivalent examination or must have passed S.S.C. Examination.
(d) Weight	:	:	Must not be less than 105 lbs.
(e) Physical Fitness	:	:	Must be certified by a Government Medical Officer.

## CONSTABLES

(a) Age	:	:	Must not be less than 20 or more than 30 years.
(b) Height	:	:	Must not be less than 5 feet.
(c) Weight	:	:	Must not be less than 105 lbs.
(d) Education	:	:	Must have passed the sixth standard regional or third standard English.
(e) Physical Fitness	:	:	Must be certified by a Government Medical Officer.

(G.P.S., H.D., No. 2902/5, dated 5th January 1948 and 17th May 1949)

- (4) The standards of qualifications detailed above may be temporarily relaxed under Government orders, as and when required to meet the exigencies of recruitment.
- (5) In order to ensure recruitment of right type of men in the force, the system of such recruitment must be methodical and for this purpose there should be a separate Board of recruitment for each district consisting of the Superintendent of Police, the Home Inspector and the Reserve Police Inspector or Sub-Inspector. The Board should see that the recruits who fulfill the standards of qualifications laid down in sub-rules above are put through a test in writing in general knowledge and simple arithmetic before they are selected.

(I.G's, S.O. No. 29, dated 13th February 1951, and  
Circular No.3247-II, dated 6th June 1950).

4. **Recruitment of Subordinate Technical personnel in the Motor Transport – (1)**  
Appointments shall be made by promotion of suitable departmental men or by direct recruitment of outside candidates.

- (2) Candidates must possess the following qualifications :

- (a) Age : Not more than 35 years.
- (b) Education : (i) Candidates for Tradesmen, Class I to III should have passed Standard IV in a regional language.
- (ii) Candidates for Motor Transport Store-keeper must have passed at least the Matriculation or Secondary School Certificate examination or an equivalent examination.

- (c) Technical - RADESMAN CLASS I

- (i) Must be a first class workman in the particular trade, with ability to draw and understand sketches, make estimates and carry out his job in a methodical and precise manner.
- (ii) Must have been regularly trained in a recognized workshop and possess good practical experience for not less than 10 years including that of a position of responsibility as leading Hand or Mistry or Head Mechanic for at least two years.
- (iii) Should be capable of working independently and controlling assistants or juniors.
- (iv) Should pass a Selection Test, comprising a practical, oral and written test in his trade and secure not less than 60 per cent. Marks.
- (v) A candidate for the post of Motor Vehicle Fitter or Mechanic, should possess a clean motor driving license for cars, light and heavy transport vehicles and be a proficient driver.
- (vi) A candidate for the post of Electrician should possess a Second Class Electrician Wireman's GOVERNMENT CERTIFICATE.

## TRADESMAN CLASS II

- (i) Should be a good and reliable workman, able to understand and work precisely to given drawings in a methodical manner.
- (ii) Should have been regularly trained in his trade in a recognized workshop or factory and possess practical experience of not less than 5 years.
- (iii) Shall pass a Selection Test comprised of practical, oral and written parts and secure not less than 50 per cent marks.
- (iv) Candidates for posts of Motor Vehicle Fitters or Mechanics, should possess clean valid civilian motor driving license and be good and proficient in driving.

## TRADESMAN CLASS III

- (i) Should be a careful, methodical and intelligent worker knowing the correct use and care of tools and instruments.
- (ii) Must have been regularly trained in a good workshop or factory for not less than 3 years.
- (iii) Shall pass a Practical and Oral test securing not less than 50 per cent marks.

## STORE KEEPER

- (i) Should have practical experience of motor store keeping, maintenance of ledgers and allied records and accounts, etc., of not less than 3 years.
- (ii) Should have good knowledge of one of the regional languages; and must be able to write good clean handwriting and should know typing. Must have a good knowledge of stores indenting and receiving system.
- (iii) Shall pass a practical, oral and written test in the above subjects securing not less than 50 per cent marks.
- (iv) Should have good working knowledge of motor vehicles, correct use and normal spans of life of spare parts and other materials.

## DRIVERS

- (i) Should have civilian motor driving license for cars, light and heavy transport vehicles and at least 3 years' clean driving experience.
- (ii) Shall pass a practical test in driving, general knowledge of motor vehicles – servicing, traffic signs and hand signals, etc. (The test will be held by a Range Police Motor Transport Inspector, who will be nominated by the Superintendent of Police, Motor Transport, State of Bombay, Poona.

- (3) Applicants who satisfy to foregoing general requirements shall be called for interview and test at the Head-quarters in Poona or at one of the Range Workshops or State Reserve Police Force Group or District Police Motor Transport Section as may be fixed by the Superintendent of Police, Motor Transport, Poona.
  - (4) Candidates who are successful in the test and are found suitable in every respect shall be sent for Medical Examination. The selected candidates will then be kept on a waiting list and appointed to the posts as vacancies occur from time to time.
  - (5) The tests shall be conducted by the Superintendent of Police, Motor Transport, assisted by Range Police Inspector, Motor Transport, a Police Inspector Foreman and a Police Inspector, Motor Transport or a Police Sub-Inspector (Mobile or Workshop) as may be detailed by him.
  - (6) In all cases whether of appointment or promotion, departmental candidates shall be given preference over direct recruits. In making promotions the test qualifications shall be considered along with a candidate's previous work in the department. To qualify for promotion, a departmental candidates should have all the qualifications required for the direct candidates and should pass the qualifying tests laid down. The requirement in respect of general education may be condoned, if the candidate has sufficient experience and ability to carry out the duties of the higher post efficiently. There shall be no age bar for departmental candidates who are physically fit and otherwise suitable.
  - (7) The Superintendent of Police, Motor Transport, State of Bombay, Poona, will be the appointing authority in respect of the posts of Tradesmen, Store Keepers, Workshop Drivers, Helpers and Cleaners. The appointments shall, however, be made after obtaining the approval of the Deputy Inspector General of Police, concerned.
5. **Recruitment of Peons** – (1) Appointments of peons in each Office will be made by the Head of the Office.
- (2) No specific qualifications are prescribed for appointment of persons to posts of peons, except that the candidates must ordinarily be not less than 18 years and not more than 25 years of age at the time of appointment, provided that in the case of military pensioners, the higher age limit may be relaxed. In the case of candidates belonging to the backward class, the maximum age limits may be relaxed to five years. It will suffice that the authorities making the appointments are satisfied that the candidates possess sufficient intelligence and physique to enable them to carry out their duties satisfactorily.
  - (3) In making appointments, preference will be given to persons who are literate. When illiterate persons are taken up for want of literate persons, they should be given to understand that it would benefit them financially in the long run, if they acquire and maintain literacy. While making promotion to higher posts, special consideration should be shown to those who are literate or, if they are illiterate at

the time of recruitment, take special pains to acquire and maintain literacy.

(B.C.S., C. and R. Rule 142, Appx. D and G.R., F.D., No. L-600, dated 28th September 1934).

### SECTION III – GENERAL PRINCIPLES GOVERNING RECRUITMENT OF THE CONSTABULARY.

- 6. Procurement of Recruits** – (1) In order to meet the difficulty of getting suitable recruits for the Police, systematic and organized efforts are necessary. The Superintendents of Police should impress on all his Sub-Inspectors and Inspectors that it is their duty as well as in their interest to assist the Superintendent of Police in recruiting the force by sending at least one or two *eligible and suitable recruits* every month. If they fail to do this, the Superintendent of Police has depend upon recruits from the Head-quarters town or those who come in of their own accord for enlistment. There are usually a number of young men in the village of every district, who would gladly join the Police if only they knew how to do so. It should not ordinarily be necessary to send out recruiting parties, if Inspectors and Sub-Inspectors during the course of their tours, etc., tap every village and get hold of young men anxious to joining the force and help them by furnishing necessary information regarding age, height, chest measurement required, pay and other conditions of service and enable them to appear before the Superintendent of Police for recruitment. A good deal can also be achieved, if publicity is given to the educational and other standards in the matter of recruitment through the local leaders in each district.
- (2) The Police have a vast organization of their own, spread over all the districts and if the officers referred to above realize their duty and responsibility in attending to this matter of primary importance, a regular flow of *eligible and suitable recruits* can be assured to keep the force upto its sanctioned strength at tall times. In days of competition special efforts are necessary to keep the force suitably and fully recruited.

(I.G.P.'s Circular No. 10847-B dated 26th June 1914 and 3447-II, dated 2nd January 1948.)

- (3) In any organized system of training, it is essential that classes should, *as far as possible* start at regular intervals and that recruitment should fit in with the classes. *As a normal procedure*, recruitment should be held up until the number of vacancies is sufficient to justify the formation of a class. Some system of prior registration is desirable in order that good men who apply between the prescribed dates of enlistment should not be lost sight of, and, therefore, candidates should be examined at any time and the names, address and qualifications of those who are considered suitable should be recorded in a register, so that they can be called up at the time of final selection.

(I.G.P.'s Circular No. 10847-B dated 26th June 1914 and 3447-II, dated 2nd January 1948).

- (4) In the recruiting and training of the Police for each district, due regard must be had to consideration of the local needs and circumstances. In the matter of education it must be borne in mind that the

requirements of the Law of Criminal Procedure are somewhat exacting. But room may and ought still to be found in the Police for men of special influence, sagacity and means of information. Nor should the requisites of physical strength, activity and courage be over looked. A good personal character must be held indispensable.

- (5) The selection for both the armed and unarmed branches should be made in consideration of these principles, subject to which Superintendents may transfer men from one branch to the other at their discretion. Provided they satisfy the standards of qualifications required for the respective branches to which they are so transferred.

(I.G.P.'s Circular No. 1065-A, dated 24th January 1911)

- (6) It is on general grounds undesirable that classes such as Sikhs, Punjabi, Muslims or Hindus, Pardeshi Bhayas and Gurkhas should be enlisted, but in exceptional cases this may be done for special reasons which must be recorded, with the permission of the Deputy Inspector General of Police concerned. Such permission should be sparingly given, particularly in the case of Pradesh Bhayas and Sikhs.
- (7) As regards the unarmed branch, matriculates may be recruited upto a limit of 50 per cent of the total number of unarmed recruits in any one year. Matriculates recruits should be made clearly to understand that they will not be given any accelerated promotion and that they will have to do all the ordinary training and work of a constable. There should be no special relaxation of physical standards in the case of recruits because of the fact that they are matriculates.

(I.G.P.'s Circular No. 5079, dated 22nd November 1940).

7. **Enlistment of Ex-Army Men** – Army pensioners and ex-soldiers including members of the Indian National Army, are in view of their military training, particularly suitable for appointment in the Police and should be recruited for posts like those of drill and gymnastic instructors, butt-markers, bandsmen, buglers and also for temporary police employment as guards for Plague Camps, Additional Police Railway Cash Guards, etc. This will assist ex-soldiers of good character in seeking employment and will at the same time enable the Police Department to obtain the services of loyal, trustworthy and well disciplined men, the majority of whom have served India in a meritorious and exemplary manner.
8. **Enlistment of Reservists** – (1) B and C Army Reservists may be enlisted, on a permanent basis in the Police Force upto five per cent of the sanctioned strength of the Armed Police of each district or railway subject to the following conditions :
- (i) They possess the prescribed qualifications (education, age limit, etc.).
  - (ii) They come from the State of Bombay.
  - (iii) They are released from their liability for Annual Military Training on production of certificate signed by



the Superintendent of Police as required by Rule 268 of the Regulations for the Army in India, where applicable, vide sub-rule (2) below :

- (2) Under Rule 268 of the Regulations for the Army in India, Reservists are exempted from being called for "Reservists' Training", if they fulfill the following conditions :

- (a) The following categories of all arms/service other than Corps and Engineers, will be exempted from being called up for reservists' training provided their employers furnish a certificate every year to the effect that they are still employed in their respective trades and are efficient and that they will be released immediately on mobilization :

Cooks' Unit, Tailors' Unit, EBRS, Carpenters' Unit, Blacksmiths'/Tinsmiths' Unit, Painters' Unit, Saddlers' Unit.

- (b) Other categories by arms/services who will be exempted are as under, provided the employers furnish a certificate every year to the effect that they are still employed in their respective trades, are efficient and will be released immediately on mobilization.

(i) CORPS OF ENGINEERS :

- (1) Draughtsman (Estimating and Design)
- (2) Mechanist E/M
- (3) Well Border
- (4) Surveyor Trig
- (5) Litho Machine Erector
- (6) Surveyor Topo
- (7) Litho Prover
- (8) Overseer B/R
- (9) Guards Railway
- (10) Photo Garto
- (11) Draughtsman Litho
- (12) Photo Writer
- (13) Helio Worker
- (14) Block Inspector
- (15) Drover Railway Engineer
- (16) Permanent Way Inspector
- (17) Traffic Operator
- (18) Draughtsman Railway
- (19) Surveyor Railway
- (20) Boiler Maker
- (21) Driver Marine IC
- (22) Drover Marine Steam
- (23) Fitter Loco
- (24) Fitter Railway Signals
- (25) Fireman
- (26) Ship Wright

- (i) *Corps of Engineers –contd.*
  - (27) Wagon Erector
  - (28) Draughtsman Topo
- (ii) CORPS OF SIGNALS:
  - Draughtsman Signals
  - Electrical Fitter Signals
  - Carpenter/Joiner
  - Lineman Fl.
- (iii) ARMY SERVICE CORPS:
  - Dipper Checkers
  - Butchers
  - Butchers
- (viii) ARMY MEDICAL CORPS:
  - (1) Dental Hygienists
  - (2) Radiographers
  - (3) Laboratory Technicians
  - (4) Blood Transfusion Assistants
  - (5) Dispensers
  - (6) Laboratory Assistants
  - (7) Special Treatment Assistants
  - (8) Sanitary Assistants
  - (9) Operating Room Assistants
  - (10) X-Ray Assistants
  - (11) Dental Operating Room Assistants
  - (12) Dental Technicians
  - (13) Nursing Orderlies
  - (14) Masseurs
  - (15) Mental Nursing Assistants
  - (16) Bricklayers Units
- (ix) CORPS OF EME :
  - (1) Refrigeration Mechanics
  - (2) Turners
  - (3) Watchmakers
  - (4) Welders
  - (5) Blacksmiths
  - (6) Carpenter and Joiners
  - (7) Molders
  - (8) OS TRP (Operators Tyre Repair Plant)
  - (9) Painter and Decorators
  - (10) Tin and Coppersmiths
  - (11) Upholsterers

## (v) Corps of Eme—contd.

- (12) Bandsmen/Buglers
- (13) Cycle Repairers
- (14) Store Hand GD
- (15) Electrician MV
- (16) Vehicle Mechanics

## (vi) CORPS OF EME:

- (1) Crystal Cutters
- (2) Draughtsman Mechanical
- (3) Limb makers – Metal and Wood
- (4) Steeplon I and F
- (5) Tool makers
- (6) Electro Depositors
- (7) Grinders Precisions
- (8) Mechanists
- (9) Pattern Makers

- (c) Reservists of Infantry who are employed by the State Government in the Police be exempted provided it is certified by their employers that they carry out training annually in drill with or without arms and fire a weapon training course with .303 rifle; and that they will be released from employment immediately on mobilization.

(I.G.'s. No. C/2336-III, dated 12th January 1959).

9. **Attestation Form** – All Police recruits for appointment as Constables or as Head Constables *direct* shall be asked to fill up before enlistment a regular attestation form (Standard Form Number P.M. 170) with complete details about themselves, which after satisfactory verification should be attached to the respective service sheets if and when opened.

(G.R., H.D., No. 9561/3, dated 1st September 1937).

10. **Enrolment of the Constabulary** – (1) A separate recruit roll form should be used for each recruit and the forms of enlisted and rejected recruits should be separately filed.
- (2) If a recruit appears before the Superintendent direct, the necessary information will be entered in the form by him. If a recruit is sent to the Superintendent by a Sub-Inspector or other officer, the latter will fill in the information, column 10 in each case being left blank.
  - (3) The Superintendent, if he passed the recruit subject to medical examination, will sign the form and send it with the recruit to the officer in charge of Head-quarters, who will forward it with the recruit to the Civil Surgeon on the day of the week fixed by the latter officer for examination of Police recruits.
  - (4) The Civil Surgeon will also be requested to screen the recruits and issue a certificate whether or not their lungs are absolutely

healthy. The screening should be done at the Civil Hospitals free of charge. Where X-ray equipments are not available in Civil Hospitals the recruits will be asked to go at their own cost to the nearest Civil Hospital where these facilities exist and get a certificate from the Civil Surgeon concerned.

- (5) On receiving the form back from the Civil Surgeon, the Officer in charge of Head-quarters will allow the recruit, if medically rejected, to go home, or will keep him, if medically passed, at Head-quarters. He will at once forward the recruit roll to the Superintendent, who will erase either the word "enlisted" or the word "rejected" under his initials and issue the necessary order regarding the enlistment or rejection of the recruit to the Officer in-charge of Head-quarters, entering the number and date of the order on the form, after which the form will be filed with the verification papers of the recruit in the Superintendent's office, the necessary entries in the service sheet being copied out therefrom after the recruit's enlistment.
- (6) All marks of identification should be entered in column 2 of the recruit roll form (P.M.44e) in the Superintendent's office.

(G.R., J.D., No. 4485, dated 18th August 1906, and  
I.G.'s Circular No.21, dated 31st January 1927).

#### SECTION IV – ADVISORY COMMITTEES

**71-A. Advisory Committees for recruitment to class III and class IV service in the Police Department** – The following should be the Section Committees for recruitment to Class III and Class IV services in the Police Department –

- (a) *Committee for recruitment of Clerks in the Inspector General's Office:*
- (i) The Assistant Inspector General of Police : Chairman
  - (ii) The Deputy Assistant to the Inspector General of Police : Members
  - (iii) The Office Superintendent : Members
- (b) *Committee for recruitment of Clerks and Peons in the Deputy Inspectors General's Offices (including Anti-Corruption Bureau) :*
- (i) The Deputy Inspector General of Police or Director : Chairman
  - (ii) Deputy Superintendent of Police Head-Quarters : Members
- (c) *Committee for recruitment of Clerks and Peons in Criminal Investigation Department:*

#### I - CLERKS

- (i) Superintendent of Police, Special Branch I,  
Criminal Investigation Department  
Or  
Superintendent of Police, Special Branch II,  
Criminal Investigation Department. } Chairman
- (ii) Deputy Superintendent of Police, Criminal  
Investigation Department, Head-quarters } Members.
- (iii) One Branch Deputy Superintendent of Police }

## II – PEONS

- (i) Superintendent of Police, Special Branch I,  
Criminal Investigation Department
- Or
- Superintendent of Police, Special Branch II,  
Criminal Investigation Department.
- (ii) Deputy Superintendent of Police, Criminal  
Investigation Department, Head-quarters : Members
- (d) *Committee for recruitment of Clerks and Class IV Servants in Districts, on  
Railways, in Motor Transport and Wireless :*
- (i) Superintendent of Police : Chairman
- (ii) Sub-Divisional Police Officer or Home Inspector : Member

## MOTOR TRANSPORT STAFF

- (i) Superintendent of Police, Motor Transport : Chairman
- (ii) Deputy Superintendent of Police, Motor Transport. : Member

## WIRELESS STAFF

- (i) Superintendent of Police, Wireless : Chairman
- (ii) Home Inspector, Wireless : Member
- (e) *Committee for recruitment of the Technical Staff in the Criminal Investigation  
Department :*

## I – ASSISTANT HANDWRITING EXPERT

- (i) Deputy Inspector General of Police, Criminal  
Investigation Department
- Or
- Additional Deputy Inspector General of Police,  
Criminal Investigation Department.
- (ii) Superintendent of Police, Criminal Investigation  
Department (Crime)
- (iii) Superintendent of Police, Criminal Investigation  
Department, Special Branch II.
- Or
- Superintendent of Police, Criminal Investigation  
Department, Special Branch II.

The Chief State Examiner of Document, Criminal Investigation Department, Poona,  
Should be opted as a Technical Advisor on the Selection Committee for recruitment of  
candidates for the posts of Assistant State Examiners of Documents.

## II – JUNIOR TECHNICAL ASSISTANT (PHOTOGRAPHIC BUREAU)

- (i) Superintendent of Police, Criminal Investigation  
Department (Crime) : Chairman
- (ii) Deputy Superintendent of Police, Criminal Investigation  
Department (Criminal) Investigation Department (Crime) } Members
- (iii) Handwriting and Photographic Expert }

## III – JUNIOR SEARCHER, FINGER PRINT BUREAU

(i) Superintendent of Police, Criminal Investigation Department (Crime) : Chairman

(ii) Deputy Superintendent of Police, Criminal Investigation Department (Crime) } Members

(iii) Director, Group I, Finger Print Bureau, Poona }

(f) *Committee for recruitment of clerks and Class IV servants in the State Reserve Police Force Groups :*

(i) Commandant : : : Chairman

(ii) Vice –Principal : : : Member.

(g) *Committee for recruitment of clerks and Class VI servants in the Police Training Schools:*

(a) FOR CENTRAL POLICE TRAINING SCHOOL, NASIK AND REGIONAL TRAINING SCHOOL, BAROLA.

(i) Principal : : : Chairman

(ii) Vice-Principal : : : Member

(b) FOR POLICE TRAINING SCHOOL, JUNAGADH AND CONSTABULARY TRAINING SCHOOL, NAGPUR

(i) Principal : : : Chairman

(ii) Vice-Principal : : : Member

(2) In the Police Office situated in Bombay (including the Anti-Corruption Bureau) the clerical posts are to be filled in by appointing candidates selected by the Bombay Public Service Commission, Bombay. However, when selectees of Bombay Public Service Commission are not available, candidates from the Employment Exchange should be appointed temporarily till the Public Service Commission selectees are available, the selection of candidates suggested by the Employment Exchange being made by the Committees referred to at (a) and (b) above for the respective offices.

(3) The following should be the procedure for the working of Advisory Committees enumerated above :

(a) The Chairman of each Committee should be responsible for its proper working.

(b) The Chairman of the Committee set up for a particular office should call a meeting of the Committee whenever vacancies occur or are anticipated for preparing a waiting list of candidates in the order of merit.

(c) All preliminary arrangements such as inviting applications or asking the Director of Social Welfare and the Employment Exchange, etc., for names of suitable candidates should be made by the Chairman.

- (d) The Committee should then scrutinize the applications and select for interview all candidates who fulfil the prescribed qualifications.
- (e) Candidates should be made to undergo the following tests :

*Technical Staff, Criminal Investigation Department :*

Post	Nature of Test	Marks
(I) Assistant Handwriting Expert.	(i) General knowledge (Essay writing and questions on current Topics).	75
	(ii) Observation	75
	(iii) Interview	100
		Candidates must score at least 60 per cent. Of marks in interview and 40 per cent. In individual subjects.
(II) Junior Technical Assistant (Photographic Bureau).	Interview to test the Candidate's character, general suitability and knowledge of photography.	100
		Candidate must score at least 60 per cent of marks in interview.
(III) Junior Searcher, Finger Print Bureau.	(i) Observation	100
	(ii) Interview	100
		Candidate must score At least 60 per cent of Marks in interview.
(IV) Motor Transport and Wireless	Selection to be made by Committee after a reasonable test in the technical knowledge required of the candidates.	
(V) Clerks :-	(i) English-Precis writing and Essay.	40
	(ii) General knowledge of current topics.	20
	(iii) Typewriting test .. ..	20
	(iv) Interview (to gauge individual's personality and turn out).	20
		Minimum marks for passing the examination should be 40.

(VI) Peons and Class IV Servants :-

Candidates may be selected on an interview only and they need not be required to give any written test.

- (f) While interviewing the candidates, the Chairman and the members of the Committee should have with them the information regarding prescribed qualifications for recruitment, scale of pay of the post, particulars of the candidates and the marks they have obtained in the test, etc.
- (g) Subject to medical examination, candidates may be appointed in order of merit, unless in any special case, the appointing authority decides to do otherwise. In the latter event, the appointing authority shall record his reasons for departing from the usual procedure.





## CHAPTER III

### **Appointment, Probation, Confirmation and Seniority**

#### **71. Principles governing appointments and promotion:**

The following principles should be observed in connection with the promotion of officers from a lower to a higher grade, service or post by selection:

(a) No officer should be so promoted unless his record shows that he possesses the necessary positive qualifications for the higher grade, service or post such as personality, professional qualifications, initiative, strength of character and readiness to assume individual responsibility,

(b) No officer who has the positive qualifications referred to in (a) above, should be passed over by an officer junior to him unless the latter has, in addition, really exceptional ability or qualifications and;

(c) In assessing merit of officers on comparative basis for the purpose of principles (a) and (b) above, the ability, energy, initiative, integrity, etc., of the officers concerned should be taken into consideration over a series of years wherever possible and the judgment should be formed after carefully considering reports of at least three different superior officers.

(G.R., P. and S.D. No., 4099/34, dated 18th December 1950).

*Note:* (1) If in a certain cadre there are two or more grades instead of one running time scale the incumbent should not be promoted from a lower to a higher grade unless he has served on the maximum of the lower grade for at least one year incremental period of that grade.

(G.R., F.D., No. 2329/33, dated 1st May 1936).

(2) Cases in which accelerated promotion is given should be reported to Government through proper channel.

(G.Cir .P. and S.D. No GOR. 1056-IX, dated 28<sup>th</sup> April 1955.)

(3) The application of these principles will be subject to any special orders which Government may pass in regard to any special services.

The above principles shall not apply in the case of promotions to such key posts as the Heads of Departments, where Government's discretion is absolute.

#### **72. Officiating promotions:**

(1) Officiating promotions to higher posts are admissible, provided that no such appointments are ordered unless the vacancies are expected to last for more than 2 weeks.

(Rules 609 of B.C.S.R. and G.C., F.D., No. LRS. 1053, dated 17th July 1954)

(2) A careful watch should be kept on the original appointments or promotions which give rise to officiating arrangements in order that the officiating appointments may be confirmed or reverted, as the case may be, in their proper turn, similar arrangements in order that the officiating appointments may be confirmed or reverted, as the case may be, in their proper turn, similar arrangement in the lower grades being made to depend on the charges in the higher grades. Ordinarily the last officers appointed to higher grade will be reverted, if reversions have to take place, and the first officers appointed will have to be confirmed, when confirmation becomes necessary.

(I.G.'s No. 4454 dated 6th June 98).

#### **73. Promotion of a Government Servant whose conduct is under inquiry :**

All proposals regarding the promotion of officers should be held in abeyance in cases where enquiries or proceedings, whether

executive or judicial, as regards the conduct of such officers are under contemplation or have been instituted, until such enquiries or proceedings have been completed.

Reports of all cases of enquiries or proceedings of the nature referred to above in respect to the conduct of Inspectors, Sub-Inspectors and qualified Head Constables, who are due for promotion, should be submitted to the Inspector General of Police and the Deputy Inspector General of Police concerned.

(G.R., G.D. No. 5294, dated 1st September 1911)

#### **74. Procedure for appointment by transfer:**

The ordinary cadre of a department or a service is expected to include a training or deputation reserve required for training all officers necessary for its normal work and accordingly the occasion for recruitment by transfer from another department or service should be rare. When, however, such an occasion actually arises, the following principles should ordinarily be observed in respect of appointment to gazetted and as far as possible to non-gazetted posts or services.

(1) The proposed transfer is in public interest and the officer can be spared by the department to which he belongs;

(2) The officer proposed to be transferred possesses the required qualifications and experience for the post to which he is to be transferred and he is willing to be transferred to the other department or service;

(3) In making an appointment by transfer, preference shall be given to the senior most officer possessing the requisite qualifications and experience;

(4) The service or department in which the appointment is to be made has itself no officer with the requisite qualifications and experience who could be suitably promoted to the posts;

(5) The vacancy was unexpected and that it was not possible to give the necessary training and experience to one of the officers of the department itself or that to give such training would cause undue delay.

(G.R., P. and S.D. No. 5027/46, dated 4th May 1950).

#### **75. Seniority on inter-departmental transfer:**

(1) When a Government servant is transferred from one department to another department of Government or from one Office to another Office, his place in the latter department or the office for purposes of seniority should invariably be definitely fixed at the time of his transfer. In cases where this has not been done, he should be regarded as occupying the last place in the grade to which he is appointed in the new department or office, I.E. he should be regarded as junior to all other members in that grade but senior to all the members in the lower grade. As regards his future promotion in the new department, it should be regulated by the principles which are in force in that department; but where promotion depends upon seniority, the latter should be determined in accordance with the principle indicated above and not by the total length of service in one or more departments of Government.

(2) No departure from these orders should be made by any Head of a Department or Subordinate Officer without obtaining the specific previous sanction of Government in the Administrative Department concerned.

(G.O., G.D., 9145 of 31st October 1919).

#### **76. Selection Grades:**

(1) Appointments to the selection grade in the Indian Police and the Indian Police Service should be made strictly by selection and all officers who have rendered exceptionally meritorious service as Superintendents of Police should be deemed eligible for appointment. Fitness for promotion to administrative rank may properly be regarded as enhancing an officer's claim for appointment to the grade, but should not be the sole criterion for selection.

(G.R., H.D., No. 3105, dated 14th November 1923).

(2) The criterion to be followed in filling up appointments in the selection grades in the cadre of Inspectors of Police should be efficiency in the discharge of duties in that cadre and not fitness for promotion to a higher grade.

(G.R., H.D., No. 2715/5, dated 6th October 1947).

(3) Sub-Inspectors from the mofussil selected for the select list for promotion as Inspectors are allowed to cross the efficiency bar and are styled as Selection Grade Sub-Inspectors. In Greater Bombay, Selection Grade Sub-Inspectors are appointed by the Commissioner of Police from a select list of Sub-Inspectors prepared by a Committee-vide Rule 88(1) (b) subject to the condition that no Sub-Inspector is appointed to the Selection Grade unless he has put in a total service of 10 years.

(Govt. Memo. F.D. No. 6567/33-IX/86171, dated 9th August 1952)

(G.R., H.D., No. 1084/6, dated 17th March 1953).

(4) Appointments to the posts of Selection Grade Police Prosecutors will be made by the Inspector General of Police/Commissioner of Police by promotion of Police Prosecutors on seniority-cum-merit basis.

#### **77. Appointments in temporary posts :**

(1) Though the rules admit of a substantive as well as an officiating tenure of a temporary post, substantive appointments to temporary posts should be made in a limited number of cases only, as for example, when posts are, to all intents and purposes, quasi permanent or when they have been sanctioned for a period of not less than, or there is reason to believe that they will not terminate within a period of three years. In all other cases, appointments to temporary posts should be made in an officiating capacity only.

(B.C.S. Rule 9/56).

(2) Where a Government servant is already appointed sub-stantively to a temporary post, a second Government servant should not be appointed substantively to it unless the previous holder of the post has been transferred from it permanently or unless he has been transferred temporarily and there is reason to believe that he will remain absent from the post for a period of not less than 3 years.

(G.R., F.D. No. APT. 1056/S-2, dated 30th September 1957).

**78. Temporary appointments:**

(1) (i) Orders sanctioning every temporary appointment which is not for a definite period, should make it clear that the appointment is made "until further orders". Appointments of temporary Government servants for definite period should be restricted to exceptional cases.

(ii) Temporary Government servants who have not been appointed for a definite period may be discharged from service by giving one month's notice irrespective of whether such Government servants have or have not signed the prescribed undertaking mentioned in clause (v) below. In any case, temporary appointments made against or in the chain of leave and deputation vacancies will be terminable on the return of absentees, whenever that may take place.

(iii) In cases of such temporary Government servants who are entitled to notice prior to the termination of their services according to the terms of their appointment and whose services are terminated without any other for the prescribed period, they will be given pay for that period together with all allowances to which they are otherwise entitled.

(iv) When temporary Government servants appointed on the specific understanding that if they want to resign their posts, they should give a written notice of a prescribed period, fail to give such notice, they will forfeit their pay for the notice period. In such cases, the pay to be forfeited in lieu of notice will be exclusive of all allowances.

(v) When a temporary appointment is to be made 'until further orders', a written undertaking in the following form should be taken from the candidate before his employment :

"I understand that my employment under Government as .....is temporary and that my services may be dispensed with at any time without notice and without any reasons being assigned and I accept the employment on this basis".

(vi) Whenever the services of any temporary Government servants are to be terminated because of any act of misconduct or on the ground of their unsuitability, the officers concerned, after satisfying themselves, should merely terminate the services of the persons by giving them a month's notice without charge-sheeting them or mentioning in the order any reason for the discharge, unless the misconduct is of a serious nature and it is considered that, in the interest of public service, the persons should be dismissed from service so as to mar their re-employment. In the latter case, steps should be taken to dismiss the person concerned after holding a regular Departmental Enquiry according to the prescribed procedure.

If there is a prima facie case for prosecution against a temporary Government servant who has signed the undertaking prescribed in sub-rule (v) above, and the competent authority is satisfied as to the guilt, he should be discharged from service on the strength of the undertaking and prosecution launched against him thereafter.

(vii) Even a purely temporary Government servant cannot be punished with dismissal, removal or reduction without following the proper procedure laid down for Departmental Enquiries.

(viii) In all cases of discharge, the orders should not mention any reason for discharge beyond stating that the services of the person concerned are no longer required.

*Note :* In case of recruits for training course of constables, there is no objection to terminating their services without giving any notice if they fail to fulfill the prescribed conditions like passing of examination, good progress while on training, etc.

(G. Cirs., P. and S.D. No. 1581/34, dated 9th August 1947, 20th September 1951, 3rd March 1952 and 1st June 1953).

(G. Cir., P. and S.D. No. CDR. 1154, dated 30th April 1954).

(G. Cir., P. and S.D. No. CDR. 1157-D, dated 20th January 1958).

(G.L., H.D., No. RCT. 2258/67999-V, dated 29th September 1958).

(2) Posts vacated by Government servants reduced, removed or dismissed from service, may be filled substantively only after the expiry of a period of one year from the date of such reduction, removal or dismissal as the case may be, subject to the conditions that the arrangements thus made will be reversed if such Government servants are reinstated on appeal. There is however no objection to effect officiating arrangements for period of one year.

(Rule No. 158 of B.C.S. Rules).

#### **79. Appointment on probation:**

(1) (a) A candidate for a higher service or post who is not in permanent Government service may be appointed to the higher service or post on probation subject to rules regarding loss of appointment on failure to pass the departmental examination within a prescribed period or for other causes. Such cases will be regulated according to the general procedure for the discharge of probationers as laid down in the Civil Services (Classification, Control and Appeal) Rules, and the Bombay Police (Punishment and appeal Rules C.S. 101, 1956) the Bombay Civil Services Conduct, Discipline and Appeal Rules.

(G.C., P. and S.D. No. 3868/46, dated 31st January 1949/13th June 1950).

(b) Appointment of persons in permanent Government service to posts for which they may have been selected as direct recruits, should be made on probation only if a probationary period is prescribed in respect of these posts.

(G.C., P. and S.D. No. 3868/46, dated 25th May 1955).

(2) Whenever any person is appointed on probation, the question of extending the period of probation or of confirming, reverting or discharging him should be decided invariably before the expiry of the period of probation.

(G.C., F.D. No. 6353, dated 8th January 1937).

(3) Whenever a person appointed on probation takes leave, his probationary period should be increased to the extent of leave taken by him. No formal order in extending the probationary period in individual cases is necessary; but this principle should be followed in computing the probationary period.

(G.C. Memo, P. and S.D. No. 5346/46, dated 26th August 1952).

(4) Whenever orders regarding confirmation or promotion are issued, such orders should clearly specify the vacancies in which the confirmation or promotion is made.

(G.C., F.D., No. 2706, dated 18th October 1951).

**80. Promotion of Officers on deputation:**

Whenever Police Officers and men are on deputation, they should not be omitted from any of the select list for promotion only because of their being away on deputation. If they are really found fit for promotion, they should be entitled, in case their juniors are promoted in their parent cadre, to get the advantage of "next below Rule". All officers should, therefore, whenever any Police Officers and men are on deputation, and if such Officers or men are found suitable for promotion, take suitable action to give them the benefit of 'next below Rule'.

(I.G.P.'s Cir. No. 8183, dated 26th July 1957).

**81. Indian Police Service :**

(1) For rules regarding probation, confirmation, seniority, etc. vide Indian Police Service (Probation) Rules, 1954, and Indian Police Service (Regulation of Seniority) Rules, 1954 published in the hand-book of Rules and Regulations for the All India Services, 1958, Volume I, issued by the Government of India, Ministry of Home Affairs.

(2) Indian Police Service Officers allotted to Bombay State should not normally be promoted as Superintendents of Police unless they have completed five years' service. The length of service should be computed from the date the officers join their appointments in the State on completion of their training.

(G.R., P. and S.D. No. 1985/52, dated 1st June 1953).

**82. Commandants, State Reserve Police Force Groups:**

Commandant appointed by nomination will be on probation for two years. During the probationary period he will have to pass an examination in a regional language of the Bombay State other than that already known by him according to the higher standard and also examinations in the Police Manual and miscellaneous police subjects, including the Bombay State Reserve Police Force Act and Rules in accordance with the curriculum prescribed for Deputy Superintendents of Police in Chapter IV of Volume I of the Bombay Police Manual, 1959. He will also be required to pass an examination in Hindi according to the prescribed rules.

**83. Superintendent of Police, Wireless:**

Candidates appointed by nomination will be on probation for two years and will be required to pass such departmental and/or language examinations as may be prescribed by Government.

(G.L., H.D. No. OPO. 2855-A, dated 8th June 1956)

**84. Superintendent of Police, Motor Transport:**

A candidate appointed by nomination will be on probation for two years and will be required to pass such departmental and/or language examinations as may be prescribed by Government.

(G.L., H.D. No. OPO. 2855-A, dated 8th June 1956).

**85. Superintendent of Police, Motor Transport Section, Greater Bombay:**

A candidate appointed by nomination will be on probation for two years and will be required to pass such departmental and/or language examinations as may be prescribed by Government.

(G.E., H.D. No. OPO. 2054-C, dated 19th August 1955).

**86. Deputy Superintendent of Police in the Mofussil and Superintendent of Police in Greater Bombay:**

Appointments by promotion from lower ranks will be made by Government by selection in accordance with the principles and procedure detailed in Appendix X.

(2) A direct recruit will be on probation for a maximum period of three years from the date on which he joins his appointment. Within two years he must pass the prescribed tests in law, language, drill and equitation and such other tests as may be prescribed from time to time by the Inspector General of Police. If, in the event of his failure to do so, he be favorably reported on by the Inspector General of Police and if the Bombay Public Service Commission certifies that he has given evidence of reasonable diligence, Government may allow an additional year but not more. When he has passed the prescribed tests, he will be attached to a district and be under practical training for a year. If a probationer fails to pass the prescribed tests within two years or within the period allowed by Government, is guilty of misconduct, or shows inaptitude for police duties, his appointment will be liable to cancellation.

(G.R., H.D. No. 11123/27th November 1920).

(3) (a) No probationary Deputy Superintendent of Police will be confirmed :

(i) Unless and until he has satisfied the several tests prescribed in Rule 177 provided that a Deputy Superintendents of Police may be temporarily excused on account of circumstances over which he has no control, from satisfying one or more of such tests before he is so confirmed; and

(ii) Unless the Government is satisfied both as to his general conduct during his term of probation and as to his having given proof during that term of practical aptitude for Police Duties.

(G.Rs., J.D. No. 2434/26th April 1909, 2456/28th April 1910 and 2666/14th March 1912).

(b) A promoted officer will be confirmed, if found fit, on the expiration of the period of probation.

(4)(a) In the case of direct recruits, appointed substantively on probation, seniority will be determined with reference to the date of their appointment on probation.

(b) In the case of officers promoted from the ranks, seniority should be determined with reference to the date of their continuous appointment as Deputy Superintendent of Police.

(G.R., P. and S.D. No. 4283/34/21st November 1941 AND  
G.L., H.D. No. Dys. 3854-A, dated 20th September 1956).

**87. Relative Seniority of an Assistant and a Deputy Superintendent of Police for the purposes of Command :**

When an Assistant and a Deputy Superintendent of Police are both attached to a district, their

comparative rank or seniority for the purposes of command, in the temporary absence of the Superintendent of Police either away from the district or from Headquarters when on tour, etc. should be determined as follows:

(i) If both or neither has been confirmed in their or his appointment, the Assistant Superintendent of Police should be considered superior in rank to the Deputy Superintendent of Police irrespective of the dates of their appointments.

(ii) If one officer has been confirmed and the other has not, the former should be considered superior in rank to the latter, irrespective of the service to which he may belong.

(iii) For the seniority of a Deputy Superintendent of Police when posted as Vice Principal of the P.T.S. see Rule 107.

(G.R., H.D. No. 5186/2, dated 10th September 1929).

**88. Inspectors (including Reserve, Motor Transport and Wireless) :**

(1)(a) Appointments by promotion in the mofussil will be made by the Inspector General of Police from the select list prepared by the Selection Board comprising the Inspector General of Police as Chairman, the Commissioner of Police and all the Deputy Inspectors General as members, of Sub-Inspectors of Police fit for promotion as Inspectors.

(G.R., H.D. No. 2715/5, dated 6th October 1947).

(b) Appointments by promotion in Greater Bombay will be made by the Commissioner of Police from the select list of Selection Grade Sub-Inspectors fit for promotion as Inspectors of Police in Bombay City prepared by a Board consisting the following officers:

- (i) The Inspector General of Police, Bombay State.
- (ii) The Commissioner of Police, Bombay
- (iii) The Deputy Inspector General of Police, C.I.D., Bombay State.
- (iv) The Deputy Commissioner of Police (Head-quarters).

(G.R., H.D., No. 8520/5-A, dated 27th June 1949).

(c) The principles to be followed and the procedure to be adopted in drawing up the select list shall be similar to those detailed in Appendix X.

(2)(a) Police Inspectors have been classed as Gazetted Officers. Transfers and appointments of these officers are made and gazetted by the Inspector General of Police/Commissioner of Police.

[Bombay Civil Services Rule 9 (21)]

(b) Unless otherwise specifically stated, the conferment on Police Inspectors of gazetted rank should not be regarded as affecting adversely either,

- (i) any benefits to which such officers were previously entitled on
- (ii) any powers previously exercised with regard to such officers by their superiors, provided that no additional expense to Government will accrue on account of such conferment of gazetted rank or in connection with any such benefits. Leave salary, however is regulated by Rule 757 of the Bombay Civil Services Rules and not by the above proviso which applies to non-gazetted servants.



(3) Officers appointed as Inspectors will, if found fit, be confirmed by the Inspector General.

(4) Seniority will ordinarily be determined by the dates of continuous appointment as such subject to the condition that fortuitous local and temporary appointment do not entitle a person to gain any seniority.

(G.L., H.D. No. 87/3-V, dated 30th June 1934 and 612/7-A, dated 11th March 1953).

#### **89. Sub-Inspectors :**

(1) Appointments of Sub-Inspectors by promotion will be made by the Range Deputy Inspector General from amongst Head Constables who have passed the Departmental Examination in Law (Part I test) or have been exempted by the Inspector General of Police from passing it, and have passed the Part II test laid down in Rule 180 provided that in either case they are not less than 25 years of age and have rendered not less than two years' approved service. There will be no maximum age limit for Head Constables specially selected for promotion to Sub-Inspectors.

(2) For probation and confirmation of Sub-Inspectors recruited direct and Head Constables put through the Sub-Inspectors' course at the Police Training School see Rules 126 and 127. Head Constables promoted without taking such a course are appointed substantively after they have been tried sufficiently long in an officiating capacity and are, therefore, appointed without any period of probation.

(3) The seniority of Sub-Inspectors recruited direct and Head Constables passing the Sub-Inspectors' course is determined by the order of merit in which they pass out from the Police Training School. see Rules 126 and 127. Head Constables promoted without taking such a course are appointed on confirmation, placed below those Sub-Inspectors who were confirmed on the same or earlier date. A Sub-Inspector student who has failed in his Final Examination at the Police Training School and is given an extension will, provided he passes at the next examination, be held to have passed out of the Police Training School, below all who joined the School with him and above all who joined after him but passed the Final Examination at the same examination.

(I.G.'s Cir. No. 56, dated 10th May 1926 and 3208/20th April 1927  
and G.L., H.D., No. 1826/5-III/57858-D 29th September 1949).

#### **90. Officiating appointments of Sub-Inspectors of Police:**

(1) In order to enable him to make appointments by promotion, Deputy Inspectors General will maintain in their offices a list of Head Constables qualified for such appointments on the following principles:

(a) The list of qualified Head Constables should be maintained rangewise.

(b) (i) Seniority should be fixed according to the date of passing the qualifying examination.

*Note:* In cases in which the Head Constables were not able to appear for the examination on the appropriate occasion for reasons beyond their control, and passed it on a subsequent occasion, their seniority should be decided on merits.

(ii) Inter se seniority of qualified Head Constables passing the examination at the same time should be fixed according to the date of their substantive promotion to the rank of Head Constables in the lowest grade.

(c) The lists should be prepared every year and the new comers on the list should be placed below the Head Constables already on the list.

(2) The above principles are also applicable in the case of qualified Armed Head Constables.

[I.G.'s Cir. No. (B)/8261, dated 13th February 1958]

(3) In case of emergency, I.E. when Sub-Inspectors in charge of Police Stations are sent out on deputation for quelling disturbances, riots, etc. the Deputy Inspector General may appoint the Senior Head Constables of such Police Stations as Sub-Inspectors subject to the following conditions :

(a) The power should be exercised in cases of emergencies only.

(b) Appointments should be made on the initial pay of the Sub-Inspectors' grade.

(c) The appointments should be made for a maximum period of two months.

(d) Such appointments should not be made, if the vacancies are for less than one month.

(e) The I.G.P. and the Government should be informed of the appointments, as soon as they are made.

(G.R., H.D. No. 4028/5, dated 13th May 1948).

#### **91. Motor Transport/Wireless and Reserve Sub-Inspectors :**

(1) Appointments by promotion to the posts of Motor Transport/Wireless and Reserve Sub-Inspectors are made by the Inspector General of Police from amongst respective Head Constables whose names are on the select list prepared on the recommendations of the Superintendents and the Range Deputy Inspectors General. To be eligible for such promotion, Armed Head Constables must pass the practical test laid down in Rule 180.

(2) Directly recruited Motor Transport/Wireless and Reserve Sub-Inspectors are on the probations for a period of eighteen months, after which they are, if found fit, confirmed by the Inspector General of Police. In case of promotes, no period of probation is fixed since such appointments by promotion are made substantively after they have been tried sufficiently long in an officiating capacity.

(3) In case of ex-military men appointed as Sub-Inspectors on probation, as well as promoted Armed Head Constables their seniority will count from their date of appointment as Sub-Inspectors.

#### **92. Police Prosecutors :**

(1) There shall be a Legal Advisor to the Inspector General of Police attached to Inspector General's office and

he will be appointed by selection by the Inspector General from among the cadre of Police Prosecutors.

(2) The Seniority of Police Prosecutors will be determined by the date of their confirmation.

(3) The Legal Advisor to the Inspector General and Selection Grade Police Prosecutors in the mofussil and Police Prosecutors in Greater Bombay are classed as gazetted officers. Appointments of these officers are made and gazetted by the Inspector General/Commissioner of Police.

**93. Combined Ministerial Establishment of the Inspector General of Police :**

(1)(a) No definite period of probation has been prescribed in the case of Junior Grade Clerks.

(b) The power of confirming them rests with the Inspector General. No Junior Grade Clerk will be confirmed until he has passed the Sub Service Departmental Examination or has been exempted from passing it by the Inspector General. A Clerk who fails to pass the examination within four years (or at the first examination held after four years from the date of his appointment) will forfeit his appointment provided that if he be confirmed as a special case by the Inspector General of Police, he will not be eligible for promotion beyond the efficiency bar unless he passes the examination after confirmation. No Clerk may, however, appear for the examination more than four times. The Inspector General is empowered to dispense with the services of a Clerk before the completion of the four-year period, if on the examination results or on his work generally he considers the Clerk unlikely to prove efficient. A Clerk appointed in a substantive vacancy will until confirmation be treated as a probationer within the meaning of Rule 9(47) read with Notes (ii) and (v) to Rule 9(16)(a) of the Bombay Civil Service Rules.

(c) The seniority of Junior Grade Clerks will be determined by the date of appointments to temporary or officiating service, if continuous upto the date of substantive appointment in a clear vacancy.

(2) Higher Grade Clerks :

(a) Appointments to higher grades and posts including those of Heads of Branches, Head Clerks and Office Superintendents will be made by the Inspector General of Police as and when clear vacancies are available.

(b) Their seniority will be determined by the date of appointment unless otherwise fixed by the order appointment in any particular case.

(c) Appointments to the post of Deputy Assistant Inspector General by promotion will be made by Government as per Rule 52.

(3) Gazetted Posts :

Promotion to the posts of Office Superintendents in the Inspector General of Police's City Cadre will be made alternatively from the Inspector General of Police's City Cadre of Head Clerks, (i.e. Inspector General's Head Clerk and Deputy Inspectors General's Office Superintendents) and the Inspector General of Police's Mofussil Cadre of Office Superintendents.

Similarly promotion to the post of Deputy Assistant to the Inspector General of Police in the Inspector General of Police's City Cadre will be available alternatively from the Office Superintendent promoted from the Inspector General of Police's City Cadre and the Office Superintendent promoted from the Inspector General of Police's Mofussil Cadre.

(G.R., H.D., No. PCE. 6959-VI, dated 24th October 1959).

(4) The Inspector General of Police will prepared a gradation list of all Clerks on the combined ministerial establishment and get it typed in January and July every year and supply a copy to Heads of Offices amongst whom the establishment is distributed. The Inspector General and Heads of Offices will circulate the list among the Clerks concerned for their information.

(G.L., H.D. No. 9441/3-D, dated 22nd September 1938).

(G.L., P. and S.D. No. 4346/46, dated 31st January 1949 and 31st May 1949).

**94. Ministerial Establishment of the Commissioner of Police :**

(1)(a) The power of confirming the Junior Grade Clerks on the Commissioner of Police's ministerial establishments rests with the Deputy Commissioner of Police, Head quarters No Junior Grade Clerk will be confirmed until he passes the Post-Recruitment Departmental Examination. A Clerk who fails to pass the examination within two attempts will be liable for discharge from service.

(G.L., H.D. No. 4568/6-D, dated 20th November 1950).

(b) The seniority of Junior Grade Clerks is determined according to the rank in order of preference as arranged by the Public Service Commission, if they join within seven days from the date of issue of the orders calling the candidates for joining the appointment. In case of those who join after the prescribed joining time, their seniority is determined according to the date on which they join.

(G.C., P. and S.D. No. SRV. 1453, dated 9th October 1953).

(2) Higher Grades :

(a) Appointments to the posts of Intermediate Grade Clerks will be made by the Deputy Commissioner of Police, Headquarters from amongst the Junior Grade Clerks according to seniority-cum-efficiency.

(b) Appointments to post of Head Clerks will be made by the Deputy Commissioner of Police, Headquarters from the list of qualified Intermediate Grade Clerks who have passed the prescribed test for the promotion of Head Clerks who have passed the prescribed test for the promotion of Head Clerks.

(c) Appointments to the posts of Cashier and above upto Senior Office Superintendent will be made by the Commissioner of Police according to the select list prepared by the Selection Board (consisting of Deputy Commissioner of Police, Headquarters and other Senior Deputy Commissioner of Police).

(d) The seniority of Head Clerks will be fixed according to their continuous officiating service as Head Clerk subject to the inter-se seniority, if they have passed the requisite test within the prescribed

period. In respect of other higher posts seniority is determined according to the position of the incumbents on select lists.

(3) The Commissioner of Police will prepare a gradation list of all Clerks and get it typed in January and July every year and supply copies to all the branches/sections in which the establishments is divided for circulation among the Clerks concerned.

**95. Ministerial Establishment of Superintendents of Police:**

(1)(a) Confirmation of Junior Grade Clerks will be made by the Superintendents of Police and will be subject to the same conditions as mentioned in Rule 93 with reference to Junior Grade Clerks of the Inspector General's combined ministerial establishment.

(b) Their seniority will also be determined in accordance with the same Rule in its application to Junior Grade Clerks. The instructions laid down in sub-rule (3) of that Rule should be followed by the Deputy Inspector General of Police concerned in the matter of preparation and circulation of the gradation list of Junior Grade Clerks serving in the Offices of Superintendents of Police in their respective ranges. A copy of the list should be sent to the Inspector General of Police.

(2) Selection Grade Clerks :

(a) Power to order substantive as well as officiating promotion to selection grades rests with the Range Deputy Inspector General. He should maintain in his office a range list of qualified Clerks fit to do the work of first Assistant to the Head Clerk or the Accountant or of a Sheet Clerk or of a post of similar responsibility. Substantive promotions of qualified Clerks should be made in accordance with their seniority on the range list, tempered by fitness and linguistic qualifications. Any Clerk who is unwilling to accept a permanent transfer on promotion will forfeit his right to promotion.

(b) Officiating or temporary vacancies of short duration should, as a rule, be filled locally. If there be a vacancy of long duration of over four months which, in the opinion of the Range Deputy Inspector General of Police is unlikely to develop into a clear vacancy, it, should also be filled locally, provided a qualified Clerk is available in the district concerned. When, however, no such Clerk is locally available, the Deputy Inspector General should promote and transfer a qualified Clerk from another district who has put in the longest service and is willing to accept a transfer for the purposes of obtaining the advantage of officiating or temporary promotion. Such transfers are permissible under Bombay Civil Services Rule, 627.

(c) Appointments will be made for a period of one year after which the Clerks will, if found fit, be confirmed by the Range Deputy Inspector General.

(d) Seniority will be determined by the dates of continuous appointment in a particular grade.

Note : Fortuitous appointments should not be taken into account in deciding the date of continuous appointment.

(e) A gradation list of Selection Grade Clerks will be prepared by the Range Deputy Inspector General on the lines similar to those

indicated to in sub-rule (I) above, and will be published by each Range Deputy Inspector General in the Bombay Police Gazette.

(3) Police Accountants and Head Clerks :

(a)(i) The power of making substantive appointments of Head Clerks and Accountants rests with the Inspector General of Police. The appointments will be made in accordance with seniority cum fitness. Officiating promotions will be made by the Range Deputy Inspector General when it is necessary to make local arrangements in temporary vacancies of not more than four months' duration.

(ii) The transfer of Head Clerks and Accountants may be effected by Range Deputy Inspector General within the range.

(b) Head Clerks and Accountants will be confirmed, if found fit, by the Inspector General as and when clear vacancies become available.

(c) The seniority of Head Clerks and Accountants will be determined by the dates of their continuous appointments. As regards the preparation and circulation of the gradation list of Head Clerks and Police Accountants, the instructions laid down in sub-rule (4) of Rule 93 should, with necessary changes, be followed in their case.

(d) History of Service : In all cases of promotions to the posts of Head Clerks and Accountants in clear vacancies, statements regarding the history of service of the persons concerned should be supplied by Superintendents of Police to the Inspector General of Police. Pay on promotion and the date of next increment should also be shown for entry in the gradation list.

**96. Brevet Jamadars :**

(1) Appointments to the rank of Brevet Jamadars are made from amongst Head Constables in the II Grade. The 'Brevet' is an honorary rank and does not entitle the incumbent to any monetary gain.

(2) The posts of Brevet Jamadars stand included in the sanctioned strength of Head Constables, Grade II fixed according to the percentage prescribed in Rule 97 below.

(3) The total number of posts of Brevet Jamadars in a district is fixed by the Inspector General on the following principles:

Armed Branch : One Jamadar or Brevet Jamadar is allowed for every 100 men usually present at the Police Head-quarters. If the number of men at Head-quarters is reduced, there is also a corresponding reduction in the number of Brevet Jamadars. The expression "Number of men usually present in Head-quarters" means the strength located at the District Head-quarters less the average number on the sick list, on leave, on deputation, temporary transfer or on other miscellaneous duties.

Unarmed Branch : When, for duty purposes, the existing strength of I Grade Jamadars in a district is found insufficient, the number of posts of Brevet Jamadars required is decided individually by the Inspector General of Police on merits. The expression 'duty purposes' denotes prosecution and investigation duties at large towns and Head-quarters of talukas.

**97. Head Constables and Constables:**

(1) The Cadre of Head Constables is divided into three grades in the following proportion :

	Per cent
Grade I...	5
Grade II ..	35
Grade III ..	60

(G.R., H.D. No. 2634/6, dated 3rd June 1953)

*Note* : The proportion of Constables, to Head Constables shall be 1:3  
(G.L., H.D. No. 2634/6-III-78983-D, dated 19th June 1954)

(2) Appointment of Head Constables by promotion will be made by Superintendents of Police.

(3) No Constable will be promoted to the grade of Head Constable unless he has put in a minimum of five years' service. The condition of five years' service may be relaxed with the approval of the Deputy Inspector General concerned which should be obtained after advancing special reasons in each and every case.

*Note* : While promoting Constables from both armed and unarmed branches to Head Constables, special considerations should be shown to those who are literate or if they are illiterate at the time of recruitment, take special pains to acquire and maintain the literacy.

(4) Matriculates when recruited as Constables should be given three years' seniority in the cadre of the constabulary.

(G.R., H.D. No. 1828/5-III, dated 25th October 1948).

(5) Seniority of Head Constables, and Constables transferred from Greater Bombay to mofussil and vice versa should be fixed as shown below :

(i) In the case of Constables, the date of enlistment should be the basis. The same procedure should be followed for officiating Head Constables.

(ii) In the case of confirmed Head Constables the date of confirmation as Head Constables in the lowest grade should be the basis.

(iii) There should be no destination between men transferred at their own request and those transferred in public interest.

In cases of doubt, individual cases should be referred to the Inspector General of Police for decision.

(I.G.'s Memo. No. 6992 (B), dated 23rd August 1955)

**98. Appointment of Writer Head Constables, Constables and Prosecuting Jamadars :**

(1) Superintendents of Police should maintain a regular register of Head Constables fit for Writers and of Constables fit for barnishi work.

(2) For training in writing work, men should apply to their Sub-Inspectors, who should afford all possible facilities and, after training, test them and report their names to the Superintendent of Police, who will enter them in the register.

(3) Similarly, Head Constables should apply to the Superintendent of Police for an opportunity of being trained in prosecution work. The Superintendents of Police should then issue orders, whereupon the Police Prosecutor should make arrangements for the training and sub-sequently issue a certificate of competency, which will be filed with the Head Constable's sheet and his name entered in the register.

(I.G.'s Cir. No. 19, dated 20th May 1948).

**99. Officiating appointments of Head Constables :**

(1) Officiating promotions are admissible only to the posts of III and I Grades of both armed and unarmed Head Constables.

(G.R., H.D., No. 2634/6, dated 3rd June 1953 and I.G.'s Cir. No. 556/3, dated 19th February 1954).

(2) Policemen deputed to the P.T.S. for the Sub-Inspector's Course or for the Head Constable's Training Class may during such deputation, be granted such substantive promotions as they would have earned, had they not been on deputation, but their officiating promotions while on deputation will not be permissible as they will not be discharging higher and more responsible duties connoted by the officiation. Their places in their respective districts may, however be filled by officiating promotion of other men.

(3) All absentee vacancies in the working force, whether due to sickness, leave or other cause, should be filled from the reserve provided for the purpose. This does not prohibit officiating promotion in accordance with the foregoing sub-rules, but prohibits the filling up of vacancies in the Constable's grade by the appointment of substitutes or temporary men.

(I.G.P. No. 23/20th June 1936 and 2472-A/14th February 1913).

**100. Peons:**

(1) Peons will, as a rule, be appointed on probation for a period of one year in the first instance, and they will be confirmed, if found fit, by the authority competent to make their appointments.

(I.G. 22/18th May 1934).

(2) The members of the Class IV Services who pass the S.S.C. Examination or its equivalent while in service, should be held eligible for promotion to the Ministerial Posts for which passing of the S.S.C. Examination is the minimum qualification, if they are considered suitable for such promotion.

**101. Proposals regarding the continuance of Temporary Posts, Allowances, etc. :**

(1) Proposals for continuance or discontinuance of temporary posts, establishments, allowances, etc. should invariably be submitted through proper channel. The officers concerned must



therefore see that these proposals are mooted by them sufficiently in advance so as to reach the Inspector General of Police within the specified period as indicated below :

<b>Category of Posts</b>	<b>When the proposal should reach the Inspector General's office</b>
(i) Posts which are sanctioned for a specified work which cannot last for a long period.	Two months in advance of the expiry of sanction.
(ii) Posts which are sanctioned for general increase in work of a permanent office where the work is very probably not likely to decrease.	Four months in advance of the expiry of sanction.
(iii) Posts which have been sanctioned from year to year.	

Advance copies of all such proposal must also be sent to the Inspector General of Police and the Deputy Inspector General concerned as may be necessary in each case.

(I.G.'s Cir. No. 6143, dated 6th October 1953).

(2) To ensure the observance of the above procedure a statement showing the temporary posts, establishments, allowances, etc. with particulars regarding their strength, orders of Government sanctioning the proposals, and dates of their commencement and terminations, should be prepared and maintained up-to-date from time to time by the Head Clerk of each office. Copies of the statement should be retained by the Superintendents of Police, Home Inspectors, Accountants and Sheet Clerks. During the course of their inspection, the Range Deputy Inspectors General should see that the statements are maintained properly.

(I.G.P. Cir. No. 6143, dated 1st January 1947, 25th April 1949, 2nd March 1950).

(3) Heads of Departments are empowered to continue all posts including gazetted posts, in super time scale, for one month at a time upto a maximum of three months provided proposals for the continuance of such posts have already been submitted to Government in good time, but Government orders have not been received.

(G.C., F.D., No EST. 4158/S-4, dated 1st July 1958 and No. EST. 4158/S-2, dated 3rd October 1958).

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## CHAPTER IV

### Training

#### SECTION I - Training Institutions

##### 102. Training Schools :

Training to Police Officers and men of the State is imparted at the following Training Institutions :

- (i) Police Training College, Nasik
- (ii) Constables' Training School, Nagpur
- (iii) Regional Training School, Poona
- (iv) Regional Training School, Jalna
- (v) Police Wireless Training Centre, Dapori (Poona)
- (vi) Police Motor Transport Section, Poona
- (vii) Finger Print Bureau, Poona

*Note* : Subject to the direct control of the Deputy Inspector General of Police Training & Spl. Units and the Inspector General of Police, the management of the institutions at S. Nos. (i) to (iv) is vested in the respective Principals/Superintendent.

##### 103. Central Police Training School, Nasik :

The training of the following classes of officers is carried out at the Central Police Training School, Nasik :

- (1) Probationary Assistant Superintendents of Police (during the period of their practical training i.e. after completion of their training at Mount Abu).
- (2) Probationary Deputy Superintendents of Police.
- (3) Candidates for direct appointments  
as Inspectors. Usually styled during
- (4) Candidates for appointment as Sub-  
Inspectors (directly or departmentally  
asSub-Inspector  
students.  
selected)
- (5) Head Constables who have passed departmental examination in law and the practical test, but are not trained at Police Training School prior to their appointment as Sub-Inspectors.
- (6) Head Constables and Constables selected for a refresher course at the Had Constable's Training Class (Usually styled at Head Constables students.

##### 104. Books:

- (1) Probationary Deputy Superintendents of Police and Assistant Superintendents of Police will provide themselves with all books required for their training.
- (2) Directly appointed Inspectors must provide themselves with all the books required for their training at their own expense.
- (3) Sub-Inspector students will be provided at Government expense with the necessary books either in English or in a regional language required for their training. Books supplied at Government expense must be returned by every student before leaving the school.

(G.R., H.D., No. 9931/4, dated 6th June 1946).

(4) Head Constable students will take with them to the School the Police Guide supplied to them in their districts.

(I.G.'s No. 538/3-I, dated 13th December 1935).

**105. Staff at the Police Training School, Nasik :**

(1) The staff of the School will consist of the following:

<b>Designation</b>	<b>..</b>	<b>Rank</b>
Principal	..	Superintendent of Police
Vice-Principal	..	Deputy Superintendent of Police
Law Instructors	..	Police Prosecutor
Practical Instructors	..	Police Inspector
Head Drill Instructor	..	Police Inspector (Armed/Reserve)
Chief Assistant to the Assistant Drill Instructors	..	Police Sub-Inspector (Armed/
Farrier-Major	..	Head Constable
Armourer	..	Head Constable
Language Master	..	Head Constable
Head and Clerks	..	Clerk, Accountant
Sub-Assistant Surgeon	..	B.M.S. Class III

Necessary staff of peons, ward boys, syees, etc.

(2) The Quarter Guard, Mess Havildar and Orderlies are supplied by the Nasik District Police, while the Mess Managers are drawn from various Districts in the State. The strength of the Instructional staff is varied from time to time to suit the number of students under training at the School for the time being.

**106. Appointment of Staff :**

(1) Appointments of the Principal and the Vice-Principal are made by Government and those of Instructors above the grade of Head Constable by the Inspector General of Police, from amongst the officers serving in the districts.

(2) The Assistant Drill Instructors, the Farrier Major and the Armourer in any grade of Head Constables are drawn by the Principal for duty at the School from any district in the State and are treated as on deputation, their vacancies in their districts being filled while they are on such deputation. While serving at the School as an Assistant Drill Instructor or as a Farrier, a Head Constable will be given one grade above the rank which he actually holds, either substantively or temporarily, in his district.

(G.R., H.D., No. 3888/II, dated 6th February 1928 and 9041/5, dated 10th August 1949).

**107. Duties and Powers of Staff :**

(a) Principal: The Principal of the School will be in charge of the training and discipline of all candidates. His duties are the following:

(1) To see that discipline is maintained; that attendance at lecturers and drill is regular; that the buildings and furniture are

kept in good order and that thorough cleanliness is observed.

(2) To fix the hours of work and rest and to draw up a detailed statement of the course of instruction at the beginning of each term, so that the full course of instruction may be covered within the time allotted.

(3) To see that strict punctuality is observed in all the work of the School.

(4) To see that the allowances of the students, pay of the staff and money for contingent expenditure are regularly drawn and disbursed.

(5) To see that students who are ill are at once sent to the School Hospital and receive proper attention and that the Hospital is properly equipped and managed.

(6) Personally to superintend instruction in drill, equitation and physical training and to hold periodical inspections.

(7) To deal with all misconduct and breaches of discipline.

(8) To see that no undesirable persons are introduced by students into the School.

(9) To be present periodically during lectures and satisfy himself both as to the competence of the lecturer to impart instruction and as to the industry of the students.

(10) To be responsible for all correspondence and accounts connected with the School and for the maintenance of such registers as may be sanctioned.

(11) To make himself personally acquainted with every student and to see any student who shows sufficient reason for an interview.

(12) To hold an orderly room at least once a week, at which reports will be received, defaults dealt with and complaints made by students heard and enquired into.

(13) To inspect the quarters, class rooms, stables and sanitary arrangements at frequent intervals.

(14) To hold a weekly meeting of the instructors at which the progress during the previous week and the programme for the following week will be considered and other matters in connection with the work of the School discussed.

(15) To visit the training institutions in other States for the purpose of studying the methods employed in them. Before paying a visit to a training institution in another State, the Principal should report to the Inspector General of Police the institution he desires to visit and the object of the visit. If the Inspector General of Police approves, he will arrange with the Inspector General of Police of the State concerned for facilities to be given.

(b) Vice Principal: Next to the Principal, the Vice-Principal is the senior officer responsible for the working of the School. The Vice-Principal will, therefore, have seniority and precedence over all other officers at the School, including Probationary Officers under training whether the Vice-Principal is a substantive or an officiating Deputy Superintendent of Police. His duties will be the following:

- (1) to be in charge of the School in the absence of the Principal;
- (2) to attend parade and other out-door work in the absence of the Principal or whenever required by him;
- (3) to do such instructional work as may be assigned to him by the Principal;
- (4) to assist the Principal generally in office work and the drawing up of time tables and programmes of the School;
- (5) to assist the Principal in examinations held by him;
- (6) to exercise a general supervision over other Instructors;
- (7) to keep himself acquainted, so far as possible, with the life and work of the students and the staff and to keep the Principal informed of any matters of importance;

(I.G.'s No. 5168, dated 20th August, 1945).

(c) Head Drill Instructor, Assistant Drill Instructors and the Armourer: The Head Drill Instructor will carry out such duties as may be assigned to him by the Principal, and the Assistant Drill Instructors and the Armourer will carry out the orders of the Head Drill Instructor.

(d) Farrier Major : The Farrier Major will look after the up-keep of horses and the cleanliness of the stables at the School under the orders of the Head Drill Instructor.

(e) House Master : One of the Law or Practical Instructors will be detailed as House Master, in addition to his ordinary work of instruction. He will :

- (1) be in charge of and responsible for the condition of all the School buildings, furniture and dead stock;
- (2) see that at the beginning of every term each student is allotted quarters and a dining mess; and
- (3) see that all students understand the rules of the School and such orders as may from time to time be issued.

(f) Law and Practical Instructors : The Instructors, besides giving instruction in law, languages and drill in accordance with the directions of the Principal, will assist the Principal, as he may require, in the conduct of correspondence or other matters affecting the working of the School.

(g) Officer of the Week :

(i) Every week one of the Probationary Assistant or Deputy Superintendents of Police, the Vice-Principal or, in special cases, one of the instructors will be appointed by the Principal to be "Officer of the week". The Officer of the Week will be

responsible, during the absence of the Principal, for the maintenance of order and discipline and may take such action as is necessary therefore. He shall not leave the School premises or appear otherwise than in uniform during his week of duty, except with the permission of the Principal. The obligation to wear uniform does not apply to an instructor in the grade of a Police Prosecutor doing duty as Officer of the Week.

(ii) The duties of the officer of the week will be :

- (1) to take roll-calls and check roll-calls;
- (2) to inspect the guard and visit all sentries at least once by day and once by night;
- (3) to visit all parts of the School once by day and once by night;
- (4) to see that the School premises are properly lighted and that lights are extinguished by the students in their rooms at 10 p.m.
- (5) to distribute the pay of the students and the staff;
- (6) to supervise evening parade and games;
- (7) to see that necessary orders are given regarding students who have reported sick;
- (8) to see that all parts of the School premises are kept thoroughly clean;
- (9) to put up before the Principal defaulters and men applying for leave;
- (10) generally to see that all rules of the School are observed and orders carried out and to bring anything of importance to the notice of the Principal;
- (11) to keep the weekly diary of the Officer of the Week;
- (12) to see that the attendance registered are properly written up daily and
- (13) to report daily to the Principal and to write up the daily report;

(h) Orderly Officer : One of the Sub-Inspector students will be detailed daily as Orderly Officer to assist the Officer of the Week. He will perform such duties as the Principal may decide and will carry out orders given to him by the Officer of the Week;

(G.R. , H.D., No. 1186, dated 24th February 1911)

(i) Sub-Assistant Surgeon : The duties of the Sub-Assistant Surgeon will be :

- (1) to give medical treatment to students and members of the staff, who may report sick;
- (2) to be responsible for the maintenance of the School dispensary in proper condition; and
- (3) to deliver lectures to the officers and students under training in First Aid to the injured and in elementary Hygiene and sanitation;

**108. Commencement of the Term:**

(1) All students must be present on the opening day of the term, provided that the Principal may receive any student, for satisfactory cause shown, up to one week after the commencement of the term. Superintendents should be careful to see that Head Constables and Constables deputed to the school are dispatched in good time.

(2) All members of the staff and all students will parade at such time as may be notified to them by the Principal, on the opening day of the term, when officers will be appointed and classes for lecturers and sections for drill detailed.

(G.R., H.D. No. 9527, dated 12th February 1926)

**109. Hours of instruction:**

The Principal will from time to time, with due regard to seasonal conditions and other circumstances, make orders regulating the hours of indoor as well as outdoor work and the playing of games.

(G.R., H.D. No. 9527, dated 12th February 1926).

**110. Lecturers and functions:**

(1) It is essential that officers with practical experience of police administration should give lectures to the students of the Police Training Schools. The Principal should, therefore, arrange for lecturers to be given by the Range Deputy Inspectors-General, the District Judge, District Magistrate and such other officials as may be in a position to explain the practical working of the administrative system.

(2) Necessary instructions for training the Police Officers on 'probation' may be imparted by arranging periodical lectures by the Chief Inspector of certified school and the Probation Officers under him.

(3) Leading citizens of the locality, members of the Legislative Assembly, etc. should invariably be invited to attend the more important functions of the Police Training Schools.

(G.L., H.D., No. 5340/5, dated 11th June 1948 and No. 2090/7-V, dated 11th September 1957).

**111. Model Police Station:**

A Model Police Station has been set up at the School to give instructions to the trainees right from the registration of offences to its legal disposal, including writing up of registers required to be maintained in a Police Station. This affords a first hand knowledge to the trainees about the working of a Police Station.

*Note :* A similar Model Police Station has also been set up at Police Training School, Junagadh, for the benefit of the trainees there.

**112. Police Museum:**

A Police Museum has been set up at the Central Police Training School, Nasik, with the object of giving the police trainees an insight into the types of crime, criminals and the weapons used by them. This is divided into six sections, viz. :

1. Arms and explosive section;
2. Counter felt Coins, Currency, Stamps and Forged Documents Section;
3. Modus Operandi Section;
4. Pictorial Section;

5. Graphs and Charts Ection; and
6. Interesting Exhibits Section.

*Note :* Instructions have been issued from the Bombay High Court to various Sessions Judges for making available to the Museum all useful objects and criminal exhibits ordered to be confiscated under section 517 of the Criminal Procedure Code or any other provision of law by the trying Magistrates and courts.

(I.G.'s Circular No. 6800, dated 20th August 1954).

### 113. Work during vacation :

(1) During vacations Sub-Inspector students will be allowed to leave the School, unless ordered to remain for some special reason by the Principal.

(2) The Principal will make suitable arrangements for the employment and instruction of Probationary Deputy Superintendents of Police during each vacation.

(3) Members of the staff will be allowed by the Principal to avail themselves of the vacation, so far as is compatible with the instruction of Probationary Assistant or Deputy Superintendents of Police and other duties still to be performed at the School.

(4) The Principal, if not engaged in duties at the School, may be employed under the orders of the Inspector General in the manner best calculated to keep him in touch with the practical application of the law for supervising the teaching of which he is responsible. The Inspector General may also, at his discretion, employ him in his office on the investigation of any problem or problems of administration which the ordinary Executive Officer may not have the time or facilities for enquiring into.

(G.R., J.D., No. 1968, dated 11th April 1908 and 5284, dated 8th August 1908).

### 114. Training of recruits :

(1) The following training institutions set up for the training of the police constabulary, cater to the needs of police recruits from the Districts mentioned against each :

Regional Training School, Baroda.	Ahmedabad City, Baroda, Broach, Kaira, Panch Mahals and Western Railway.
Constables' Training School, Nagpur.	Nagpur City and Rural, Wardha, Bhandara, Amraoti, Yeotmal, Buldhana, Akola, Chanda and Central and South Eastern Railways.
Police Training School, Junagadh.	Amreli, Surendranagar, Rajkot, Junagadh, Jamnagar, Bhavnagar, Bhuj, Mehsana, Banaskantha, Ahmedabad Rural and Sabarkantha.
Regional Training School, Poona.	Poona City and Rural, Ahmednagar, North Satara, South Satara, Sholapur, Kolhapur, Central and Southern Railways, Poona, Thana, Surat, Kolaba, Nasik, Ratnagiri and West Khandesh.



Regional Training School, Jalna.

Aurangabad, Bhir, East  
Khandesh, Nanded, Parbhani and  
Osmanabad

(I.G.'s No. C/7754-B, dated 13th June 1958).

(2) In addition, the Head Constables' Training Class is conducted at Constables' Training School, Nagpur, for Officiating Head Constables and Constables (Usually styled as Head Constable Students).

(3) Similarly in addition to the Recruits' Training, refresher courses for selected unarmed Head Constables are also conducted at the Police Training School, Junagadh.

**115. Staff :**

(1) *Regional Training School, Baroda* : The Commandant of the State Reserve Police Force, Group III, Baroda, is also in charge of the duties of the Principal, Regional Training School, Baroda. In addition to the Principal, the staff of the School comprises of the following :

<b>Designation</b>		<b>Rank</b>
Vice-Principal	..	Inspector of Police
Law Instructor	..	Police Prosecutor
Drill Instructors (Armed/Reserve).	..	Head Constable

Necessary ministerial and menial staff.

(2) *Constables' Training School, Nagpur* : The Staff of the School will consist of the following :

<b>Designation</b>		<b>Rank</b>
Principal Superintendent of Police	..	Deputy
Chief Drill Instructor	..	Police Inspector
Drill Instructors (Armed/Reserve)	..	Head Constable
Law Instructors	..	Police Prosecutor
Education Teacher	..	..
Moharir	..	Head Constable

(3) *Police Training School, Junagadh* : The staff of this School will comprise of the following :

<b>Designation</b>		<b>Rank</b>
Principal Superintendent of Police	..	Deputy
Practical Instructors	..	Police Inspector
Law Instructors	..	Police Prosecutor
Head Drill Instructor (Armed/Reserve)	..	Police Inspector
Chief Assistant Head Drill (Armed/Reserve)	..	Police Sub-Inspector
Assistant Drill Instructor	..	Head Constable

(4) *Regional Training School, Poona*: The Staff of this School is as follows :

<b>Designation</b>	..	<b>Rank</b>
Principal	..	Commandant, State Reserve Police Force, Group I, Poona.
Vice-Principal	..	Police Inspector
Instructors	..	Police Prosecutor, Police Sub-Inspector (Unarmed).
Drill Instructors	..	Head Constables (Armed).

(5) *Regional Training School, Jalna* : The Staff of this School is as follows :

<b>Designation</b>	..	<b>Rank</b>
Principal	..	Commandant, State Reserve Police Force, Group IV, Jalna.
Vice Principal	..	Police Inspector
Instructors	..	Police Prosecutor, Police Sub Inspector (Unarmed).
Drill Instructors	..	Head Constable (Armed)

(6) The strength of the Instructional Staff is varied from time to time to suit the number of students for training at the Schools for the time being.

(7) Appointment, duties and powers of the Staff at the above training institutions for the constabulary will be more or less similar to those obtaining at the Police Training School, Nasik.

(8) The training of constabulary is most important in that the Constable forms the lowest, withal the most important unit of the Force, on whose efficiency, intelligence and sense of duty hinges the good name, morale and efficiency of the whole Force. It is, therefore, one of the most important duties of all supervising officers who should take a keen interest in their training, visit training schools, check up the work of instructors and address classes at the training schools occasionally.

#### **116. Police Wireless Training Centre, Depori (Poona) :**

(1) This Centre is located at Dapori, near Poona and training in Wireless Telegraphy is imparted here to selected Policemen from the State Police Force and the State Reserve Police Force Groups.

(2) The Centre is under the charge of an officer of the rank of Sub-Inspector.

(3) The following Teaching Staff is provided at the Centre :

Police Wireless Sub-Inspector (Engineering)  
Police Wireless Sub-Inspector (Traffic)  
Radio Mechanic, Electrician  
Head Wireless Operator

The strength of the instructional staff is varied from time to time to suit the number of students at the Center for the time being.

(4) *Nature and Scope of Training:* The training is of technical nature and instructions both in theory and practical are given to the trainees. Necessary wireless equipment is provided at the Centre to acquaint the trainees with its know-how maintenance and operation. At the final stage of the training, the candidates are required to work on wireless sets by forming groups.

**117. Motor Transport Training Centre, Poona :**

- (1) The training of the following classes of personnel is carried out at the Police Motor Transport Training Centre, Poona :
1. Head Constable Driver Mechanics
  2. Head Constable Supervisors
  3. Motorised Launch Drivers
  4. Motorised Dinghy Drivers
  5. Constable Recruits

(2) *Staff and equipment :* The training will be imparted by the Superintendent of Police, Motor Transport, Poona, assisted by his staff. Practical Training will be carried out with the existing equipment and tools and old condemned vehicles available at the workshop.

**118. Finger Print Bureau, Poona :**

(1) The following classes of officers are trained at the Finger Print Bureau, Poona :

- (i) Head Constables selected for the Chief Operators Course.
- (ii) Sub-Inspectors and Head Constables of the Local Crime Branch of each District selected to undergo training in Finger Print Bureau.
- (iii) Officers of other States and Central Government sent for training as Experts, Senior Searchers and Junior Searchers.

(2) *Staff :* The training in the various courses will be imparted by the working staff of the Bureau. Practical training in classification, indexing, recording and searching of first information slips will be entrusted to Senior Experts in the Finger Print Bureau and carried out directly under the supervision and guidance of the Director, Finger Print Bureau.

## SECTION II

### (A) Training of Officers

**119. Training of Officers :**

The question of giving proper training to all the young officers is of vital importance as the general efficiency of the Department, in the long run, depends upon the success with which these officers can run their charges. The Senior Officers under whom the young officers are posted for practical training are responsible for giving proper training to them and also to make them realise their responsibilities. All the senior officers concerned should, therefore, try their utmost to give this matter their close and personal attention.

(I.G.'s Standing Orde. No. 30, dated 20th February 1951).

**120. Training of Assistant Superintendents of Police:**

On recruitment to the Indian Police Service, candidates are deputed for training to the Central Police Training College at Mount Abu. On reporting for duty in the State after passing out from the Mount Abu College an Indian Police Service Probationer is appointed as a probationary Assistant Superintendent of Police in a district for practical training for a period of three months. During that period he has to follow the curriculum cited in Rule No. 121, a regular programme of which is drawn by the District Superintendent of Police.

**121. Practical Training of Assistant Superintendents of Police in Districts (3 months)**

:

(1) Following is the curriculum of practical Training :

(a) Attend morning parades at least 3 times a week and orderly room when ever held.

(b) Visit all guards at Head Quarters once by night and once by day each week.

(c) Personally distribute pay at Head Quarters at least twice.

(d) Attend throughout the hearing of at least two sessions cases of importance and submit a daily report to the Superintendent of Police of the proceedings of the Court.

(e) Personally check once all arms, ammunition and other stores with the registeres concerned under the direction of the Superintendent of Police.

(f) Attend for one week while the Superintendent of Police is dealing with his morning post, noting the action on each letter and referring to Police Rules where necessary.

(g) Accompany the Superintendent of Police on tour of inspection at least one rural Police Station.

(h) Study the general composition and working of the Superintendent of Police's Office and the Police Lines in greater detail.

(i) Attend all monthly public relations and other conferences which may be held when he is present at Head Quarters.

(j) Accompany a selected Inspector or Sub-Inspector during the investigation of at least three cognizable cases and should prepare diaries and forms in the cases, not for use in the cases, but to be submitted to the Superintendent of Police and to be commented on by him.

(2) After completion of the first phase of practical training as indicated in sub-rule (1) above, the Assistant Superintendent of Police is attached to the Central Police Training School, Nasik, for extensive training in the following subjects for a period of 4½ months :

(a) Local Acts

(b) Police Manual, Volume I, II and III.

- (c) Bombay Civil Services Rules and Devolution Rules.
- (d) Practical Notes and the Inspector-General's Circular Orders.
- (e) Short course in wild life preservation.

In addition, the Assistant Superintendent of Police does parade and games as per School curriculum and attends practical demonstrations for four hours a week.

(3) On completion of the training at the Central Police Training School, Nasik, the Assistant Superintendent of Police is attached for a period of six weeks to one of the Sub-Divisional Police Officers, preferably to the one having a a heaviest Sub-Division in the district. During this period, he will undergo practical training in the following order under the supervision of the Sub-Divisional Police Officer :

(a) To do the duties of Beat Duty Police Constable; Chowkey duty Police Constable, Writer Police Constable, Writer Head Constable.

(b) Duties of an Out-Post Head Constable, visitation of villages, crimes, etc.

(c) Duties of a Sub-Inspector in charge of a Police Station; Management of a Police Station.

(d) Duties of Circle Police Inspector including quarterly inspection of a Police Station.

(4) An Assistant Superintendent of Police again undergoes practical training for four weeks with the Superintendent of Police and undergoes training as shown below under his supervision:

(a) To be attached to the Reader's Branch to study crime work checking of crime diaries, etc., and Modus Operandi Bureau working.

(b) To work with the Superintendent of Police who will give instructions regarding district administration, Head-quarters work, departmental proceedings, inspection of Police Stations, welfare activities, sports and writing up of service sheets and confidential sheets.

(I.G.'s letter No. 7292, dated 2nd December 1955 and G.E., H.D., No. IPS-1654/85420-A, dated 8th March 1956).

(3)The Superintended of Police under whom an Assistant Superintendent of Police is posted for practical training should submit to the Inspector General through the Deputy Inspector General concerned, on completion of the training of the Assistant Superintendent of Police, a report stating whether the Assistant Superintendent of Police has undergone the training satisfactorily and whether he is fit enough to be posted to Sub-Division. If the Superintendent of Police is not satisfied and, in his opinion, the Assistant Superintendent of Police requires further training, the Inspector General through the Range Deputy Inspector General, and obtain necessary in the matter.

**122. Probationary Deputy Superintendents of Police:**

(1) Deputy Superintendents of Police appointed by direct recruitment are ordinarily deputed for training at the Police Training School, Nasik. Officers who are promoted to the rank of Deputy Superintendents of Police are not required to undergo any course of training.

(G.R., J.D., No. 2066, dated 14th March 1912).

(2) Period of training:

(a) Probationary Deputy Superintendents of Police shall be attached to the Central Police Training School at Nasik for training normally for a period of one year.

(b) After completion of the necessary training, probationary Deputy Superintendents of Police will be attached to a Military Regimental Centre for a period of five weeks to undergo military training and thereafter posted to districts for practical training to do the work of a Police Inspector for Two Years.

(c) They must pass within two years the prescribed tests in law, language, drill, equitation and such other tests as may be prescribed from time to time by the Inspector General of Police.

(G.R., H.D., No. 5920/5-II-A, dated 23rd October 1956 and G.E., H.D., No. 346/6-I, dated 22nd August 1958).

**123. Inspector of Police:**

Candidates, if selected for appointment as Inspectors direct, are sent for training to the Police Training School, Nasik and except in respect of School allowance, they are, while under training, treated in the same way as Sub-Inspector candidates for all purpose

**124. Sub-Inspectors:**

(1) The following two types of candidates for appointment as Sub-Inspectors take their course of training at the school:

(a) Direct recruits selected under sub-rule (2) of Rule 56.

(b) Head Constables selected by the Selection Board under sub-rule (6) of Rule 56.

(2) Period of Training:

(a) For Sub-Inspector students the School course will extend over 24 months and will consist of four terms, each of five months' duration. The Inspector-General will fix the dates on which the terms will begin and end. They will ordinarily last from January to May and from July to November with vacations during June and December.

(G.R., H.D., No. TEX-1457/70872-VII, dated 22nd May 1958).

(b) One batch of Sub-Inspector students will be admitted at the beginning, and one batch will pass out of the School at the end, of each term. During their period of training, students will be divided into platoons for outdoor work and into classes for indoor work, according to the date of their joining the School.

(G.R., H.D., No. 1186, dated 24th February 1911).

(3) Nature of training :

(a) Instructions in the class rooms will be on matters which form the syllabus for subjects I, II and III and that on the parade ground will be on items which constitute the syllabus for subject IV in the final examination as prescribed in sub-rule (2) of Rule 179.

(b) On the parade ground as also on the games field, particular attention will be paid to the student's individual power of command, his exercise of initiative and his ability to instruct. In instruction in the class rooms, particular emphasis will be laid on such matters as affect the day to day work of a Police Officer and every endeavour will be made to make the instruction thoroughly practical.

(4) Appointment to Districts:

(a) After completion of the training and as soon as their final examination is over, Sub-Inspector students will be allowed to leave the School after delivering up all Government property in their possession. Before leaving, students who are direct recruits must communicate to the Principal the address which will find them most quickly.

(b) On receiving the results of the final examination of Sub-Inspector students, which will be communicated to him by the President of the Examination Board, the Inspector-General will allot successful students to the ranges, those allotted to each range being arranged in the order they take in the examination, subject to their being able to work in the languages of the range concerned, and the Range Deputy Inspector-General will appoint them to a District or to a Railway in the range. Any student being a direct recruit who, without satisfactory reason, does not, within 15 days of his appointment, join the District or Railway to which he is posted, will render himself liable to loss of seniority or to departmental punishment.

**125. Failure to pass in the Final Examination:**

Sub Inspector students, who fail in the final examination, may be permitted by the Inspector-General, on the report of the Principal, to repeat terms at the Police Training School, Nasik, subject to the following conditions :

(a) During the entire training period, permission to repeat a term should be granted to a student once only.

(b) During the repeated term, he should get only half the stipend normally admissible during the term.

(c) If it is considered necessary to grant permission to a student to repeat a term for a second time, (i.e. to do the same term for the third time) during the training period, specific Government orders should be obtained in the matter.

(d) The Principal, Police Training School, Nasik, or the officers nominated by him, should assess the general qualities of every student at the end of each term but before the written examination starts, and should give marks out of 100 for this purpose. These marks should be added to the total of the written examination in order to determine the results of the examination.

*Note:* (1) It is, however, open to the Inspector-General to propose the receipt of the full stipend by a repeater provided the Inspector-General is convinced that he deserves it on merits.  
 (2) A repeater is to get half the normal stipend during the "repeated term only" and not for all the remaining terms.  
 (3) The departmental candidates who fail and are allowed to repeat should get their grade pay and separation allowance even during the repeated term.

(4) Government orders will be necessary not only in those cases in which a student has been permitted to repeat the same term for a second time, i.e. to keep that term for the third time, but also in cases in which a student passes one term after a repetition, fails in the next term and is proposed to be allowed to repeat that term also.

(5) A student can be allowed to repeat the term on a second occasion without reference to Government provided the second repeat term is at the entire cost of the student himself.

(G.L., H.D., No. 7828/6-D, dated 29th April 1952,

6th November 1952 and 5th May 1954).

#### **126. Practical Training after posting to a District:**

- (1) On appointment to a District as Sub-Inspector on probation, the officer will go through a course of practical training for 12 months.
- (2) Throughout their practical training, probationary Sub-Inspector should invariably be addressed and should subscribe themselves in official correspondence as "Probationary Sub-Inspectors".
- (3) While at the School candidates receive a thorough and careful theoretical training in nearly all branches of Police Work, and the object to be borne in mind during the course of practical training is that they should be taught how to apply in a practical way the theory they have learnt at School.
- (4) Particular care should be exercised in selecting the officers under whose immediate supervision Probationary Sub-Inspectors are placed and these officers should clearly be given to understand that they are responsible for the practical education of the probationers under their supervision. Superintendents should lose no opportunity of satisfying themselves that the training of the Probationary Sub-Inspectors in their Districts is being intelligently carried out and should test the progress they are making from time to time.
- (5) During the first 6 months, [out of 12 months' practical training as per sub-rule (1) above], the nature of the training will be as detailed in Appendix XI. During the remaining period of six months, the officer will be posted in independent charge of a Police Station registering about 50 cases a year.
- (6) A probationary Sub-Inspector should perform night rounds twice a week and attend parade once a week alongwith the station staff. He should also do patrolling duty. Instructions should also be given regarding use and performance of C.I.D., cars and Wireless Stations by assigning duties in this respect.
- (7) The practical training given during the last six months is very important and any deficiency noted in the student due to lack of proper training and supervision will be considered as a serious disqualification on the part of the officer under whom he is placed. If the student fails to take interest or is found inefficient to undergo the course at any stage, a confidential report should be submitted to that effect to the Superintendent of Police/Commissioner of Police as the case may be.
- (8) If a Superintendent is convinced at any time during the period of practical training that a probationary Sub-Inspector is unfit for confirmation, he should submit a report, through the Range Deputy Inspector-General, to the Inspector-General at once, instead of waiting till the probationary period expires. The report should not be a mere



expression of opinion by the Superintendent, but should set forth clearly and specifically the evidence or grounds on which the opinion is based. The Superintendent of Police should certify to this effect at the conclusion of each period of training, in a progress report in form No. 3, Appendix I.

(I.G.'s No. 88-B/5121-III dated 27<sup>th</sup> February 1959).

(9) The question of extending the period of probation or of confirming, discharging or reverting the officers concerned should be decided invariably *Before* the expiry of the specified period of probation.

(G.C., F.D., No. 6353, dated 8th January 1937).

(10) About one month prior to the conclusion of this practical training, Superintendents will report, concisely and fully, on the fitness or otherwise of an officer for confirmation. In this respect it is important to mention the officer's definite aptitude and fitness for the Police; the mere fact that during the period of training the officer has committed no default to warrant removal is not sufficient ground for confirmation. The Inspector-General may authorize the extension of an officer's probationary period for six months in special cases.

(I.G.P.'s No. 6416, dated 4th March 1949).

#### 127. Confirmation:

Probationary Sub-Inspectors (Departmental as well as direct candidates) should be confirmed after the successful completion of the period of practical training. If, however, clear vacancies are not available, the question of confirmation may be deferred till the availability of vacancies. Till such time the incumbents may be allowed to draw pay in the regular time scale prescribed for the Sub-Inspectors.

#### 128. Certificates and Prizes:

(1) A certificate will be granted to each Sub-Inspector student who passes the final examination and a certificate of honour to one who passes with honours vide sub-rule (2) (iii) (b) of rule 179. A certificate of honour will not, however, be awarded to a student who fails in any subject but is declared to have passed after condonation of the failure by the Examination Board.

The following prizes will be given to Sub-Inspector students on the results of the final examination:

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>(i) First prize for the best all round student.</li> <li>(ii) Second prize for the second best all round student.</li> <li>(iii) Third prize for the third best all round student.</li> </ul>                | } | <p>For deciding this, the number of marks in the examination of B class will be added to the marks obtained in the indoor subjects at the time of final examination.</p> |
| <ul style="list-style-type: none"> <li>(iv) Prize for Musketry shooting</li> <li>(v) Prize for Revolver shooting</li> <li>(vi) Prize for Drill</li> <li>(vii) The Gudi prize for plan drawing</li> <li>(vii) The D.S. Raje Prize for Law</li> </ul> | } | <p>To be decided at the end of the B term but to be given actually at the time of the passing out parade after the final examination.</p>                                |

- (ix) Prize for best turn out (to be given to the student who stands first in turn out during the last term at the Police Training School).
- (x) Prize for best physique.
- (xi) First prize for best athlete.
- (xii) Second prize for the second best athlete.
- (xiii) Challenge shield.

*Note :* (1) The four prizes at S. Nos. (x) to (xii) are open to the whole school and they are decided at the time of sports held before the passing out parade.  
 (2) Prizes from S. Nos. (iv) to (vii) will not be given to students who have failed in the final examination. They will be given to the best in the subjects concerned from among the successful candidates.

(I.G.'s Memo No. 5121-III, dated 23rd April 1955).

### **(B) Training of I.B. Officers**

#### **129. Training of Sub-Inspectors of Intelligence Bureau Government of India :**

Directly recruited Sub-Inspectors and Assistant Sub-Inspectors of the Intelligence Bureau, Ministry of Home Affairs, Government of India, New Delhi, are sent to the State for undergoing practical training in the Districts. They are accommodated in an honorary capacity in supernumerary posts of Sub-Inspectors of Police specially created for them, with the sanction of the State Government. They are considered as addition to the strength of the District in which they are posted for practical training. The period and syllabus of training will be as prescribed by the Intelligence Bureau.

[I.G.'s No. (B)/7338-III, dated 31st January 1959]

### **(C) Training of Head Constables**

#### **130. Refresher course for qualified Head Constables:**

(1) Head Constables who qualify themselves for promotion by passing departmental examination (Parts I and II) will undergo a refresher course at the Police Training School for six months before they are appointed as Sub-Inspectors.

(2) The syllabus for this course will be as shown in Appendix XII.

(3) At the end of the course, an examination will be held by the Principal, Police Training School.

#### **131. Head Constables Training Class :**

(1) Head Constables Training Class at the Police Training School, Nasik/Junagadh and Constables' Training School, Nagpur, is conducted with a view to providing a sort of refresher course in order to improve generally the cadre of Head Constables and to equip them for the performance of duties of Police Station Officers. The selection for the class is made from quite Junior Head Constables and some Constables of about 10 years service who give promise of becoming good Head Constables.

(2) Similar course of training will be given to directly recruited Head Constables and matriculate Police Constables selected for appointment as Head Constables either at the Regional Training Schools or at the District Head Quarter as may be found convenient.

(3) The period of training for (1) and (2) above will be 5 months which will in the case of Police Training School ordinarily coincide with the terms of Sub-Inspector students. The syllabus for the training will be as shown in Appendix XIII.

(4) A certificate will be granted to each Head Constable student who passes the final examination of the Head Constables' course.

(5) Head Constable students will, on completion of their Head Constables' Training Course at the School, revert to their respective Districts after which they will be put on executive duty (not on clerical or non-executive work) at least for two years.

### (D) Motor Transport

#### 132. Training of Motor Transport Personnel:

The following class of Motor Transport Personnel will undergo training in courses mentioned against them and for the period specified against each; the syllabus for the courses to be prescribed by the Superintendent of Police, Motor Transport from time to time, with the prior sanction of the Inspector-General.

(1) Head Constable Driver Mechanics months	Head Constable Driver Mechanics Course.	4 months (three months in the workshop and one month with Mobile squad).
(2) Head Constable Supervisors	Head Constable Supervisors' Course	Four Weeks.
(3) Motorised Launch Drivers	} Motor Launch & Dinghy Drivers Refresher Course	Six Weeks
(4) Motorised Dinghy Drivers.		
(5) Constable Recruits	Recruit Police Constables Driving Course	One week

### (E) Training of Police Wireless Personnel

#### 133. Wireless Operator's Course:

(1) Selected matriculation Constables from the District Police Force and the State Reserve Police Force Groups, who have to their credit at least two years' service, are given training in Wireless Telegraphy before they are appointed as Wireless Operators. The duration of the course is 9 months, the first eight months of which have to be spent in training and the last month in the revision of the course and final examination.

(2) The syllabus consists of three main subjects, viz. (i) Electric and Radio Theory, (ii) Traffic and (iii) Petrol charger and Batteries. Details of the same are given in Appendix XIV.

#### 134. Refresher Course for Wireless Operators/Radio Mechanics:

The Director, Co-ordination, Police Wireless, New Delhi, arranges refresher courses for Radio Mechanics and Wireless Operators every year. The duration of the course will be as fixed by him. The Inspector-General

is authorized to depute the State Police Wireless Personnel for the course subject to the citation that not more than one Radio Mechanic or one Wireless Operator is sent for training at a time.

(G.R., H.D., No. SB-II/PWS-3258/15911, dated 25th July 1958).

### **(F) Finger Print Bureau**

#### **135. Chief Operator's Course:**

Head Constables who have studied upto Matric and have a fair knowledge of English, are selected to undergo the Chief Operators' Course and are trained at the Finger Print Bureau, Poona. The training lasts for two months and the syllabus for the course is as under :

(i) Study of classification and uses of Finger Prints (Book by Sir E.R. Henry).

(ii) Study of Finger Print Bureau Manual (Bombay State Police).

(iii) Practical training in preparing Finger Impression Slips and Conviction Reports for record at the Yeravda Central Prison and maintenance of several registers, etc. in the Office of the Chief Operator, Poona.

#### **136. Training of Local Crime Branch Sub-Inspectors and Head Constables :**

Sub-Inspectors and Head-Constables from the Local Crime Branch Units of the various Districts are selected to undergo a course of training in Finger Prints with a view to training them in the art of development and chance prints. They are trained at the Finger Print Bureau, Poona, for a period of two weeks and the syllabus for the course is as under:

(i) Study of the uses and Classification of Finger Prints (Book by E.R. Henry).

(ii) Study of the Manual of Finger Printing (Book by C.E. Chapet).

(iii) Study of the Finger Print Clubs (Book by C.S. Collins).

(iv) Process of development of latent Chance Prints by means of (a) Powders (2) Fumes and (3) Chemicals.

(v) Preparation of Foot Print Casts in (a) Plaster of Paris (2) Wax and (3) Resin.

(vi) Taking of Finger Prints, Palm Prints and Foot Prints.

#### **137. Training of Local Intelligence Branch Sub-Inspectors:**

Officers of the District Local Intelligence Branches will whenever necessary be given training in the working of the Criminal Investigation Department for a period of three months at the Head Quarters of the State Criminal Investigation Department, Bombay, in suitable batches.

(G.R., H.D., No. CID 1456/C-639-D, dated 1st November 1956).

#### **138. Training for Officers of other States and of the Central Government :**

Officers of other States and of the Central Government, sent for training as Experts, Senior Searchers and Junior Searchers are trained at the Finger Print Bureau, Poona. The training for experts will last for two months while that of the Senior Searchers for eight months and Junior Searches for four months.

The syllabus for this training is as given in Appendix XV.

### (G) Training of Constabulary

#### 139. Recruits Training at the Head Quarters:

- (1) Every recruit or the armed as well as unarmed branch of a district is posted to the District Head Quarters, where he receives his training in musketry, drill, law and police duties. He is sent to the respective Regional Training Schools as and when accommodation to house them is available in those institutions.
- (2) The course of training is divided into two stages consisting of 6 months each. The first stage is of training at the Training Centre and the second of practical training at Police Head Quarters/Police Stations.
- (3) Sample form of application for enlistment as Constable, a form of progress report and a scheme of instruction are given, *vide* form No. 4 in Appendix I.

*Note :* Till such time these forms are standardized and got printed, they should be eyelostyled and adopted.

- (4) The instruction given and the answering of examination papers should be in the regional language.
- (5) Only two attempts will be allowed to pass the final examination held after a period of one year. Failure to pass in this examination will result in the discharge of the recruit.
- (6) If it is found that any recruit is unable to keep pace with the rest of the class, he may be given extension to any of the stages as may be required; but such extensions should in no case exceed a period of one year. If the recruit fails to complete the course in two years, he should be discharged.
- (7) With a view to see that supervising officers take keen interest in the recruits and their training, officers should make remarks in a statement in form No. 5, Appendix I at periods as specified below :

Sub-Inspector Reserve	}	Once a month
Sub-Inspector Instructor		
Home Inspector		
Sub-Inspector of Police Station	}	Once every two months.
Police Inspector		
Sub-divisional Police Officers and Superintendents of Police	}	Once in two months

Sub-Divisional Officers and Superintendents of Police are expected to take keen interest in the training of the recruits and they should make it a point to see them as often as possible at work and play and to generally supervise and guide their training by personal contacts with the recruits and instructors.

- (8) The syllabus of training during the two stages is given below :

#### (i) FIRST STAGE AT THE TRAINING CENTRE

##### (Training - 4 months period)

- (a) Indoor training :

Police Guide :  
Chapter I – Organization

Chapter II - Service Duty, conduct and discipline.

Chapter III - Pay and allowances, rewards pension, leave and privileges.

Chapter IV - General duties and behaviour towards the public.

Chapter V - Duties in towns, villages and on Railways.

Chapter IX-XII - Law.

- (b) Out-door training:
1. Squad Drill;
  2. Saluting;
  3. Ceremonial;
  4. Rifle exercises;
  5. Musketry;
  6. Mob and Dacoit Drill;
  7. Physical Training;
  8. Lathi
  9. Baton Drill and Ju-jitsu;
  10. Whistle calls;
  11. Boxing.

*(b) General subjects including practical application of  
the instructions contained in the Police Guide:*

1. Use of telephone, bicycle riding and knowledge of English letters and figures.
2. Knowledge of the District, its geography, organization, leading people, communications criminal types, principal officers and the organization of the Superintendent of Police's Office.
3. First-aid full course, elementary personal hygiene and health, sanitation.
4. Elementary knowledge of the parts of a motor car.
5. Lectures on discipline and conduct towards the public.
6. Badges of rank.
7. Care of kit, how to wear uniform and cleanliness of the lines.
8. A general history of India with special emphasis on the freedom struggle.
9. General knowledge of the administration of the country and State and about the national leaders and ministers.
10. History and traditions of the Police Force. How and why an efficient Police Force is necessary for the smooth running of a people's democracy.
11. Observation including:
  - (i) To judge approximate distance.

- (ii) To give approximate time without watch from the movements of the sun and moon.
- (iii) To judge the number of people gathered
- (iv) To take down verbal messages in writing.
- (v) Description of objects seen, persons and animals.

**(Refresher course : 2 months)**

- (a) Indoor training:
  - Police Guide:
    - Chapter XVII Experts in Finger-prints, medicine, Chemistry, Handwriting, Coin, Currency Notes, Explosives, Photography, etc.
    - Rapid revision of the whole Police Guide.
- (b) *Outdoor training:*
  - (1) Company Drill,
  - (2) Guard and Escort duties,
  - (3) Firing exercises and fire control,
  - (4) Skirmishing,
  - (5) Bayonet Fighting.
- (c) General subjects :
  - (i) Elements of detection including an outline of scientific methods, and Psychology of criminals.
  - (ii) Duties of the Armed Branch for a fortnight :
    - (a) Disposition of Armed Police when employed for the maintenance of order and the use of fire arms.
    - (b) Compliments to officers.
    - (c) Mob fighting and firing on mobs.
  - (iii) Advanced lectures on Law and Procedure.
  - (iv) The Modus Operandi System.
  - (v) Permission granted by Railway Companies to Police Officers and men on duty for travelling by Goods Brake Van.
  - (vi) Powers of Sub-Divisional Police Officers to grant leave to Head Constables and Constables.
  - (vii) Instructions for cleaning .410 muskets and .303 Rifles before and after firing.
  - (viii) Police protection to Court building.
  - (ix) Use of hand-cuffs and ropes while escorting prisoners.
  - (x) Submission of advance copies of representations.
  - (xi) Postal matters: Unauthorized collection and conveyance of letters by omnibus owners and others.
  - (xii) Prohibition of driving of public motor buses by Police Officers.
  - (xiii) Corrupt malpractices.

- (xiv) Motor Accidents.
- (xv) Attachment of live animals by the Police during the course of their investigation.
- (xvi) Interviews with the Deputy Inspectors-General and Inspector-General.
- (xvii) Post-mortem examination.
- (xviii) Control of Motor Vehicles Traffic.

(I.G.'s S.O. No. 39/2538, dated 1st March 1952 and G.L., H.D., No. TEX-4059/14310-VII, dated 17th September 1959).

## (ii) Second Stage

### (Second Course at a Police Station: 6 months period)

(a) *Indoor training*

- Police Guide :
- Chapter VI .. Traffic Rules
  - Chapter VII .. Guard and escort duties
  - Chapter VIII .. Duties of Writer Police
  - Chapter XIII .. Surveillance and preventive action
  - Chapter XIV .. The Bombay Habitual Offenders Act
  - Chapter XV .. Investigation by the Police and cognizance by Magistrates
  - Chapter XVI .. Court procedure, prosecution and evidence.

*Note:* The above portion should be studied by the recruit by himself in his spare time.

(b) *Training in General subjects:*

- (i) Behaviour towards the public, witnesses, criminals, brother officers and superiors.
- (ii) Discipline including Government servants' conduct, honesty, obedience, punctuality and cleanliness.
- (iii) Writing of reports, statements and non-cognizable complaints.
- (iv) Search of a house and of a person.
- (v) Visiting accidents and scenes of offences.
- (vi) Reports and accidents.
- (vii) Drawing of panchnamas
- (viii) Serving of process
- (ix) Knowledge of the more common forms maintained at Police Station, which concern the Constabulary.
- (x) Recording finger impressions.
- (xi) Giving evidence in Courts
- (xii) Surveillance, its methods.
- (xiii) Important standing orders of the District, which concerns the Constabulary.
- (xiv) Handling of fires
- (xv) Traffic control and Traffic offences
- (xvi) Conduct at fairs



- (xvii) Writing of patrol books and notebooks.
- (c) The recruit to do the following duties by attachments to suitable officers:
  - (i) Beat duty
  - (ii) Chowkey duty
  - (iii) Traffic control
  - (iv) Sending of minor Indian Penal Code and Special Act cases
  - (v) Assisting in the investigation of crime
  - (vi) Working at an Out-Post or Police Chowky for a fortnight

**140. Objects to be aimed at Indoor Training:**

- (1) Police work is, apart from guard and sentry, quite different from military. Active Police service is at much closer quarters than military operations ordinarily are and the weapons are different, so that Police drill and exercises must be adapted accordingly. Some drill and exercises must be adapted accordingly. Some drills and exercises that the military have given up are by no means unsuited to the Police.
- (2) Then, again, there are drills necessary for Police efficiency which are not required in the Army, for instance, mob drill or street fighting, dacoit operations and prisoners' escort. Guard and sentry duty should be thoroughly taught and often practiced, as much of the work of the Armed Police is "guard and sentry"
- (3) In respect to "Prisoners escort duty", the men should be trained to load promptly and be smart in *getting ready* to fire (low) at an escaping prisoner and should be instructed in the rules as to the circumstances under which firing at an escaping prisoner would be justifiable and when hazardous.
- (4) Mob drill should be frequently practised, the main object being to cultivate among the men the habit of prompt arrival on the scene, orderly dispatch of appropriate men to the scenes of reported outbreaks, steadiness under trying circumstances, strict discipline, especially in respect to firing by word of command and efficient fire control among the officers in command.
- (5) Special attention should be given to fire control by Head Constables and fire discipline among the men. Volley firing with blank and without ammunition must be frequently practised under the control of company, half company and section Commanders. Skirmishing across rough country and through scrub jungle after imaginary dacoits, attacking positions held by imaginary dacoits and escort of prisoners should also be practised.
- (6) 'Volley' firing as well as 'independent' firing is to be taught and kept up in the Police and great attention must be paid to fire discipline and control and the training of company and section Commanders.
- (7) No man who has attained the age of 35 should be required to go through or continue physical drill and free gymnastics. The men should be taught to hold themselves well, turn out smartly and march properly and this can all be taught while the men are young, if Superintendents will see that men are not left too long at Out-Posts.

- (8) It is not necessary to drill the men in full uniform. Drill and physical training parades can most suitably and advantageously be held when the men's limbs are as free from unnecessary impediments as possible. Moreover, uniform which is primarily intended to be worn on duty soon gets dirty and soiled by perspiration when worn at drills and parades, especially skirmishing, physical drill, free gymnastics, etc.

**141. Hints for the guidance of Instructors :**

- (1) In giving instructions to recruits emphasis should be laid on points affecting the duties of the Constabulary and on the orders in force for the time being, issued by the Inspector-General of Police and the Superintendents of Police.
- (2) The portion to be taught from the Police Guide should be encouraged to take a keen and lively interest in the instructions given to them and encouraged to ask questions. Frequent demonstrations should be arranged so as to make the instructions interesting and true to life. Such portions of the Police Guide which are outside the purview of the duties of the Constabulary may be omitted.
- (3) The instructor should see that the instructions given in any one week are mastered before embarking on the next stage. Every student should be exercised and tested before each point is mastered.
- (4) Instructions should progress on logical lines and it is desirable to ensure that every recruit possess and can apply at least the elementary knowledge required for the performance of Constable's duty.

(I.G.'s No. 39 (2538), dated 1st March 1952).

- (5) Before each lesson is commenced, the headings and references of the lesson are to be written on the black-board and copied by the recruits in their private notebooks.
- (6) When instructing students in lectures concerning "Law and Procedure", a demonstration should be held every time to explain definition and ingredients of offences. For instance, when explaining to the students the definition of 'theft', let a demonstration be held in which the ingredients of 'theft' be emphasized and explained and similar demonstration be held to explain the procedure in sending a theft case to a court. A case of theft should be illustrated thus:  
  
'A' takes a watch from another's house. Students should be asked question to make the point clear when it would amount to an offence and when not.
- (7) As regards "discipline and conduct towards the public", this item should include instruction in such matters as honesty, obedience, discipline, non-overstay of leave, punctuality, cleanliness and

general *esprit de corps*. One or two lectures every week by the Reserve Inspector or Sub-Inspector and other officers of and above the rank of Sub-Inspector should be arranged and these lectures should form a definite part of the curriculum.

- (8) The teaching should be practical and simple. Cramming and parrot-like repetition should be avoided.

**142. Programme and time-table of training:**

To ensure satisfactory results from the scheme of training at Head Quarters Training School for Armed and Unarmed recruits outline in the foregoing rules, it is necessary that measures should be taken to see that regular and adequate progress is made and that proper attention is paid to the instruction by senior officers. A regular programme and time-table should, therefore, be followed on the lines indicated below :

**(1) First Stage**

- (a) It should be remembered that this is an intensive course as a large number of subjects are to be taught in a period of four months. Fullest use should, therefore, be made of the time allotted and wastage avoided. It will be seen that the time for parades is cut down to one hour; hence outdoor instructions should be cut down to periods of half hour each.

7 to 8 a.m.	..	Parade, physical training, lathi, squad drill, etc.
8 to 9 p.m.	..	Practical demonstrations to be held in the shade with a view to explain "Law and procedure" by impressing on the students ingredients of offence etc as directed in sub-rule (6) of rule 141.
9 to 11 a.m.	..	Recess
11 a.m. to 2 p.m.	..	Law; 3 periods of 1 hour each
2 to 3 p.m.	..	Recess
3 to 4 p.m.	..	Discussions, first aid lectures, observation, examination, etc.

Or

Outdoors exercise demonstrations.

This backward period should be utilized specially for the benefits of students who are by way of Additional Instruction through the "discussion group" method.

- |             |    |                           |
|-------------|----|---------------------------|
| 5 to 6 p.m. | .. | Games and bicycle riding. |
|-------------|----|---------------------------|
- (b) There should be no work on Saturdays after 2 p.m. No instruction should be given on holidays and Sundays. Tours to places of interest nearby should be organized occasionally. All recruits should be encouraged to form hobbies such as fishing, singing, dramatic performances, carpentry, etc. and also to form clubs for recreation.
- (c) This course should aim at grounding the recruit in the general working of the Department and discipline. The instruction is calculated to widen his outlook and to give him an idea of his duties to the Department, his superiors and the public.

(d) The outdoor training should be imparted according to the standing orders on the subjects and training manuals prescribed from time to time. Attention should be paid to games, quickening exercises and power of command..

**(2) Second Stage**

- (a) During the first fortnight, the recruits will attend Magistrate's Courts. The Senior Sub-Inspector or Inspector in charge of the Police Station will see them at least twice during this period and satisfy himself that they fully appreciate what they have learnt at these Courts. Their attention should specially be directed to Chapter XVI of the Police Guide during this period.
- (b) During the next month, the recruits will perform ordinary duty (town, beat and chowky duty) with selected Head Constables or Constables so that they may gain practical experience and become acquainted with local conditions. During the first half of this period, they will perform day duty and during the second half, night duty.
- (c) They will work in the Police Station Office thereafter for one month to learn office procedure, preparation of case papers, panchnamas, traveling allowance bills, etc.
- (d) On completion of this preliminary training the recruits may be posted to ordinary duties at first as understudies, and as they gain experience by themselves, they should be posted to the Out-Post or Police Chowky during the last fortnight of this period.

[I.G.'s No. 39 (2538), dated 1st March 1952]

**143. Interruptions by withdrawing men from training:**

- (1) It should be remembered that the training of recruits is not to be subjected to any interruptions. In particular, unarmed recruits should on no account be taken away from their training for employment on other duties, except with the permission of the Superintendent of Police which should be withheld unless the circumstances are very urgent, such as a serious riot, fire or flood. Recruits should not, for instance, be deputed for night rounds. The same principles apply, though perhaps not to an equal extent, in the case of armed recruits.
- (2) The Superintendents of Police and the Deputy Inspectors General are expected to take the closest interest in the progress of training and to impress and their subordinates that training is only to be interrupted when men cannot be spared from actual duty. It should also be borne in mind that the maintenance of an adequate number of competent instructors is vital and that, as far as possible causalities in the instructors' cadre should be foreseen and provided for (*vide* rule 151).

**144. Test and Progress Reports:**

- (1) A series of regular tests should be prescribed. There should be a weekly written test to test the knowledge gained by the candidate, his power of understanding and expression.
- (2) There should be a written test at the end of the First Stage course to be taken by the Home Inspector and the Reserve Inspector or Sub-Inspector, if the training is given at Police Head-Quarters. In Training Schools similar action will be taken by the Principal/Officer-in-charge. The result of the test is to be recorded in the Progress Report Sheet of the recruit and sent for information of the Superintendent of Police. On his perusal the sheet should be passed on to the officer-in-charge of the Police Station to which the recruit would be sent to undergo the next course of training. The Home Inspector and the Reserve Sub-Inspector or Principal/Officer-in-

charge will be personally responsible to see that this course of instruction is properly carried out and the recruits derive proper benefit from it.

- (3) During the period of practical training of six month's duration in so far as the Armed recruits are concerned, they should be given various routine duties like guards, escorts, etc. They should be placed under an experienced Head Constable who should be retained at the Headquarters and whenever they are sent, they should not be sent out singly and not more than one recruit should be in any party. Their progress sheets should be maintained wherein regular details as to the nature of duties performed by them should be entered so that after the training is over it can be seen as to how they have fared and what they have done.

(I.G.'s S.O. No. 90, dated 6th October 1959).

- (4) At the end of the First Stage, after completion of six months, there will be an examination on the portion covered by the course. There will be two papers, one in "Law and the Police Procedure" and another to test practical application of Law and reasoning powers. The papers will be of two hours' duration each, consisting of from 8 to 10 questions. The marks allotted will be 50 per paper. A specimen examination paper is given in Appendix XVI. The paper should not be unduly stiff, but so designed as to test whether the recruit has applied his mind to the instruction he has undergone and whether he is fit to perform the routine duties of a Police Constable. The examination should be held by a Board consisting of a Deputy Superintendent of Police, a Police Prosecutor and an Inspector (Home Inspector if the examination is held at Police Head Quarters). Marks required for passing will be 40 per cent. in each paper and 60 per cent. on the total. Those who obtain 70 per cent. of the marks will be regarded as having passed with honours and their names will be published in the District Police Gazette with a star before them.

[I.G.'s S.O. No. 39 (2538), dated 1st March 1952]

#### **145. Posting of recruits on completion of recruit course:**

- (1) *Armed recruits:* On completion of the course, the armed recruit should be passed into the ordinary Head-Quarters force, but should not be transferred from Head-Quarters at least during the remainder of his probationary period. This will enable the recruit to acquire a thorough knowledge of his duties and to have the benefit of strict supervision and discipline at perhaps the most important part of his career. Until the recruit is confirmed, the Reserve Inspector or Sub-Inspector should submit to the Superintendent of Police quarterly reports about him and he should be seen frequently by the Home Inspector and the Superintendent of Police

(I.G.'s No. 24, dated 13th October 1941)

- (2) *Unarmed recruits*: On the expiration of the training period, unarmed recruits should be sent out to Police Stations. During the remainder of their probationary period, they should be posted under selected Sub-Inspectors who should be required to give them careful and regular attention. About one month prior to the conclusion of the period of probation the Sub-Inspectors should submit their reports on each of the recruits to the Superintendents of Police. The Police Inspector should also be required to see and question them at least once in two months and the Sub-Divisional Police Officer at frequent intervals. As far as can be conveniently arranged, unarmed recruits after passing out of Head-Quarters should be posted for the first year at the Head Quarters or some other town Police Station, where they would be under close supervision. It is, moreover, of great importance that special attention should be paid to young Constables during the first few impressionable years of their service. For two years after the expiration of the probationary period they should be supervised carefully by Inspectors and Sub-Divisional Police Officers and half-yearly progress reports should be submitted. For a period of three years after confirmation (i.e. till the completion of five years' service) a Constable should be employed on ordinary police duties and during that period should not be posted to special appointments, such as :

1. Writer Constable;
2. Assistant to the Chief Operator;
3. Store Orderly;
4. Plain clothes duty in the Intelligence Bureau; or
5. Personal or Office Orderly, etc.

In special circumstances the Range Deputy Inspector-General may grant exemptions from this restriction.

(I.G.'s No. 24, dated 13th October 1941 and 1464/X, dated 20th March 1948).

#### **146. Training of the reserve at Head-Quarters and Taluka Police Stations :**

- (1) (a) In order that a high standard of smartness and efficiency in drill may be maintained, all available men from the Head Quarters should parade as per the specimen training programme given below :

<b>Day</b>	<b>Morning</b>	<b>Evening</b>
Sunday	Roll call	Roll call
Monday	Physical training, guard and sentry duty skirmishing, riot and platoon drill.	Rifle exercises, musketry, aiming drill, obstacle course, and baton drill
Tuesday	Route March	Squad drill and extended order drill.
Wednesday	Physical training, lathi drill, bayonet fighting, platoon drill.	Games, physical training, hockey, etc.
Thursday	Ceremonial parade, platoon and company drill, orderly room.	Roll call

<b>Day</b>	<b>Morning</b>	<b>Evening</b>
Friday	Ceremonial parade, platoon and company drill, orderly room.	Lathi drill, obstacle course, fire control.
Saturday	Physical training, baton drill, squad drill, whistle calls and general instructions.	Games.

All Officers and men of the City and Taluka Police Stations and the Railway Police should join in the parades at the Head Quarters, the most Senior Officer present being in command of the whole parade. All orderlies and also Officers and men on staff duty, such as Readers, Local Intelligence Branch and Local Crime Branch Sub-Inspectors/Inspectors, Chief Operators, Armourers, Writers, etc. will attend parades at least once a week.

(b) (i) Men who are bad in parade will be formed into an armed awkward squad, those who are bad in law or general knowledge into an unarmed awkward squad, while those who are bad in both will attend both squads. The armed awkward squad will parade separately under a selected Head Constable or Constable for two hours in the morning attend classes for one hour at noon and attend parade for one hour and a half in the evening daily. The unarmed awkward squad will do drill as for the armed, if weak in drill and law and general knowledge from 9 to 10-30 a.m. and 1-30 to 3-30 p.m. under the Law Instructor. Both armed and unarmed awkward squad men may be detailed for night rounds, fatigue parties and riot duty, whenever necessary.

(ii) Every Head Constable and Constable will be tested by a responsible officer and, if found unsatisfactory, will be reported to the Superintendent by Sub-Inspectors, Inspectors, the Home Inspector as the case may be. Every such person will be sent to the appropriate awkward squad and will remain in it till he improves. Men in the awkward squad will parade and work separately in their respective awkward squads and not with other good men. Even during inspection parades, they will parade separately as awkward squads. Care should be taken not to send such men to guards and other places where they are exposed to the public gaze, nor should they, as a rule, be posted to Out-Posts or small Police Stations. If there is no hope of improvement, the Superintendent of Police must consider if they are fit for retention in the service.

(I.G.'s No. 43 dated 18th December 1948).

(c) Superintendents of Police should so arrange for the transfer of men of the armed branch from talukas for drill instruction to Head Quarters that all the men of the branch may be kept up to a high standard of efficiency. Constables who, from their record, are likely to make Head Constables should as far as possible be transferred to Head Quarters if they have not been through a course at Head-Quarters during the previous five years.

(I.G.'s Nos. 24, dated 13th October 1941 and 12, dated 8th March, 1948).

(d) As far as facilities exist, some instructions of the nature of a refresher course should be given to the unarmed reserve strength stationed at Head-Quarters.

(I.G.'s No. 24, dated 13th October 1941).

- (2) (a) Armed as well as unarmed men at Police Stations out-side the Head-Quarters Station should also parade, as far as possible, according to the following programme, the time for parade being from 06-30 to 08-00 hours during the period from March to June and from 07-00 to 08-30 hours during the period from July to February :

Tuesday	30 minutes	Physical training
	30 minutes	Lathi and extended order drill
	15 minutes	Squad drill
	15 minutes	Baton drill
Wednesday	30 minutes	Platoon drill
(for armed men only)	15 minutes	Company drill
extended	45 minutes	Bayonet fighting, fire control, order drill, riot-drill, arms exercises, etc.
Thursday inspection and law test.	First in each month	Ceremonial drill, kit
Friday	30 minutes	Physical training and games
	15 minutes	Silent combat
prisoners	15 minutes	Lathi drill and escort of
Miscellaneous	15 minutes	Squad drill and Ceremonial, (may include platoon drill)

(b) All orderlies and men on staff duties, such as writers, etc. will attend these parades at least once a week.

(c) In addition to the above, the Police Sub-Inspector will hold a parade (ceremonial) on the first Thursday of every month of all his men including Out-Post men (except when really urgent work requires his men for some other duty).

During Sub-Divisional Police Officer's and other Officer's inspection parades also, the Out-Post men should parade with the taluka men.

(I.G.'s Nos. 43, dated 18th December 1948 and 2767-II, dated 3rd August 1954).

(d) Men of isolated armed patrols should be relieved at intervals of six months from the nearest Police Station at which there are armed police, so that their knowledge of drill may not get rusty.

(I.G.'s No. 31, dated 25th July 1931).

(3) To enable Superintendents of Police and Sub-Divisional Police Officers to keep adequate check on the observance by Police Station



Officers of these instructions, full details of timings and items of parades taken will be entered in the Police Station Officers' weekly and station diary. Reasons must invariably be given in cases where parades are not held in accordance with the above orders. Deputy Inspector-General during their inspection will see that these orders are carried out and that Police Station Officers mention in their station diaries and weekly diaries the *time and details* of parade taken.

(I.G.'s No. 43 dated 18th December 1948).

**147. Special course of instruction of armed men at Head-Quarters :**

(1) In order to modernise the training of armed men at Head-Quarters, Superintendents of Police will organize series of courses, each of three to four weeks' duration for groups of 20 to 24 armed men, the number for each course depending on the availability in the District of the necessary staff of Instructors, who have taken a special course of training at the Bombay Sappers and Miners, Kirkee or the Southern Army School of Physical Training, Poona.

(2) The following subjects, in addition to others which the Superintendents of Police may think necessary, will be included in the programme of each course :

- (i) Physical training;
- (ii) Silent killing and rope work;
- (iii) Weapon training (including musketry);
- (iv) Bayonet fighting;
- (v) Field Craft;
- (vi) Advanced Field Craft;
- (vii) Mob fighting;
- (viii) Arms drill;
- (ix) Guards and escorts;
- (x) Saluting;
- (xi) Bugle calls and words of command;
- (xii) Games;

(3) The object aimed at in the training should be to instill interest and enthusiasm into the men by the introduction of new subjects and new methods employed in the Army. Every endeavour should be made to stimulate initiative, intelligence and independence amongst the men.

**148. Annual Musketry Training:**

(1) The annual training of all armed and unarmed men in musketry will take place between December and November each year either at Head-Quarters or at the respective Police Stations to which they are posted, the training of the Railway Police being carried out at District Ranges, when necessary, in consultation with the Superintendent of Police concerned. The course will consist entirely of individual firing. There will be no trial or competition shooting for any branch of the force, prizes being awards on the aggregate scores obtained through the year.

(2) For the rules regarding the number of practices, the length of ranges, the scale of ammunition, the method of marking and the size of the target in the case of musketry practices (i) of the Emergency Company Armed with .303 magazine rifle (ii) of ordinary armed men with .303 rifles, and (iii) of ordinary armed men with .410 muskets, reference should be made to parts (A), (B) and (C) respectively of Appendix XVII.

(3) (i) The unarmed police be put through an annual elementary course of musketry and trained in elementary arms drill with .410 muskets, the object being that they should serve as a potential reserve for the armed police.

(ii) The course to be fired should be as described in part D in Appendix XVII.

(4) Instructions for the cleaning of firearms before and after firing, given in "Small Arms Training, 1931, Volume I" should be followed.

(5) Every Superintendent of Police should submit his annual return (report), showing the results of the firing for the year, to the Inspector General of Police in the first week of December every year. Information as to previous years' marksmen, number of second class shots in the district and any other important points touching the shooting efficiency and the remarks the Superintendent may wish to make should invariably appear in the forwarding letter.

(G.L., J.D., No. 2011, dated 14th April 1908)

#### **149. Training in revolver shooting :**

Sub Inspectors risen from ranks and I Grade Head Constables (Armed and Unarmed) who are provided with service revolvers (but who are not trained in revolver shooting at the Police Training School) should be given initial training in revolver shooting. The course should be simple and similar to the one followed for annual revolver practices.

(I.G.'s No. K/2632, dated 15th February 1958).

#### **150. Training course of Drill Instructors :**

(1) The training course of Drill Instructors is conducted at the State Reserve Police Force Groups. The course is of 3 months' duration and covers training in the following subjects :

(i) Physical Training including Assault Course and Boxing.

(ii) Drill:

(a) Squad Drill;

(b) Platoon Drill;

(c) Company Drill

(d) Rifle Exercises;

(e) Guard Duty;

(f) Saluting with and without Arms;

(g) Escort of Prisoners and Treasuries;

(iii) Weapon Training :

(a) Rifle;

(b) Thompson Machine Gun;

- (c) Revolver;
- (d) Fire Control Orders;
- (e) Bayonet Fighting;
- (f) Obstacles;
- (iv) Lathi Drill
- (v) Baton Drill
- (vi) Ju-Jitsu
- (vii) Mob Fighting
- (viii) Dacoit Operations
- (ix) Maintenance of Head Quarters' working

(2) The allotment of vacancies for these courses is made by the Inspector-General of Police according to Ranges and the Range Deputy Inspectors-General allot the vacancies in turn to the Districts in their respective Ranges.

(3) On hearing from the Deputy Inspector-General, the Superintendents should select suitable Policemen for undergoing the course and send his recommendations to the Deputy Inspector-General of Police, Head-Quarters, Bombay and the latter, after going through the Service Record of these men, will make the final select.

(4) The men selected for undergoing this course should be young, smart, educated, physically fit to undergo the strenuous course. The Policemen selected should be those who have aptitude for the Drill Instructors' work and who will after training turn out to be useful and efficient Drill Instructors.

(I.G.'s No. 8196, dated 31st July 1957).

#### 151. Recruit Instructor's Course:

The following arrangements have been made for deputing men for (i) the Recruit Instructor's Course and (ii) the Protective Training Course to Greater Bombay, where the training will be carried out at the Greater Bombay, where the training will be carried out at the Greater Bombay Police Head Quarters :

##### (I) The Recruit Instructor's Course:

Period: 1st January to 31st March

Details of course:

- (a) A full Instructor's Course of physical training
- (b) Protective training:
  - (i) Lathi and baton drills;
  - (ii) Ju-Jitsu
- (c) Squad drill;
- (d) Saluting drill
- (e) Training in:
  - (i) Leadership;
  - (ii) Discipline;
  - (iii) Words of command; and

(iv) Inspection and general instructions in the drilling of recruits.

(II) THE PROTECTIVE TRAINING COURSE:

Periods: 1st course: 1st to 31st July;

2nd course: 15th August to 15th September

Details of course:

- (a) Lathi and Baton drills;
- (b) Ju-Jitsu ;
- (c) Fire Control;
- (d) Leadership

The men deputed should ordinarily not be over 30 years of age.

**152. Training of Instructors in Physical Training in the Army School:**

(1) Policemen are sent for undergoing training in the following courses at the Army School of Physical Training, Head Quarters, Southern Command, Poona :

- (i) Southern Command Preparatory Physical Training Course;
- (ii) Assistant Instructor's Course;
- (iii) Advanced/Refresher Course.

(2) Every year the vacancies for the above courses are allotted to the Inspector-General of Police and on receipt of necessary sanction, the allotment of vacancies is made district wise.

(3) (a) The men selected for undergoing the course at (i) above should be young, smart and who have aptitude for physical training. The men who have undergone the course at (i) above satisfactorily, should be selected for undergoing the Assistant Instructor's Course; and men who have satisfactorily undergone the Assistant Instructor's Course should be selected for the Advanced/Refresher Course

(b) Superintendents should pay personal and careful attention to the selection of the men for the training course, as the course is a trying and difficult one. No man over 30 years of age or of poor physique should be selected.

(I.G.'s No. C/5124 dated 15th April 1959).

**153. Armourer's Course:**

(1) A Basic and Refresher Courses for State Police Armourers are being run at the E.M.E. Centre, Trimulgherry, Secunderabad (Andhra Pradesh). Superintendents of Police should select suitable and educationally qualified (viz. at least VIII standard or a reasonably high standard of education; and able to read and write Hindi) men working under them who have some knowledge of working in metals and some service to their credit and who are not likely to leave the service for private employment after resuming from training, send them for the armourers' training, on receiving instructions regarding the allotment of vacancies, time-table of the courses etc., from the Inspector-General.

(2) Men who have not attached Basic Course and who are not educationally qualified (viz. at least VIII standard and literate in Hindi)

should not be recommended for Refresher Course, and it should be noted that an entrance examination for men joining the Refresher Course will be held by the E.M.E. Centre authorities before the commencement of the course. Those who get less than 65 per cent. marks will not be admitted for the Refresher Course Training.

(G.E., H.D., No. TEX-1157/72567-VII dated 17th February 1958).

**154. Training of Bandsmen:**

A special course of training for Bandsmen is arranged by the Commissioner of Police, Bombay, from 1st June to 31st August every year, in which training is given in (1) Pipe Playing and (2) Drum and bugle combined. Men of the District Police Bands may be sent for training by the Superintendents of Police in consultation with the Commissioner of Police through the Range Deputy Inspector-General.

(I.G.'s No. 1323 dated 14th February 1941).

**155. Training in Crowd Control and Dispersal :**

Police Officers and men should be put through an intensive course of training in crowd control and dispersal on the lines indicated in the secret pamphlet "Methods of Training in Crowd Control and Dispersal" issued by the Inspector-General of Police. Such training not only enables them to meet any situation but also serves to develop their courage, raise their morale and create self-confidence. The intention of the training is not to produce a team of boxers or wrestlers or supermen but a well-balanced group, who can be relied upon to deal with disorders with understanding, try to control them and resort to force only when necessary. Even when resorting to force, men thus trained should use the minimum force to achieve the maximum effect.

(I.G.'s No. F/8140-III dated 23rd September 1958).

**156. Training in Traffic Control:**

Training of Policemen in Traffic Control will be arranged by the Commissioner of Police, Bombay. Men should not however, be sent for training to Bombay, without the prior permission of the Inspector-General.

(I.G.'s No. 2664-V dated 7th August 1950).

**157. Women Constabulary -**

- (1) The women constabulary would be required to undergo training in the following items :-

(A) *Indoor*

- (f) Important Indian Penal Code, Criminal Procedure Code, and Evidence Act Sections as are incorporated in the Police Guide.
- (g) Rules about seraches and guarding of prisoners and arrested persons.
- (h) Giving evidence in Courts of Law.
- (i) Central and State Acts concerning prostitution.
- (j) Interrogation of witness or arrested persons.
- (k) Bombay State Police Guide

- (i) Chapter I to IV (for knowledge of the Department and duties).

- (ii) Chapter XII, XIII and XIV.
- (iii) Bombay Prevention of Prostitution Act (Pages 164 and 166) as also Suppression of Immoral Traffic in Women and Girls Act.
- (iv) Indian Penal Code Sections on kidnapping, abduction and rape.

(B) *Outdoors*

- (a) Simple P.T
  - (b) Squad Drill
  - (c) Escort Duty
  - (d) Cane Drill
  - (e) Elementary Masketry Training with .22 riffles and / or .410 muskets
  - (f) Elementary Guard, Sentry and Escort Duty.
- } for discipline and physical fitness.

- (2) The Duration of the training will be four months and there will be monthly examination to be followed by a final examination on completion of the training. The trainee should be taken occasionally to Police Station for an insight into practical work.

**158. Women Police Sub-Inspector :**

Women Police Sub-Inspectors who should also be trained as above, should be given training in (a) use of revolver (b) simple accounts rules and (c) investigation of cognizable crimes (Chapter XIV of Criminal Procedure Code). The Period of training in their cases will be six months in all, and the training may be imparted in the respective Head Quarters of districts or at Naigum Police Head Quarters in the case of Greater Bombay.

(G.L., H.D., No. RCT-2557/112020-V, dated 6<sup>th</sup> May 1958).

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## **CHAPTER V**

### **Distribution and Transfers**

**159. Inter-State Distribution:**

No section of the State Reserve Police Force should be deputed for services outside the State except with the previous sanction of the State Government.

(Section 28 of B.P. Act, 1951).

**160. Intra-State Distribution :**

(1) Any member of body of Police Officers allocated for duty in one part of the State may, if the State Government or Inspector of Police so directs, at any time be employed on police duties in any other part of the State for so long as the services of the same may be there required.

(Section 28 (I) of the B.P. Act, 1951).

(2) The Inspector General of Police should be kept informed by the Commandant of State Reserve Police Force Groups of the disposition of the Armed Police and this should be supplied in the prescribed statement to be sent every month by the 5th at the latest.

(I.G.'s No. 5925 (G), dated 19th August 1954 and No. 70-G, dated 28th November 1956).

**161. Intra-District Distribution:**

Superintendent of Police should see that his subordinates keep him properly informed and up-to-date in all matters of internal economy and administration connected with the personnel and duties of the force, and should correctly maintain useful and necessary records in his office to keep himself informed of vacancies and such like.

(I.G.'s Circular No. 1123/3, dated 10th October 1901).

**162. Reports of Casualties among Inspectors and Sub-Inspectors:**

(1) When Sub-Inspectors are reduced, suspended or dismissed or retire, die, resign, etc. a report should be submitted to the Deputy Inspector General of Police concerned with the necessary dates and particulars, a copy in each case being submitted at the same time to the Inspector General of Police for information. As regards Inspectors, a similar report should be submitted to the Inspector General of Police.

(I.G.P.'s No. 7311-A, dated 19th May 1911).

(2) When any member of the police force is seriously injured or dies while on duty, immediate intimation should be sent to the members of his family by the quickest means possible.

(I.G.P.'s Circular No. 17 (6618), dated 23rd June 1949).

**163. District Lists of Ministerial Establishment:**

Superintendents of Police will furnish the Inspector General of Police in January each year with a list in Form No. 6 in Appendix I regarding ministerial establishment. This will enable the Inspector General of Police to be in possession of information, which is generally required for reference in his office.

(I.G.P.'s Circular No. 3527, dated November 1957).

**164. Quarterly Lists of Postings:**

The Deputy Inspector General of Police, C.I.D. and Superintendents of Police should submit to the Inspector General of Police statements of postings of Superintendents of Police, Sub-Divisional Police Officers, Inspectors, Prosecutors and Sub-Inspectors within a week of the commencement of each quarter, in

Form No. 7 in Appendix I. The dates of posting should be shown in brackets below the places of postings. Remarks as to whether the Officer is under orders of transfer or on leave, with the period and dates of leave, should be made where necessary.

(I.G.'s No. 3547, dated 10th November 1947).

**165. Inter-District Transfers in Emergencies:**

(1) Under section 28(1) of the Bombay Police Act, 1951, the Inspector General of Police is authorized to make, whenever necessary, inter-district transfers of police establishments without reference to Government.

(G.C., H.D. No. 649/5, dated 18th November 1947).

(2) The Superintendents of Police should, whenever they require any number of policemen or officers from other districts or State Reserve Police Force Groups for any duties in their districts, send their requisitions to the Inspector General of Police through the Range Deputy Inspector General of Police concerned. If the situation be very serious and the presence of outside help is very keenly felt, the Superintendents of Police may, however, send in their requisitions direct to the nearest State Reserve Police Force Groups or Superintendents of adjoining districts. But, at the same time they should also keep the Inspector General fully informed of such movements of police force.

(I.G.'s Circular No. 34-F, dated 23rd September 1957).

(3) In accordance with the provisions contained in section 28(2) of the Bombay Police Act, the Inspector General of Police should, except in cases of extreme urgency, give timely intimation to the Revenue Commissioner and the District Magistrate concerned whenever he proposes to transfer or redistribute the Police disposition obtaining in any division. Save in cases where secrecy is to be maintained, the Inspector General of Police should also explain the reasons for such transfers.

(Section 28(2) of the B.P. Act, 1951)

**166. Ordinary Transfers of Police Officers and Men and Ministerial Staff:**

Transfers may be effected as follows :

(1) By the Inspector General of Police :

(a) Transfers of Sub-Divisional Police Officers with a district.

(b) All transfers of the members of the Police Force of and below the rank of Inspector of Police from one place in the State of Bombay to another.

(G.O., H.D., No. 700/6, dated 19th April 1952).

(c) Transfers of Reserve Inspectors of Police.

(d) Transfers to and from C.I.D. and the Police Training School of all Inspectors, Police Prosecutors and Sub-Inspectors.

(e) Transfers of Ministerial Staff in the Inspector General's combined cadre and district cadre.

(f) Subject to the control of the State Government and not with standing anything contained in Rule 22 of the Bombay Civil Services Rules, transfers of Inspectors



and Sub-Inspectors belonging to the Bombay Police Service (Combined Cadre) from the Greater Bombay to any district and *vice versa*.

(G.R., H.D., No. 3200/5-III-D, dated 21st July 1954).

*Note :* The Inspector General is authorized to repost Sub-Divisional Police Officers to same posts on return from leave granted to them by him. Formal notifications will, however, be issued by Government in due course.

(G.R., H.D., No. DYS. 2056/35877-A, dated 17th July 1956).

(2) BY THE COMMISSIONER OF POLICE:

All transfers within Greater Bombay of Officers of and below the rank of Superintendents of Police.

(3) BY THE RANGE DEPUTY INSPECTOR GENERAL OF POLICE:

(i) All transfers within the range of Inspectors, Sub-Inspectors, Reserve Sub-Inspectors, Prosecutors, and the Ministerial Staff in the district cadre.

(ii) Approval of the Deputy Inspector General of Police, C.I.D. is necessary in the case of Sub-Inspectors in the Local Intelligence Branch.

(G.L., H.D. No. MSC. 2357/11376-V, dated 10th March 1958 and  
I.G.'s Endt. No.B/592-VII dated 16th October 1959).

(4) BY THE DEPUTY INSPECTOR GENERAL OF POLICE, C.I.D. :

Transfers of Inspectors, Sub-Inspectors and Shorthand Reporters of the C.I.D. to places in the State.

(5) BY THE SUPERINTENDENTS OF POLICE:

All transfers within their respective districts or railways of Officers of and below the rank of Inspector or the Police Prosecutor, the approval of the Deputy Inspector General of Police, Criminal Investigation Department being necessary in the case of Officers serving in the Local Intelligence Branch.

(6) SUPERINTENDENT OF POLICE, MOTOR TRANSPORT:

All transfers of Water Craft Personnel and of Tradesmen, Store Keepers, Workshop Drivers, Helpers and Cleaners with the prior approval of the Inspector General of Police/Deputy Inspector General of Police.

(7) SUPERINTENDENT OF POLICE, WIRELESS:

Transfers of Wireless Staff below the rank of Sub-Inspectors except in State Reserve Police Force Groups.

(I.G.'s Memo No. K/16-L, dated 4th May 1959).

*Note:* The transfer of Police from one place to another should be carried out notwithstanding the legal position.

(G.L., H.D. No.5373/5, dated 7th March 1950).

**167. Instructions regarding Transfers :**

(1) Frequent transfers cause great personal and domestic inconvenience to Officers and result in considerable cost to Government on account of traveling allowance, etc. They also dislocate administrative work and render it difficult to fix responsibility in regard to inordinate delays and other lapses in the matter of the discharge of official duties.

(2) The authorities, while submitting proposals to Government/Inspector General/Deputy Inspector General for postings, transfers, etc., of Officers, must scrutinize all such proposals with a view to avoiding

frequent transfers, Officers being kept at the same station, as far as possible, for at least three years.

(G.C., P. & S.D. No. SF.121, dated 8th December 1948).

(3) The following principles, in general, should be observed while effecting transfers:

(a) Ordinarily no individual should be transferred from one station to another station unless he has been in the same place for about three years. Local entanglements and the interests of the public service should be almost the only reasons for transfers more often than once in 3 years. An exception may be made in the case of those posted to bad climate area or out-of-the-way places and they may be proposed for transfer after they have served in such area for about two years.

(b) No persons should ordinarily be allowed to remain in the same post or station for more than four years.

(c) As a rule, no person should be posted to the district or place where he has immovable property because the possession of a house connotes interest which will inevitably interfere, sooner or later, with the proper discharge of his duties as a Police Officer. If for special reasons he is posted to a place where he owns immovable property, his stay there will presumably be temporary only.

(d) Persons should not be posted repeatedly in one and the same district or place, i.e. persons who have worked in a particular area should not again be posted there without a seasonal lapse of time.

(e) If any person proceeds on leave before serving for nearly three years in the same charge, he should normally be reposted in the same charge on return from leave.

(f) Normally large scale transfers should be avoided in the middle of the school term and should be made as far as possible in April or May of the year.

(g) If after the issue of the transfer orders, a person proceeds on leave, he should be reposted to the same post on expiry from his leave and his vacancy should be filled up by local arrangements.

(h) Transfers should be effected in such a way that they will entail minimum expenditure on traveling allowance in keeping with administrative requirements.

(i) If a person who is transferred by the Inspector General applies for leave, it should not be granted to him without prior permission of the Inspector General of Police. In exceptional cases such as serious illness, etc., such persons may be allowed to remain on leave but a report

should be submitted to the Inspector General Immediately stating the reason for granting the leave.

(j) Efficient and conscientious Government servants posted to backward and underdeveloped areas should be substituted every two years by equally efficient and conscientious persons.

(I.G.'s Cir. No. A/5561, dated 14th October 1958).

(k) In transferring Inspectors, regard must be had to their knowledge of the language of the district and to the character of the duties as compared with the individual qualifications of the Officers. Local connections and interests may occasionally be deemed as recommendations for a temporary appointment in a particular district, but must generally be considered as reasons against a long employment where they exist.

(l) Transfers of Sub-Inspectors and Inspectors of Police within the district should be ordered only after an oral and informal consultation with the District Magistrate.

(G.L., H.D. No. S-25/22395-D, dated 22nd September 1984).

(m) Transfers to and from the Criminal Investigation Department of Officers below the rank of Sub-Inspectors will be arranged between the Deputy Inspector General, Criminal Investigation Department and the Superintendent of Police concerned.

(I.G.'s No. 46-A, dated 22nd October 1924).

(n) Transfers of Head Constables and Constables between one District or Railway and another may be effected by mutual agreement between the Superintendents of Police concerned.

(o) In the case of such Head Constables attached to the Police Training School as are borne on the strength of the Nasik District, any changes required will be the Nasik District, any changes required will be arranged between the Principal, Police Training School and the Superintendent of Police, Nasik.

(p) In Greater Bombay, Head Constables and Constables, who have been for three years in a Section, should, as far as possible, be moved to another Section by their Superintendents and the names of those recommended for transfer to another Division, should be reported to Head Office at the end of each quarter.

Superintendents should see that Sectional and Divisional Writers, who have put in service of 3 years or more as Writers are given executive duties.

Note: 1. Writers should usually be constables (preferably English-knowing) who are reliable and have put in more than 5 years' clean service.

2. No Constable should be given duties of a Writer for more than 3 years.  
(S.O. No. 44 of C.P. Bombay).

(q) Junior Grade Clerks need not necessarily be transferred out from one district to another at the end of three

years. But they should, however, be transferred from the offices of the Superintendents of Police to those of Sub-Divisional Police Officers and the Head Quarters in rotation. If this be not entirely feasible the 'darters' of the Clerks should be changed every 3 years.

(I.G.'s Cir. No. A/7820, dated 29th April 1955).

(4) No Transfers of Officers should be made or suggested on account of unsatisfactory work. If an Officer is not up to the mark, it is for the Superintendent of Police to set him right and bring him up to the required standard. The correct course would be for a Superintendent of Police to submit proposals through the Deputy Inspector General concerned regarding the reversion of the Officer in question, if he is officiating and to hold departmental proceedings for inefficiency if he is permanent.

(I.G.'s Cir. No. 5507, dated 24th September 1947 and No. A/5507, dated 10th April 1958).

(5) Applications from the relatives of Policemen or outsiders, requesting Government on their behalf for transfers should be discouraged. Superintendents of Police should, however, while ordering the transfers of Constables, give sympathetic consideration to genuine domestic difficulties.

(G.L., H.D. No. 0 (53766-D), dated 21st October 1953).

(6) For transfers by Superintendents of Police of men of the armed branch from talukas to Head Quarters for drill instruction, vide Rule 146 (1) (c).

#### **168. Procedure for giving effect to District transfers :**

(1) All orders of transfers must be published in the District Police Gazette/Police Notice. Refusals of requests for transfer should be communicated by a memorandum to the Sub-Inspector concerned.

(2) The District Police Gazette/Police Notice must be taken as the final order. No further correspondence should take place.

(3) The Police-Station Officers must arrange to relieve the transferees, as soon as they have received their pay for the month in which the orders appeared in the District Police Gazette/Police Notice and not earlier, unless specially ordered to do so.

(4) The Police-Station Officer must send a report in Form No. P.M. 146 direct to the transferee's new station on relief of the transferee.

(5) On the transferee joining his new station, the Police Station Officer must fill in Column 5 of the Form and send it to the Superintendent by the first post.

(6) After this report is received in the Superintendent's office, the necessary entries must be made in the service sheet and, after they have been initialed, the report may be recorded.

(I.G.'s Cir. No. 7, dated 28th January 1924).

#### **169. Relief on Transfer :**

(1) Every relieving Officer is responsible for informing Officer to be relieved, at the earliest possible moment, of the date when he will be in a position to receive charge, and it is

the duty of the Officer to be relieved to be in readiness to deliver charge on that date. The excuse that Officers have been unable to obtain charge within the liberal joining time allowed should not be accepted as a matter of course.

(Rule No. 27 of B.C.S.R.)

(2) Whenever the transfer of an Officer is ordered by a competent authority, the Superintendent of Police should arrange to relieve such Officer at once and order him to join his new appointment, unless it is specifically stated in the order that the Officer should proceed on transfer after being relieved by a particular Officer.

(I.G.'s Cir. No. 10230, dated 12th November 1898).

**170. Handing over charge on transfer:**

(1) A Superintendent of Police and the Deputy Inspector General, Criminal Investigation Department, may, for special reasons, permit Inspectors and Sub-Inspectors subordinate to them to hand over and receive charge at any place within the State, other than the Head-quarters of the circle of duty the charge of which is being transferred, provided that the place where the charge is actually transferred in pursuance of the permission given by a Superintendent of Police is also within the District or Railway under such Superintendent of Police.

(2) In exceptional circumstances, which should be recorded, a competent authority may permit the charge of a post to be made over, in the absence of the relieved Government servant, by letter or by telegram at or outside the Headquarters of the post.

(Rule No. 29 of the B.C.S.R.)

**171. Charge reports of Gazetted Officers:**

(1) Submission of charge reports is necessary in the case of leave, transfer, deputation, new appointment and retirement of Officers.

(2) Charge reports of Gazette Officers (vide Cir. No. 36, A/4157, dt. 25-9-62) should be submitted to the Audit Officer concerned immediately the charge is transferred. Copies of the charge report should simultaneously be sent to the Treasury Officer, Inspector General and the Controlling Authority concerned and an endorsement to that effect should also find a place on the copies of the report sent to the Audit Officer and the Inspector General or the Controlling Authority concerned.

In addition to these, copies of the charge reports in respect of Sub-Divisional Police Officers (i.e. Assistant Superintendents of Police and Deputy Superintendents of Police) should be endorsed to the Secretary to Government, Home Department while those in respect of Superintendents of Police and above to the Chief Secretary, Political and Services Department, and the Secretary, Home Department.

(G.L., H.D. No. DYS. 1858/60339-I, dated nil June 1958).

(G.C., F.D. No. 2706, dated 18th July 1953).

(3) When an Officer proceeds on casual leave and subsequently gets it converted into regular leave (viz. earned leave, half pay leave, etc.), the fact or transfer of charge has to be communicated to the Audit Officer concerned by sending a formal charge report of handing

over as required by Financial Rule No. 58 (Financial Publication No. I) to enable him to regulate the pay, leave salary, etc. as may be admissible to the Officer. When the Officer rejoins duty after the expiry of the leave, he should also submit a similar charge report.

(I.G.'s Circular No. 4157, dated 22nd December 1956).

**172. Charge reports of Government Servants on deputation :**

A Government servant proceeding on deputation out of India need not be required to relinquish his post and prepare a charge report unless officiating arrangements or holding of additional charge involving increased emoluments is contemplated. In such cases, an official intimation of the exact date should be sent to Audit by the Head of the Department concerned. In cases, however, of Government servants proceeding out of India for study or training under deputation or deputation-cum-special leave terms, they should be required to relinquish their posts and prepare charge reports even if officiating arrangements are not made in their places.

(G.Memo, F.D. No. Dol. 1055, dated 28th November 1955).

**173. Monthly Statement of Transfers of Sub-Inspectors:**

Instead of the submission of charge reports in each case of Sub-Inspectors transferred within the district concerned or from one district to another, a monthly statement showing the transfers, with the dates of handing over and receiving charge, should be submitted to the Deputy Inspector General concerned by the 15th of the month following that during which the transfers were effected.

(I.G.'s Cir. No. 14, dated 14th April 1932).

**174. Inter-Department transfers:**

(1) It is the duty of a Government Officer, who wishes to transfer his services to a different Government office or department, to obtain the consent of the authority which has power to make appointment to his existing post, before taking up the new employment. If he takes up the new employment without such consent, he commits a breach of discipline and is liable to be punished, in the last resort, by dismissal from his former post and consequent loss of pensionable service. Resignation of his former appointment will not protect him from this penalty.

(2) In granting or withholding consent to the acceptance, by a subordinate of other Government employment, the Head of an Office or Department must consider whether the transfer will be consistent with the interest of the public service. Permission should not be granted when the applicant is under training (or probation). Permission should not be refused, however, without strong reason, which should be recorded.

(3) The Head of an Office or Department shall not employ, either temporarily or permanently, an Officer whom he knows, or has reasons to believe, to belong to the Office or Department in which he is employed. In the rare cases, in which, for reasons which appear satisfactory to the new employer, an Officer cannot obtain the required consent before taking up the new appointment, the employment may be made conditional on consent being obtained at the earliest opportunity.

(4) The foregoing instructions apply equally to Officers on leave, whether with or without allowances. All leave allowances mutt ipso facto cease on the taking up of new employment, other than work of a purely casual nature.

(C.R., P. and S.D. No. 2346/34, dated 2nd June 1938 and  
G.C.P., and S.D. No. 1586/34, dated 22nd June 1948).

**175. Transfer to Foreign Service :**

The power to sanction deputation of Police Personnel of and below the rank of Sub-Inspectors, to the Government of India, for appointment in the Intelligence Bureau, on terms and conditions detailed in Appendix XVIII, has been delegated to the Inspector General of Police. The Inspector General should take Government orders in case there should be any changes in the terms of deputation. Other incidental matters arising out of deputation will be regulated by Rules in Chapter VI of the Bombay Civil Services Rules, Vol.-I.

(G.R., H.D. No. DPO. 1158/11354-VI, dated 15th October 1958).

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**CHAPTER VI**  
**Examinations**  
**SECTION I – Departmental**

**176. Assistant Superintendents of Police :**

(1) In pursuance of sub rule (1) of Rule 6 of the Indian Police Service (Pay) Rules, 1954, the Government of Bombay has prescribed a period of two years from the date of his joining the State of Bombay within which directly recruited Assistant Superintendents of Police shall pass the departmental examination (in two parts) and that they should not be allowed to draw increments on the due dates unless they pass the examination within the prescribed period.

(G.Rs., H.D. No. 9580/5-IV, dated 9th May 1955)  
and No. 9580/5-IV-I, dated 13th November 1956).

(2) The examination will be conducted half-yearly in January and July by the Bombay Public Service Commission on such dates and at such stations as may be fixed by them.

(3) The following are the subjects in which the Assistant Superintendents of Police will be examined :

**PART - I**

**Law Paper - I - Minor Acts (with books)**

- (1) The Bombay Police Act, 1951 (Bombay XXII of 1951).
- (2) The Bombay Village Police Act, 1867 (Bombay VIII of 1867) and the Bombay District Police Act, 1867 (Bombay VII of 1867) - section 33 and 34.
- (3) The Bombay Prevention of Gambling Act, 1887 (Bombay IV of 1887) as amended by Bombay Act, I of 1890.
- (4) The Bombay Prohibition Act, 1949 (Bombay XXV of 1949).
- (5) The Police (Duties and Powers of Magistrates) Regulation, 1827 (Bombay XII of 1827) – Section 20,27(2) and 37(1) and (2).
- (6) The Bombay Habitual Offenders' Act, 1959 and the rules made thereunder.
- (7) The Suppression of Immoral Traffic in Women and Girls Act, 104 of 1956.
- (8) The Dangerous Drugs Act, 1930 (II of 1930).
- (9) The Indian Extradition Act, 1903 (XV of 1903).
- (10) The Poisons Act, 1919 (XII of 1919).

**Law Paper - II - Minor Acts (with books)**

- (1) The Bombay Motor Vehicles Rules, 1959 vide C.S. No. 48-II
- (2) The Bombay Probation of Offenders' Act, 1938 (Bombay XIX of 1938) - sections 3 to 11 and 13 to 15.



- (3) The Bombay Children Act, 1948 (Bombay LXXI of 1948) - sections 1 to 10, 19, 40, 42, 44, 48 to 79, 87, 88, 93, 101, 102, 107, 108 and 110 and rules 9, 10, 20 and 22 of the rules under the said Act.
- (4) The Bombay Borstal Schools Act, 1929, (Bombay XVIII of 1929) - sections 6, 8, 9, 10, 18 and 21.
- (5) The Bombay Public Conveyances Act, 1920 (Bombay VII of 1920).
- (6) The Untouchability (Offences) Act, 1955 (XXII of 1955).
- (7) The Bombay wild Animals and Wild Birds Protection Act, 1951 (Bombay XXIV of 1951).
- (8) The child Marriage Restraint Act, 1929 (XIX of 1929).
- (9) The Bombay Money-Lenders' Act, 1946 (Bombay XXXI of 1947).
- (10) The Hindu Marriage Act, 1955 (XXV of 1955).
- (11) The Indian Forest Act, 1927 (XVI of 1927).

## PART - II

### Paper - III - Police Manual and Miscellaneous

#### *Police Subjects (with books)*

- (1) The Police Manual, Volumes I and III.
- (2) Miscellaneous Police Subjects (Practical Notes, Criminal Classes in the Bombay State, Bombay Civil Services, Conduct, Discipline and Appeal Rules).

#### **Paper - IV - Accounts (with books)**

- (1) The Police Manual, Volume II.
- (2) Substituted vide C.S. No. 48 (III)
- (3) The Bombay Civil Services Rules Manual (Financial Publication No. V), Chapters I, II, III (except Rule 26), IV (except Rules 39 and 75), V (except Rule 99), VIII (except Rule 160), IX (except Rule 161 (d)), X, XI (except sections VI, VII and VIII), XVI and XVII.

#### **Paper - V - Inspector General of Police's Standing Orders (with books)**

- (4) An Assistant Superintendent of Police shall be allowed to appear for the examination either separately for each part or simultaneously for both the parts. An Assistant Superintendent of Police shall be considered to have passed in a part if he secures 50 per cent. marks in each paper provided that an Assistant Superintendent of Police who appears in all the papers of a part at one and the same examination, but fails to obtain the required minimum for passing in a single paper shall be entitled to have his deficiency condoned

provided the deficiency does not exceed five per cent. of the total marks in that paper. An unsuccessful Assistant Superintendent of Police who has obtained 60 per cent. or more marks in any paper shall be exempted from appearing again in that paper. An Assistant Superintendent of Police who has secured at least 75 per cent of the aggregate marks shall be declared to have passed the part with credit, provided that an Assistant Superintendent of Police who has secured an exemption in one or more papers and passes at the second attempt in the remaining paper(s) shall not be declared to have passed with credit.

(G.R., H.D. No. 9580/5-IV, dated 19th May 1955 and 10th August 1955).

**177. Deputy Superintendents of Police:**

(1) Deputy Superintendents of Police, appointed otherwise than by promotion, will be required to pass the following examinations during the first two years of probation:

- (i) Lower Standard Law.
- (ii) Higher Standard Law.
- (iii) Drill and Equitation.
- (iv) Police Manual and Miscellaneous Police Subjects.
- (v) First Aid to the injured.

(2) *Lower and Higher Standard Law Examinations:*

The examinations will be held at the times and at the places fixed for the half yearly departmental examinations of Assistant Collectors and will be conducted by Bombay Public Service Commission who will

- (i) set the papers,
- (ii) estimate the merits of answers, and
- (iii) decide the success or failure of each candidate.

(G.R., J.D. No. 497 of 19th January 1912 and G.R., P. and R.D.

No. R-293-IX, dated 21st May 1937).

(3) *Lower Standard Law Examination :*

The Lower Standard Law Examination will be as follows:

- (a) Two papers of questions will be set.
- (b) They must be answered without the aid of books.
- (c) The maximum number of marks obtainable on each paper will be 150.
- (d) A candidate will be considered to have passed, if he obtains, on the two papers combined, a total of not less than 180 marks, and to have passed with credit, if he obtains a total of not less than 225 marks.
- (e) The questions will be on the following Acts as amended upto date:
  1. In the first paper:
    - (i) The Indian Penal Code, XLV of 1860.
    - (ii) Chapters II, VII, IX and X of the Indian Evidence Act, I of 1872.

2. In the second paper:
  - (i) The Code of Criminal Procedure, V of 1867.
  - (ii) Sections 33 and 34 of the Bombay District Police Act, VII of 1867.
  - (iii) The Bombay Village Police Act, VIII of 1867.
  - (iv) The Bombay Police Act, 1951 (Bombay XXII of 1951).
- (f) The time allotted for each paper will be three hours.
- (4) *Higher Standard Law Examination:*  
 The Higher Standard Law Examination will be as follows:
  - (a) Three papers of questions will be set, two in Law and one in Accounts.
  - (b) The papers in Law must be answered without the aid of books, but at the examination in the second paper the candidate may have the use of a manuscript note-book prepared by himself in his own handwriting, containing abstracts of the principal provisions of the Acts. The paper in Accounts may be answered with the aid of books.
  - (c) The maximum number of marks obtainable on each paper will be 150.
  - (d) A candidate will be considered to have passed if he obtains in the two papers in Law combined a total of not less than 180 marks and in the third paper of questions in Accounts not less than 45 marks, provided that a candidate who appears in all the papers at one and the same examination but fails to obtain the required minimum for passing in one head of passing, shall be entitled to have his deficiency condoned provided the deficiency does not exceed five per cent. of the total marks obtainable under that head. An unsuccessful candidate who has obtained at least 210 marks in the two Law papers combined will be exempted from appearing again in those papers and an unsuccessful candidate who secures at least 55 marks in the paper of questions in Accounts will be exempted from appearing again in that paper provided that the candidate must, in order to have the benefit of the exemption, appear and pass in the remaining head not later than at the next ensuing examination. A candidate who obtains a total of not less than 281 marks will be considered to have passed with credit provided that a candidate who has secured an exemption in one head and passes at the second attempt in the remaining head shall not be declared to have passed with credit.
  - (e) The questions will be such as to test the candidate's practical knowledge of the following Acts as amended upto date :

1. In the first paper:
  - (i) The Indian Penal Code vide C.S. No. 43 (I), XLV of 1860, and amending Acts.
  - (ii) The Code of Criminal Procedure, V of 1898 and amending Acts.

2. In the second paper:
- (i) The Cattle Trespass Act, I of 1871.
  - (ii) The Indian Evidence Act, I of 1871.
  - (iii) The Arms Act, 1959.
  - (iv) Chapters I, VI, VIII, IX and X of the Indian Railways Act, IX of 1890.
  - (v) The Indian Extradition Act, XV of 1903.
  - (vi) The Indian Lunacy Act, IV of 1912.
  - (vii) The Indian Poisons Act, XII of 1919.
  - (viii) The Motor Vehicles Act, IV of 1939.
  - (ix) Sections 20, 27(2) and 37(1) and (2) of the Bombay Regulation XII of 1827.
  - (x) The Bombay Village Police Act, VIII of 1867 and sections 33 and 34 of the Bombay District Police Act, VII of 1867.
  - (xi) The Bombay Prevention of Gambling Act, IV of 1887.
  - (xii) The Bombay Police Act, XXII of 1951.
  - (xiii) Sections 6, 8-10, 18 and 21 of the Bombay Borstal Schools Act, XVIII of 1929.
  - (xiv) Sections 3-11, and 13-15 of the Bombay Probation of Offenders' Act, XIX of 1938.
  - (xv) The Habitual Offenders' Act, LI of 1959.
  - (xvi) The Bombay Children Act, LXXI of 1948.
3. In the third paper on Accounts :
- (i) Chapters VIII, IX and X of Volume I and the whole of Volume II of the Bombay Police Manual.
  - (ii) Chapter I, II (except Rules 10-22 and 35-39), IV, V (except Rules 60-67), VI (Rules 74-76 only), VII (Except Rules 101-106) and XIII of the Financial Rules (Financial Publication No. I)
  - (iii) Chapters I, II, III, IV (except Rule 75), V, VIII, IX, X, XI, (except sections VI, VII and VIII), XVI, and XVII of the Bombay Civil Services Rules Manual (Financial Publication No.V).
- (f) The time allotted for each paper will be three hours.  
(Rules 7 and 8 of the Manual of departmental Examination of Police Officers).

(5) *Examination in Drill and Equitation :*

The practical examinations in drill and equitation will be conducted and certificates of proficiency given to qualified candidates by the Principal, Central Police Training School, who will make necessary arrangements for the examinations, subject to the orders of the Inspector General of Police. The examinations will ordinarily be held at Nasik, curriculum being as follows :

*Drill*

1. Squad drill.

2. Platoon drill
3. Company drill including Ceremonial
4. Sword exercises
5. Skirmishing and extended order drill
6. Rifle exercises
7. Musketry (including fire discipline and control)
8. Bayonet fighting
9. Mob drill
10. Guard and sentry duty
11. Physical exercise
12. Self-defense and the use of the lathi and the baton
13. Bugle calls

*Equitation*

1. Riding School (including jumps in the ride)
2. Riding and jumping (with and without stirrups)

(I.G.'s No. 9038-A, dated 30th July 1920)

*(6) Examination in Police Manual and Miscellaneous Subjects :*

The examination in Police Manual, Volume I (excluding Chapters VIII, IX and X) and Volume III and Miscellaneous Police Subjects (elementary practical work, medical jurisprudence, Inspector General's Standing Orders, Finger-Prints, Bombay Civil Services, Conduct, Discipline and Appeal Rules, and any subject which the Inspector General may prescribe) will be held by a Board of Examiners consisting of a Deputy Inspector General of Police, a Superintendent of Police (appointed by the Inspector General of police) and the Principal, Central Police Training School, Nasik. The Board will set question papers, assess answers and declare the result. The examination will be without books. The maximum number of marks for each subject will be 100, and a candidate will be required to obtain 60 per cent. to pass.

*Note :* Officers who appear for departmental examinations conducted by the Public Service Commission should not submit joint representation or representations which are either couched in sweeping terms or which go beyond their own individual grievances regarding question papers set by the examiners.

(G.C., P. and S.D., No. 1862/34, dated 29th November 1957).

**178. Inspectors of Police:**

A directly recruited Inspector will be required to pass the same examinations as a Sub-Inspector for the completion of his training course at the Police Training School (*vide* Rule 179) before he is appointed as Inspector.

**179. Sub-Inspectors :**

(1) *Terminal Examinations:*

At the end of the first and the second terms a terminal examination will be held by the Principal and his staff in all subjects including drill, in which instruction has been given. The Principal will submit to the Inspector General of Police a report on the progress of the students as evidenced by the examinations, together with any remarks he may think necessary on the behavior of individual students. Failure to show satisfactory results on the behavior of individual students. Failure to show satisfactory results in the terminal examinations will render any student

liable to removal for the School under the orders of the Inspector General of Police.

(2) *Final Examination:* -

(i) A final examination will be held for those students who have completed their course of 18 months' training (both direct and departmental). A Board consisting of a Deputy Inspector General of Police and Superintendent of Police nominated by the Inspector General, the Principal of the School and an Assistant or Deputy Collector nominated by Government will examine the students in Law, Miscellaneous and Practical (Subjects I, II and III). The examination in Outdoor Work (Subject IV), viz., Drill and Rifle and Revolver Shooting, will be held by the Principal.

(G.R S., H.D., No. 8704, dated 7th December 1935 and 9603, dated 25th February 1926).

**(ii) Syllabus**

**SUBJECT I – LAW**

FIRST PAPER (without books)—(Marks-300): --

1. Indian Penal Code, XLV of 1860 Chapter I, II, IV, V (sections 107-114 only), VII (section 140 only), VIII, IX (section 211, 223, 224 and 225 only), XIV (section 279 only), XVI, XVII, XVIII (section 489-A only) and XXIII.
2. The Indian Evidence Act, I of 1872-sections 3-16, 24-30, 32 and 33, 45-50, 53 and 54, 59-65, 101-114, 125, 132 and 135-164.
3. The Criminal Procedure Code, V of 1898- Chapter I (section 4 only), IV (section 42 only), V, VI, VII (except Sections 104 and 105), VIII (sections 106-111 only), IX (sections 127 and 128 only), XIV and XV (sections 177 and 196-B. only), XVI (section 202 only), XIX (section 233 only), XXIV (section 337 only) XXXIX (section 496 and 497 only), XLI (sections 511 and 512 only), XLIII (sections 523 and 524 only) and XLVI (Sections 550-A, 551, and 565 only) :-

SECOND PAPER (*without books*) – (Marks-200): -

1. The Cattle Trespass Act, I of 1871 – sections 3, 10 and 11, 19 and 24 to 28-A
2. The Indian Arms Act, XI of 1878- sections 1, 4-6, 12-16 and 18-25.
3. The Indian Explosive Act, IV of 1884- sections 4, 7 (read with Rule 268 in Volume III) 8 and 13
4. The Prevention of Cruelty to Animals Act, XI of 1890- sections 3 and 6
5. The Indian Lunacy Act, IV of 1912 (section 3, 13-17 and 36).
6. The Indian Forest Act, XVI of 1927- sections 2, 26, 52, 64, 66 and 70.
7. The Dangerous Drugs Act, II of 1930- sections 1, 2 (excluding botanical names and chemical formulae), 10-15, 22-30, 32 and 33

8. The Motor Vehicles Act, IV of 1939 – sections 2(11),(15), (16), (18), (24), 3 to 5, 87,88,116,117,120,128 and 129.
9. The Central Excise and Salt, Act, I of 1944- sections 2 (f) and (j), 13,15,16,26,27,37 (x) and (xix) and 40.
10. The Bombay Village Police Act, VIII of 1867- sections 10-14.
11. The Bombay Prevention of Gambling Act, IV of 1887- The whole.
12. The Bombay Police Act, 1951- sections 25,32,34-49, 55-152 and 158
13. The Bombay Police Conveyance Act, VII of 1920- sections 2,22,26,30 and 31
14. The Suppressions of immoral traffic in Women and Girls Act, 104 of 1956.
15. The Bombay Habitual Offenders, Act, of 1959 sections 1-3 and 18-21.
16. The Bombay Prohibition Act, XXV of 1949- sections 1,2,11-24,54,60-62,65-104,108,115-136,141,142,145-146 and 148.

THIRD PAPER (*with books*) – (*Marks-200*):-

1. The Indian Penal Code, XLV of 1860- the whole except sections 53-74 and 478-489.
2. The Indian Evidence Act, I of 1872- sections 1-17, 21,24-33, 35,40, 45-54,59-65,73-77,79-90, 101-114, and 118-167.
3. The Criminal Procedure Code, V of 1898- sections 4-17, 18-21, 25, 28-35, 42-213, 221-224, 233-265, 337-352, 401-403, 417, 447-449, 492-525, 539B, 540A, 544-552 and 561-565.
4. The Cattle Trespass Act, I of 1871- sections 1 to 28 A.
5. The Coroner's Act, IV of 1871- the whole.
6. The Indian Arms Act, XI of 1878-the whole.
7. The Indian Explosive Act, IV of 1884- the whole.
8. The Indian Railways Act, IX of 1890- sections 3, 62-71 83-86, 99-132, 137 and 148.
9. The prevention of Cruelty to Animals Act, XI of 1890- the whole.
10. The Explosive Substances Act, VI of 1908 – the whole.
11. The Indian Lunacy Act, IV of 1912-sections 3,13-17 and 36.
12. The Indian Forest Act, XVI of 1927-sections 2,26,32,33, 52-66, 68 and 79.
13. The Dangerous Drugs Act, II of 1930-sections 1,2 (excluding botanical names and chemical formulae), 4-33
14. The Motor Vehicles Act, IV of 1939-sections 1-6,10,14, 19,22,30,31, 42(i),46,54,59(i),60,62,65,71-73,76,78,79,81,82,84,90,112,121,123,124,126,128, 129,131,132 and the tenth schedule.

15. The Central Excise and Salt Act, I of 1944-sections 2,6,13-23,24-27, 31, 32, and 37.
16. The Indian Arms Rules, 1924-Rules 3 and 4, 21-25 28-45 and the schedule in so far as they relate to the State of Bombay.
17. The Central Excise Rules, 1944- Rules 101-108, 115, 203, and 210-212.
18. The Bombay Village Police Act, VIII of 1887- the whole.
19. The Bombay Prevention of Gambling Act, IV of 1887-the whole
20. The City of Bombay Municipal Corporation Act, III of 1888-sections 516-522.
21. The Bombay Police Act,1951- the whole
22. The Bombay Police Conveyances Act, VII of 1920-the whole.
23. The Suppression of Immoral Traffic in Women and Girls Act,104 of 1956.
24. The Untouchability (Offences) Act, XXII of 1955-the whole
25. The Bombay Money Lenders' Act, XXXI of 1947—sections 2 and 33-35-A
26. The Bombay Children's Act, LXXI of 1948—section 1-10,19, 40,42, 44, 48-79, 87,88,92,101,102,107,108 and 100 and Rules, 1950 – 9,10,20,22.
27. The Bombay Prohibition Act, XXV of 1949—sections 1-57 60-62, 65-104, 108, 115 to 136, 139-146 and 148.
28. The Motor Vehicles Rules, 1940—Rules 2 (clauses e,i and l ) 3,4(1) (2) and (3), 14 (1) and (2), 15,20,21,24,28(2),33(3), 37,54, 59,61,80—87, 88(1),(11),(12), (13) and (16), 89 (1), 90(1), 92, 100,104 (1) and (2), 115 (1) and (3), 153 and 190.
29. The Bombay Wild Animals and Wild Birds Protection ACT, XXIV of 1951 and rules made therunder.

### **SUBJECT - II - Miscellaneous**

FIRST PAPER (*Marks - 200*):

- (a) Elements of Medical jurisprudence.
- (b) Training of the powers observation and instruction regarding precision and accuracy in giving evidence.
- (c) Inspector General's Standing Order Circulars.
- (d) Instruction on the subject of the conduct of the Police toward the public.
- (e) Transliteration for English—speaking students.

SECOND PAPER (*Marks - 100*):

- (a) Plan drawing.
- (b) Finger Impressions.



**SUBJECT - III – Practical**

FIRST PAPER (Marks - 100):

Police Manual (*without books*)

SECOND PAPER (Marks - 100):

Police Manual (without books or with notes in the case of those who knowledge of English is deficient).

THIRD PAPER (Marks - 300) :

- (a) Case work, including the recording of the first information compiling of diaries and preparing final reports, etc.
- (b) Practical work of a Station House Officer other than case work, such as the care of arms, kit inspection, etc.
- (c) practical town duties, beats, regulation of traffic, etc.
- (d) Methods of detection as illustrated by actual cases.
- (f) The prosecution of cases.
- (g) The treatment of old offenders, including instruction regarding jail parades.

**SUBJECT - IV - Outdoor Work**

<i>Outdoor Work Marks</i>	<i>Marks</i>
(a) Drill i.e., squad and platoon drills, platoon drill, physical training, Ju-Jitsu, bayonet fighting, mob drill, sword 180 exercises, skirmishing and extended order drill, ceremonial and guard and sentry duties (in accordance with the (Military Training pamphlet No. 18, 1939, adapted to the requirements of the Police), self-defense and the use of the lathi and the baton in accordance with Police Protective Training by Godwin.	100
(b) Rifle and Revolver Shooting (as prescribed by the Inspector General of Police).	60
(iii) (a) In order to pass the final examination, a student must obtain 50 per cent of the marks in each of subject I, II and III (Law, Miscellaneous and Practical ) and 60 per cent of the aggregate marks allotted to these subjects, and he must also obtain 50 per cent of the marks allotted to drill and a minimum of 50 per cent in Rifle Shooting and 40 per cent in Revolver Shooting separately in Subject IV.	
(b) In Order to pass with honors, a student must obtain 60 per cent marks in each of the subject I, II and III and in Drill and 75 per cent of the aggregate marks in all these subjects.	
(c) The examination Board is also empowered to count up to a maximum of 50 marks from the surplus marks obtained by students in out-door work, to make up a deficiency in the percentage of the aggregate marks allotted to those subjects, or both, in the written examination. Such marks, however, should be excluded when calculating the aggregate marks obtained in all subjects. In permitting this, the Board will take into consideration the student's conduct during his stay	

at the School, his character and his fitness to be as a Sub-Inspector as borne out by the Principal's opinion.

(d) The Examination Board (excluding the Assistant or Deputy Collector) will have power to condone failures in Outdoor Work, if necessary.

(I.G.'s No. 935, dated 24th March 1925 and G.L., H.D., No. 7267,  
dated 9th April 1925).

(e) Students who fail in any subject but are declared to have passed after condonation of the failure by the Examination Board will take rank in the results after the students who have passed the examination on merit.

(I.G.'s File No. 935/V)

#### 180. Head Constables:

(1) *Departmental Examination qualifying for promotion to Sub-Inspector:*

(a) The examination qualifying for promotion of Head Constables to the rank of Sub-Inspector will consist of two parts. Part I test will consist of a written examination in Law. Part II test will comprise Interview and Assessment of Service Record. The examination in Law will be held in the month of May each year at District Head-quarters on the dates fixed by the Inspector General of Police. Instructions for holding Part I test are contained in the following sub-clauses (b) to (m) and those for Part II in sub-rule (2) below:

(G.R., H.D., No. TEX. 1258/17105-V, dated 27th November 1958).

(b) The Examination Board for Part I test (Law) will consist ordinarily of :--

The Principal Central Police Training School, President  
Nasik

and

The Law and practical Instructor at the School Members.  
appointed by the President.

The Inspector General of Police will, if it be necessary, supplement the Board by the appointment of one or more district officers.

(c) The examination will be in writing.

(d) The following will be the syllabus for the examination and the maximum number of marks obtainable in respect of each paper :

FIRST PAPER (*without books*) - (*Marks - 300*):

(i) The Indian penal Code - XLV of 1860-Chapter I, II, IV, V (sections 107-114), VII (section 140), VIII, IX (Section 171), X (sections 182, 186), XI (sections 211, 224 and 225), XIV (section 279), XVI, XVII, XVIII (section 489-A) and XXIII.

(ii) The Indian Evidence Act, I of 1872 - sections 3-16; 24-30, 32-33, 45-50, 53, 54, 59-65, 101-114, 125, 132 and 135-164.

(iii) The Criminal Procedure Code, V of 1898-Chapter I Section 4), IV (section 42), V, VI, VIII (except sections 104 and 105) VII (sections 106-111), IX (sections 127, 128),

XIII, XIV, XV, (sections 177 and 196-B), XVI (sections 202), XIX (section 233), XXIV (section 337), XXXIX (sections 496 and 497), XLI (sections 511 and 512), XLIII (sections 523 and 524) and XLIV (sections 550-A, 551 and 565).

SECOND PAPER - (*without books*) - (*Marks - 200*) :

- (i) The Cattle Trespass Act, I of 1871 - sections 3, 10, 11, 19 and 24-28.
- (ii) The Indian Arms Act, XI of 1878 - sections 1, 4-6, 12-16, and 18-25.
- (iii) The Indian Explosives Act, IV of 1884 - Sections 4, 7 (read with rule 268 in Volume III), 8 and 13.
- (iv) The Indian Lunacy Act, IV of 1912 - sections 3, 13-17 and 36.
- (v) The Indian Forest Act, XVI 1927 - Sections 2, 26, 52, 64, 66 and 70.
- (vi) The Dangerous Drugs Act, II of 1930 - sections 1, 2 (excluding botanical names and chemical formulae), 10-15, 22-30, 32 and 33.
- (vii) The Motor Vehicles Act, IV of 1939 - sections 2(11), (15), (16), (18), (24), 3-5, 87, 88, 116, 117, 120, 128 and 129.
- (viii) The Bombay Village Police Act, VIII of 1867 - sections 10-14.
- (ix) The Bombay Prevention of Gambling Act, IV of 1887 the whole.
- (x) The Bombay Police Act, XXII of 1951-sections 25 to 32, 34, 49, 55 to 152 and 168.
- (xi) The Bombay Public Conveyances Act, VII of 1920 - Section 2, 22-26, 30 and 31.
- (xii) The Suppression of Immoral Traffic in Women and Girls Act, 104 and of 1956.
- (xiii) The Bombay Habitual Offenders' Act, LI of 1959 - sections 1-3, 8, 11, 12, 16-18, 20, 21, 23 and 24.
- (xiv) The Bombay Prohibition Act, XXV of 1949 - sections 1, 2, 11-24, 54, 60-62, 65-104, 108, 115-136, 141, 142, 145, 146 and 148.

THIRD PAPER (*with books*) - (*Marks - 200*) :

- (i) The Indian Penal Code, XLV of 1860 - the whole except sections 53-74 and 478-489.
- (ii) The Cattle trespass Act, I of 1871 - sections 1-28.
- (iii) The Indian Evidence Act, I of 1872 - sections 1-17, 21, 24-33, 35-40, 45-54, 59-65, 73-77, 79-90, 101-114 and 118-167.
- (iv) The Indian Arms Act, XI of 1878 - the whole.
- (v) The Indian Explosives Act, IV of 1884 - the whole.
- (vi) The Indian Railways Act, IX of 1890 - section 3, 62-71, 83-86, 99-132, 137 and 148.

(vii)The Criminal Procedure Code, V of 1898 - sections 4-17, 25, 28-35, 42-213, 221-224, 233-265, 337-352, 401-403, 417, 443-449, 492-525, 528A - 528D, 539 B, 540A, 544-552 and 561-565.

(viii)The Explosive Substances Act, VI of 1908 - the whole.

(ix) The Indian Forest Act, XVI of 1927 - sections 2, 26, 32, 33, 52, 66, 68 and 79.

(x) The Indian Lunacy Act, IV of 1912 - sections 3, 13-17 and 36.

(xi) The Dangerous Drugs Act, II of 1930 - sections 1, 2 (excluding, botanical names and chemical formulae), 4-33 and 40.

(xii)The Motor Vehicles Act, IV of 1939 - sections 1-6, 10, 14-19, 22, 30, 31, 42 (i), 46, 54, 59 (i), 60, 62, 65, 71-73, 76, 78, 79, 81, 82, 84-90, 112-121, 123, 124, 126, 128, 129, 131, 132 and the tenth schedule.

(xiii)The Central Excise and Salt Act, I of 1944 - sections 2, 6, 9, 13-23, 24-27, 31, 32, 37 and 40.

(xiv)The Indian Arms Rules, 1924 - rules 3, 4, 21-25, 28-45 and the schedules in so far as they relate to the State of bombay.

(xv)The Central Excise Rules, 1944 - rules 101-108, 115, 203 and 210-212.

(xvi)The Bombay Village Police Act, VIII of 1867 - the whole.

(xvii)The Bombay Prevention of Gambling Act, IV of 1887 - the whole.

(xviii)The Bombay Police Act, XXII of 1951 - the whole.

(xix)The Bombay Public Conveyances Act, VII of 1920 - the whole.

(xx)The Suppression of Immoral Traffic in Women and Girls Act, 104 of 1956.

(xxi)The Bombay Borstal Schools Act, XVIII of 1929 - sections 6, 8, 9, 10, 18 and 21.

(xxii)The Bombay Probation of Offenders' Act, XIX of 1938 - sections 3-11 and 13-15.

(xxiii)The Bombay Habitual Offenders' Act, LI of 1959 - the whole.

(xxiv)The Bombay Children Act, LXXI of 1948 - section 1-10, 19, 40-42, 44, 48-79, 87, 88, 93, 101, 102, 107, 108 and 110.

(xxv)The Bombay Prohibition Act, XXV of 1949 - sections 1-57, 60-62, 65-104, 108, 115-136, 139-146 and 148.

(xxvi)The Bombay Motor Vehicles Rules, 1940 - rules 2 (clauses, i and 1), 3, 4 (1), (2) and (3), 14 (1) and (2), 15, 20, 21, 24, 28 (2), 33 (3), 37, 54, 59, 61, 80-87, 88 (1), (11), (12), (13) and 16, 89 (1), 90 (1) and (2), 115 (1) and (3), 153 and 190.

(xxvii)Rules under the Bombay Children Act, LXXI of 1948 - rules 9, 10, 20 and 22.

(G.R., H. D., No. 5287, dated 11th April 1924).

(e) To entitle a candidate to pass, he must obtain 45 per cent of the maximum number of marks prescribed for each of the above three papers and 50 per cent of the total number of marks, prescribed for all the papers.

(G.L., H.D. No. TEX. 1258/14248-V, dated 17th October 1958).

(f) The papers will be set by the President and members of the Board and submitted to the Inspector General of Police for approval. The Inspector General will arrange with the Oriental Translator for the Translation of the papers into regional languages, and with the Government Central Press, Bombay, for their printing.

(I.G.'s No. 1970, dated 1st March 95).

(g) The examination at district Head-quarters will be conducted by the Superintendent of Police personally. If on any occasion this is not possible, then it should be conducted by an Assistant Superintendent of Police or Deputy Superintendent of Police.

With a view to ensure uniformity and convenience, the paper supplied to all candidates appearing for the examination for their answer papers should be of foolscap size. The answers will be carefully closed and sealed on the conclusion of the time set for the examination, by the senior officer present, the covers being marked as follows:

First (Or Second Or Third) Paper

District .....

Number of answer papers contained.....

All the three covers will be packed together and sent to the Principal, Central Police Training School, by registered post addressed by name on the day following the last day of the examination.

(h) When all the papers are received, the Principal will distribute them among the member of the Board for marking and communicate the result, arranged in order of merit, to the Inspector General of Police, giving details of marks given to each candidate.

The Inspector General of Police will notify the result, the names of successful candidates being arranged in order of merit.

(G.R., H.D. No. 3565/2, dated 31st May 1933).

(i) Superintendents of Police should send to the Inspector General of Police a statement in Form No. 8 in Appendix I, not later than 31st January each year, showing names, etc., of such Head Constables and Constables as may be desirous of appearing for the following examination. The Inspector General of Police will on receipt of the statement from the Superintendent of Police communicate to the Superintendent the names of those candidates whom he has permitted to appear for the examination. No candidate will be allowed to appear for the examination without the previous permission of the Inspector General of Police.

(j) Head Constables of any grade who should ordinarily be not more than 45 years of age and have completed ten years' continuous service (whether officiating or permanent) in the rank of Head Constable, may be allowed to appear for the examination the passing of which shall be one of the conditions precedent to promotion to the rank of

Sub-Inspector, unless exemption has been specially granted by the Inspector General in any particular case.

(G.R., H.D., No. TEX. 1258/17105-V, dated 27th November 1958)

(k) Ordinarily no Head Constable or Constable will be allowed to appear more than three times for the examination.

(I.G.'s No. 27, dated 3rd August 1948).

(l) All *bona fide* candidates should be allowed leave not exceeding one month for preparation before the examination, if they wish to have time off duty in order to study. Repeaters securing at least 40 per cent marks in the examination may be considered as *bonafide* candidates. Those failing to obtain 40 per cent of the maximum marks should be debarred from sitting at the next examination and those failing to obtain 25 per cent of the marks should be debarred from sitting at the next two examinations. The percentage of marks obtained in the previous examinations should be shown in column 7 of the statement submitted by the Superintendents of Police under clause (i) above.

(G.L., H.D. No. TEX. 1258/14248-45879-VII, dated 12th June 1959).

(m) The examination is only qualifying and candidates passing it will acquire no claim to promotion.

(2) *Part II Test (Practical), for Head Constables to qualify for promotion to Sub-Inspector.*

(a) The Board of Examiners will consist of one Deputy Inspector General (to be nominated by the Inspector General), the Principal Police Training School and one or two Superintendents of Police to be co-opted by the Deputy Inspector General.

(b) *Mode of holding the test :*

As soon as the results of tests in Part I have been declared the Deputy Inspector General will proceed to fix a date on which the test in Part II will be held. This test will be in respect of those who have passed Part-I test or those who have failed in the Part II test or have not appeared for it. The subjects for Part II test carry the following marks :

Marks.

(i)	Interview	50
(ii)	Assessment of service record	100

Candidates will be examined by the Deputy Inspector General assisted by other members of the Examination Board at a place selected by the Deputy Inspector General. For this purpose, the Deputy Inspector General may select suitable centres for examination.

(c) *Interview :* Interview is meant to test personality and alertness.

(d) *Assessment of Service record :*

The allocation of 100 marks prescribed for "Assessment of service record" will be as under :

	Item	Maximum No. of	Remarks
1.	Rewards	30	In this connection the total length of service should be taken into consideration.
2.	Remarks	50	Similarly, the nature of work for which the rewards or remarks are obtained should also be considered, e.g. rewards for doing good investigation or for any specific good action would indicate aptitude and capacity to become a good officer.
3.	Punishments	20	Full marks may be given to Head Constables for having no punishment at all provided other remarks are good. For every warning, 1 mark should be deducted, for every reprimand 1 1/2 marks for extra duty or for every other minor punishment 2 marks and for every major punishment 4 marks should be deducted.

(e) To qualify for the examination, a candidate shall secure 50 per cent of the aggregate on the items. Ordinarily no Head Constable will be allowed to appear four times for the test.

(f) After the test is held, the Deputy Inspector General should submit the results to the Inspector General, the Range Deputy Inspector General and the Superintendent of Police concerned.

(g) Names of candidates who have passed this test will be kept on the select list and will be appointed as Sub-Inspector *Vide* Rule 90.

(G.R., H.D. No. 1258/17105-V, dated 27th November 1958).

(3) *Practical test for Armed Head Constables for promotion to the rank of Reserve Sub-Inspector / Subhedar :*

(a) All Armed Head Constables of the I and II Grade, and other Armed Head Constables with sufficient education and having all round knowledge of office work and supervision of the Head-quarters will be eligible to appear for the practical test, if they are recommended by their Superintendents of Police.

(I.G.'s No. 19 (6390), dated 27th June 1949)

(b) The test will be in the following subjects :

		Marks
(i)	Physical training, musketry and drill of all types.	100
(ii)	Ability to impact instructions in (i) above.	100
(iii)	Accounts, stores and office procedure in the Headquarters office and general information.	100

(c) The examination in subjects (i) and (ii) will be oral, while a written paper will be set for that in subject (iii), which will be answered in a regional language of the State.

(I.G.'s No. 20, dated 20th May 1948).

(d) The Deputy Inspector General concerned will hold the test personally on the first Monday of October every year at his Headquarter and communicate the results to the Inspector General Of Police before 1st November. He may take the assistance of one or two of the Superintendents of Police in his range in holding the test.

(e) Candidates obtaining not less than 50 per cent marks in each of the three subjects will be considered to have passed the test.

[I.G.'s No. 29, dated 4th September 1948 and 8 (6390), dated 6th March 1950].

(4) *Final Examination of the Head Constables in Head Constables Training Class -*

(i) The Examination will be conducted by a Board consisting of :

(a) The Vice-Principal, as Chairman and

(b) A Police Prosecutor and a Police Inspector (knowing two regional languages - Marathi and Gujarati) as members.

The Examination papers will be set by the Police Prosecutor and the Inspector under the direction of the Vice-Principal and the answer papers will be assessed by the Prosecutor and Inspector. The members will be entitled to traveling allowance and daily allowance according to rules. The Chairman and the members will not be paid any honoraria for this work, which will be treated as part of their duty.

(ii) The syllabus for the examination, the number of papers to be set, the marks to be allotted to each paper, and the parade ground work will be as under :

#### **CLASS ROOM WORK**

PAPER I - (*Law and Procedure*) - (*Marks - 200*) :

Chapter IX, X, XI, XII, XVI and XVII of the Police Guide. Information in the Guide to be supplemented by the Instructors own knowledge and instruction to be accompanied by demonstrations as far as practicable.

PAPER II - (*Practical work*) - (*Marks - 200*) :

(a) Crime-Prevention - Chapter XIII and XIV of the Guide Crime-Investigation-Chapter XV of the Police Guide.

(b) Matters other than Crime, i.e. (i) general duties of the Police and behavior towards the public (ii) duties in towns, village and on railways (iii) traffic rules and (iv) duties of Writer Police Chapter IV-VIII of the Police Guide.

Instructions to be thoroughly practical with the help of demonstrations through the medium of a model Police Station to be run on the School premises.



PAPER III - (*Miscellaneous*) - (*Marks - 100*) :

- (a) Police Service - Chapter I, II and III of the Police Guide.
- (b) Plan drawing (elementary). Finger prints and foot prints. How to preserve, etc. First-Aid to the injured.

*Observation*, Including :

- (a) Preparation of descriptive rolls of persons and animals casually observed,
- (b) estimating distances (without the use of a tape, etc.),
- (c) judging time by the sun, the moon and the stars, and
- (d) estimating the strength of a crowd or gathering.

Reduction of oral messages to writing. Making a precis of a correspondence. Taking notes of speeches at political and other meetings.

The use of the telephone.

Instructions to be thoroughly practical with the help demonstration.

#### **PARADE GROUND WORK**

1. Squad drill including arms or lathi drill.
2. Saluting with and without arms.
3. Physical training.
4. Use of the lathi and the baton.
5. Guard and escort duties (Chapter VII of the Police Guide).
6. Riot and mob drill.
7. Lining streets during processions and on occasions like visits of high dignitaries.
8. Care of arms and kit, including kit inspection.

(I.G.'s No. 2538/7, dated 15th January 1947).

In Greater Bombay a promotion list will be maintained in the Commissioner's Office in which will be shown the names of Police Constables who have already passed the examination, and those who may pass it in future, but if any of the Police Constables senior to them on the gradation list, pass the examination later, but within the stipulated period (i.e. within the 8th year of their service) such seniors will take their seniority in the promotion list over their juniors who may have passed earlier. Once a Police Constable is substantively promoted to Head Constable Writer's grade, his name will be removed from the list. All promotions, substantive or officiating, will be made in the order in which the Police Constables stand on this promotion list at the time of occurrence of vacancies, provided they are otherwise fit for promotion, and subject to the condition that no Police Constable who is officiating as Head Constable Writer will be reverted solely to make room for a Constable senior to him on the gradation list, who has subsequently passed the examination and has thus been placed on the promotion list.

**181. Examination in First-Aid to the Injured -**(1) *Deputy Superintendents of Police :*

The examination in First-Aid to the Injured will be held by the Civil Surgeon, Nasik, the test being the same as that for the Adult Course of the St. John Ambulance Association. The examination will be *without books*. The maximum number of marks will be 100 and a candidate will be required to obtain 60 per cent to pass.

*Note* - This examination is to be passed during the period of probation.

(2) *Inspector and Sub-Inspectors :*

The examination will be for the Senior First Aid Certificate of the St. John Ambulance Association. The examination will be based on the course of training as contained in the text book entitled "St. John's Ambulance Hand Book."

(G.R., H.D., No. 1109/2, dated 17th September 1931).

(3) *Constabulary :*

(a) Every Superintendent of Police will arrange in consultation with the Civil Surgeon a programme of classes for training armed as well as unarmed recruits in the full course of the St. John Ambulance Association in First-Aid to the Injured.

(b) The course should ordinarily be taken by a recruit after he has completed his training in other respects. No recruit shall be treated as having completed his training until he passes the examination in First-Aid to the Injured and obtains a certificate from the St. John Ambulance Association. Failure to pass the examination need not necessarily debar the recruit from confirmation. Constables and Head Constables who have not already passed an examination in First-Aid to the Injured should also be trained along with recruits in suitable batches and required to pass the examination.

(c) The Superintendent of Police should arrange through the Civil Surgeon for the periodical holding of the examination. It is necessary for this purpose that the examination forms should be obtained and filled in, in triplicate, with the detailed marks obtained, and signed by the examiner and that the attendance roll in triplicate should be maintained and signed by the lecturer.

(d) The requests for certificates should be accompanied by a sum of seventy five naye paise per certificate.

(e) The syllabus of instructions for the full course in First-Aid to the Injured will be as follows :

**FIRST LECTURE**

(a) Principles of First-Aid.

(b) A brief description of the structure and functions of the body.

Practical: - The triangular bandage and its application to the head, chest, back shoulder, elbow, hand, hip, knee and foot and arm slings (large, small and St. John)

**SECOND LECTURE**

(a) Fractures 0 Causes, varieties, signs and symptoms.

(b) Treatment of fractures - General rules.

- (c) Individual fractures - the skull, lower jaw, spine, ribs, breast-bone, collar-bone, arm, forearm and hand.

Practical - Treatment of fractures and application of splints.

#### **THIRD LECTURE**

- (a) Individual fractures (Contd.) - Pelvis, thigh, knee-cap, leg and foot.
- (b) Dislocations, sprains - strains-signs, symptoms and treatment.

Practical - Treatment of fractures and strains.

#### **FOURTH LECTURE**

- (a) General description of the heart and blood vessels.
- (b) Circulation of the blood.
- (c) Wounds and hemorrhage.
- (d) Wounds accompanied by arterial hemorrhage.
- (e) The situation of the main arteries-pressure points.
- (f) Wounds accompanied by capillary or venous haemorrhage or varicose veins.
- (g) Hemorrhage from special regions-bruises.

Practical: Compression of arteries.

#### **FIFTH LECTURE**

- (a) Injuries to internal organs, hemorrhage.
- (b) Burns, scalds, stings, bites of snakes and rabid animals, and frost bite.
- (c) Foreign bodies in eye, ear and nose.

Practical: Treatment of fractures and hemorrhage.

#### **SIXTH LECTURE**

- (a) Respiration - natural and artificial.
- (b) Asphyxia.
- (c) The nervous system.
- (d) Insensibility.

Practical: Artificial respiration.

#### **SEVENTH LECTURE**

- (a) Poisons.
- (b) Transport of the injured.
  - (i) For males - hand seats and stretcher exercises.
  - (ii) For females - hand seats only.

Practical: Transport of the injured.

#### **EIGHT LECTURE**

- (a) Preparation for the reception of accident cases.
- (b) Recapitulation.

Practical: Preparation of the bed, removing clothes, etc.

(f) In addition to instructions in First-Aid to the Injured, instruction should also be given in elementary Hygiene and Sanitation on the basis of the "Manual for the Mackensie School Course in First-Aid, Hygiene and Sanitation".

(I.G.'s No. 4939/II, dated 28th August. 1941).

**182. Examination for Motor Transport Personnel:**

*General :*

(1) For promotion to the various technical posts in the Motor Transport Section of the Police Department, various tests as detailed below, will be held by the Superintendents of Police or the Superintendent of Police, Motor Transport.

(2) To qualify, a candidate should secure a minimum of 50 per cent. marks in each part of the test in all categories.

(3) In making promotions, the test qualifications will be considered along with the candidate's previous work in the Department.

(4) The general tests shall be arranged and carried out by the Superintendents of Police. The technical tests shall however be held by an Examining Board comprising the Superintendent of Police, Motor Transport (Chairman), the Range Police Inspector, Motor Transport and the Police Inspector, Foreman of the Range Workshop. The tests shall be held in one of the Police Workshops.

(5) No candidate shall be permitted to appear in the test of the next higher grade within the year of his passing the lower test.

(6) To qualify in the test, a candidate shall have to pass in each part of the tests (Parts I to IV) securing not less than 50 per cent marks and he should also get not less than 60 per cent on the aggregate.

(7) Those securing 65 per cent. marks or more on the aggregate shall be declared to have passed with credit.

(8) To qualify, a candidate has to pass in the whole test at one and the same sitting.

(9) A candidate should have had possession of a Civilian Driving License, with endorsement for Heavy Transport for a period of not less than three years prior to the date of the Test.

**183. Police Drivers Retention Course :**

(1) Every Police Driver should pass an oral and practical test in the following curriculum within a period of 2 years from the date of his appointment as a driver. No driver should be confirmed in his post unless he passes the Retention Examination.

A - *General:*

(i) Parade - Ability to do squad drill without arms, elementary arms drill.

(ii) Literacy - Ability to read, write and speak his regional language and Hindi.

(iii) Local knowledge - Knowledge of the important motorable roads, places, water-ways, terrain, distance of his district.

B - *Technical (oral and practical) :*

(i) Ability to explain in simple language, the mechanism of the motor vehicle and its important parts, routine servicing, and check, requirements of the vehicle such as petrol, oils, water, distilled-water, tyres, tubes with sizes - idea of petrol, oil, consumption, local rates, speeds, safety instructions, road courtesy.

(ii) Proper use of all the controls, meters, lights, fittings, in the vehicle, Motor Vehicle Rules, as applicable to Drivers, Traffic Signals, Road Signs. How to act in case of accident. Motor Transport Standing Orders.

**184. Qualifying test for Head Constable Driver Mechanics, Grade IV :**

(1) A qualifying test will be held in the following subjects :

*General -*

(i) *Squad drill without arms:* Ability to give simple words of command.

*Arms drill :* Elementary arms drill and musketry.

(ii) Ability to write simple reports on the subjects pertaining to their duties, knowledge of Motor Transport Procedure, Motor Transport Records and how to maintain them.

*Technical (Oral and Practical) :*

(i) Must have successfully completed a Service Training Course of refresher course of at least 10 days' duration either in the Police Workshop or a Car Manufacturer's Training Establishment.

(ii) A knowledge of complete routine servicing, chassis inspection, body inspection, brakes inspection and setting; decarbonizing engine, ignition setting, spark plug cleaning and setting. Fan belt changing, petrol tank cleaning, radiator cleaning, tyre and tube changing inspection and emergency patching, petrol and oil economy.

(iii) A detailed knowledge of the construction and working of each part of a vehicle.

(iv) Ability to drive all the types of vehicles on the district charge and to instruct drivers.

(2) *Syllabus for the examination:* This examination is comprised of 4 parts as detailed below :

I. **ASSEMBLING AND FITTING JOBS : 100 Marks - 12 Hours**

(5 Marks for each job).

Each assembling and fitting job covers a period of 1/2 hour during which the candidate has to clean the various parts of the job and fit it in proper position and assemble and test it. He will be asked the names of the various parts and the function of each. Fits, limits and gauges will be used where required. The candidate is expected to pass in each of the sub-parts.

The following jobs have to be done:

			<i>Time</i>
(i)	Fuel pumps	Assembling and fitting.	1/2hour.
(ii)	Carburetor	do. ..	1/2 hour.
(iii)	Distributor	do. ..	1/2 hour.
(iv)	Water Pump	do. ..	1/2 hour.
(v)	Master Cylinder	do. ..	1/2 hour.
(vi)	Main springs	do. ..	2 1/2 hours.

*Cleaning, adjusting and test :-*

			<i>Time</i>
(vii)	Timing setting, advance – retard	..	1/2 hour
(viii)	Battery : cleaning, fitting, servicing, testing	.. ..	1/2 hour
(ix)	Spark Plugs : cleaning, setting and testing	.. ..	1/2 hour
(x)	Belts : changing and adjusting	.. ..	1/2 hour
(xi)	Brakes : adjusting and bleeding Drum Assemble servicing and setting.	..	1/2 hour
(xii)	Radiator : petrol tank cleaning, fitting and testing	..	1/2 hour
(xiii)	Pedals, Clutch and Brake : adjusting and checking.	..	1/2 hour
(xiv)	Clutch : Adjustment and testing.	.. ..	1/2 hour
(xv)	Flushing : Gear box, differential crank chamber muffler, servicing and fitting.		1/2 hour
(xvi)	Wheels, tyres, King Pins, Changing wheels, tyres, checking King Pins.	..	1/2 hour
(xvii)	Steering : Servicing, checking, adjusting	..	1/2 hour
(xviii)	Alignment, checking and adjustment of Toe-in-Chamber angle and Castor angle.	..	1/2 hour
(xix)	Tubes : Vulcanizing, testing and fitting.	.. ..	1/2 hour
(xx)	Melometer : Changing and servicing	.. ..	1/2 hour
(xxi)	General : Servicing, adjusting.	.. ..	1/2 hour
(xxii)	Starter and Bendix : Assembling, fitting and testing.		1/2 hour
(xxiii)	Engine : Decarbonizing and valve grinding and fitting (2 valves).	..	1/2 hour

**II. PRACTICAL: INSPECTION AND MAINTENANCE - (60 MARKS - 5 HOURS)**

		<i>Marks</i>	<i>Time</i>
(i)	Vehicle inspection and check	.. 10	1 hour.
(ii)	Complete servicing	.. 10	2 hours.
(iii)	Complete engine turning up	.. 15	1 hour.
(iv)	Running repairs : faults diagnosing location and rectification	.. 25	1 hours.

**III. ORALS: (40 MARKS - 1 HOUR)**

Questions will include Elementary theory of petrol and car engines, ignition, cooling, starter, battery, engine performance and economy, tyres, tubes, tools, gauges, fits and limits as applicable in the usual makes of motor vehicles and safety measures.

**Note** - (1) While carrying out the various jobs, the candidate's ability to use the various tools, gauge, etc., correctly will be noted and their manner in handling the parts and tools, etc., will be noted. The candidate will be expected to use the correct tools and in the proper manner. He is also to handle the various jobs with the care that each requires.

(2) Time allowed to each job is indicated within brackets.

**V. WRITTEN : (25 MARKS - 2 HOURS)**

A few questions will be set to determine whether the candidate has a general knowledge of the working of the District Motor Transport Section, maintenance of stores, motor transport records, duties of mechanics, supervision and drivers; routine procedure with regard to maintenance, daily duties, repairs, safety measures, procedure in case of accident and general knowledge as regards cost of vehicles, main parts, tyres, tubes, batteries, petrol, oil, petrol and oil average, average life of vehicles, mileage, petrol average, tyres and tubes, battery, spark plugs and bulbs. General questions to test the candidate's intelligence and resourcefulness.

**DRILL: (TEST 15 MINUTES - PASS OR FAIL)**

A candidate will have to pass a test in taking a squad in drill without arms, smartness, giving of proper words of command, checking of mistakes, reporting on parade, etc., will be assessed. No marks are allotted for this part of the test and candidates will be declared as having passed or failed.

**REFRESHER COURSE FOR SERVICE TRAINING : (25 MARKS - MAXIMUM TO BE CARRIED FORWARD TO THE TEST MARKS)**

(a) Every candidate is expected to have satisfactorily completed a 10 days' training in servicing and maintenance in one of the Police Workshops or Manufacturer's recognized Assembly and Servicing Workshops.

(b) There are 25 marks for this part.

Those securing 50 per cent or over in the above Servicing Course shall be considered to have passed and 50 per cent of these marks will be carried over to the marks allotted to this test.

Those securing not less than 65 per cent marks will be entitled to full marks being reckoned for the test, and

Those securing between 50 per cent and 65 per cent marks shall be entitled to count proportionate marks to be carried over to the test marks.

**185. Qualifying test for Head Constable Driver Mechanics, Grade III -**

1) For promotion to this grade a candidate must have the qualifications of Grade IV and the following in addition :

a) Must have successfully completed a Refresher Course for Mechanics, of at least 10 days' duration and possess a more detailed knowledge than is required for **Grade IV**.

b) Oral and Practical test : Ability to carry out second line repairs, overhauling of engine, brakes, and clutch; knowledge of the working of the electrical system of the vehicle and ability to locate and rectify faults; battery charging and maintenance; road-side repairs and garage management.

**186. Qualifying test for Head Constable Driver Mechanics, Grade II -**

To qualify for promotion to this grade, a candidate must possess the qualifications of Grade III and the following in addition :

Practical and oral test : A thorough knowledge and practice in carrying out independently :

- (a) The complete overhaul of differential speed gear and transmission, and either,
- (b) complete overhaul of engine, or chassis without engine and including body, or electrical system.

**187. Qualifying test for Head Constable Driver Mechanics, Grade I and Jamadar, Motor Transport**

To qualify for this post, a candidate must have the requisites for Grade II and the following in addition:

Practical Test :

- (a) Ability to carry out complete repairs.
- (b) Ability to control subordinate staff and to instruct them.

Written Test :

- (a) Ability to maintain motor transport stores and to carry out routine motor transport administrative duties.

**188. Motor Vehicles Fitters (Class III) -**

A similar test as in the case of Head Constable Driver Mechanic, Grade IV detailed in rule 184 above, shall be held for Motor Vehicle Fitters (Class III) also except that they will not be required to possess a driving licence and to command a squad in drill.

**189. Motor Vehicles Fitters (Class II) -**

In addition, Motor Vehicles fitters (Class II) shall also undergo a practical and oral test as for Head Constable Driver Mechanics, Grade II.

**190. Motor Vehicle Fitters (Class I) -**

In addition to the test detailed in Rule No.189 above Motor vehicle Fitters (Class I) shall also qualify themselves in tests prescribed for Head Constable Driver Mechanics, Grade I.

**191. Police Wireless Organization -**

*Class Examination of Wireless Operators -*

(1) For the purpose of class pay mentioned in Appendix XXIII, Wireless Operators/Radio Mechanics/Electricians are divided into four classes, viz. Class IV, Class III, Class II and Class I; and in order to qualify himself for any of these Classes, every Wireless Operator/Radio Mechanic/Electrician must pass an examination appropriate to the Class.

(2) (a) For the purposes of earning class pay, Wireless Operator/Radio Mechanic/Electrician must pass a Class IV examination within two years from the date of appointment.

(b) (i) Wireless Operators appointed between January and June must qualify themselves as Class IV Operators within two years, *i.e.*



in two chances, while those appointed between July and December will be given an additional chance. The Inspector General of Police may grant an additional chance to any Wireless Operator, who fails to qualify himself as Class IV Operator in the prescribed time, for reasons beyond his control and on the recommendation of the Superintendent of Police, Wireless.

(ii) Every Wireless Operator must pass at least Class IV examination as a condition of confirmation. The Inspector General of Police may, however, exempt from passing the class IV examination a Wireless Operator who does not pass the examination within the prescribed, period, but is otherwise considered quite fit, as such, for all practical purposes. An operator so exempted may be confirmed in his appointment but he will not be entitled to any class pay or further promotion.

(c) A Wireless Operator, with no Class, wishing to appear for an examination higher than Class IV, shall also appear for the examination for Class IV and other intermediate Classes, if any (*e.g.* Wireless Operator intending to appear for Class II must also appear for the examinations for Classes IV and III). Once a particular Class is attained by a Wireless Operator, he will be allowed to appear for the examination for Classes IV and III). Once a particular Class is attained by a Wireless Operator, he will be allowed to appear for the examination for the higher Class only.

(3) The Head Wireless Operators should report, not later than 1st March every year to the Superintendent of Police, Wireless, with a copy of the report to the Superintendent of Police of the district concerned, the names of Wireless Operators/Radio Mechanics/Electricians wishing to appear for the examinations, mentioning the Classes for which they intend to appear.

(4) (a) The following table shows the number of papers set, maximum marks allotted and minimum marks required for passing, in the written examination :

Paper	Class	Subject	Maximum marks allotted	Minimum Marks Required for Passing
1	2	3	4	5
I	All	Wireless Procedure (2hours)	100	40 for Class IV 50 for Class III 60 for Class II 70 for Class I
II	I & II	Electricity, magnetism and knowledge of batteries, engines and aerials (2hours).	100	40 for Class II 50 for Class I.
III	III	do	100	40
IV	IV	do	100	40

(b) The written examination will be held in the officers of the Superintendents of Police concerned from 10 a.m. to 12 noon daily until they are finished from the 2nd Monday of April every year. One paper will be set every day. The examinations will be supervised by the Home Police Inspector or any Gazetted Police Officer deputed by the Superintendent of Police. Question papers will be set by the Superintendent of Police, Wireless, and set to the Superintendents of Police in sealed

covers by registered post and they should be opened at the time of setting the papers on appropriate days. Answer papers should be collected and set by registered post by the Superintendents of Police to the Superintendent of Police, Wireless in sealed cover after all the examination are over. The Superintendent of Police, Wireless will examine the papers.

(5) (a) Only such of the Wireless Operators as have passed the written examination will be allowed to appear for the practical test.

(b) The practical test will be carried out by the Police Wireless Inspector with the assistance of the Police Wireless Sub-Inspector, (Traffic) in the month of May every year.

(c) The Police Wireless Inspectors will submit their reports immediately the practical tests at a place are over to the Superintendent of Police, Wireless by registered post.

**192. Sub-Service Departmental Examination of Clerks in the Police Department -**

(1) Every candidate appointed to the clerical service in the Police Department will be required to pass the Sub-service Departmental Examination within four years from the date of his appointment or with the special permission of the Inspector General of Police at the first examination held after four years from the date of his appointment.

(2) No candidate will be confirmed until he has passed the examination or has been exempted from passing by the Inspector General of Police.

(3) No candidate may appear for the examination more than four times.

(4) A Candidates who fails to pass the examination as laid down in sub-rule (1) will forfeit his appointment, provided that, if he confirmed as a special case by the Inspector General of Police, he will not be eligible for promotion beyond the Efficiency Bar unless he passes the examination after confirmation. Sub-rule (3), however, will apply.

Note :- The Inspector General of Police is empowered to dispense with the services of a clerk before the completion of the four year's period, if on the examination results or on his work generally he considers the clerk unlikely to prove efficient.

(G.R., H.D., No. 236/2, dated 14<sup>th</sup> January 1936).

(5) The Examination Committee will consist of a Deputy Inspector General of Police as President and three Superintendents of Police as members who will set papers and correct all answers, allot marks and arrange for the examination to be conducted at the various district Head-quarters. The Examination Committee will be nominated by the Inspector General of Police.

(G.R., H.D., No. PCE. 6759/43885-VI, dated 5th August 1959).

(6) The question-papers will be printed by the Manager, Government Central Press, and transmitted to the Inspector General and Superintendents of Police concerned in sealed covers, according to the instructions of the President of the Committee. Model answers to the questions will also be printed and furnished to the Committee and the Inspector General.

(7) The examination will be held once a year and will begin on the third Monday in July every year. If that day is a holiday, the examination will begin on the Monday next following or on such other date as may be convenient, a notice announcing the holding of the examination being published one month in advance in the Bombay Police Gazette.

(8) The examination will last for two days, two question papers being set on each day.

(9) The result of the examination will be published in the Bombay Police Gazette, names being arranged in order of merit.

(10) Candidates wishing to appear for the examination should apply for permission to do so to the Inspector General of police, through the heads of their offices, the latter certifying that such candidates are qualified to appear in accordance with sub-rules (1) and 92) supra.

(5) The examinations will be conducted in English in the following subjects and the use of books will be allowed in subject II only :

	Subject 1	Marks Obtained 2	Time allowed 3
<b>I</b>	(a) Financial Rules (Financial Publication No.1)	100	3 hours.
	Chapter I	The Whole	
	Chapter II	Whole except rules 10-22 and 35-39.	
	Chapter IV	Whole	
	Chapter V	Whole except rules 60-67.	
	Chapter VI	Rules 74-76 only.	
	Chapter VII	Whole except rules 101-106	
	(b) Treasury Orders (Financial Publication No. II)		
	(c) Bombay Civil Services Rules (Financial Publication No.V)		
	Chapter I	Whole	
	Chapter II	Whole	
	Chapter III	Whole except Rule 26	
	Chapter IV	Whole except Rules 39 and 75.	
	Chapter V	Whole except Rules 99 and 100	
	Chapter VIII	Whole except Rule 160	
	Chapter IX	Whole except Rule 161-c	
	Chapter X	Whole	
	Chapter XI	Whole	
	Chapter XII	Whole	
	Chapter XV	Whole	
	(d) Manual of Financial Powers (Financial Publication No. VII).		

	Subject 1	Marks Obtainable. 2	Time allowed 3
	(e) Manual of Contingent Expenditure (Financial Publication No. IX).		
	(f) Accounts Rules and Treasury Rules.		
	(g) Account Code, Volume I (Chapters 1 to 6 and Appendix 3).		
	(h) Account Code, Volume II.		
<b>II.</b>	(a) The Bombay Police Manual Rules	100	3 hours.
	Volume I	Whole including appendices (except rules 139 to 144, 146 in Chapter IV and rule 295 in Chapter VIII	
	Volume II	Whole including appendices	
	Volume III	Whole (except chapter III, VII & IX and Rules 52 to 62, 257 to 338, 340 and 343 to 358).	
<b>III</b>	(b) The General Provident Fund Rules Law:	50	2 hours.
	(a) The Bombay Police Act, XXII of 1951 with the exception of Chapter VI and VII.		
	(b) The Indian Penal Code, XLV of 1860, Chapter IX only.		
	(c) The Bombay Civil Services, Conduct, Discipline and Appeal Rules.		
<b>IV</b>	Miscellaneous:		
	(a) Precis of a Correspondence on some Police subject.	40	1 hour
	(b) Drafting a letter on some Police subject (broad details of which will be supplied).	40	1 hour
	(c) Typewriting the precis and the draft.	20	½ hour

(G.L., H.D., No. PCE. 6758/87553-VI, dated 6th January 1959).

(12) In order to pass the examination, candidates must obtain at least 30 per cent of the number of marks obtainable in each of the first three subjects and 40 per cent in subject - IV Miscellaneous.

(13) A candidate who passes the examination and obtains at least 75 per cent of the aggregate number of marks prescribed for all subjects will be considered to have passed the examination with credit.

(14) If an unsuccessful candidate obtains 50 per cent of the marks obtainable in one or more subjects, he will not be required to pass in such subject or subjects at a subsequent examination.

(15) The answer books of the Sub-Service Departmental Examination of clerks should be collected by the President of the Examination Committee and preserved in his office for six months from the date on which the result of the examination is published in the Bombay Police Gazette.

(G.R., H.D., No. 236/2, dated 20th August 1949).

**193. Proficiency test in shorthand writing of short-hand reporters -**

(1) Periodical tests in proficiency in shorthand writing for the purpose of granting the shorthand allowance to the shorthand reporters will be held in Bombay at the beginning of each quarter, namely, January, April, July, and October, by the Deputy Inspector General of police, Criminal Investigation Department or by one of his Assistants, in the case of shorthand reporters attached to and borne on the cadre of the Criminal Investigation Department. The shorthand reporters stationed outside Bombay need not be called in to Bombay for examination. They should be tested by the Superintendents of Police of the districts in which they are stationed. But if the Deputy Inspector General of Police, Criminal Investigation department for any reason, desires that these reporters should be examined by himself or his Assistant, he should intimate the fact to the Superintendent of Police concerned and a test held by him or his Assistant will take the place of the quarterly test normally held by the Superintendent of Police. It will be open to the Deputy Inspector General of Police to hold a special test examination (in addition to those held by the Superintendent of Police) whenever he desires to do so. Such Reporters as may be exempted by a special order of the Deputy Inspector General, Criminal Investigation Department, from appearing quarterly will be examined once in six months.

(2) Police Officers not borne on the staff of the Criminal Investigation Department may, if they wish to qualify for the grant of a shorthand proficiency allowance, be permitted to appear for a test along with the shorthand reporters of the Criminal Investigation Department.

(3) No Officer below the rank of Superintendent of Police should hold a test.

(4) Before a test piece of dictation is read out to the examinee, it is permissible to dictate to the examinee, a few words at random in order to enable him to get accustomed to the feel of his pencil and the voice of the dictator.

(5) The passage for dictation should as far as possible, be selected from speeches, or consist of a piece of simple narrative prose.

(6) (a) No passage should be dictated for more than five minutes at a stretch. The complete examination will consist of three successive dictations of five minutes each.

(b) As soon as the first dictation is over, the examinee should be required *at once and by himself* to transcribe his shorthand notes

under the immediate supervision of the Deputy Inspector General of Police, Criminal Investigation Department or his Assistant or the Superintendent of Police as the case may be.

(c) The next passage may then be dictated for five minutes and transcribed by the candidates as laid down in clause (b), and so also for the third time.

(7) The speed attained in shorthand should be determined in the following manner :

(i) The number of words dictated in the three passages should be counted. The principle underlying the counting is that if a part of a word, a suffix or a prefix gives a meaning by itself, it is to be counted as a separate word for shorthand purposes. The total number of words dictated should be divided by 15, *i.e.* by the number of minutes taken in dictating the passages. The result will represent the speed attained per minute.

(ii) The candidates should be tested in batch according to the different speeds, namely, 60 words a minute, 100 words a minute and 130 words a minute. Those who are not above to follow the examiner at the first speed *viz.* 60 words a minute, should be disqualified for any allowance. Out of those who pass the first speed, any who desire to qualify for the second speed, *viz.*, 100 words a minute, should likewise be tested in a batch and those who fail to follow the examiner at that speed should also be disqualified for the allowance admissible for that speed. The same procedure should be followed for the third speed, *viz.* 130 words a minute.

(8) To qualify for a shorthand allowance :

(a) a speed of sixty words per minute at least must be attained;

(b) the total number of errors, including omissions in the longhand or typewritten transcript of the shorthand notes, must not exceed five per cent of the total number of words dictated; and

(c) in the case of an examinee whose speed in shorthand is 60 words a minute, the length of time taken for transcription, either longhand or typewritten, must not exceed eight times the length of the total of the three periods of dictation, in the case of a speed of 100 words per minute, 10 times the length and in the case of a speed of 130 words a minute, 12 times the length.

#### **194. State Reserve Police Force -**

For the various examinations prescribed for the member of a State Reserve Police Force, *vide* Rule 60 of the Bombay State Reserve Police Force Rules, 1954.

#### **195. Finger Print Bureau -**

For the examinations prescribed for Junior and Senior Searchers and Experts, *vide* Rule 70 of the Finger Print Bureau Manual.

#### **195-A Exemption -**

The State Government may exempt any Officer from any examination or test when satisfied that his proficiency has been proved by substantively equivalent or superior tests in some other branch of the public service.

**SECTION II - REGIONAL LANGUAGE EXAMINATION****196. Regional Languages in the State -**

- (1) The regional languages of the State are Marathi and Gujarati.
- (2) The regional languages of the various districts are shown in Appendix XIX.

**197. Procedure for conducting the Regional Language Examination -**

(1) Examinations in Marathi and Gujarati will be conducted by the Bombay Public Service Commission at Bombay for Officers of the Indian Police Service and Bombay Police Service (of and above the rank of Deputy Superintendents of Police). The examinations will be held quarterly on the first Monday of the months of January, April, July and October, and if necessary also the next working day. If the first Monday of the month concerned falls on a day declared to be a Public Holiday, the examination will commence on the following Monday or if that is also Public Holiday on the next working day thereafter.

(2) The language examination for Police Inspectors and Sub-Inspector will be held twice a year, in February and August at the Central Police Training School by a Committee, of which the Principal of the School will be the President.

(3) The Committee will also hold an examination of Inspectors who may wish to present themselves for examination in regional languages the passing of which is not compulsory. The subjects of examination and the total and qualifying marks will be the same as in the compulsory.

**198. Procedure for Appearing in the Regional Language Examination -**

(1) *Assistant Superintendents of Police and Deputy Superintendents of Police* - An Officer of the Indian Police Service and Bombay Police Service (of and above the rank of Deputy Superintendent of Police) who desires to attend an examination, should send in his application to the Secretary to the Bombay Public Service Commission through the Head of his Office or Department at least 30 days before the date of the examination. If an Officer, later on decides not to appear for the examination for which his name has been registered by the Commission, he should intimate his change of mind to the Secretary to the Commission at least 10 days before the date of the examination.

(2) *Inspectors and Sub-Inspectors* - All Heads of Offices will forward to the Principal, Central Police Training School, Nasik, the particulars of Inspectors and Sub-Inspectors working under them and who are to appear for the examination on the prescribed dates which will be notified by the Inspector General of Police. Copies of such particulars of candidates appearing for the examination will also be sent to the Inspector General of Police and the Deputy Inspector General of Police concerned.

**199. The Regional language Examination on first appointment -**

Every Officer of Indian Police Service and Bombay police Service whether directly recruited or appointed by promotion shall be required to pass "Higher Standard Regional Language" examination in the regional language of the district, division or sub-division, as the case may be, to which he is first posted on joining his appointment not later

than at the first such examination held after the expiry of two years from the date of his joining that appointment :

*Provided that,*

(a) if the said regional language be the Officer's month-tongue, or, if prior to his appointment an Officer had passed the required examination or one of equal standard in the same regional language, shall not be required to pass such examination.

(Manual of R.L.E. Rule 3).

*Note* - 'VISHARD' examination of the Maharashtra Sahitya Parishad, Poona, is recognized for the purpose of exemption from passing the Government Officer's Regional Language Examination in Marathi.

(G.R., P. and S.D., No. 1803/34-40234, dated 11th December 1951).

(b) An Officer of the Indian Police Service or Bombay Police Service serving in the City of Bombay under the Commissioner of Police shall pass an examination in Marathi or Gujarathi at his option.

Explanation - For the purpose of this rule :

(i) When an Officer is transferred from a district, division or sub-division, within two years from the date of his joining the appointment in the said district, division or sub-division, and is after an interval of three months or more, reposted to the district, division or sub-division from which he was transferred or appointed to another district, division or sub-division, of which the regional language is the same the date of his joining the appointment after being so reposted or after such appointment, as the case may be, shall be deemed to be the date of his joining the appointment.

(ii) When an Officer is transferred from a district, division or sub-division, within two years from the date of his joining the appointment in the said district, division or sub-division, and is within three months reposted to the district, division or sub-division from which he was transferred or appointed to another district, division or sub-division, of which the regional language is the same, the past service of such Officer in the said district, division or sub-division immediately preceding such interval shall be counted in calculating the period of two years.

(Manual of R. L. E. Rule 3).

*Note* - If on his first appointment an officer is posted direct to the Central Police Training School, Nasik for training he will pass an examination in such regional language as the Inspector General may direct.

## **200. Syllabus for Higher Standard Examination -**

(1) The syllabus, standard and qualifying marks for the examination according to the Higher Standard in the regional languages (Marathi and Gujarati) shall be as under -

	<i>Marks</i>
(a) Written translation from English into Marathi or Gujarati, as the case may be, of a piece of plain English narrative.	100
(b) Written translation from the set books into English with questions on grammar, etc. arising there from.	100
(c) Manuscript reading (Modi script in the case of Marathi).	100
(d) Conversation	100



(2) In order to pass the examination, a candidate must obtain 60 marks each in (a), (c) and (d), 65 in (b) and 65 per cent of the aggregate number of marks.

(Chapter III of Manual of Language Examination Rules).

**201. Passing of the Regional Language Examination on Transfer -**

(1) *Assistant Superintendents of Police and Deputy Superintendents of Police -*

(a) Except as provided in explanations Nos. (i) and (ii) to sub-rule 199, if an Officer is transferred from the district to which he was first posted, before passing the examination in the language of the district, he will not be required to pass the examination if the transfer is to a district with a different regional language. He will, however, be required to pass an examination in the regional language of the new district, subject to the conditions and within the period mentioned in that rule.

(Rule 3-A, R.L.E. Rules).

(b) In addition to the examinations prescribed at (a) above, an Officer of the Indian Police Service and Bombay Police Service of and above the rank of Deputy Superintendent of Police who has put in less than 12 years' Gazetted Service should, on transfer from one district, division or sub-division, as the case may be, with a different regional language, an examination in which he has not already passed, shall unless such regional language is his mother-tongue, be required to pass an examination in that regional language not later than at the first such examination held after the expiry of one year from the date of his joining appointment in such other district, division or sub-division as the case may be *provided* that if, prior to such transfer an Officer has passed the examination in question or one of equal standard in the same regional language he shall not be required to pass such examination. Rule 199 will apply *mutatis mutandis* in respect of an examination under this clause.

Note - The expression "Gazetted" service should be construed to refer to service rendered in the post of and above the rank of Deputy Superintendent of Police only.

(I.G.'s No. A/7292-B, dated 13th June 1958).

(c) A Deputy Superintendent of Police (other than an officiating Superintendent of Police) who has put in more than 12 years' gazetted service and who is not over 40 years of age, on transfer to a district, division or sub-division, with a regional language which is not his mother tongue, will, unless he has already passed an examination of an equal standard be required to pass a colloquial test in that regional language within 18 months from the date of his joining appointment in the new district, division or sub-division.

(Rule 7, R.L.E. Rules).

(2) *Inspectors and Sub-Inspectors -*

(a) An Inspector or a Sub-Inspector of not more than fifteen years' service, on appointment or transfer to a district in the language of which he has not passed, shall be required to pass an examination in such language.

(b) No Officer shall, however, be required to pass under this rule an examination in a regional language, which he has already passed a qualifying examination at any Indian University.

(c) An Inspector/Sub-Inspector who, previous to his joining the Police, has served in the Army, should be allowed to count his service in that Department in computing the period of fifteen years, after which it is not obligatory to pass a language examination.

(I.G.'s No. 18, dated 9th March 1922).

(d) Inspectors, who have passed most of their life in a district, the language of which becomes to all intents and purposes their second mother-tongue may not appear for the *optional* language examination in that language. An Officer who has already passed a recognized educational test, such as the Old Third Grade Public Service Certificate Examination, later called the Vernacular School Final Examination, the Old Second Grade Public Service Certificate Examination now abolished, the Old University School Final Examination later called the School Leaving Examination, or the Matriculation Examination with a regional language as his second language, should not appear for the optional language examination in the language which formed part of any of the tests mentioned above.

(I.G.'s No. 4835-A, dated 23rd March 1914).

*Note* -Unless otherwise specifically provided the date of passing the examination shall mean the date following the date on which the examination ends.

(e) The following will be the subjects of examination and the maximum number of marks obtainable in respect of each subject :

	<i>Marks</i>
1. Translation from English or from the candidate's mother-tongue, if he does not know English, into the language of the district.	165
2. Translation into English or into candidate's mother tongue, if he does not know English from the language of the district.	85
3. Reading and explaining papers in the language of the district.	100
4. Conversation in the language of district	50
	400

To entitle an examinee to pass, he must obtain 50 per cent of the marks in each subject and 60 per cent of the total number of marks.

(G.R., J.D., No. 5652, dated 11th October 1907 and  
G.R., H.D., No. 814-2, dated 1st December 1926.

(3) *Displaced persons appointed as clerks* : Displaced persons appointed as Clerks should pass the Regional Language Examination of the district with 2 years from the date of their appointment on the lines prescribed for Inspectors and Sub-Inspectors.

(I.G.'s Cir. No. 2647-A, dated 11th July 1953).

**202. Penalty for not passing the Regional Language Examination:-**

*Assistant Superintendent of Police and Deputy Superintendent of Police: -*

(a) An Assistant Superintendent of Police or Deputy Superintendent of Police who fails to pass within the periods prescribed above will be liable to have his increment withheld until he passes the required examination or until the necessity for passing it terminates, provided that Government may for special reasons extend the period prescribed for passing the examination or may exempt an Officer from passing it.

(b) Any increment withheld under clause (a) above will become payable to the said Officer with effect from the date on which he passes the examination or becomes exempt from passing it, and all future increments will accrue to him as if no increments has been withheld;

Provided that such Officer will not be entitled to a refund of the actual pay which he has lost owing to one or more of his increments being so withheld.

(2) *Inspectors, Sub-Inspectors and Clerks :-*

(a) An Inspector or Sub-Inspector or displaced person appointed as a Clerk who fails to pass the examination within the prescribed time will be subjected to deduction of 10 percent of his pay from the first day of the month following that in which the first examination is held after the completion of the period within which he eventually passes or is exempted from the liability to pass by transfer or otherwise.

(b) The 10 percent deduction in pay on account of the failure to pass an examination should not adversely affect the calculation of house rent, compensatory, dearness and traveling allowances, leave salary and pension otherwise admissible.

(G.R.s., F.D., No. 9244, dated 19<sup>th</sup> January 1932 and 6<sup>th</sup> February 1933).

(c) In case of Officers who are granted and who are granted an extension of the period within which to pass the examination and who fail to do so, the 10 percent deduction from pay should operate from the first day of the month following that in which the first examination is held after the expiry of the period of extension to the last day of the month preceding that in which he eventually passes or is exempted from the liability to pass.

(G.M., F.D., No. 9460-F, dated 10<sup>th</sup> May 1932).

(d) To enable the Accountant General / Deputy Account General to watch the recovery, Superintendents of Police should furnish him with copies of the orders directing officiating Inspectors to deduct 10 per cent of their pay for failure to pass the examination.

(I.G.'s No. 40, dated 23<sup>rd</sup> August 1929).

**203. Exemption from passing the Regional Language Examination: -**

(1) An Officer whose jurisdiction extends throughout the State, shall not be required to pass any of the regional language examination so, long as holds that post.

(Manual of R.L.E., Rule 15).

(2) Police Inspectors and Sub-Inspectors working in the Motor Transport and Wireless Sections are exempted from passing the regional language examinations.

(G.R.,H.D., No. 7972/6, dated 5<sup>th</sup> November 1951).

(3) (a) The power to grant to Inspectors and Sub-Inspectors of Police extension to pass or exemption from passing the language examination has been delegated to the Inspector-General of Police.

(b) The Commissioner of Police, Bombay is empowered to grant extension to or exemptions from passing the regional languages examination in respect of the Police Inspectors and Sub-Inspectors in Greater Bombay.

(G.R.,H.D., No. TEX. 1358/5066-V, dated 17<sup>th</sup> April 1958).

### SECTION III. – HINDI EXAMINATION

#### 204. Various standards prescribed for Government servants to pass :-

The Following Hindi Examinations have been prescribed for Government servants: --

- |                         |    |  |
|-------------------------|----|--|
| (a) Higher Standard     | .. | for those who are expected to note and draft in the official language.   |
| (b) Lower Standard      | .. | for those who should be able to prepare replies in Hindi but who are not ordinarily required to do nothing and drafting work exclusively.          |
| (c) Colloquial Standard | .. | for those who, though not expected to note and draft in the official language, should be able to be familiar with the official language as spoken. |

(G.R.,P. and S.D. No. EXR. 1153, dated 28<sup>th</sup> April 1954 and 25<sup>th</sup> November 1954).

#### 205. Authority conducting the Hindi Examination:

These Examinations will be conducted by an *Ad hoc* Board set up by the Government, which is also authorized to appoint a Committee for formulating proposals regarding the syllabus for the different examinations.

(G.R., and S.D. No. EXR 1153, dated 28<sup>th</sup> April 1954).

#### 206. Syllabus and Text-Books for the Hindi Examination :

- (1) *Higher Standard* – This will consist of three papers and an oral test as follows:-

		<i>Marks</i>
Paper I	.. Questions on prescribed text-books and essay writing.	150
Paper II	.. Questions on prescribed text-books and also involving some element of composition, such as description of events, expansion of ideas, etc.	150
Paper III	.. Translation of seen and unseen passages from English into Hindi and from regional age into Hindi; precis writing, noting and drafting.	100

## ORAL TEST

			<i>Marks</i>
(i)	Conversation	...	25
			50
(ii)	Manuscript reading	...	25
<i>Lower Standard Examination</i> :	This will consist of two papers		

and an oral test as follows :

PAPER I	...	On prescribed text books	125
			250
PAPER II	...	Functional Grammar	125
		Translation from and into Hindi, letter writing and precis and essay writing.	100

## ORAL TEST

(i)	Conversation	...	30
			50
(ii)	Manuscript reading	...	20

(3) Colloquial Standard Examination - This will consist of (a) dictation and (b) an oral test which should include conversation and should also test the ability of the candidate to read Hindi.

(G.R., P. and S.D., No. EXR. 1153, dated 25th November 1954).

(4) Text Books - The books for the Higher and Lower Standard Examinations will be prescribed by the Ad hoc Board from time to time. For Colloquial Standard Examination, no text-books are prescribed.

(G.R., P. and S.D., No. EXR. 1153, dated 25th November 1954).

**207. Government servants who are required to pass Hindi Examination -**

(1) Members of the Indian Police and Indian Police Service and Bombay Police are required to pass the Higher Standard Examination in Hindi.

(G.R., P. and S.D., No. EXR. 1155, dated 2nd July 1955).

(2) Holders of Class III posts, as detailed below are required to pass the Higher Standard Examination -

- (a) Police Sub-Inspectors.
- (b) Ministerial Staff.
- (c) Police Prosecutors.
- (d) Finger Print Bureau Staff and Hand Writing Experts.
- (e) Wireless Staff, irrespective of their Police ranks.
- (f) Motor Transport Store Keeper Jamadars (one each at Baroda, Sambre and belgaum).

(G.R., P. and S. D., No. EXR. 1155, dated 10th September 1955).

(3) Holders of Class III posts mentioned below and members of Class IV services are required to pass the Colloquial Test :

Armed Head Constables (all grades) and Constables.

All Motor Transport Tradesmen below the rank of Sub-Inspector (excluding the Store Jamadar).

Turner and Assistant Turner.

Motor Vehicles Fitter and Assistant Motor Vehicle Fitter.

Electrician and Assistant Electrician.

Painter and Assistant Painter.

Carpenter and Assistant Carpenters.

Blacksmith and Assistant Blacksmiths.

Welders, Bench Fitters.

Tinsmith and Assistant Tinsmiths and greaser.

Vulcaniser.

Upholsterers.

All the Motor Launches' staff.

(G.R., P. and S.D., No. EXR. 1155, dated 10th September 1955).

**208. Exemption from qualifying in Hindi Examination -**

No Government servant can claim any exemption from qualifying himself in the above examinations on the score that Hindi is his mother-tongue. It is the intention of Government that Government servants should not only acquire the working knowledge in Hindi but should also pass the prescribed examination irrespective of the fact that they are otherwise able to read and write.

(G.L., G.E., No. 2541/34-D, dated 30th January 1953).

*Note* -Government servants who have passed the Kovid examination of the Rashtra Bhasha Prachar Samiti, Wardha, before the 1st September 1951 are exempted from the requirements of passing an examination in Hindi.

(G.R., P. and S.D., No. 2541/34, dated 11th December 1951).

**209. Treatment of the period occupied in passing the Examination -**

The period occupied by a Government servant in appearing in Hindi Examinations should be treated as "on duty for the whole day" even if there be only one paper on any particular day of the examination. Such of the Government servants who are obliged to go to places other than their Head-quarters to attend the Hindi Examination on account of the non-availability of the necessary facilities at the place of their Head-quarters, should be held eligible for traveling allowance under the provision of Rule 511 of the Bombay Civil Services Rules. Traveling allowance should, however, be allowed for the nearest place of journey where the necessary facilities for the examination for which the Government servant is to appear exist.

(G.R., P. and S.D., No. EXR. 1159-J, dated 30th March 1959).

## CHAPTER VI

### Examinations

#### SECTION I – Departmental

##### 176. Assistant Superintendents of Police :

(1) In pursuance of sub rule (1) of Rule 6 of the Indian Police Service (Pay) Rules, 1954, the Government of Bombay has prescribed a period of two years from the date of his joining the State of Bombay within which directly recruited Assistant Superintendents of Police shall pass the departmental examination (in two parts) and that they should not be allowed to draw increments on the due dates unless they pass the examination within the prescribed period.

(G.Rs., H.D. No. 9580/5-IV, dated 9th May 1955)  
and No. 9580/5-IV-I, dated 13th November 1956).

(2) The examination will be conducted half-yearly in January and July by the Bombay Public Service Commission on such dates and at such stations as may be fixed by them.

(3) The following are the subjects in which the Assistant Superintendents of Police will be examined :

#### PART - I

##### Law Paper - I - *Minor Acts (with books)*

- (1) The Bombay Police Act, 1951 (Bombay XXII of 1951).
- (2) The Bombay Village Police Act, 1867 (Bombay VIII of 1867) and the Bombay District Police Act, 1867 (Bombay VII of 1867) - section 33 and 34.
- (3) The Bombay Prevention of Gambling Act, 1887 (Bombay IV of 1887) as amended by Bombay Act, I of 1890.
- (4) The Bombay Prohibition Act, 1949 (Bombay XXV of 1949).
- (5) The Police (Duties and Powers of Magistrates) Regulation, 1827 (Bombay XII of 1827) – Section 20,27(2) and 37(1) and (2).
- (6) The Bombay Habitual Offenders' Act, 1959 and the rules made thereunder.
- (7) The Suppression of Immoral Traffic in Women and Girls Act, 104 of 1956.
- (8) The Dangerous Drugs Act, 1930 (II of 1930).
- (9) The Indian Extradition Act, 1903 (XV of 1903).
- (10) The Poisons Act, 1919 (XII of 1919).

##### Law Paper - II - *Minor Acts (with books)*

- (1) The Bombay Motor Vehicles Rules, 1959 vide C.S. No. 48-II
- (2) The Bombay Probation of Offenders' Act, 1938 (Bombay XIX of 1938) - sections 3 to 11 and 13 to 15.

- (3) The Bombay Children Act, 1948 (Bombay LXXI of 1948) - sections 1 to 10, 19, 40, 42, 44, 48 to 79, 87, 88, 93, 101, 102, 107, 108 and 110 and rules 9, 10, 20 and 22 of the rules under the said Act.
- (4) The Bombay Borstal Schools Act, 1929, (Bombay XVIII of 1929) - sections 6, 8, 9, 10, 18 and 21.
- (5) The Bombay Public Conveyances Act, 1920 (Bombay VII of 1920).
- (6) The Untouchability (Offences) Act, 1955 (XXII of 1955).
- (7) The Bombay wild Animals and Wild Birds Protection Act, 1951 (Bombay XXIV of 1951).
- (8) The child Marriage Restraint Act, 1929 (XIX of 1929).
- (9) The Bombay Money-Lenders' Act, 1946 (Bombay XXXI of 1947).
- (10) The Hindu Marriage Act, 1955 (XXV of 1955).
- (11) The Indian Forest Act, 1927 (XVI of 1927).

## PART - II

### Paper - III - Police Manual and Miscellaneous

#### *Police Subjects (with books)*

- (1) The Police Manual, Volumes I and III.
- (2) Miscellaneous Police Subjects (Practical Notes, Criminal Classes in the Bombay State, Bombay Civil Services, Conduct, Discipline and Appeal Rules).

#### Paper - IV - Accounts (with books)

- (1) The Police Manual, Volume II.
- (2) Substituted vide C.S. No. 48 (III)
- (3) The Bombay Civil Services Rules Manual (Financial Publication No. V), Chapters I, II, III (except Rule 26), IV (except Rules 39 and 75), V (except Rule 99), VIII (except Rule 160), IX (except Rule 161 (d)), X, XI (except sections VI, VII and VIII), XVI and XVII.

#### Paper - V - Inspector General of Police's Standing Orders (with books)

- (4) An Assistant Superintendent of Police shall be allowed to appear for the examination either separately for each part or simultaneously for both the parts. An Assistant Superintendent of Police shall be considered to have passed in a part if he secures 50 per cent. marks in each paper provided that an Assistant Superintendent of Police who appears in all the papers of a part at one and the same examination, but fails to obtain the required minimum for passing in a single paper shall be entitled to have his deficiency condoned



provided the deficiency does not exceed five per cent. of the total marks in that paper. An unsuccessful Assistant Superintendent of Police who has obtained 60 per cent. or more marks in any paper shall be exempted from appearing again in that paper. An Assistant Superintendent of Police who has secured at least 75 per cent of the aggregate marks shall be declared to have passed the part with credit, provided that an Assistant Superintendent of Police who has secured an exemption in one or more papers and passes at the second attempt in the remaining paper(s) shall not be declared to have passed with credit.

(G.R., H.D. No. 9580/5-IV, dated 19th May 1955 and 10th August 1955).

**178. Deputy Superintendents of Police:**

(1) Deputy Superintendents of Police, appointed otherwise than by promotion, will be required to pass the following examinations during the first two years of probation:

- (i) Lower Standard Law.
- (ii) Higher Standard Law.
- (iii) Drill and Equitation.
- (iv) Police Manual and Miscellaneous Police Subjects.
- (v) First Aid to the injured.

(2) *Lower and Higher Standard Law Examinations:*

The examinations will be held at the times and at the places fixed for the half yearly departmental examinations of Assistant Collectors and will be conducted by Bombay Public Service Commission who will

- (i) set the papers,
- (ii) estimate the merits of answers, and
- (iii) decide the success or failure of each candidate.

(G.R., J.D. No. 497 of 19th January 1912 and G.R., P. and R.D.

No. R-293-IX, dated 21st May 1937).

(3) *Lower Standard Law Examination :*

The Lower Standard Law Examination will be as follows:

- (a) Two papers of questions will be set.
- (b) They must be answered without the aid of books.
- (c) The maximum number of marks obtainable on each paper will be 150.
- (d) A candidate will be considered to have passed, if he obtains, on the two papers combined, a total of not less than 180 marks, and to have passed with credit, if he obtains a total of not less than 225 marks.
- (e) The questions will be on the following Acts as amended upto date:
  1. In the first paper:
    - (i) The Indian Penal Code, XLV of 1860.
    - (ii) Chapters II, VII, IX and X of the Indian Evidence Act, I of 1872.

2. In the second paper:
  - (i) The Code of Criminal Procedure, V of 1867.
  - (ii) Sections 33 and 34 of the Bombay District Police Act, VII of 1867.
  - (iii) The Bombay Village Police Act, VIII of 1867.
  - (iv) The Bombay Police Act, 1951 (Bombay XXII of 1951).
- (f) The time allotted for each paper will be three hours.
- (4) *Higher Standard Law Examination:*  
 The Higher Standard Law Examination will be as follows:
  - (a) Three papers of questions will be set, two in Law and one in Accounts.
  - (b) The papers in Law must be answered without the aid of books, but at the examination in the second paper the candidate may have the use of a manuscript note-book prepared by himself in his own handwriting, containing abstracts of the principal provisions of the Acts. The paper in Accounts may be answered with the aid of books.
  - (c) The maximum number of marks obtainable on each paper will be 150.
  - (d) A candidate will be considered to have passed if he obtains in the two papers in Law combined a total of not less than 180 marks and in the third paper of questions in Accounts not less than 45 marks, provided that a candidate who appears in all the papers at one and the same examination but fails to obtain the required minimum for passing in one head of passing, shall be entitled to have his deficiency condoned provided the deficiency does not exceed five per cent. of the total marks obtainable under that head. An unsuccessful candidate who has obtained at least 210 marks in the two Law papers combined will be exempted from appearing again in those papers and an unsuccessful candidate who secures at least 55 marks in the paper of questions in Accounts will be exempted from appearing again in that paper provided that the candidate must, in order to have the benefit of the exemption, appear and pass in the remaining head not later than at the next ensuing examination. A candidate who obtains a total of not less than 281 marks will be considered to have passed with credit provided that a candidate who has secured an exemption in one head and passes at the second attempt in the remaining head shall not be declared to have passed with credit.
  - (e) The questions will be such as to test the candidate's practical knowledge of the following Acts as amended upto date :

1. In the first paper:
  - (i) The Indian Penal Code vide C.S. No. 43 (I), XLV of 1860, and amending Acts.
  - (ii) The Code of Criminal Procedure, V of 1898 and amending Acts.

2. In the second paper:
- (i) The Cattle Trespass Act, I of 1871.
  - (ii) The Indian Evidence Act, I of 1871.
  - (iii) The Arms Act, 1959.
  - (iv) Chapters I, VI, VIII, IX and X of the Indian Railways Act, IX of 1890.
  - (v) The Indian Extradition Act, XV of 1903.
  - (vi) The Indian Lunacy Act, IV of 1912.
  - (vii) The Indian Poisons Act, XII of 1919.
  - (viii) The Motor Vehicles Act, IV of 1939.
  - (ix) Sections 20, 27(2) and 37(1) and (2) of the Bombay Regulation XII of 1827.
  - (x) The Bombay Village Police Act, VIII of 1867 and sections 33 and 34 of the Bombay District Police Act, VII of 1867.
  - (xi) The Bombay Prevention of Gambling Act, IV of 1887.
  - (xii) The Bombay Police Act, XXII of 1951.
  - (xiii) Sections 6, 8-10, 18 and 21 of the Bombay Borstal Schools Act, XVIII of 1929.
  - (xiv) Sections 3-11, and 13-15 of the Bombay Probation of Offenders' Act, XIX of 1938.
  - (xv) The Habitual Offenders' Act, LI of 1959.
  - (xvi) The Bombay Children Act, LXXI of 1948.
3. In the third paper on Accounts :
- (i) Chapters VIII, IX and X of Volume I and the whole of Volume II of the Bombay Police Manual.
  - (ii) Chapter I, II (except Rules 10-22 and 35-39), IV, V (except Rules 60-67), VI (Rules 74-76 only), VII (Except Rules 101-106) and XIII of the Financial Rules (Financial Publication No. I)
  - (iii) Chapters I, II, III, IV (except Rule 75), V, VIII, IX, X, XI, (except sections VI, VII and VIII), XVI, and XVII of the Bombay Civil Services Rules Manual (Financial Publication No.V).
- (f) The time allotted for each paper will be three hours.  
(Rules 7 and 8 of the Manual of departmental Examination of Police Officers).

- (5) *Examination in Drill and Equitation :*  
The practical examinations in drill and equitation will be conducted and certificates of proficiency given to qualified candidates by the Principal, Central Police Training School, who will make necessary arrangements for the examinations, subject to the orders of the Inspector General of Police. The examinations will ordinarily be held at Nasik, curriculum being as follows :

#### *Drill*

1. Squad drill.

2. Platoon drill
3. Company drill including Ceremonial
4. Sword exercises
5. Skirmishing and extended order drill
6. Rifle exercises
7. Musketry (including fire discipline and control)
8. Bayonet fighting
9. Mob drill
10. Guard and sentry duty
11. Physical exercise
12. Self-defense and the use of the lathi and the baton
13. Bugle calls

*Equitation*

1. Riding School (including jumps in the ride)
2. Riding and jumping (with and without stirrups)

(I.G.'s No. 9038-A, dated 30th July 1920)

*(6) Examination in Police Manual and Miscellaneous Subjects :*

The examination in Police Manual, Volume I (excluding Chapters VIII, IX and X) and Volume III and Miscellaneous Police Subjects (elementary practical work, medical jurisprudence, Inspector General's Standing Orders, Finger-Prints, Bombay Civil Services, Conduct, Discipline and Appeal Rules, and any subject which the Inspector General may prescribe) will be held by a Board of Examiners consisting of a Deputy Inspector General of Police, a Superintendent of Police (appointed by the Inspector General of police) and the Principal, Central Police Training School, Nasik. The Board will set question papers, assess answers and declare the result. The examination will be without books. The maximum number of marks for each subject will be 100, and a candidate will be required to obtain 60 per cent. to pass.

*Note :* Officers who appear for departmental examinations conducted by the Public Service Commission should not submit joint representation or representations which are either couched in sweeping terms or which go beyond their own individual grievances regarding question papers set by the examiners.

(G.C., P. and S.D., No. 1862/34, dated 29th November 1957).

**178. Inspectors of Police:**

A directly recruited Inspector will be required to pass the same examinations as a Sub-Inspector for the completion of his training course at the Police Training School (*vide* Rule 179) before he is appointed as Inspector.

**179. Sub-Inspectors :**

(1) *Terminal Examinations:*

At the end of the first and the second terms a terminal examination will be held by the Principal and his staff in all subjects including drill, in which instruction has been given. The Principal will submit to the Inspector General of Police a report on the progress of the students as evidenced by the examinations, together with any remarks he may think necessary on the behavior of individual students. Failure to show satisfactory results on the behavior of individual students. Failure to show satisfactory results in the terminal examinations will render any student

liable to removal for the School under the orders of the Inspector General of Police.

(2) *Final Examination:* -

(i) A final examination will be held for those students who have completed their course of 18 months' training (both direct and departmental). A Board consisting of a Deputy Inspector General of Police and Superintendent of Police nominated by the Inspector General, the Principal of the School and an Assistant or Deputy Collector nominated by Government will examine the students in Law, Miscellaneous and Practical (Subjects I, II and III). The examination in Outdoor Work (Subject IV), viz., Drill and Rifle and Revolver Shooting, will be held by the Principal.

(G.R S., H.D., No. 8704, dated 7th December 1935 and 9603, dated 25th February 1926).

**(ii) Syllabus**

**SUBJECT I – LAW**

FIRST PAPER (without books)—(Marks-300): --

1. Indian Penal Code, XLV of 1860 Chapter I, II, IV, V (sections 107-114 only), VII (section 140 only), VIII, IX (section 211, 223, 224 and 225 only), XIV (section 279 only), XVI, XVII, XVIII (section 489-A only) and XXIII.
2. The Indian Evidence Act, I of 1872-sections 3-16, 24-30, 32 and 33, 45-50, 53 and 54, 59-65, 101-114, 125, 132 and 135-164.
3. The Criminal Procedure Code, V of 1898- Chapter 1 (section 4 only), IV (section 42 only), V, VI, VII (except Sections 104 and 105), VIII (sections 106-111 only), IX (sections 127 and 128 only), XIV and XV (sections 177 and 196-B. only), XVI (section 202 only), XIX (section 233 only), XXIV (section 337 only) XXXIX (section 496 and 497 only), XLI (sections 511 and 512 only), XLIII (sections 523 and 524 only) and XLVI (Sections 550-A, 551, and 565 only) :-

SECOND PAPER (*without books*) – (Marks-200): -

1. The Cattle Trespass Act, I of 1871 – sections 3, 10 and 11, 19 and 24 to 28-A
2. The Indian Arms Act, XI of 1878- sections 1, 4-6, 12-16 and 18-25.
3. The Indian Explosive Act, IV of 1884- sections 4, 7 (read with Rule 268 in Volume III) 8 and 13
4. The Prevention of Cruelty to Animals Act, XI of 1890- sections 3 and 6
5. The Indian Lunacy Act, IV of 1912 (section 3, 13-17 and 36).
6. The Indian Forest Act, XVI of 1927- sections 2, 26, 52, 64, 66 and 70.
7. The Dangerous Drugs Act, II of 1930- sections 1, 2 (excluding botanical names and chemical formulae), 10-15, 22-30, 32 and 33

8. The Motor Vehicles Act, IV of 1939 – sections 2(11),(15), (16), (18), (24), 3 to 5, 87,88,116,117,120,128 and 129.
9. The Central Excise and Salt, Act, I of 1944- sections 2 (f) and (j), 13,15,16,26,27,37 (x) and (xix) and 40.
10. The Bombay Village Police Act, VIII of 1867- sections 10-14.
11. The Bombay Prevention of Gambling Act, IV of 1887- The whole.
12. The Bombay Police Act, 1951- sections 25,32,34-49, 55-152 and 158
13. The Bombay Police Conveyance Act, VII of 1920- sections 2,22,26,30 and 31
14. The Suppressions of immoral traffic in Women and Girls Act, 104 of 1956.
15. The Bombay Habitual Offenders, Act, of 1959 sections 1-3 and 18-21.
16. The Bombay Prohibition Act, XXV of 1949- sections 1,2,11-24,54,60-62,65-104,108,115-136,141,142,145-146 and 148.

THIRD PAPER (*with books*) – (*Marks-200*):-

1. The Indian Penal Code, XLV of 1860- the whole except sections 53-74 and 478-489.
2. The Indian Evidence Act, I of 1872- sections 1-17, 21,24-33, 35,40, 45-54,59-65,73-77,79-90, 101-114, and 118-167.
3. The Criminal Procedure Code, V of 1898- sections 4-17, 18-21, 25, 28-35, 42-213, 221-224, 233-265, 337-352, 401-403, 417, 447-449, 492-525, 539B, 540A, 544-552 and 561-565.
4. The Cattle Trespass Act, I of 1871- sections 1 to 28 A.
5. The Coroner's Act, IV of 1871- the whole.
6. The Indian Arms Act, XI of 1878-the whole.
7. The Indian Explosive Act, IV of 1884- the whole.
8. The Indian Railways Act, IX of 1890- sections 3, 62-71 83-86, 99-132, 137 and 148.
9. The prevention of Cruelty to Animals Act, XI of 1890- the whole.
10. The Explosive Substances Act, VI of 1908 – the whole.
11. The Indian Lunacy Act, IV of 1912-sections 3,13-17 and 36.
12. The Indian Forest Act, XVI of 1927-sections 2,26,32,33, 52-66, 68 and 79.
13. The Dangerous Drugs Act, II of 1930-sections 1,2 (excluding botanical names and chemical formulae), 4-33
14. The Motor Vehicles Act, IV of 1939-sections 1-6,10,14, 19,22,30,31, 42(i),46,54,59(i),60,62,65,71-73,76,78,79,81,82,84,90,112,121,123,124,126,128, 129,131,132 and the tenth schedule.

15. The Central Excise and Salt Act, I of 1944-sections 2,6,13-23,24-27, 31, 32, and 37.
16. The Indian Arms Rules, 1924-Rules 3 and 4, 21-25 28-45 and the schedule in so far as they relate to the State of Bombay.
17. The Central Excise Rules, 1944- Rules 101-108, 115, 203, and 210-212.
18. The Bombay Village Police Act, VIII of 1887- the whole.
19. The Bombay Prevention of Gambling Act, IV of 1887-the whole
20. The City of Bombay Municipal Corporation Act, III of 1888-sections 516-522.
21. The Bombay Police Act,1951- the whole
22. The Bombay Police Conveyances Act, VII of 1920-the whole.
23. The Suppression of Immoral Traffic in Women and Girls Act,104 of 1956.
24. The Untouchability (Offences) Act, XXII of 1955-the whole
25. The Bombay Money Lenders' Act, XXXI of 1947—sections 2 and 33-35-A
26. The Bombay Children's Act, LXXI of 1948—section 1-10,19, 40,42, 44, 48-79, 87,88,92,101,102,107,108 and 100 and Rules, 1950 – 9,10,20,22.
27. The Bombay Prohibition Act, XXV of 1949—sections 1-57 60-62, 65-104, 108, 115 to 136, 139-146 and 148.
28. The Motor Vehicles Rules, 1940—Rules 2 (clauses e,i and l ) 3,4(1) (2) and (3), 14 (1) and (2), 15,20,21,24,28(2),33(3), 37,54, 59,61,80—87, 88(1),(11),(12), (13) and (16), 89 (1), 90(1), 92, 100,104 (1) and (2), 115 (1) and (3), 153 and 190.
29. The Bombay Wild Animals and Wild Birds Protection ACT, XXIV of 1951 and rules made therunder.

### **SUBJECT - II - Miscellaneous**

FIRST PAPER (*Marks - 200*):

- (a) Elements of Medical jurisprudence.
- (b) Training of the powers observation and instruction regarding precision and accuracy in giving evidence.
- (c) Inspector General's Standing Order Circulars.
- (d) Instruction on the subject of the conduct of the Police toward the public.
- (e) Transliteration for English—speaking students.

SECOND PAPER (*Marks - 100*):

- (a) Plan drawing.
- (b) Finger Impressions.

**SUBJECT - III – Practical**

FIRST PAPER (*Marks - 100*):

Police Manual (*without books*)

SECOND PAPER (*Marks - 100*):

Police Manual (without books or with notes in the case of those who knowledge of English is deficient).

THIRD PAPER (*Marks - 300*) :

- (a) Case work, including the recording of the first information compiling of diaries and preparing final reports, etc.
- (b) Practical work of a Station House Officer other than case work, such as the care of arms, kit inspection, etc.
- (c) practical town duties, beats, regulation of traffic, etc.
- (d) Methods of detection as illustrated by actual cases.
- (f) The prosecution of cases.
- (g) The treatment of old offenders, including instruction regarding jail parades.

**SUBJECT - IV - Outdoor Work**

<i>Outdoor Work Marks</i>	<i>Marks</i>
(a) Drill i.e., squad and platoon drills, platoon drill, physical training, Ju-Jitsu, bayonet fighting, mob drill, sword 180 exercises, skirmishing and extended order drill, ceremonial and guard and sentry duties (in accordance with the (Military Training pamphlet No. 18, 1939, adapted to the requirements of the Police), self-defense and the use of the lathi and the baton in accordance with Police Protective Training by Godwin.	100
(b) Rifle and Revolver Shooting (as prescribed by the Inspector General of Police).	60
(iii) (a) In order to pass the final examination, a student must obtain 50 per cent of the marks in each of subject I, II and III (Law, Miscellaneous and Practical ) and 60 per cent of the aggregate marks allotted to these subjects, and he must also obtain 50 per cent of the marks allotted to drill and a minimum of 50 per cent in Rifle Shooting and 40 per cent in Revolver Shooting separately in Subject IV.	
(b) In Order to pass with honors, a student must obtain 60 per cent marks in each of the subject I, II and III and in Drill and 75 per cent of the aggregate marks in all these subjects.	
(c) The examination Board is also empowered to count up to a maximum of 50 marks from the surplus marks obtained by students in out-door work, to make up a deficiency in the percentage of the aggregate marks allotted to those subjects, or both, in the written examination. Such marks, however, should be excluded when calculating the aggregate marks obtained in all subjects. In permitting this, the Board will take into consideration the student's conduct during his stay	



at the School, his character and his fitness to be as a Sub-Inspector as borne out by the Principal's opinion.

(d) The Examination Board (excluding the Assistant or Deputy Collector) will have power to condone failures in Outdoor Work, if necessary.

(I.G.'s No. 935, dated 24th March 1925 and G.L., H.D., No. 7267,  
dated 9th April 1925).

(e) Students who fail in any subject but are declared to have passed after condonation of the failure by the Examination Board will take rank in the results after the students who have passed the examination on merit.

(I.G.'s File No. 935/V)

**180. Head Constables:**

(1) *Departmental Examination qualifying for promotion to Sub-Inspector:*

(a) The examination qualifying for promotion of Head Constables to the rank of Sub-Inspector will consist of two parts. Part I test will consist of a written examination in Law. Part II test will comprise Interview and Assessment of Service Record. The examination in Law will be held in the month of May each year at District Head-quarters on the dates fixed by the Inspector General of Police. Instructions for holding Part I test are contained in the following sub-clauses (b) to (m) and those for Part II in sub-rule (2) below:

(G.R., H.D., No. TEX. 1258/17105-V, dated 27th November 1958).

(b) The Examination Board for Part I test (Law) will consist ordinarily of :--

The Principal Central Police Training School,  
Nasik

President

and

The Law and practical Instructor at the School  
appointed by the President.

Members.

The Inspector General of Police will, if it be necessary, supplement the Board by the appointment of one or more district officers.

(c) The examination will be in writing.

(d) The following will be the syllabus for the examination and the maximum number of marks obtainable in respect of each paper :

FIRST PAPER (*without books*) - (*Marks - 300*):

(i) The Indian penal Code - XLV of 1860-Chapter I, II, IV, V (sections 107-114), VII (section 140), VIII, IX (Section 171), X (sections 182, 186), XI (sections 211, 224 and 225), XIV (section 279), XVI, XVII, XVIII (section 489-A) and XXIII.

(ii) The Indian Evidence Act, I of 1872 - sections 3-16; 24-30, 32-33, 45-50, 53, 54, 59-65, 101-114, 125, 132 and 135-164.

(iii) The Criminal Procedure Code, V of 1898-Chapter I Section 4), IV (section 42), V, VI, VIII (except sections 104 and 105) VII (sections 106-111), IX (sections 127, 128),

XIII, XIV, XV, (sections 177 and 196-B), XVI (sections 202), XIX (section 233), XXIV (section 337), XXXIX (sections 496 and 497), XLI (sections 511 and 512), XLIII (sections 523 and 524) and XLIV (sections 550-A, 551 and 565).

SECOND PAPER - (*without books*) - (*Marks - 200*) :

- (i) The Cattle Trespass Act, I of 1871 - sections 3, 10, 11, 19 and 24-28.
- (ii) The Indian Arms Act, XI of 1878 - sections 1, 4-6, 12-16, and 18-25.
- (iii) The Indian Explosives Act, IV of 1884 - Sections 4, 7 (read with rule 268 in Volume III), 8 and 13.
- (iv) The Indian Lunacy Act, IV of 1912 - sections 3, 13-17 and 36.
- (v) The Indian Forest Act, XVI 1927 - Sections 2, 26, 52, 64, 66 and 70.
- (vi) The Dangerous Drugs Act, II of 1930 - sections 1, 2 (excluding botanical names and chemical formulae), 10-15, 22-30, 32 and 33.
- (vii) The Motor Vehicles Act, IV of 1939 - sections 2(11), (15), (16), (18), (24), 3-5, 87, 88, 116, 117, 120, 128 and 129.
- (viii) The Bombay Village Police Act, VIII of 1867 - sections 10-14.
- (ix) The Bombay Prevention of Gambling Act, IV of 1887 the whole.
- (x) The Bombay Police Act, XXII of 1951-sections 25 to 32, 34, 49, 55 to 152 and 168.
- (xi) The Bombay Public Conveyances Act, VII of 1920 - Section 2, 22-26, 30 and 31.
- (xii) The Suppression of Immoral Traffic in Women and Girls Act, 104 and of 1956.
- (xiii) The Bombay Habitual Offenders' Act, LI of 1959 - sections 1-3, 8, 11, 12, 16-18, 20, 21, 23 and 24.
- (xiv) The Bombay Prohibition Act, XXV of 1949 - sections 1, 2, 11-24, 54, 60-62, 65-104, 108, 115-136, 141, 142, 145, 146 and 148.

THIRD PAPER (*with books*) - (*Marks - 200*) :

- (i) The Indian Penal Code, XLV of 1860 - the whole except sections 53-74 and 478-489.
- (ii) The Cattle trespass Act, I of 1871 - sections 1-28.
- (iii) The Indian Evidence Act, I of 1872 - sections 1-17, 21, 24-33, 35-40, 45-54, 59-65, 73-77, 79-90, 101-114 and 118-167.
- (iv) The Indian Arms Act, XI of 1878 - the whole.
- (v) The Indian Explosives Act, IV of 1884 - the whole.
- (vi) The Indian Railways Act, IX of 1890 - section 3, 62-71, 83-86, 99-132, 137 and 148.

(vii)The Criminal Procedure Code, V of 1898 - sections 4-17, 25, 28-35, 42-213, 221-224, 233-265, 337-352, 401-403, 417, 443-449, 492-525, 528A - 528D, 539 B, 540A, 544-552 and 561-565.

(viii)The Explosive Substances Act, VI of 1908 - the whole.

(ix) The Indian Forest Act, XVI of 1927 - sections 2, 26, 32, 33, 52, 66, 68 and 79.

(x) The Indian Lunacy Act, IV of 1912 - sections 3, 13-17 and 36.

(xi) The Dangerous Drugs Act, II of 1930 - sections 1, 2 (excluding, botanical names and chemical formulae), 4-33 and 40.

(xii)The Motor Vehicles Act, IV of 1939 - sections 1-6, 10, 14-19, 22, 30, 31, 42 (i), 46, 54, 59 (i), 60, 62, 65, 71-73, 76, 78, 79, 81, 82, 84-90, 112-121, 123, 124, 126, 128, 129, 131, 132 and the tenth schedule.

(xiii)The Central Excise and Salt Act, I of 1944 - sections 2, 6, 9, 13-23, 24-27, 31, 32, 37 and 40.

(xiv)The Indian Arms Rules, 1924 - rules 3, 4, 21-25, 28-45 and the schedules in so far as they relate to the State of Bombay.

(xv)The Central Excise Rules, 1944 - rules 101-108, 115, 203 and 210-212.

(xvi)The Bombay Village Police Act, VIII of 1867 - the whole.

(xvii)The Bombay Prevention of Gambling Act, IV of 1887 - the whole.

(xviii)The Bombay Police Act, XXII of 1951 - the whole.

(xix)The Bombay Public Conveyances Act, VII of 1920 - the whole.

(xx)The Suppression of Immoral Traffic in Women and Girls Act, 104 of 1956.

(xxi)The Bombay Borstal Schools Act, XVIII of 1929 - sections 6, 8, 9, 10, 18 and 21.

(xxii)The Bombay Probation of Offenders' Act, XIX of 1938 - sections 3-11 and 13-15.

(xxiii)The Bombay Habitual Offenders' Act, LI of 1959 - the whole.

(xxiv)The Bombay Children Act, LXXI of 1948 - section 1-10, 19, 40-42, 44, 48-79, 87, 88, 93, 101, 102, 107, 108 and 110.

(xxv)The Bombay Prohibition Act, XXV of 1949 - sections 1-57, 60-62, 65-104, 108, 115-136, 139-146 and 148.

(xxvi)The Bombay Motor Vehicles Rules, 1940 - rules 2 (clauses, i and 1), 3, 4 (1), (2) and (3), 14 (1) and (2), 15, 20, 21, 24, 28 (2), 33 (3), 37, 54, 59, 61, 80-87, 88 (1), (11), (12), (13) and 16, 89 (1), 90 (1) and (2), 115 (1) and (3), 153 and 190.

(xxvii)Rules under the Bombay Children Act, LXXI of 1948 - rules 9, 10, 20 and 22.

(G.R., H. D., No. 5287, dated 11th April 1924).

(e) To entitle a candidate to pass, he must obtain 45 per cent of the maximum number of marks prescribed for each of the above three papers and 50 per cent of the total number of marks, prescribed for all the papers.

(G.L., H.D. No. TEX. 1258/14248-V, dated 17th October 1958).

(f) The papers will be set by the President and members of the Board and submitted to the Inspector General of Police for approval. The Inspector General will arrange with the Oriental Translator for the Translation of the papers into regional languages, and with the Government Central Press, Bombay, for their printing.

(I.G.'s No. 1970, dated 1st March 95).

(g) The examination at district Head-quarters will be conducted by the Superintendent of Police personally. If on any occasion this is not possible, then it should be conducted by an Assistant Superintendent of Police or Deputy Superintendent of Police.

With a view to ensure uniformity and convenience, the paper supplied to all candidates appearing for the examination for their answer papers should be of foolscap size. The answers will be carefully closed and sealed on the conclusion of the time set for the examination, by the senior officer present, the covers being marked as follows:

First (Or Second Or Third) Paper

District .....

Number of answer papers contained.....

All the three covers will be packed together and sent to the Principal, Central Police Training School, by registered post addressed by name on the day following the last day of the examination.

(h) When all the papers are received, the Principal will distribute them among the member of the Board for marking and communicate the result, arranged in order of merit, to the Inspector General of Police, giving details of marks given to each candidate.

The Inspector General of Police will notify the result, the names of successful candidates being arranged in order of merit.

(G.R., H.D. No. 3565/2, dated 31st May 1933).

(i) Superintendents of Police should send to the Inspector General of Police a statement in Form No. 8 in Appendix I, not later than 31st January each year, showing names, etc., of such Head Constables and Constables as may be desirous of appearing for the following examination. The Inspector General of Police will on receipt of the statement from the Superintendent of Police communicate to the Superintendent the names of those candidates whom he has permitted to appear for the examination. No candidate will be allowed to appear for the examination without the previous permission of the Inspector General of Police.

(j) Head Constables of any grade who should ordinarily be not more than 45 years of age and have completed ten years' continuous service (whether officiating or permanent) in the rank of Head Constable, may be allowed to appear for the examination the passing of which shall be one of the conditions precedent to promotion to the rank of

Sub-Inspector, unless exemption has been specially granted by the Inspector General in any particular case.

(G.R., H.D., No. TEX. 1258/17105-V, dated 27th November 1958)

(k) Ordinarily no Head Constable or Constable will be allowed to appear more than three times for the examination.

(I.G.'s No. 27, dated 3rd August 1948).

(l) All *bona fide* candidates should be allowed leave not exceeding one month for preparation before the examination, if they wish to have time off duty in order to study. Repeaters securing at least 40 per cent marks in the examination may be considered as *bonafide* candidates. Those failing to obtain 40 per cent of the maximum marks should be debarred from sitting at the next examination and those failing to obtain 25 per cent of the marks should be debarred from sitting at the next two examinations. The percentage of marks obtained in the previous examinations should be shown in column 7 of the statement submitted by the Superintendents of Police under clause (i) above.

(G.L., H.D. No. TEX. 1258/14248-45879-VII, dated 12th June 1959).

(m) The examination is only qualifying and candidates passing it will acquire no claim to promotion.

(2) *Part II Test (Practical), for Head Constables to qualify for promotion to Sub-Inspector.*

(a) The Board of Examiners will consist of one Deputy Inspector General (to be nominated by the Inspector General), the Principal Police Training School and one or two Superintendents of Police to be co-opted by the Deputy Inspector General.

(b) *Mode of holding the test :*

As soon as the results of tests in Part I have been declared the Deputy Inspector General will proceed to fix a date on which the test in Part II will be held. This test will be in respect of those who have passed Part-I test or those who have failed in the Part II test or have not appeared for it. The subjects for Part II test carry the following marks :

Marks.

(i)	Interview	50
(ii)	Assessment of service record	100

Candidates will be examined by the Deputy Inspector General assisted by other members of the Examination Board at a place selected by the Deputy Inspector General. For this purpose, the Deputy Inspector General may select suitable centres for examination.

(c) *Interview :* Interview is meant to test personality and alertness.

(d) *Assessment of Service record :*

The allocation of 100 marks prescribed for "Assessment of service record" will be as under :

		Item Maximum No. of	Remarks
1.	Rewards	30	In this connection the total length of service should be taken into consideration.
2.	Remarks	50	Similarly, the nature of work for which the rewards or remarks are obtained should also be considered, e.g. rewards for doing good investigation or for any specific good action would indicate aptitude and capacity to become a good officer.
3.	Punishments	20	Full marks may be given to Head Constables for having no punishment at all provided other remarks are good. For every warning, 1 mark should be deducted, for every reprimand 1 1/2 marks for extra duty or for every other minor punishment 2 marks and for every major punishment 4 marks should be deducted.

(e) To qualify for the examination, a candidate shall secure 50 per cent of the aggregate on the items. Ordinarily no Head Constable will be allowed to appear four times for the test.

(f) After the test is held, the Deputy Inspector General should submit the results to the Inspector General, the Range Deputy Inspector General and the Superintendent of Police concerned.

(g) Names of candidates who have passed this test will be kept on the select list and will be appointed as Sub-Inspector *Vide* Rule 90.

(G.R., H.D. No. 1258/17105-V, dated 27th November 1958).

(3) *Practical test for Armed Head Constables for promotion to the rank of Reserve Sub-Inspector / Subhedar :*

(a) All Armed Head Constables of the I and II Grade, and other Armed Head Constables with sufficient education and having all round knowledge of office work and supervision of the Head-quarters will be eligible to appear for the practical test, if they are recommended by their Superintendents of Police.

(I.G.'s No. 19 (6390), dated 27th June 1949)

(b) The test will be in the following subjects :

		Marks
(i)	Physical training, musketry and drill of all types.	100
(ii)	Ability to impact instructions in (i) above.	100
(iii)	Accounts, stores and office procedure in the Headquarters office and general information.	100

(c) The examination in subjects (i) and (ii) will be oral, while a written paper will be set for that in subject (iii), which will be answered in a regional language of the State.

(I.G.'s No. 20, dated 20th May 1948).

(d) The Deputy Inspector General concerned will hold the test personally on the first Monday of October every year at his Headquarter and communicate the results to the Inspector General Of Police before 1st November. He may take the assistance of one or two of the Superintendents of Police in his range in holding the test.

(e) Candidates obtaining not less than 50 per cent marks in each of the three subjects will be considered to have passed the test.

[I.G.'s No. 29, dated 4th September 1948 and 8 (6390), dated 6th March 1950].

(4) *Final Examination of the Head Constables in Head Constables Training Class -*

(i) The Examination will be conducted by a Board consisting of :

(a) The Vice-Principal, as Chairman and

(b) A Police Prosecutor and a Police Inspector (knowing two regional languages - Marathi and Gujarati) as members.

The Examination papers will be set by the Police Prosecutor and the Inspector under the direction of the Vice-Principal and the answer papers will be assessed by the Prosecutor and Inspector. The members will be entitled to traveling allowance and daily allowance according to rules. The Chairman and the members will not be paid any honoraria for this work, which will be treated as part of their duty.

(ii) The syllabus for the examination, the number of papers to be set, the marks to be allotted to each paper, and the parade ground work will be as under :

#### **CLASS ROOM WORK**

PAPER I - (*Law and Procedure*) - (*Marks - 200*) :

Chapter IX, X, XI, XII, XVI and XVII of the Police Guide. Information in the Guide to be supplemented by the Instructors own knowledge and instruction to be accompanied by demonstrations as far as practicable.

PAPER II - (*Practical work*) - (*Marks - 200*) :

(a) Crime-Prevention - Chapter XIII and XIV of the Guide Crime-Investigation-Chapter XV of the Police Guide.

(b) Matters other than Crime, i.e. (i) general duties of the Police and behavior towards the public (ii) duties in towns, village and on railways (iii) traffic rules and (iv) duties of Writer Police Chapter IV-VIII of the Police Guide.

Instructions to be thoroughly practical with the help of demonstrations through the medium of a model Police Station to be run on the School premises.

*PAPER III - (Miscellaneous) - (Marks - 100) :*

- (a) Police Service - Chapter I, II and III of the Police Guide.
- (b) Plan drawing (elementary). Finger prints and foot prints. How to preserve, etc. First-Aid to the injured.

*Observation, Including :*

- (a) Preparation of descriptive rolls of persons and animals casually observed,
- (b) estimating distances (without the use of a tape, etc.),
- (c) judging time by the sun, the moon and the stars, and
- (d) estimating the strength of a crowd or gathering.

Reduction of oral messages to writing. Making a precis of a correspondence. Taking notes of speeches at political and other meetings.

The use of the telephone.

Instructions to be thoroughly practical with the help demonstration.

#### **PARADE GROUND WORK**

1. Squad drill including arms or lathi drill.
2. Saluting with and without arms.
3. Physical training.
4. Use of the lathi and the baton.
5. Guard and escort duties (Chapter VII of the Police Guide).
6. Riot and mob drill.
7. Lining streets during processions and on occasions like visits of high dignitaries.
8. Care of arms and kit, including kit inspection.

(I.G.'s No. 2538/7, dated 15th January 1947).

In Greater Bombay a promotion list will be maintained in the Commissioner's Office in which will be shown the names of Police Constables who have already passed the examination, and those who may pass it in future, but if any of the Police Constables senior to them on the gradation list, pass the examination later, but within the stipulated period (i.e. within the 8th year of their service) such seniors will take their seniority in the promotion list over their juniors who may have passed earlier. Once a Police Constable is substantively promoted to Head Constable Writer's grade, his name will be removed from the list. All promotions, substantive or officiating, will be made in the order in which the Police Constables stand on this promotion list at the time of occurrence of vacancies, provided they are otherwise fit for promotion, and subject to the condition that no Police Constable who is officiating as Head Constable Writer will be reverted solely to make room for a Constable senior to him on the gradation list, who has subsequently passed the examination and has thus been placed on the promotion list.



**181. Examination in First-Aid to the Injured -**(1) *Deputy Superintendents of Police :*

The examination in First-Aid to the Injured will be held by the Civil Surgeon, Nasik, the test being the same as that for the Adult Course of the St. John Ambulance Association. The examination will be *without books*. The maximum number of marks will be 100 and a candidate will be required to obtain 60 per cent to pass.

*Note* - This examination is to be passed during the period of probation.

(2) *Inspector and Sub-Inspectors :*

The examination will be for the Senior First Aid Certificate of the St. John Ambulance Association. The examination will be based on the course of training as contained in the text book entitled "St. John's Ambulance Hand Book."

(G.R., H.D., No. 1109/2, dated 17th September 1931).

(3) *Constabulary :*

(a) Every Superintendent of Police will arrange in consultation with the Civil Surgeon a programme of classes for training armed as well as unarmed recruits in the full course of the St. John Ambulance Association in First-Aid to the Injured.

(b) The course should ordinarily be taken by a recruit after he has completed his training in other respects. No recruit shall be treated as having completed his training until he passes the examination in First-Aid to the Injured and obtains a certificate from the St. John Ambulance Association. Failure to pass the examination need not necessarily debar the recruit from confirmation. Constables and Head Constables who have not already passed an examination in First-Aid to the Injured should also be trained along with recruits in suitable batches and required to pass the examination.

(c) The Superintendent of Police should arrange through the Civil Surgeon for the periodical holding of the examination. It is necessary for this purpose that the examination forms should be obtained and filled in, in triplicate, with the detailed marks obtained, and signed by the examiner and that the attendance roll in triplicate should be maintained and signed by the lecturer.

(d) The requests for certificates should be accompanied by a sum of seventy five naye paise per certificate.

(e) The syllabus of instructions for the full course in First-Aid to the Injured will be as follows :

**FIRST LECTURE**

(a) Principles of First-Aid.

(b) A brief description of the structure and functions of the body.

Practical: - The triangular bandage and its application to the head, chest, back shoulder, elbow, hand, hip, knee and foot and arm slings (large, small and St. John)

**SECOND LECTURE**

(a) Fractures 0 Causes, varieties, signs and symptoms.

(b) Treatment of fractures - General rules.

- (c) Individual fractures - the skull, lower jaw, spine, ribs, breast-bone, collar-bone, arm, forearm and hand.

Practical - Treatment of fractures and application of splints.

#### **THIRD LECTURE**

- (a) Individual fractures (Contd.) - Pelvis, thigh, knee-cap, leg and foot.
- (b) Dislocations, sprains - strains-signs, symptoms and treatment.

Practical - Treatment of fractures and strains.

#### **FOURTH LECTURE**

- (a) General description of the heart and blood vessels.
- (b) Circulation of the blood.
- (c) Wounds and hemorrhage.
- (d) Wounds accompanied by arterial hemorrhage.
- (e) The situation of the main arteries-pressure points.
- (f) Wounds accompanied by capillary or venous haemorrhage varicose veins.
- (g) Hemorrhage from special regions-bruises.

Practical: Compression of arteries.

#### **FIFTH LECTURE**

- (a) Injuries to internal organs, hemorrhage.
- (b) Burns, scalds, stings, bites of snakes and rabid animals, and frost bite.
- (c) Foreign bodies in eye, ear and nose.

Practical: Treatment of fractures and hemorrhage.

#### **SIXTH LECTURE**

- (a) Respiration - natural and artificial.
- (b) Asphyxia.
- (c) The nervous system.
- (d) Insensibility.

Practical: Artificial respiration.

#### **SEVENTH LECTURE**

- (a) Poisons.
- (b) Transport of the injured.
  - (i) For males - hand seats and stretcher exercises.
  - (ii) For females - hand seats only.

Practical: Transport of the injured.

#### **EIGHT LECTURE**

- (a) Preparation for the reception of accident cases.
- (b) Recapitulation.

Practical: Preparation of the bed, removing clothes, etc.

(f) In addition to instructions in First-Aid to the Injured, instruction should also be given in elementary Hygiene and Sanitation on the basis of the "Manual for the Mackensie School Course in First-Aid, Hygiene and Sanitation".

(I.G.'s No. 4939/II, dated 28th August. 1941).

**182. Examination for Motor Transport Personnel:**

*General :*

(1) For promotion to the various technical posts in the Motor Transport Section of the Police Department, various tests as detailed below, will be held by the Superintendents of Police or the Superintendent of Police, Motor Transport.

(2) To qualify, a candidate should secure a minimum of 50 per cent. marks in each part of the test in all categories.

(3) In making promotions, the test qualifications will be considered along with the candidate's previous work in the Department.

(4) The general tests shall be arranged and carried out by the Superintendents of Police. The technical tests shall however be held by an Examining Board comprising the Superintendent of Police, Motor Transport (Chairman), the Range Police Inspector, Motor Transport and the Police Inspector, Foreman of the Range Workshop. The tests shall be held in one of the Police Workshops.

(5) No candidate shall be permitted to appear in the test of the next higher grade within the year of his passing the lower test.

(6) To qualify in the test, a candidate shall have to pass in each part of the tests (Parts I to IV) securing not less than 50 per cent marks and he should also get not less than 60 per cent on the aggregate.

(7) Those securing 65 per cent. marks or more on the aggregate shall be declared to have passed with credit.

(8) To qualify, a candidate has to pass in the whole test at one and the same sitting.

(9) A candidate should have had possession of a Civilian Driving License, with endorsement for Heavy Transport for a period of not less than three years prior to the date of the Test.

**183. Police Drivers Retention Course :**

(1) Every Police Driver should pass an oral and practical test in the following curriculum within a period of 2 years from the date of his appointment as a driver. No driver should be confirmed in his post unless he passes the Retention Examination.

A - *General:*

- (i) Parade - Ability to do squad drill without arms, elementary arms drill.
- (ii) Literacy - Ability to read, write and speak his regional language and Hindi.
- (iii) Local knowledge - Knowledge of the important motorable roads, places, water-ways, terrain, distance of his district.

B - *Technical (oral and practical) :*

(i) Ability to explain in simple language, the mechanism of the motor vehicle and its important parts, routine servicing, and check, requirements of the vehicle such as petrol, oils, water, distilled-water, tyres, tubes with sizes - idea of petrol, oil, consumption, local rates, speeds, safety instructions, road courtesy.

(ii) Proper use of all the controls, meters, lights, fittings, in the vehicle, Motor Vehicle Rules, as applicable to Drivers, Traffic Signals, Road Signs. How to act in case of accident. Motor Transport Standing Orders.

**184. Qualifying test for Head Constable Driver Mechanics, Grade IV :**

(1) A qualifying test will be held in the following subjects :

*General -*

(i) *Squad drill without arms:* Ability to give simple words of command.

*Arms drill :* Elementary arms drill and musketry.

(ii) Ability to write simple reports on the subjects pertaining to their duties, knowledge of Motor Transport Procedure, Motor Transport Records and how to maintain them.

*Technical (Oral and Practical) :*

(i) Must have successfully completed a Service Training Course of refresher course of at least 10 days' duration either in the Police Workshop or a Car Manufacturer's Training Establishment.

(ii) A knowledge of complete routine servicing, chassis inspection, body inspection, brakes inspection and setting; decarbonizing engine, ignition setting, spark plug cleaning and setting. Fan belt changing, petrol tank cleaning, radiator cleaning, tyre and tube changing inspection and emergency patching, petrol and oil economy.

(iii) A detailed knowledge of the construction and working of each part of a vehicle.

(iv) Ability to drive all the types of vehicles on the district charge and to instruct drivers.

(2) *Syllabus for the examination:* This examination is comprised of 4 parts as detailed below :

I. ASSEMBLING AND FITTING JOBS : 100 Marks - 12 Hours

(5 Marks for each job).

Each assembling and fitting job covers a period of 1/2 hour during which the candidate has to clean the various parts of the job and fit it in proper position and assemble and test it. He will be asked the names of the various parts and the function of each. Fits, limits and gauges will be used where required. The candidate is expected to pass in each of the sub-parts.

The following jobs have to be done:

			<i>Time</i>
(i)	Fuel pumps	Assembling and fitting.	1/2hour.
(ii)	Carburetor	do. ..	1/2 hour.
(iii)	Distributor	do. ..	1/2 hour.
(iv)	Water Pump	do. ..	1/2 hour.
(v)	Master Cylinder	do. ..	1/2 hour.
(vi)	Main springs	do. ..	2 1/2 hours.

*Cleaning, adjusting and test :-*

			<i>Time</i>
(vii)	Timing setting, advance – retard	..	1/2 hour
(viii)	Battery : cleaning, fitting, servicing, testing	.. ..	1/2 hour
(ix)	Spark Plugs : cleaning, setting and testing	.. ..	1/2 hour
(x)	Belts : changing and adjusting	.. ..	1/2 hour
(xi)	Brakes : adjusting and bleeding Drum Assemble	..	1/2 hour
	servicing and setting.		
(xii)	Radiator : petrol tank cleaning, fitting and testing	..	1/2 hour
(xiii)	Pedals, Clutch and Brake : adjusting and checking.	..	1/2 hour
(xiv)	Clutch : Adjustment and testing.	.. ..	1/2 hour
(xv)	Flushing : Gear box, differential crank chamber muffler,		1/2 hour
	servicing and fitting.		
(xvi)	Wheels, tyres, King Pins, Changing wheels, tyres,	..	1/2 hour
	checking King Pins.		
(xvii)	Steering : Servicing, checking, adjusting	..	1/2 hour
(xviii)	Alignment, checking and adjustment of Toe-in-	..	1/2 hour
	Chamber angle and Castor angle.		
(xix)	Tubes : Vulcanizing, testing and fitting.	.. ..	1/2 hour
(xx)	Melometer : Changing and servicing	.. ..	1/2 hour
(xxi)	General : Servicing, adjusting.	.. ..	1/2 hour
(xxii)	Starter and Bendix : Assembling, fitting and testing.		1/2 hour
(xxiii)	Engine : Decarbonizing and valve grinding and	..	1/2 hour
	fitting (2 valves).		

**II. PRACTICAL: INSPECTION AND MAINTENANCE - (60 MARKS - 5 HOURS)**

		<i>Marks</i>	<i>Time</i>
(i)	Vehicle inspection and check	.. 10	1 hour.
(ii)	Complete servicing	.. 10	2 hours.
(iii)	Complete engine turning up	.. 15	1 hour.
(iv)	Running repairs : faults diagnosing ..	25	1 hours.
	location and rectification		

**III. ORALS: (40 MARKS - 1 HOUR)**

Questions will include Elementary theory of petrol and car engines, ignition, cooling, starter, battery, engine performance and economy, tyres, tubes, tools, gauges, fits and limits as applicable in the usual makes of motor vehicles and safety measures.

**Note** - (1) While carrying out the various jobs, the candidate's ability to use the various tools, gauge, etc., correctly will be noted and their manner in handling the parts and tools, etc., will be noted. The candidate will be expected to use the correct tools and in the proper manner. He is also to handle the various jobs with the care that each requires.

(2) Time allowed to each job is indicated within brackets.

**V. WRITTEN : (25 MARKS - 2 HOURS)**

A few questions will be set to determine whether the candidate has a general knowledge of the working of the District Motor Transport Section, maintenance of stores, motor transport records, duties of mechanics, supervision and drivers; routine procedure with regard to maintenance, daily duties, repairs, safety measures, procedure in case of accident and general knowledge as regards cost of vehicles, main parts, tyres, tubes, batteries, petrol, oil, petrol and oil average, average life of vehicles, mileage, petrol average, tyres and tubes, battery, spark plugs and bulbs. General questions to test the candidate's intelligence and resourcefulness.

**DRILL: (TEST 15 MINUTES - PASS OR FAIL)**

A candidate will have to pass a test in taking a squad in drill without arms, smartness, giving of proper words of command, checking of mistakes, reporting on parade, etc., will be assessed. No marks are allotted for this part of the test and candidates will be declared as having passed or failed.

**REFRESHER COURSE FOR SERVICE TRAINING : (25 MARKS - MAXIMUM TO BE CARRIED FORWARD TO THE TEST MARKS)**

(a) Every candidate is expected to have satisfactorily completed a 10 days' training in servicing and maintenance in one of the Police Workshops or Manufacturer's recognized Assembly and Servicing Workshops.

(b) There are 25 marks for this part.

Those securing 50 per cent or over in the above Servicing Course shall be considered to have passed and 50 per cent of these marks will be carried over to the marks allotted to this test.

Those securing not less than 65 per cent marks will be entitled to full marks being reckoned for the test, and

Those securing between 50 per cent and 65 per cent marks shall be entitled to count proportionate marks to be carried over to the test marks.

**185. Qualifying test for Head Constable Driver Mechanics, Grade III -**

1) For promotion to this grade a candidate must have the qualifications of Grade IV and the following in addition :

a) Must have successfully completed a Refresher Course for Mechanics, of at least 10 days' duration and possess a more detailed knowledge than is required for **Grade IV**.

b) Oral and Practical test : Ability to carry out second line repairs, overhauling of engine, brakes, and clutch; knowledge of the working of the electrical system of the vehicle and ability to locate and rectify faults; battery charging and maintenance; road-side repairs and garage management.

**186. Qualifying test for Head Constable Driver Mechanics, Grade II -**

To qualify for promotion to this grade, a candidate must possess the qualifications of Grade III and the following in addition :

Practical and oral test : A thorough knowledge and practice in carrying out independently :

- (a) The complete overhaul of differential speed gear and transmission, and either,
- (b) complete overhaul of engine, or chassis without engine and including body, or electrical system.

**187. Qualifying test for Head Constable Driver Mechanics, Grade I and Jamadar, Motor Transport**

To qualify for this post, a candidate must have the requisites for Grade II and the following in addition :

Practical Test :

- (a) Ability to carry out complete repairs.
- (b) Ability to control subordinate staff and to instruct them.

Written Test :

- (a) Ability to maintain motor transport stores and to carry out routine motor transport administrative duties.

**188. Motor Vehicles Fitters (Class III) -**

A similar test as in the case of Head Constable Driver Mechanic, Grade IV detailed in rule 184 above, shall be held for Motor Vehicle Fitters (Class III) also except that they will not be required to possess a driving licence and to command a squad in drill.

**189. Motor Vehicles Fitters (Class II) -**

In addition, Motor Vehicles fitters (Class II) shall also undergo a practical and oral test as for Head Constable Driver Mechanics, Grade II.

**190. Motor Vehicle Fitters (Class I) -**

In addition to the test detailed in Rule No.189 above Motor vehicle Fitters (Class I) shall also qualify themselves in tests prescribed for Head Constable Driver Mechanics, Grade I.

**191. Police Wireless Organization -**

*Class Examination of Wireless Operators -*

(1) For the purpose of class pay mentioned in Appendix XXIII, Wireless Operators/Radio Mechanics/Electricians are divided into four classes, *viz.* Class IV, Class III, Class II and Class I; and in order to qualify himself for any of these Classes, every Wireless Operator/Radio Mechanic/Electrician must pass an examination appropriate to the Class.

(2) (a) For the purposes of earning class pay, Wireless Operator/Radio Mechanic/Electrician must pass a Class IV examination within two years from the date of appointment.

(b) (i) Wireless Operators appointed between January and June must qualify themselves as Class IV Operators within two years, *i.e.*

in two chances, while those appointed between July and December will be given an additional chance. The Inspector General of Police may grant an additional chance to any Wireless Operator, who fails to qualify himself as Class IV Operator in the prescribed time, for reasons beyond his control and on the recommendation of the Superintendent of Police, Wireless.

(ii) Every Wireless Operator must pass at least Class IV examination as a condition of confirmation. The Inspector General of Police may, however, exempt from passing the class IV examination a Wireless Operator who does not pass the examination within the prescribed, period, but is otherwise considered quite fit, as such, for all practical purposes. An operator so exempted may be confirmed in his appointment but he will not be entitled to any class pay or further promotion.

(c) A Wireless Operator, with no Class, wishing to appear for an examination higher than Class IV, shall also appear for the examination for Class IV and other intermediate Classes, if any (*e.g.* Wireless Operator intending to appear for Class II must also appear for the examinations for Classes IV and III). Once a particular Class is attained by a Wireless Operator, he will be allowed to appear for the examination for Classes IV and III). Once a particular Class is attained by a Wireless Operator, he will be allowed to appear for the examination for the higher Class only.

(3) The Head Wireless Operators should report, not later than 1st March every year to the Superintendent of Police, Wireless, with a copy of the report to the Superintendent of Police of the district concerned, the names of Wireless Operators/Radio Mechanics/Electricians wishing to appear for the examinations, mentioning the Classes for which they intend to appear.

(4) (a) The following table shows the number of papers set, maximum marks allotted and minimum marks required for passing, in the written examination :

Paper	Class	Subject	Maximum marks allotted	Minimum Marks Required for Passing
1	2	3	4	5
I	All	Wireless Procedure (2hours)	100	40 for Class IV 50 for Class III 60 for Class II 70 for Class I
II	I & II	Electricity, magnetism and knowledge of batteries, engines and aerials (2hours).	100	40 for Class II 50 for Class I.
III	III	do	100	40
IV	IV	do	100	40

(b) The written examination will be held in the officers of the Superintendents of Police concerned from 10 a.m. to 12 noon daily until they are finished from the 2nd Monday of April every year. One paper will be set every day. The examinations will be supervised by the Home Police Inspector or any Gazetted Police Officer deputed by the Superintendent of Police. Question papers will be set by the Superintendent of Police, Wireless, and set to the Superintendents of Police in sealed



covers by registered post and they should be opened at the time of setting the papers on appropriate days. Answer papers should be collected and set by registered post by the Superintendents of Police to the Superintendent of Police, Wireless in sealed cover after all the examination are over. The Superintendent of Police, Wireless will examine the papers.

(5) (a) Only such of the Wireless Operators as have passed the written examination will be allowed to appear for the practical test.

(b) The practical test will be carried out by the Police Wireless Inspector with the assistance of the Police Wireless Sub-Inspector, (Traffic) in the month of May every year.

(c) The Police Wireless Inspectors will submit their reports immediately the practical tests at a place are over to the Superintendent of Police, Wireless by registered post.

**192. Sub-Service Departmental Examination of Clerks in the Police Department -**

(1) Every candidate appointed to the clerical service in the Police Department will be required to pass the Sub-service Departmental Examination within four years from the date of his appointment or with the special permission of the Inspector General of Police at the first examination held after four years from the date of his appointment.

(2) No candidate will be confirmed until he has passed the examination or has been exempted from passing by the Inspector General of Police.

(3) No candidate may appear for the examination more than four times.

(4) A Candidates who fails to pass the examination as laid down in sub-rule (1) will forfeit his appointment, provided that, if he confirmed as a special case by the Inspector General of Police, he will not be eligible for promotion beyond the Efficiency Bar unless he passes the examination after confirmation. Sub-rule (3), however, will apply.

Note :- The Inspector General of Police is empowered to dispense with the services of a clerk before the completion of the four year's period, if on the examination results or on his work generally he considers the clerk unlikely to prove efficient.

(G.R., H.D., No. 236/2, dated 14<sup>th</sup> January 1936).

(5) The Examination Committee will consist of a Deputy Inspector General of Police as President and three Superintendents of Police as members who will set papers and correct all answers, allot marks and arrange for the examination to be conducted at the various district Head-quarters. The Examination Committee will be nominated by the Inspector General of Police.

(G.R., H.D., No. PCE. 6759/43885-VI, dated 5th August 1959).

(6) The question-papers will be printed by the Manager, Government Central Press, and transmitted to the Inspector General and Superintendents of Police concerned in sealed covers, according to the instructions of the President of the Committee. Model answers to the questions will also be printed and furnished to the Committee and the Inspector General.

(7) The examination will be held once a year and will begin on the third Monday in July every year. If that day is a holiday, the examination will begin on the Monday next following or on such other date as may be convenient, a notice announcing the holding of the examination being published one month in advance in the Bombay Police Gazette.

(8) The examination will last for two days, two question papers being set on each day.

(9) The result of the examination will be published in the Bombay Police Gazette, names being arranged in order of merit.

(10) Candidates wishing to appear for the examination should apply for permission to do so to the Inspector General of police, through the heads of their offices, the latter certifying that such candidates are qualified to appear in accordance with sub-rules (1) and 92) supra.

(6) The examinations will be conducted in English in the following subjects and the use of books will be allowed in subject II only :

	Subject 1	Marks Obtained 2	Time allowed 3
<b>I</b>	(a) Financial Rules (Financial Publication No.1)	100	3 hours.
	Chapter I	The Whole	
	Chapter II	Whole except rules 10-22 and 35-39.	
	Chapter IV	Whole	
	Chapter V	Whole except rules 60-67.	
	Chapter VI	Rules 74-76 only.	
	Chapter VII	Whole except rules 101-106	
	(b) Treasury Orders (Financial Publication No. II)		
	(c) Bombay Civil Services Rules (Financial Publication No.V)		
	Chapter I	Whole	
	Chapter II	Whole	
	Chapter III	Whole except Rule 26	
	Chapter IV	Whole except Rules 39 and 75.	
	Chapter V	Whole except Rules 99 and 100	
	Chapter VIII	Whole except Rule 160	
	Chapter IX	Whole except Rule 161-c	
	Chapter X	Whole	
	Chapter XI	Whole	
	Chapter XII	Whole	
	Chapter XV	Whole	
	(d) Manual of Financial Powers (Financial Publication No. VII).		

	Subject 1	Marks Obtainable. 2	Time allowed 3
	(e) Manual of Contingent Expenditure (Financial Publication No. IX).		
	(f) Accounts Rules and Treasury Rules.		
	(g) Account Code, Volume I (Chapters 1 to 6 and Appendix 3).		
	(h) Account Code, Volume II.		
<b>II.</b>	(a) The Bombay Police Manual Rules	100	3 hours.
	Volume I	Whole including appendices (except rules 139 to 144, 146 in Chapter IV and rule 295 in Chapter VIII	
	Volume II	Whole including appendices	
	Volume III	Whole (except chapter III, VII & IX and Rules 52 to 62, 257 to 338, 340 and 343 to 358).	
<b>III</b>	(b) The General Provident Fund Rules Law:	50	2 hours.
	(a) The Bombay Police Act, XXII of 1951 with the exception of Chapter VI and VII.		
	(b) The Indian Penal Code, XLV of 1860, Chapter IX only.		
	(c) The Bombay Civil Services, Conduct, Discipline and Appeal Rules.		
<b>IV</b>	Miscellaneous:		
	(a) Precis of a Correspondence on some Police subject.	40	1 hour
	(b) Drafting a letter on some Police subject (broad details of which will be supplied).	40	1 hour
	(c) Typewriting the precis and the draft.	20	½ hour

(G.L., H.D., No. PCE. 6758/87553-VI, dated 6th January 1959).

(12) In order to pass the examination, candidates must obtain at least 30 per cent of the number of marks obtainable in each of the first three subjects and 40 per cent in subject - IV Miscellaneous.

(13) A candidate who passes the examination and obtains at least 75 per cent of the aggregate number of marks prescribed for all subjects will be considered to have passed the examination with credit.

(14) If an unsuccessful candidate obtains 50 per cent of the marks obtainable in one or more subjects, he will not be required to pass in such subject or subjects at a subsequent examination.

(15) The answer books of the Sub-Service Departmental Examination of clerks should be collected by the President of the Examination Committee and preserved in his office for six months from the date on which the result of the examination is published in the Bombay Police Gazette.

(G.R., H.D., No. 236/2, dated 20th August 1949).

**193. Proficiency test in shorthand writing of short-hand reporters -**

(1) Periodical tests in proficiency in shorthand writing for the purpose of granting the shorthand allowance to the shorthand reporters will be held in Bombay at the beginning of each quarter, namely, January, April, July, and October, by the Deputy Inspector General of police, Criminal Investigation Department or by one of his Assistants, in the case of shorthand reporters attached to and borne on the cadre of the Criminal Investigation Department. The shorthand reporters stationed outside Bombay need not be called in to Bombay for examination. They should be tested by the Superintendents of Police of the districts in which they are stationed. But if the Deputy Inspector General of Police, Criminal Investigation department for any reason, desires that these reporters should be examined by himself or his Assistant, he should intimate the fact to the Superintendent of Police concerned and a test held by him or his Assistant will take the place of the quarterly test normally held by the Superintendent of Police. It will be open to the Deputy Inspector General of Police to hold a special test examination (in addition to those held by the Superintendent of Police) whenever he desires to do so. Such Reporters as may be exempted by a special order of the Deputy Inspector General, Criminal Investigation Department, from appearing quarterly will be examined once in six months.

(2) Police Officers not borne on the staff of the Criminal Investigation Department may, if they wish to qualify for the grant of a shorthand proficiency allowance, be permitted to appear for a test along with the shorthand reporters of the Criminal Investigation Department.

(3) No Officer below the rank of Superintendent of Police should hold a test.

(4) Before a test piece of dictation is read out to the examinee, it is permissible to dictate to the examinee, a few words at random in order to enable him to get accustomed to the feel of his pencil and the voice of the dictator.

(5) The passage for dictation should as far as possible, be selected from speeches, or consist of a piece of simple narrative prose.

(6) (a) No passage should be dictated for more than five minutes at a stretch. The complete examination will consist of three successive dictations of five minutes each.

(b) As soon as the first dictation is over, the examinee should be required *at once and by himself* to transcribe his shorthand notes

under the immediate supervision of the Deputy Inspector General of Police, Criminal Investigation Department or his Assistant or the Superintendent of Police as the case may be.

(c) The next passage may then be dictated for five minutes and transcribed by the candidates as laid down in clause (b), and so also for the third time.

(7) The speed attained in shorthand should be determined in the following manner :

(i) The number of words dictated in the three passages should be counted. The principle underlying the counting is that if a part of a word, a suffix or a prefix gives a meaning by itself, it is to be counted as a separate word for shorthand purposes. The total number of words dictated should be divided by 15, *i.e.* by the number of minutes taken in dictating the passages. The result will represent the speed attained per minute.

(ii) The candidates should be tested in batch according to the different speeds, namely, 60 words a minute, 100 words a minute and 130 words a minute. Those who are not above to follow the examiner at the first speed *viz.* 60 words a minute, should be disqualified for any allowance. Out of those who pass the first speed, any who desire to qualify for the second speed, *viz.*, 100 words a minute, should likewise be tested in a batch and those who fail to follow the examiner at that speed should also be disqualified for the allowance admissible for that speed. The same procedure should be followed for the third speed, *viz.* 130 words a minute.

(8) To qualify for a shorthand allowance :

(a) a speed of sixty words per minute at least must be attained;

(b) the total number of errors, including omissions in the longhand or typewritten transcript of the shorthand notes, must not exceed five per cent of the total number of words dictated; and

(c) in the case of an examinee whose speed in shorthand is 60 words a minute, the length of time taken for transcription, either longhand or typewritten, must not exceed eight times the length of the total of the three periods of dictation, in the case of a speed of 100 words per minute, 10 times the length and in the case of a speed of 130 words a minute, 12 times the length.

**194. State Reserve Police Force -**

For the various examinations prescribed for the member of a State Reserve Police Force, *vide* Rule 60 of the Bombay State Reserve Police Force Rules, 1954.

**195. Finger Print Bureau -**

For the examinations prescribed for Junior and Senior Searchers and Experts, *vide* Rule 70 of the Finger Print Bureau Manual.

**195-A Exemption -**

The State Government may exempt any Officer from any examination or test when satisfied that his proficiency has been proved by substantively equivalent or superior tests in some other branch of the public service.

**SECTION II - REGIONAL LANGUAGE EXAMINATION****196. Regional Languages in the State -**

- (1) The regional languages of the State are Marathi and Gujarati.
- (2) The regional languages of the various districts are shown in Appendix XIX.

**197. Procedure for conducting the Regional Language Examination -**

(1) Examinations in Marathi and Gujarati will be conducted by the Bombay Public Service Commission at Bombay for Officers of the Indian Police Service and Bombay Police Service (of and above the rank of Deputy Superintendents of Police). The examinations will be held quarterly on the first Monday of the months of January, April, July and October, and if necessary also the next working day. If the first Monday of the month concerned falls on a day declared to be a Public Holiday, the examination will commence on the following Monday or if that is also Public Holiday on the next working day thereafter.

(2) The language examination for Police Inspectors and Sub-Inspector will be held twice a year, in February and August at the Central Police Training School by a Committee, of which the Principal of the School will be the President.

(3) The Committee will also hold an examination of Inspectors who may wish to present themselves for examination in regional languages the passing of which is not compulsory. The subjects of examination and the total and qualifying marks will be the same as in the compulsory.

**198. Procedure for Appearing in the Regional Language Examination -**

(1) *Assistant Superintendents of Police and Deputy Superintendents of Police* - An Officer of the Indian Police Service and Bombay Police Service (of and above the rank of Deputy Superintendent of Police) who desires to attend an examination, should send in his application to the Secretary to the Bombay Public Service Commission through the Head of his Office or Department at least 30 days before the date of the examination. If an Officer, later on decides not to appear for the examination for which his name has been registered by the Commission, he should intimate his change of mind to the Secretary to the Commission at least 10 days before the date of the examination.

(2) *Inspectors and Sub-Inspectors* - All Heads of Offices will forward to the Principal, Central Police Training School, Nasik, the particulars of Inspectors and Sub-Inspectors working under them and who are to appear for the examination on the prescribed dates which will be notified by the Inspector General of Police. Copies of such particulars of candidates appearing for the examination will also be sent to the Inspector General of Police and the Deputy Inspector General of Police concerned.

**199. The Regional language Examination on first appointment -**

Every Officer of Indian Police Service and Bombay police Service whether directly recruited or appointed by promotion shall be required to pass "Higher Standard Regional Language" examination in the regional language of the district, division or sub-division, as the case may be, to which he is first posted on joining his appointment not later

than at the first such examination held after the expiry of two years from the date of his joining that appointment :

*Provided that,*

(a) if the said regional language be the Officer's month-tongue, or, if prior to his appointment an Officer had passed the required examination or one of equal standard in the same regional language, shall not be required to pass such examination.

(Manual of R.L.E. Rule 3).

*Note* - 'VISHARD' examination of the Maharashtra Sahitya Parishad, Poona, is recognized for the purpose of exemption from passing the Government Officer's Regional Language Examination in Marathi.

(G.R., P. and S.D., No. 1803/34-40234, dated 11th December 1951).

(b) An Officer of the Indian Police Service or Bombay Police Service serving in the City of Bombay under the Commissioner of Police shall pass an examination in Marathi or Gujarathi at his option.

Explanation - For the purpose of this rule :

(i) When an Officer is transferred from a district, division or sub-division, within two years from the date of his joining the appointment in the said district, division or sub-division, and is after an interval of three months or more, reposted to the district, division or sub-division from which he was transferred or appointed to another district, division or sub-division, of which the regional language is the same the date of his joining the appointment after being so reposted or after such appointment, as the case may be, shall be deemed to be the date of his joining the appointment.

(ii) When an Officer is transferred from a district, division or sub-division, within two years from the date of his joining the appointment in the said district, division or sub-division, and is within three months reposted to the district, division or sub-division from which he was transferred or appointed to another district, division or sub-division, of which the regional language is the same, the past service of such Officer in the said district, division or sub-division immediately preceding such interval shall be counted in calculating the period of two years.

(Manual of R. L. E. Rule 3).

*Note* - If on his first appointment an officer is posted direct to the Central Police Training School, Nasik for training he will pass an examination in such regional language as the Inspector General may direct.

**200. Syllabus for Higher Standard Examination -**

(1) The syllabus, standard and qualifying marks for the examination according to the Higher Standard in the regional languages (Marathi and Gujarati) shall be as under -

	<i>Marks</i>
(a) Written translation from English into Marathi or Gujarati, as the case may be, of a piece of plain English narrative.	100
(b) Written translation from the set books into English with questions on grammar, etc. arising there from.	100
(c) Manuscript reading (Modi script in the case of Marathi).	100
(d) Conversation	100

(2) In order to pass the examination, a candidate must obtain 60 marks each in (a), (c) and (d), 65 in (b) and 65 per cent of the aggregate number of marks.

(Chapter III of Manual of Language Examination Rules).

**201. Passing of the Regional Language Examination on Transfer -**

(1) *Assistant Superintendents of Police and Deputy Superintendents of Police -*

(a) Except as provided in explanations Nos. (i) and (ii) to sub-rule 199, if an Officer is transferred from the district to which he was first posted, before passing the examination in the language of the district, he will not be required to pass the examination if the transfer is to a district with a different regional language. He will, however, be required to pass an examination in the regional language of the new district, subject to the conditions and within the period mentioned in that rule.

(Rule 3-A, R.L.E. Rules).

(b) In addition to the examinations prescribed at (a) above, an Officer of the Indian Police Service and Bombay Police Service of and above the rank of Deputy Superintendent of Police who has put in less than 12 years' Gazetted Service should, on transfer from one district, division or sub-division, as the case may be, with a different regional language, an examination in which he has not already passed, shall unless such regional language is his mother-tongue, be required to pass an examination in that regional language not later than at the first such examination held after the expiry of one year from the date of his joining appointment in such other district, division or sub-division as the case may be *provided* that if, prior to such transfer an Officer has passed the examination in question or one of equal standard in the same regional language he shall not be required to pass such examination. Rule 199 will apply *mutatis mutandis* in respect of an examination under this clause.

Note - The expression "Gazetted" service should be construed to refer to service rendered in the post of and above the rank of Deputy Superintendent of Police only.

(I.G.'s No. A/7292-B, dated 13th June 1958).

(c) A Deputy Superintendent of Police (other than an officiating Superintendent of Police) who has put in more than 12 years' gazetted service and who is not over 40 years of age, on transfer to a district, division or sub-division, with a regional language which is not his mother tongue, will, unless he has already passed an examination of an equal standard be required to pass a colloquial test in that regional language within 18 months from the date of his joining appointment in the new district, division or sub-division.

(Rule 7, R.L.E. Rules).

(2) *Inspectors and Sub-Inspectors -*

(a) An Inspector or a Sub-Inspector of not more than fifteen years' service, on appointment or transfer to a district in the language of which he has not passed, shall be required to pass an examination in such language.

(b) No Officer shall, however, be required to pass under this rule an examination in a regional language, which he has already passed a qualifying examination at any Indian University.



(c) An Inspector/Sub-Inspector who, previous to his joining the Police, has served in the Army, should be allowed to count his service in that Department in computing the period of fifteen years, after which it is not obligatory to pass a language examination.

(I.G.'s No. 18, dated 9th March 1922).

(d) Inspectors, who have passed most of their life in a district, the language of which becomes to all intents and purposes their second mother-tongue may not appear for the *optional* language examination in that language. An Officer who has already passed a recognized educational test, such as the Old Third Grade Public Service Certificate Examination, later called the Vernacular School Final Examination, the Old Second Grade Public Service Certificate Examination now abolished, the Old University School Final Examination later called the School Leaving Examination, or the Matriculation Examination with a regional language as his second language, should not appear for the optional language examination in the language which formed part of any of the tests mentioned above.

(I.G.'s No. 4835-A, dated 23rd March 1914).

*Note* -Unless otherwise specifically provided the date of passing the examination shall mean the date following the date on which the examination ends.

(e) The following will be the subjects of examination and the maximum number of marks obtainable in respect of each subject :

	<i>Marks</i>
1. Translation from English or from the candidate's mother-tongue, if he does not know English, into the language of the district.	165
2. Translation into English or into candidate's mother tongue, if he does not know English from the language of the district.	85
3. Reading and explaining papers in the language of the district.	100
4. Conversation in the language of district	50
	400

To entitle an examinee to pass, he must obtain 50 per cent of the marks in each subject and 60 per cent of the total number of marks.

(G.R., J.D., No. 5652, dated 11th October 1907 and  
G.R., H.D., No. 814-2, dated 1st December 1926.

(3) *Displaced persons appointed as clerks* : Displaced persons appointed as Clerks should pass the Regional Language Examination of the district with 2 years from the date of their appointment on the lines prescribed for Inspectors and Sub-Inspectors.

(I.G.'s Cir. No. 2647-A, dated 11th July 1953).

**202. Penalty for not passing the Regional Language Examination:-**

*Assistant Superintendent of Police and Deputy Superintendent of Police: -*

(a) An Assistant Superintendent of Police or Deputy Superintendent of Police who fails to pass within the periods prescribed above will be liable to have his increment withheld until he passes the required examination or until the necessity for passing it terminates, provided that Government may for special reasons extend the period prescribed for passing the examination or may exempt an Officer from passing it.

(b) Any increment withheld under clause (a) above will become payable to the said Officer with effect from the date on which he passes the examination or becomes exempt from passing it, and all future increments will accrue to him as if no increments has been withheld;

Provided that such Officer will not be entitled to a refund of the actual pay which he has lost owing to one or more of his increments being so withheld.

(2) *Inspectors, Sub-Inspectors and Clerks :-*

(a) An Inspector or Sub-Inspector or displaced person appointed as a Clerk who fails to pass the examination within the prescribed time will be subjected to deduction of 10 percent of his pay from the first day of the month following that in which the first examination is held after the completion of the period within which he eventually passes or is exempted from the liability to pass by transfer or otherwise.

(b) The 10 percent deduction in pay on account of the failure to pass an examination should not adversely affect the calculation of house rent, compensatory, dearness and traveling allowances, leave salary and pension otherwise admissible.

(G.R.s., F.D., No. 9244, dated 19<sup>th</sup> January 1932 and 6<sup>th</sup> February 1933).

(c) In case of Officers who are granted and who are granted an extension of the period within which to pass the examination and who fail to do so, the 10 percent deduction from pay should operate from the first day of the month following that in which the first examination is held after the expiry of the period of extension to the last day of the month preceding that in which he eventually passes or is exempted from the liability to pass.

(G.M.,F.D., No,9460-F, dated 10<sup>th</sup> May 1932).

(d) To enable the Accountant General / Deputy Account General to watch the recovery, Superintendents of Police should furnish him with copies of the orders directing officiating Inspectors to deduct 10 per cent of their pay for failure to pass the examination.

(I.G.'s No. 40, dated 23<sup>rd</sup> August 1929).

**203. Exemption from passing the Regional Language Examination: -**

(1) An Officer whose jurisdiction extends throughout the State, shall not be required to pass any of the regional language examination so, long as holds that post.

(Manual of R.L.E., Rule 15).

(2) Police Inspectors and Sub-Inspectors working in the Motor Transport and Wireless Sections are exempted from passing the regional language examinations.

(G.R.,H.D., No. 7972/6, dated 5<sup>th</sup> November 1951).

(3) (a) The power to grant to Inspectors and Sub-Inspectors of Police extension to pass or exemption from passing the language examination has been delegated to the Inspector-General of Police.

(b) The Commissioner of Police, Bombay is empowered to grant extension to or exemptions from passing the regional languages examination in respect of the Police Inspectors and Sub-Inspectors in Greater Bombay.

(G.R.,H.D., No. TEX. 1358/5066-V, dated 17<sup>th</sup> April 1958).

### SECTION III. – HINDI EXAMINATION

#### 204. Various standards prescribed for Government servants to pass :-

The Following Hindi Examinations have been prescribed for Government servants: --

- |                         |    |  |
|-------------------------|----|--|
| (a) Higher Standard     | .. | for those who are expected to note and draft in the official language.   |
| (b) Lower Standard      | .. | for those who should be able to prepare replies in Hindi but who are not ordinarily required to do nothing and drafting work exclusively.          |
| (c) Colloquial Standard | .. | for those who, though not expected to note and draft in the official language, should be able to be familiar with the official language as spoken. |

(G.R.,P. and S.D. No. EXR. 1153, dated 28<sup>th</sup> April 1954 and 25<sup>th</sup> November 1954).

#### 205. Authority conducting the Hindi Examination:

These Examinations will be conducted by an *Ad hoc* Board set up by the Government, which is also authorized to appoint a Committee for formulating proposals regarding the syllabus for the different examinations.

(G.R., and S.D. No. EXR 1153, dated 28<sup>th</sup> April 1954).

#### 206. Syllabus and Text-Books for the Hindi Examination :

- (1) *Higher Standard* – This will consist of three papers and an oral test as follows:-

			<i>Marks</i>
Paper I	..	Questions on prescribed text-books and essay writing.	150
Paper II	..	Questions on prescribed text-books and also involving some element of composition, such as description of events, expansion of ideas, etc.	150
Paper III	..	Translation of seen and unseen passages from English into Hindi and from regional age into Hindi; precis writing, noting and drafting.	100

## ORAL TEST

		<i>Marks</i>	
(i)	Conversation	...	25
			50
(ii)	Manuscript reading	...	25
<i>Lower Standard Examination</i> :	This will consist of two papers		

and an oral test as follows :

PAPER I	...	On prescribed text books	125	
				250
PAPER II	...	Functional Grammar	125	
		Translation from and into	100	
		Hindi, letter writing and		
		precis and essay writing.		

## ORAL TEST

(i)	Conversation	...	30	
				50
(ii)	Manuscript reading	...	20	

(3) Colloquial Standard Examination - This will consist of (a) dictation and (b) an oral test which should include conversation and should also test the ability of the candidate to read Hindi.

(G.R., P. and S.D., No. EXR. 1153, dated 25th November 1954).

(4) Text Books - The books for the Higher and Lower Standard Examinations will be prescribed by the Ad hoc Board from time to time. For Colloquial Standard Examination, no text-books are prescribed.

(G.R., P. and S.D., No. EXR. 1153, dated 25th November 1954).

**207. Government servants who are required to pass Hindi Examination -**

(1) Members of the Indian Police and Indian Police Service and Bombay Police are required to pass the Higher Standard Examination in Hindi.

(G.R., P. and S.D., No. EXR. 1155, dated 2nd July 1955).

(2) Holders of Class III posts, as detailed below are required to pass the Higher Standard Examination -

- (a) Police Sub-Inspectors.
- (b) Ministerial Staff.
- (c) Police Prosecutors.
- (d) Finger Print Bureau Staff and Hand Writing Experts.
- (e) Wireless Staff, irrespective of their Police ranks.
- (f) Motor Transport Store Keeper Jamadars (one each at Baroda, Sambre and belgaum).

(G.R., P. and S. D., No. EXR. 1155, dated 10th September 1955).

(3) Holders of Class III posts mentioned below and members of Class IV services are required to pass the Colloquial Test :

Armed Head Constables (all grades) and Constables.

All Motor Transport Tradesmen below the rank of Sub-Inspector (excluding the Store Jamadar).

Turner and Assistant Turner.

Motor Vehicles Fitter and Assistant Motor Vehicle Fitter.

Electrician and Assistant Electrician.

Painter and Assistant Painter.

Carpenter and Assistant Carpenters.

Blacksmith and Assistant Blacksmiths.

Welders, Bench Fitters.

Tinsmith and Assistant Tinsmiths and greaser.

Vulcaniser.

Upholsterers.

All the Motor Launches' staff.

(G.R., P. and S.D., No. EXR. 1155, dated 10th September 1955).

**208. Exemption from qualifying in Hindi Examination -**

No Government servant can claim any exemption from qualifying himself in the above examinations on the score that Hindi is his mother-tongue. It is the intention of Government that Government servants should not only acquire the working knowledge in Hindi but should also pass the prescribed examination irrespective of the fact that they are otherwise able to read and write.

(G.L., G.E., No. 2541/34-D, dated 30th January 1953).

*Note* -Government servants who have passed the Kovid examination of the Rashtra Bhasha Prachar Samiti, Wardha, before the 1st September 1951 are exempted from the requirements of passing an examination in Hindi.

(G.R., P. and S.D., No. 2541/34, dated 11th December 1951).

**209. Treatment of the period occupied in passing the Examination -**

The period occupied by a Government servant in appearing in Hindi Examinations should be treated as "on duty for the whole day" even if there be only one paper on any particular day of the examination. Such of the Government servants who are obliged to go to places other than their Head-quarters to attend the Hindi Examination on account of the non-availability of the necessary facilities at the place of their Head-quarters, should be held eligible for traveling allowance under the provision of Rule 511 of the Bombay Civil Services Rules. Traveling allowance should, however, be allowed for the nearest place of journey where the necessary facilities for the examination for which the Government servant is to appear exist.

(G.R., P. and S.D., No. EXR. 1159-J, dated 30th March 1959).

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## CHAPTER VII

### Dress Regulations

#### SECTION I—Uniform to be worn by DIFFERENT GRADES OF OFFICERS

**210. Uniform for Officers of the Indian Police and Indian Police Service: -**

The rules pertaining to the uniform for Officers of the Indian Police and Indian Police Service are detailed in the Indian Police Service (Uniform) Rules, 1954.

#### *UNIFORM FOR OTHER OFFICERS AND POLICEMEN*

(1) MOFUSSIL

**211. Uniform for Deputy Superintendents of Police :**

(A) Full Dress

(1) *Helmet* — (For all Deputy Superintendents of Police) : Wolseley pattern covered with khaki. No metal fixings. Brown leather chin-strap 3/8 inch wide and with khaki pagri with dark-blue cloth badge and letter "B.P.S." in white on the left side of the helmet.

(G.Rs., J.D., Nos. 594, dated 1st February 1908, 704, dated 7th February 1908, 4279, dated 24th July 1911 and H.D., No. 5765, dated 13th May 1924).

(2) *Lungi* — Khaki, silver-embroidered, with dark blue edge 1" in breadth, folded after the manner of Indian Cavalry Officers over a silver embroidered light blue kullah.

(G.Rs., H.D., No. 1525, dated 21st April 1922 and 9th October 1925).

Lungi may be worn, instead of the helmet, with the permission of the Inspector General by those who do not conform to western habits as regards the manner of dressing the hair and removal of head-gear, or for other adequate reasons.

(G.L., H.D., No. 7913/3-II-D, dated 18th March 1942).

(3) *Jacket* — khaki drill, single breasted, cut as a lounge coat to the waist, very loose at the chest and shoulders but fitted at the waist. Military skirt to bottom edge. A silver-plated hook on each side at the waist. Collar to be cut as in an ordinary civilian lounge suit. Two cross-patch breast pockets above, 6½ inches wide and 7½ inches. Deep to the top of the flap, with a 2¼ inches box pleat in the center. Two expanding pockets below the waist (pleat at the sides) 9¼ inches wide at the top, 10½ inches at the bottom, 8 inches deep to the top of the pocket, fastened at the top with a small Bombay Police Service pattern button; flap, with button-hole, to cover pockets, 3½ inches deep and 10¾ inches wide; the top of the pockets to be sewn down at the corners in such a manner that the pocket can be expanded at the top also. Inside, watch pocket with leather tab above for chain or strap. Four medium B.P.S. pattern buttons down the front. Pointed cuffs with opening fastened with two small B.P.S. pattern buttons. Shoulder straps of same material as jacket.

(G.Rs., J.D., No. 594, dated 1st February 1908 and  
G.O., J.D., No. 2164, dated 3rd March 1920).

(4) *Necktie* — Dark blue.

(5) *Trousers (Slacks)* — Khaki drill, according to military pattern without turn-ups.

(6) *Whistle* — Of the usual police pattern to be worn attached to a khaki lanyard and carried in the left breast pocket.

(7) *Ankle Boots* — Plain brown leather with plain toe-caps.

(8) *Belt* — Sam Browne, army regulation pattern, but with white metal mountings. The strap over the left shoulder should not be worn except when it is required to support the revolver.

(9) *Sword* — Straight, 1896 infantry pattern, with plain steel hilt.

(10) *Sword Knot* — Brown leather with acorn.

(11) *Scabbard* — Brown leather as worn with Sam Browne belt.

(G.R., J.D., No. 594, dated 1st February 1908 and  
G.R., H.D., No. 2696, dated 9th November 1922).

(12) *Revolver* — Or an *automatic* pistol with brown holster.

In addition to the regulation revolver forming part of the equipment, an additional revolver or pistol may be possessed under a licence without licence fee.

(G.R., H.D., No. Pol. No. 1147/Poll, dated 26th April 1932).

(13) *Badges* —

(a) Deputy Superintendent of Police Officiating as Superintendent of Police	State Emblem (three Ashoka lions, (1-5/32" x ¾")
(b) Deputy Superintendent of Police of five years' service and above.	Three stars (white metal, five pointed stars of India pattern — one inch broad, plain without any design in the center).
(c) Deputy Superintendent of Police less than five years' service.	Two stars of above pattern.
(d) Probationary Deputy Superintendent of Police	One star of above pattern.

A silver departmental badge, "B.P.S." in half inch block letters to be worn at the base of the shoulder-strap.

(G.L., H.D., No. 385/5-48226-A, dated 26th May 1952).

(14) *Overcoat* : Khaki serge according to climate, cut with whole back, 32 inches long for a man 5'-8" in height and I inch longer or shorter for every two inches variation in height. Slits at sides 5 inches long. Five large B.P.S. pattern buttons down the front. Two breast patch pockets outside in line with second button, 7 inches wide and 8 inches deep, with three pointed flap and small B.P.S. pattern button. Two patch pockets below in line with the bottom button, 8 inches wide and 9 inches deep, with flap and small Bombay Police Service pattern button. Collar, stand and roll, 5 inches deep at the back and 4.5 inches deep at the front and fastened with one hook and eye. Collar-tab to button across neck if required.

Sleeves finished with a turn-back cuff, 4 inches deep. Shoulder straps of the same material as the coat, fastened with small Bombay Police Service pattern button at collar seam and with badges of rank. Lining according to climate. An inside pocket between facing and lining, with opening 4.5 inches from neck and extending to 11 inches down.

(G.R., J.D., No. 594, dated 1st February 1908).

(15) Head *Dress* : As for Indian Police Service Officers but with Bombay Police Service pattern buttons and badges :

*Note* – Peak cap, khaki gabardine (whenever khaki is mentioned the shade will be Spinners Vigan No. 1, 4½" total depth, diameter across the top 10 3/8" for a cap fitting 21¾" in circumference the top to be 1/8" larger or smaller in diameter for every ¼" by which the cap may vary in size of head above or below the before mentioned standard, e.g., for a cap 22¼" in circumference the diameter across the top to be 10 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 2 1/8" deep between the welts. Indian Police Service pattern badges 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 material 1¾" deep. Chin strap of brown leather 3/8" wide buttoned on to two gorget, buttons of the Bombay Police Service pattern placed immediately behind the corners of the peak.

(G.R., H.D., No. 4801/2, dated 11th January 1929).

(16) (a) Badge for Peak Cap : (1) 15/8 inches in height.

(b) Buttons : Convex, die struck and embossed.

Large ... 40 lines.

Small ... 24 lines.

(G.R., J.D., No. 594, dated 1st February 1908 and G.R., H.D., No. 1525, dated 30th May 1923).

#### (B) WORKING DRESS

The following articles may be worn for work of an informal nature :-

(1) *Helmet* : As prescribed for Indian Police Service Officers but with badges and letters "B.P.S." in white on the left side of the helmet.

*Note* – *Helmet for informal working dress prescribed for Indian Police Service Officers is as under :*

*"Army khaki tent club pattern with a pagri of six folds of khaki, with 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 3 inches in width, No Metal fitting brown leather straps 3/8" wide.*

(2) *Peak Cap*: As prescribed for *Full dress*.

(3) *Shirt* : Open neck, khaki twill, with short sleeves. Badges of rank on detachable shoulder straps.

(4) *Bush shirt* : Army pattern, khaki, with belt of the same material and silver-plated buckle, box pleats and ordinary buttons. Badges of rank on detachable shoulder straps.

*Note* – Slacks should be worn instead of shorts, with the Bush shirt.

(5) *Shorts* : Khaki drill.

(6) *Sam Browne Belt* : As prescribed for *Full Dress*, but with a single cross strap and without frog, to be worn when wearing a shirt as in clause (3) above.



- (7) Medal Ribbons : To be worn as laid down in Army Regulations.
- (8) Boots : Plain, brown, leather, with plain toe-caps and khaki stockings.
- (9) Ankle Boots : As for Full Dress to be worn with putties on such occasions as formal parades, when full dress is not worn.

(G.L., H.D. No. 1861/5-D, dated 17th May 1947).

## 212. Uniform for Inspectors of Police:

### (A) FULL DRESS

(1) Jacket : Khaki drill (Stockport shade No. 1) loose fitting except at the waist, with four buttons down the front, skirt open at the back upto the waist line. The lowest button should be just below the line of the belt, the underlap of the skirt at the back should be 3 inches. Turn down collar as in an ordinary civilian lounge suit. Khaki shirt with turn down pointed collar. Dark blue necktie. Plain cuffs 3 inches deep running to a point 7 inches from the end of the sleeve. Two breast pockets, 6 inches wide and 7 inches deep, rounded at bottom, with 1½ pleat down the centre, closed by a flap 2 inches deep, pointed in the centre and fastening with a small button. Two expanding pockets, one on each side, below the belt, 9½" wide at the top, a flap (slightly wider than the pockets), 3 inches deep from the seam of the belt to cover the opening of the pocket, fastening with a small button in the centre. A white-metal hook at the lower edge of the waist belt on each side, behind the corner of the pockets, to support the sword belt, the hooks to be attached to tabs sewn on inside the coat.

- (2) Trousers (Slacks) : Khaki drill without turn-ups, according to military pattern.
- (3) Ankle Boots : Brown, with plain toe-caps.
- (4) Helmet : Wolseley pattern, covered with khaki. No metal fixings. Brown leather chin strap 3/8 inch wide. Dark blue pagri. Silver monogram to be worn on the pagri in front.
- (5) Lungi : Khaki with one end embroidered in dark blue, red and silver with a 2 inches silver fringe, worn over a silver embroidered khaki kullah. No monogram.

Lungi may be worn instead of the helmet with the permission of the Inspector General by those who do not conform to *western* habits as regards the manner of dressing the hair and removal of headgear, or for other adequate reasons.

(G.L., H.D. No. 7918/3-II-D, dated March 1942).

(6) Forage Cap : Existing military pattern, blue cloth with band of black oak leaf lace and patent leather peak and a khaki drill cover over the monogram. Black patent leather chin strap fastened to two small silver buttons with "B.P.S." monogram. Small silver monogram on the band in front.

Note : In Police Training School, Practical Instructors will wear Beret Caps instead of forage peak caps.

(G.R., H.D. No. TEX 1059/3410-VII of 25th May 1959)

- (7) Belt : Sam Browne belt made of Kanpur leather with white-metal fittings.
- (8) Sword Knot : Brown leather strap and acorn.
- (9) Scabbard : Brown leather with steel mountings.
- (10) Sword : English, with steel hilt.

(11) Great Coat : Loose, single breasted, khaki, with turn-down collar 3" deep, fastening with one brass hook at the throat and five large regulation buttons down the front. A tab under the collar fastened by two white metal buttons to button across the throat when the collar is turned up. Shoulder straps with B.P.S. monogram at the base fastened by two small regulation buttons. Two inside breast pockets and a pocket at each side with 3 inches flap. Slit for sword hilt on the left-hand side. The coat should be made with a seam on each side and one down the middle of the back as far as the waist. The length of the coat to reach half way between knee and ankle. From the waist downwards the shirt should be open with 3 inches underlap, two small horn buttons being provided to close the opening for dismounted duties. The coat should be gathered at the back by two straps sewn to the side seams and buttoning one over the other with three small regulation buttons :

- (12) Buttons : White metal with B.P.S. monogram.

(G.R., H.D. Nos. 6299, dated 28th June 1921 and 1307, dated 26th April 1922).

- (13) Whistle : With khaki cord.

(G.R., H.D., No. 1926/3, dated 23rd November 1932).

- (14) Revolver :

(i) Officers armed with revolvers will wear them whenever it appears to them prudent to do so or in accordance with any order issued by the Superintendent. They need not be worn on parade or ordinary occasions.

(ii) When revolvers are worn, they should be secured by a lanyard over the right shoulder of the wearer passing under the right shoulder strap and carried in the holster attached to the belt in front on the left side.

(I.G.'s No. 38, dated 1st September 1932).

(iii) In addition to the regulation revolver forming part of the equipment an additional revolver or pistol may be possessed under a licence without licence fee.

(15) Badges : Three five pointed stars (star of India Pattern of normal size as worn by Deputy Superintendents of Police) and a ribbon half inch in width, half red and half dark blue horizontally divided should be worn on shoulder straps horizontally (red colour facing the stars), an inch apart, with letters B.P.S. at the base.

(G.L., H.D. No. 385/5-48326-A, dated May 1952).

#### (B) WORKING DRESS

The following may be worn for work of an informal nature :

(1) Helmet : Pith helmet as prescribed for Deputy Superintendents of Police but with dark blue pagri and silver plated monogram as worn on Full Dress.

- (2) Forage Cap : As prescribed for Full Dress.
- (3) Shirt : Open neck, khaki twill, with short sleeves and badges of rank.
- (4) Bush Shirt : Army pattern, khaki with belt of the same material and silver-plated buckle. Badges of rank on detachable shoulder-straps.

Note – Slacks (trousers) should be worn instead of shorts, with Bush Shirts.

- (5) Shorts : Khaki drill.
- (6) Sam Browne Belt : Same as for Full Dress but with a single cross strap and without frog. To be worn when wearing a shirt.
- (7) Medal Ribbons : As laid down in Army Regulations.
- (8) Boots : Plain, brown, leather with plain toe-caps and khaki stockings.
- (9) Ankle Boots : As on Full Dress. To be worn with Khaki woollen putties on such occasions as formal parades, when full dress is not worn.

(G.L., H.D. No. 1861/5-D, dated 17th May 1947).

### 213. Uniform for Sub-Inspectors of Police :

- (1) The same dress and badges as for Inspectors with the exception that only two five pointed stars with a ribbon should be worn on shoulder straps with letters B.P. at the base, and that the lungi, if permitted to be worn, should be without a silver fringe and the kullah without embroidery.

(G.Rs., H.D. Nos. 6299, dated 28th June 1921, 1207, dated 26th April 1922 and 6263, dated 23rd October 1924).

- (2) The articles of uniform of Women Sub-Inspectors are as follows:
  - (i) Bush Shirt : Of white mercerised cloth with numeral pair and belt, properly tailored and cut to measurement; lower pocket flaps to be square cut, press buttons to be used on the upper pocket flaps.
  - (ii) Salwar : Of white mercerised material properly tailored and cut to measurement.
  - (iii) White Cap : Of the type used by the Home Guards with two buttons and cap badge.

Note : Women Sub-Inspectors belonging to Sikh community may wear "Dopatta" 2½ yds. of white malmal cloth instead of white caps.

- (iv) Pathani Type Chappals : Closed at toes.
- (v) Sam Browne Belt : Brown leather with white metal fittings.
- (vi) Badges of Rank : Monogram B.P., Shoulder B.P. and star five cornered.
- (vii) Buttons : Electroplated.
- (viii) Rain Coat : Khaki.
- (ix) Lanyard : Khaki Silk with swivel for revolver.
- (x) Whistle : Thunderer with chain.
- (xi) Ribbons, Bopins and Black Hair Nets : (Full size).

(I.G.'s No. 5692-II, dated 13th February 1953 and G.L.H.D. No. 7729/5-II/54494-D dated 16th September 1954).

**214. Uniform for I Grade Head Constables and Brevet Jamadars :**

## (A) FULL DRESS

- (1) Fatigue Cap : Dark blue, woollen with B.P. crest and chin strap.
  - (2) Coat : Spinner's mineral khaki drill, shade No.1 or such khaki drill as is approved by the Inspector General of Police, Greater Bombay pattern, closed stand-up collar 2 inches high. Two breast pockets 6 inches wide and 7 inches deep, rounded at the bottom without pleats, closed by a 2 inch flap pointed at the centre and fastened by a small brass button. Full sleeves with cuff-flush. Four large brass buttons down the front. Plain shoulder straps fastened with two small brass buttons, and B.P. badges in block letters at the base. The bottom edge to reach the tips of the thumbs, when the wearer is standing to attention.
  - (3) Buttons : Of brass (large and small).
  - (4) District Letters : Of brass with two letters denoting the name of the Police Unit in abbreviated form (viz. P.N. for Poona, A.C. for Ahmedabad City and so on); size 1¼" x ¾" with pin holes and pin of good quality brass; well cut letters; front and back thickness 1/8", top, bottom and side thickness 5/32"; total weight with pin of each brooch should not be less than 1½ tolas; well polished from outside.
  - (5) Badges : One five pointed star (Star of India of normal size and red and blue ribbon as worn by Sub-Inspectors and above) with letters B.P. in brass at the base.
  - (6) Crest : B.P. brass.
  - (7) Whistle : Thunderer, with chain. To be kept in the left upper pocket and the whistle-chain hook in the second upper button hole. While on traffic duty, the whistle should be kept in the hook of the Sam Browne Belt and the whistle chain hook in the hole of the upper third button.
  - (8) Sam Browne Belt : Browne leather, with brass fittings with frog and cross strap complete.
  - (9) Shorts : Of the same material as the cost, with button flap and belted waist, with one front buckle and side pockets. To be worn on ceremonial occasions as well as for ordinary duties with woollen putties and black ankle boots.
- Note : Shorts should be worn in such a way that the distance between the centre of the knee cap and the lower edge of the short should be in between 2" and 2½" according to the height of the Policeman.
- (I.G.'s Cir. Memo No. (I)/5692, dated 21st May 1958).
- (10) *Putties : Woollen, khaki.*
  - (11) *Boots : Black, ankle.*
  - (12) *Chappals : Black.*
  - (13) *Socks : Woollen, khaki.*

(14) *Sword* -- Indian make, nickle-plated straight blade, fitted with a steel hit no which the B.P. monogram with state emblem is embossed.

(15) *Sword Knot*:-- Brown leather strap and acron.

(16) *Scabbard* :- Brown leather with steel mountings.

(17) *Great Coat* : Woollen, with leather great coat strap.

(18) *Holster* : For revolver.

(19) *Hose Tops* : Woollen , Khaki.

#### (B) WORKING DRESS

The following articles may be worn for work of an informal nature, but not on ceremonial occasions or when attending a court :

(1) *Shirts* : Khaki twill or such khaki textile as is approved by the Inspector General of Police. Open neck, short sleeves, two breast pockets 6 inches wide and 7 inches deep, round at the bottom, with pleats closed by a 2 inch flap pointed at the centre to be fastened by press buttons, four brown bone buttons down the front and one on each breast pocket, plain shoulder straps fastened with two brown bone buttons and B.P. badges at the base. Number brooch above the right breast pocket.

(2) *Medal Ribbons* : To be worn with the shirt as laid down in the Army Regulations.

(3) *Sam Browne Belt* : With a single cross strap and without frog.

(I.G.'s No. 377-A, dated 2nd July 1938).

#### (C) OTHER ARTICLES OF OUTFIT

In addition to the articles mentioned in sub-rules (A) and (B) above, the following articles will be issued to Jamadars and Brevet Jamadars as part of their outfit :

1. Kit box.
2. Button stick.
3. Carpet.
4. Haversack.
5. Jersey, woollen khaki.
6. Water bottle.
7. Shoes (brown, canvass).
8. Steel helmet (provided when on riot or similar duty).

(I.G.'s No. 16, dated 7th March 1925).

### 215. Uniform for II and III Grade Head Constables and for constables :

#### A

1) *Fatigue Cap* : Navy blue, woollen with woollen red peak and black leather chin-strap 3/8" wide. To be worn on all occasions other than riots, etc. for which a light steel helmet will be provided.

2) *Coat* : Drill, mineral khaki, A grade, closed stand-up collar, 1¾ inches high, fastened with two brass hooks and eyes. Shoulder pad on the left shoulder (for armed men only). Two patch breast pockets, 5½ inches wide and 6½ inches deep (including the flap),

rounded at bottom and closed at top by a flap 2½ inches wide and pointed at the centre. Two small holes, at a distance of 2 inches from each other, to hold number brooch, above the right pocket. Full with hem 2 inches wide four button-holes down the front of the coat and one each flap of the pocket with equal number of small holes on the inner sides to hold the buttons of the regulation pattern. The seam, 1 inch wide, at the back should be open upto the waist line (13½ inches). The hem at the bottom of the coat should be 2 inches wide. Two small tables inside the coat with the required number of small holes to hold side hooks. The bottom edge to reach the tips of the thumbs, when the wearer is standing to attention.

3) Shirts : Khaki cellular shirting, open neck, short sleeves, two breast pockets, 6 inches wide and 7 inches deep, round at the bottom with pleats closed by a 2 inches flap pointed at the centre, four khaki bone buttons down the front and one on each breast pocket, which is to be fitted with steel press button, plain shoulder straps fastened with two khaki bone buttons and District Letters at the base. Number brooch above the right breast pocket.

(G.L., H.D. No. UNF. 1255/18615-D, dated 12th April 1955,  
14th May 1956 and I.G.'s Cir. Memo No. 5692-II, dated 28th October 1955).

4) Buttons : Brass (large and small).

5) District Letters : (a) Of brass with two letters denoting the name of the Police Unit in abbreviated form (viz. P.N. for Poona, A.C. for Ahmedabad City and so on); size 1¼" x ¾" with pin holes and pin of good quality brass; well cut letters; front and back thickness 1/8", top, bottom and side thickness 5/32"; total weight with pin of each brooch should not be less than 1½ tolas; well polished from outside.

(b) Brooch Buckle Numbers : Of brass in one, two, three and four digits, of well cut and polished numbers of even size and shape with pin holes and pins of the following measurements :

Four digit brooch	...	Size 2¾" x ¾" with pin holes length wide
Three digit brooch	...	Size 1-7/8" x ¾" do
Two digit brooch	...	Size 1¼" x ¾" do
One digit brooch	...	Size 5/8" x ¾" with pin holes from top to bottom

Front and back thickness 1/8" and top bottom and side thickness 5/32" i.e. same as District Letters.

6) Chevrons (Braid and Cloth) : For II and III Grade Head Constables (armed and unarmed) respectively four and three V shaped chevrons. Braid chevrons for khaki coats and cloth chevrons for great coats. To be of red on blue ground, each V being 2½ inches in outer span, ½ inch wide and 1¼ inches in height. The gap between the stripes to be 1/8 inch. To be so affixed on the right arm above the elbow that the mid-lower-most point will be 9 inches from the shoulder seam of the coat. No chevrons for constables.

(I.G.'s No.34, dated 21st December 1939).

7) Shorts : Drill cotton, mineral khaki A Grade, belted waist, 3 inches wide, with 3 loops and one brass buckle. Button flap with five cotton buttons. The hem at the bottom of the short should be 2½ inches wide.

Note : Shorts should be worn in such a way that the distance between the centre of the knee cap and the lower edge of the short should be in between 2" to 2½" according to the height of the Policeman.

(I.G.'s No. (I)/5692, dated 21st May 1958).

8) Belt with Accessories : For Armed Police : Leather, 2 inches wide; Fittings; (1) Brass 'S' Buckle (Army pattern), (2) Sliding Buckle, (3) Brass Hook Buckle, (4) Thread : Cartridge pouch leather. Bayonet frog (leather) for armed men only.

9) Pouches Ammunition : Leather.

10) Frog for Bayonet : Leather.

11) Baton : Wooden, Babul with leather thong (12" long stitched at 3 inches from the baton end.)

12) Hose Tops : Khaki, woollen.

13) Socks : Woollen, khaki or grey.

14) Putties : Woollen, to be so worn that they end up on the outer side of the foot, about 4 inches below the knee joint. The upper edges of the putties not to be turned down.

15) Boots : Black ankle boots, Zug Grain leather, complete with iron heels, hob nails, toe-plates, and leather laces 34 inches long.

16) Chappals : Bombay Police pattern, black, with iron nails and toe-plates.

17) Whistle : Thunderer, with chain to be kept in the left breast pocket and the chain to be hooked inside the coat to the ring of the second button from the top. The hook of the chain should be slightly closed, so as not to slip off the button-ring and yet remain attachable to it.

18) Great Coat : Drab mixture-shade, woollen cloth, with sleeves reaching down the knee to a point 12 inches from the ground when the wearer is standing to attention. Side pockets and brass buttons.

19) Great Coat Strap : Leather.

20) Coat : Fatigue.

21) Short : Fatigue.

22) Traffic Coats : White.

23) Traffic Umbrellas.

24) Braces : For traffic umbrellas, leather.

25) Water-proof Coat (Khaki) : To be issued, when necessary to Policemen detailed for escort duty, for duty at sea-ports and railway stations or in urban areas, where they are required to work in the open.

26) Water-proof Coat (White): To be issued, when necessary, to Policemen detailed for traffic duty.

**B**

Besides the articles mentioned in 'A' above, the following articles are also issued to the men as part of their outfit:

- 1) Jersey: Pullover, woollen khaki mixture, V shaped collar without shoulder slits and re-inforced sleeves.
- 2) Shoes: Canvas, rubber sole, brown.
- 3) Kit Box.
- 4) Button Stick.
- 5) Carpet.
- 6) Haversack.
- 7) Mosquito Nets: White; to be issued to Policemen stationed for duty at Police Stations and Out-posts situated in the areas where low malaria and filarial prevail.

(G.L., H.D., No. PEQ. 1057/14130-VI, dated 9th April 1958).

- 8) Helmet : Steel, to be issued to Policemen detailed for duties such as riot, dacoit operations, etc.

**'C'****UNIFORM OF WOMEN HEAD CONSTABLES AND CONSTABLES**

- 1) Bush Shirt : Of thin bleached white drill with belt.
- 2) Salwar : Of white mercerised cloth properly tailored and cut to measurements.
- 3) Cap : Of thin bleached drill with two buttons but without cap badge.

Note : Women constabulary belonging to Sikh community may wear 'Dopatta' of 2½ yards of white malmal cloth instead of white caps.

- 4) Pathani Type Chappals : Not closed at toes.
- 5) Brooch Number : Brass metal.
- 6) Shoes : Canvass, brown.
- 7) Buttons : Brass.
- 8) Ribbons, Bo-pins, and black hair-nets : (Full size).

(I.G.'s No. 5692/II, dated 13th February 1953 and  
G.L., H.D., No. 7729/5-II-54494-D, dated 16th September 1954).

**216. Uniform for Officers and Men of the Police Motor Transport :**

(1) Superintendent of Police, Motor Transport, State of Bombay, has been allowed to wear Indian Police Service uniform, except badges, crest and buttons.

(G.R., H.D., No. DSP.2756/19573-A, dated 30th August 1956).

- 2) Officers of and below the rank of Inspector should wear the uniform of the Police rank allotted to them, and the Motor Transport badge, viz. Motor Transport on a red back-ground, immediately below the shoulder on both the sleeves.



3) The following will be the uniform for the Driver Mechanics and Driver Head Constables/Police Constables of Motor Transport Section :

(a) Boiler Suit : Khaki drill, cotton.

(b) Fatigue Cap : Navy blue, woollen with red peak.

(c) Coat : Khaki drill, cotton, single breasted with 5 large buttons down the front, single stand-up collar with 2 hooks, 2 breast patch pockets and 2 skirt pockets, with 6 small buttons.

(d) Trousers : Khaki drill, cotton, plain (Lounge pattern).

(e) Buttons : Brass.

(i) Large : 5 for coat and 7 for great coat of Driver Mechanics. 10 for two coats and 7 for great coat of Driver Head constables and Constables.

(ii) Small : 6 for coat and 2 for fatigue cap of Driver Mechanics. 12 for two coats and 4 for 2 fatigue caps of Driver Head Constables and Constables.

(f) (i) District Letters : Of brass with two letters denoting the name of the Police Unit in abbreviated form (viz. P.N. for Poona, A.C. for Ahmedabad City and so on); size  $1\frac{1}{4}$ " x  $\frac{3}{4}$ " with pin holes and pin of good quality brass; well cut letters; front and back thickness  $\frac{1}{8}$ ", top, bottom and side thickness  $\frac{5}{32}$ "; total weight with pin of each brooch should not be less than  $1\frac{1}{2}$  totals; well polished from out-side.

(ii) Brooch Buckle Numbers : Of brass in one, two, three and four digits, of well cut and polished numerals of even size and shape with pin holes and pins of the following measurements :

Four digit brooch                      Size  $2\frac{1}{2}$ " x  $\frac{3}{4}$ " with pin holes length wide.

Three digit brooch                      Size  $1\frac{7}{8}$ " x  $\frac{3}{4}$ "                      --do--

Two digit brooch ...                      Size  $1\frac{1}{4}$ " x  $\frac{3}{4}$ "                      -- do --

One digit brooch ...                      Size  $\frac{5}{8}$ " x  $\frac{3}{4}$ " with pin holes from top to bottom.

Front and back thickness  $\frac{1}{8}$ " and top, bottom and side thickness  $\frac{5}{32}$ " *i.e.* same as District Letters.

(g) Drivers' Badges : Cloth, "M.T." in blue on a read square 2" x 2". To be worn on the sleeve below the left shoulder, the upper touching the shoulder seam.

(h) Chevrons : As for armed constabulary.

(i) Socks : Woollen.

(j) Cappals : Leather, brown, Peshawari.

(k) Whistle : Thunderer with chain.

(l) Great Coat : Wooleen with cape.

(m) Water-proof Coat : Khaki with detachable hood.

(n) Coat of Regular Police pattern.

(o) Short of Regular Police pattern.

(p) Woollen putties.

4) Besides the articles mentioned above, the following articles are also issued to the Driver Mechanics and Driver Head Constables and Constables of the Police Motor Transport as part of their outfit :

*Kit box.*

*Jersey: Woollen.*

*Haversack: Khaki.*

*Button Stick: Brass.*

*Carpet: Cotton, dark blue.*

(G.R., H.D., No. 4596/4-VI, dated 23rd October 1946 and I.G.'s No. 4464-II, dated 30th March 1948).

#### **217. Uniform for the Police Wireless Staff :**

(1) The Superintendent of Police, Wireless, has been allowed to wear the Indian Police Service uniform except badge, crest and button.

(G.R., H.D., No. DSP. 2756/19573-A, dated 5th July 1956).

2) The personnel of the Police Wireless should, while on duty, always wear the uniform of the Police rank allotted to them.

3) The Police Wireless Inspector, the Police Wireless Sub-Inspector, (Engineering), and the Police Wireless Sub-Inspector, (Traffic) should wear the wireless badge, viz. 'W' on a red background immediately below the shoulder on both the sleeves. Other sub-ordinate staff should wear a similar badge but only on the left sleeve.

#### (2) GREATER BOMBAY

#### **218. Uniform for Superintendents of Police –**

##### (A) FULL DRESS

1) Helmet : Wolsely pattern of plain white drill. No metal fittings.

2) Chainstrap : Black pattern leather, 3/8" wide, with black enameled metal slides.

3) Pagri : Plain Canary Yellow cotton, to be fitted front and rear 1-3/4" sides 3" with nine turns.

4) Flash : Of regulation pattern, 4" wide, to be worn on left side conversing pagri (i.e. depth centre 3").

5) Coat : Plain white drill, four buttoned, single breasted, cut full in chest and shoulders and fitting at the waist, with a slit in the rear bottom, and collar as in ordinary lounge coat. Cuffs on sleeves 2½" at rear to a point 5½" in front. Shoulder streaps of same material fastened by small ball pattern B.P.S. Button at the top, and bearing number B.P.S. in ½" block capitals at the base. White metal stars to be worn on each strap as laid down in Rule 211(A) (13).

One inside breast pocket and two outside breast pockets. Out-side pockets to be with flaps. Pockets to be 6½" wide by 7½" deep, with centre box pleat 2¼" wide. Flaps to be pointed at the center and at edges, 2¾" to points. Pockets to be so that the top of the flaps is in line with the top button of the coat. Flaps to be fastened

by a small ball B.P.S. button. Two expanding waist pockets with flaps, tops of which are to be in line with the lower edge of the bottom button of the coat. Pockets to be 9½" wide at top to 10" wide at bottom, and 8" deep. Flaps 3½" at Points to be fastened by a small ball B.P.S. button. The four buttons for the front of the coat are to be large ball pattern B.P.S. buttons.

Note :

1. The Coat is to be worn with a white shirt, glazed, Polo collar and dark blue sailor knot-tie.
2. The measurements of pockets, etc., are to be adhered to as closely as may reasonably be permitted by the measurements of the individual concerned.

6) Boots : Black ankle, Derby pattern without toe cap-Laces to be fastened straight wise.

7) Belt : Sam Browne patterns of black leather, with white metal fittings.

8) Sword : Straight infantry pattern, steel hilt.

9) Scabbard : Plain, black leather.

10) Sword Knot : Black leather strap, black acorn.

11) Forage Cap : Blue serge with three welts of same material to be ¾" total depth. Diameter across top 8¼" for a cap fitting 21¾" in circumference. The top to be ⅛" larger or smaller in diameter for every ¼" by which the cap may vary in size of head over or below the above mentioned standard (i.e. a cap 22¼" in circumference the diameter across top will be 8½" and for a cap 21" in circumference diameter across top to be 7 and 7/8"). The sides between top welts to be made in four pieces and to be 1¾" deep between welts. Two air inlets on either side, 1" apart. A band of canary yellow cloth 1¾" wide to be placed between the two lower belts. The cap to be set up on a stiff band of leather or other material 1¾" deep. A clip on the inside front of the cap to keep it upright. Chinstrap of black patent leather 3/8th" wide, with black enameled metal slides, buttoned on to two small plain white metal buttons placed immediately behind the corners of the peak. Peak to be 2¼" at its broadest part. BPS badge to be worn on the front centre of the yellow band with the two button points of the star overlapping the chinstrap.

White pique covers will always be worn on the cap. Whistle and chain Metropolitan whistle with white metal chain. Whistle to be carried in right breast pocket, with chain attached to top button of jacket.

#### (B) WORKING DRESS

Same as full dress except as under :

- (i) Belt need not be worn.
- (ii) A soft Polo collar with plain gold or silver collar pin may be worn instead of the stiff collar.

**219. Uniform for Inspectors, Selection grade Sub-Inspectors, Sub-Inspectors and Subhedars of the Greater Bombay Police Force.**

(A) FULL DRESS

(1) Helmets : Same as for Superintendents except :

- (i) Inspectors to wear 2" regulation flash.
- (ii) Other ranks no flash.

(2) Coat : Plain white drill, four buttoned single breasted, cut full in chest and shoulders, and fitting at the waist, slits inside of frock back to be made with two side pieces, cuffs to be 2½" at rear to a point 5½" in front. Collar as in civilian lounge suit. Shoulder straps of same materials fastened by small button at top, and bearing numerals ½" block capitals at the base. One inside breast pocket. Two outside breast pockets 7" wide by 6½" deep, with centre box pleat 2" wide, and flaps pointed at centre and edges. To be 2¾" at point fastened by small flat button. Top of pockets to be in line with top button of jacket. Two lower outside patch pockets below waist 6½" wide at the top and 7" wide at the bottom, 7½" deep from top of pocket with pointed flaps, each fastened with a small white metal button.

Note –

- 1. Inspectors should wear "B.P.S." buttons and Senior Grade Sub-Inspectors should wear "B.P." buttons.
- 2. Coat should be worn with white shirt, soft polo collar and dark blue sailor- knot-tie, with plain gold or silver collar pin.  
A white semi-stiff polo collar may be worn, in which case no collar pin will be required.
- 3. Inspectors should wear three stars one below the other on each lapel. Top, star to be in the line with lower point in cut of collar, second star to be 1" below the first, and the third to be 1" below the second. Senior Grade Sub-Inspectors and Sub-Inspectors should wear two stars, as for Inspectors.
- 4. Ribbon half inch wide and 2 3/8" long. The ribbons shall be composed of two coloured strips of colours fast to washing and light fast to washing and light in red and navy blue respectively woven in one out of art silk tape to be worn on each lapel.

(3) Slacks : Plain white drill, patched with same material and laced down the sides with white laces.

(4) Boots : Same as for Superintendents.

(5) Forage Cap : Same as for Superintendents but without the white pique cover.

(6) Belt: Same as for Superintendents but the left shoulder strap will never be worn.

(7) Sword : Same as for Superintendents.

Note –

The sword is an optional article of equipment, and therefore, will only be worn on such ceremonial occasions as the Commissioner of Police may, from time to time order. Swords, will be worn by officers attached for duty with the Armed Police. They will be regulation pattern issued from the Naigaum Armoury, viz. Straight Infantry pattern with steel hilt. Swords may also be worn by all officers entitled to wear them, when attending a leave. This includes Inspectors, Selection Grade Sub-Inspectors and Sub-Inspector.

(8) *Whistle and chain* : Same as for Superintendents.

The same as full dress except as under :

(1) Slacks may be worn. They should be a plain white drill and without turn-ups and should be out to fit the boot.

(2) Belt need not be worn.

(3) Officers belonging to the Sikh community in the Greater Bombay Police Force are provided with the following head-dress :

A turban in white for ceremonial and in khaki uniform is worn, tied with Sikh fashion over a "Sikh" supa of ½ yard of yellow turban cloth. The yellow "Sikh" safa is to be visible on the crown, of the head and a yellow "fifty" or triangle of 1½" at the base and sides in front when the turban forms a peak. The standard cap badge on a yellow cloth disc 2" in diameter to be worn in front.

(4) The dress regulations for uniforms worn by the Subedars in the Greater Bombay Police Force are the same as for Sub-Inspectors.

**220. Uniform for Women Sub-Inspector of Police – The articles of uniform of Women Sub-Inspectors in the Greater Bombay Police Force are as follows :**

i) Bush Shirt : A white mercerised cloth with belt and buckle, properly tailored and cut to measurement, lower pocket flaps to be square cut, press buttons to be used on the upper pocket flaps.

ii) Salwar : Of white mercerised material properly tailored and cut to measurement.

iii) White Cap : Of the type used by the Home Guards with two B.P. buttons and cap badges as per Sub-Inspectors.

Note – Women Sub-Inspectors belonging to the Sikh community are permitted to wear "Dopatta" of 2½ yards of white malmal cloth instead of white caps.

iv) Pathani Type Chappals : Closed at toes, black.

v) Sam Browne Belt : Black leather with white metal fittings.

vi) Badges of rank :	Monogram B.P.	}	<b>2</b>
	Shoulder B.P.		
	Star-Five with cornered (4). ribbons.		
	Cap badge-1 (B.P.)		

vii) Buttons : Electroplated – 4 large and 6 small. Conforming to the regulation pattern approved for Officers of the rank of Sub-Inspector.

viii) Rain Coat : White.

ix) Lanyard : Khaki silk with swivel for revolver.

x) Whistle : Metropolitan type with chain,

**221. Uniform for Jamadars (Armed and Unarmed) :**

## UNARMED

(1) Coat : Dark blue drill, closed to the neck with five large B.P. Flat buttons down the front, stand-up collar 1¾" high fastened by two hidden hooks and eyes. The cut of the coat will be the same as for Sub-Inspector but with no waist pockets.

(2) Trousers : Dark blue drill, cut the same as for Sub-Inspectors.

(3) Boots : Black buckled shoes pair.

(4) Head Dress : Black old pattern forage cap (round) with Ashoka star badge on front centre, Chinstrap of black leather 3/8th" wide, to be worn under chin.

(5) Whistle and chain : White metal metropolitan whistle with white metal attached. Whistle to be worn in right breast pocket, and chain attached to second button of the coat.

(6) Great Coat : Dark blue cloth, the coat coming down to half way between knee and ankle. Shoulder straps fastened by small bakelite buttons with Ashoka Chakra in the centre at the top. Five large bakelite buttons down the front with Ashoka Chakra in the centre and the words Greater Bombay Police embossed. Bad strap with two small bakelite buttons.

(7) Belts : Same as for Sub-Inspectors.

## ARMED

(1) Coat : Same as for Jamadars Unarmed Police.

(2) Shorts : Blue drill, with pockets on both sides and extended belt.

(3) Boots : Same as for Armed Police.

(4) Putties : Dark blue woollen. To be worn with dark blue hose-tops.

(5) Head dress : Same as for Jamadars Unarmed Police. (For ceremonial occasions a Lungi of six blue and gold vertical stripes in front and three horizontal stripes in rear, with a yellow Kullah should be worn).

Jamadars belonging to the Sikh Community are provided with the following head dress :

"9 yards dark blue lungi with golden stripes".

(6) Belt : Same as for Sub-Inspectors.

(7) Sword : Straight infantry pattern with steel hilt.

(8) Scabbard : Straight black leather, with steel tipped bottom.

(9) Slacks : Same as for Jamadars Unarmed Police

(10) Great Coats : Same as for Jamadars Unarmed Police

(11) Socks : Two pairs white woollen.

**222. Uniforms for Head Constables, Naiks and Constables (Armed and Unarmed).**

1) Coat : The same as Jamadars except waist pockets and shoulder straps with same bakelite buttons.

2) Shorts : Dark blue drill short with pocket on each side and extended belt.

3) Chappals : Black Crome retanned with thick with low heel, fitted with two cross straps which taper and fasten round the heel by a buckle, supported by a patch piece fixed to the heel of the chappal. The chappal is fitted with a cross piece over the insteps as support to the foot.

4) Putties : Dark blue woollen putties.

5) Head dress : Field service cap of blue woollen with yellow flash in front with two small buttons in the centre.

6) Waist belt : Black leather, with two leather runners, brass waist plate with the words "Bombay Police" and the man's number engraved thereon and filled in black with the letter (detachable) of the Division to which the man belongs fitted between the words "Bombay Police" and the number.

7) Frog : Black leather, made to take baton. Quick release type with thumb flap and brass stud.

8) Baton : Lacquered black, tipped with yellow at handle with thick leather strap of 1/10" breadth fixed to the handle through a hole, and base. Leather lead with brass buckle (as issued) to be worn on belt.

9) Whistle and chain : Same as for Jamadars.

10) Black water proof rain cape with hood. (Umbrellas for Criminal Investigation Department men).

11) Great Coat : Same as for Jamadars.

12) Badges of rank : Head Constables – Three yellow chevrons worn above the elbow, on the right arm.

Naiks : Those who have passed their examinations to wear two chevrons and Lance Naiks (Naiks who have not passed their examinations) to wear one chevron. Constables will wear no chevrons.

13) Good Conduct badges : One or two as the case may be, should take the form of an inverted chevron or chevrons of the same materials and dimensions as the yellow braid, and will be worn on the left arm below the elbow.

#### ARMED

1) Coat : As for Unarmed Police.

2) Shorts : Dark blue drill with pockets on both sides and extended belt.

3) Boots : Ammunition boots. Laces to be worn straight.

- 4) Putties : Dark blue woollen, to be worn with dark blue hosetops.
- 5) Waist belt : As for Unarmed Police.
- 6) Whistle and chain : Sameas for Unarmed Police.
- 7) Head dress : Lungi of six blue and yellow vertical stripes down the front, and three yellow and blue horizontal stripes in rear with yellow kullah.

Head Constables and Constables belonging to the Sikh Community are provided with the following head dress :

"9 yards dark blue lungi with yellow stripes fashioned into a turban."

- 8) Khaki Coat : Shirt pattern, half sleeved, close to the neck, stand-up collar with two hooks and eyes with a pocket without flap on the right breast.
- 9) Khaki Short : Cut as per blue shorts, without pockets and extended belt.
- 10) Blue Forage Cap : Field Service cap with yellow flash in the front.
- 11) Socks : White woollen.

**223. Uniform for Traffic Head Constables and Constables :**

1) Coat : White Drill cut same as for other Constables and will wear uniform buttons for their breast pockets and also their medal ribbons - if any. (They are issued with two additional brass buttons).

2) The remainder of their uniforms should be as for Unarmed Constables.

**224. Uniform for Women Head Constables and Constables :** It will be the same as shown under "Mofussil".

**225. Uniforms for Men of the Motor Transport Section :**

(1) Coat : Dark Blue drill coat, closed to neck with five large bakelite buttons with Ashok Chakra in the centre down the front. Two breast pockets as for Jamadars, but fastened with same bakelite buttons. Two expanding waist pockets with a straight cut flaps, fastened by small bakelite buttons. Two expanding waist pockets with a straight cut flaps, fastened by small bakelite buttons back cut with a 2½" waist band, box pleat (2½") from shoulder to waist and slit in rear bottom. Plain cuffs and so shoulder straps.

They should wear their numbers above the left breast pocket.

2) Forage Caps : The same as for Sub-Inspectors with Division letter 'L' in the centre instead of the Star.

3) *General.*

**226. Change in prescribed Uniform :**

No departures should be made from the above rules. Subject to the orders of the State Government, the Commissioner of Police in the case of the Police Force allocated to Greater Bombay and the Inspector General of Police in the case of Police Force allocated to other areas may, however, make rules or orders, not inconsistent with the provisions contained in the Bombay Police Act, 1951 determining the description, and quantity of clothing and accountments.

(Section 23 of the B.P. Act, XXII of 1951).



**227. Dress for Officers in Ministerial Service –**

(1) No hard and fast rules are framed prescribing the type of dress for the members of the Ministerial establishment of the Police Department. Yet, taking into account all factors such as climatic convenience and the need for a smart and workmanlike appearance, the following type of dress is recommended :

(a) For Formal or Ceremonial Occasions : Black sherwani and white or cream Chooridar pyjama or a black short buttoned-up coat and black, white or cream trousers. In the hot weather, the sherwani or the coat may also be white or cream.

(b) For Less Formal Occasions and Evening Parties : A black short buttoned-up coat and black or white trousers. In hot weather, a white or cream coloured coat may be worn.

(c) Office dress : A short buttoned-up coat and trousers which need not be of the same colour. Either garment may be white, grey or of any other quiet shade. loud or gaudy colours should be avoided. In hot weather a bush-shirt may be worn informally in office.

Note :

1. The material may be cotton, silk or wool, as found suitable but it should be swadeshi, preferably hand-spun and hand-woven.
2. On all the formal occasions when officials have to meet the President or at formal functions at which the President is present, it is the President's desire that the clothes worn by them should be of hand-spun and hand-woven material.

(2) For women officers, the following type of dress is recommended :

(a) For Formal or Ceremonial Occasions: Sobar coloured sari of plain material, the border, if any to be simple.

(b) For less Formal Occasions and Evening Parties : Sari as in (a) above or above or Salwar, Kamiz and Doopatta.

(c) Office dress : Plain cotton or silk sari without a border or with simple border; or Salwar, Kamiz and Doopatta (or for those who habitually wear them, skirt and blouse).

Note :

1. Materials, colour schemes and designs should be such as would help to maintain dignity and decorum. Saris and blouses worn in office should be of sober colours and blouse pieces should be of adequate length. Very bright colours, gay or florid designs and striking patterns should be avoided. The same will apply in case of Salwar and Kamiz Skirt and Blouse.
2. The materials should be Swadeshi, if possible hand-spun and hand-woven.

**228. Livery for Peons :**

(1) Peons should be supplied with uniform at Government cost which consists of coat, trouser, red pagri or white turban (Pheta), kamarband and red woolen belt. The coat may be stitched in a sherwani fashion, if any of the peons or petty officers so desire, provided no extra cost is involved on stitching and on cloth.

(2) All inferior servants in receipt of Government uniforms must, while on duty, appear always in clean clothes. Heads of offices should ensure that they wear clean uniform which is in good conditions and that they are neatly and smartly dressed, and also take suitable action if any class IV servant on duty is found wearing dirty or untidy uniform.

## SECTION II – THE SUPPLY, CARE AND WEARING OF UNIFORM

**229. Officers of the Indian Police and Indian Police Service :**

Grants for uniform, horses and saddlery, for officers of the Indian Police and Indian Police Service are detailed in Indian Police Service (Uniform) Rules of 1954.

**230. Adjustment and Disbursement of Grant for Uniform and for horse and saddlery for Indian police and Indian Police Service Officers lent to another Government or placed on Foreign Service :**

(1) When an officer of the Indian Police or the Indian Police Service is lent by one State Government to another, the State Government under which the officer happens to be serving at the time when grants fall due should meet the charges.

(2) When an officer is deputed by a State Government to foreign service or for service with a Commercial Department, the State Government should pay the grants when they fall due, and the foreign employer or the department concerned should pay, along with the contributions for pension, passages etc., a proportionate contribution towards these grants as noted below :

(i) Contribution at the rate of Rs. 7.16 nP. a month for the first 11 months and Rs. 7.24 nP. for the last month, or at a flat rate of Rs.86 per year towards the cost of horse and saddlery.

(ii) Contribution at the rate of Rs.8.33 nP. for the first 11 months and Rs.8.37 nP. for the last month or at a flat rate of Rs.100 per year towards the grant for uniform.

The contributions will be payable during the period of leave also.

(G.R., H.D., No. 5322/2/12085, dated 23rd September 1929 and  
G.E., H.D., No. 3039/5-A, dated 26th August 1953).

(3) The question of recovery of uniform as well as charger grants payable to Indian Police and Indian Police Service Officers on deputation should be taken up only if the period of deputation from one Government to another is three months or more.

(G.L., H.D., No. 3039/5/92621-A, dated 29th April 1954).

**231. Superintendents of Police, Motor Transport and Wireless :**

Superintendents of Police, Motor Transport and Wireless are entitled to a uniform grant of Rs. 1,000 from the date(s) they maintain their full uniform and also to renewal grants as admissible to Indian Police Service Officers.

(G.Rs., H.D., No. DSP 2756/19573-A, dated 5th July 1956 and 30th August 1956).

**232. Deputy Superintendents of Police:**

(1) Every Deputy Superintendent of Police including a probationer, will provide himself with the articles of uniform prescribed for Deputy Superintendent of Police at his own expense. Every such officer will be eligible for a grant of Rs.500 for the purchase of uniform. The grant will be sanctioned, on application, by the Inspector General of Police, on

confirmation in the service in the case of direct recruits and on substantive appointment in the case of promoted officers.

Note:-- The initial grant has been temporarily raised to Rs. 250 with a renewal grant of a like amount at intervals of 10 years.

(2) The renewal of the grant for uniform will be sanctioned at interval of 5 years, the period being counted from the date of confirmation or the date on which the uniform is first maintained, whichever is later. In claiming the renewal of the grant, a Deputy Superintendent of Police must furnish a certificate to the effect that he has maintained the articles of full uniform as prescribed for his rank throughout the period.

(G.R., H.D., No. 3266/4, dated 24th April 1940).

(3) Applications for the grant for uniform from the Deputy Superintendents of Police who have less than 5 years' service before them should be submitted to Government for decision on the merits of each case, the period of five years in the case of the initial grant being calculated from the date of confirmation.

(4) (i) Every Deputy Superintendent of Police will be eligible for a grant of Rs.600 for the purchase of a horse and saddlery provided he is required to maintain one and produces a certificate to that effect from the Inspector General. The grant will be sanctioned, on application, by the Inspector General of Police. The payment of the initial grant will be sanctioned on confirmation in the service in the case of direct recruits and on substantive appointment in the case of promoted officers, provided that it will not be admissible unless and until the officer concerned is placed in executive charge of a sub-division of a district.

(ii) The horse to be maintained must be suitable for parade.

(G.R., H.D., No. 4723, dated 12th May 1921).

(ii) Deputy Superintendents of Police who at the time of their substantive promotion to or confirmation in the cadre of Deputy Superintendents of Police are serving in the Criminal Investigation Department or on Railways or on the instructional staff of the Police Training Schools, should not be held eligible for the initial grant for horse and saddlery even though they may maintain horses and they should continue to be ineligible for that grant so long as they hold any of these posts.

(5) (i) Every Deputy Superintendent of Police is eligible for renewal of the grant for horse and saddlery at intervals of seven years, the period being counted with effect from the date mentioned in Sub-Rule (2) above in the case of the grant for uniform. The application must be accompanied by a certificate stating that the horse is being maintained and has ordinarily been maintained for a total period of seven years from that date.

(ii) Deputy Superintendents of Police who have drawn the initial charger grant while serving as Sub-Divisional Police Officers will not be entitled to the renewal of that grant, while serving in any of the

posts mentioned in sub-rule (4) (iv) above; but should they subsequently revert to posts other than those referred to in that sub-rule, they will be allowed to count towards the period of seven years' maintenance of a horse, prescribed for the renewal of the grant, the periods during which they maintain horses on previous occasions in posts entitling them to the grant for horse and saddlery.

(G.R., H.D., No. 7214/2, dated 30th June 1930).

(6) Sub-rule (3) above will *Mutatis Mutandis* apply to applications for the grant for horse and saddlery for Deputy Superintendents of Police with less than five years' service.

**233. Adjustment and Disbursement of the grant for uniform and for horse and saddlery for Deputy Superintendents of Police lent to another Government or placed on foreign service :**

(1) When an officer of the Bombay Police Service is lent by the Government of Bombay to the Government of India or to another State Government, the Government of India or the State Government under which the officer is serving at the time when the grants fall due should meet the charges.

(2) When an officer of the Bombay Police Service is deputed to foreign service or for service with a Commercial Department, the grants when they fall due will be paid by the Government of Bombay, and the foreign employer or the Department concerned will, along with the leave and pension contribution, pay a proportionate contribution towards the grants as noted below :

(i) Contributions at the rate of Rs.7.15 nP. a month towards the grant of Rs.600 for horse and saddlery, admissible after 7 years.

(ii) Contribution at the rate of Rs.1.67 nP. a month towards the uniform grant of Rs.200 admissible after 10 years.

Contributions will be payable during leave also.

(G.R., H.D., No. 2523/2-III, dated 1st May 1930).

(3) The question of recovery of uniform as well as charger grants payable to State Police Officers on deputation should be taken up only if the period of deputation from one Government to another is three months or more.

(G.R., H.D., No.3039/5/92621-A, dated 29th April 1954).

**234. Inspection of horses:**

Horses for which a grant has been drawn should be inspected once a year in the course of his tour by the Range Deputy Inspector General Concerned, who should satisfy himself that the horse is suitable for the performance of journeys on duty by an officer of the rank of District Superintendent of Police or Sub-Divisional Police Officer as the case may be, and that it is in a fit condition. Names of officers maintaining horses will be communicated to the Range Deputy Inspector General of Police by the Inspector General of Police.

(I.G.'s No. 3520-IV, dated 21st August 1941).

**235. Inspectors of Police :**

Inspectors of Police will provide themselves with the articles of uniform prescribed for them at their own expense.

**236. Sub-Inspectors of Police :**

(1) Sub-Inspectors of Police will provide themselves with the articles of uniform prescribed for them at their own expense.

(2) (a) Each Sub-Inspector student recruited direct will, however, be provided by the Principal, Central Police Training School, Nasik with the following uniform on payment of the cost, which must be deposited on joining the school :

2. khaki coats (of the type approved for Inspectors and Sub-Inspectors).
4. khaki shorts.
4. open-necked khaki shirts with collars.
5. large and 7 small white-metal buttons with rings.
1. beret cap, woollen of navy blue.
2. pairs of khaki stockings.
2. pairs of khaki hose-tops.
2. white vests.
1. pair of ammunition boots.
2. pairs of woollen puttees, 2 feet and 4 inches.
1. slack.
1. water-proof coat.

(I.G.'s No. 3443 and G.R., H.D., No. TEX 4959/40523-VII, dated 31st May 1959).

(b) Every Sub-Inspector Student recruited direct will also provide himself with :

1. pair of white canvas shoes, and
2. pairs of grey wollen socks.

(3) Sub-Inspector students who are selected as departmental candidates will be provided by the Principal with all the articles mentioned in sub-rule (2) above and their cost will be met from the clothing grant of the school.

(4) Each Sub-Inspector student will provide himself with a blue tie and at his own expense.

(5) The following procedure should be adopted for the accounting of the costs of the school uniform supplied to the Sub-Inspector students recruited direct for training at Central Police Training School, Nasik :

(a) The deposit amount received from direct nominees should be paid into the treasury as soon as it is received by credit to the head "revenue deposits", vide article 195(a) of the Civil Account Code, Volume I.

(b) The expenditure incurred by the Principal should be charged direct to a separate detailed head, 'clothing to students' to be opened for the purpose under 'Police Training School – Contingencies'.

(c) The expenditure in respect of direct nominees should be adjusted by a debit entry as "deduct expenditure recoverable from private bodies and other Government, etc." by corresponding debit to

"revenue deposits" referred at (a) above. The balance outstanding, if any, after the above adjustment under "revenue deposits" should be refunded to the parties concerned.

(G.R., H.D., No. 7940/3, dated 10th July 1936).

(6) Government arms and accoutrements will be issued to all Sub-Inspector students for the purpose of training.

(7) Head Constable students will bring to the school the uniform provided to them by the districts from which they are deputed, as per list in Appendix XX.

(I.G.'s No. 2538/3, dated 18th June 1936).

**237. Head Constables of all grades and Constables:**

Head Constables of all grades and Constables will be provided with the articles of uniform prescribed for them at Government expense.

**238. Care of articles supplied to the Constabulary :**

(1) Boots which are too long or too broad should not be given to the men, as they bend up at the ends and sides and get into creases and cracks.

(2) Common castor oil should be used for boots and chappals. The oil should be well rubbed into the leather to render it soft and pliable in the first instance. As an oiled boot will not take a polish all that can be done for the sake of appearance is to brush off dust and mud, i.e. at inspections etc., a Constable's boots should be clean although unpolished. Oil should be more frequently applied during the rains than during the fair season. If properly used, the oil will prevent boots cracking or becoming hard after getting wet. Oil boots should not, in any circumstances, be placed inside kit boxes, as this is calculated to soil the uniform, especially khaki.

(3) Bar soap should be used for belts and slings. One quarter of a bar should last a man twelve months. The soap should be used as follows :

Cut off small flakes into a vessel and mix into a thick paste with water (warm for preference). Belts and slings should be stripped, laid out flat and the paste well rubbed in with a cloth dipped into it. The belt or sling should afterwards be well polished with a soft dry cloth. The soap should occasionally be applied to the underside of the belt or sling in order to preserve the leather.

(I.G.'s No. 6629-B, dated 11th/16th May 1916 and 1500-B, dated 7th February 1920).

(4) (a) In order to prevent tin kit boxes supplied to Policemen from being damaged, they should not be moved from the men's quarters, except for inspection. Moving them about from place to place in long journeys, especially by bullock cart, wears them out before their time. When a man is transferred, he should take his kit in his carpet and leave his box behind him for his successor, taking over the one belonging to the man whom he relieves.

(I.G.'s No. A-1287, dated 7th February 1908).

(b) The boxes so left need not be accounted for anywhere unless they come into the stores. They are in charge of the Sub-Inspector

of Police and should be accounted for in the Kit Deposit Register prescribed in rule 268 in Volume II.

(c) Every man before taking charge of a tin kit box should point out damage, if any, the box has already received. If he does not, he will be liable to pay the cost of its repairs.

(I.G.'s No. 963, dated 1st February 1906).

(5) Waterproof coats should be issued for use during the rainy season only. They should not be folded, when wet. Particular care should be taken to see that they do not get oil on them. When they are withdrawn from the men after the rainy season, they should be washed with cold water and stored in a cool dry place until needed again. French chalk powder should be applied to the rubber side of the coats. The officer in charge of the Police Head-quarters or Police Station will be held responsible for the proper accounting and preservation of the waterproof coats in his charge.

(I.G.'s No. 19/(5692), dated 14th October 1946).

(6) Mosquito nets should be handled carefully when in use and at the time of washing, and should be protected from rates etc. by the use of naphthalene balls when they are not in use. Every person to whom a net is issued should, before taking charge of it, bring to notice any tears it may have received. Repairs will be carried out free of charge by the Head-quarters Darzi, only if the damage to it is not due to negligence on the part of the person concerned.

(I.G.'s No. 5358-IV, dated 4th March 1946).

(7) (a) Traffic umbrellas and their leather braces should be handled carefully so as to avoid damage in any way.

(b) When not in use, they should be protected by using preservatives. the umbrellas should be washed when necessary.

(c) Every person to whom they are issued should, before taking charge of them, bring to the notice of his superior officer any damage they may have sustained; failure to do so will render that person liable to pay the cost for their repair.

(d) Repairs to the articles will be carried out free of charge at Head-quarters only in cases in which a satisfactory explanation for the damage is forthcoming. In cases in which the explanation discloses any negligence on the part of the person to whom the articles were issued, the cost of repairs will be recovered from him.

(e) If a person is transferred, he should return the articles to the superior officer concerned.

(I.G.'s No. 13 (5075), dated 24th May 1949).

(8) If any article of a man's kit becomes unfit for wear in less than the period specified in respect of it, he should be required to replace it at his own cost or to pay such portion of the cost as the Superintendent of Police may consider suitable under the circumstance of the case.

(I.G.'s No. 54, dated 1st December 1932).

(9) General issues of kit should be avoided and articles should be issued only as found necessary on inspection.

(10) Ordinarily, on his transfer from one district to another, a policeman should deposit the articles of uniform at the Police Head-quarters or Police Station from which he is transferred and obtain fresh kit on joining the place of transfer. The Wireless and Motor Transport personnel whose garments are stitched according to their personal measurements should, however, on such transfer, carry their uniform and kit issue books with them.

(I.G.'s Memo No. I/5692, dated 24th October 1959).

**239. Uniform to be worn on various occasions by superior Gazetted officers :**

(1) (i) Indian Police and Indian Police Service Officers shall wear such uniform as prescribed in the Indian Police Service (Uniform) Rules, 1954, vide Handbook of Rules and Regulations for All India Services, Volume I, issued by the Government of India, Ministry of Home Affairs on various occasions as specified therein.

(ii) When officers of the Indian Police and Indian Police Service visit the Head-quarters of the Government of India on duty, they should take their mess kit with them for use in case they are invited to dinner at Government House.

(I.G.'s No. 193, dated 25th August 1930).

(2) Working dress will be worn by other superior Gazetted Officers belonging to the Bombay Police Service when (a) giving evidence in Courts, (b) paying official visits, (c) attending drill at Head-quarters, (d) inspecting Police Stations and (e) supervising arrangements at assemblies, fairs and other gatherings.

(I.G.'s No. 3482-D, dated 9th March 1909).

(3) Gazetted Police Officers on duty accompanying the special train of the President of India and other similar trains need not wear swords and spurs at intermediate stations. It will suffice if these are worn at the stations of departure and arrival; but Gazetted Police Officers attending at halting stations en route and not traveling with such trains will invariably wear swords. Working dress will take the place of full dress on all occasions. Slacks may, however, be worn at night after dinner and until sunrise, provided that they are not worn on any ceremonial occasions, such as a public arrival or departure, that may be arranged to take place during that period.

(I.G.'s No. 33 dated 29th April 1927).

**240. Uniform to be worn by police officers on the occasion of visits to States by the President of India, the Prime Minister of India and other Dignitaries :**

(1) On the occasion of visits to State by :

(a) the President of India.

(b) the Prime Minister of India.

(c) Visiting Heads of Foreign countries.

(d) Senior Member/s of the royal families of a Foreign country. (visiting on State invitation)

(e) Prime Ministers of Foreign countries.

(f) Governor (within his State on official visits).



(g) Governors (outside their States but on official visits – This may happen in Delhi).

(h) Ex-Governor General or ex-President (when formally visiting in connection with official function/s.)

(i) Home Minister of Central Government (on official visits). Police Officers of the Bombay Police Service cadre officiating as Superintendents should wear the following dress:

- |   |   |
|---|---|
| (i)At points of arrival and departure(both for public and private)  | Winter – S.D. Jacket of khaki gabardine with khaki collars and blue tie, khaki forage cap, medal ribbons ( <i>without</i> medals), slacks (of same materials as Jacket according to the season) sam browne belt, brown shoes and khaki socks. |
| (ii)At official functions at Government House, Palace, Residency, etc. or at functions sponsored by the Government.                                       | Do.   |
| (iii)At private and social functions at the residence of Governors, Chief Ministers of States, the Chief Justice Ministers, Advisers, Regional Commi etc. | Invited officers may wear Mufti as laid down in rule No.227 relating to Civilian Officers. The officers on duty may wear same dress as ssioners, indicated against (i) & (ii) above.  |
| (iv)At private and social functions at residence of representatives of Foreign Government in India.   | Do.   |
| (v)At private and social functions organised by non-officials and non-official bodies.  | Do.   |
| (vi)While on duty in connection with the visit of any of the aforesaid dignitaries at a place where he may not be present but may pass through.           | Working dress   |
| (vii)While escorting any of the aforesaid dignitaries during his tours by road, rail or by steamer.   | Same as prescribed in (i) above.  |

(2) The dress prescribed above is subject to the proviso that where it is not possible for the officers to procure the prescribed dresses, the local authority may, at their discretion, authorise the wearing of such uniforms as will approximate to the ones prescribed.

(3) Officers of the rank of Deputy Superintendent of Police or lower ranks should on various occasions wear appropriate prescribed dresses.

**241. Uniform to be worn on various occasions by Subordinate Police Officers :**

(1) Inspectors of Police and Police officers of lower rank will always appear in uniform, when giving evidence or prosecuting cases in courts, guarding prisoners, paying official visits, attending drill, holding inspections, or during inspections being held by superior officers and supervising arrangements at assemblies, fairs and other gatherings and generally while performing all duties, unless otherwise directed by rules or orders. The Police officers and men of the State Criminal Investigation Department, the Greater Bombay C.I.D. Local Crime Branches and Local Intelligence Branches are, however, allowed to appear in their ordinary dress in courts.

(G.L., H.D. No. 2016/7-D, dated 6th August 1953).

(2) Inspectors, Sub-Inspectors, I Grade Head Constables and Brevet Jamadars, when traveling by train on duty and required to get out at each station to do duty on the platform until the moment the train starts again, should not be required to wear their swords while on such duty. When on duty with the President of India, the Governor or any other high officer of State, it will suffice if such Police officers wear their swords on the arrival and departure of the officer they are accompanying; at all intermediate stations, swords may be dispensed with.

(I.G.'s No. 14090, dated 26th December 1901).

**242. Wearing of Uniform by retired officers:**

(1) In the case of Indian Police/Indian Police Service Officers, they may be permitted to wear after retirement, uniform of the rank last held by them immediately before retirement only on ceremonial occasions and police parades.

(G.E., P. & S.D., No. IPS 2258/1657-C, dated 27th November 1958).

(2) Other Police Officers of all ranks, who have officiated for a period of six months in the aggregate in a higher rank, or continuously for three months prior to retirement, may be permitted to wear the uniform of their officiating rank.

(G.L., H.D., No. 1665/4-D, dated 5th June 1939).

(3) Police Officers of and above the rank of Sub-Inspectors and Jamadars (I Grade Head Constables) and Brevet Jamadars, who have rendered approved service of not less than 15 years in the Police Department at the time of retirement, are permitted after retirement, to wear on ceremonial occasions or when calling on Government officials the uniform of the rank which they held in the Police Force at the time, subject to (2) above.

(4) Permission to wear such uniforms should be obtained in each individual case, by superior Gazetted officers from the State Government under which the officer has last served and by Inspectors and non-Gazetted officers from the Inspector General of

Police/Commissioner of Police under whom they last served. Applications from Inspectors and non-Gazetted officers should be submitted through the superintendent of Police of the district in which they last served.

(G.O., J.D., No. 5765, dated 10th October 1910, and  
I.G.'s No. 46, dated 18th September 1937).

(5) No swords other than those of the regulation pattern are permitted to be worn with uniform by an officer after retirement. Officers who have been presented with swords of other pattern (e.g. swords presented in Durbar) can wear them in private dress if they so wish, but not with uniform.

**243. Wearing of medals or ribbons in uniform compulsory :**

(1) Officers and men of the subordinate ranks in the police must wear either medals with ribbons, or the ribbons, when in uniform.

(I.G.'s No. 6736-A, dated 16th May 1913).

(2) Medals should only be worn on ceremonial occasions when officers wear their review order dress and the men their first suits. On all other occasions when ordinary working dress is worn, the ribbons only should be worn on a bar brooch.

(I.G.'s No. 6736-A, dated 16th May 1913).

(3) The cost of providing medal ribbons to the constabulary will be met from the clothing grant.

(I.G.'s No. 25, dated 16th June 1934).

(4) For Instructions as to the order and the manner in which decorations and medals are to be worn on uniform, reference should be made to rule 380.

**244. Wearing of Badges:**

(1) An Indian Police or Indian Police Service Officer, who is on deputation to a higher Police post outside the State, 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.

(G.E., P. & S.D., No. 8282/46-11244-D, dated 18th July 1951).

(2) The badges of rank to be worn by an Indian Police/Indian Police Service Officer, during the period of his temporary employment in a post outside the cadre of his service, should be related to the rank that he actually occupies either substantively (which he would retain irrespective of his holding a post outside the Police Cadre) or in an officiating capacity in a Police Post. The 'next below rule' cannot be appropriately applied in such cases.

(G.E., P. & S.D., No. 8282/46-D, dated 7th December 1950).

(3) As regards the different badges prescribed for the constabulary see Appendix XXI. the cost of the badges should be met from the grant under "clothing charges".

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## CHAPTER VIII

### Conditions, Concessions and Liabilities of Police Service

Note-The rules in this chapter deal with the conditions incidental to service in the Police Department. While some of them apply to all Government servants in general, others are peculiar to Police Officers in this State. While some of these conditions are of the nature of rights, concessions and exemptions given to Police Officers, others represent liabilities, restrictions and prohibition imposed upon them as Government servants in general and Police Officers in particular.

#### SECTION I - General Conditions of Service

##### 245. Oath of Allegiance:

(1) Every person entering Government service shall take an oath of allegiance to the Constitution of India, either in English, Hindi or in any one of the regional languages of the State, vide form No. 9 Appendix I.

Note -Conscientious objectors to an oath-taking may make a solemn affirmation in the form prescribed above.

(G.Rs., P. and S.D., No. 1647/46, dated 15th September 1952 and No. 00A 1059-24079-B, dated 2nd June 1959).

(2) The oath or solemn affirmation, as the case may be, shall be signed by the person making it and the paper thus signed included in the service book or other personal file of the person.

(G.R., P. and S.D., No. 1647/46, dated 15th September 1947).

(3) A record should be maintained of all full time Government servants who have taken/made the prescribed oath/affirmation in every office in a separate register for each different grade of Government servants. The proforma of the Register is given in form No. 10, Appendix I. The cover and first page of the Register should show the grade of Government servants in respect of whom the record of oath/affirmation is kept in the Register. A copy of the form of oath/affirmation should be pasted in the next page and thereafter entries may be made in the Register.

(G.R., P. and S.D., No. 139/52-Estts., dated 31st July 1952).

##### 246. Identification Badges :

(1) Every Gazetted Police Officer of and above the rank of Deputy Superintendent of Police should have an identification badge of his respective charge. The badge should be handed/taken over on transfer or on first posting to a place.

(2) Whenever the badge changes hands, receipt of handing/taking over should be submitted along with the charge report to the immediate superior officers.

(G.L., H.D., No. 8038/6-A, dated 23rd October 1951).

##### 247. Certificates of Appointment :

(1) Officers of and below the rank of Inspector will, on appointment, receive a certificate of appointment in the prescribed form, vide section 14 of Bombay Police Act, 1951.

The certificate specified in column 1 of the sub-joined form shall be issued by the Officers indicated against them in column 2 thereof :

<i>Certificate to be issued to</i>	<i>Authority competent to issue</i>
<i>In Greater Bombay</i>	
Inspectors .. ..	Commissioner of Police
Selection Grade Sub-Inspectors and Sub-Inspectors.	"
Jamadars, Head Constables and Constables.	Deputy Commissioner of Poice Head-quarters
<i>In the Mofussil</i>	
Inspectors .. ..	Inspectors General of Police
Sub-Inspectors .. ..	Deputy Inspector General of Police concerned.
Head Constables and Constables	Superintendent of Police concerned.

(Section 14 of B.P. Act).

(2) Photographs to be affixed to the Certificates of appointments of Officers should be in uniform without a head gear and they should be attested by the Superintendents of Police after they are affixed.

Note-The cost of photographs should be borne by the officers concerned.

(I.G.'s No. 46-C, dated 18th June 1957).

(3) Transfer of Police Officers and men from Railways to Districts and vice versa, amounts to formal resignation and re-appointment of persons so transferred. Therefore,

(a) When a Head Constable or a Constable is transferred from a Railway to District or vice versa, the Superintendent of Police of the force to which the Policeman is transferred should issue a fresh certificate with effect from the date he reports for duty in the new district, and withdraw the certificate previously issued and return it for cancellation to the Superintendent of Police from whose charge the Policeman is transferred.

(b) In the case of Inspectors and Sub-Inspectors, the Superintendent of Police of the District or Railway to which the officer is transferred should immediately apply to the Inspector General or Deputy Inspector General concerned for the issue of a fresh certificate, communicating at the same time the date of reporting of the officer in his charge. On receipt of the new certificate, the old one should be withdrawn and returned to the Inspector General or the Deputy Inspector General concerned for cancellation.

(I.G.'s Cir. No. 39, dated 23rd August 1929).

(c) Certificates of appointment issued to Sub-Inspectors do not require renewal on their promotion to the grade of Inspectors. In such cases, a note showing the date from which they have been

substantively promoted to the higher grade should be made in their certificates of appointment thus, "Promoted Inspector from.....".

(I.G.'s Memo No. 3572, dated 27th January 1931).

(4) Certificates of appointment issued to Police Officers will become null and void whenever the persons named therein cease to belong to the Police force or remain inoperative during the period within which such persons are suspended from such Force.

(Section 14 of B.P. Act).

(5) Certificates issued to Police Officers should invariably be withdrawn in advance from those who are deputed to foreign service or are leaving the service and forwarded for cancellation and record to the respective officers under whose seal they were issued.

(6) Loss of certificates will entail departmental action. Annual checks should be held by Heads of Offices in January on the possession of such certificates by their subordinate officers.

(I.G.'s Nos. 12, dated 13th October 1943).

#### **248. Medical Examination :**

(1) For general rules in this connection, vide Chapter III of the Bombay Civil Services Rules.

(2) (a) Candidates for training at the Central Police Training School, Nasik, must be certified by the Civil Surgeon to be thoroughly fit for outdoor employment and free of any disease likely to interfere with their efficiency as Police Officers. They must be vaccinated, or if they have already been vaccinated must be re-vaccinated before joining the School.

(Rule 11, Appendix XII, B.C.S. Rs., Vol. II).

(b) All Sub-Inspector students recruited direct shall be required to undergo a medical examination before the Civil Surgeon towards the end of the third term at the Central Police Training School, Nasik and no such student shall be posted to any district until he has produced a certificate of physical fitness for Police duty and freedom from any disease likely to interfere with his efficiency.

(G.R., J.D., No. 1968, dated 11th April 1908).

(3) Part-time Government servants including those paid from contingencies should be required to produce a medical certificate of fitness in the same manner and under the same conditions as whole time Government servants.

(Note - 2 under B.C.S.R. No. 14 and I.G.'s Cir. No. 3538-I, dated 8th February 1955).

(4) Candidates found unfit, shall except so declared in visual cases, with the permission of the Head of the Office concerned be entitled to appeal to the Surgeon General with the Government of Bombay through the examining Medical Officer or the Medical Board who, in forwarding the appeal, will state his/her/their reasons for the decision. Such appeal should be sent together with the requisite evidence in support of their cases by the Government servants or candidates within one month from the date of issue of the communication in which the findings of the Medical Officer/Medical Board are communicated to them.

The Surgeon General will then decide whether the candidate should be re-examined by a fresh Medical Officer or a Medical Board.

(G.R., P. and S.D., No. SRV, 1253, dated 18th February 1954).

**249. Liability to perform Police duties outside the State :**

A member of the Police force of the State of Bombay is liable to be called on by the Government of India to discharge the functions of a Police Officer in any part of India beyond the limits of the State and when discharging such functions he will be vested with the powers, functions and privileges and be subject to the liabilities, of a Police officer belonging to the Police force of that part. All State Governments have consented to Police officers of every other State functioning as such within their territories.

(Sections 3 and 4 of Act III, 1888 and G.N.H.D., No. 910/3, dated 24th November 1937).

**250. Police Officers and Service in the Military Reserve:**

As reserve officers would be called out for military duty on occasions of emergency and as those will just be the occasions when it will not be possible to spare civil officers and especially Police officers from their ordinary civil duties, Police officers will ordinarily not be permitted to join the reserve of military officers. Similarly no Policeman or clerk in the Police Department should be encouraged or permitted to join the Indian Territorial Force.

**251. Registration of officers and withdrawing from duty:**

(1) It is not open to any Police officer below the rank of a Deputy Superintendent of Police to resign his office or withdraw himself from duties of his office without the written permission of an officer not lower in rank than a Superintendent of Police/Deputy Commissioner of Police or some other officer empowered by the Inspector General of Police/Commissioner of Police to grant such permission. Overstayal of leave without reasonable cause amounts to withdrawing oneself from duty.

(Sections 29 and 145(3) B.P. Act).

(2) Such permission shall be granted forthwith if the Police officer concerned produces a certificate of the Civil Surgeon declaring his incapacity for further Police service.

**252. Acceptance of resignation tendered by Government Servants :**

(1) The resignation tendered by a Government servant becomes effective from the date its acceptance is communicated to the person concerned by the appropriate authority and not from the date the resignation is submitted.

(2) Government servants wishing to resign their appointments should give reasonable notice of their intention to resign. The authorities competent to accept such resignation should communicate their decision one way or the other, to the persons concerned as early as possible, and in any case within a period of one month. The decision should not be deferred indefinitely. Amounts, if any, due from the persons concerned should be recovered before acceptance of their resignation.

(3) When Government servants are appointed on contract or have executed bonds undertaking to serve Government for a definite period, the terms of their contract or bonds should be taken into consideration before accepting their resignations. The question whether any penalty is required to be imposed from breach of contract or under taking should also be considered. If the contracts provide that Government servants should give notice of definite period for termination of the contract, it will be open to the competent authorities to withhold acceptance of resignation till the expiry of the prescribed period.

(4) In case in which resignations are tendered by Government servants while on duty, they should not be relieved until their resignations are accepted by the competent authorities. If the Government servants remain absent before their resignations is accepted or without obtaining the necessary leave pending acceptance of their resignation, it is open to the competent authorities either to treat the absence as leave without pay or to take suitable departmental action for such unauthorized absence.

(G.C., P. and S.D., No. 1042/52, dated 10th August 1953).

**253. Leave to Government Servants who express their desire to resign :**

Government servants in permanent employ, who express their desire to resign after the expiry of leave applied for by them, should be granted leave on average pay or earned leave, as the case may be, provided their resignation is due to ill-health as proved by a medical certificate from a medical authority competent to declare them fit for entry into Government service. If the condition is not fulfilled, leave applied for should be refused. If the Government servant remains absent through the leave is refused, the absence should be dealt with in accordance with sub-rule (4) of the Rule 252.

(G.C., F.D., No. LVE-2354, dated 8th January 1955).

**254. Return of Government Property on ceasing to be a Police Officer:**

As soon as any person ceases to be a Police Officer, he must deliver up to his superior Officer his certificate of appointment and the arms, accoutrements, clothing and other necessaries which have been furnished to him for the execution of his office, excepting condemned clothing and those articles which according to departmental order have become his property.

(Section 30, B.P. Act.)

**255. Securities from the Staff dealing with cash and stores :**

(1) Securities are required to be furnished by cashiers, store-keepers and sub-store-keepers and other subordinates, whether in temporary or permanent vacancies, entrusted with the collection and custody of cash/stores or any other property of the Government, within a period of thirty days from the date on which the charge of the post is taken over by the person concerned. This period may be extended for a further period of 30 days in cases where it is not possible for the Government servant concerned to furnish the necessary security within the prescribed period of 30 days; but on no account should it exceed 60 days from the date of appointment to the posts of cashiers, storekeepers etc.



(2) The amount of security to be furnished should be roughly equal to the balance of cash, which will be in the personal custody of the Government treasury. In cases where the average amount of cash handled by the Government servant exceeds the amount of security deposit steps should be taken to refax the amount of security deposit and regulate the position. A periodical review should be taken in all such cases in order to ensure that the security deposit taken is adequate.

(G.R., F.D. No. Sec. 1554, dated 19th November 1955, G.R., F.D. No. Sec. 1554/IV, dated 25th January 1956 and FNR. 1057/B-2, dated 5th January 1957)

3) The following officers and men serving in the Police Department should be required to furnish security as shown against each :

(a) Clerk dealing with cash in the offices of the Inspector General and all Deputy Inspector Generals.	Security for Rs. 500.
(b) Police Accountants, Deputy Accountant-cum-Cashiers in Districts, Railways, all training institutions and State Reserve Police Force Groups.	Security for Rs. 1,000.
(c) Clerks collecting fees under the Public Conveyance Act in the various district offices.	Security for Rs. 500 for Ahmedabad, Nasik, Surat and Poona districts and for Rs. 250 in other districts.
(d) Clerks (including Mess and Canteen) attached to District Head-quarters.	Security for Rs. 500.
(e) Store-keepers at District Head-quarters.	Class A Head-quarters : Security for Rs. 1,000 Class B Head-quarters : Security for Rs. 500 Class C Head-quarters : Security for Rs. 300.
(f) Photo Record Keeper in the Criminal Investigation Department, Photographic Bureau.	Security for Rs. 500.
(g) Writer Head Constables in charge of cash at Police Stations.	Security for Rs. 500.

Note - It is not necessary to take any security from the clerks who are entrusted with receipt, custody and issue of articles of stationery.

(G.R., F.D. No. Sec. 1556, dated 23rd May 1956).

(4) The security will be furnished any one of the following ways :

- (i) In cash, either in lump sum or by monthly deductions from pay.
- (ii) By the execution in the form prescribed under the Financial Rules, of a personal security bond with two sureties.

(iii) By fidelity guarantee policy from an Insurance Company approved by Government.

(iv) By way of Government securities or deposits in Post Office Savings Bank.

(5) The power to accept securities is delegated to all Heads of Police Offices. Heads of offices in which an officer required to furnish security is serving will be held responsible for seeing that the necessary security is duly furnished and that it is good and sufficient both at the time it is first furnished and thereafter until it is no longer required.

(6) When securities are taken, the following instructions should be observed according to the form in which the security is furnished :

(a) Personal Security : The security should be checked not less than once a year and fresh sureties called for whenever necessary. The identity of the personal sureties and their solvency should also be verified before the security bonds are accepted. It should also be ascertained that responsible Government officials who have identified the personal sureties have only signed the surety bonds as witnesses. Care must be taken that the same person is not accepted as surety on behalf of a disproportionately large number of persons, whether such persons belong to the same office or department or not. Persons who have no property in India should not generally be accepted as sureties. As far as possible, deposits in cash or Government paper in lieu of personal sureties should be taken.

(b) Fidelity Guarantees : These policies should be accepted only if issued by the Indian Insurance Companies Association Pool.

(G.R., H.D. No. S.E.C. 1557/160661-F-1 of 19th August 1958).

(c) Government Securities : When Government securities are accepted as security deposits, regard must be had to the market value and not merely to the face value of the securities. An officer who accepts a security is responsible for seeing that the security remains adequate and, if there occurs a material fall in the market value of securities which he has accepted, may require that additional security be deposited. Where the fall in value exceeds 20 per cent, such additional security should invariably be demanded.

(d) Government promissory notes should not be accepted as security by Government officers, unless they have been encased for payment of interest at the treasuries in which they are to be deposited. It would be desirable, where there is any doubt about the regularity of endorsements on the note, to require the depositor to obtain a renewal of it in his name.

(e) The orders in the preceding clause need not be taken as absolute in all cases of deposit. The officer who accepts the security should exercise his discretion and need not require encasement in petty cases of temporary deposit or when the depositor is thoroughly trustworthy and substantial, unless he has reason to suspect the authenticity of the promissory note or the depositor's title to it.

(7) A security bond will ordinarily remain in force for a period of one year after the Government servant concerned has ceased to occupy any

office in which he has to furnish security or after his death, whichever is earlier, or for such longer period as might have been specified in the bond at the instance of the Head of the Office concerned, in the special circumstances of the particular case. A surety who withdraws from his surety ship continues liable, notwithstanding his withdrawal, for any defalcation by his principal occurring up to 60 days after his giving notice of his intention to withdraw.

(8) A security bond should be preserved for a period of five years after it has ceased to be in force. It should not be destroyed until so long after the Government servant has ceased to occupy an office in which he has to furnish security that there is no probability of its being of any use. If a fresh bond is for any reason taken, the old one should still be preserved as security against defalcations, which may have occurred before the date of the new one.

(Rule 40 of Financial Rules and G.C., F.D. No. SEC-1554, dated 30th July 1954)

**256. Conditions to be satisfied in respect of Government Servants to be sent for Training Abroad.**

(1) (a) The Government servant whether permanent or temporary should have at least three years to serve after the conclusion of training. In the case of a Government servant on loan from other Government or a quasi-Government or a local body, the lending authority should agree to make him available to Government for a period of not less than three years after the conclusion of training, if required.

(b) Such Government servant should be required to give an undertaking in writing that he agrees to serve the Government for a period of at least three years, failing which he would be liable to make good all the money spent by Government on his training including pay and allowances drawn during the period of training and in addition to pay a penalty of Rs. 500 if the period of training is less than 6 months and of Rs. 1,000 if the period of training is 6 months or more.

(c) He should have completed a minimum of five years' service and should also possess adequate background of the subject or field in which he would be receiving training.

(2) Terms to be allowed:

(a) Pay:

(i) If the period of training (exclusive of travel time from India to the country of training and back) does not exceed six months, the Government servant will be allowed to draw while on deputation, pay which he would have drawn had he remained on duty in India the period of deputation being counted, as duty for all purposes:

(ii) If the period of training exceeds six months, the first six months of absence from his post in India will be treated as deputation as in clause (i) above and the remaining period will be covered by the grant of special leave on half average pay on the following terms :

(a) The period of special leave will count as service for promotion, and if the Government servant is in pensionable service, for pension also.

(b) The special leave will not be debited to the leave account of the Government servant.

(c) The leave salary during the special leave will be equal to half average pay subject to a minimum of Rs.500 provided that in no case will it exceed the average pay. For this purpose, in the case of a Government servant to whom the Revised Leave Rules, 1935, apply 'average pay' will mean the amount determined under rule 14(1)(i) or rule 14(1)(ii)(b) thereof, whichever is higher and 'half average pay' will mean the amount determined under rule 14(2) of those rules. The leave salary will also be subject to the maxima prescribed under rule 759 of Bombay Civil Services Rule or rule 14(2) of the Revised Leave Rules, as the case may be.

(b) Dearness Allowance: Government servant eligible for dearness allowance will be paid:

(i) for the period which is treated as deputation at the normal rate at which the allowance would have been drawn, had the officers not proceeded on deputation.

(ii) during the period of special leave, dearness allowance will be granted at half the rate admissible on the amount of leave salary; provided that no dearness allowance will be admissible on leave salary of Rs. 500 or above and that on amounts of leave salary nearing Rs. 500 the leave salary plus dearness allowance will not exceed Rs. 500.

(c) Compensatory Local Allowance and House Rent Allowance: Payment of these allowances to Government servants in receipt of them prior to their deputations will be governed according to the normal rules (vide rule No.s 338, 339 and 344 of Bombay Civil Services Rule).

(d) Passage : Free passages both ways by sea will be granted to Government servants who are treated either wholly as on deputation or partly as on deputation and partly as on special leave in accordance with the scale laid down in rule 3 of Appendix XLIII in the Bombay Civil Services Rules Manual, Volume II, subject to the modification that it is not obligatory to go by a P and O Steamer. Government servants desirous of travelling by air should obtain special previous permission of Government.

Note -The payment under this clause will be reduced to the extent the United Nations Organization or other authorities sponsoring the training scheme makes any payment towards cost of passage.

(3) (a) In addition to the Schemes in which Government take the initiative to get the Government servant concerned trained, there are certain schemes operated through non-official channels (e.g. Rockefeller Foundation) in which some Government servants obtain scholarships for study abroad mainly on their own initiative. In such cases special leave on half average pay on the terms mentioned in sub-rule (2) (a) (ii) (without the minimum limit mentioned therein) may be granted for the entire period of training, if the training has a direct bearing on the subject with which the Government servant is concerned within the sphere of his duties. When the terms under the schemes like the

Rockefeller foundation Scheme allow drawal of family allowance, the question whether it is necessary to allow leave salary under the special leave terms should be considered on merits. The other concessions e.g. passage allowed to officers sent on deputation will not be admissible under the purely special leave terms.

(b) Exceptions to the procedure at (a) above may be made when Government themselves obtain facilities for training under non-official auspices to a Government servant who would otherwise have had to be trained under the official schemes either as a condition of appointment of the Government servant or in the interest of Government work. In such cases, the deputation-cum-special terms referred to in sub-rule (2) above may be allowed.

(4) In the types of cases in sub-rules (2) above in lieu of special leave, the Government servant may be permitted to avail of the leave on average pay or earned leave, to the extent due and admissible to him. The period in excess of the period of deputation plus the period of leave on average pay or earned leave, if any, should, however, be treated as special leave.

(G.C., F.D. No. Dob. 1055, dated 3rd February 1955 and  
G.R., F.D. No. FNR. 1055, dated 31st October 1955).

## SECTION - II - MAINTENANCE OF CONVEYANCE

### **257. Maintenance of motor cars by Police Officers :**

(1) No officer whose pay is below Rs. 500 shall without the prior approval of the Government, purchase or maintain a car even if it is to be or has been purchased without the help of advance from Government. In granting such approval, the Government will take into consideration the circumstances of the family or reasons of health, if any, of such officer, in addition to :

- (a) the extent of jurisdiction,
- (b) the extent and nature of touring required to be done in the public interest,
- (c) the availability or otherwise of alternative public transport,
- (d) the ability to drive a motor vehicle and
- (e) ability to maintain a conveyance within the Permanent Travelling

Allowance permissible, by such officer.

(G.C.P. and S.D. No. CDR. 1054, dated 25th July 1955).

(2) The following Police Officers whose pay is less than Rs. 500 per month are, however, permitted to maintain motor cars in exception to sub-rule (1) above :

- (a) Indian Police Service Officers other than supernumeraries of probationers having jurisdiction over one sub-division or more.
- (b) Deputy Superintendents of Police.
- (c) Police Inspectors in charge of the section in Crime Branch I, Criminal Investigation Department, Greater Bombay, dealing with grave crimes of violence.

(d) Inspector of Police in the Traffic Control Department.

(e) Inspector of Police in the Arms and Ammunition Department, Greater Bombay.

(G.C., H.D. No. 4639/7/66487-D, dated 3rd December 1955 and 12th March 1956).

(3) Officers getting less than Rs. 500 per month in whose cases possession of a conveyance is considered necessary, may maintain tongas or ponies if they so desire and may be granted advances for the purchase of such conveyance.

(G.C., P. and S.D. No. CDR. 1054, dated 1st November 1954).

(4) Ordinarily an officer who is transferred from a post in which he had obtained the permission of Government for the purchase of a vehicle, need not obtain fresh permission on his transfer to another post except where the original permission was given on condition that fresh permission should be obtained if he is transferred or if he intends to purchase a new car after his transfer.

(G.C., P. & S.D. No. CDR. 1057-D, dated 9th April 1957).

### **258. Permission to purchase or sale of motor cars:**

(1) The Inspector General is empowered to grant permission (as laid down in rule) to purchase or sell motor cars or motor cycles to Police Officers, other than those belonging to the Indian Police Service, subject to the restriction laid down in Rule 257. The officers belonging to the Indian Police Service will be governed by the All India Services (Conduct) Rules, 1954.

(2) While forwarding the applications for permission to purchase motor car or motor cycle, the information in form 11 in Appendix I should invariably be furnished.

(G.R., H.D. No. DYS. 2956-I, dated 13th March 1958 and 15th November 1958 and

I.G.'s No. A/7369, dated 11th December 1958).

(3) When a permission to sell a motor car is requested for by an officer, he should invariably give the following particulars :

(i) The year in which and the amount for which the officer had purchased the car.

(ii) The amount for which and the name of the person to whom it is proposed to sell the car.

(I.G.'s No. 3165-I, dated 13th December 1948).

### **SECTION - III - HOUSING**

### **259. Normal Housing Arrangements:**

(1) The Commissioner of Police, Bombay, Deputy Commissioners of Police, Greater Bombay, Deputy Inspector General of Police C.I.D., Superintendent of Police, S.B., C.I.D., Bombay, Deputy Superintendents of Police, C.I.D. Bombay, Principals, Police Training Schools, Nasik and Junagadh, Principal, Regional Training School, Baroda; Superintendent, Constables Training School; Nagpur; the two Deputy Superintendents of Police on the instructional staff of the Police Training School, Nasik; the probationary Assistant Superintendents of Police and Deputy Superintendents of Police under training, the Commandants, Assistant Commandants and Adjutant of the State Reserve Police Force

Groups and the Superintendents of Police in Greater Bombay are entitled to rent-free accommodation.

(2) All other officers of and above the rank of Deputy Superintendents of Police (i.e. officers except those detailed in sub-rule (1) above) have got to make their own arrangements for residential accommodation. At places where Government or leased buildings are allotted to particular officers, they will be required to occupy such accommodation and to pay the standard rent or 10 per cent of the pay, whichever is less, in addition to the charges for specific services such as water supply, supply of electricity and so on.

Note : D.S.P., Ahmedabad City, is entitled to quarters at reduced rent of Rs. 62 per mensem so long as the occupies the bungalow "Chotta Shahibag".

(3) All Police Officers of and below the rank of Inspector including all trainees at the various Police Training Institutions inset vide C.S. No. 13 are entitled to free quarters or to house rent allowance where no such quarters are available.

(Appendix L.V.B.C.S.R. Vol. II and G.R., H.D. No. DSP 3858/108034-I, dated 3rd October 1949).

- Note -
1. Government Servants who have been granted rent free accommodation shall be liable to pay rent for subsidiary services.
  2. (a) Government servants who have been allotted residential accommodation free of rent shall be permitted to enjoy the rent free concessions while on leave other than leave preparatory to retirement, only upto a maximum of four months subject to the condition that the officer concerned is likely to return to the same post from which he proceeds on leave and provided no extra expenditure is incurred over the housing of their substitutes. Where, however, the period of leave granted to such a Government servant exceeds four months and he is permitted to retain the residence by the competent authority during such period, usual rent in accordance with the rules in force shall be recovered. These orders apply to all Government servants including Class IV servants who are allotted Government accommodation.

(G.Rs. F.D., No. GBR. 1454, dated 9th December 1955 and No. GBR. 1458/S-6, dated 11th February 1958).

- (b) Where, however, the period of leave granted to a Gazetted Government servant exceeds one month and the officer concerned is permitted to retain the residence by the competent authority during such period, rent should be charged equal to 50 per cent of the rent recoverable under Bombay Civil Services Rule, 849 (b) after the first month of leave.
- (c) The Gazetted Government servants who draw house rent allowance in lieu of free quarters, should, during leave other than leave preparatory to retirement, draw house rent allowance for a period upto four months only. House rent allowance should be reduced after the first month of leave by an amount equal to 50 per cent of the rent that would have been recoverable from them under the Bombay Civil Services Rule No. 849 (b) had the quarters been supplied to them free of rent.

(G.R., F.D. No. GBR. 1458/S-6, dated 15th May 1959)

(4) If Government quarters are not available for officers of and above the rank of Superintendents of Police in Greater Bombay, private quarters should be hired for them by the Commissioner of Police, Bombay, within the limits prescribed in Appendix LV, Bombay Civil Services Rules, Volume II.

(5) Where no Government quarters are available, Inspectors are entitled to house rent at the rate of 10 per cent of the pay or

the actual amount paid by them, whichever is less. In certain localities, however, where rents are extraordinarily high, Government may sanction house rent to Inspectors of Police at rate exceeding that limit. Sub-rule (3) of Rule 82 in Volume II in the matter of renewal of lease applies also in the case of renewals of such sanctions for the grant of house rent.

(6) In the case of Sub-Inspectors not provided with Government quarters, the Inspector General and Deputy Inspectors General are empowered to sanction rates of house rent allowance not exceeding 30 per cent of their pay, subject to the following conditions, viz:

- (a) That the charge can be met from the budget provision made for the purpose, and
- (b) that certificates from the Executive Engineer and the District Magistrate to the effect that the monthly rent is reasonable and that accommodation is not excessive are obtained.

(Entry 87-A, Manual of Financial Powers).

(7) Superintendents of Police are empowered to sanction the grant of house rent allowance in lieu of free quarters, to probationary Sub-Inspectors of Police, subject to the following conditions, viz :

(a) That the rate of house rent allowance at places having Police Stations does not exceed that sanctioned for permanent Sub-Inspectors and that at Police Outposts it does not exceed the rate sanctioned by the Inspector General for probationary Sub-Inspectors immediately previous to 18th July 1941,

(b) that the rate of house rent allowance does not exceed 30 per cent of the pay of a probationary Sub-Inspector, and

(c) that the requisite certificates of the District Magistrate and the Executive Engineer concerned are obtained before the allowance is sanctioned.

(Entry 87-B, Manual of Financial Powers).

(8) Officers of and below the rank of Inspectors living in their own houses are allowed to draw full house rent admissible under the rules, provided that the Mamlatdar certifies that the house would fetch in the open market rent equal to or greater than the house allowance admissible. If the estimated rental of the house be less than the full allowance admissible, then the allowance should be reduced to the amount of the estimated rental.

(G.R., H.D. Nos. 1948, dated 27th June 1922, 4902, dated 19th January 1924 and 1948-D, dated 25th November 1938).

Note :The gross annual rental value as assessed by the Municipality without reduction of rebate of 10 per cent on account of repairs should be taken into account for payment of house rent allowance to Government servants living in their own houses.

(G.R., F.D. No. CPA. 1458/56, dated 15th July 1958).

(9) Superintendents of Police are empowered to sanction the grant of house rent allowance in lieu of free quarters, to Police Head Constables and Constables in the mofussil, subject to the following conditions viz :

(a) That the rate of house rent allowance at places having Police Stations and Outposts does not exceed that previously sanctioned for other Policemen,



(b) that the house rent allowance does not exceed Rs. 10 per mensem in any single case, and

(c) that before the allowance is sanctioned, the requisite certificates are obtained from the Executive Engineer and the District Magistrate concerned that the monthly rent and accommodation are not excessive.

(Entry 87, Manual of Financial Powers).

(10) The exercise of the power under sub-rule (9) is subject to the following conditions:

- (a) The house rent allowance to be sanctioned should be in respect of the permanent sanctioned strength of the place concerned. Superintendents of Police are not authorized to make any changes in the sanctioned strength of any Police Station or Outpost without obtaining the necessary sanction of higher authority.
- (b) In respect of temporary additions, consequent on the posting of men out of the reserve strength at Head-quarters, etc., the Range Deputy Inspector General's approval to such posting should be obtained before sanctioning house rent allowance to the additional men.
- (c) It should be seen that the extra expenditure involved by the grant of house rent allowance is met from the sanctioned grant for the district concerned. In cases in which the extra expenditure cannot be met from the sanctioned grant, house rent allowance should be sanctioned only with the previous approval of the Inspector General.
- (d) No change should be made in the allotment, wherever it may exist, of single-room quarters without the previous approval of the Inspector General of Police, as the allotment of double rooms necessitates the grant of house rent allowance to men to be dishoused for the purpose. Superintendents of Police should not grant house rent allowance in such cases without first obtaining the approval of the Inspector General.

(I.G.'s No. 28, dated 15th November 1941).

(11) Female Government servants, while on maternity leave, occupying Government quarters need not be compelled to vacate them in favour of their substitutes. Government may grant house rent allowance to such substitutes.

(Rule 342 (a) B.C.S. Rules).

(12) Payment of house rent allowance should be continued even when the men in receipt of it are provided with temporary shelter on account of epidemics, e.g., Plague, Cholera, etc., at the expense of Government.

(G.R., J.D., No. 5154, dated 4th October 1904).

(13) (a) Policemen occupying rent-free quarters in Police lines or living in quarters the rent of which is paid by Government may be permitted to occupy them during the period of suspension, just as they do while on duty.

(b) Government servants other than those referred to at (a) above, occupying rent free quarter prior to being placed under suspension, should, at the discretion of the suspending authority, be allowed to occupy such quarters for a period up to four months or their suspension period provided the quarters are not required for housing their substitutes. The rent free concession in such cases should, however, be restricted to one month only and rent as per note 4 below Bombay Civil Services Rule, 850 should be recovered from those who are allowed to stay beyond one month.

(Notes 1 and 4 below B.C.S. Rule, 151).

(14) Policemen deputed for a course of training, e.g. training in armourer's work, chief operator's work or drill instructor's work will be granted hutting allowance according to the rate sanctioned for the locality concerned if Government quarters are not available at the locality. This will be in addition to rent free quarters or hutting allowance admissible to them in their home districts.

(G.R., H.D. No. 8466, dated 5th October 1925).

#### **260. Temporary Accommodation in Infected Areas:**

(1) In addition to the general orders detailed under Rule 343-A of Bombay Civil Services Rules, the following rules will be applicable to the executive Police during the prevalence of any epidemic like Plague or Cholera in a district.

(2) During such epidemics, the Superintendent of Police concerned is authorized to incur expenditure for providing temporary accommodation for Policemen in infected areas. The maximum limit of such expenditure for Head Constables and Constables is Rs. 20 per head, and for Sub-Inspectors Rs. 30 per head.

(G.Rs., J.D., Nos. 1915, dated 28th March 1907 and 5053, dated 6th September 1907).

(3) No rent is to be recovered from Police Officers of or below the rank of Sub-Inspector for the provision of temporary accommodation during the prevalence of such epidemics.

(G.R., J.D., No. 1915, dated 28th March 1907).

(4) When sanctioning expenditure on the erection of temporary huts, Superintendents of Police should see how many raoties there are in the district and how they are being utilized at the time. As far as possible, and in order to keep down expenditure, Superintendents of Police should utilize the raoties available in the districts before sanctioning expenditure to erect huts.

(I.G.'s No. A-8067, dated 20th November 1907).

(5) Huts for the accommodation of Police in infected areas should be erected under the personal supervision of a Sub-Inspector or Inspector, who should be held entirely responsible for the correct expenditure of the money and should submit completion certificates and certify in the bills that each hut has cost Rs. 20 (or whatever the amount sanctioned for each hut may be) and that the money has been correctly disbursed.

(I.G.'s No. 1312 dated 27th February 1902).

(6) The huts should be erected departmentally by the men themselves (subject to the proviso that the maximum rate fixed by Government is not exceeded) and not by private arrangement i.e., without the intervention of the Police Department.

(G.L., J.D., Nos. 4296, dated 28th July 1909 and 1664, dated 23rd March 1910).

(7) In exceptional cases in which no departmental arrangements are made, but the men erect their own huts or otherwise provide themselves with temporary accommodation, they may be reimbursed the actual expenditure incurred, subject to the extent permissible under sub-rule (5) above. Before sanctioning the payment, the Superintendent of Police should satisfy himself that the men claiming the amount did actually move from the infected areas as stated by them and did actually make the arrangements for which the expenditure is claimed.

(G.R., H.D. No. 4016/3, dated 21st April 1934).

#### SECTION - IV - MESSING AND RECREATION

##### 261. Messes and Canteens:

At the Head-quarters of every district in which there is a demand, a Police mess and/or canteen will be opened with a view to afford nutritious and wholesome diet primarily to Police recruits and also for other members of the constabulary. Government will provide an advance of funds required for the purchase of utensils, furniture, etc., and the staff required for the management at Government expense. Detailed rules as to the working of Police messes and canteens will be found in Appendix XXII.

##### 262. Police Clubs:

(1) In order to provide temporary accommodation at the district Head-quarters station to Police Officers of the same or other districts visiting the station on duty or on transfer, and also to provide recreational facilities to Police Officers who have become members, Police Clubs may be opened at the Head-quarters stations of districts in the State. Such Police Clubs will be carried out according to their respective rules by Managing Committees. The management will, however, be subject to the following general restrictions :

- (a) No new Club should be started without the previous permission of the Inspector General of Police.
- (b) For the upkeep of each Police Club, voluntary subscriptions from Police Officers of and above rank of Sub-Inspector, and if the Managing Committee so desires, of I Grade Head Constables and Brevet Jemadars, may be accepted. But nothing should be accepted from any other members of the force.
- (c) Acceptance of subscriptions or donations from any member of the public is strictly forbidden either for starting a Police Club or for its upkeep.
- (d) The Club must be managed by a Committee of not less than five members of or above the rank of Sub-Inspector with the Superintendent of Police as President.

- (e) After keeping a sufficient balance for current expenses on hand balances should be kept in some recognized and safe institution, viz., Post Office Saving Bank or other safe bank, Police Co-operative Credit Society etc.
- (f) Regular accounts should be kept and proper receipts passed for all amounts received. The accounts should be inspected by the Managing Committee not less often than twice a year.

(2) Officers who are members of a Police Club will be accommodated in it free of charge if their stay is on duty.

(I.G.'s Cir. No. 44, dated 8th June 1925).

(3) (a) Sub-divisional Police Officers, Police Inspectors who are not members of the Police Clubs in their own districts, should be charged at Rs. 1 and 37 naye paise per day respectively if they stay in Police Clubs in their own districts or in other districts.

(I.G.'s Cir. No. J/2503-IV, dated 27th March 1958).

(b) Officers of another district may be allowed accommodation in a Police Club, free of charge, upto seven days, if they are members of a Police Club in their own district. Thereafter they should pay charges at the following rates :

Sub-Inspectors	..	..	..	25 naye paise
Inspectors	..	..	..	37 naye paise
Deputy Superintendent of Police	..			1 Rupee.

(c) Officers from the Criminal Investigation Department and Railways, who are not subscribing members of a Police Club, will pay charges for all the time they stay in a club.

(d) Officers from other States should pay the same charges as prescribed in clause (b) above.

(e) As regards the payment of charges by visitors other than those mentioned above, the question will be left to the discretion of the President of the Police Club concerned.

(I.G.'s No. 11, dated 28th June 1946).

#### **SECTION - V - MEDICAL ATTENDANCE**

##### **263. Government servants entitled to free Medical Treatment and advice:**

(1) (i) The term "Government servants" in this rule includes all persons employed by the Government of Bombay and no others unless a different intention is expressly stated.

(ii) (a) Indian Police/Indian Police Service Officers are, however, governed by the All India Services (Medical Attendance) Rules, 1954 for receiving medical attendance and/or treatment for themselves and their families.

(b) Where medical attendance/treatment has been received from a Medical Officer who is of equivalent rank or immediately junior to the authorised medical attendant and also attached to the same hospital or dispensary to which the authorised medical attendant is attached, the certificate granted by that Medical Officer shall be deemed

to be the certificate granted by the authorised medical attendant under the All India Services (Medical Attendance) Rules, 1954.

(G.L., P. & S.D., No. AIS 2057/5263-C, dated 26th August 1958).

(c) All Police Hospitals and Dispensaries may be deemed as recognized for the purpose of medical attendance and treatment of Indian Police Service Officers and their families. The Medical Officers in charge of Police Hospitals/Dispensaries should be regarded as the "authorised medical attendants" of the Indian Police Service Officers, so long as they receive treatment in these Hospitals/Dispensaries.

(d) As far as possible, the Indian Police Service Officers should avail themselves of the facilities provided at the Police Hospital/Dispensaries. If in any particular case, any facility, which is not available in that Police Hospital/Dispensary, is essentially required, the same may be had at the nearest Government recognized Hospital on the advice of the appropriate authorised medical attendant under the provisions of the All India Services (Medical Attendance) Rules, 1954. In such cases, the Medical Officers in charge of the Police Hospital/Dispensary should certify that the necessary facilities required for the treatment were not available in the Police Hospital/Dispensary.

(G.E., L.S.G. & P.H.D. No. HD. PHL 1358/1318-S, dated 18h March, 1959).

(iii) The term 'Medical Attendance' includes :

(a) Medical attendance at the entitled Government servant's residence or at the consulting rooms of the authorized medical attendant, including such surgical treatment as can suitably be given at the Government servant's residence or at the consulting rooms of the authorised medical attendant.

(b) When the authorised medical attendant considers it desirable in the interests of the patient that he should be sent to a Government hospital to which he is entitled to be admitted for, such treatment, ordinary and special, as is normally provided by the hospital with its own staff, equipment and apparatus. Treatment with such drugs, sera, vaccines, etc., as are ordinarily available in the hospital for the use of patients will be given by the hospital free of charge.

(2) (a) All Government servants are treated free as out-patients and at half the usual rates as in-patients in Government and State aided hospitals and dispensaries.

(b) Government servants required to go to Government Hospitals or dispensaries for treatment should first contact the Resident Medical Officer of the Hospital concerned who will direct them to the appropriate Medical Officer or Department for examination and treatment. The heads of offices should issue to such Government servants a letter in Form No. 12 Appendix I, addressed to the Resident Medical Officer of the Hospital concerned so that they may receive prompt attention there.

(G.R., L.S.G. & P.H.D., No. TBC/1057/S, dated 31st May 1957).

(c) Government servants are allowed to get pathological tests done, free of cost for themselves and for members of their families at Government Hospitals and other Government institutions where such

facilities exist on the strength of a certificate from the private Medical Practitioner who may be treating them, accompanied by a letter of cognizance from the head of the office to which the Government servant is attached.

(G.R., L.S.G. & P.H.D. No. HIN 1257/77022-G, dated 4th February 1959).

(3) No extra fees are charged for surgical operations and X-ray and anti rabic treatment.

(4) A Government servant in receipt of a pay of Rs. 250 per month or more is entitled to the attendance at his residence of the Presidency Surgeon in Bombay and of the Civil Surgeon in the mofussil towns. A Government servant drawing less than Rs. 250 must attend at the Government Hospital or Dispensary but, if not in a condition to do so, is entitled to the attendance of a Bombay Medical Service or Subordinate Medical Service Officer at his residence.

(5) (a) In the case of a Government servant, drawing less than Rs. 250 per month who is seriously ill, when the local Medical Officer in attendance is of opinion that a consultation is necessary, it is open to him to move the Surgeon General to depute another Medical Officer for the purpose of consultation. In selecting an officer, due regard should be paid alike to questions of propinquity and to the interests of the patient.

(b) In the case of a Government servant, drawing Rs. 250 or more, who is seriously ill, when the Civil or Presidency Surgeon or other officer of the Indian Medical Service or Bombay Medical Service in attendance is of opinion that a consultation is necessary, it is open to him to call in one or more officers of the Indian Medical Service or Bombay Medical Service for consultation.

(c) The officers so called are not entitled to any fees either for medical attendance or for a surgical operation on the patient. Their travelling allowance will, however, be borne by Government.

(6) Medical Officers in military and civil employ are bound, when called upon to do so, to render medical aid to civil and military officers respectively, without remuneration in cases in which the authorised medical attendant is not available.

(7) Government do not undertake to reimburse to a public servant, who is entitled to the gratuitous attendance of a Government Medical Officer or to medicines from a Government Dispensary, fees which he may have occasion to pay to a Medical practitioner not in the public service, or the cost of medicines who he may purchase privately.

(8) If a Gazetted Officer in foreign service has a medical attendant provided by his foreign employer, he has no claim to the service of a Government Medical Officer, except when the former desires to call in the latter for consultation; but if no Medical Officer is provided by his employer, he is entitled to the services of the Civil Surgeon of the District in or near which he is employed. The same rule applies to a lent officer.

(Chapter XXI OF THE Bombay Civil Medical Code, 1938).

(9) For rules regarding the levy of fees in Government and State aided Hospitals and Dispensaries, see Government Resolution, Local Self Government and Public Health department No. HFR 1053, dated 12th November 1953 as amended from time to time.

**264. A Policeman's admission into a Government Hospital where there is no Police Hospital:**

(1) A Policeman should be admitted at once to a Government or State-aided Hospital or Dispensary if he reports sick. The exact number of Police patients to be admitted to the various Hospitals should be settled by the Surgeon General, in consultation with the Inspector General of Police. If Policemen seek admission to escape duty, they should be reported fit and admission refused to them.

(G.L., H. & L.G.D., No. 2813/33-B, dated 5th March 1949)

(2) The staff and trainees of the Police Wireless Training Center, Dapori, are permitted to take medical treatment, whenever necessary at the Cantonment Board Hospital, Kirkee. Superintendent of Police, Wireless should see that the expenditure on this account should not exceed Rs. 20 per month.

(G.R., H.D., No. 1253/7, dated 24th December 1952)

**265. Free diet etc. to Police In-Patients:**

Police Head Constables and Constables, while under treatment as in patients in Government and State-aided Hospitals and Dispensaries, should be supplied with bedding free of charge and where necessary with clothing also. They are also exempt from payment of diet free, while under treatment in Government or Government-aided Hospitals and dispensaries. The concession of free diet is available also at Non-Government and non-aided Hospitals and Dispensaries, provided the patient attends such an institution with the sanction of some responsible Police Officer and not merely of his own free choice, and the diet prescribed by the Medical Officer and supplied to the Police patients is in accordance with the scale laid down for Civil Hospitals.

(G.R., G.D., No. 949, dated 10th October 1944).

**266. Medical attendance for Government servants' families :**

(1) Families of Government servants should be entitled, free of charge, to medical attendance and treatment at Government Hospitals on the same conditions as are applicable to Government servants. The concession does not include medical attendance or treatment other than at a Hospital at which the Government servant himself is entitled to receive such medical treatment and attendance free of charge.

(2) The term 'family' in sub-rule (1) above means a Government servant's wife, legitimate children and step children residing with and wholly dependent on him.

(G.R., G.D., No. 1699/33, dated 21st November 1945).

**267. Supply of medicine chests:**

(1) Medicine chests or tin boxes will be supplied to every Police Station only on payment out of the contingent grant. They will afterwards be re-filled from time to time as required, free of charge.

(2) The Range Deputy Inspector General and District Superintendents of Police are permitted to supply themselves and their Assistant

and Deputy Superintendent of Police in executive charge of Subdivisions, with 'D' modified tin boxes of medicine. Indents for these boxes should be sent in the usual form through the Civil Surgeon of the district concerned to the Medical Store Depot, Bombay, for compliance.

(G.L., H.D., No. PEQ 6358/13734-VI, dated 21st February 1959).

**268. Supply of First Aid Boxes:**

(1) Every office in the Bombay City as well as in the mofussil where the total number of persons working is 25 or more, should procure a First Aid Box and a stretcher and keep them ready to meet any emergency. Officers should also arrange to get a few persons trained to render first aid and to handle a stretcher. Training will be available through the classes organised by the St. John's Ambulance Association in the Bombay City and in the mofussil in Civil Hospitals. The expenditure on this account should be met by each office from the funds placed at its disposal.

(2) So far as medical aid is concerned, in Bombay City The Heads of Offices should get in touch with the Surgeon General with the Government of Bombay and ascertain from him the names of doctors with their designations, and phone numbers, if any, who will be available during emergency so that they can be contacted at once without any loss of time. So far as mofussil places are concerned, similar arrangements should be made with the District Medical Officers concerned.

(G.C., L.S.G. & P.H.D., No. S/164, dated 12th May 1952).

**269. Medical attendance on Government servants injured during disturbances:**

The following concessions in the matter of medical attendance and treatment are available to Government servants sustaining injuries during civil disturbances:

(1) All Government servants in disturbed areas should be considered as being continuously on duty and any injuries received by them as a result of the disturbances should be held to have been received in the course of such duty, unless the facts of the case give a clear indication to the contrary.

(2) In additions to the concessions in the matter of medical attendance and treatment prescribed in Rule 263, Government servants will be entitled to the following supplies and services as part of the treatment to which they are entitled, free of charge :

(a) The supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily available in the Hospital in which the Government servant is treated, as the authorized medical attendant may certify in writing to be essential for the recovery, or for the prevention of serious deterioration in the condition, of the Government servant.

(b) Such special nursing as the authorised medical attendant may certify in writing to be essential for the recovery, or for the prevention of serious deterioration in the condition, of the Government servant.

(3) Class IV Government servants receiving injuries during civil disturbances should receive free medical treatment in the general wards of Government Hospitals While being so treated, in the



event of their having to incur additional expense for the purchase of medicines, vaccines, sera or other therapeutic substances prescribed by the Hospital authorities and which are not supplied free by the Hospital, they should be allowed a refund of the cost of such items.

(4) The concessions in this rule should be admissible also to Government servants which on leave. As in such cases it may be in actual practice, be difficult for a Government servant to prove that he was attacked and injured because he was a Government servant, it should be assumed unless the facts of the case give a clear indication to the contrary, that the Government on leave was attacked and injured because of his being a Government servant.

(G.R., G.D. No. 1692/33, dated 9th November 1944).

#### **270 Free supply of quinine / Paludrine Tablets**

All Government servants will be supplied with quinine/paludrine tablets free of charge and the expenditure on this account should be met by the Heads of Offices from the contingent grants placed at their disposal.

Note - Families of government servants are not entitled to free supply of paludrine. They will have to pay for it at the rate prescribed by Government from time to time.

(G.R., P.H. & L.G.D., No. 2781/33, dated 2nd September 1948 and  
(G.R., L.S.G., & P.H.D., No. 2781/33, dated 19th November 1951).

#### **271. Concessions to Policemen suffering from Tuberculosis**

A Head Constable or Constable will be entitled to the following concessions :

(1) A Policeman suspected to be suffering from tuberculosis should be sent for examination and opinion to the J.J., or G.T. Hospital, Bombay) if serving in Greater Bombay, and if employed in the mofussil, to the nearest District Head-quarters Hospital. (No charge shall be made for such examination. The Civil Surgeon, if he considers it necessary, will refer the case for treatment to the nearest Government Hospital, where proper facilities, including X-Ray, are available for a thorough examination of the chest. No charge should be made for X-Ray, Skiagrams, examinations and Laboratory investigation. If there are no facilities for X-Ray Examination in a Government Hospital and the Policeman is required to obtain an X-Ray plate under the advice of the Civil Surgeon, the charges for such examination upto a limit of Rs.20 should be reimbursed to him on production of a certificate from the Civil Surgeon that there were no X-Ray facilities available in the Government Hospital concerned and that the charges claimed are reasonable.

(G.R., H.D., No. TBC-2158/4715-VI, dated 26th October 1959).

(2) (After a Policeman is thoroughly examined at a Government Hospital and found fit for institutional treatment, the head of the office where the policeman is working should arrange for his accommodation either at a Government Hospital) or approved non-Government Hospital or Sanatorium mentioned in sub-rule (4), the Police Surgeon being entrusted with this responsibility so far as the Bombay City Police Force is concerned. (If no accommodation is available anywhere, the patients may place themselves under the treatment of a duly qualified allopathic Medical Practitioner near their place of residence with the approval of the Civil Surgeon) concerned or the Police Surgeon, as the case may be.

(3) (a) When a Policeman is admitted in Government Hospital or Sanatorium, he should be discharged only when he is certified as 'arrested' or 'cured' or as incurable';

(b) If, after careful examination, the case is found to be an active one, the Policeman should be granted all leave due on average pay including Hospital leave;

(c) After one year, he should be examined by the Medical Officer with a view to a decision as to his fitness for further service or to an extension of one more year for treatment.)

(d) After the expiry of all leave due on average pay including hospital leave) he may be granted Tuberculosis leave on average pay.) In cases in which the leave due on average pay including Hospital leave falls short of one year, Tuberculosis leave should begin after all such leave is exhausted. The total Tuberculosis leave should not exceed one year. After expiry of this leave, leave on half average pay, if due, should be granted in case it is found that a further period of leave is necessary for his recovery. After the expiry of the leave on half average pay, the Policeman should be placed before a Medical Board for his examination as to his physical fitness for further service and should be granted extraordinary leave recommended by the Medical Board subject to the condition that all leave granted under (b) and (d) does not exceed three years.

(e) In order to afford continuity of service to temporary Policemen who contract Tuberculosis and undergo treatment as laid down in this rule, and to enable them to return to their original posts after treatment, they may, in addition to leave on average pay and leave on medical certificate be granted extraordinary leave upto a maximum period of one year on any one occasion, subject to the following :

- i) The post from which the Policeman proceeds on leave is likely to last till his return to duty;
- ii) The extraordinary leave shall be granted subject to the production of a certificate from the Medical Officer specifying the period for which the leave is recommended;
- iii) The Medical Officer shall, in recommending leave, bear in mind the provision of the Bombay Civil Services Rule 659 and the orders issued in Government Resolution, Finance Department, No. 253433, dated the 16th May 1941.

(4) Tuberculous Policemen undergoing treatment in Government Hospitals or the approved Non-Government Hospitals and Sanatoria mentioned below or under duly qualified allopathic private Medical Practitioners should be held eligible for the leave concessions sanctioned under sub-rule 3 above.

1. Dr. Bahadurji Memorial Sanatorium, Deolali, Nasik.
2. The Bel-Air-Sanatorium Dalheith, Panchgani.
3. Hillside Sanatorium, Vengurla.
4. Wanless Tuberculosis Sanatorium, Wanlesswadi.
5. The Maharashtra Tuberculosis Sanatorium, Mhasrul, Nasik.

6. The Karnatak Health Institute, General Hospital and Sanatorium, Hukeri Road, R.S., District Belgaum.
7. Group of Tuberculosis Hospitals, Sewri, Bombay-15.
8. The Salvation Army Tuberculosis Hospital, Andheri, District Kaira.
9. The N.M. Wadia Charitable Hospital, Sholapur.
10. The Talegaon General Hospital and Canvalscent Home, Talegaon (Dabhade), district Poona.
11. The Anti-Tuberculosis Hospital and Perin Banu Anti-Tuberculosis Dispensary, Ashvanikumar Road, P.C. Kattargaum, district Surat.
12. The Shashikala T.B. Sanatorium, Jaysingpur, district Kolhapur.
13. The K.J. Mehta T.B. Hospital, Amargadh, Saurashtra (known as Jithari Hospital).
14. The K.E.M. Hospital, Bombay.
15. The Evangeline Booth Hospital, Ahmednagar.
16. The Swastik T.B. Sanatorium, Wai, district North Satara.

(5) (a) While on leave, the Policeman should be required to undergo treatment in a Government Medical institution or if he so prefers to place himself for treatment under a duly qualified allopathic private Medical Practitioner or in any of the approved Non-Government Hospitals and Sanatoria mentioned in sub-rule (4) above. The Medical Officer should have discretion to decide whether a patient should be asked to stay in a hospital or a sanatorium or whether he should take treatment while staying outside such institutions under such conditions as may be considered necessary.

(b) Reasonable facilities should also be provided for admission of the Policeman to the existing institutions (i.e. Government Hospitals) provided he is deemed fit by the Civil Surgeon of the district concerned or the Superintendent, J.J. Group of Hospitals or G.T. Hospital, Bombay, for institutional treatment. The expenses of the Policeman in a Government Hospital should be met wholly by Government, subject to the limits mentioned in clauses (ii) and (iii) only of sub-rule 6 below.

(6) (a) Government will assist in the payment of the cost of the diet and medicine in the case of Policemen when they are admitted to approved Non-Government Hospitals or Sanatoria mentioned in sub-rule (4) above up to the following monetary limits :

- 1) Rs. 25 per mensem for sanatorium charges (which include charges for ordinary accommodation and medicines) or the rate actually paid by the patients, whichever is less;
- 2) an allowance of Rs.30 per mensem towards the cost of special diet, if any, prescribed by the Medical Superintendent of the institution; and
- 3) charges for special medicines including charges for P.P., Sputum examination, blood tests, and injections, etc. upto Rs. 25 per mensem on production of certificate from the

Medical Superintendent of the institution when these have been prescribed for and purchased by the patient.

4) It may happen that Government servants may purchase special medicines or pay for sanatorium charges or special diet to a greater extent during one month and less during the sub-sequent month, or vice versa. In such cases the government servant concerned should be given the concession equal to the actual expenditure incurred by him during each month subject to the limits laid down in this sub-rule, for a period of six months each time, and thereafter, if it is found that on basis of expenditure actually incurred by him, he would be entitled to more than what has been paid to him, on the basis of average, for that period of treatment, the difference should be paid to him.

(7) (A) (a) The concessions of Tuberculosis leave upto one year and extraordinary leave shall be admissible to a Policeman who for want of accommodation in any of the institutions recognised for the purpose of the concession located at or near the place of his duty, receives treatment at his residence provided that :

i) the treatment is under a duly qualified allopathic private Medical Practitioner, and

ii) he submits a certificate signed by that doctor to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

(b) In such a case the Policeman will also be entitled to an allowance upto Rs.30 per mensem towards the cost of special diet and an allowance upto Rs.25 per mensem towards charges for special medicines, subject to the following conditions :

i) The Civil Surgeon or the Superintendent of the Government Hospital or the Police Surgeon, so far as Policemen of Greater Bombay are concerned, should certify that the Government servant can take treatment of such private practitioner under such conditions as he considers necessary;

ii) The necessary vouchers for the special medicines purchased by the patient for himself should be produced and countersigned by the Medical Practitioner;

iii) The allowance for special diet should be granted subject to the production of a declaration in the following form countersigned by the Medical Practitioner:

I hereby declare that I, Shri

\_\_\_\_\_ was under the treatment of Dr. \_\_\_\_\_ for  
 \_\_\_\_\_ for  
 Tuberculosis, and under his advice, I have taken special diet, such as  
 \_\_\_\_\_  
 for which I have incurred an expenditure of Rs. \_\_\_\_\_ for the period from  
 \_\_\_\_\_ to \_\_\_\_\_

Signature,  
 Countersignature.

(B) The concessions referred to above should be granted to the Policemen undergoing treatment even as outdoor patients either at a Government Hospital or approval private Hospital or Sanatorium, subject to the condition that the vouchers for medicines purchased by the patient and the prescribed declaration for allowance for special diet are countersigned by the Medical Officer-in-charge of the Institution.

(8) (A) Before the expiry of the maximum limit of extraordinary leave admissible under sub-rules 3(d) and ( ) the policeman concerned should be examined by the Medical Board to see whether he is fit to resume duty or should be invalided. If the policeman is found to have greatly improved, but to be still in need of treatment for some more time, say one to three months, to consolidate the progress and to become fit to resume duty, further extraordinary leave may be granted, subject to the limit of three months, provided it is certified that he is likely to resume duty by the end of that period.

(B) If, after careful examination by the Medical officer-in-charge of the case and of the Hospital, the case is declared as "arrested" and the person is considered fit to carry on his duties, he should be allowed to continue in his appointment under the following conditions:

- (a) that he remains under suitable medical supervision and treatment of a qualified Medical Practitioner approved by the Government Medical Officer concerned who should maintain a special register of such cases so that the patient may be followed up regularly from time to time in his own interest as well as that of public health;
- (b) that the policeman suspected of Tuberculosis or suffering from "arrested" tuberculosis shall undergo periodical re-examination by the proper Government Medical Officer and, if necessary, by a competent authority in Tuberculosis approved by Government. The re-examination should be done by the Government Medical Officer free of charge.

(9) The Inspector General of Police, State of Bombay, the Commissioner of Police, Bombay, the Range deputy Inspector General of Police, the Deputy Inspector General of Police, Criminal Investigation Department, the Director Anti-Corruption Bureau, and the Deputy Inspector General of Police, Head-quarters should be the authorities competent to sanction monetary concessions under this rule to Policemen under their charges.

(10) (a) In the event of a policeman suffering from Tuberculosis being declared fit for duty, he should, wherever possible, be given light duty for another year or so and also be allowed some period for rest daily or occasionally as advised by the medical attendant of the policeman.

(b) A Policeman who was suffering from Tuberculosis and who has been declared fit to resume duty should be granted the following monetary concessions :

- i) Rs. 15 per month for extra diet.
- ii) Rs. 15 per month for medicines and tonics.

The above concessions will be available for a period of one year with effect from the date of the policeman resuming duty, subject to the condition that the extra diet, medicines and tonics are recommended by the Civil Surgeon or the authorities of the Hospital in which he was taking treatment and subject to the production of necessary vouchers in support of his claims. If he is unable to produce voucher for extra diet, a declaration given by him that he has taken extra diet of the value of Rs.15 per mensem as recommended by the Civil Surgeon or the authorities of the Hospital in which he was taking treatment, should suffice.

(11) (a) This rule is applicable apply to all the permanent Head Constables (including Jamadars) and Constables of the Bombay State.

(b) Temporary policemen, who have put in more than one year's continuous service, should be eligible to the concessions under this rule other than the monetary concessions and the concession of Tuberculosis leave on average pay. The monetary concessions and the T.B. leave on average pay will be admissible to those temporary policemen who have put in more than three years' continuous Government service.

Note : Continuous service of one or three years means continuous service of specified duration under the Government of Bombay till the commencement of leave for treatment of T.B.

(12) The concessions available under this rule should, in any case, cease when the policeman attains the age of superannuation.

(13) If a policeman is not prepared to go to any Government Hospital or approved Non-Government Hospital or Sanatorium for treatment he should be granted the leave admissible to him under the normal operation of the Bombay Civil Services Rules.

(14) The Policeman should be provided with a railway and, if necessary, a steamer warrant and also motor fare for journeys to and from the Government Hospital or approved Non-Government Hospital or Sanatorium for himself and one attendant.

(15) The concessions granted to a policeman suffering from Tuberculosis in the foregoing sub-rules may be granted to him again if, after having once availed himself of these concessions and having been certified to be fit for duty, he contracts Tuberculosis again.

(16) The monetary concessions and other facilities (except leave) granted to a policeman suffering from Tuberculosis in the foregoing rules should be extended to him even while under suspension.

(G.R., H.D., No. TBC-2158/4715-VI, dated 15th July 1958 and 4th December 1958).

**272. Concessions to Government Servants other than policemen suffering from Tuberculosis:**

(1) For concessions to Government servants other than Policemen suffering from T.B. vide "Rules relating to the grant of concessions to Government servants other than Policemen suffering from Tuberculosis pulmonary, including Tuberculosis pleurisy as well as non-pulmonary."

(2) These concessions are, however, not applicable to Class IV Government servants who are paid from contingencies.

(G.L., H.D., TBC 1059/8543-VI, dated 1st April 1959).

**273. Concessions to Government servants undergoing Anti-Rabic Treatment:**

(1) A Government servant, whether temporary or permanent, will receive free treatment at any authorized centre.

(2) Any Government servant who is bitten or licked by a rabid dog or suspected rabid animal and who is to proceed to a centre for treatment may be granted :

(a) his actual travelling expenses to the nearest centre for treatment and back, viz :

(i) single fare each way by railway of the class to which the patient is entitled under the Bombay Civil Services Rules, and

(ii) for journeys by road or river, the actual cost of transit not exceeding the amount admissible under the Bombay Civil Services Rules.

(b) an advance of one month's pay, if applied for, only to those Government servants whose pay is not more than Rs.500 per mensem;

(c) an advance equal to the amount of the railway and other fare admissible under clause (a) above to such Government servants as mentioned in clause (b);

(d) three weeks' casual leave, or when the appointment of a substitute is found to be necessary, three weeks' leave on average pay which will not be debited to the leave account, any leave required in excess being treated as leave on average pay or leave on medical certificate. Expenses for the return journey should, if required, be paid to the patient at the treatment centre, after the treatment is finished, by the Treasury Officer at that station, on production of a discharge certificate from the Medical Officer in charge of the centre.

(3) Government servants drawing not more than Rs.50 per mensem are entitled to maintenance allowance during treatment as well as during the journey to and from the centre for treatment at the usual rate of daily allowance admissible under Bombay Civil Services Rules.

(4) Government servant who has difficulty in finding at once the means to enable him to proceed to a centre for treatment and whose pay exceeds Rs.100 but does not exceed Rs.500 a month may be granted an advance not exceeding the amount admissible under sub-rule (2)(a) above and may also be granted an advance of one month's pay and three weeks' casual leave, provided that if the absence of such Government servant makes it necessary for a substitute to be appointed, the period of absence upto three weeks may, under orders of Government, be treated as leave on average pay, which will not be debited to his leave account, and not as casual leave. Any further leave required would be treated as leave on average pay or leave on medical certificate.

(5) Any Government servant drawing not more than Rs.500 a month, a member of whose family is bitten by a rabid animal and who has difficulty in finding means for sending him or her to a centre for treatment may be granted an advance not exceeding the actual travelling expenses admissible under sub-rule (2)(a) above plus one month's pay. If he does not draw more than Rs.100 a month an advance of the travelling expenses of an attendant, if necessary, may be given to a similar amount. In the case of Government servants whose pay does not exceed Rs.50 and in the case of those drawing over Rs.50 but not over Rs.100 where special circumstances exist, the recovery of the amount advanced as travelling expenses of the attendant may be waived a together or in part as the Head of the Department thinks fit. The Head of the Department may also in special cases waive the recovery of the amount advanced for travelling expenses of the members of families of Government servants whose pay does not exceed Rs.50 a month.

(6) All advances made to Government servants under this Rule should ordinarily be recovered in three equal monthly installments.

(G.R., G.D., No. 175/33, dated 26th June 1936 and 9656, dated 20th January 1942 and G.R., F.D., No. 6567/33, dated 3rd January 1950).

**274. Concessions to indigent persons not employed in Public Service for taking Anti-Rabic treatment:**

(1) Any indigent person who has been bitten or licked by a rabid or a suspected rabid animal and who, in the opinion of any officer authorized to grant this concession, is unable to proceed to a centre for treatment at his own expense may be granted his actual travelling expenses to the centre, viz., (a) single third class fare each way by railway, (b) the actual cost of transit for journeys by road, or river and (c) maintenance allowance at the rate of 37 naye paise during the journey and 37 naye paise per diem during treatment, except when the treatment is administered in Bombay City when maintenance allowance shall be 50 naye paise per diem. The maintenance allowance will not be admissible when the patient is accommodated and fed, free of charge, in a Government Hospital.

(Para 366 of Civil Med. Code and G.R., G.D., No. 175/33, dated 24th June 1936).

(2) the following instructions should be observed by Officers in issuing the requisitions :

(a) The requisition forms should be issued only to indigent persons, i.e. persons who pay not more than Rs.50 as land tax per annum or whose income from any other source than land is not more than Rs.30 per mensem, or a member of the family of such persons.

(b) When the patient is women, or a child under 16 years of age, or is a person who, by reason of age, or other cause, is incapable of travelling alone, the requisition may include a free ticket for one attendant also.

(3) All Police Officers not lower in rank than a Sub-Inspector are empowered, after consulting wherever possible, a civil or military Medical Officer, to grant the concession mentioned in sub-rules (1) and (2) above, except the maintenance allowance and return journey charges of



indigent patients, which will be paid at the local treasury at the centre for treatment. Such Police Officers can authorize the immediate departure for a centre for treatment of any of the classes of persons specified, whether Government servants or indigent persons unconnected with government service.

(4) The Officer dispatching the patient for anti-rabic treatment should, in addition to issuing requisitions for free railway tickets or paying the actual travelling expenses in respect of journeys by road or by sea or by both prepare a statement in form No.13 in Appendix I and forward it to the Medical Officer in charge of the centre for treatment.

(5) Government will bear the cost of 3rd class railway tickets issued to indigent persons or to members of the family of such persons and to their attendants, if any, when proceeding to, or returning from anti-rabic treatment centres in this State, provided that the tickets are issued by the Railway only to those producing requisitions in Form No. 14 in Appendix I issued by Police Officers not lower than Sub-Inspector.

(G.R., G.D., No. 552, dated 12th September 1922 and 175/33, dated 20th August 1935).

**275. Instructions regarding treatment of Venereal Diseases :**

(1) Officers and men who are suffering from Venereal diseases should report immediately to the Police or Civil Hospital, or any Government dispensary as the case may be, for treatment; as otherwise by suppressing the fact they not only succumb to the disease, but often times spread it among other members of the Police Force.

Note: No Departmental action should be taken against persons who, on their own accord take necessary treatment. But, stern departmental action must be taken against those who are found to be suffering from Venereal Diseases when examined by doctor for other diseases and have not taken proper treatment.

(I.G.'s No.Cir. No. 5343, dated 16<sup>th</sup> May 1951).

**276. Instructions regarding Family Planning:**

The need for Family Planning amount the members of the Police Force is of utmost importance. In a family consisting of limited members, the parents can adequately look after the health, education and welfare of the children and thus contribute to the improvement of the society in general and the Police Force in particular. With this end in view, as a first step, advances from Police Families Welfare Fund should be given to the members of the Force for necessary surgical operations.

(I.G.'s No. J/8297, dated 16th May 1958).

**SECTION VI - Advances**

Note : The advances including withdrawals of G.P. Fund should be drawn on white forms printed in red ink.

**277. Advances for travelling expenses :**

(1) All Police Officers not lower in rank than the Commissioner of Police in Greater Bombay and a Superintendent of Police in the mofussil are empowered to grant to an Officer (including himself) under orders of transfer an advance not exceeding one month's substantive or officiating pay including personal pay (provided the transfer is in the same cadre and grade) *plus*

the traveling allowance to which he may be entitled under the rules in consequence of the transfer. Such advances should be recorded on the Officer's last pay certificate. The advance of pay should be recovered from pay in three equal monthly installments, beginning with the month in which a full months' pay is drawn after the transfer and the advance of travelling allowance should be recorded in full within three months from the date of completion of the journey by the Government servant or by his family as the case may be by deduction from his transfer travelling allowance bill or in cash or by deduction from his pay in the pay bill.

(Rule 299, Financial Rules).

(2) These advances are admissible even to temporary Government servants, provided it is certified in the orders sanctioning the advance that there is a reasonable prospect of the Officer continuing in Government employ till the complete repayment of the advance.

(G.R., F.D., No. 1094/33, dated 17th July 1934).

(3) Ordinarily the amount to be recovered monthly should not be effected by the fact of an Officer going on leave, but it is open to Government to order a reduction in any case in which it deems its right to do so.

(G.R., H.D., No. 4899-D, dated 7th April 1925).

#### **278. Advances for Journey on Tour :**

(1) Under the following conditions advances may be granted to all Non-Gazetted Police Officers deputed on duty, when required to travel by road or train on journeys for which under the Bombay Civil Services Rules, travelling allowance is admissible :

(a) Advances may be made by the Commissioner of Police in Greater Bombay or a Superintendent of Police in mofussil out of his permanent advance to a Non-Gazetted Police Officer for payment of his railway fare or expenses by road, upto the amount of such fare or expenses and limited in the case of a road journey, to the amounts actually admissible under the Bombay Civil Services Rules. These advances should not be treated as ordinary contingent charges but permanent advances should be recouped on encashment of the pay bills of the parties concerned.

(Rule 29-A of Financial Rules).

(b) Heads of Police Offices may also draw advances for travelling expenses on tour under Rule 299(c) of Financial Rules for their Non-Gazetted Police subordinates. Such advances shall be treated as final charges and accounted for under travelling allowances. They should be recovered from the pay bills in three monthly installments in the same manner as is done in the case of pay advances on transfer with the additional requirement that the recovery so effected should be accounted for as reduction of expenditure under travelling allowance to which head the tour advance was originally debited.

(c) Advances may also be granted, at the discretion of the Superintendent of Police to Head Constables and Constables when ordered suddenly to proceed from their Headquarters upto the maximum limit of one month's pay. These advances should be recovered by adjustment with the traveling allowance due for the journey.

The balance, if any, should be recouped in three equal monthly installments from pay.

(G.Rs. H.D., No. 3111, dated 27th June 1923 and 30th January 1925 and 4899/D, dated 7th April 1925).

(d) Whenever advances are sanctioned by Superintendents of Police, it is essential that the Sub-Inspector to whom the money is sent, should immediately take the signature of the recipients of the advance on an acquittance roll should be immediately forwarded by the Sub-Inspector to Superintendent of Police for necessary action by the Police Accountant, who will be responsible for seeing that the advances are finally adjusted in due course.

(G.C., G.D., No. 453/33, dated 22nd July 1946 and I.G.'s No. 21, dated 19th October 1946).

(2) It is permissible to sanction an advance of travelling allowance on tour to Gazetted Officers, subject to the condition that the travelling allowance expenses for the particular journey are not likely to be less than Rs.100. The advance should be treated as final charges and not as advance recoverable and is to be drawn and accounted for either as a contingent charge or as travelling expense of the establishment, as the case may be.

*Note :* An advance of travelling allowance to temporary Government servant should be restricted to one month's pay.

(Rule 299 (c) - Financial Rules and G.R., F.D., No. FNR-1057/156950-F, dated 25th September 1958).

(3) Advances detailed in sub-rules (1) and (2) above should be given only if the sanctioning authority gives one of the two certificates that no previous advance is outstanding against Shri or that the travelling allowance bill of the Officer on tour in respect of the previous advance granted to him has been received and is under scrutiny in his office.

(Note : 1 to Rule 299 (c), Financial Rules).

### **279. Advances to Police Officers proceeding out of India on deputation :**

(1) A Police Officer proceeding outside Indian waters with a Government passage on duty in connection with extradition or other cases may be given an advance of an amount sufficient to meet the probable incidental expenses of the journey.

(Note 2 below Rule 299 (c), Financial Rules).

(2) In respect of Government servants sent for training abroad, such of those who are permanent Government servants in receipt of pay of less than Rs.500 per month will be entitled to an advance of three months pay repayable in equal installments not exceeding twelve subject to the following conditions :

(a) The period of deputation should not be less than one month.

(b) The advance may be allowed to temporary Government servants on the condition that surety from a permanent Government servant for the amount in question is obtained before the advance is sanctioned.

(c) Government servants drawing Rs.500 or more will be entitled to an advance of Rs.1,500 or one month's pay, whichever is more. The advance should be recovered in monthly installments

equal to one third of the pay, the last installment being suitably reduced, if necessary.

(G.R., F.D., No. FNR 1055, dated 31st October 1955)

**280. Advance for the purchase of a Motor Car or a Motor Boat:**

(1) The conditions laid down in the following sub-rules do not preclude the grant of an advance after the conveyance referred to in this rule has been purchased provided application is made within one month of taking delivery or within one month of importation into India.

(2) Government may sanction an advance for the purchase of a motor car or a boat, subject to the following conditions :

(a) Officers drawing pay less than Rs.500 are not eligible for motor car advances.

Exception : I.P.S. officers other than supernumeraries or probationers having jurisdiction over one Sub-division or more may be granted an advance for the purchase of a car or a jeep even if their pay is less than Rs.500 per month.

(G.C., P. & S. D., No. CDR 1054, dated 25th July 1956 and No. CDR. 1059, dated 30th April 1959).

(b) The total amount to be advanced to a Government servant shall not exceed Rs. 7,500 or four months' pay or the anticipated price of the car or boat, whichever is least. If the actual price paid is less than the advance taken, the balance should be forthwith refunded to Government. The price of a car does not include the cost of any accessories or attachments not usually supplied free of cost with a car. The price will generally be the advertised price of a car in cases where a new one is purchased. An officer who is on leave or about to proceed on leave for whom an advance has been approved by Government, will not be allowed to draw the advance earlier than a week before the expiry of the leave.

(c) Recovery will be made in 48 equal monthly installments from the pay bill of the officer concerned.

Note : An advance for the purchase of a motor car or other conveyance intended to be drawn in the U.K. while the Government servant is on leave outside India should not be granted.

(d) The first installment of an advance for the purchase of a motor car or boat must be drawn within two months from the date of issue of the order according sanction; otherwise the sanction will be considered to have lapsed. A Government servant who draws an advance for the purchase of a motor car or a motor boat is expected to complete his negotiations for the purchase and to pay finally for the car or boat, within one month from the date on which he draws the advance; failing such completion and payment, the full amount of the advance drawn, with interest thereon for one month, must be refunded to Government.

(e) At the time of drawing the advance, the Officer will be required to execute an agreement in Financial Rule Form No. 29-A and on

completing the purchase he will further be required to execute a mortgage bond in Financial Rule Form No.29 hypothecating the car or boat to the Governor of Bombay as security for the advance, within one month from the date on which the advance is drawn, the cost price of the car or boat purchased should be entered in the schedule of specifications attached to the mortgage bond.

(Rule 296, Financial Rules and G.L., H.D., No. S, 132 (c)/76-F, dated 28th February 1952).

(f) When an advance is drawn, the Officer immediately superior to the Officer drawing the advance will furnish to the Accounts Officer concerned a certificate that the agreement in the prescribed form has been signed by the Officer to whom the advance is being given and that it has been examined and found to be in order. He should further see that the car or boat is purchased within one month from the date on which the advance is drawn and should submit the mortgage bond in Financial Rule Form No. 29-D promptly to the Accounts Officer concerned for examination before transmission to Government.

Note :

1. The form of mortgage bond is standardized and printed. The bond should be executed in the printed form, but if it is not available, the mortgage bond should be executed on sufficiently good and thick quality paper as they are required to be preserved by Government for some years.

(G.L., H.D., No. S, 132 (c) 76-F, dated 11th June 1952).

2. The mortgage bond will be forwarded to Government through the Inspector General of Police and the Accounts Officer concerned. No stamp duty will be chargeable on the bonds to be executed for such advances. When the advance has been fully repaid the bond should be returned to the officer concerned duly cancelled, after obtaining a certificate from the Account General/Deputy Accountant General of the complete repayment of the advance with interest.

(G.R., F.D., No. 736/33-I, dated 18th June 1953)

3. There need be no objection to the sanction of an advance for the purchase of motor cars and motor cycles to a Government servant due to retire, within the period of 60 or 48 months respectively prior to their date of retirement if the possession of a conveyance by him is considered to be in public interest, the number of installments should be so regulated that the recovery of the advance and interest thereon is completed at the time of issue of last pay to the Government servant before retirement.

(G.C., F.D., No. MCA-1354, dated 6th April 1954 and No.1357-50042-F-I, dated 15th January 1958).

4. When an advance is given to an Assistant Superintendent of Police or Deputy Superintendent of Police the duty of the immediate superior officer will devolve on the Superintendent of Police concerned, and when an advance is given to an officer of and above the rank of Superintendent of Police, this duty will devolve on the Inspector General of Police.
5. The power to sanction these advances has been limited to the availability of funds to be certified by the Accounts Officer concerned. The officers competent to sanction these advances should make enquiries regarding availability of funds with the Account General, Bombay, or his branch offices or the Pay and Accounts Office as the case may be, as directed by the Accountant General.

(G.C., F.D., No. P-29/B-1, dated 18th October 1957)

(g) Amount of interest, which will be simple interest on the balance outstanding on the last day of each month at such rate as may be fixed by the Government from time to time, will be recovered in one or more installments, each such installment being not appreciably greater than the installments by which the principal was recovered. The recovery of interest will commence from the month following that in which the whole of the principal has been repaid.

(h) The repayment of an advance will commence from the first issue of pay after it is drawn, except when otherwise specifically provided.

(i) Except for special reasons which should be recorded in writing, a fresh advance should not be sanctioned with a period of three years from the date the previous advance was drawn.

Before the drawl of a fresh advance, the balance of the outstanding advance, together with the interest thereon, must be completely repaid. Officers applying for an advance for the purchase of a motor car should state in their applications whether they have drawn any such advance at any time within the previous three years, and if so what special reasons exist to justify a request for fresh advance.

(j) The car or boat for which an advance has been drawn must be insured within one month from the date of purchase. The amount for which the car or boat is insured during any period must not be less than the outstanding balance of the advance with interest accrued at the beginning of the period and the insurance should be renewed from time to time until the amount due is completely repaid. If at any time and for any reason the amount insured under a current policy is less than the outstanding balance of the advance, including interest already accrued; the officer should refund the difference to Government. The amount to be refunded must be recovered in not more than three monthly installments. Insurance on owner-driven or other similar qualified terms is not sufficient for the purpose of this rule. Insurance policies at a reduced rate of premium, shall, however, be accepted as adequate in the following cases provided that in cases falling under (1) the borrower agrees to execute a subsidiary bond in Financial Rule Form No. 29-B :

- (1) when the owner of the car undertakes to meet the first Rs.100 of a claim preferred against an insurance company in the event of an accident, or
- (2) when the car is not insured against accident for any season of the year during which it is not in use but is stored in a garage.

(k) Except when a Government servant proceeds on leave other than leave on average pay not exceeding four months or retires from service, or is transferred to an appointment the duties of which do not render the possession of a motor car or a motor boat necessary, the previous sanction of Government is necessary to the sale by him of a car or a boat purchased with the aid of an advance which has not been fully repaid. If a Government servant wishes to transfer such a car or boat to another Government servant who performs the duties of a kind that renders the possession of a motor car or a motor boat necessary, Government may permit the transfer of the liability attaching to the car or the boat to the latter, provided that he records a declaration that he is aware that the car or the boat transferred to him remains subject to the mortgage bond and that he is bound by its terms and provisions.

(l) Once a conveyance for the purchase of which an advance has been taken from Government is mortgaged to Government, the Government employee taking the advance cannot dispose it of so long as the amount of the advance and the interest accrued thereon is not fully repaid.

(G.C., F.D., No. MCA 1354, dated 6th April 1954).

However in the cases in which a car or boat is sold before the advance received for its purchase from Government has been fully repaid, the sale proceeds must be applied as far as may be necessary, towards the repayment of such outstanding balance. When an officer is not in a position to repay to Government immediately on the sale of a car the whole of the outstanding amount, specific sanction of Government should be obtained for its sale and if the insurance has run out in the meantime, steps should be taken to renew the insurance; provided that when the car or boat is sold only in order that another car or boat may be purchased, Government may permit a Government servant to apply the sale proceeds towards such purchase, subject to the following conditions : --

(i) The advance outstanding shall not be permitted to exceed the cost of the new car or boat.

(ii) The advance outstanding shall continue to be repaid at the rate previously fixed.

(iii) The new car or boat must be insured with the Indian Insurance Companies Association Pool and mortgaged to Government as required by this rule.

Note: It is not permissible for a Government servant to deliver a car which is under mortgage to Government in advance of his receiving the price of it.

**281. Advance for the purchase of a motor cycle with or without a side-car auto-rickshaw or scooter:**

(1) Government may sanction an advance for the purchase of a motor cycle/auto-rickshaw/scooter, to a Government servant whose substantive pay does not exceed Rs. 1,200 per month. The amount of such an advance should not exceed Rs. 2,000 or four months' pay or the anticipated price of the cycle etc., whichever is least. If the actual price paid is less than the advance taken, the balance should be forth with refunded to Government. The other conditions prescribed for the advance for the purchase of a motor car or boat in rule 280 above also apply to an advance under this rule.

(Rule 297 of Financial Rules).

(2) The recovery will be made in 36 equal monthly installments from the pay bills of the officer concerned.

Note : The limit of advance has been temporarily raised to Rs.3,000 or six months' pay. Where six months' pay is less than Rs.1, 500 the relevant amount of the advance shall be Rs. 1,500 instead of six months' pay to be recovered in 48 equal monthly installments.

(G.R., F.D., No.2818, dated 8th January 1951).

**282. Advance for the purchase of other means of conveyances : (excluding bicycle)**

An advance may be granted to a Government servant by a competent authority for the purchase of a conveyance or horse provided he occupies (i) a post the duties of which entitle touring

over an area as large or larger than a taluka, or (ii) the post to which a conveyance or Permanent Traveling Allowance is attached, and (iii) any other post in respect of which the Government considers that it is in the interest of public service that the Government servant holding the post should use a conveyance or horse for the performance of his duties.

- Note :
- (1) The conveyance for which an advance referred to above is admissible should not be held to include a bicycle.
  - (2) The Inspector General of Police and all Range Deputy Inspector Generals are authorised to sanction such advance detailed above.  
(Explanation below Rule 490(A) (1) (iv), B.C.S. Rules)
  - (3) The total amount to be advanced to a Government shall not exceed two months' salary or Rs.250 whichever is greater, and shall be limited to the anticipated price of the article to be purchased. If the actual price paid is less than the advance taken, the balance should be immediately refunded to Government.
  - (4) The article purchased with the advance will be considered to be the property of Government until the advance is repaid.
  - (5) Conditions (c) and (k) in Rule 280 (2) in respect of an advance for the purchase of a motor car apply also in the case of advances dealt with in this rule.  
(Rule 298, Financial Rules)
  - (6) Advances will be repayable in 12 equal monthly installments.  
(Rule 293, Financial Rules)

**283. Advance for the purchase of a bicycle:**

(1) Advance may be sanctioned by the Inspector General of Police/Commissioner of Police/deputy Inspector general to a gazetted or non-gazetted Government servant in the Police Department not holding a post which would ordinarily be held by a member of All India Service for the purchase of a bicycle even through the post held does not entail touring, if, in the opinion of the sanctioning authority possession of a bicycle will add to the efficiency of the Government servant concerned.

(2) The conditions (i) and (k) laid down in Rule 280 (2) shall apply in cases of advances under this rule.

(3) The advance will be (with the permission of the sanctioning authority) repayable in 24 monthly installments.

**284. House Building advance:**

Advance to Government servants for the construction of a house are admissible in accordance with Rules 294 and 295 of Financial Rules.

**285. Advances for the purchase of swords and scabbards:**

(1) An advance for the purchase of swords and scabbards can be granted to Sub-Inspectors of Police. Such advances should be limited to an amount not exceeding Rs.75 in each case or the cost of the sword and scabbard, whichever is less, and sanctioned by an officer not lower in rank the Superintendent of Police and recovered, free of interest from the pay of the Government servant concerned in three equal monthly installments.

(2) The advance should be subject to the following restrictions :

(a) The advance to be drawn should be equal to the approximate price of the sword; any excess amount being refunded forthwith to Government after the purchase is effected.



- (b) The purchase should be effected within one month of the drawal of the advance.
- (c) the payee's receipt should be sent to the Accounts Officer concerned for perusal and return.

(Rule 299 (h) of Financial Rules)

286. Advance for immediate relief to the families of Government servants who die while in service :

(1) In order that timely relief may be given to families of non-gazetted Government servants in permanent or temporary employ (excluding members of the work charged establishment and daily rated staff) who had rendered not less than three years' continuous service and who die, while in service (whether on duty or on leave with or without pay) in order to meet their immediate requirements, the Inspector General of Police is empowered to sanction to the family concerned has been left in indigent circumstances upon the death of the Government servant on whom it was dependent and is in immediate need of financial assistance. The term pay for this purpose means pay as defined in Rule 9 (39) (a) of the Bombay Civil Services Rules.

(2) In the case of Government servants who are not subject to the Revised Pension Rules or to the benefits of Bombay Government Provident Fund, declarations regarding the member of the family who would receive payment of the amount admissible under sub-rule (1) above, should be obtained from the Government servants concerned and sent to the Inspector General of Police. The amount of relief when paid will be adjusted against the compassionate gratuity, if any, which may later on be sanctioned to the family of the Government servant under Appendix XII-A to the Bombay Civil Services Rules Volume II.

(3) In the case of a Government servant who was eligible for the benefits of the Revised Pension Rules, payment will be made only to the person or persons nominated by him to receive the Death-cum-Retirement Gratuity in the proportion to which they are entitled. In the case of a Government servant who is not eligible for the benefits of the Revised Pension Rules (1950), but is eligible for the benefits of the Bombay General Provident Fund, payment will be made to the person or persons nominated by him in the proportion to which they are entitled to the Provident Fund amount as specified in the Provident Fund nomination. In cases where there are no nominations to the Provident Fund amount, the amount of advance will be paid to the person or persons entitled to the Provident Fund amount under rule 30 (1) (b) of the Bombay General Provident Fund Rules, in case there is a family as defined in rule 2 (1) (c) of the Bombay General Provident Fund Rules and in case there is no family it will be paid to the person or persons entitled to the amount under the Provident Fund Act. In all cases an undertaking will be taken from the person or persons concerned, before the payments is made, that he or they agree to the amount being

deducted from the compassionate gratuity or Death-cum-Retirement Gratuity or the General Provident Fund amount as the case may be, ultimately payable to him or them.

(4) In order that cases in which relief to the families of Government servants who die while in service can be granted as per sub-rule (1) above, the officers concerned should sent their proposals in Form No. 15 in Appendix I.

(5) The procedure laid down in rule 52 of the Financial Rules under the Devolution Rule 37 (e) will be followed for the purpose of making payments.

(6) The payments made under this rule will be debited initially to "P-Deposits and Advances Part III - Advances not bearing interest-Advances Repayable-Civil Advances-Objection Book Advances." The debits will be cleared after the payments are adjusted against Compassionate Fund Gratuity or Death-cum-Retirement Gratuity or the General Provident Fund balances, as the case may be.

(7) If the amount finally payable is less than the advance initially sanctioned by debit to "Advance Repayable-Objection Book Advances" and if this balance is eventually treated as irrecoverable, it will be debited to "57 Miscellaneous-E-Irrecoverable temporary Loans and Advances written off" by corresponding credit to "Advances Repayable Objection Book Advances."

(8) In cases where the advance given under sub-rule (1) above is ultimately to be adjusted against grant of compassionate gratuity, the officer disbursing the advance will see that applications are duly received from the dependants who have been paid the advance and are submitted to the Inspector General of Police, as early as possible with all the particulars required (vide Appendix XII-A of Bombay Civil Services Rules, Volume II). The fact that such an advance has been paid should be indicated in the latter forwarding the application.

(G.R., F.D., No. 1969/33, dated 6th October 1955)

#### SECTION VII – GENERAL PROVIDENT AND POSTAL INSURANCE FUNDS.

##### **287. General Provident Fund Eligibility for subscribing:**

(1) All Government servants in permanent pension able and non-pension able service, including probationary service, whose conditions of service the Government of Bombay are competent to confirm, shall be eligible to join the Fund. Government servants in temporary service are also eligible to subscribe to the Fund with the consent of the Heads of their offices provided that they have been employed or in the opinion of the Heads of offices, are likely to be employed for at least three years.

(Rule 4 of G.P.F. Rules).

(2) Compulsory subscriber: All Permanent Government servants, who are eligible as above and in receipt of pay of :

(a) Rs. 50 per month or more, if in service on 20th March 1941,

and

- (b) Rs. 25 per month or more, if they were taken into service after 20th March 1941.

shall join the Fund.

- (3) Optional subscriber : All other eligible Government servants may elect to join the Fund.

(Rule 5 of G.P.F. Rules)

(4) Nomination: Every subscriber must on joining the Fund nominate one or more members of his family (i.e. his wife, legitimate children, son's widow and children) if, he has a family, who will be entitled to receive the balance at the subscriber's credit in the case of his death before the becomes payable. If at the time of making the nomination, the subscriber has a family such nomination shall not be in favour of any other person or persons but should be in the name of the members of his family alone.

(Rule 7 of G.P.F. Rules)

(5) Rate of subscription: A subscriber shall subscribe in whole rupees monthly, except during suspension, and may so subscribe even during leave, if he so desires : minimum 6% and maximum 25%.

(a) In the case of a class IV servant - Not less than one rupee if his pay does not exceed Rs. 25 and two rupees if it exceeds Rs. 25 and

(b) In the case of others - Not less than six naye paise in the rupee of his pay. Subject to sub-rule (6) below, the rate once fixed must be adhered to throughout the year.

(Rules 9 and 10 of G.P.F. Rules)

Note: No deductions by way of subscription to Provident Fund should be made from the pay bills in case of individual subscribers unless account numbers are allotted to them by the Accounts Officer.

(G.C., P. & S.D., No. 1575/34, dated 10th January 1931).

(6) Renewal of rate of subscription: A subscriber may revise the rate of subscription at the commencement of each financial year, but may increase it only once at any time in the course of the year. The rate, if so increased, must be adhered to upto the close of the year.

(7) Payment of subscription : Subscriptions will be recovered by deductions from pay in the pay bill.

(Rule 12 of G.P.F. Rules)

(8) Interest: Government will pay on the balance at the credit of a subscriber interest at a rate which Government will notify every year and credit the amount of interest so payable to the balance.

(Rule 13 of G.P.F. Rules)

(9) Temporary Advance : Any Head of Office not lower in rank than Commissioner of Police in Greater Bombay and Superintendent of Police in Mofussil may grant to a subscriber under his control, from the balance at the subscriber's credit in the Fund a temporary advance, subject to the following conditions :

(a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it

and that it will be expended on the following object or objects and not otherwise :

(i) to pay expenses incurred in connection with the prolonged/serious illness of the applicant or any person actually dependent on him.

Note : 1. Request under this head, except from class IV servants, should invariably be supported by a medical certificate.  
2. Class IV servants should be advised to take free medical aid in Government hospital for themselves and for members of their family so that their Provident Fund amounts may not be wasted on medical expenses.

(ii) to pay for the overseas passage for reasons of health or education of the applicant or any person actually dependent on him.

(iii) to pay obligatory expenses on a scale appropriate to the applicant's status in connection with marriages, funerals or ceremonies which, by his religion, it is incumbent on him to perform.

(iv) to meet legal expenses incurred by the Government servant to vindicate his position with regard to any allegations made against him in the discharge of his duties and also where he is prosecuted in a court of law by Government in respect of any alleged official misconduct.

Note : In respect of an advance given to a Government servant to vindicate his position as mentioned above, the advance will be in addition to any advance admissible for the same purpose from other Government sources.

(Rule 14 of the G.P.F. Rules, G.C., P. & S.D., No. PER 1055, dated 15th June 1955  
and G.R., P. & S.D. No. PER 1059-7853-J, dated 24th June 1959).

(b) The sanctioning authority shall record in writing its reason for granting the advance.

(c) An advance, save in category (iv) of (a) above, shall not except for special reasons -

(i) exceed three months' pay or half the amount at the credit of the subscriber in the Fund, whichever is less, and in the case of a person under suspension three months' pay drawn by him immediately before being placed under suspension, or

(ii) unless the amount already advanced does not exceed two-thirds of the amount admissible under clause (c) (i) be granted until at least three months after the final payment of all previous advances together with interest thereon; provided that if the reason is of a confidential nature, it may be communicated to the Accounts Officer personally and/or confidentially.

(d) The amount of advance made to meet legal expenses will not in any particular case exceed three months' pay or Rs. 500 whichever is greater provided that in no case will the amount exceed half the amount at the credit of the subscriber.

(e) In fixing the amount of an advance, the sanctioning authority shall pay due regard to the amount at the credit of the subscriber in the Fund.

(f) An advance for the grant of which special reasons are required under clause (c) above may be sanctioned only by:

- (i) the Commissioner of Police and Deputy Inspector Generals of Police in the case of non-Gazetted subscribers and
- (ii) the Commissioner of Police and the Inspector General of Police in the case of Gazetted subscribers, in the Police Department.

Where, however, an advance requiring special reasons is applied for by a subscriber to whom the Deputy Inspector General or Commissioner of Police or the Inspector General of Police, is competent to grant an advance without such reasons, the application must be submitted for orders to the Inspector General or Government as the case may be.

Note : In case of an advance meant for illness under sub-rule (9) (a) (i) above for the grant of which special reasons are required under sub-rule (9) (c), the Superintendent of Police in the mofussil may sanction the advance under intimation to the Deputy Inspector General concerned.

(Rule 14 of G.P.F. Rules and G.R., P. & S.D., No. PER 1059/7853-J, dated 24th June 1959).

(10) Recovery of advances :

(a) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct; but such number shall not be less than twelve, unless the subscriber so elects, or in any case more than twenty-four. A subscriber may, at his option, repay more than one installment in a month. Each installment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such installments.

(b) Recovery shall be made by deductions from pay in pay bills and shall commence on the first occasion after the advance is made on which the subscriber draws pay, or remuneration on foreign service, for a full month. Recovery shall not be made, except with the subscriber's consent, while he is on leave or in receipt of subsistence grant and may be postponed, on the subscriber's written request, by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.

Note - If the advance is paid to a Government servant after the 20th of the month, the recovery of the 1st installment should be effected from the next month. In no case two installments should be recovered in one and the same month.

(c) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

(d) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate of one-fifth per cent. on the principal for each month for broken portion of a month during the period between the drawal and complete repayment of the principal.

Interest shall ordinarily be recovered in one installment in the month after complete repayment of the principal; but if the period required for payment under (a) exceeds twenty months, interest may, if the subscriber so desires, be recovered in two equal monthly

installments. The method of recovery shall be that prescribed in clause (b) above. Payments shall be rounded to the nearest rupee.

(Rule 15 of G.P.F. Rules & G.C., P. & S.D., No. PER 1055, dated 18th July 1955).

(11) Account Statement: As soon as possible after the close of each year, the Accounts Officer will send to each subscriber a statement of his account in the Fund, showing the opening balance as on 1st April of the year, the total credits and debits during the year install amount of interest accrued as on 31st March of the year and the closing balance on that date. The subscriber, if a Gazetted Government servant will acknowledge receipt of the statement in the printed card sent to him by the Accounts Officer along with the statement. In the case of subscribers who are Non-Gazetted Government servants, the statements will be sent for distribution to the Head of the Office concerned, who will return the schedule of statements to the Accounts Officer with a certificate in the prescribed form indicating whether all the subscribers have accepted the statements showing their respective accounts as correct.

(Rule 35 of G.P.F. Rules and G.C.P. & S.D., No. 1575/34, dated 7th November 1950)

(12) Final withdrawal of accumulation in the Fund :

(a) When a subscriber quits service (voluntary retirement or resignation) or, while on leave, has been permitted to retire or has been medically declared unfit for further retention in service the amount standing to his credit in the General Provident Fund becomes payable to his credit in the General Provident Fund becomes payable to him, and will, on application, be paid to the subscriber by the Accounts Officer as promptly as possible provided that a subscriber who, after having been dismissed, is reinstated in the service or who returns to duty after leave shall, if so required by Government, repay the whole or part of the amount paid to him under this sub-rule with interest thereon in such manner as may be determined by the authority competent to sanction an advance under sub-rule (9) above.

(Rule 28 and 29 of G.P.F. Rules)

(b) Retirement, resignation, dismissal or death of subscribers to the General Provident Fund should be reported to the Accounts Officer concerned by the Heads of Officer immediately the event takes place.

Note: The names of Government servants due to retire should be intimated to the Accounts Officer before three months of the date of their retirement.

(c) If the subscriber dies before the amount standing to his credit has been drawn by him, it will be paid to his nominee. If no nomination has been made, it will be paid to the members of his family in shares, which will be regulated by Rule 30 of the Bombay general Provident Fund Rules.

(Rule 30 of G.P.F. Rules)

(d) In cases falling under clauses (a) to (c) above, Heads of Offices should furnish information in form No. 16 in Appendix I, to the Accounts Officer to close the account of the subscriber and authorise final withdrawal without undue delay.

(G.C., P. & S.D., No. PER 1058-J, dated 20th June 1958)

(e) Applications for payment of Provident Fund balance should be disposed of with the greatest possible expedition. Disciplinary action will be taken against the Officers concerned, if it is found that delay has been caused by such applications not having been promptly dealt with.

(G.R., F.D., No. 3423, dated 5th August 1924)

(13) Exemption from attachment:

(a) Accumulations as a subscriber in the Fund are not liable to forfeiture on conviction by a Criminal Court, or to attachment under any decree or order of any Civil, Revenue or Criminal Court, so long as the amount is in the hands of Government.

(G.L, H.D., No. 8022, II-D, dated 3rd February 1927).

(b) Provident Fund balances vesting in a dependent are, however, liable to attachment for debts incurred by the dependent after the subscriber's death, and where such debts are due to Government by whom the balances are payable, they could be set off against such balances under the general law relating to the setting off of claims and counter-claims between the two parties.

(G.R., P. & S.D., No. PER 1053, dated 1st August 1953)

(14) Payment of insurance premium from the General Provident Fund :

(a) Subscriptions to a family pension fund approved in this behalf by the Government of Bombay, or payments towards a policy of life insurance may, at the option of a subscriber, be substituted in whole or part for subscriptions due to the Fund.

(b) The amount of subscriptions with interest thereon standing to the credit of a subscriber in the Fund may be withdrawn to meet -

- i) a payment towards a policy of life insurance.
- ii) the purchase of a single-payment insurance policy and/or
- iii) the payment of single premium or subscription to a family pension fund approved in this behalf by the Government of Bombay; provided the proposed policy has been accepted by the Accounts Officer as being suitable.

(Rule 16 of G.P.F. Rules)

(15) Further details as regards the General Provident Fund and other similar funds will be found in the "Bombay Civil Services Provident Fund Rules".

### **288. Non-refundable withdrawals from the General Provident Fund for Meeting Marriage Expenses:**

Government servants may be permitted to make final withdrawals from the Provident fund for meeting marriage expenses subject to the following terms and conditions:

- (i) The final withdrawal may be permitted in case of only such subscribers as have either rendered not less than 25 years' service (including broken periods, if any) or have less than five years to attain the age of superannuation, whichever is earlier;
- (ii) The withdrawal will be permitted only for the marriage of the subscriber's daughters/sons and, if the subscriber has no daughter, for any other female relation dependant on him.

Note : It is not necessary that the daughter or the son should be actually dependent on the subscriber for this purpose.

(G.R., P. & S.D., No. PFR-1059-J, dated 15th May 1959)

(iii) The amount of withdrawal in respect of each marriage will be normally limited to six months' pay for daughter's marriage and three months' pay for son's marriage.

- Note :
- (1) If two or more marriages are to be celebrated simultaneously, the amount admissible in respect of each marriage will be determined as if the advances are sanctioned separately one after the other.
  - (2) In special cases, the sanctioning authority may relax the limit of six months' and three months' pay but in no case should more than 10 months' and six months' pay respectively be sanctioned.

(iv) In respect of the same marriage, a subscriber may either withdraw the money in terms of these rules or draw an advance under the ordinary rules.

(v) A subscriber who draws a refundable advance under the ordinary rules may convert at his discretion by written request addressed to the Accounts Officer through the sanctioning authority the balance outstanding against it into a final withdrawal on his satisfying the foregoing conditions.

(vi) The withdrawal may be allowed to the subscriber not earlier than three months preceding the month in which the marriage actually takes place.

- Note :
- (1) Where, however, an officer applies for the withdrawal well before the date of the marriage, but the application is sanctioned after the aforesaid date or, if sanctioned before that date, the case is received in audit office for the issue of authority for payment after that date, there will be no objection to the payment of the amount being made after the date of the marriage.
  - (2) Cases in which the withdrawal is applied for after the marriage is over should not ordinarily be entertained.

(G.R., P. & S.D., No. PFR 1057/7139-J, dated 25th February 1958)

(vii) The subscriber shall furnish a certificate to the sanctioning authority within the period of one month from the date of marriage, or if he is on leave, within one month on return from leave, that the money withdrawn has actually been utilized for the purpose for which it was intended. If the subscriber fails to furnish the requisite certificate or if the amount withdrawn is utilized for a purpose other than that for which sanction was given, the entire amount together with interest thereon at the prescribed rate from the month of withdrawal shall be re-deposited forthwith into the Fund in one lump sum.

- Note: In the cases referred to in note (1) under clause (vi) the certificate should be furnished to the sanctioning authority within a month of the actual drawal of the amount from the fund.

(G.R., P. & S.D., No. PFR 1057-7139-J, dated 25th February 1958)

(viii) Any amount actually withdrawn from the Fund which is found to be in excess of that actually utilised by the subscriber for the purpose shall be re-deposited forthwith into the Fund together with interest due thereon at the prescribed rate from the month of such withdrawal.

(ix) The actual withdrawal from the fund will be made only on receipt of an authorisation from the Accounts Officer concerned who will arrange this as soon as the formal sanction of the competent authority has been issued.

(G.R., P. & S.D., No. PFR 1056-P, dated 21st October 1956)



(x) The authority competent to sanction temporary advances from the provident fund in cases which require special reasons for such sanction is empowered to sanction withdrawal in terms of this rule when all the terms and conditions for the withdrawal are fulfilled. Cases necessitating relaxation of any of the terms and conditions should be referred to Government.

(G.Rs, P. & S.D., No. PFR 1055-P, dated 10th February 1956 and No. PFR 1057-J, dated 25th April 1957)

**289. Non-refundable withdrawals from the General Provident Fund to meet the cost of Higher Education in and outside India :**

Withdrawals may be allowed from the General Provident Fund for the purpose of higher education subject to the following terms and conditions :

(i) The withdrawal may be permitted in the case of such Officers as have either rendered not less than 25 years' service (including broken periods of service, if any) or have less than five years to attain the age of superannuation.

(ii) The withdrawal may be allowed in the following types of cases :

(a) for education outside India whether for an academic technical, professional or vocational course and

(b) for medical, engineering and other technical or specialized courses in India beyond the High School stage, provided that the course of study is not less than three years;

Note: (1) The withdrawal will be permissible in respect of the dependent children of the subscriber.

(G.R., P. & S.D., No. PFR 1057-J, dated 16th November 1957)

(2) While the courses should be beyond the High School stage in both the cases at (a) and (b) above there is no stipulation regarding the nature and duration of the course outside India whereas the course in India should be technical and specialized and of not less than three years.

(G.R., P. & S.D., No. PFR 1056-J, dated 7th December 1956)

(iii) The amount of the withdrawal should not exceed three months' pay or half the balance to the credit of the subscriber in the fund, whichever is less.

(G.R., P. & S.D., No. PFR-1056-P, dated 31st October 1956)

(iv) Withdrawals may be permitted once every six months (i.e. twice in any financial year).

Note: A withdrawal will not ordinarily be allowed before the expiry of six months from the date of the previous withdrawal, and in any case not more than two withdrawals should be allowed in any financial year.

(G.R., P. & S.D., No. PFR 1056-P, dated 31st October 1956)

(v) The Officer concerned should satisfy the sanctioning authority within a period of six months from the date of drawing the money that it has been utilised for the purpose for which it was intended, otherwise, the whole amount of withdrawal together with interest will be liable to recovery in one lump sum.

(vi) Any amount of withdrawal from the General Provident Fund which is found to be in excess of that actually required by the

Officer for the purpose should be redeposited forthwith into the Fund together with interest due thereon.

Note : In cases where a portion of the money withdrawn is not likely to be spent within six months of the date of withdrawal and the officer contemplates making a further withdrawal during the following half year, he may by notifying in writing to the sanctioning authority before the expiry of the said period of six months adjust the excess amount in the proposed withdrawal, provided that such excess amount utilised and action to withdraw the further amount is taken within one month of the expiry of the six months period. If no withdrawal is contemplated, the excess amount with the interest due thereon should be deposited forthwith in the provident fund.

(G.R., P. & S.D., No. PFR 1055-P, dated 16th January 1956)

(vii) The actual withdrawal from the fund will be made only on receipt of an authorisation from the Accounts Officer concerned who will arrange this as soon as the formal sanction of the competent authority has been issued. After the withdrawal has been made by the Officer concerned, the sanctioning authorities will satisfy themselves within six months of the withdrawals that the conditions mentioned in clauses (v) and (vi) above are fulfilled, and furnish a certificate to that effect to the Accounts Officer concerned.

(G.R., P. & S.D., No. PFR 1055-P, dated 16th January 1956)

**290. Non-refundable withdrawals from the General Provident Fund for House Building purposes :**

(1) Final withdrawals from the General Provident Fund may be permitted to Government servants for house building purposes on the following terms and conditions :

(a) Withdrawals may be permitted either for the purpose of building or acquiring a suitable house including the cost of site or for the purpose of altering or enlarging a house already owned or acquired by a subscriber with or without assistance from the fund or other Government sources, or for repayment of any outstanding amounts on account of loans expressly taken for the purpose aforesaid before the date of receipt of the application for withdrawal.

Note : Final withdrawals for repaying loan should be allowed only if the loan was taken not more than 12 months before the date of receipt of the application for final withdrawal.

(G.C.M., P. & S.D., No. PFR 1058-J, dated 25th May 1958)

(b) The concession will be admissible to Government servants who are subscribers to the Provident Fund at any time not earlier than five years before attaining the age of superannuation, or, on their completion of 25 years' total service (including broken periods of service, if any), whichever is earlier.

(c) Withdrawal from the Provident Fund shall not exceed (1) one half of the amount standing to the credit of the Government servant or (2) the actual cost of the house including the cost of the site, or repayment, of the loan in that behalf, whichever is less. If as mentioned above, the amount withdrawn exceeds the actual expenditure or repayment as aforesaid, the excess shall be refunded to Government forthwith in one lump sum together with interest

thereon at the prescribed rate from the month of such withdrawals by the Government servant for being credited to his account in the relevant Provident Fund. The actual expenditure incurred in connection with sale of transfer deeds, may be reckoned as part of the cost of the house.

Note.- (1) Withdrawals for additions or alterations to and reconstruction of house already owned or acquired without assistance from the fund or other Government sources may be permitted, provided that the amount of the withdrawal does not exceed the limit prescribed in the above clause or Rs. 10,000 ( Rupees ten thousand only) whichever is less.

(G. C. M., P. & S. D., No. PFR 1057-J, dated 8th May 1957).

(2) A second final withdrawal may also be allowed for the purpose of carrying out additions and alterations, etc. to a house acquired with the help of a withdrawal already made or which may be made in future from the, Provident Fund subject to the condition that the total of both the withdrawals does not exceed half the amount as it stood at the credit of the subscriber in his Provident Fund account at the time of the first withdrawal and also that the second withdrawal does not exceed the limit of 10,000 mentioned in note (1) above.

(G. C. M., P. & S. D., No. PFR 1059-21684-1857-J, dated 27th June 1959).

(d) The house proposed to be acquired or redeemed by the Government servant with the help of the amount withdrawn as aforesaid shall be situated at the place of his duty or his intended place of residence after retirement.

(e) Withdrawals will be permitted for the building, acquisition or redemption of one house only and further in those cases only where the Government servant does not already own a house at the place referred to above.

(f) The construction of the house should be commenced within six months of withdrawal of money and should be completed within a period of one year from the date of commencement of construction. If, however, the house is to be purchased or redeemed or a private loan previously raised for the purpose has to be repaid, this should be done within three months of the withdrawal.

Note.- Where a withdrawal for the purpose of building a house including the purchase of the house-site is sanctioned the sanctioning authorities may at their discretion, relax the limit of six months to one year.

(G. C. M., P. & S. D., No. PFR 1059-J, dated 7th April 1959)

(g) In the case of construction of a house, the withdrawal will be permitted only in equal installments (not less than two and more than four in number), the installments after the first being authorised by the administrative authority after verification regarding progress of construction of the house.

(h) The Government servant shall submit an annual declaration in form No. 17 in Appendix I, on or before the 31st December in each year and satisfy the sanctioning authority, if called upon to do so, by the production of tax receipts, title deeds, etc. that the house remains in his sole ownership and that while he is still in service he has not parted with the possession thereof by -way of transfer, sale, mortgage, gift, exchange, lease for a term exceeding three years or otherwise howsoever without the previous permission of the sanctioning authority in writing. The amount withdrawn shall be repayable

forthwith -in one installment together with interest, thereon at the prescribed rate from the month of such withdrawal by the Government servant, if the house is sold or encumbered at any time before retirement without such permission.

(2) Before sanctioning the withdrawal the sanctioning authorities should satisfy themselves that —

(a) the amount is actually required for the purpose of building, acquiring or redeeming a house as mentioned above;

(b) the Government servant possesses or, intends to acquire forthwith the right to built on the site on which the house is proposed to be built.

(c) the amount withdrawn together with such other private savings, if any, as the Government servant may have, would be sufficient to build, acquire or redeem the house of the type proposed;

(d) the applicant has an approved plan and permits where necessary from the local authorities for the purchase of building materials to the extent required and at controlled rates.

(e) in the case of withdrawal for the purchase of a ready-built house, the applicant secures an undisputed title to the house and the land on which the house is built before the purchase price is paid. This condition does not preclude withdrawals for the purpose of building houses on plots of land taken on lease from Government, even though in such cases the Government servant concerned becomes entitled to a perpetual lease only on the production of a certificate from the Collector that the building on the plot leased has been built in accordance with the agreed conditions.

(f) before withdrawals are permitted for the repayment of loans taken from private parties expressly for the purpose of acquiring a house, or for redeeming the house, the applicant has acquired or will acquire an unencumbered title to the house thus acquired ;

(g) the applicant has signed an undertaking in form No. 18 in Appendix I or where this form is not suitable, e. g. in cases of redemption of mortgaged premises belonging to the Government servant, in the form as may be approved by Government indicating the main terms and conditions of the withdrawal.

(3) For the purposes referred to in clauses (e) and (f) in sub-rule 2 above, the Government servant should produce necessary deeds and papers to the sanctioning authority proving his title in respect of the property under construction.

(4) Authorities who are competent to sanction temporary advances for special reasons under the relevant Provident Fund Rules will be the "sanctioning authorities" for the purpose of these orders when all the terms and conditions for the withdrawal are fulfilled. Cases necessitating the relaxation of any of the terms and conditions should be referred to the Government in Political and Services Department, through proper channel.

(5) The actual withdrawal from the Fund will be made only-, on receipt of an authorisation from the Accounts Officer concerned, who will arrange this as soon as the formal sanction of the competent authority has been issued.

(G.C. M., P. & S. D., No. PFR 1555, dated 23rd June 1955).

(6) Final withdrawals from the General Provident Fund may be permitted to Government servants for purchase of house sites by themselves and, later for construction of houses thereon, within the limits and subject to the conditions specified below

(A) For purchasing a house site or for repayment of any outstanding amount on account of a loan expressly taken for the purchase of a house site (i) The amount of the withdrawal shall not exceed one-fourth of the amount standing to the credit of the Government servant.

(ii) The amount of withdrawal may be allowed in one installment in cases of outright purchase of a house site or for repayment of loan and in not more than three installments if payment for the site is to be made on an installment basis. The sanction will be issued for the entire amount of the withdrawal, the number of installments in which it is actually to be drawn being specified therein.

(iii) The house site will be purchased within a period of one month of the withdrawal, or the withdrawal of the first installment, a.,; the case may be. In fulfillment of this condition, the sanctioning authorities may require the production of receipts issued by the seller, the house building, society etc., in token of the amount of the withdrawal installment having been utilised for making payment towards purchase of the site.

(iv) While sanctioning withdrawals under these orders the sanctioning authorities should satisfy themselves —

- (a) that the size and the cost of the house-site are not disproportionate to (i) the status of the officer concerned and (ii) the resources available in his provident fund account.
- (b) that the amount is actually required for the purpose of purchasing the house-site or for repayment of .,t loan expressly taken for the purpose, as the case may be, and
- (c) that the Government servant will acquire full title to the house-site proposed to be purchased.

Note- A title to a flat is a SUFFICIENT satisfaction of the condition laid down in the relevant rules of the Provident Fund regulating the part or final withdrawal of money for house building purposes and that Government servants may be permitted to withdraw money from the Provident Funds if they establish by producing the necessary documents their undisputed title of such flats. Such undisputed titles should be proved by the Government servants within 18 months from the date of the withdrawal in case the amount is withdrawn for purchasing a flat in a building which is still to be constructed and within 3 months from such date if the withdrawal is for purchasing a flat in a building which is ready constructed.

(v) The conditions laid down in sub-rules (1) (a) to (e), (h), (4) and (5) shall apply mutatis motandis in this case.

(B) For eventual construction of houses on sites purchased as mentioned above :-

(i) The amount of the withdrawal for the purpose shall not exceed one-third of the balance standing to the Government servants; credit or the actual cost of construction of the house, whichever is less.

(ii) The conditions laid down in sub-rules (1) (c), (e), (f), (g), (h), (4) and (5) apply mutatis mutandis in this case.

(G. C. M., P. & S. D., No. PFR 1059-J, dated 7th April 1959).

Note. - Withdrawals under this sub-rule will not be in addition to the one referred to in sub-rules (1) to (5).

### **291. Post Office Insurance Fund:**

(1) Heads of Offices should impress upon their subordinates the advantages of the Post Office Insurance Fund and do all in their power to induce men, who have wives and children dependent on them for whom no provision has already been made, to become subscribers to the Fund and thus secure their families against want. Every policeman of less than 15 years' service who has not already insured his life and every new entrant on his confirmation should be persuaded to insure his life under the Postal Life Insurance Scheme for a minimum sum of Rs. 500.

(G. R., F. D., No. 3758, dated 15th September 1914 and 2375, dated 12th September 1949 ).

(2) The Post Office Insurance Fund Offers facilities which few or no insurance companies do. Among its advantages are :-

- (a) It is one of the oldest Life Insurance Funds ever started in India.
- (b) It is 100 per cent. secure as it is guaranteed by the Central Government.
- (c) Its mortality experience is very favourable.
- (d) Its entire funds are securely invested with the Government of India and earn a fixed rate of interest.
- (e) The profits which are entirely distributed amongst the policyholders are high.
- (f) Its premium rates are very low.
- (g) The premiums are deducted monthly from the pay bills.
- (h) The premium being payable monthly, in case of death the premium only upto the month in which the death occurs is payable and not for the entire year.
- (i) Premiums are always payable for a fixed number of years arrived at by deducting, the age at entry from the age upto which life is insured.
- (j) Policies even upto a minimum of Rs. 100 can be taken out.,
- (k) Once a policy is issued it remains in force, even if the Government servant quits Government service, provided he continues to pay, the premium.

(l) It offers all the advantages of granting surrender value paid up policy, assignments, loans and revival etc.

(m) Policies can be financed from General Provident Fund.

(n) All employees permanent or temporary except those engaged for a short period only are eligible to the benefits of the Post Office Insurance Fund.

(G. R., P. & S. D., No. PSO 1253-P, dated 25th June 1953)

(3) Proposals for taking out a Post Office Insurance Policy are to be submitted through the proposer's immediate superior who should attest the signature of the proposer and forward it to the Commissioner of Police/Superintendent of Police. The latter is required to furnish a certificate of eligibility of the proposer and transmit the proposal to the Medical Officer for examining the proposer and for recording his medical opinion thereon. Ordinarily the proposal should be sent to the Commissioner of Police/Superintendent of Police by the next mail and the Commissioner of Police /Superintendent of Police should, in turn, send it to the Medical Officer within a few days of the receipt of the proposal in his office. Any delay is likely to affect adversely the popularity of the Postal Life Insurance Scheme and should, therefore, be avoided.

(G. E., P. & S. D., No. PSO 1254190335-P, dated 7th December 1954).

(4) Any further information required in this connection may be had from the office of the Director, Postal Life Insurance, 9, Chittaranjan Avenue, Calcutta-13.

(G. R., P. & S. D., No. PSO 1253-P, dated 25th June 1993).

## **292. General instructions for encouragement of thrift :**

The following are some of the methods which might be adopted to encourage the Police to make some provision for themselves in their old age or for their families in case of premature death :-

(1) The Deputy Commissioner of Police/Superintendent of Police and Sub-Divisional Police Officers must take a continuous and personal interest in the matter. A few minutes talk in such cases usually far more efficacious than the issue of circulars.

(2) The importance of subscribing the maximum amount that is possible under the rules should be brought home to the men. When a man receives an increase in his pay, the advantages of Postal Insurance Fund, National Savings/Plan Certificates, Small Savings Scheme etc., should be impressed upon him.

(3) Thrift should not be penalised. It should be made known generally that the Commissioner of Police/Superintendent of Police will help dependents by grants from any balances he may have in his Welfare Fund in proportion as the Policeman himself has endeavoured to make provision. Men who try to help themselves are deserving of more encouragement and consideration than those who will not-

(4) Continued interest in the question is essential or it will be found that men, on some pretext or other, will cease to pay their premium and so their policies will lapse, and the resulting loss will dissuade others from joining.

(5) The point should be emphasised that these subscriptions are solely in the interest of subscribers and their families who get a return proportionate to their own self denial.

(I. G.'s No. 17, dates. 22nd April 1924).

**SECTION VIII. — PROVISION FROM NON-OFFICIAL  
SOURCES FOR THE WELFARE OF THE POLICE**

**293. Police Co-operative Credit Societies in Districts:**

(1) In any District of the State, a Police Co-operative Credit Society may be formed for encouraging thrift among Police Officers and men and especially for saving the constabulary from the clutches of usurious money-lenders by giving them loans on reasonable terms in urgent cases.

(2) The society in each district will be registered under the Co-operative Societies Act, VII of 1925, and will function according to bye-laws framed on the lines of the model bye-laws for Government servant's co-operative societies and approved by the Deputy Assistant Registrar of Co-operative Societies.

(3) A managing committee consisting of the Superintendent of Police as ex-officio President, the Home Inspector as Chairman and other members who will be elected at the annual general meeting will look after the management including the grant of loans and effecting recoveries etc.

(4) Police Officers of and below the rank of Sub-Inspector, the Ministerial and class IV service staff may become members by purchasing one or more shares of the capital, which will be made up of contributions in the form of shares and in some cases deposits made by members.

Explanation - An officiating Inspector may become or continue to be a member of a Police Co-operative Society until he is confirmed as such. He shall not however be eligible for a loan from the society.

(I. G.'s No. 3313/II, dated 21st January 1946).

(5) Loans upto amounts fixed in the case of each society will be made on the security of bonds with two sureties from amongst members and will be recovered, with interest at a rate fixed by the society, from pay after it has been disbursed, provided-

(a) the outstanding sum out of loans granted from the General Provident Fund and the Police Co-operative Society or from both combined should at no time ordinarily exceed three months' pay and in really necessitous cases six months' pay of the borrower; and

(b) the grant of the loans should be so regulated that no borrower should receive less than  $\frac{2}{3}$  of his gross emoluments per mensem after all deductions (excluding, of course, recoveries of advances of pay for tour or transfer ).

(I. G.'s No. 5004, dated 10th August 1935 and 3313-II, dated 8th February 1939)

Note - Dues of the Police Co-operative Credit Societies may be remitted through treasuries.

(G. A., R. :P., Ng. 2632124, dated 14th May 1936)



(6) Superintendents should examine -the position of their Respective district Police Co-operative Credit Societies and follow the -policy of reducing as far as the possible contribution to the Reserve Fund to the minimum of 1/10th of the net profits permissible under the law. Similarly the rate of interest on shares and deposits should ordinarily be not greater than the rate prevalent in the Co-operative Savings Bank.

(7) In addition to each society's auditors, the Government auditor for societies and the Range Deputy Inspector General will audit the accounts and see that the society is run on proper lines.

(8) The election of office bearers and the honorarium to be paid to them, the approval of the balance sheet, and amendments of bye-laws etc., will be among the items of business transacted at the annual general meeting.

(9) Administrative orders affecting the working of societies will be made by the Inspector General and the Superintendent of Police and the Range Deputy Inspector General will be responsible to see that such orders are implemented by their adoption in the bye-laws of the respective societies.

(I. G.'s No. 5004, dated 10th August 1935 and 3313-II, dated 8th February 1939)

#### **294. Police Families Welfare Fund : --**

(1) (a) In order to provide amenities and comforts to Policemen and their families, low paid clerks in the Police clerks in the Police Offices whose monthly total emoluments do not exceed Rs. 150 class IV servants and other low salaried staff in the Department, by way of medical facilities in the form of special medicines which Government dispensaries do not provide, educational facilities in the form of scholarships for their children or recreation or transport and various other things, as may be necessary in individual districts and to render monetary assistance to the widows of the Police Constables or Head Constables to cover funeral expenses of the deceased Police Officers and their traveling expenses, if any, to their homes, a fund known as the "Police Families Welfare Fund"., may be opened in a district in which it is possible to do so. The Fund will be of a private nature and will operate by the Superintendent in his official capacity. The Superintendent of Police shall, for the purposes of the Fund, open a Personal Ledger Account with the Treasury. Relief for funeral expenses to the widows of Policemen should be given automatically in all cases at not less than Rs. 45 and so also the travelling expenses for the family of the deceased policemen for proceeding to the native place. When a Constable or Head Constable dies while on deputation to the Criminal Investigation Department or elsewhere the Superintendent of Police of the Police Force from which the deceased was deputed will be responsible for the payment of funeral expenses and Travelling Allowance to his widow or family. No pensions or gratuities should be sanctioned to the members of the deceased's family, except in very indigent cases.

(b) Under section 23(d) of the Bombay Police Act, the Inspector General of Police is authorised to effecting the necessary changes in the management rules and regulations of this Fund.

(I.G.'s Np. 4937-II, dated 25<sup>th</sup> November 1948 and G.R.,F.D. No.1155/88556-D, dated 21<sup>st</sup> December 1955)

(2) (a) Money for the Fund will be raised from the following sources :--

(i) Half yearly subscriptions from the following categories of Government servants at the rates given each: --

	Rs. n Ps.
(1) Police Officers ( <i>i.e.</i> Sub-Inspectors and Inspectors only).	3.00
(2) Clerks (in receipt of monthly emolument upto Rs.150)	1.50
(3) Head Constables	1.50
(4) Constables	0.75
(5) Trademen Class I	2.25
(6) Trademen Class II and III	1.50
(7) Cleaners and Helpers	0.75
(8) Peons	0.75
(9) Head Cooks	1.50
(10) Assistant Cooks	0.75
(11) Mess Servants	0.75
(12) Followers (who are full time Government servants).	0.75
(13) Full time Government servants, <i>viz.</i> Sweepers, Lamp Lighter, and Prohibition Mazdoors	0.75

(I.G.'s Cir. No. J/4937, dated 17<sup>th</sup> June 1959)

(ii) Proceeds of the sale of vegetables, fruits, etc., from gardens at Head Quarters (which such gardens exist) after deducting the running expenses of the garden.

(iii) Voluntary donations. —(a) from Police Officers.—

(b) of profits from the Police Co-operative Credit Societies upto the maximum of 20 percent and all the net profits of grain shops, canteens etc. conducted wholly from the Police Families Welfare Fund;

(c) from all other sources, with the prior sanction of the Inspector General of Police in each case and subject to the rules already framed by Government regarding acceptance or disposal of funds;

(d) of all monetary rewards given private persons for the detection of cases, recovery of stolen property etc., and deduction of 10 per cent on rewards for the arrest of military deserters.

(iv) 25 per cent of the Police Band hire.

(v) Interest accruing from the from the investment of the balances of the fund;

(vi) (a) Benefit performances by cinema or theatrical companies, wrestling matches, circus shows and other open- air competitions.

(b) The Superintendent of Police is permitted to exercise discretion as to whether or not subscriptions are levied from officers and men under his command, but they should not exceed the limits laid down in sub-rule (2) (a) (i) above.

(I.G.'s No. 4937-II, dated 25<sup>th</sup> November 1948 and G.R.F.D. No. 1155/88556, dated 21<sup>st</sup> December 1955)

(c) The subscriptions should be recovered half-yearly, from the pay to be paid in July and January. A 'Demand Register' in form No. 19 in Appendix I should be maintained in respect of the same. The officers concerned should collect the subscriptions twice in a year as aforesaid, issue separate receipt to all the men in form No. 20 in Appendix I and then remit the amounts to the office of the Superintendent of Police with a cash memo in form No. 21 in Appendix I, along with a true copy of the Demand Register for the period concerned. The Superintendent of Police should also check the Demand Register at the time of their annual inspection and see that the recoveries to the Fund have been correctly effected.

(I.G.'s No. Cir. No. J / 4937 dated 17<sup>th</sup> June 1959).

(d) Dramas can be staged in public to augment the funds of the Police Families Welfare Fund and Police Officers and men are also allowed to play some of the roles subject to the following conditions: —

(i) that no interference is caused in the duties of the Police Officers and men concerned.

(ii) no official influence is brought to bear in the sale of tickets, and

(iii) no official is allowed to take part in such dramas

(e) Utmost care should be taken to maintain the fair name of the Police Force by eliminating all female roles and observing the necessary decorum in the choice of roles etc.

(G.L., H.D., No. PWF 1154 / 26862-D, dated 23<sup>rd</sup> June 1954).

(f) Ordinarily, the rates of admission for such charity shows should not be more than double the usual admission rates for cinema houses in particular places and in no case should exceed Rs. 10 per ticket.

(G.L., H.D., No. 6013 / 5-78336-D, dated 7<sup>th</sup> October 1952).

(3) The fund will be employed at the discretion of the Superintendent of Police for the general betterment and welfare of Policemen and their families and widows, according to the condition prevailing in the district.

Note : -- 1. In two case should money from the Police Families Welfare Fund be spent on sports (for which a separate fund exists to be subscribed by all officers and men, or other items. The main objects of the Police Families Welfare Fund are to provide facilities and amenities to Policemen in deserving cases. (Inspector General desires that boys and girls who score 50 per cent marks in their examination must be given some scholarship as a sort of encouragement and help to the Policemen who are undergoing treatment for T.B. by giving them such additional help as may be necessary over and above the usual concessions etc. Monetary help for purchase of books and paying of school fees, should also be given to deserving children of Police pensioners in the same way as such help is given to the children of Policemen in service.

(I.G.'s Cir. Memo No. 7811, dated 24<sup>th</sup> June 1955).

2. The fund should not be used for construction buildings.

3. The fund could be utilised to provide and promote cottage industries as a means to supplement the income of Policemen.

(I.G.'s S.O. No/ 53, dated 26<sup>th</sup> February 1954).

(b) The Home Inspector with the help of the Reserve Inspector / Sub – Inspector shall supervise the arrangements regarding the amenities to be given to the Policemen and their families and their families and widows as may be decided by the Superintendent of Police according to the needs of the district.

(c) Care should be taken, however, that men in rural Police Stations are not neglected and are given a fair share of the amenities.

(I.G.'s No. 4937-II, dated 25<sup>th</sup> November 1948)

(4) The accounts of all welfare activities conducted from the Fund in the district should be maintained by the Account Branch in the Office of the Superintendent of Police. For doing this work, the Police Accountants and their Assistants should be paid Rs. 10 and Rs. 5 respectively from the Fund. The Range Deputy Inspector Generals will inspect these accounts at the time of their annual inspection. The accounts will be also audited by the Outside Audit Department of the Account General, Bombay.

(I.G.'s No. 4937-IV, dated 23<sup>rd</sup> August 1955 and G.R.,H.D  
No. PCE 6756 / 29092-VI, dated 19<sup>th</sup> June 1957).

### 295. Sports Fund:

(1) The object of the Fund is to provide funds to meet expenses in connection with -

- (a) games played at Head Quarters.
- (b) training of men for the Inter District Athletic Competition meeting.
- (c) sports for children living in or attending schools in Police lines.
- (d) prizes for work done in such schools, and
- (e) Boy Scout and Girl Guide troops at suitable places in the whole of the district.

(I. G.'s No. 4938, dated 19th December 1936 and 20th February 1937)

(2) (a) The fund will consist of half-yearly contributions at the following

rates

	Rs. n Ps.
(1) District Superintendents of Police	10.00
(2) Assistant Superintendents of Police	5.00
(3) Deputy Superintendents of Police	3.75
(4) Police Inspectors	2.50
(5) Sub-Inspectors and Police Prosecutors	1.50
(6) Clerks	0.50
(7) Head Constables	0.37
(8) Constables	0.19

The Officers concerned should collect the subscriptions towards the Fund twice in a year, i. e. in January and July and take similar action as in the case of Police Families Welfare Fund.

(I. G.'s Cir. No. J/4937, dated 17th June 1959)

(b) In the case of officers and men transferred to another district, they will not be required to pay contributions in the new districts, if they have already paid them in their old districts.

(c) In addition to the above contributions Superintendents of Police may accept contributions from the District Police Co-operative Credit Society or the Officers' Club, if there is any, or from other Government Officers in the station, but there should on no account be any solicitation of funds from the public.

(3) The Superintendents will administer the Sports Fund so as to work up a games Organisation in their respective districts as extensively as they can and for the benefit of as many men and their children as possible. They should check the Demand Registers at the time of their annual inspection and see that the recoveries to the Fund are correctly effected.

(I. G.'s No. 4938, dated 19th December 1936 and 20th February 1937 and No. J/4937, dated 17th June 1959)

(4) With a view to stimulate interest in games among the Police; an annual competition termed "The Inter-District Athletic Competition" will be conducted on lines approved by Government. Each district and the Police Training School will be required to send its own team, which may include members of the Superintendents' clerical staff in addition to executive officers and men. Detailed rules governing the conduct of the competition are issued separately in the form of a pamphlet.

(5) Dumb-bell, Indian clubs, single sticks, jackets, masks and the paraphernalia for bayonet fighting should be kept in the quarter guard verandah or other suitable place readily accessible to men who have a keenness for taking exercise and acquiring proficiency with these articles. If these articles are kept in the quarter guard, those who desire to practise with them should be allowed to do so in the vicinity of the quarter guard, the officer in command of which should be held responsible that nothing is lost and that breakages (which, if due to fair wear and tear, should not be charged to the men) are at once reported. If practical difficulties are experienced in complying with these orders, it is left to the Superintendent of Police's discretion to make any other suitable arrangements.

(6) Challenge cups and other prizes won at the Inter District Athletic Competition by the men should be kept in the quarter guard of the district winning the cup or prizes in such manner that they can always be seen and admired by the men. A convenient receptacle and place for keeping these trophies would be in a small box with a glass front, lock and key, affixed to the wall of the quarter guard. They should be put into the box in the quarter guard verandah at 8 a. m. and at sunset removed and locked up (in the "sample" cupboard) in the store-room, the Head Constable of the quarter guard being responsible for removing them in the morning and seeing them locked up at night and for their safety while in the verandah of the quarter guard. But in any case the cup must, at all times, be kept in the lines.

(7) If at all any expenditure is incurred on feeding charges of district teams for the Inter District Athletic Competition it should

not exceed an allowance fixed by the Inspector General per head for the period of the meeting, from time to time.

(I. G.'s No. 4938, dated 3rd February 1939)

### SECTION IX — PROVISION FOR COMPENSATION FROM OFFICIAL SOURCES

#### 296. Compensation for damage or loss of Property during disturbances :

(1) Government servants who sustain damage to or loss of their private property as a result of mob-violence may apply to Government for the grant of ex-gratia compensation. Proposals for such grant should be submitted with a report giving the facts of the case to Government in the Administrative Department concerned, who may award compensation in accordance with the following rules :-

(i) Compensation may be claimed when the property is lost or damaged as a direct result of hooliganism or incendiarism on the part of anti-Government rioters, demonstrators or saboteurs.

Provided that no compensation will be paid in respect of losses which are due in any way to negligence or other default on the part of the claimant.

(ii) Compensation will not be admissible when, as a matter of ordinary prudence, the owner of the property could or should have insured it. The question whether the property ought to have been insured is one of fact for the decision of the sanctioning authority.

(iii) The value of the property lost must, for the purpose of assessment of compensation, be taken at the value which the articles would have fetched if sold at the time of loss and not at the cost of replacing them by new articles.

(iv) If a Government servant who receives compensation under this rule is subsequently awarded compensation by a Court of Law or by the District Magistrate under Section 51 of the Bombay Police Act, he will refund the compensation received by him from Government to the extent of the compensation awarded to him by the court or the District Magistrate.

(G. R., P. & S. D., No. 6290/4-I (H. D.), dated 5th November 1942 and 6485/34, dated 24th May 1946)

(2) If any Government servant under the administrative control of the Bombay Government sustains any injury, whether on or off duty, owing to the negligence of a member or members of the public, he should report promptly to his superior officer the facts relating to the injury. The superior officer should then refer the matter to the Administrative Department concerned, which should consider, in consultation with its legal advisers, the question of instituting a claim for loss of services or otherwise against the party alleged to be responsible for the injury.

(G. R., F. D., No. 2383/33, dated 14th July 1936)

(3) Government servants in receipt of pay upto Rs. 150 per mensem should be allowed to establish their own civil claims for damages arising out of the performance of their duties, either by being joined as

co-Plaintiffs in any suit for compensation which Government may file on account of loss or services or otherwise, or, if they so desire, by being granted legal assistance, if ordered by the court to file separate suits on their own behalf, subject to the condition that they agree to refund the cost of such assistance up to the amount of the compensation received under the orders of the court.

(G. R., P. D., No. 2383133, dated 13th June 1944)

**297. Defence of Police Officers governed by the Bombay Police Act, 1951 or the Police Act, 1861, in Criminal Prosecutions and Civil Suits:**

(1) (a) Police Officers will always be protected when it appears to Government that they have acted in good faith, but Government does not bind itself to undertake their defence when this is not the case.

(b) When Government declines to defend, it rests with the officer concerned to take such measures as he considers necessary at his own expense; but if the verdict of the court is in favour of the Police Officer, Government will ordinarily reimburse his expenses. It is to be distinctly understood, however, that Government does not undertake to pay any except reasonable expenses.

(2) (a) All Police Officers against whom any criminal prosecution or Civil Suit is instituted shall at once inform the Superintendent or corresponding superior Officer.

(b) No case in which legal assistance is given by Government to a Police Officer who is accused of an offence -should be compounded without the previous sanction of Government.

(3) In the case of a Civil Suit or a criminal prosecution against a Police Officer in connection with the discharge of his official functions, the following course shall be adopted:-

(a) Civil Suits — If a suit is instituted against a Police Officer for anything purported to be done by him in his official capacity, the procedure laid down in Rules 116-123 in Chapter XI of the Rules for the conduct of the Legal Affairs of Government, should be followed. The Superintendent of Police or corresponding superior officer should forward copies of his report to the Range Deputy Inspector General of Police for information.

(G. R., H. D., No. 610513, dated 22nd May 1940)

(b) Criminal complaints — Section 197 of the Criminal Procedure Code lays down a special procedure in regard to criminal prosecutions against certain classes of officers. In these cases there will always be ample time to obtain the orders of Government as to undertaking the defence of the officer and the same procedure must be followed as in clause (a) above. In the case of criminal prosecutions against other classes of Police Officers and Policemen, the District Magistrate is empowered to grant legal assistance to the Police Officers and policemen in his jurisdiction after going through the merits of individual cases. In cases of difference of opinion between the District Magistrate and the District Superintendent of Police, the District Magistrate shall approach Government. In such cases, he

shall instruct the Public Prosecutor to appear for the accused officer/policemen in the initial proceedings and request the court to postpone the case, pending a decision by Government, as to whether he should be defended at the cost of the State or not.

(G. R., H. D., No. LGA-1658-H, dated 24th December 1955)

(c) In cases against officers of the Criminal Investigation Department or the Railway Police, the District Magistrate of the district in-which the case is instituted shall be considered the District Magistrate for the purposes of this rule.

(4) If Government or local officers acting on its behalf sanction the defence of an officer, it would ordinarily be sufficient to engage a Government pleader or a Public Prosecutor at the expense of the State and the incidental expenses, e. g., court-fees and diet money of witnesses would also be borne by Government. The District Magistrate is empowered to sanction the employment of counsel without reference to higher authority or to Government in cases in which (1) the counsel engaged is either (a) the Government pleader in civil cases or the Public, Prosecutor in criminal cases, or (b) when the services of the Government pleader or the Public Prosecutor are not available, any other duly qualified pleader and (2) the fees proposed to be paid to such counsel do not exceed the fees admissible under Rules 20, 21, 23 or 24 of the Law Officers' (Conditions of Service) Rules. Whenever it is proposed to pay the counsel at a rate in excess of the fees admissible under those rules, the sanction of Government must be obtained before the counsel is employed. Whenever it is proposed to retain special counsel, the official superior of the Police Officer concerned should proceed in accordance with Rule 56 of the Rules for the Conduct of the Legal Affairs of Government, in communication with the Remembrancer of Legal Affairs.

(5) (a) Police Prosecutors should not be employed in a Criminal Court for the defence of a member of the police force, when the charge is in consequence of official action. If the officer wins the case and costs or damages or compensation be awarded to him, the expenditure incurred by Government up to the limit of such costs, damages or compensation shall be refunded by him.

(b) If in a case in which Government have undertaken the defence of an officer the decision of the first court is against him, the question -whether an appeal should be filed at the cost of the State or whether the damages awarded to be Plaintiff or the fine imposed should be paid by the State shall be decided by Government either on the application



of the officer concerned who should move his immediate superior in the matter, or on the representation of his superior officer, the latter should then follow the procedure laid down in sub-rule 3(a) above.

(6) As legal proceedings against Police Officers, particularly civil, suits, must interfere with the discharge of their public duties and are likely to cause harassment to them, the District Magistrates should impress on the counsel appearing for the officer concerned that he should request the court to deal with such proceedings with the utmost possible expedition.

(7) The Inspector General is authorised to sanction an advance upto Rs. 300 to an officer involved in a case, whenever the orders of Government cannot be obtained through the usual procedure in time.

(G. R., H. D., No. 610513, dated 20th February 1936 and 22nd May 1940)

**298. Defence, of Government Servants in the Police Department whose appointments are not governed by the Bombay Police Act, 1951 or the Police Act, 1861, in Criminal Prosecutions and Civil Suits:**

(1) A Government servant, who intends to institute or defend civil or criminal proceedings in respect of acts done by him in the discharge\_ of his official duties, and who considers it necessary to obtain legal assistance for the prosecution or defence of such proceedings must, if he proposes to seek reimbursement from Government, immediately refer to his official superior the question whether the case is one in which it is necessary to engage such assistance.

(2) In the City of Bombay, the official superior of the Government servant concerned should, if there is time, immediately refer the matter for the orders of Government. If time does not permit of such reference, he may grant or refuse the permission asked for, subject to the approval of Government but should at once report his action to Government.

(3) In the mofussil, officers not lower in rank than Heads. of Districts are empowered to sanction the employment of counsel without reference to higher authority or to Government, in cases in which (1) the counsel engaged is either (a) the Government pleader in civil cases or the Public Prosecutor in criminal cases,- or (b) when the services of the Government pleader or the Public Prosecutor -are not available, any other duly qualified pleader, and (2) the fees proposed to be paid to such counsel do not exceed the fees admissible under Rules 20, 21, 23 or 24 of the Law Officers' (Conditions of Service) Rules, as the case may be. Whenever it is proposed to pay the counsel at a rate in excess of the fees admissible under those Rules, the sanction of Government must be obtained before the counsel is employed. Whenever it is proposed to retain special counsel, the official superior of the Government servant concerned should proceed in accordance with rule .56 of Rules for the Conduct of Legal Affairs of Government, in communication with the Remembrancer of, Legal Affairs.

(4) Whenever the costs of criminal or civil litigation have been agreed to be borne by Government, only the excess, if any, of such

costs over any compensation, damages or costs that may be awarded to the Government servant concerned shall be borne by Government. In the orders granting legal assistance for the institution or defence, as the case may be, of civil or criminal litigation, it should be expressly laid down that any sum which may be awarded to the Government servant concerned as compensation damages or costs shall be paid to Government in reimbursement of the cost incurred by them and only the balance, if any, remaining thereafter shall be retained by such Government servant.

(5) When the order granting legal assistance to a Government servant is to be issued by Government, such order shall be issued by the Administrative Department, under which the Government servant is serving, after consulting the Remembrancer of Legal Affairs as to the adequacy or otherwise of the fees or other charges to be paid to the pleader or pleaders proposed to be engaged on behalf of the Government servant concerned.

(6) Every bill for reimbursement of legal expenses incurred by a Government servant should be submitted in proper form for the countersignature of the Remembrancer of Legal Affairs by the official superior of the Government servant concerned.

(7) In the City of Bombay in all cases and in the mofussil in cases where special counsel is retained, all applications for the reimbursement of legal expenses must reach Government or the Remembrance of Legal Affairs, as the case may be, within three months of the conclusion of the proceedings. The applications will then be disposed of in accordance with the rules for the Conduct of Legal Affairs of Government.

(8) The fees will be debited, in the City of Bombay, against the grant of the Solicitor to Government, and, in the mofussil, against the grant of the Remembrancer of Legal Affairs, which might be increased to such extent as may be found necessary on the advice of the Accountant General.

(9) in cases in which Government themselves sue their own servants for offences alleged to have been committed by them while holding their official position, and in which such a servant is acquitted of the charge, it may be deemed desirable to reimburse to him the whole or a part of the legal expenses he has incurred. Such cases are not governed by the orders in sub-rules (1) to (8) above. Each case of this nature should be considered on its merits, and if after such consideration Government decide to reimburse to the Government servants the whole or a part of the expenses he has incurred, the amount of such expenses must be met by the Department concerned and not from the grant at the disposal of the Solicitor to Government or the Remembrancer of Legal Affairs.

(G. R., H. D., No. 610513-D, dated 29<sup>th</sup> February 1938)

**299. Compassionate Fund Gratuity :**

A fund known as the Com-compassionate Fund is maintained in accordance with rules 301 of Bombay Civil Services Rules (Volume 1) and Appendix XII-A of Bombay Civil Services Rules (Volume II).

## SECTION X. — REWARDS

**300. Rewards to, Police Officers and private persons from Police grants :**

(1) Rewards will be granted only to Police Officers of and below the rank of Inspector of Police. They will ordinarily be granted for-

(a) doing outstandingly good work requiring courage, skill or initiative, such as the recapture of an escaped prisoner or life convict the arrest of a wanted criminal, securing of information leading to the detection of crime, or exceptionally good investigation work ;

(b) doing work of a less outstanding nature but requiring prompt, honest and intelligence observance of and obedience to orders, so as to be of material assistance in an investigation;

(c) reimbursing the expenditure incurred by a man which is not covered by other allowances, or expenses incurred in connection with an inquiry of an extraordinary nature ;

(d) extra work in connection with a big case entailing a heavy burden on the part of a writer Head Constable or Constable, and

(e) in exceptional cases for smartness, good horsemanship, diligence, praiseworthy attention to the public or to animals or for any other purpose which, in the opinion of the Officer competent to grant the reward, is calculated to promote the efficiency of the police force.

*Note: —* Orders sanctioning rewards should show the specific reason for which they are granted. Mere "general good work" is no reason for which they are Admissible. The clause or clauses under which they are granted should also be invariably mentioned.

(I. G.'s Cir. No. 7196, dated 5th July 1951)

(2) Police Prosecutors are entitled to receive rewards in the same way as Executive Police Officers. Rewards should, however, be granted to or recommended for the officers only in cases of length and difficulty, in which the Officer concerned has had to make special exertions in order to deal with the case satisfactorily.

(I. G.'s No. 14930-B, dated 17th December 1920)

(3) Rewards may also be offered or granted to private persons for good work in connection with the detection and prevention of crime.

(4) The following are the officers by whom and the limits upto which rewards may be offered or granted in each case, not to each person

				Rs.
(i)	Deputy Commissioner of Police	..		200
(ii)	District or Railway Superintendent of Police	..		200
(iii)	District Magistrate	.. ..		200
(iv)	Deputy Inspector General of Police	.. ..		500
(v)	Commissioner of Police	.. ..		500
(iv)	Inspector General of Police	.. ..		1,000

(Item 82 of Financial Powers)

(5) The limits in sub-rule (4-) -above represent the maxima that can be sanctioned by Officers, in any one case from any one or more of the grants, viz. "Rewards to Policeman", "Rewards to informants and others" and Secret Service". A case in which it is deemed desirable to offer or grant a larger amount, should be reported to the Inspector General of Police or the Government as the case may be.

(G. R., H. D., No. 4827, dated 17th May 1921 and  
G. R., F. D., No. PAY. 1658/23/800/8-2 dated 10th December 1958)

(6) In cases taken up by the Criminal Investigation Department Superintendents of Police concerned should note that only the rewards sanctioned by the Deputy Inspector General of Police, Criminal Investigation Department should be granted to Officers, whether of the C. I. D. or of the District Police, who have taken part in the investigation. This applies even to Officers who, though they have taken part, have not been rewarded after their claims to reward have been considered by the Deputy Inspector General of Police, Criminal Investigation Department.

(I. G.'s No. 55, dated 21st October 1924)

(7) Rewards for the successful detection of crime or apprehension of criminals should ordinarily be sanctioned only after (a) the, conviction of the offender (b) the lapse of any period during which a higher court is competent to take cognizance of the case on appeal, revision or the like or (c) the disposal of such appeal, revision, etc. if taken up by a higher court.

In cases where a conviction is not obtained but the Police authorities are of opinion that a rewards should be sanctioned previous reference must be made to the Inspector General.

(G. R., J. D. No. 6384, dated 10th, October 1901 3077, dated  
2nd June 1901 and I. G.'s No. 1410-B, dated 6th February 1920)

(8) Head Constables and Constables are also eligible for

(a) district rewards sanctioned by the Superintendent of Police and rewards sanctioned on results for the whole State by the Inspector General of Police, for good marksmanship in their annual musketry, whether they are armed with .410 muskets or .303 rifles; and

(b) obtaining suitable recruits for the Police at Rs. 2 for the first permanent recruit and Rs. 3 for every additional recruit brought in, in the same calendar year and at Re. 1 for every temporary recruit, the reward being in either case refundable, if the recruit resigns within) one year or six months respectively from the date of enlistment.

(I. G.'s No. 6483-A, dated 29th May 1919)

Note- When a reward is granted by the President of India to a Police Officer of any rank, it may be accepted by that Police Officer without obtaining the orders of the State Government for accepting it.

(G. L., H. D., No. 2655-A(d), dated 22ndTune 1955)

301. Rewards to Ministerial Staff :

For rewards and honoraria payable from general revenue to members of the Ministerial staff, *vide* rules 351 and 352 of Bombay Civil Services Rules.

302. Rewards from secret service money :

(1) Rewards may be granted to Police Officers of and below the rank of Inspector from the secret service money in cases in which it is undesirable to grant rewards under rule 300 above.

(2) Recommendations for the grant of such rewards should be submitted by Superintendents to their Range Deputy Inspector General.

(3) Range Deputy Inspector Generals will pass necessary orders in such cases. The monetary limits laid down for ordinary rewards in rule 300(4) above will not apply to such rewards. The Range Deputy Inspector Generals will, however, have authority to sanction suitable rewards upto a maximum of Rs. 1,000 to one individual and should refer cases of rewards exceeding the above limit to the Inspector General of Police for orders. In order to ensure that there will be as little divergence as possible in similar cases between the rewards given by the Range Deputy Inspectors Generals, they should consult each other about standards for granting such rewards.

(4) Expenditure on account of secret service is incurred under three different sub-heads under the major heads of Revenue, Home and Labour and Social Welfare Department. In so far as Police Department is concerned, it is debatable to the sub-head "B-I Secret Service Expenditure" under minor head "B" Superintendence". Re-appropriations to the sub-heads covering secret service expenditure which would have the effect of increasing the provision for this expenditure by 25 per cent or more should not be permitted without prior consultation with the Accountant General, Bombay. No such consultation would, however, be necessary if it is sought to supplement the provision by less than 25 per cent in all by reappropriation. While sending proposals to the Accountant General, Bombay for supplementing the budget provision by more than 25 per cent, it would be necessary to communicate to the Accountant General, Bombay, brief reasons which have led to the excess. These communications to the Accountant General should be treated as 'Secret' and addressed to him by name.

(G. R., F. D., No. BGT-1057-B-1, dated 2nd July 1957)

(5) The rewards granted from secret service money will find no place in the service book or sheet of the individuals concerned, but a note thereof should be made in confidential sheets.

(I. G.'s No. 2354/II, dated 16th February 1946)

303. Rewards for learning regional languages :

(1) A reward of Rs. 200 should be given to Police Officers and clerks working in the Criminal Investigation Department for learning a language other than their own vernacular. An annual grant of Rs. 100 should also be made to persons who had kept up their knowledge in the language and have passed the prescribed examinations. If a person, after passing in one language, passes in a second one, he should be paid a reward as well as the annual grant for the second language also.

(2) The Principal, Police Training School Nasik should hold the necessary examination and annual test cited in sub-rule (1) above.

(3) An annual grant of Rs. 500 is placed at the disposal of the Deputy Inspector General of Police, Criminal Investigation Department for granting rewards to the Police Officers and clerks working in the Criminal Investigation Department for doing translation of documents written in other languages such as Tamil, Telugu and Malyalam. The persons eligible for this reward may be selected by the Deputy Inspector General, Criminal Investigation Department on the basis of the quantum and quality of the work done.

(G.L. 1055/81994-D, dated 15th June 1956)

**304. Rewards sanctioned by authorities other than Police Officers :**

(1) Police Officers and men are also eligible for the following rewards sanctioned by the authorities and under the conditions mentioned in each case :-

(a) Reward adjudged by Court of Sessions — A reward may be adjudged by about of Sessions, after obtaining the Inspector General's previous consent for its acceptance by the Officer concerned, for :-

(i) apprehending, or aiding in the apprehension of, the perpetrators of murder or other atrocious offence, the amount being not more than Rs. 100 for the arrest of a leader and Rs. 20 for that of an accomplice ; and

(ii) perilous or laborious exertions or other valuable aid or information in maintaining the public peace, the amount not exceeding Rs. 50.

(b) Rewards under the Arms Act — Rewards may be granted by the Commissioner of Police, Bombay in Greater Bombay or the District Magistrate in other places, for giving information leading to the detection of the offence or arresting the offender or seizing the arms concerned, in cases of arms confiscated under section 24 of the Arms Act, XI of 1878, the amounts of the rewards being

(i) Rs. 100 for the discovery of any revolver or pistol of modern type (e. g. a Mauser or a Browning) found under circumstances raising a presumption that the offender is liable to enhanced punishment under section 20 of the Indian Arms Act and Rs. 50 for a similar weapon found under other circumstances ;

(ii) Rs. 50 for the discovery of a rifle or gun of modern type found under circumstances raising a presumption that the offender is liable to enhanced punishment under section 20 of the Indian Arms Act and Rs. 25 for a similar weapon found under other circumstances; and

(iii) The same as in (i) and (ii) above even for weapons of old types, if the Commissioner of Police or the District Magistrate, as the case may be, considers the weapons to be effective for purposes of assassination.

(G. R., J. D., No, 6896, dated 5th December 1910)

(c) Rewards under the, Gambling Act — A reward may be ordered by a trying Magistrate for giving information about a common gambling house, -the source being the fine imposed on the person or persons convicted ' provided the person to be rewarded is really the informer and the sanction of Government is obtained through the Inspector General of Police for the payment of the whole or part of the amount, which, pending such7a-ction, should be credited to Government.

(Section 11 of Bombay Prevention of Gambling Act)

(d) Rewards granted by railway authorities — Rewards may be sanctioned by the General Managers of the Zonal Railways for specially meritorious service in connection with the detection of crime or the apprehension of offenders in cases in which it is considered desirable that such rewards should be offered irrespective of any rewards that may be offered by the Police Officers below the rank of Deputy Superintendent of Police, subject to the sanction of the Inspector General of Police in cases where the amount of the reward does not exceed Rs. 1,000 and the sanction of the Government of Bombay in cases where it exceeds Rs. 1,000. Acceptance by the Police of the rewards thus offered will be subject to the previous sanction of the Superintendent of Police in the case of rewards upto Rs. 200 and of the Deputy Inspector General upto Rs. 500. -

(G. R., H. D., No. 4827, dated 17th May 1921)

(e) *Rewards for the apprehension of a military deserter* —

(i) A reward of Rs. 5 may be granted for the apprehension of an individual of any of the under mentioned classes who is in a state of desertion or absence without leave from his unit and who does not surrender himself voluntarily :-

- (1) Combatants, including reservists
- (2) Non-combatant (enrolled) personnel
- (3) Men of the Indian Hospital Corps.

If apprehension is effected as a result of information given by a third party, one half of the reward will be paid to the individual who furnished the information.

(ii) When notifying a Commanding Officer of the apprehension of a deserter from his unit, the Superintendent of Police will state the names and addresses of the persons to whom the reward is Payable. As soon as the deserter is returned to his unit, the Comman7ding Officer will remit the reward by money order.

(2) When Magistrates in the districts grant rewards under the law to subordinate Police Officers, the grant or the acceptance of the reward is not subject to the controlling authority's sanctions but Magistrates should keep Superintendents of Police informed of such rewards ordered to be paid by them.

(G. E., H. D. No. (Political)-War. S. D. 11/1000(158), 4.ted 29th November 1946)

**305. Grant of land or money rewards for special services :**

(1) The State Government may, without the previous sanction of the Government of India, in recognition of the special services rendered to the Police or to the criminal administration by a private person, including a village headman or watchman, make a gift to that person or to his heir or widow of State land of a value not exceeding Rs. 500 or may grant him or his heir or widow an assignment of land revenue not exceeding Rs. 15 a year for one life or for a term of 25 years, whichever period may be the longer. The grant may be made partly in the form of a gift of land and partly in the form of an assignment, either of the land revenue of that land or of other land, but the total estimated value of the grant should not exceed Rs. 500. The grant should be made on the condition that it will not be alienated without the sanction of the Collector, and when it is in the form of an assignment of land revenue, it should be subject to the condition of loyalty and good conduct.

(G. R., J. D., No. 4023, dated 26th July 1906)

(2) Village Officers and village servants are eligible for rewards for conspicuously good service to Government or the public and individual action of conspicuous merit. But in special cases, other persons may also be given rewards for exceptional good service. Conspicuously good service should be rewarded with the regularity with which faults are punished and the Officers concerned should decide that service is worthy of acknowledgement, remembering that long faithful service is as worthy of reward as single acts of conspicuous bravery or smartness or ability. The authority to grant rewards rests with the Collectors.

(G. O., J. D. No. 6578, dated 6th December 1906)

(3) Whenever any person has done any work deserving of recognition in the shape of grant of land under sub-rule (1) or a reward under sub-rule (2) the Police Officers concerned should lose no opportunity for recommending such a person to the authorities concerned. Recommendations for the grant of land should be made only in cases of exceptional services or very special leadership, it being clearly understood that such grants can only be given very sparingly. Applications for land grants should be discouraged as far as possible.

(G. R., R. D. No. 9524, dated 6th December 1923)

(4) Recommendations in favour of grants of land to retiring or retired subordinate Police Officers should not be sent to the Revenue authorities direct, but should be forwarded through the Deputy Inspector General to the Inspector General of Police as such grants are more or less in the nature of rewards for recognition of good work done by them.

**306. Proclaimed rewards :**

(1) When an offence of an atrocious character has been committed, the Magistrate of the District Commissioner of Police or the Inspector General of Police as the case may be, is authorized to issue a proclamation offering, a reward, within the limits prescribed by rule 300 for the apprehension or discovery of offenders. The proclamation should specify the offence alleged, with such other particulars as may appear desirable, and also the amount of reward and the condition which confers a right to it, whether it be the discovery,



arrest or conviction of the criminal or criminals. Proclamation should not offer rewards for the "capture of an offender, dead or alive". When the said condition is fulfilled, the reward shall be paid by the Collector to the order of the authority by whom the proclamation was issued.

(2) When private persons offer rewards, the District Magistrate, Commissioner of Police or the Inspector General of Police as the case may be, is empowered to proclaim the offer, irrespective of the limits prescribed by rule 300.

(3) It is to be understood that no non-Gazetted Police Officer or man shall be entitled to demand as a right a proclaimed reward; but the Magistrate of the District Commissioner of Police or the Inspector General of Police, as the case may be, may adjudge the whole or any part of such reward, or its equivalent value in such shape as may be judged appropriate, to any Police Officer who may have fulfilled the condition thereof in a manner considered to merit such extraordinary remuneration.

(G. R., H. D., No. 6694/2-11, dated 4th October 1938, L. A. 299,  
dated 17th October 1939 and G. L., E. D., No. LA 299-D,  
dated 7th December 1939).

**307. Grant and acceptance of rewards offered by private persons :**

Rewards offered by private persons, other than rewards previously proclaimed, under rule 306 should not be accepted by Police Officers and men.

(G. L., H. D., No. 645116-D, dated 18th July 1951)

**308. Presentation of rewards :**

The granting of a reward or a certificate etc., for good service connotes a certain amount of merit which should be publicly recognised and should at the same time work as an encouragement to others to do good work. In order, therefore, that the presentation of rewards may be carried out in a suitable and -dignified manner, the following instructions should be observed :-

(a) Rewards to all Officers and men posted at district headquarters and, as far as possible, to Inspectors and Sub-Inspectors posted elsewhere, should be presented preferably by the Superintendent of Police or, in his absence, by the Assistant Superintendent of Police or the Deputy Superintendent of Police at the close of the morning parade at head-quarters.

(b) Rewards to men posted at other places should be similarly presented at the close of the morning parade at the Police Station Head-quarters by the same Officers and, when this is not practicable, by the Inspector or Sub-Inspector who should mention in the weekly diary or the station diary as the case may be, the number and, where the Officer presenting the rewards is a Sub-Inspector, also the names of Head Constables and Constables rewarded and the number of men on parade at the time.

(c) All available Policemen in the station should be present on parade. The men to be rewarded should be drawn-up separate from

the rest of the parade and should be called up one after another in order of seniority. As each man comes up, the Officer presenting the reward will explain briefly the service for which the reward is given and hand it over to the recipient.

(I. G.'s No. 4273-B, dated 13th March 1914)

#### SECTION XI — EXEMPTIONS AVAILABLE TO POLICE OFFICERS

##### **339. Exemption from payment of tolls :**

(1) Government officials traveling on duty are exempted from the payment of road and ferry tolls for their private as well as office kit.

(G. R., P. W. D., No. 3665, dated 11th June 1923 and 7255, dated 21st October 1925 )

(2) Officers are exempted from the payment of tolls when travelling to and from between their office or place of occupation and their residence. Similar exemptions have been granted in the matter of payment of ferry tolls.

(G.R., P. W. D., No. 7744127, dated 24th July 1933 and 8356/27, dated 16th March 1934 )

(3) To obtain such exemption, Police Officers and men should be in uniforms; or if in Mufti, should show their certificates of appointment or any written authority from a superior Officer, who, in the case of Head Constables and Constables should not be an Officer lower in rank than an Officer in charge of a Police Station.

(G. R., P. W. D. No. 3867, dated 30th May 1923)

##### **310. Exemption from cantonment tax on animals and vehicles :**

All Government servants are exempted from the operation of any tax imposed in any cantonment in the State on animals or vehicles which such Government servants are required to keep for the proper performance of their official duties, provided the Head of the Department certifies that the Government servant concerned is required to maintain the animal or vehicle for the proper performance of his official duties.

(G. N., H. D., Nos. 9008/24, dated 24th April 1928 and 15th January 1931)

##### **311. Exemption from payment of wheel tax :**

In Greater Bombay, under section 181-1(a) of the City of Bombay Municipal Act, 1888, wheel tax is not leviable in respect of vehicles certified by the Commissioner of Police as being used by the owner thereof for police purposes. This concession, except in districts where similar rules have been framed by the Municipalities, does not apply to other districts.

( I. G.'s letter No. D/4925, dated 18th October 1958 )

#### SECTION XII — LIABILITY TO BE PUNISHED DEPARTMENTALLY

##### **312. Concessions and disabilities pertaining to suspension :**

(1) A Police Officer does not cease to be such whilst under suspension from post and he shall continue subject to the control of the same authorities to which he would have been if he is not under suspension. His power, functions and privileges v4mtd in him shall only remain suspended

during the period of such suspension. For details of payment of subsistence allowance and other concessions vide rules 151, 152 and 153 of the Bombay Civil Services Rules-Vol. 1.

(Section 13(l) of B. P. Act)

(2) Leave may not be granted to a Government servant under suspension.

(Rule 153 of Bombay Civil Services Rules)

(3) When the suspension is a penalty for misconduct, promotion or increase of pay should not be granted during the currency of the period of suspension, unless there be exceptional reasons to the contrary, which should be recorded in each case. When the suspension is pending enquiry into alleged misconduct, the promotion or increase of pay should be granted only from the date of the Officer's return to duty, unless for special reasons to be recorded, such as honourable exoneration from blame, it be specifically directed that the promotion or increase shall be granted from the date on which it became due.

(G. L., J. D., No. 2086, dated 21st April 1908)

(4) On the honourable acquittal of such a Government servant of the charge against him, the payment of pay and allowances should be restricted for the period of extension beyond the date of compulsory retirement to either (i) subsistence allowance already granted under Bombay Civil Services Rules or (ii) the amount of pension admissible to him had he retired in the normal course, whichever is greater, and the period of extension should not be allowed to count towards pension.

(G. R., F. D., No. 3162/33, dated 26th February 1949)

### SECTION XIII — COMPULSORY RETIREMENT

#### 313. Compulsory retirement on account of subversive activities :

(1) A Government servant in the Bombay Police service or in subordinate or class IV service in the Police Department, other than a Police Officer of or below the rank of Inspector of Police, who, in the opinion of the Governor in the case of Deputy Superintendents of Police and of the Inspector General of Police in the case of other Government servants, is engaged in or is reasonably suspected to be engaged in subversive activities or is associated with others in subversive activities in such a manner as to raise doubts about his reliability may be compulsorily retired from service, provided no Government servant, as aforesaid, shall be so retired, unless the Governor or the Inspector General, as the case may be, is satisfied that his retention in the public service is prejudicial to national security and unless, in the case of Deputy Superintendents of Police, the prior approval of the Governor has been obtained.

(2) The Governor or the Inspector General of Police, as the case may be, when he is of opinion that there are reasonable grounds for believing that a Government servant is liable to compulsory retirement under sub-rule (1) will —

(a) by order in writing require the Government servant to proceed on such leave as may be admissible to him from a date specified in the order;

- (b) by notice in writing inform him of the action to be taken in regard to him ;
- (c) give him reasonable opportunity of showing cause against that action; and -
- (d) before passing a final order under sub-rule (1) take into consideration any representation made by him in this behalf.

(3) Nothing contained in parts XII and XIII of the Civil Services (Classification, Control and Appeal) Rules or in rules 33-41 of the Bombay Civil Services (Conduct, Discipline and Appeal) Rules shall apply to action under sub-rule (1) nor will it be necessary to consult the Bombay Public Service Commission in respect of an order passed under that sub-rule.

(4) Any person compulsorily retired under sub-rule (1) will be entitled to such compensation, pension, gratuity or provident fund benefits as if he has on the date of compulsory retirement been discharged from service owing to the abolition of his post without any alternative employment being provided for him.

(G. N., P. & S. D., No. 4890146, dated 1st December 1949)

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## CHAPTER IX

### PAY, ALLOWANCES AND HONORARIA

#### SECTION I - PAY

**314. Pay. ---**

(1) For rules regarding pay, reference should be made to Chapter IV of the Bombay Civil Services Rules (Volume I).

(2) In so far as the members of the Combined Cadre of the Bombay Police Force are concerned, the Bombay Civil Services Rules will be applicable except in matters provided in the Bombay Police Officers (Combined Cadre) Conditions of Service Order, 1954.

(G.O., H.D., No. 3200/5-III (a), dated 21st July 1954)

(3) The members of the IPS are governed by the Indian Police Service (pay) Rules, 1954.

(4) As regards the grant of increment beyond the efficiency bar, the following additional instructions should be followed :

(a) Orders holding up a Government servant at an efficiency bar should specify the period after the expiry of which the case is to be reviewed in order to determine whether the quality of work of Government servants has improved and whether the defects for which they were stopped at the bar have been remedied to an extent sufficient to warrant the removal of the bar. This period should normally be one year. The same orders should apply to subsequent reviews, if any.

(G.C., F.D., No. 4053, dated 15th April 1943).

(b) When a Government servant who has been stopped at an efficiency bar is promoted beyond the efficiency bar in consequence of an appeal to a higher authority, the declaration of fitness to pass the efficiency bar should be made by the officer empowered to make the promotion and not by the appellate authority. The former should, in such cases, state that the appellate authority has allowed the Government servant in question to pass the bar.

(G.C., F.D., No. 4053, dated 15th May 1925).

**315. Pay Sanctioned for various Grades :**

The current scales of pay and allowances sanctioned by Government to various Government servants in the Police Department are given in Appendix XXIII.

#### SECTION II – Allowances and Honoraria

Note : The general rules regarding allowances and honoraria are given in Chapter XII of the Bombay Civil Services Rules. The rules peculiar to the Police Department are given below. As regards I.P.S. Officers reference may be made to the (1) All India Services (T.A.) Rules, 1954, and (2) All India Services (Compensatory Allowances) Rules, 1954.

**316. Pay and School Allowances. ----**

(1) Probationary Deputy Superintendents of Police under training at the School will get the pay admissible to them under the rules in force relating to the Bombay Police Services.

(2) Sub-Inspector Students will receive the following monthly allowance while at the School:

- |  |  |
|--|--|
| (a) Those recruited for appointment as Inspector direct  | Rs. 75   |
| (b) Those recruited direct for appointment as Sub-Inspector  | Rs. 50   |
| (c) Head Constables deputed for training for appointment as Sub-Inspectors.  | } Grade pay <i>plus</i> separation allowance of Rs. 10 per mensem. |
| (3) Head Constables undergoing the Head Constables Course, will receive the pay which they were drawing in their respective districts plus a separation allowance of Rs. 10 per mensem |  |

(3) Members of the ministerial establishment of the Police Department as also candidates from other departments will draw the School allowance at the scale prescribed for direct nominees. They will be treated as on deputation and no pay and allowance will be admissible to them for days spent in transit.

(4) Sub-Inspector Students, who have passed their final examination, will continue to receive their school allowance during the period between the date of their relief from the school to the date of joining their appointments, if within the period prescribed by Rule 81, and will draw it in the districts to which they are appointed.

(G.R., J.D., No. 1968, dated 11th April 1908 and G. R., H. D., No. TEX-1457/70872-VII, dated 22nd May 1958).

### 317. House Rent and Local Allowances During Hospital Leave :

Police Head Constables and Constables while on hospital leave may draw any house rent and local allowances attached to their appointments, if it is not paid to their substitutes.

(Rule 341 and 342(a) of B.C.S. Rules).

### 318. Clothing Allowance and the Conditions under Which it may be Drawn During Leave or Temporary Transfer. ----

(1) Clothing allowance has been sanctioned to the Inspectors and Sub-Inspectors at the rate of Rs. 55 and Rs. 50 respectively per year.

(G.R., H.D., No. 4249/3-I, dated 31st March 1944).

(2) The clothing allowance should be drawn on the pay bill at the rate of Rs.4.56 nP. per mensem for an Inspector and Rs.4.12 nP. per mensem for a Sub-Inspector and Rs. 4.84 nP. and Rs. 4.68 nP. for an Inspector and a Sub-Inspector respectively in the pay bill for February drawn in March every year.

(I.G.'s No. I/3520-IV, dated 20th September 1957).

*Exception* : In Greater Bombay the Inspectors and Sub-Inspectors and Sub-Inspectors are entitled to the clothing allowance at Rs.12.50 nP. per mensem.

(3) Clothing allowance should be drawn by officiating or temporary Police Sub-Inspectors and Inspectors of Police appointed directly by promotion in the Bombay police Force at the rates admissible to Police Sub-Inspectors and Inspectors of Police holding substantive appointments, from the date they provide themselves

with the necessary uniform subject to the condition that the officiating period is not less than three months and the officers certify that they have provided themselves with the uniforms of the higher posts.

(G.R., H.D., No. 4457/7, dated 10th August 1953 and 1st May 1954).

(4) Clothing allowance is admissible to Inspectors officiating as Deputy Superintendents of Police until they are confirmed as such.

(I.G.'s No. 40, dated 18th June 1927).

(5) Clothing allowance may be drawn during leave not exceeding four months, subject to the conditions that the clothing is continued to be maintained and that the officer concerned returns to the same post from which he proceeded on leave or to other post to which similar allowance is attached. If there be any reason to believe that the period of absence will exceed four months, the allowance should be withheld for the entire period of the absence.

(Rule 848 of B.C.S. Rules).

(6) (a) Clothing allowance may be drawn by officers under suspension, for the first four months of their suspension, as a matter of course only when they are reinstated irrespective of the fact whether the period of suspension is treated as duty, leave due or suspension as such.

(G.L., H.D., No. OPO 4155/6457-A, dated 14th March 1955).

(b) Plain Clothing Allowance : Plain clothes allowance will be granted to the executive staff of the State Criminal Investigation Department at the rates shown below :-

Inspectors	:	:	Rs. 5 per mensem
Sub-Inspectors	:	:	Rs. 4 „
Head Constable	:	:	Rs. 2 „

(G.R., H.D., No. 1580/3, dated 27th October 1933).

### 319. Water Allowance. ---

Water allowance will be granted to Sub-Inspectors and Police Prosecutors drawing pay not exceeding Rs. 210 Head Constables and Constables, members of the ministerial staff and Class IV servants by the Deputy Inspector General of Police concerned in places where there is exceptional scarcity of water supply in accordance with the following principles :

(a) The allowance may be sanctioned at times when, and at places where, quite exceptional water scarcity prevails and where owing to an abnormal failure of the local water supply, water can only be obtained at a price adding materially to the cost of living.

(b) It must be based on the cost of making arrangement for the supply of water required.

(c) Allowance so sanctioned should be uniform irrespective of the rank held by the Government servant.

It should be discontinued when normal conditions are restored.

(e) The Deputy Inspector General should consult the Collectors of the Districts concerned when he sanctions the grant of this allowance.

(S.No. 88 of the Manual of Financial Powers).

**320. Over time Allowance to Police Officers and Men.---**

(1) The Police Officers and men who are employed, on application of the persons concerned, for the regulation of traffic at theatres, cinemas and places of entertainment, and similar duties, while off duty, in the towns of Poona, Ahmedabad, Surat, Thana, Nasik, Sholapur, Broach, Ahmednagar, Satara and Baroda, subject to the condition that these duties are performed in addition to the normal duties of the officers concerned, should be paid remuneration at the following rates and the full cost recovered from the applicants :---

Class of officer	Daily remuneration for duties under four hours		Daily remuneration for duties for four hours or more	
	Rs.	nP.	Rs.	nP.
Inspectors : :	6	00	6	00
Sub-Inspectors : :	4	50	6	00
Jamadars : :	1	75	2	25
Head-Constables : :	1	12	1	50
Constables : :	0	75	1	00

(2) No additional expenditure from public funds should be incurred and the remuneration granted must in no case exceed the recoveries made from the applicants for the services specified in sub-rule (1) above.

(G.R., H.D., No. 10760, dated 19th November 1920 and No. 8614/6, dated 14th November 1953).

**321. Overtime Allowance to class IV Employees in Bombay City Offices :**

Peons (including their petty officers such as Naiks, Havalgars etc.) in all Government offices in Greater Bombay should be granted an allowance at 30 nP. for each day on which they are required to remain on duty after 7.30 p.m. but upto 8.30 p.m. and 60 nP., if the detention on duty lasts beyond 8.30 p.m. If the retention on any day is after 10 p.m. then the rate of over time allowance admissible to the Class IV servant will be 75 nP.

(G.Rs., No. GCS 1358/S-5, dated 7th July 1958, 22nd September 1958 and 17th December 1958).

**322. Traveling Allowance Rules :**

While the detailed Traveling Allowance Rules are given in Chapter XII of Bombay Civil Services Rules, a brief note explaining the Rules is given below :

- I. For the purpose of calculating Traveling Allowance, Government servants are divided in four grades as shown below :
  - I. Grade : Pay exceeding Rs.750 p.m.
  - II. Grade : Pay Rs.200 p.m. or more but upto Rs. 750 p.m.
  - III. Grade : All Government servants in the superior service not included in I, II, and IV grades.
  - IV. Grade : Class IV servants.

(B.C.S. Rules No. 377).

- II. Each journey on tour ends when an officer returns to his head-quarters.
- III. Daily Allowance.--- (1) Daily Allowance is admissible for absence from the head-quarters on duty beyond the radius of five miles



from Head-Quarters or Beyond Municipal limits whichever is farther. The claim for Daily Allowance should be restricted to one day when the absence from Head-Quarters does not exceed 24 hours.

(Rules 445, and Note 2 below B.C.S. Rules 447).

(2) Daily allowance is drawn for halts on tour and for Sundays or Holidays failing during the course of tour provided a certificate is issued by Controlling Officer to the effect that the Government servant was actually and not merely constructively in Camp on such days.

(Rule 447 of B.C.S. Rules).

(3) Daily Allowance cannot be drawn for halt exceeding 10 days. Exemption certificate is required to be obtained from the Head of the Department if daily allowance is to be claimed for continuous unless it is terminated by an absence of duty at a distance from the halting place exceeding five miles for the period of not less than 3 nights.

(Rule 449 and 450 (b) ).

(4) Rates of daily allowance admissible for halts in excess of 10 days can be allowed by the competent authority, as shown below :

Full rate of D.A. for first 10 days halt.

$\frac{3}{4}$  rate of D.A. for the next 20 days.

$\frac{1}{2}$  rate of D.A. for next 60 days.

(Rule 449 of B.C.S. Rules).

**(5) The rates of daily allowance are as follows (inclusive of temporary increases):----**

(A) First and Second Grades :---- (1) For halts at Bombay, the municipal areas in B.S.D., Poona and Ahmedabad.

	Rs.
(a) First Grade.	12-0-0
(b) Second Grade	
(i) Drawing pay above Rs. 500 p.m.	8-13-4
(ii) Drawing pay above Rs. 300 but upto Rs. 500 p.m.	6-10-0
(iii) Drawing pay upto Rs. 300 p.m.	6-04-0

(2) For halts at places other than those mentioned in (1) above.

	Rs.
(a) First Grade.	10-0-0
(b) Second Grade	
(i) Drawing pay above Rs. 7-8-0 500 p.m.	
(ii) Drawing pay above Rs. 300 but upto Rs. 500 p.m.	5-10-0
(iii) Drawing pay upto Rs. 300 p.m.	4-12-0

**(B) Third Grade**

<i>Drawing of:--</i>	For halt at Bombay			Poona or the Municipal areas or B.S.D. and Ahmedabad			Other places		
	<i>Rs.</i>	<i>a</i>	<i>p</i>	<i>Rs.</i>	<i>a</i>	<i>p</i>	<i>Rs.</i>	<i>a</i>	<i>p</i>
(i) Above Rs. 150	5	4	0	4	1	4	3	8	0
(ii) Above Rs. 100 but upto Rs. 150	3	14	0	3	1	0	2	10	0
(iii) Above Rs. 50 but upto Rs. 100	2	8	0	2	0	0	1	12	0
(iv) Upto Rs.50	2	0	0	1	11	0	1	8	0
<b>(C) Fourth Grade</b>									
	1	6	0	1	4	0	1	4	0

Note — For the halt while on tour outside the jurisdiction of Bombay State, the Government servants are entitled to daily allowance to which they are entitled to above.

OR

the daily allowance admissible to the corresponding grades and pay of Government servants in those areas where the Government servants are travelling under the concerned State Government Rules, increased by 25 per cent, whichever is greater.

**IV. Journey by Air or Railway****Class of Accommodation**

(1) (a) Government servants of 1st Grade.	Air or A/C Class or I Class.
(b) Government servants of II grade in receipt of pay exceeding Rs. 500 p. m.	I Class or Air-conditioned III Class of Deluxe trains
(2) (a) Government servants of II grade not included in (1) (b) above.	II Class or Air-conditioned III Class of Deluxe trains.
(b) Government servants of 3rd grade in receipt of pay exceeding Rs. 100 p. m.	II Class or Air-conditioned III Class of Deluxe trains.
(3) (a) Government servants of 3rd grade not included in (2) (b) above.	III Class.
(b) Government servants of fourth Grade.	III Class.

Note — (1) For journey by Air only Heads of Departments are allowed to travel and other I Grade Government servants may travel by Air with the permission of Head of Department if the same is in the interest of public service.

(2) For journey by Air-conditioned class only those I Grade Government servants who are in receipt of pay of Rs. 1600 or above are entitled to travel.

(A) If a Government servant travels in a class of accommodation lower than that to which he is entitled to, he is eligible to fare of class of accommodation actually used. All Traveling Allowance Bills containing claims representing payment of Railway fare or steamer fare should bear the following certificate under rule 398(a):-

"Certified that claim representing payment of Railway or Steamer fare are for the fares of the class of accommodation actually used".

(B) Government servants of First and Second grade, when travel by train which does not provide the class of accommodation to which they are entitled under normal rules, they may travel by next higher class, where as the III and IV Grade Government servants travel by a train which does not provide the class of accommodation to which they are entitled under normal rules, they should travel by next lower class.

(C) For journey by Air or Rail, the following incidental charges are admissible in addition to Railway fares :-

*I Grade Government Servants.*

- |   |  |
|---|--|
| (a) If journey by Air                   | 1/5th the Air fare or 2/5th the Air fare for return ticket. (Maximum of Rs. 30 for each single journey). |
| <br>(b) <i>If journey by Railway</i>    |  |
| (i) If journey by Air-conditioned class | 0-0-9 per mile.  |
| (ii) If journey by I Class              | 0-1-0 per mile.  |
| 2nd Grade Government servant            | 0-0-8 per mile.  |
| 3rd Grade Government                    | 0-0-4 per mile   |
| 4th Grade Government servant            | Half the third class fare by ordinary train or one daily allowance whichever is greater.                 |

(D) In addition to the incidental expenses for journey by rail or Air or in addition to mileage allowance and actual expenses in place of daily allowance for journey by road, Government servants are entitled to half the daily allowance for journey by rail or by air or by sea or by road on the day of arrival at a place of halt and on the day of departure provided that no daily allowance will be admissible in respect of a place of halt, from which Government servant departs on the same day on which the arrives at it or vice versa.

In case of a Government servant whose absence from head-quarters in a place of halt does not exceed 24 hours but falls on two calendar days, half a daily allowance will be admissible for the first calendar day of the halt provided railway fare or road mileage etc., is drawn under rule 451 for the journey to the place of halt and for the calendar day of departure, half a daily allowance will similarly be admissible provided the halt is followed by a journey for which mileage is drawn under rule 451.

(Rule 451 of B.C.S. Rules)

(E) Government servant of II Grade in receipt of pay of Rs. 350 or more are entitled to Class I accommodation in respect of rail journey which involves night journey of 6 hours or more between 7 p.m. and 7 a.m. on the next day.

(G.R., F.D., No TRA-1055, dated 5th September 1955)

(F) If available a return or other concessional tickets at reduced fare should always be purchased when Government servants expect to

perform return journey by rail from same station within a period for which a return ticket is available.

(G) Mileage allowance for the forward and return journey whenever such return tickets are available or could be purchased, would be the actual cost of return ticket plus usual allowance admissible each way.

(V) For rules regarding the use of Police Motor Vehicles, vide Rule 461 of Vol. III. Government servants supplied with means of Government conveyance are eligible for daily allowance as under :

(1) Officers in receipt of permanent traveling allowance or conveyance allowance should lose half day's permanent traveling or conveyance allowance for the days they use the Government vehicle. Officers in receipt of permanent traveling allowance would not be entitled to draw any daily allowance on such days. Officers in receipt of conveyance allowance may draw daily allowance for the days if it is admissible under Bombay Civil Services Rule 392.

(2) Officers not in the receipt of permanent travelling allowance or conveyance allowance should lose 1/4th daily allowance on the days on which they use Government vehicle and do not return to head-quarters on the same day. If the Government servant returns to head-quarters on the same day, the amount of daily allowance admissible to him should be regulated as follows :

If the absence from the head-quarters does not exceed 6 hours.	Nil
If the absence from the head-quarters exceeds 6 hours but does not exceed 12 hours.	3/8th Daily Allowance
If the absence exceeds 12 hours	3/4th Daily Allowance

(G.R., F.D., No. TRA-1057-S-7, dated 9th January 1958)

## VI. Road Mileages :

### (1) Rates of road mileages admissible to Government servants using their own conveyance is as follows :

Grade of Government servant	Motor Car			Motor-Cycle			Other conveyance		
	Rs.	a	p	Rs.	a	p	Rs.	a	p
(a) A Government servant of the 1st Grade; whose pay is not below Rs. 500 p.m. or who is authorised to maintain a car for the purpose of traveling.	0	9	0	0	3	6	0	3	6
(b) A Government servant of the 2nd Grade whose pay is not below Rs. 500 per month or who is authorised to maintain a car for the purpose of traveling.	0	7	0	0	3	6	0	3	6
(c) A Government servant of the 3rd Grade.	..			0	3	6	0	3	6
(d) A Government servant of the 4th Grade.	..			..			0	2	0

(2) Government servants travelling in hired or borrowed conveyance get actual expenses limited to Road mileages as shown in sub-para VI(1) above and subject to restriction of sub-para (3) below.

(3) (a) Mileage allowance admissible to a Government servant travelling in a motor vehicle plying regularly on hire will be actual cost of hiring a single seat provided that for journeys of over 20 miles for which no daily allowance is admissible in addition to road mileage under exception to B.C.S. Rule 451, one and a half times the cost of the single seat may be allowed, the extra half being limited to daily allowance.

(b) When road mileages exceed 20 miles but Government servant returns to head-quarters on the same day on which leaves them, he gets one and a half bus fares for going and one and a half fares for return journey, the extra half being limited to daily allowance and when road journey of over 20 miles is combined with Rail or Steamer journey, the Government servant gets one and a half bus fares, the extra half being limited to daily allowance in addition to rail fare and incidental expenses admissible for rail journey.

(4) Receipts in support of actual expenses should always be presented with the bill. If vouchers are not available, such claims can be admitted if the controlling authority is satisfied for non-submission and issues of a certificate regarding correctness of the claim.

(Instruction below B.C.S.R. 414)

(5) No road mileages or actual expenses are admissible for the journey of a distance of 5 miles from head-quarters of a Government servant who is in receipt of conveyance allowance of less than Rs. 75 but not less than Rs. 35 p.m. and does not maintain Motor Car or Motor Cycle or in receipt of conveyance allowance of Rs. 35 p. m.

(Rule 392 of B.C.S. Rules)

*VII. Mileage Allowance or Actual expenses in addition to or in place of Daily Allowance :*

(1) Non-Gazetted Ministerial Government servants (clerical staff excepting Gazetted Officers) can claim actual expenses instead of daily allowance for any day on which he makes a journey by road not exceeding 20 miles if the Head of Office issues a certificate that clerk is required to travel by public or hired conveyance.

(2) The inferior Government servant can claim daily allowance in addition to actual expenses in such cases.

(Rule 457 of B.C.S. Rules)

(3) A certificate from the court in support of travelling allowance claim for the journey undertaken to attend the court must be furnished with Travelling Allowance Bill.

(Note 4 below B.C.S. Rules 536)

(4) No mileage allowance for a journey to and from the Railway Station or Steamer Port is admissible in addition to mileage for the journey by Rail or by Steamer unless the sum of all the road journey performed in continuance with journey by Rail or by Steamer during the same calendar day exceeds five miles.

(Note below B.C.S. Rule 451)

*VIII. Journey by Steamer*

(1) The Class of Accommodation admissible by steamer is as follows :

Grade	Class of Accommodation
I. Grade	Highest Class on Steamer
II. Grade	(a) If there are two classes only the Higher Class. (b) If there are more than two classes, middle or II Class.
III. Grade	(a) If there be two classes, lower class. (b) If there be three classes, middle or second class is admissible.
IV. Grade	Lower Class

(Rule 406 of B.C.S. Rules)

(2) Government servants of the I, II and III grades are eligible to double the single fare of class to which they are entitled.

(Rule 409 of B.C.S. Rules)

(3) Government servants of III grade travelling any where between Bombay and Mangalore by Steamer of Bombay Steam Navigation Co. should so far as Company provides only two classes, namely Upper and Lower, they are allowed to travel by Upper Class and draw allowance at the rate of one Upper Class and one Lower Class, provided they actually travel by Upper Class

(Rule 410 (c) of B.C.S. Rules)

(4) If in addition to Upper and Lower Class, there is a certain accommodation on the steamer, the III grade Government servant is entitled to two Upper Classes provided he travels by Upper Class.

(G.R., F.D., No. TRA. 1055, dated 26th September 1955)

**323. Traveling Allowance on Transfer:**

For journey by rail or steamer a Government servant is entitled to :

(1) One rail fare for self, one for each adult member of his family and half for each child for whom such fare is payable. [For journeys by steamer, fares admissible for journey on tour (i.e. ordinarily two fares) for himself, one for each member of the family and half for a child] plus four times the extra fare that would have been admissible had he gone on tour i. e. 4 annas per mile in the case of a 1st grade Government servant or 32 pies per mile in the case of a 2nd grade Government servant, etc., Government servants and members of their family entitled to travel in 1st or 2nd Class can travel by air-conditioned 3rd Class of De-luxe trains at public expense when traveling on transfer.

A Government servant gets the fare of the Class mentioned provided he actually travels in the Class. This applies to the members of the family also. Similarly if the family travels in a Lower Class (wife of a 1st grade Government servant going in 2nd Class) to another station, the cost of a ticket of that class is allowed. Thus a 1st grade Government servant transferred from Bombay to Surat sends his wife to Dharwar in 2nd Class he will get on her behalf 2nd class fare from Bombay to Surat.

(2) Actual cost of carriage by goods train, personal effects upto a maximum number of maunds for each grade.

(3) If the distance traveled exceeds 80 miles and the Government servant is proceeding to join a post in which the possession of a conveyance is necessary, actual cost of transporting conveyances and horses by rail (or steamer). If these are transported by road, allowances at rates specified in sub-clause (iv) (b) of B.C.S. Rs. 490. The maximum at present in force are :-

Grade of Government servant		If not possessing a family No. of maunds	If possessing a family No. of maunds
First	..	60	90
Second	..	30	45
Third	..	18	22
Fourth	..		

First grade Government servants and members and Probationers in Class I in receipt of actual pay of Rs. 751 or above are entitled to the concession of engaging a whole railway wagon (For engaging a whole railway wagon the railway authorities collect a minimum charge for transporting 120 maunds irrespective of the number of maunds transported).

The rates of cartage mentioned in sub-clause (ii) of Rule 490 of B.C.S. Rules have been increased by 50 per cent of the rate quoted in the rule (to be rounded off to the nearest pie so that fractions of pies will be avoided).

In addition to this, 'Packing charges' can be drawn at the following rates for the number of maunds of personal effects actually carried but limited to the number of maunds that can be carried at Government expense.

1st and 2nd grade Government servants : 8 annas per maund.

3rd and 4th grade Government servants : 4 annas per maund.

Even if a whole railway wagon is engaged and more than 90 or 60 maunds carried, packing charges are to be calculated only on the maximum permissible maunds mentioned above.

(Rule 490 of B.C.S. Rules).

Note — In ail cases of claims for Travelling Allowance for journeys performed by rail, the serial number of the railway ticket or tickets, the class of accommodation and the date marked on the ticket/s should be mentioned in the remarks column in the Travelling Allowance Bill in which the rail mileage is claimed.

(G.C., F.D., No. TRA. 1059/S-7, dated 5th May 1959).

### 324. Sphere of Duty :

(1) Government may define the limits of the sphere of duty of any public servant.

(2) The following are the spheres of the duty in the case of Police Officers :

(a) Inspector : The sub-division of the district, of which he is in charge.

But in the case of an Inspector of Police temporarily doing the duties of another Inspector in addition to his own, the limit of his original sphere of duty does not extend to the latter's sphere of duty for purposes of traveling allowance.

- (b) City or Cantonment Inspector : The city or cantonment in which he is employed.
  - (c) Police Prosecutor and Home Inspector : A radius of five miles from his Head-quarters.
  - (d) Sub-Inspector other than City or Reserve Sub-Inspector : The Police Station of which he is in charge.
  - (e) Sub-Inspector of a city or town Police Station : The city or town.
  - (f) Reserve Sub-Inspector : The town or city being the Head-quarters of the district.
  - (g) Sub-Inspector Local Intelligence Branch or Local Crime Branch or Reader Sub-Inspector : A radius of five miles from his Head-quarters.
  - (h) Railway Police Inspector or Sub-Inspector : The whole of the railway line over which his Superintendent of Police has jurisdiction and an area within a distance of five miles on either side of the railway.
  - (i) Head Constable or Constable : A radius of five miles from his Head-quarters.
  - (j) Staff of the Criminal Investigation Department, State of Bombay – The town or city at which they are stationed.
  - (k) Sub-Inspector in the Criminal Investigation Department stationed in the Mofussil and in Greater Bombay : A radius of five miles from their Head-quarters or the municipal limits whichever is more extensive.
  - (l) Prosecuting Head Constable : The Head-quarters town of the Police Station to which he is attached.
  - (m) Probationary Sub-Inspector during the period of his practical training :
    - (i) During the first two periods of training, a radius of 5 miles from his Head-quarters, subject to the condition that the amount of travelling allowance drawn in a month does not exceed the conveyance allowance which would be admissible to him if he was attached to Police Station.
    - (ii) During the third period of training, the Police Station of which he is in charge.
- (3) Sub-rule (1) of Rule 325 is not intended to refer to journeys in which an officer traveling between two places, both of which are within his jurisdiction, is obliged during part of his journey to pass beyond the limits of his jurisdiction, or in which he takes a route through another district in order to arrive sooner at his destination.

(Appendix XXVII of B.C.S. Rules, Volume II and G.Rs. H.D., Nos. 10782, dated 19th November 1920, 6595-8222, dated 13th November 1925, 2754/3, dated 29th April 1932 and 9062/5, dated 14th June 1950).

**325. Travelling Allowance for Journey on tour by road within sphere of duty in certain cases :**

- (1) Subject to sub-rules (2) (7) below Police Officers and men of all grades including those employed in the Criminal Investigation Department, below the rank of Assistant or Deputy Superintendent of Police are not entitled to traveling allowance



for journeys by road within their sphere of duty. When traveling by rail or steamer within their sphere of duty, they are entitled to mileage allowance under the rules applicable to them. When proceeding under proper authority beyond their sphere of duty, they are entitled to traveling allowance for their entire journey by road including such part of its as is within their sphere of duty.

(2) Sub-Inspectors are entitled to draw daily allowance at the ordinary rates for all journeys on duty for more than 15 miles from their Head-quarters, provided that in the case of Sub-Inspectors attached to a Police Station the place to which they travel is beyond the limits of the Police Station.

(Appendix XXVIII, B.C.S. Rs., Vol. II)

(3) The Sub-Inspectors at the Police Training School, Nasik, may be allowed actual expenses limited to daily allowance for journeys upto 15 miles, subject to the production of a certificate from the Principal of the school that the journey was necessary and that they were required to travel by the means of conveyance in respect of which the expenses were incurred.

(G.R.M., H.D., No. 3284/3, dated 16th August 1933)

(4) Head Constables and Constables, who are not in receipt of permanent monthly travelling allowance, may draw actual expenses for journeys by boat where this is the ordinary mode of travelling.

(5) Policemen of all ranks employed on clerical duties and Reader, Sub-Inspectors in the offices of Superintendents and Assistant or Deputy Superintendents of Police, are entitled to road mileage under ordinary rules even for journeys within the sphere of duty.

(6) Circle Police Inspectors are entitled to the usual rate of daily allowance for journeys on duty of more than five miles from their Head-quarters or beyond municipal limits, whichever may be farther.

(7) Sub-Inspectors who are in receipt of a permanent conveyance allowance are entitled to daily allowance in addition to their conveyance allowance, for all journeys on tour.

(Appendix XXVIII, B.C.S. Rules, Vol. II)

**326. Daily Allowance to Head Constables and Constables while on Temporary Transfer:**

(1) Whenever contingents of Policemen are sent on deputation from one district to another, they should be treated as on tour and, therefore, eligible for daily allowance for the entire period of their halt subject to exemption being sought from the competent authority.

(I.G.'s No. 5767, dated 9th May 1942)

(2) In every case the sanction of the competent authority is required for such exemption if a halt exceeds ten days except in the case of Policemen transferred on plague duty who are entitled to claim daily allowance for such halts without having to apply for such exemption.

(I.G.'s Cir. No. 1, dated 3rd January 1925).

(3) When Policemen are deputed for a course of training, except to the Police Training School, Nasik, a compensatory allowance should be paid to them at the rate of Rs. 27 per mensem for Greater Bombay and Rs. 21.50 for other places in the case of a Head Constable other than a I-Grade Head Constable and at the rate of Rs. 18 for Greater Bombay

and Rs. 16 for other places in the case of a Constable in lieu of daily allowance and local allowances, if any. These rates have been calculated on the basis of two-thirds of the monthly payments of dearness allowance admissible at the current rate and are liable to revision with any changes in the rates of daily allowance.

(G.R., H.D., No. 8466 dated 5th October 1925 and 11th September 1944)

**327. Travelling Allowance Rules for Police Head Constables (Other than Railway) :**  
Travelling allowance for journeys on tour of such Police Head Constables will be regulated by the B.C.S. Rules.

**328. Rules Regulating the Daily and Mileage Allowance Admissible to Constables of the Bombay District Police and Head Constables and Constables of the Railway Police:**

**A — On tour**

(1) Head Constables of the Railway Police and Constables will ordinarily be entitled to the following daily allowances for journeys or halts over five miles from their Head-quarters or beyond municipal limits whichever is farther, irrespective of whether the halts are within or beyond the jurisdiction of the Superintendent, subject to the proviso that such journeys or halts involve continuous absence of not less than 24 hours from their Head-quarters.

All Head Constables of the Railway Police ..	As. 8
Constables ..	As. 4

Exception: Constables orderlies of the Inspector General of Police and the Deputy Inspector General of Police, Criminal Investigation Department should be allowed daily allowance at the rate of annas six.

(2) For road journeys of more than 20 miles, mileage at the following rates is admissible provided also that the places travelled to or from are beyond the jurisdiction of the Police Station concerned :

Head Constables of the Railway Police ..	As. 2 per mile
Constables ..	As 1½ per mile

Special rates in the Konkan Districts (Kolaba, Ratnagiri, part of former Bombay Suburban District outside Greater Bombay and Thana) during the monsoon, provided the journey is made on roads where there are no regular motor services :

Head Constables of the Railway Police ..	As. 4 per mile
Constables ..	As. 2 per mile.

*Note :* Where a motor service exists and it is in the public interest that it should be used or where a boat is the ordinary mode of travelling, actual expenses of the journey should be allowed to Head Constables of the Railway Police and Constables whether the journey is within or beyond the limit of the Police Station, plus daily allowance if the latter is admissible under Rule above.

(3) (a) *District Police:-- Journey* whether within or beyond District limits :--

		Rs.	a.	p.
Constables ..		0	4	0

No Constables will be entitled to one and half railway or doubles steamer fare. They will be entitled to railway or steamer warrants the third class (or, in lieu, single fare to cover journeys) and daily allowances as above in lieu of the additional fare, subject to the provision that such journeys involve continuous absence of not less than 24 hours from their Head-quarters. Thus a Constable performing a railway or steamer warrant or one single fare each way.

(b) Railway Police : For continuous necessary absence from Head-quarters for any period of from 8 to 24 hours (between midnight and midnight), irrespective of whether such absence involves travel within or beyond the jurisdiction of the Superintendent, the rates of daily allowance admissible are :-

		Rs.	a.	p.
Head Constables ..	..	0	10	0
Constables ..	..	0	6	0

*Exception:* Constable orderlies of the Inspector General of Police and the Deputy Inspector General of Police, Criminal Investigation Department, should be allowed daily, allowance at the rate of annas six.

*Note :* No daily allowance is admissible to Railway Police Officers and men whose Head-quarters are situated between Churchgate and Bandra inclusive on the Western Railway, and Victoria Terminus and Kurla inclusive on the Central Railway for halts of over 8 hours duration at any of the places included in the above portions of the two Railway lines.

*Explanation :* The rates of daily allowance prescribed in this rule are admissible only during the period occupied by railway and steamer journeys. During halts, the grant of daily allowance is regulated by sub-rule 1 above in the case of Head Constables of the Railway Police and Constables of the District and Railway Police.

(4) *Special rates of daily allowance :*

Designation	Greater Bombay			Ahmedabad and Poona		
	Rs.	a.	p.	Rs.	a.	p.
Head Constables of the Railway Police	1	0	0	0	11	0
Constables	0	10	0	0	6	0

For halts outside the limits of the State of Bombay the rate will be as prescribed in Rule 432 of B.C.S. Rs. and the Notes thereunder.

*Note :* A claim to higher daily allowance under this rule shall be regulated according to the rate admissible at the place where the Government servant halts after the journey.

#### B — On transfer

(5) (1) *For Journeys by Railway or Steamer —*

(a) *For self — Three III Class railway or two III Class steamer fares.*

(b) *For family — One extra fare for each adult member and half fare for each child where this is charged by the railway or steamer authorities.*

(c) *Personal effects — Free transport by goods train, steamer or other craft upto a maximum of 12 maunds if not possessing a family and a maximum of 15 maunds if possessing a family.*

Note : If personal effects are carried by passenger instead of by goods train, the actual cost of carriage, upto a limit of the amount which would have been admissible had the maximum number of maunds been carried by goods train, may be drawn.

(2) *For Journeys by road — Mileage at the following rates :*

(a) *In the districts of Ratnagiri, Kolaba part of former Bombay Suburban outside Greater Bombay and Thana during the monsoon months, provided the journey is made on roads where there are no regular motor services :*

1	With family						Without family		
	More than One member			One member					
	2			3			4		
	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.
Head Constable of the Railway Police	1	0	0	0	12	0	0	8	0
	per mile								
Constables	0	8	0	0	6	0	0	4	0
	per mile								

(b) *Elsewhere and in Ratnagiri, Kolaba, part of former Bombay Suburban outside Greater Bombay and Thana Districts during the fair season :*

1	With family						Without family		
	More than One member			One member					
	2			3			4		
	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.
Head Constable of the Railway Police	0	8	0	0	6	0	0	4	0
	per mile								
Constables	0	6	0	0	4	6	0	3	0
	per mile								

(c) *For the transportation by the cheapest means of conveyances of personal effects upto a maximum of 12 maunds if not possessing a family, and a maximum of 15 maunds if possessing a family he may draw mileage allowance at the following rate for each maund of goods :*

(i) *For Journeys of five miles or less :*

Greater Bombay and Salsette                      Annas 3 for a journey upto two miles;  
1 anna 6 pies for the third miles; and  
9 pies for every additional mile.

Ahmedabad City and Cantonment,                      1 anna                      per                      mile  
Surat, Bulsar, Broach City, Nadiad, Anand,  
Poona City and Cantonment, Poona Suburban  
Area, Ahmednagar, Goa Frontier.

Between Dhadgaon and Taloda and in the Akarni Mahal, West Khandesh District.	1 anna per mile.
Elsewhere	6 pies per mile

- Note :*
1. The rates specified for the place where a cart is hired, shall apply to the whole journey when not over five miles.
  2. For journeys of two miles or less, mileage may be drawn as for two miles.
  3. Each separate "cartage" of kit, e.g., from a residence to a railway station shall be considered a separate journey.

(ii) For Journeys of five miles, the rates shown in clause (1) above would apply for the first five miles, and for every mil in excess of five miles the following rates shall apply :

Goa Frontier .. ..	1 anna per mile.
Between Dhadgaon and Taloda and in the Akrani Mahal, West Khandesh District	} 1 anna per mile
Elsewhere .. ..	

- Note :*
- (a) For the purposes of travelling allowance for journeys on transfer the term "family" includes the Government servant's wife (not more than one), his legitimate children and step-children residing with and wholly dependent on him.
  - (b) If any member of the Government servant's family does not travel with him his or her journey may be charged for within the above limits, provided that he or she precedes him to the new station within one month before the date of his handing over charge of his old post or follows him within six months after the date of his taking over charge of his new post.
  - (c) For drawing the allowances for a family under (1) (b) or the maundage, allowance under (1) (c) certificate must be furnished by the Government servant of the number and relationship of the members of his family (as defined in note (a) above) for whom the allowance is claimed. All allowaces claimed under (1) (c) must also be supported by a certificate that the actual expense incurred was not less than the sum claimed.

(6) *Railway Police (transfers within the jurisdiction of one and the same Railway*

*Superintendent) :*

(a) Free passes for self and all members of the family wholly dependent on the Policemen and free transport of kit upto the limit admissible on each pass.

(b) Cases of Railway Policemen transferred to the jurisdiction of another Railway Superintendent or District Superintendent will be governed by the rules applicable to the District Police.

(Appendix XX of B.C.S. Rules, Vol. II).

### 329. Journeys to receive Medals :

(1) Police Officers and men who go to Delhi to receive the gallantry medals from the President at formal investitures, should be allowed Travelling Allowance and daily allowance under the normal rules.

(2) The expenditure on account of travelling and halt at Delhi incurred by the non-official civilian recipients (or their next of kin in case of post humous award) will be reimbursed by the Government of India if the individuals are unable to meet the expenditure themselves.

(G.E., H.D., No. S.D./P.M.D. 1054/944, dated 30th January 1954)

(3) The next of kin of a deceased Police Officer, who is awarded the President's Police and Fire Services Medal or the Police Medal for

gallantry should be reimbursed with expenses for attending in vestibules as indicated below :

(a) The next of kin of the deceased Police Officer should be allowed travelling allowance and daily allowance at the rates which would have been admissible to the Police Officer.

(b) The next of kin should be allowed daily allowance for the actual period of his/her stay at the place at which investiture is held subject to a maximum of three days' stay.

(G.L., H.D., No. .S.D/P.M.D.-1054/944, dated 22nd June 1955)

**330. Journeys to meet Ministers of the Government of India :**

The payment of allowance to the officers when they are required to meet the Ministers on their arrival in the State of Bombay and at their departure should be as follows :

(i) The Superintendents of Police who are in receipt of conveyance allowance are not eligible to draw mileage and daily allowance except under Bombay Civil Service Rule 392.

(ii) Those Superintendents of Police and other officers (both of Bombay City and in the mofussil), who are not in receipt of either conveyance allowance or permanent travelling allowance should draw mileage allowance as admissible under the rules.

(G.R., P. and S.D., No. 6541/34, dated 23rd November 1949).

**331. Journey to Attend an Interview :**

Government servants summoned by or at the request of the Bombay Public Service Commission or of Government or of Heads of Departments or Offices for interview, not connected with advertised posts, may be allowed to draw travelling allowance as for a journey on tour. No daily allowance for halts on the journey may, however, be allowed in such cases.

(G.R., F.D., No. 1922/33, dated 14th November 1950)

**332. Journey to Attend the All India Police duty meets and Inter-District Athletic Competition :**

Officers, including Probationary Assistant and Deputy Superintendents of Police and students of the Central Police Training School, Nasik, leaving their districts to take part in the competitions themselves or in charge of competing teams, or who attend the Police conference during the Inter-District Athletic should be considered as on duty for the purposes of travelling allowance.

(G.R., J.D., No. 1776, dated 30th March 1910)

**333. Journey of a Newly Appointed Government Servant to Join his First Post :**

(1) Ordinarily travelling allowance is not admissible to any person for the journey to join his first post in Government service.

(2) Recruits selected for the police force may, however, be given the following allowances :

(a) Daily allowance at the rate of 25 naye paise from the date of their selection by recruiting persons to the date on which they are employed on regular pay; and

(b) Where a railway or a steamer or a road journey or all or any of the three are involved, a third class single railway fare and/or steamer

fare of the lowest class and/or actual expenditure limited to road mileage at 12 naye paise a mile as the case may be, from their places of residence to the Head-quarters or camp where they may be sent for acceptance by the Superintendent of Police and for medical examination by the Civil Surgeon.

(c) When the recruits travel with their families, the following travelling allowance is allowed in place of that specified in the preceding sub-clause :

- |                        |  |
|------------------------|--|
| (i) Railway or steamer | Double fares of the lowest class                                 |
| (ii) By road or boat   | 12 naye paise a mile by road and<br>6 naye paise a mile by boat. |

*Note :* Recruits rejected by the Superintendent of Police or by the Civil Surgeon may be given the following allowances provided they are brought in by recruiting parties or by an officer not junior in rank to a Sub-Inspector :

(i) Daily allowance as in clause (a) upto the date on which they reach their homes to which they will be sent immediately.

(ii) Railway or/and steamer fare or/and road mileage as in clause (b); and

(iii) A similar fare for the return journey.

(Rules Nos. 477 and 481 of B.C.S. Rules)

**324. Travelling Allowance Admissible to Railway Police on Transfer :**

(1) Officers and men of the Railway Police, including the members of the ministerial establishment of the Superintendent of Railway Police, may draw travelling allowance under the rules for journeys on transfer within the limits of the railway to which they are attached, and are entitled, in addition, to a free pass or fares for their families, provided that they must not draw daily allowance for halts in the course of the journey unless such halts are made in connection with their duty. When transferred from one railway to another, they are entitled to travelling allowance as for other Government servants.

(2) Members of the Railway Police, when transferred from one charge to another on the same Railway, are allowed free conveyance of kit by the administration of the Railway concerned on the following scale :

*By the Central Railway :*

- |  |   |
|--|---|
| (a) Inspectors irrespective of their pay and Sub-Inspectors on Rs. 200 p. m. | 20 maunds, if travelling alone<br>30 maunds if accompanied by family.<br>Free transport in either case of a motor-cycle or a bicycle. |
| (b) Sub-Inspectors drawing pay below Rs. 200 p. m.                           | 12 maunds, if travelling alone, 15 maunds, if accompanied by family.<br>Free transport in either case of a motor-cycle or bicycle.    |
| (c) Head Constables and Constables   | 12 maunds, if travelling alone, 15 maunds if accompanied by family.   |

*By Western Railway :*

- |                             |          |           |
|-----------------------------|----------|-----------|
| (a) Inspectors              | ..       | One wagon |
| (b) Police Station Officers | ..       | 15 maunds |
| (c) Head Constables         | ..       | 10 maunds |
| (d) Constables              | 5 maunds | ..        |
|                             |          | 5 manuds  |

By the Southern Railway :

- |                     |    |  |
|---------------------|----|--|
| (a) Inspectors      | .. | I wagon (B.G.) or 2 (4-wheeled) M.G. wagons subject to wagons being available.   |
| (b) Sub-Inspectors  | .. | ½ wagon (B.G.) or one (4-wheeled) M.G. wagon, subject to wagons being available. |
| (c) Head Constables | .. | 10 maunds  |
| (d) Constables      | .. | 5 maunds   |

Note : Free transport of a motor cycle or a bicycle is not admissible.

(3) In addition to the above concessions the Police Officers and men on the three railways may be reimbursed the cost of transporting the kit by road between the Railway Stations and their residences on the scale prescribed in Rule 490 (A) of the Bombay Civil Services Rules.

(Rule No. 498 of the B.C.S. Rules)

**335. Travelling Allowance to Police Officers on Transfer within the Limits of Greater Bombay, Ahmedabad, Poona, Sholapur and Surat Cities :**

(1) The following subordinate Police officers of the Greater Bombay Police and those stationed at Ahmedabad and Poona (including Cantonment and Kirkee) and Sub-Inspectors at Sholapur, on transfer from one place to another within the City or town are to be allowed the free transport of their kit by police lorry and may, in addition, charge the actual cost of Mazdoori for moving their luggage subject to the following maximum rates. This concession should be allowed when transfers are purely in the interests of the Police Department. Transfers made at the request or for the convenience of the Government servants concerned are not in the interest of the Police Department :

*In Greater Bombay*

	Rs.
Inspectors	10
Sub-Inspectors (married)	8
Sub-Inspectors (unmarried)	6

*Ahmedabad and Poona*

	Rs.
Inspectors	7
Sub-Inspectors (married)	} 5
Sub-Inspectors (unmarried)	

*At Sholapur*

	Rs.
Sub-Inspectors (married)	} 4
Sub-Inspectors (unmarried)	

2) The following subordinate officers of the Greater-Bombay Police and those stationed at Ahmedabad, Poona, Surat and Sholapur on transfer from one Division to another or from one Police Station to other within the City or town as the case may be, are allowed the actual cost of



conveyance of their kit subject to the following maximum rates. This concession should be allowed when transfers are purely in the interests of the Police Department. Transfers made at the request or for the convenience of the Government servants concerned are not in the interest of the Police Department :

*Greater Bombay*

Jamadar	..	..	Rs.
Head Constables	..	..	5
Constables	..	..	4
			3

*Ahmedabad, Poona and Surat*

Jamadar			Rs. nP.
Head Constables			3-50
Constables	..	..	2-50

*Sholapur*

Jamadar			Rs. nP.
Head Constables			2-50
Constables			1-50

*Note :* Head Constables and Constables in Kaira District are eligible for the concession admissible under this rule to those of Sholapur, when they are transferred from Kaira District Police Headquarters to Kaira town or *vice versa*

(Appendix XXXV of B.C.S. Rules)

**336. Free Railway or Steamer Warrants to Policemen Proceeding on or Returning from leave :**

(1) Head Constables and Constables, including those of the Bombay City Police Force, when proceeding on leave, may be granted free railway and steamer tickets not oftener than once in three years to an from their homes. They may be also granted this concession when proceeding to their homes. They may be also granted this concession when proceeding to their homes on retirement or one leave preparatory to retirement, provided they have not enjoyed it during the preceding three years.

(2) The discretionary powers of sanctioning motor fares instead of railway and steamer fares under sub-rule(1) above, when the former do not cost more than the fare by the regular route, have been delegated to the Inspector General of Police, the Commissioner of Police, the Superintendents of Police in respect of Head Constables and Constables.

*Note :* The Electricians and the Radio. Mechanics are not entitled to the concessions.

(I.G.'s No. 14/1914 dated 29th May 1958:)

(3) Warrants for the purchase of railway tickets should be issued to Railway Police Officers and subordinates proceeding to their homes situated within the boundaries of the Indian Union on leave (other than casual leave) on return from leave (other than casual leave) or on retirement. These warrants should ordinarily be signed by Superintendent of Police himself or a Gazetted Officer and endorsed at the top "cost to be debited to Government" In exceptional cases, Inspectors may also issue such warrants.

(4) Warrants should also be issued to the members of families of Railway Police Officers and subordinates defined in the first sentence of definition in Rules (18) of the Bombay Civil Services Rules.

(5) The concession of free railway passes is extended to the families of deceased Railway Police for journeys to their homes, subject to the conditions that the number of passes admissible in a year is not exceeded and that applications for such passes are made within three months of the death of the Railway Police subordinates.

(6) Warrants should invariably be issued by the shortest routes.

(7) Warrants should not be issued more than once in a financial year in the case of any officer (1 double or 2 single journeys).

(8) Warrants should be issued to :

(a) All Inspectors of Police and Sub-Inspectors of Police for second class tickets and

(b) Head Constables and Constables of all grades, for third class tickets.

*Note :* Selection Grade Police Prosecutors are to be treated as Inspectors and others as Sub-Inspectors.

(9) Whenever railway warrants are issued, a certificate should be recorded on them to the effect that the concession has not been allowed to the officer concerned more than once during the year.

(10) The concession of steamer warrants once in three years sanctioned in sub-rule (1) above to all Head Constables and Constables (themselves, not their families) to their homes on leave and back is applicable to all Railway Police Head Constables and Constables also.

(11) The Superintendent of Police may, at his discretion, issue a steamer warrant as an alternative to a railway warrant, if the former is cheaper.

(12) The above concession of steamer warrant is extended to Railway Police Head Constables and Constables proceeding to their homes on retirement or on leave preparatory to retirement. Provided that they have not enjoyed it during the preceding three years.

*Note :* The term 'three years' occurring in the rule may be interpreted as the period from the commencement of last leave, if any, granted on the last occasion.

(Rules 584 and 584-B of the B.C.S. Rules)

### **337. District Police Travelling on Duty by Goods Train:**

(1) Permission exists, in the Traffic Manuals of the Railway Administrations in this State for Police Officers and men, on purchasing tickets of the class by which they are entitled to travel, to travel on duty in the brake vans of goods trains on production of a badge or belt or a certificate from a higher Police Officer or an order from the Station Master in token of identity, on the distinct understanding that the Railway is relieved of all responsibility which may arise through such use of goods trains.

(2) On the Southern Railway, Police Officers are allowed to travel by goods train only in emergent circumstances, provided they produce a certificate to the effect that the circumstances are of an urgent character and such as to necessitate their travelling by first available train. No elaborate form of certificate is required. It can be given in ordinary

memo form to the Station Master of the Railway Station at which they desire to entrain. This arrangement is also subject to the condition that Police Officers purchase tickets of the class for which they are usually entitled and produce a certificate of identity or exhibit a badge or belt.

(G.E., H.D., No. S-22/17587-D, dated 16th November 1933)

**338. Warrant Credit note System :**

The following orders govern the warrant credit note (railway warrant) system :

(1) (a) All warrants must bear the name of the Unit and the State, and the designation of the issuing officer must invariably be given and his seal affixed. (This seal will be in addition to that affixed jointly on the foil and counterfoil), and should be stamped properly on each of the three counterfoils of the warrant so as to give clear impression of the official seal.

(b) Warrants may also be issued by officers above the rank of Inspectors and by Head Constables in charge of important Out posts situated in the neighborhood of railway stations.

(2) Warrants will be issued in all cases in which Police are intended actually to travel in third class carriages in circumstances in which travelling allowance is admissible for the journey performed and to Puttewallas when travelling on duty. They will always be for journeys by the shortest and cheapest route, and will conform to the Bombay Civil Services Rules in these respects. No travelling allowance bills which contain charges for railway journeys which could have been performed on warrants, but were actually performed without warrants, should be passed without the special sanction of the controlling authority.

(3) In the case of journeys on transfer, warrants may also be issued to members of a Head Constable's or a Constable's family, such warrants should, however, be signed by officers of the rank of Sub-Inspector and upwards.

(4) Warrants are printed and bound in books of 100 each in triplicate and will be stocked and issued by the Yeravda Prison Press as standard form No. P.A. 25. Superintendents should obtain them on indent and should count and endorse at the end of the book the actual number of warrants found in the book.

(5) (a) No one above the rank of Inspector is entitled to travel under these warrants and if presented by any Police Officer above that rank, they must be rejected. This is not to be interpreted as in any way compelling Inspectors and Sub-Inspectors to travel on warrants, but they may do so, if convenient.

(b) The issue of railway warrants to Inspectors and Sub-Inspectors under this sub-rule, or Head Constables and Constables under sub-rule (2) does not debar them from claiming the concession allowed by Rule 490 of Bombay Civil Services Rules, but they must deduct from their travelling allowance bills the value of the warrants for the journeys actually performed by them.

(6) Police Prosecutors also may travel under these warrants.

(7) As members of the Railway Police are given free passes, they are not allowed to travel on these warrants. But, Railway Police may use these warrants for the conveyance of all prisoners, whether connected with Railway cases or not.

(G.Rs. J.D., No. 7366, dated 12th October 1914 and 9055, dated 27th October 1919, G.E., I.D. No. PMW-1157/62216-V, dated 14th August 1957 and I.G.'s No. D/3431, dated 6th April 1957)

(8) (a) Warrants should also be used for the conveyance of prisoners by rail. This applies also to the conveyance of soldiers escorted by the Police to stand a trial on a criminal charge. Warrants for Police and prisoners (whether convicts or under trials) should invariably be distinct, as the cost of the former is debitable to the head "29-Police", while that of the latter is debitable to "28-Jails and Convict Settlements". For this purpose, Police Warrant form (P.A. 25) should be used for Police escorts and Jail form (No. 108-e) for prisoners. The designation of the officer to whom the warrants, have to be sent for acceptance should invariably be noted in red ink on the top of the warrants.

(I.G.'s No. 84, dated 25th July 1930 and G.R., H.D., No. 2659/4, dated 15th November 1939)

(b) In Greater Bombay, the account classification of the warrants will be as under :

(i) Every warrant must bear the name "Bombay City Police" stamped or written against the printed heading "District Province" on the warrant. Each warrant should bear on the top a rubber stamp showing prominently the correct classification detailed below :

<i>Nature of Railway warrant</i>	<i>Accounts classification</i>
(1) For prisoners or under-trials	28-Jails and Convict Settlements Bombay City Police Look-ups.
(2) For informants and witnesses	29-A Police, City Police non-contract contingencies.
(3) To the constabulary (except those belonging to C.I.D.)	29-A Police, City Police, T.A.
(4) To the constabulary of the Criminal Investigation Department	29-H Police-C.I.D. (Bombay) T.A.
(5) For destitutes, deports or externees.	47-Miscellaneous (Reserved).
(6) For escorting treasure	P. Deposits-Advances, Part II, Deposits, Advances not bearing interest-Account with the Reserve Bank-Transactions on behalf of the Reserve Bank-charges for remittance of Treasure, Police Escort charges.

(ii) As railway warrants fall under one of the classes named above, separate warrants should be issued under each class.

(Rule 92 of the B.C.P.A. Manual)

(9) Warrants should, on demand, be supplied by all Police Officers empowered to issue such warrants, to Sub-Assistant Surgeons and private practitioners, who undertake liability for General Medical Service in the Ministry of Defense. These warrants should be endorsed in red ink. "Cost debitable to the Ministry of Defense" and their issue should be reported by the issuing officer to the Superintendent of Police of the district in which he is serving.

(10) The foils of warrant credit notes headed "for railway" should be endorsed in red ink at the top of these notes "to be adjusted by the Account General/Deputy Accountant General" care being taken to avoid the use of abbreviated designations of officers and names of departments on the credit notes.

(11) To facilitate work at railway stations, steamer ports and at the audit offices of railway administrations and steamer companies, warrants should, as far as possible, be made out in English.

(12) All entries must be in ink. All alterations must be attested, and no erasures may be made. If any warrant is rendered illegible owing to correction or otherwise, it must be cancelled and a fresh one issued.

(13) Great care must be taken to see that the numbers in column 4 of the form of warrant are correct. In the event of the actual number travelling being less than the number entered in column 3, the person in charge will initial the alteration, or if unable to write, he will take it to the nearest officer empowered to issue warrants, who will correct and initial it for him.

(14) Warrants will primarily be issued only by an authorised officer of the Unit in which the Police being sent on duty are serving. Separate warrants must be issued for the outward journey and (when necessary) for the return journey, except when week-end return tickets are purchased, in which case one warrant may be issued for both journeys. An officer of another district may, after satisfying himself that the Police requiring it are entitled to travel on duty at Government expense, issue a warrant :

(a) If the return journey warrant is mislaid or lost, or

(b) If any one of the Police for whom a return journey warrant was issued, is, owing to illness or to some other good cause, unable to travel.

(G.R., J.D. No. 7366, dated 12th October 1914 and I.G.'s No. 150, dated 17th November 1926)

(15) In cases falling under clause (b) of Sub-rule (14) above, the officer in charge of the party travelling on the warrant will enter the entries in column (3) thereof to agree with those in column 4, and give to the member of the party unable to travel a letter to the nearest Police Officer authorized to issue warrants required. In all cases in which a warrant is issued under this sub-rule by an officer of another

district, he will immediately inform the Superintendent of Police of the district to which the man belongs that he has done so.

(16) When a warrant is issued, all the three parts will be filled in, and the two foils will be given to the officer travelling or the officer in charge of the party travelling, for presentation at the Railway Station. The foil headed "for railway" will be retained by the Station Master and after the Police Officer presenting the warrant has filled in column 4 and signed the certificate below the form. The foil headed "for Superintendent of Police" will be forwarded by the Officer presenting the warrant, on the completion of the duty and after column 5 has been filled in by the Railway Officer concerned, to his Superintendent through his Sub-Inspector.

(17) In exchange for these warrants, ordinary tickets of the class required will be issued.

(18) Warrants will be treated as cash and forwarded by the Railway Administration to the Accountant General/Deputy Accountant General of the State to which the Police party belongs as vouchers for adjustment of the amounts in the accounts, and the Accountant General/Deputy Accountant General will pay the amount due to the Railway Administration at once either in cash or by book adjustment credit in the Administration's accounts, subject to correction as regards overcharges, if any, brought to notice within six months of the date of presentation of the credit note by the Railway Administration. He will then forward the warrants to the Superintendent of Police for scrutiny and countersignature and will bring the amount finally to book after it has been passed by the officer, taking to the appropriate service head any charges, e.g. freight on prisoners' effect or exhibits in a criminal case, which are not debitable to the police budget. Any deductions found to be necessary by the Superintendent of Police owing to the improper use of warrants will be recovered by him from the officer responsible and not by the Accountant General/Deputy Accountant General from the Railway Administration.

(19) On receipt from the Accountant General/Deputy Accountant General by the Superintendent of Police of foils headed "for railway" they will be checked in his office with the foils received from the Police Officers using the warrants and returned duly countersigned, the amounts of the warrants being debited in the Superintendent's registers to the grant for travelling allowance. There will be no need to prepare abstract and detailed bills for such charges. Any discrepancy discovered between the two foils referred to above must be fully investigated in correspondence with the office of issue, and steps must be taken to recover the cost of tickets improperly issued from the officer or officers at fault and not from the Railway Administrations, who must be paid without question the amount due on tickets issued on warrants. The Police Officers concerned are alone responsible for the safe custody and proper use of the warrants.

(20) When policemen are sent on escort with treasure and warrants are issued to them for a railway journey, the Superintendent of Police should certify that he has not issued warrants for any of the

men who are entitled to be carried free of extra charge, as per scale noted below :

- (a) One man to travel free, both on the outward and return journey as a third class passenger when the consignments of treasure are over 54 and under 135 maunds.
- (b) Two men when the consignments are from 135 to 269 maunds.
- (c) Four men when the consignments are of 270 maunds and over.
- (d) When the consignment amounts to 20 lakhs of rupees or more (625 maunds or more) a guard of four men to be allowed with return passage, free of extra charge.

(G.R., J.D., No. 7366, dated 12th October 1914)

(21) The travelling and other incidental expenses of police escorts accompanying remittances of treasure within the State of Bombay should be met from the Central Revenues under the head "P-deposits and Advances-Part III-Advances not bearing interest-Account with Reserve Bank-Transactions on behalf of the Reserve Bank Charges for remittance of Treasure Police Escort Charges" instead of "29-Police".

(G.R., H.D., No. 9766, dated 18th May 1926 and A.G.'s (B.O.) Letter No. DA-IV-PNA/1483, dated 19th July 1949)

(22) Separate steamer and railway warrant books should be used for the escort of treasure and the warrants should be clearly marked at the top as debitible to "P-Deposits and Advances, Part III, etc. Account with the Reserve Bank" by a rubber stamp.

(G.R., H.D., No. 9765, dated 18th May 1926)

(23) Remittances from one treasury or sub-treasury to another treasury or sub-treasury only fall within the purview of sub-rule (22) as they are held to be for the purpose of resource arrangements. When remittances of State revenues are sent from a place where there is no sub-treasury or treasury (E.G. Dhadgaon in the West Khandesh District and Mandanagad in the Ratnagiri District) to a place where there is a sub-treasury or treasury, or vice versa, the travelling allowance of Police escorts should be debited to the budget head "29-Police" and not to "P-Deposits and Advances-Part II, etc.-Account with the Reserve Bank".

(G.M., F.D., No. 263/33-G, dated 26th June 1933 and I.G.'s No. 22, dated 12th September 1941)

(24) As the sub-treasury at Mokhada (in the Thana District) has not been supplied with a currency chest, whenever remittance of treasure from and to this sub-treasury is escorted by Police parties, the travelling allowance of the parties should be debited to "29-Police". In all other cases, however, in the State of Bombay, the travelling allowance of Police parties escorting treasure should be debited to "P-Deposits and Advances-Part III, etc. Advances not bearing interest Account with the Reserve Bank-Transactions with the Reserve Bank-Police escort charges".

(I.G.'s No. 54, dated 31st October 1935 and 30, dated 14th October 1939).

(25) The railway warrants should be superscribed "To be forwarded for verification to the Superintendent of Police..." so as to enable the Accountant General/Deputy Accountant General to send the warrants to the Superintendents concerned for verification in the same manner as other railway warrants before debiting the cost to "P-Deposits and Advances Part III, etc. – Advances not bearing interest Account with the Reserve Bank – Transactions on behalf of the Reserve Bank-Charges for remittance of Treasure-Police escort charges".

(I.G.'s No. 3122, dated 20th October 1926 and 22, dated 12th September 1941)

(26) The expenditure on railway warrants is not adjusted in the accounts of the Accountant General/Deputy Accountant General's office for the same month in which debits for it are raised in the railway exchange accounts received in the Accountant General/Deputy Accountant General's office. The expenditure is debited in railway accounts in the month in which the railway warrants are presented to the railway authorities. The railway accounts are received in the Accountant General/Deputy Accountant General's office two months later and the expenditure is then adjusted in the books of that office.

(27) Superintendents of Police should set aside as estimated expenditure the amount required to meet the charges adjusted in the accounts of the Accountant General's/Deputy Accountant General's Office. The charges will be communicated to the Superintendents of Police as soon as the Railway warrants are received by the Accountant General/Deputy Accountant General.

(I.G.'s No. 20, dated 22nd February 1926)

(28) Commission charges paid to railway for the issue of warrants and credit notes should be classified as contingent expenditure of the office or department concerned. When a lump sum payment is made for several officers in a department of Government, the charges should be treated as contingent expenditure of the Head of the Department.

(G.R., H.D., No. 5812/3, dated 25th January 1935)

(29) Commission at a uniform rate of Rs. 65 per hundred warrants or credit notes will be levied by railways for making use of the warrant or credit note system. When the number of warrants or credit notes issued in a month are less than a hundred, the commission will be on a proportionate basis on the actual number of warrants or credit notes issued in that month for a particular railway.

(G..E, H.D., No. PMW. 1158/81451-V dated 5th May 1959)

### **339. Use of Railway Warrants by Police Escorts of Magistrates :**

Police escorts of Magistrates when on tour should make use of the warrant credit system for their railway journeys. Officers in charge of escort parties with Magistrates should obtain railway warrants from the Police Stations/Outposts (possessing railway warrant books) in the vicinity of their camps. Railway fare claimed for journeys performed otherwise than on railway warrants will not be passed, unless it is satisfactorily



established that warrants were not available or could not be obtained owing to unavoidable circumstances.

(I.G.'s No. 9310-B, dated 29th May 1914)

**340. Warrant Credit Notes for Journey by Steamer and Consignment of Goods :**

(1) The warrant credit note system has also been extended to journeys performed by the steamers of the Bombay Steam Navigation Company, the general rules regulating the system being mutatis matandis, the same as in the case of railway warrants. The following instructions should be observed in Greater Bombay :

(a) *By the Bombay Steam Navigation Company's Steamers* : Whenever passages are required on the Bombay Steam Navigation Company's Steamers for prisoners or externees and police escorts, warrants in form No. P.A. 25, addressed to the Agents of the Company, should be issued.

(b) *By the British India Steam Navigation Company's Steamers* : When passages are required on the British India Steam Navigation Company's steamers for similar purposes, tickets should be obtained, not on cash payment but on a requisition in the subjoined form (A):--

**(A) — FORM OF REQUISITION**

"The Agents, British India Steam Navigation Company Ltd. are requested kindly to furnish this department per bearer Police Constable No. \_\_\_\_\_ with a deck passage ticket (s) Without Food from Bombay to \_\_\_\_\_ and back per s.s. \_\_\_\_\_ sailing on the \_\_\_\_\_ for \_\_\_\_\_ named in the margin. The bill in this connection should please be sent to the Commissioner of Police, Bombay for payment. Please state the hour of sailing and the 'bunder' from which the passengers should embark, and return the accompanying form (B) of certificate duly filled in and signed.

Bombay,  
dated :

Superintendent of Police  
Division.

**(B) FORM OF CERTIFICATE**

Certified that \_\_\_\_\_ (here enter the number) deck passage (s) from Bombay to \_\_\_\_\_ has/have been provided \_\_\_\_\_ to \_\_\_\_\_ per s.s. \_\_\_\_\_ sailing on \_\_\_\_\_ the cost payable at Tariff rate being Rs.

**Signature**

**Designation of**

**the signing authority :**

(c) The names of all persons for whom passages are required should invariably be stated in the requisition.

(d) Separate requisitions (or warrants referred to in paragraph (a) as the case may be) should be issued in respect of prisoners, or externees and Police escorts; all passages to be without food.

(e) Along with the requisition, the form of certificate (B) should also be presented to the Shipping Company for their signature and return.

(f) The form (B) duly signed should invariably be forwarded to Head Office together with a copy of the requisition.

(G.R., J.D., No. 5412, dated 5th September 1905, 513, dated 27th January 1910 and Rule 101 of B.C.P.A. Manual)

**341. Payment of Freight :**

For payment of railway freight, the credit note system should be resorted for incoming as well as outgoing consignments.

(I.G.'s No. 15, dated 13th May 1951 and 9, dated 15th March 1934)

**342. Motor Warrant System :**

(1) This system is on the same lines as that of Railway warrants.

(2) Where a motor service exists, or when it is in the public interest that it should be used, the Sub-Inspector should issue motor warrants to his subordinate for their forward and return journeys by motor. One motor warrant book should be kept in the Police Station as well as at each of the Outposts thereunder. Care should be taken that motor and Railway warrants are not mixed.

(3) (a) Warrants are printed in triplicate one copy for the office of issue, the second for use in the office of the Superintendent of Police and the third for producing in exchange for the ticket. When issuing motor warrants, all the three copies should be written legibly, the 2nd foils being handed over to the Policemen. The Policemen or the Head of the Police party should present the motor warrants at the office of the State Transport Service and get the Motor fares written by the Conductor of the State Transport service in the 2nd and 3rd foils and produce the 3rd foil in exchange for the motor ticket on which he has to perform the journey. On his return to the Police Station he should hand over to the Police Station Officer the 2nd foil together with the motor ticket.

(b) In all motor warrants issued to the Policemen, the Police Station Officer should see that the name of the Police Station is invariably written below his designation.

(c) While performing the Travelling allowance bills, the Police Station Officer should see that no charges on account of motor fares are included in the bill for the journeys performed on motor warrants. A remark to the effect that "Motor Warrant issued" should only be made against the journey in the bill.

(d) Separate warrants should be issued where the road journeys involve change of buses.

(4) The State Motor Units will enter, in the warrants and the tickets they issue in exchange of the warrants, the current motor fares which they have charged in the case of other passengers and the Police Station Officer should see that such fares are entered and no room is left for any doubt in the matter.

(5) The Police Station Officer should collect all 2nd foils returned by the Policemen during the month and submit them to the Superintendent of Police in the first week of the next month with a covering letter which should contain a certificate that all the accompanying warrants were issued to the Policemen for going on duty.

(6) (a) The State Motor Units will collect all these warrants at the end of the month and then forward them together with a bill in triplicate to the Superintendent of Police concerned for payment.

(b) The Superintendent of Police's Office will then check the foils received from the Police Station Officers with those received with a bill from the State Transport Units and accept the bill for payment if they are found correct.

(G.L., H.D. No. 2545/6-D, dated 24th May 1950 and I.G.'s No. 3577, dated 4th August 1950).

(7) (a) All payments pertaining to State Transport Motor warrants should be made by 'Demand Drafts' in favour of the Divisional Controller concerned or in cash if the payments are local.

(b) The amount may be remitted into Treasury to the credit of the State Transport Working Fund in which case a copy of the receipted chalan together with the details of Motor Warrants should be sent immediately to the Divisional Controller concerned.

(I.G.'s Cir. No. 6932, dated 14th September 1954)

(8) The foils received from the Police Station Officers shall be forwarded by the Superintendent of Police, after accepting the bill preferred by the State Transport authorities, to the Accounts Officer along with the abstract bills.

(I.G.'s No. 3577, dated 18th April 1958)

(9) (a) Expenditure on Motor Warrant fares should be debited to the head "T.A. (ordinary)" under the major head "29-Police"

(b) Commission charges at 6¼ per cent of the bus fares charged will be levied by the State Transport Services which should be debited to the head "Non-Contract Contingencies" under "29-Police".

(G.R., H.D., No.PMW-1056/49537-V, dated 15th January 1957  
and I.G.'s No. M/6932-II, dated 23rd September 1958).

### 343. Admissibility of Honoraria :

(1) Honoraria from general revenues will be sanctioned to a Government servant only for work done over and above the normal duties as a whole-time Government servant expected of him. The sanctioning authority shall, therefore, record in writing that due regard has been paid to the general principle enunciated above and shall record also the reasons which in its opinion justify the grant of the extra remuneration.

(2) Honoraria are admissible to Government Officers appointed as examiners to conduct the following examinations at the rates mentioned in each case :

(a) Practical examination at the Central Police Training School, Nasik in the Police Manual and Miscellaneous Police subjects of Rs. 50 for setting a question paper and Re. 1 for assessing each answer paper.

Probationary Deputy Superintendents of Police including candidates from other states.

(b) Departmental examination in law of Hand Constables	Re.1 per paper for assessing each answer paper. The Inspector General of Police is empowered to decide the proportion in which the fees should be divided between the President (Principal, Central Police Training School, Nasik) and members of the Examination Board.
(c) Written test of candidates for selection to the Sub-Inspector's training course at the Central Police Training School, Nasik.	Rs. 30 for setting a question paper and selection to the Sub-Inspector's Re. 1 for assessing each answer paper.
(d) Regional Language examination of Police Inspectors, Sub-Inspectors and Police Prosecutors.	Rs. 30 per candidate examined the honorarium should, in the case of each and Police Prosecutors. candidate examined, be divided in the proportion of 2/5 to the President, and 3/5ths to the Assistant Examiner concerned. If there be more than one Assistant Examiner employed in the case of any candidate, the honorarium should be divided equally between the President and the Assistant Examiners concerned.

(3) (a) The workers of the Police Co-operative Societies who are Government servants, may be granted honoraria subject to the following maxima :

*Class I Societies (i.e. with about 1500 members)*

(i)	Secretary	..	..	Rs.	18 per	mensem
(ii)	Two Assistant Secretaries	"	"	5 each	"	"
(iii)	Two Auditors	"	"	"	3-50 nP.	each "
(iv)	Pay bill clerk	"	"	"	2-50 nP.	"
(v)	Other workers	"	..	..	60 per year.	

*Class II Societies (i.e. with about 1,000 members)*

(i)	Secretary	..	..	Rs.	15 per	memsem
(ii)	Two Assistant Secretary	..	..	"	5	"
(iii)	Auditor "	..	..	"	3	"
(iv)	Pay bill clerk	..	..	"	2	"
(v)	Other workers	..	..	"	60 per year	

*Class III Societies (i.e. with about 500 members)*

(i)	Secretary	..	Rs.	10 per	memsem
(ii)	Assistant Secretary	..	"	5	"
(iii)	Auditor	..	"	2-50 nP	"
(iv)	Pay bill clerk	..	"	1-50 nP.	"
(v)	Other workers	..	"	20 per year	

(b) The grant of honoraria to "Other workers" should be restricted to miscellaneous workers not in receipt of monthly allowance and to the amount laid down above.

(Rule 351(c) of B.C.S. Rs. G.R., P. & S.D., No. 1921/34, dated 1st March 1946 and G.R., H.D. No. 3565/2, dated 1st May 1946)

**344. Admissibility of Fees :**

(1) Sub-rule (1) of Rule 343 will, with the necessary charges, apply in the case of payment of fees to Government servants from the general revenues.

(2) For the admissibility of fees for copying police records concerning motor accidents, reference should be made to Rule 252 in Volume II.

(3) For work in connection with non-Police Government cases, a Police Prosecutor will be entitled to a payment of fees in accordance with the following rules :

(a) Police Prosecutors should be allowed to conduct non-Police Government cases only when the District Superintendents of Police find that the Police Prosecutors can do so without detriment to their legitimate duties. Specific permission of the District Superintendent of police concerned should be obtained before a Police Prosecutor is allowed to take up a non-Police Government case.

(b) A Police Prosecutor will be entitled to a fee of Rs. 10 per day on which he is actually engaged in conducting non-Police Government cases irrespective of the number of such cases conducted on one day and irrespective of their being conducted in one or more courts.

(c) A Police Prosecutor will also be entitled to a fee of Rs. 5 for drafting a complaint or for giving an opinion.

(d) No fee should be paid for a non-Police Government case if the case is adjourned with or without prior intimation if the Police Prosecutor attended the court concerned in connection with some other 'Police' work.

(e) If, however, the Police Prosecutor attends the court specifically for conducting the non-Police Government case and the case is adjourned and the Police Prosecutor has had no prior notice of it, the usual fee of Rs. 10 per day should be paid.

(f) No fee should be paid for any day on which only judgment is pronounced.

(g) In order to ensure that there is no overpayment made to a Police Prosecutor, for conducting a non-Police Government case, he should certify in the bill preferred by him as follows :

(i) That the honorarium has not been claimed before and that it has been calculated according to the rules :

(ii) That no honorarium is claimed for an adjourned non-Police case if the Court is attended to in connection with some other 'Police' work; and

(iii) that no honorarium is claimed for any day on which only judgment is pronounced.

(h) The Departments which utilise the services of the Police Prosecutors should sanction DIRECT the payment of fees to the Police Prosecutors.

(G.R., H.D., No. SPP. 4858/81687-VII, dated 23rd March, 1959)

Note : (1)A 'Police Case' is a case which has been investigated and filed by the Police, irrespective of the fact whether it pertains to a cognizable or a non-cognizable offence, of which a Magistrate has taken cognizance on a Police Report.

(G.L., H.D., No. SPP. 4857/16547-V, dated 16th January 1958)

(2)All cases under section 211, I.P.C. launched on the written complaints of Magistrates should be treated as 'Non-Police cases'.

(I.G.'s No. 20, dated 1st September 1947)

(4)For the fees admissible to the Handwriting Expert, Finger Print Bureau, etc., attached to the Criminal Investigation Department in 'Paid cases', reference should be made to Volume III.

### **345. Special Pay Styled as Allowance Admissible to Certain Classes of Police Officers and Men :**

The following allowances, though styled as allowances, are not compensatory allowances but constitute special pay granted to Police Officers and men in consideration of the specially heavy duties or responsibilities discharged by them or the unhealthiness of the locality in which such duties or responsibilities are discharged :

- (1) Shorthand proficiency allowance
- (2) Medal allowance
- (3) Bad climate allowance to officers and men posted to certain unhealthy places.
- (4) Local Intelligence Bureau allowance granted to officers and men of the Local Intelligence Bureau.
- (5) Duty allowance granted to the instructional staff at the Central Police Training School, Nasik.
- (6) Duty allowance granted to officers and men of the Criminal investigation Department or Anti-corruption Bureau.
- (7) Motor Driver's allowance.
- (8) Motor Driver Mechanic's allowance.
- (9) Motor Cleaner's allowance.
- (10) Writer allowance to Head Constables and Constables.
- (11) Chief Operator's allowance.
- (12) Proficiency allowance to Police Wireless Operators.

### **346. Literacy Allowance :**

(1) Literacy allowance is admissible to III Grade Head Constables and Constables for every standard passed

above the fifth in regional language and the third in English and will be granted at the rates mentioned below :

*For Standards in Regional Language*

VI Standard	Re.1 per mensem
VII Standard or Vernacular Final	Rs. 1-50 nP. p. m.

*For Standards in Regional Language*

IV Standard	50 nP. p. m.
V Standard	Re. 1
VI Standard	Rs. 1-50 nP. p. m.
VII Standard (Matriculation)	Rs. 2 p. m.

The allowance for standards in regional language will be admissible for one language only viz., the official language or one of the official language of the district. Allowances for regional language and English standards will be cumulative, and will be sanctioned without departmental texts on the authority of the Vernacular Final Examination Certificate or the Matriculation Certificate or Leaving Certificates granted by recognized schools, only, which must be produced in every case. These rates will apply only to men who entered service after the 8th November 1937 but, before the 28th March 1939.

(G.R., H.D., No. 4544/3, dated 8th November 1937)

(2) For those who entered service before the 8th November 1937 literacy allowance is admissible at the rate of 50 naye Paise per mensem for every standard above the fourth in regional language and the second English.

(G.R., J.D., No. 9640, dated 14th October 1920)

(3) (i) Literacy allowance will be granted to Police Constables enlisted on or after 28th March 1939 as follows :

Those who have passed English 4th Standard and have not passed English 7th Standard	Re. 1 p.m.
Those who have passed English 7th Standard or higher	Rs. 2 p.m.

(ii) The grant of literacy allowance will be subject to the following conditions :

- (a) The production of school certificates will be essential.
- (b) The allowance can only be claimed on recruitment and no subsequent examinations will be held.
- (c) The allowance will cease on the promotion of a Constable to the rank of Head Constable.

(4) As an alternative to the grant of literacy allowance, advance increments according to the standard of literacy at the time of enlistment should be granted. The following table specifies the number of

advance increments to be granted to both the armed and unarmed men :

Standard of Education		Number of years for which advance increments of pay should be given	
English	Regional Language	Mofussil	Greater Bombay
Above S.S.C.	..	6	3
S.S.C.	..	6	3
X	..	4	2
IX	..	3	2
VIII	..	2	1
VII or	VII	2	1
		..	..

(G.Rs. H.D., No. 1198/5, dated 19th July 1948, 23rd May 1955  
and 6th September 1955 and No. 1198-5 D dated 5th December 1955)

(5) Granting of advance increments does not confer on the men concerned, except those who are Matriculates or with higher educational qualifications, seniority by a corresponding number of years but only gives them an initial benefit in the matter of emoluments drawn.

(I.G.'s No. 6109, dated 5th March 1949)

#### **347. Shorthand Allowance to Executive and Ministerial Staff :**

(1) No shorthand allowance should be drawn by a member of the ministerial staff unless he has obtained the Government Commercial Certificate in shorthand after passing a test held by the Inspector of Commercial Schools, State of Bombay. Heads of Offices should instruct the clerks who wish to qualify for the allowance to obtain the certificate.

(2) The Government Commercial Certificate in shorthand should be furnished to the Audit office :

- (i) when the allowance is drawn for the first time, and
- (ii) when the rate of shorthand allowance is to be increased in accordance with the scale specified in sub-rule (3) below.

Heads of offices should satisfy themselves of the continued proficiency in shorthand of such clerks. In particular, they should see that the speed corresponding to the rate at which the allowance is being drawn, is maintained :

- (3) The sanctioned rates of shorthand allowance are :
- (i) Rs. 15 per mensem for a speed of 60 words per minute.
  - (ii) Rs. 30 per mensem for a speed of 100 words per minute.
  - (iii) Rs. 40 per mensem for a speed of 130 words per minute and over.



(4) Shorthand allowances are admissible only in those offices for which they have been specifically sanctioned.

(5) The rates of Marathi, Gujarati or Urdu shorthand allowance sanctioned in the case of certain shorthand reporters borne on the staff of the Criminal Investigation Department and of those Police Officers who optionally qualify for such allowances by passing the prescribed test are the same as those mentioned in sub-rule (3) above. The Deputy Inspector General, Criminal Investigation Department will accord the necessary sanction to the admissible shorthand allowance being paid to the shorthand reporters who pass the test in shorthand for the quarter concerned.

(6) Rules for the examination in shorthand proficiency of shorthand reporters borne on the staff of the Criminal Investigation Department will be found in Chapter VI.

(7) With a view to encouraging the knowledge of stenography in regional languages, the stenographers already working in offices at the district level who are required to do work both in English and regional language will be given a personal pay of two advance increments with effect from the date of their appointment as stenographers in these languages. The advance increments will be absorbed in future increments. These advance increments will be granted subject to the condition that there is no separate scale of pay prescribed for stenographers in regional languages and that the persons concerned possess the certificate issued by the recognised commercial institutes regarding the requisite standard of proficiency in stenography and typing in regional languages concerned. The standard of proficiency in stenography and typing will be the same as that prescribed for English, viz. 120 words per minute in stenography and 40 words per minute in typing.

(G.R., F.D., No. 2451/33, dated 18th February 1944 and 4th August 1949)

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**CHAPTER X**  
**Leave and Pension**

**SECTION-I LEAVE**

**348. Application of Leave Rules :**

- (1) All Government servants (except Indian Police/Indian Police Service Officers), are governed in regard to leave by the Bombay Civil Services Rules.
- (2) The Indian Police Service Officers will be governed by the
  - (1) All India Services (Leave) rules, 1955
  - (2) All India Services (Special disability leave) regulations, 1957 and
  - (3) All India Services overseas pay, passage and leave salary) rules, 1957.

**349. Leave Rules. –**

While the detailed leave rules are given in chapter XV of the Bombay Civil Services Rules, the gist of the revised leave rules is given below :--

**I – Government Servants in Permanent Employ.**

Type of Government Servant	Rate at which earned leave is earned and granted.	Rate at which half pay leave is earned and granted	Commuted Leave
1	2	3	4
1. Provincial i.e. gazetted officers (Asiatic persons)	1. 1/11 <sup>th</sup> of the duty period 2. 180 days maximum accumulation. Out of this only 120 days can be enjoyed at one time. If leave is spent out of India upto 180 days	1. 20 days for one complete years' service (service means duty plus leave of any kind including extraordinary leave i.e. without Pay also). 2. This leave accumulates for any number of days. 3. All this leave can be taken at a time	1. Half the amount of half pay leave is granted as commuted leave. 2. This leave is granted on medical certificate only. 3. Twice the amount of this leave actually taken is debited to half pay leave. 4. In entire service this leave is granted for 180 days only.
2. Class III	1. 1/11 <sup>th</sup> of duty period. 2. 180 days maximum accumulation See 2 above	All this leave can be taken at a time	do
3. Provincial or Class III (Non-Asiatic)	1. 1/7 <sup>th</sup> of duty period. 2. 150 days maximum at a time. 3. All the leave can be taken at a time	do	do
4. Class IV (See Note below).	1. 1/22 <sup>nd</sup> of duty in the first 10 years of service 2. 1/16 <sup>th</sup> of duty in the second 10 years of service. 3. 1/11 <sup>th</sup> of duty thereafter. 4. 60 days accumulation in first 10 years 5. 90 days accumulation in second 10 years and 6. 120 days accumulation thereafter. 7. All this leave can be taken at a time	1. 15 days for one complete year's service in first 20 years. 2. 20 days for one complete years service thereafter. 3. Service means duty plus leave of any kind including extraordinary leave i.e. without pay also 4. This leave accumulates for any number of days. 5. All the leave can be taken at a time.	

Type of Government Servant	Rate at which earned leave is earned and granted.	Rate at which half pay leave is earned and granted	Commutated Leave
1	2	3	4
5. If IV class Government servant is promoted to Class service. (See Note.4 below)	1. Calculate separately and upto the maximum prescribed for each service 2. Then add up. 3. The total should not exceed the maximum allowed to class III Government servants.	1. For the year of promotion, calculate separate for each service upto fraction of a day. 2. The fraction in the total should be rounded or omitted (1/2 more should be rounded and less than half should be omitted).	do

Note :- 1. In the calculation of earned leave for all the above classes of Government servants, fraction of a day should be retained and not rounded or omitted (Rules 8 instructions 2 and 3) . Only when the rate of earning leave is charged, the fraction may be rounded in the leave accumulated as per the previous rate.

Note :- 2. "Leave not due" is also admissible subject to (1) it is granted on medical certificate only; (2) it cannot be taken as preparatory to retirement (3) in entire service only 180 days can be taken; (4) it is debited to half pay leave the Government servant may earn on return on duty

Note :- 3. The maximum accumulation of earned leave is raised to 180 days by Government.

Note :- 4. Class IV servants earned leave like Class III servants with effect from 1st January 1958

II. *Government Servants not in Permanent employ.*

1. Provisional i.e. gazetted officers (Asiatic persons). 2. Class II (Asiatic Persons). 3. Provincial and Class III (Non-Asiatic).	1. 1/22 nd of duty period in the first year. 2. From second year like per Government servants. 3. If confirmed subsequently earns for first year also like permanent Government servants (Rules 12) 4. If extraordinary leave is taken in the first year because earned leave was not due, it cannot be converted into earned leave and debited to the additional earned leave now earned (Rule-12 Note).	1. This leave is earned like permanent Government servants will return to duty after leave.	Like permanent Government servants.
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4. Class IV (See Note 3 below).	<ol style="list-style-type: none"> <li>1. 1/30<sup>th</sup> of duty period in the first year.</li> <li>2. From second year like permanent Government Servants.</li> <li>3. If confirmed subsequently, earns for first year also like permanent Government servants (Rule 12).</li> <li>4. If extraordinary leave is taken in first year because earned leave was not due, it cannot be converted into earned leave and debited to the additional earned leave subsequently earned (Rule 12- Note).</li> </ol>	do	do
5. If Class VI Government servant is promoted to class III service (See Note 3 below)	<ol style="list-style-type: none"> <li>1. Calculate separately upto the maximum prescribed for each</li> <li>2. service.</li> <li>3. Then add up.</li> </ol> <p style="text-align: center;">The total should not exceed the maximum allowed to class III Government servants.</p>	<ol style="list-style-type: none"> <li>1. For the year of promotion calculate separately for each service upto fraction of a day.</li> <li>2. The fraction in the total should be rounded or omitted (1/2 or more should be rounded and less than half should be omitted).</li> </ol>	

Note :- 1. In the calculation of earned leave for all the above classes of Government servants, fraction of a day be retained and not rounded or omitted (Rule 8 instructions 2 and 3). Only when the rate of earning leave is charged, the fraction may be rounded in the leave accumulated as per the previous rate.

Note :- 2. "Leave not due" is not admissible.

Note :- 3. Class IV servants earn leave like Class III servants with effect from 1<sup>st</sup> January 1958

Note :- 4. The following Table gives in a nutshell the rule regarding drawl of leave salary under the modified Revised Leave Rules.

S. No.	Type of Government servant	On earned leave	On half pay leave	Commutated leave	On leave not due	On extra-ordinary leave
1.	In permanent employ	1. Substantive pay in respect of permanent post on the day before leave begins OR 12 months average pay whichever is more for the first 60 days of leave. 2. Thereafter i.e. for leaves in excess of 60 days. Substantive pay in respect of permanent post on the day before the leave begins Or 36 months average pay, whichever is more.	Half the substantive pay in respect of permanent post on the day before leave begins or 36 months' leave half average pay, whichever is more subject to the limit of Rs. 750 p.m.	Twice the amount specified for half pay leave.	The same as for half pay leave.	No leave salary.
2.	Not in permanent employ.	12 months' average pay for the first 60 days of leave and 36 months' average pay for leave in excess of 60 days.	36 months half average pay.	do	This leave is not granted. Hence the question of payment of leave salary does not arise.	do

**350. Leave Account:**

(1) A leave account should be maintained for each government servant in the prescribed form.

(2) Leave account of a Sub-Inspector promoted as an Inspector should be forwarded to the Accounts Officer, duly brought up-to-date.

(I.G.'s No. 46-B, dated 15th December 1958)

**351. Intimation of Intention to take Leave :**

(1) Officers of the Indian Police and Indian Police Service other than Assistant Superintendent of Police, who intend to apply for leave should give the earliest possible intimation of their intention to do so to Government in the Political and Services Department and the Inspector General of Police.

(2) In the case of Assistant Superintendents of Police and Deputy Superintendents and Superintendents of Police, in Greater, Bombay, such intimation should be given by the officers to the Inspector General and to the Deputy Inspector General of Police concerned or the Commissioner of Police as the case may be.

(3) Officers who intend to apply for leave exceeding two months should give such intimation to Government in the Home Department as well, in addition to the authorities mentioned in sub-rules (1) and (2) above.

(G.L., H. D., No. Dys. 1658/60623-I, dated 25th June 1908)

**352. Power of Granting Leave :**

(1) All leave, other than-special, disability leave, to Deputy Inspector General, Deputy Commissioners of Police, Superintendent of Police, Assistant Superintendents of Police and Deputy Superintendents of Police and Superintendents in Greater Bombay for period not exceeding two months, may be granted by the Inspector General of Police.

(G.R., J. D., No. 3172, dated 17th May 1901 and G. R., F. D., No. 5324, 30th August 1919)

(2) In cases in which no extra expense is entailed on the State, the Inspector General will at once notify the grant of leave and the arrangements made in consequence thereof. In those cases in which extra expense is entailed, the consequent arrangements will be notified by Government, to whom the Inspector General of Police will send timely intimation of the arrangements.

(G. L., H. D., No. 87/3-I, dated 30th June 1934)

(3) When the leave applied for by any of the officers mentioned in sub-rule (1) is for a period exceeding two months, it can be granted only by Government.

4) The Inspector General is competent to grant leave to Police Inspectors, Police Prosecutors and members of the ministerial establishment of his Office.

(5) The Commissioner of Police is competent to grant leave to Inspectors, Police Prosecutors and the ministerial staff above the rank of Clerks.

(6) The Deputy Inspector General of Police and Superintendents of Police can grant leave to Police Officers of and below the rank of Sub-Inspector to the ministerial staff serving directly under their

respective control. The Range Deputy Inspector Generals and Deputy Inspector General, can also grant to Police Prosecutors Inspectors upto two month"

(G.R., H. D., No. 2551/3, dated 9th March 1933 and G. R., H. D. No. LVE-1258/2623-V, dated 4th July 1958 and 22nd October 1958).

(7) The Superintendent of Police/Deputy Commissioner of Police can grant leave to Police Officers of and below the rank of Selection Grade Sub-Inspectors and the ministerial staff -Working under them. The Deputy Commissioner of Police, Head Quarters, in Greater Bombay is competent to grant leave to all other ministerial staff not directly working under the Deputy Commissioners of Police.

(8) A Sub-Divisional Officer is empowered to grant leave upto four months to a Head Constable in his Sub-Division.

(G.R.,H.D.No. 2551/3, dated 9<sup>th</sup> March 1933 and G.R.H.D. No. LVE 1258/2623-V, dated 4<sup>th</sup> July 1958 and 22<sup>nd</sup> October 1958)

(9) The Superintendents of Police, Head Quarters, in Greater Bombay, is competent to grant leave to all class IV Government servants.

### 353. Leave Application :

(1) An application for leave or for an extension of leave must be made in the prescribed form-through the intermediate departmental superiors (if any) to the authority competent to grant such leave or extension.

(2) Officers sometimes apply for leave which is insufficient for their purposes and, soon after proceeding on leave, apply for extensions. They apparently do this with a view to securing early relief. This practice causes unnecessary correspondence and trouble, and often works, unfairly in that local junior men are given acting appointments for prolonged periods, while the original intention was not to supersede senior men, except as a purely temporary and local measure. All officers must, therefore, apply in the first instance for the leave they really require, and they must understand that extensions will only be granted in exceptional circumstances.

(I. G.'s No. 2, dated 15th January 1924)

(3) When the particulars of a Government servant's illness are required in the interests of Government by his official superiors, the Government medical officer who has dealt with his case in his -official capacity may be required to supply them without infringing the relations which ordinarily obtain between a patient and his medical. adviser. Confidential Communications between the official superior and the medical adviser of, a subordinate are highly objectionable and, since the information in question must almost invariably be required in connection with the grant of leave, it is advisable that it should ordinarily be demanded, if at all, from the subordinate himself, who can obtain it from his medical attendant in the way in which the somewhat analogous statements required to support an application for leave on medical certificate are obtained.

(G.R., G. D., No. 2539, dated 28th April 1906)

(4) The leave applications of Deputy Inspector Generals, Deputy Commissioners of Police, Superintendents of Police, Assistant Superintendents of Police, Deputy Superintendents of Police and



Superintendents in Greater Bombay should except when the Inspector General is empowered to grant leave in accordance with rule 352 be submitted in addition, to intermediate departmental superiors if any, through the Accounts Officer and the Inspector General to Government. Advance copies of the applications (except from Officers of the rank of Deputy Superintendents of Police) specially in the cases leave preparatory should invariably be sent to Government in the Home Department direct, to enable that Department to take the orders of Government on the applications from Deputy Superintendents of Police should be submitted by the Superintendents of Police Commissioner of Police direct to the Inspector General with a copy to the Range Deputy Inspector General. Applications from Police Inspectors and all Police Prosecutors in Greater Bombay and Sel. Grade Police Prosecutors in mofussil should be submitted through the immediate superior and the Accounts Officer to the Inspector General of Police/Commissioner of Police/Deputy Inspector General, as the case may be. Advance copies should be invariably sent direct to the Inspector General. No leave will be sanctioned, unless a report from the Accounts Officer is received regarding the admissibility of the leave applied for.

(5) In the case of applications for leave from Superintendents and Assistant or Deputy Superintendents of Police attached to Railways, the procedure outlined in sub-rule (4) above should be followed with the addition that the officer applying for leave should at once inform the General Manager of the Railway by official letter of the application which he is making and should mention in his application that he has so informed the General Manager.

(G.R., J. D., No. 3172, dated 17th May 1901 and G. R., F. D., No. 5324, dated 30th August 1919)

(6) Officers should refrain from inquiring of the Audit Office about their title to leave or as to the state of their leave accounts except when they intend to take leave and should make such inquiry not more than four months before applications for leave are submitted by them. Leave applications should always be submitted in sufficient time to enable the Audit Office to report on their title to leave and Government to pass orders before the leave is availed of.

(G. B., F. D., No. 3307, dated 23rd March 1927)

(7) The Inspector General Commissioner of Police, when submitting applications for leave from officers serving under him, will state how it is proposed to provide for the discharge of the duties of the officer applying for leave, during his absence on leave.

(8) In the case of officers below the rank of Inspector and members of the ministerial establishments and class IV servants, leave application must be submitted through their immediate superiors to the authority competent to grant the leave. In sanctioning the leave applied for, the authority sanctioning the leave should either consult the leave account of the applicant or obtain a certificate as to the admissibility of leave from the officer responsible for maintaining the same. The grant of leave without ascertaining its admissibility must be strictly avoided. When

leave not due under the rules is granted to an applicant, the recovery of the leave allowance, wrongly drawn, often long before the date of retirement from service, cannot be enforced without hardship, to the applicant for pension, especially in the case of low paid-employees. Such occurrence could be avoided by the exercise of greater care in the examination of the title to the leave applied for on the part of the officers responsible for the grant of leave.

(G.C., F. D., Noi 2142, dated 25th 1906)

(9) Before sanctioning leave to a non-Gazetted Government servant, officiating in a Gazetted post, the necessary report about his title to the leave should be obtained from the office of the Accountant General/Deputy Accountant General after sending his leave account. During leave, however, the officer reverts to non-Gazetted rank and hence an application for extension of leave by such a Government servant should be treated in the same way as similar applications from other non-Gazetted Officers. If the extension of leave applied for is leave in India and the Government servant's leave account is with the Audit Officer, the leave account should be called for by the Head of the Office, so that he can scrutinize the admissibility of the extension asked for and deal with the application for extension.

(I. G.'s No. 20, dated 16th April 1929 and No. 24, dated 24th June 1931)

#### **354. Considerations Governing the Grant of Leave**

(1) In cases where all applications for leave cannot, in the interests of the public service, be granted, an authority competent to grant leave should, in deciding which applications should be granted, take into account the following considerations

- (a) The Government servant, who can, for the time being be spared.
- (b) The amount of leave due to the various applicants.
- (c) The amount and character of the service rendered by each applicant since he last returned from leave.
- (d) The fact that an such applicant was compulsorily recalled from his last leave.
- (e) The fact that any such applicant has been refused leave in the public interests.

[S. R. 484 under F. R. 74 (a)]

Note :— Leave due is leave earned; and unless there are strong reasons, leave should not be refused. It is true that only a certain percentage of the Force should be allowed leave. At times, however, Police officers and men are placed in exceptional circumstances which must weigh with the superior-officers who should consider such cases more sympathetically for the purpose of leave.

[I. G.'s No. 27 ( 2228 ), dated 12th August 1950]

(2) Leave should not be granted to an extent which would deplete the strength available for duty of a service or department below the essential minimum.

[S.R. 440 (a) under F. R. 67]

(3) In districts or on Railways with reserves, Superintendents of Police should regulate the grant of leave other than leave on medical

certificate according to the reserve units available to fill the places of men going on leave,

(I. G. P.'s No. 2372, dated 14th February 1913)

(4) Long leave should in no circumstances be granted to a subordinate whose conduct is under enquiry, until formal proceedings have been held and the result -of the enquiry recorded.

(G.B., G. D., No. 2501, dated 26th April, 1906)

(5) Leave should not be granted to a Government servant who ought at once to be dismissed or removed from Government service for misconduct or general incapacity.

[S. R. 485 under F. R. 74 (9)]

(6) The Police Inspectors and Sub-Inspectors in charge of Police, Stations should not be permitted to proceed on leave without handing over charge to a Inspector/Sub-Inspector or to a Head Constable, whose nomination to act as Inspector/Sub-Inspector has received the sanction of Deputy Inspector General of Police/Commissioner of Police. Where any other course is unavoidable, it should be considered provisional pending acceptance by the Deputy Inspector General of Police/Commissioner of Police.

(I.G.'s No. 4793-A, dated 30th March 1910 and G. R., H. D., No. 4827, dated 17th May 1921)

(7) An Inspector or Sub-Inspector under orders of transfer should not ordinarily be allowed to proceed on leave and if he is so allowed for special reasons, both the transferring authority and the Superintendent of the district to which the officer is transferred should be informed at once.

(I.G.'s No. 7309, dated 19th June 1917)

(8) The authorities sanctioning leave have to issue posting orders in respect of Government servants on leave. In order to avoid inordinate delay in issuing such orders. the re-posting orders, wherever possible should be incorporated in the orders, sanctioning the leave. In cases, where the reposting cannot be foreseen, the question should be taken well in advance of the date of expiry of leave. The orders of "likelihood" of reposting an officer at the end of leave cannot be taken in audit as orders of reposting.

(G. C., F. D., No. LV-B 2457-8-5, dated 24th April 1958)

Note:-- Whenever officers of and above and the rank of Inspectors of Police (upto Deputy Inspectors Generals) proceed on leave no steps regarding their reposting will be taken by the Inspector General unless and until they inform in writing well in advance, their intention to return to duty on the expiry of the leave. If any officer fails to communicate to the Inspector General about his intention of resuming duty, at least 15 days before the expiry of the leave, he will have to extend the leave either on full pay or half pay as the case may be.

(I.G.'s No. 8192, dated 12th August 1957)

### **355. Hospital Leave :**

(1) A Police Officer not below in rank than a Superintendent of Police in mofussil and Deputy Commissioner of Police- in Greater Bombay, may, on production of a certificate Government or Railway Medical Officer, grant hospital leave Officers under his control, of rank not higher than that of Head Constables including trainees, while under medical for treatment for illness or injury, except in cases where avoidable illness or injury appears to have been caused by the carelessness or fault of the individual concerned. Peons in permanent employ are also eligible for the concession of the hospital leave while under medical treatment for illness or injury

if such illness or injury is directly due to risks incurred in, the course of official duties.

(2) Such leave is not debited to the leave account..

(Rule 774, B. C. S. Rules)

(3) It may be granted on average or half average pay, as the officer granting it may consider necessary.

(Rule 775, B. C. S. Rules)

(4) It is limited to three months on average pay in any period of three years. Hospital leave on half, average pay counts, for the purpose of this limit, as half the amount of leave on average pay.

(5) There is no objection to grant hospital leave during the first three years of the Government servant provided the prescribed limit of three months is not exceeded.

(6) The period of 'three years' referred to in sub-rule (4) should at any time be calculated backward from the end of the actual period of the hospital leave proposed to be granted, whether on average or half average pay.

(Rule 776, B. C. S. Rules)

(7) Hospital leave may be combined with any other leave which may be admissible, provided that the total period of leave after such combination shall not exceed 28 months.

(Rule 777 of B. C. S. Rules)

(8) With a view to checking the claims for hospital. leave, Superintendents of Police should obtain weekly information from hospital authorities of the dates of admission etc. into the hospital or dispensary for treatment and the nature of the diseases in form P. M. 104.

(G.R., G. D., No. 4163, dated 18th June 1907)

(9) The following procedure is laid down for the grant of discharge certificates to Police patients under the conditions indicated

(a) If a medical officer considers that a Policeman, who is under medical treatment, will not be fit to resume duty on discharge from the hospital but will require further leave for change of climate or rest, he will note his recommendation in the appropriate column in the Sick Memo (Form No. P. M. 80) or in the Medical Certificate in form C. M. 7 (where there is no sick memo) and send it to the officer issuing, the memo for onward transmission to the Superintendent of Police concerned.

(b) The officer in charge of the Police Station or Head Quarters should endorse on the back of each Medical Certificate or sick memoranda of men who have been sick in hospital, the No. of days casual leave enjoyed by the men concerned during the year and should forward them as received, after noting the dispatch entry in the outward register. The Superintendent should then sanction the leave recommended from the date on which the medical officer formally discharges the Policemen.

(10) Hospital applications should be dealt with in the manner laid down in Rule 358 and the grant of hospital leave published in the District Police Gazette. If leave is treated as casual leave, the Sub Inspector will be informed and a note made by him in the man's casual leave sheet, as soon as the order reaches him .

(11) After the Superintendent or the Sub-Divisional Police Officer in mofussil or Deputy Commissioner of Police in Greater Bombay as the case may be, has passed his orders and the service sheet entries have been made, the correspondence should be filed in a file to be destroyed after the annual inspection. This file will be closed on the 31st December of each year.

(I.G.'s No. 7 of 28th January 1924 and 86 of 12th September 1925)

(12) A sick Policeman should resort to the nearest dispensary, civil hospital or Police dispensary for treatment until such time as he is pronounced fit to return to duty, or, in the case of protracted illness, until transferred to the civil hospital of the district.

(13) (a) Ordinarily medical treatment at a Government hospital or dispensary must be insisted on for the purposes of hospital leave. But in cases where there is no hospital or dispensary except at a prohibitive distance from the place where a Police Officer entitled to the concession is posted or is on duty when he falls sick, certificates from qualified and registered medical practitioners may be accepted in support of such leave.

(b) The treatment of Railway Police in the Railway dispensaries entitles them to this concession, on production of a certificate from Railway Medical Officer.

(I.G.'s No. 31, dated 5th May 1925)

**356. Tuberculosis Leave :**

For the leave concessions admissible to Policemen suffering from tuberculosis, see rule

**357. Leave to Students under Training at Central Police Training School, Nasik :**

(1) In order to prevent interruption in the work of instruction and on account of the general nature of the vacations, casual leave will be granted only for very special reasons, and students should be warned not to arrange family ceremonies requiring their presence during the currency of a term.

(2) Subject to the general control of the Inspector General of Police, the principal may grant to any student casual leave for seven days in all during a term. In urgent cases he may, grant casual leave upto a limit of 10 days at a time, but not exceeding 15 days in any one year.

(3) The Principal may grant casual leave upto seven days at a time to the Vice Principal, Assistant Superintendent of Police and to Probationary Deputy Superintendents of Police. Applications for longer periods must be submitted to the Inspector General of Police. In the case of the Vice Principal, the grant of such leave and his address while on leave should be communicated to the Inspector General of Police.

(4) The Inspector General of Police may grant :

(a) To students with no permanent appointment under Government, leave without allowances for such period as may be necessary.

(b) To Police Officer students,, deputed from the clerical establishment of the Police Department and from departments of Government other than the Police, such leave as they may have earned upto the date of the submission of their applications; and

(e) To Probationary Deputy Superintendents of Police, leave according to the. leave rules applicable to them.

(5) in cases of illness extending over a longer period than 10 days, the Principal may, on production of a medical certificate, exercise the same, powers as the Inspector General in granting leave to students.

(G.R., H. D., No. 9529, dated 12th February 1926)

**358. Procedure for the Grant of Leave to Read, Constables and Constables :**

(1) With a view to minimising scriptory work and saving, stationery, and in order to facilitate the grant. of leave to applicants. the following procedure should be followed :-

(1) Application for leave ( except casual leave ) should be submitted in the standard form No. P. M. 144 duly filled in, to the officer incharge of the Police Station.

(2) The Police Station Officer must dispose of the application at scoring through the words "not recommended" if he recommends the leave, and the word "recommended" if he does not recommend it. In the event of his not, recommending the leave applied for, he should briefly state his reason. The details in the statement on the reverse -of the form referred to above should be filled in by the Police Station Officer when forwarding the application

(3) In a case of great urgency, necessitating a Police Officer being relieved at once, the Police Station Officer (Head Quarters excepted) should grant the applicants permission to proceed on leave pending the Superintendent's or Sub-Divisional Officer's orders, and he should immediately to the Superintendent or Sub-Divisional Officer the reasons on the application form.

(4) The application for leave need not be registered at the Police Station, as the counterfoil of the form is there. In Police Station& under the jurisdiction of Sub-Divisional Officers, it should be submitted to Sub-Divisional Officers for sanction through the Superintendent's Office where, it should be registered, the leave asked for checked with the service sheet, noted on as admissible or not and forwarded to the Sub-Divisional Officer. The Sub-Divisional Officer will issue, order on the application as it comes up in the ordinary course. If the eave applied for is granted, the application should be returned to the Superintendent's Office. In the remaining cases, applications should be forwarded to the Superintendent of Police direct, and on receipt in the Superintendents Office should be registered. The Superintendent of Police will issue orders on the application' as it comes up in the ordinary course.

(I.G.'s No. 7 and 86, dated 28th.January 1924 and 12th September 1925)

(5) Leave granted will@ be notified in the District Police, Gazette. Home Inspector will be responsible for checking the, entries in the

*District Police Gazette* before issue with the orders on, the application. The District Police Gazette will be the only intimation of the grant of leave and the applications will be filed consecutively in the Superintendent's Office. When leave is refused, the application will be returned to the Police Station with an endorsement to that effect, giving reasons for refusal, and will be filed thereafter the order is confirmed

(6) Before submitting the application to the Superintendent of Police for orders, it is necessary to see, by reference to the service sheet and the leave account, whether the amount of leave applied for is due, in doubtful cases the Police Accountant's certificate being obtained.

(7) If orders do not appear within a reasonable time regarding any individual case, the Police Station Officer should send a memorandum with a fresh application addressed to the Superintendent or Sub-Divisional Officer, as the case may be, personally, to enable him to enquire into the cause of delay etc.

(8) Officers in charge of Police Stations will intimate to the applicants the final orders and arrange to relieve the grantees, as early as possible, subject to sub-rule (15) below unless they receive orders to the contrary.

(9) Instead of sending separate reports of each man's departure on and return from leave, the Police Station Officer must send in a hat twice monthly as per form No. 14 in Appendix I, i. e. on 10th & 1st, giving the necessary details required by the form of the men who proceeded on and returned from leave, from 1st to 15th and from 16th to 30th-31st. These reports must be entered in, his Outward Register and sent direct to the Superintendent's Office.

(10) On receipt in the Superintendent's Office. they should be entered in the Inward Register and passed on to the sheet clerk, who will make the necessary entries in the service sheets and take these reports, and service sheets to the Officer responsible for checking and initialing the entries. After this is done, the sheet clerk will file these reports in a file to be kept by him.

(11) Every Police Officer granted leave of any kind must return to duty within the period of his leave. Serious notice will be taken breaches of this rule.

(12) Applications from Police Officers, who have proceeded on leave of any kind, for extensions should not be granted except in extra-ordinary circumstances, such as death of wife, father or mother, a railway breach or steamers not running.

(13) In cases of urgent necessity, a man who has been granted leave may require an extension, in such cases he must send his application for extension to his Police Station Officer. The Superintendent or Sub Divisional Officer, as the case may be; has, however, discretion to deals with direct applications for extensions and should not be bound disregard them.

(14) Such applications should be dealt with in the same manner as the first application.

(15) (a) In order to ensure that every man gets his due proportion of leave without adversely interfering with the discharge of police duties, Superintendents should allow 10 percent of the Constabulary to proceed on leave. This limit roughly coincides with the strength of the leave reserve. When Policemen apply for leave, their leave is sanctioned according as it is due, but the actual date of relief will depend upon the date of the previous grantee's return from leave. If for any reason such as sickness, the leave percentage is temporarily exceeded, then leave must be held up until the normal figure is restored.

(b) All applicants must be made to understand that they must state at the outset the leave they want, as extensions will not be granted.

(16) This system results in the leave ball being kept rolling. Every man gets the leave that is due to him and a minimum of trouble is caused in the granting of leave. All leave due is granted as per requests and, on publication in the District Police Gazette, the names with the various particulars are entered on a statement hanging in the Sub-Inspector's Office. The Sub-Inspector then relieves each man in turn not exceeding the allotted figure. On return of a man, the next man must invariably be relieved at once.

(I.G.'s No. 25, dated 23rd May 1930)

**359. Procedure for the Grant of Leave to Officers and Men in Greater Bombay :**

(1) In Greater Bombay, leave should be published in the Police Notices in the case of officers. In the case of constables the application itself with the orders of the Deputy Commissioner of Police should be returned to the Superintendent concerned. The Superintendent of Police after relieving the man should re-submit the application to the Deputy Commissioner of Police with a report as to the date on which the constable was relieved and whether he had availed of the free passage concession, if eligible.

(2) When the officer or constable reports for duty after the expiry of the leave the fact should be reported in the daily Night Rounds Reports sent to the Commissioner of Police's Office by the Divisional Superintendent of Police.

**360. Casual Leave :**

(1) Casual Leave is intended to meet special circumstances for which provision cannot be made by exact rules. Ordinarily not more than seven days casual should, be enjoyed at one time, to be extended by three days in most exceptional circumstances and the amount of Casual Leave enjoyed by a Government servant in one calendar year should not exceed fifteen days.

(G.R., F. D., No. 4192, dated 26th October 1907)

(2) Save in unavoidable circumstances, a Government servant should apply for casual leave; at least one week in advance.

(3) (a) Not more than two holidays can be enjoyed in conjunction with any spell of casual leave whether by prefixing or suffixing or by both. The total period of casual leave and holidays in continuation



enjoyed at one time should not, however, exceed 7 days, save in exceptional circumstances when it may be extended upto 10 days.

Note : Local holidays may be treated as Public holidays for the purpose of this sub rule.

(G.L., H. D., No. 6359/7288-VI, dated 16th April 1959)

(b) Sundays, and holidays interposed between two periods of casual leave should be treated as part of casual leave.

(G. R., F.D., No. 5204/33, dated 2nd, December 1952 and LVE 1456-S-5, dated 9th April 1957)

(c) District Officers whose presence in Head Quarters is generally required, are not entitled to prefix or suffix more than one day's holiday i.e. Sunday or public holiday to their casual leave.

(G.C., F. D., No. LVE 1455, dated 19th November 1955)

(4) During casual leave, a Government servant is on duty but casual leave cannot be prefixed or suffixed to any kind of leave or to joining time. A Government servant approaching the age of superannuation, or who intends to resign very shortly can take casual leave just prior to such date.

(5) Casual leave cannot be accumulated and therefore the balance of unutilized casual leave in a previous year cannot be carried forward to the next year.

Explanation : If a Government servant takes casual leave from 28th December 1958 to 3rd January 1959 he should be assumed to have taken casual leave for 4 days in 1958 and three days in 1959.

(6) Casual leave is intended to meet special circumstances and earned leave cannot be taken as a matter of right. If there is a tendency to fritter away casual leave, and there are reasons to believe that it is being taken with that intention, suitable steps should be taken against the person concerned, specially when they remain absent without permission. The 'Suitable Steps' for this purpose mean :-

(i) Refusal of the request for casual leave, if it is believed that the person has asked for it without adequate grounds;

(ii) Treatment of the period of absence as leave without pay when a person has remained absent without obtaining prior permission and

(iii) Refusal of the application for earned leave for short period of a day or two, to a person who has exhausted his casual leave by taking it on flimsy pretexts-

(7) (a) It is permissible to grant half -a day's casual leave. The benefit should not however be made available to Government servants while on tour.

(b) The duration of half day casual leave in the forenoon or after noon of the day will be:

In Bombay city

F. N. from 10-30 a. m. to 2-0 P. m.

A. N. from 2-0 p. m. to 5-30 p.m.

In the mofussil

11-0 a. m. to 2-30 p. m.

2-30 p. m. to 6-00 p. m.

(c) Absence on a Saturday is not to be treated at a half day's casual leave but as casual leave for full day. No casual leave for half a day will be admissible on Saturdays.

(G.C., F. D., No. LVE 1457-8-5, dated 3rd November 1957, and 10th May 1958)

(8) (a) The following officers are empowered to grant casual leave to the officers mentioned against them.

<b>Officers empowered to grant casual leave</b>	<b>Officer to whom the casual leave can be granted</b>
(i) Inspector General of Police.	Deputy Inspector Generals, Superintendent of Police, Wireless and Motor Transport.
(ii) Commissioner, of Police.	Deputy Commissioners of Police, Superintendents in Greater Bombay.
(iii) Deputy Inspector General of Police, Head Quarters.	Commandants, State Reserve Police Force Groups, Principal Central Police Training School, Nasik and Junagadh, Superintendent, Constable Training School, Nagpur.
(iv) Deputy Inspector General of Police, Nagpur Range.	Superintendent of Police, Central and southern Railway Nagpur
(v) Deputy Inspector General of Police Poona Range.	Superintendent of Police, Central and Southern Railways, Poona.
(vi) Deputy General of Police, Ahemadabad Range.	Superintendent of Police, Western Railway, Ahemadabad.
(vii) District Magistrate	District Superintended of Police.
(viii) Deputy Commissioner of Police.	Inspectors in Greater Bombay.
(ix) Superintendent of Police in mofussil.	Assistant or Deputy Superintendent of Police and Inspectors
(x) Superintendent in Greater Bombay	Sub-Inspectors, Head Constables and Police Constables
(xi) Sub—Divisional Police Officers	Sub-Inspectors in his Sub-Division and to Inspectors in emergent circumstances.
(xii) Police Station Officer	Head Constables and Police Constables.

(G.L., H. D., No. 6590/6-A, dated 12th August 1953 and No. DSP 4857/78414-1, dated 15th November 1957)

(b) When, proceeding on casual leave, or leaving the District on duty the District Superintendents of police should send a report to the District Magistrate, the Inspector General of Police, the Range Deputy Inspector General and the Deputy Inspector General of Police, Criminal Investigation Department mentioning the date from which he will be absent

from the district, the date on which he will return and his address during such absence. The Superintendents of Railway Police should send similar intimations to the above officers except the District Magistrates. Such intimations should be sent through a demi-official communication by "Express Delivery" and by an "Ordinary telegram" only when the Superintendents of Police are required to leave their Head Quarters at a very short notice.

(I.G.'s No. A/2552-II, dated 4th September 1958)

(c) Assistant and-Deputy Superintendents of Police should inform the District Magistrate and the Range Deputy Inspector General before proceeding on casual leave.

(d) The Sub-Divisional Police Officer granting the leave to Sub-Inspectors, should so inform the District Superintendents of Police immediately.

(e) (i) The officers concerned should, in their applications for casual leave, state the No. of days casual leave enjoyed by them during the current calendar year.

(ii) They must also show in their diaries the date and hour of proceeding on an returning from casual leave.

(9) (a) If casual leave to Head Constables or Police Constables, is refused by the officer empowered to grant leave, he has right to the next higher officer.

(b) In the event of the applicant wishing to apply to such superior officer, he must apply in writing through his Police Station officer and the latter in forwarding the application, should make such remarks as he thinks necessary, stating at the same time the number of days casual leave enjoyed by the applicant during the year.

(c) The Superior Officer, will on receipt of the application, pass such orders as he thinks proper and return the application to the officer, who will inform the applicant and act as if he had the application himself.

(10) On a grantee returning from casual leave, he must report himself immediately and a note regarding the casual leave enjoyed should be made in the casual leave sheet, which should be maintained for one year.

(I.G.'s No. 7, dated 28th January 1924)

(11) (a) It is the duty of every member of the staff to obtain previous permission before absenting himself from office and that full explanation has to be given for failure to do so.

(b) If any member of the staff invariably remain absent without permission, he must inform the Head of the office of the cause of absence either by a messenger or by post card posted on the forenoon of each day of such absence.

(G.C., P. & S. D., No. 7274/46., dated 13th May 1950)

(12) Special Casual Leave — "Special" casual leave is admissible to Government servants who participate in National or International Sport events as representing (and not in an individual capacity) of a State zone or a circle. Similar leave is also allowed to these associated

with the coaching or administration of teams participating in similar events. Similar leave is also, given to those who play for a club or Gymkhana of an office provided the Government servants play in a representative capacity for the office club or office Gymkhana in well known tournaments e. g. Secretariat employees playing in the Times of India Cricket Shield Tournament.

(G.R., F. D. No. LVE 1454, dated 20th September 1954 and LVE 1458-S-5, dated 26th June 1958)

**361. Compensatory Leave :**

If a Government servant is required to attend office on a holiday, he should be given another day, in its place when an opportunity offers, subject to the following conditions

(1) Compensatory, holidays should not be allowed to be prefixed or suffixed to leave or other holidays.

(2) Only one compensatory holiday should be allowed at a time.

(3) Compensatory holidays should not be allowed to -be carried forward to the next Calendar year.

(G.R., P. & S. D. No. P-13-II-B, dated 27th July 1959)

**362. Departure and Return Reports :**

A Police Officer going on leave must, report his departure to the officer incharge of the Police Station to which he is subordinate or, if at Head Quarters-, to the officer in charge Head Quarters, and shall conform to such, rules regarding his kit and accoutrements as are in force in the district. He must also report his return to duty in like manner.

**SECTION II — PENSION**

Note : Detailed pension rules are given in chapter XI of the Bombay Civil Services Rules.

**363. Application of Pension Rules :**

All Government servants except Indian Police/Indian Police Service Officers who are governed by the all India Services (Death-cum-Retirement Benefits) Rules, 1958 are governed in regard to pension, by the Bombay Civil Services Rules.

**364. Power to Sanction Pension :**

(1) The authorities competent to fill the appointment vacated by the Government servant to whom pension is to be sanctioned are competent to sanction pension which is certified by the audit officer to be clearly and strictly admissible, whether he is a Gazetted or a Non-Gazetted Government servant.

(Rule 312 of B. C. S. Rules)

(2) All authorities competent to sanction pensions should ensure that audit reports on the title of pensions/gratuities are attended to promptly and that sanction orders are issued without delay.

(G. O., F. D. No. VGP 1559/V-1, dated 23rd February 1959)

**365. Preparation of Pension Application :**

(1) The authority receiving a formal application for pension will immediately draw up the application in Bombay Civil Services Rules Form No. 15.

(2) He will certify on page 3 of the Form whether the character, conduct and past services of the applicant are such as to entitle him to

the favourable consideration of Government. He will also record there his own opinion whether the service claimed has been, established and should be admitted or not.

(3) All periods of leave, suspension etc. which are reckoned duty should be carefully recorded on the Form.

(4) If the application is for an invalid pension. the requisite medical certificate will be attached to the application.

If the Medical Examination of the applicant was not conducted on the date on which he ceased to perform duty, the authority competent to sanction the pension may accept a Medical Certificate bearing a later date.

(B.C. S. Rule No. 198-A)

(5) In the case of an application for retiring pension it should invariably be stated, against item No.9 of the form of application, whether the applicant has been permitted to retire voluntarily on completing his 25 years' duty and/or 30 years' service. This should be indicated by the remark "Pension on voluntary retirement," instead of "Retiring Pension".

(I.G.'s No. 48, dated 14th November 1932)

**366. Specimen Signature and Addresses of Pensioners :**

(1) When completing the pension application form, the Head of the Office should take two are copies of the applicant's signature. These should be sent to the Audit Officer who will retain one copy in his office and the other on the disbursing Officer's half of the pension payment order. The Treasury Officer will then be in a position to compare the pensioner's signature, on his first appearance, with a signature known to be genuine.

(2) To ensure correct' payment it is desirable that these signatures should be attested by a Gazetted Officer or the Head of the 0 the genuineness of the copies cannot be considered completely established without such an attestation.

In cases where the establishments under a superior Gazetted Officer is scattered far and wide, the signature should be attested by a responsible subordinate officer and countersigned by a s Gazetted Officer or the Head of the Office.

(G.Rs., F. D. No. 3576, dated 24th October 1924 and 14th November 1925)

(3) In order that the whereabouts of pensioners may be easily ascertained when necessary, Superintendents of Police should invariably obtain and keep on record the standing addresses of their subordinates, executive and ministerial, when they are about to retire from s or proceed on leave preparatory to retirement.

(I.G.'s No. 6222, dated 27th August 1947)

**367. Precautions to be taken to Facilitate Verification of Services of a Non-Gazetted Officer :**

(1) The service book of a non-Gazetted Officer should be properly maintained.

(2) The entries in the service book should be made as soon as any change takes place in the officer's career and the entries should be concurrently attested by responsible officers.

(I.G.'s NO. 31, dated 23rd June 1923)

(3) The services of Head Constables and Constables transferred from one district to another should be verified when they are transferred, instead of at the time of their retirement from service.

(I.G.'s No. 27, dated 19th September 1939)

(4) When probationary or officiating Inspectors of Police other than direct recruits) are transferred from one district to another, their services up to the date of their transfer should be verified and necessary notes made in their service books before the same are sent to the Superintendent of Police of the other district. The maintenance of a record of service in the history of services published by the Accountant General does not dispense with the maintenance of the service books of probationary and officiating Inspectors of Police for verification of their non-Gazetted services at the time of their pension.

(I. G.'s No. 5488, dated 21st February 1940)

(5) (i) Steps should be taken, while the Government servant is in service, to get military service verified and admitted towards civil pension. in the case of a Police Officer, such verification of service must invariably be taken in hand as soon as the officer has completed ten years, service in the, Police Department. If this cannot be followed the Government servant retires, he, may -be granted I -final pension for a civil service subject to revision later after his military service is verified.

(ii) The details of military service of ex-military men should be furnished in Form No. 23 in Appendix I after they have been verified from the military Audit Officers concerned. The fact that the details have been so verified should invariably be stated when furnishing the details. - The original verification certificates together with two spare copies thereof, issued by the military authorities should also be forwarded along with the form to enable the Audit Officer and Government, to scrutinize the details of military service. Information as to whether the service rendered was in military or civil capacity should invariably be furnished in consultation with the Controller of Military Accounts concerned along with the verification certificate.

(G.R., H.D. No. 1718/3, dated 14th November 1932 and I.G.'s No. 43, dated 23rd November 1938 and No. 6, dated 1st February 1935)

(6) When periods of military service are counted for civil pension, the day of discharge from the Army should be excluded only when it has not been counted for the purposes of Good Conduct pay and pension by the military authorities and care should be taken to see that information on this point has been, furnished by the Controller of Military Accounts concerned in his verification certificate of Military Service.

(I.G.'s No. 7, dated 29th January 1932 and 25, dated 2nd September, 1939)

(7) When an Officer is appointed direct from the Army to an appointment from which he will ultimately retire on a civil pension, his military

service should be verified forthwith and the details handed over to the Civil Audit and Accounts Officer.

(G. R., F. D., No. 3478, dated 3rd September 1924)

**368. Wound or Injury and Family Pensions :**

(1) These pensions are admissible in accordance with Rules 269, 271 and 272 to 275 of the Bombay Civil Services Rules.

(2) Police Officers are sometimes engaged in operations of exceptional risk, such as the dispersal of unlawful assemblies, suppression of riots or the arrest of dangerous criminals, or in dealing with revolutionary or anarchical crime. Injury met within the performance of duties of this kind render the officer concerned eligible for this concession, and prompt and adequate recognition in the shape of a pension or gratuity should be accorded in all such cases.

(G.R., F. D., No. 1967, dated 10th August 1923 and 2907, dated 16th January 1924 )

(3) The above sub-rule applies *mutatis mutandis* in the case of deaths of Police Officers occurring in circumstances mentioned in that sub-rule, and immediate recognition in the shape of a pension or gratuity to the family of the deceased should be accorded.

(B.C. S. Rule 275)

(4) A Policeman who dies of plague contracted in the execution of his duties in plague stricken localities will be considered as having been killed in the execution of duty attended with extraordinary bodily risk, within the meaning of this rule read with rules 269 and 271 to 273 of the Bombay Civil Services Rules, provided that the duties (whether ordinary or connected with plague) of the deceased person in each case were such as to force him into a position entailing imminent risk of infection.

(G.R., J. D., No. 2986, dated 30th April 1900)

(5) As, however, inoculation is an effective protection against plague Government will not use their discretionary power of granting pensions to the families of Policemen dying of plague who cannot be shown to have been inoculated for plague within six months immediately preceding their death. A certificate of inoculation bearing date of less than six months antecedent to the date of death must accompany all applications for such pensions.

(6) Superintendents of Police must see that the orders in this Rule are clearly understood by the men subordinate to them, assist all those who may have been inoculated in securing written evidence thereof, and facilitate in every way the inoculation of those who have not been inoculated but desire to take advantage of the protection placed within their reach.

(G.Rs., J. D., No. 2986, dated 30th April 1900 and 1360, dated 9th March 1906)

**369. Application for a Family Pension :**

(1) In the case of Police-i men who die of plague contracted in the execution of their duties, information on the following points should invariably be furnished:-

(a) Whether the deceased Policeman was entrusted with executive plague duty, or duties directly connected with plague, or whether,

though not performing any special plague duties, he was exposed, in the execution of his ordinary duties, to imminent risk of infection.

(b) Whether the deceased was inoculated within the period of six months prior to the date of death, if so, the certificate of inoculation should be attached and if not, the reasons for the deceased's omission to get inoculated should be explained.

(c) The date from which the town or village in which the death occurred was declared by the District Magistrate to have been infected and the date from which it was subsequently declared free from infection.

(d) The pages of the Bombay Government Gazette on which the District Magistrate's Notifications, mentioned in clause (c) above were published.

(e) Statistics regarding the daily number of attacks and deaths on account of plague during the month in which the death occurred and when plague was at its height in the village or town in which the deceased contracted the infection.

(f) The population of the place of infection.

(g) Information as to whether the locality in which the deceased caught the infection was, wholly or at least to a considerable extent, vacated by the inhabitants in consequence of plague at the time about which the deceased was attacked.

(h) The duration of duty of the deceased at the place immediately prior to the date of infection.

(i) A medical certificate showing that the deceased died of plague and of no other disease. In the event of such a certificate being unprocurable, some other reliable evidence should be furnished to this effect.

(2) In the case of Policemen who die of cholera contracted in the execution of their duties, information mutatis mutandis on the points enumerated in clauses (e), (f), (g), (h) and (i) of Sub-Rule (1) above should be furnished.

(3) In all cases, the service sheet or book of the deceased Policeman should be attached and all applications should be submitted as early as possible and not later than three months after the date of death, except for special reasons which should be fully explained.

(I.G.'s No. 2074-B, dated 19th February 1919)

**370. Promptness in the Disposal of Applications for Wound Injury or Family Pension :**

(1) All applications for wound, injury or family pension must be treated as urgent in all offices through which they have to pass.

(2) Every effort should be made to obviate delays, as nothing tries the loyalty of Government Officers more seriously than any apparent lack of sympathy or interest on the part of Government in cases of officers who have been wounded or killed while doing their duty. Therefore, if the injured officer or the dependents of the deceased officer reside in the district in which the officer was serving, the Superintendent



should at once take the case in hand, complete the necessary preliminaries within a month or six weeks, at the latest and submit an application in the proper form for wound, injury or family pension, as the case may be, duly completed to the Inspector General's Office for submission to Government for sanction. In case the persons concerned reside else where, the time allowed may be from two to three months according to circumstances. Papers of such cases must be marked and dealt with as "Immediate" in all offices.

(G.R., F. D. No. 2410, dated 2nd May 1903 and I. G.'s No. 58, dated 29th November 1924)

**371. Expeditious Disposal of Pension Cases :**

(1) Responsibility for initiating action:- Every head of office should have a list prepared every six months, that is, on 1st January and 1st July, of all employees Gazetted and non-Gazetted, who will attain the age of superannuation 12 to 18 months hence or who being entitled to proceed on retiring pension have requested for it during that time. Attention of every such Government servant who is to retire should be drawn to the provisions of Bombay Civil Services Rules 193 to 198 and he should be advised to make a formal application for pension at least one year in advance of the date of his anticipated retirement in order to avoid the possibility of delay in the commencement of his pension. A copy of such list should also be sent to the Audit Office. He should ensure that all Government servants, who have put in more than one year's qualifying service, give a nomination in favour of person or persons who will receive death-cum-retirement gratuity and those, who have put in more than 20 years qualifying service, give a nomination for family pension as required under the rules. He should also ensure that every Government servant entitled to retiring or superannuation pension gets at least a provisional pension in the month following the month of retirement. He should also immediately attend to the completion of pension gratuity papers in the case of a Government servant who dies while in service, so that the family pension death-cum-retirement gratuity is sanctioned by the competent authority to the nominee or the members of the family of the deceased Government servant without delay. The Head of Office will be held responsible for delays in completion of pension papers or sanction.

Note: (1) In the case of Gazetted officers (ministerial as well as non-ministerial in the Police Department, the Accountant General will forward on or about the 1st September each year superannuation list to the Inspector General of Police, who will enter any recommendation he may have to make in regard to their retention in service and submit the lists for the orders of Government with the least possible delay.

(2) Superintendents should publish in the District Police Gazettes, on 1st January and 1st July each year, the names of all Police officers of and below the rank of Inspector of Police ( including of Police Prosecutors ) and men due to retire on superannuation during the following six months and issue a warning that they will cease to be in service from the dates respectively mentioned against them, unless orders to the contrary are received by them from the Superintendent of Police or any higher authority and that they need not wait beyond that date for orders regarding their relief.

(3) Superannuation statements of Inspectors, Sub-Inspectors and other Government servants appointed by the Inspector General, who, are due to retire during the succeeding financial year should be submitted by Head of Offices by the 15th July every year to the Range Deputy

Inspector General concerned, who will submit his consolidated statement to the Inspector General by the 1st September. Superannuation statements of Selection Grade Clerks should also be submitted to the Range Deputy Inspector General of Police by 15th July, while those of Junior grade clerks should be disposed of by the Superintendent of Police himself, (Columns of the statement should be -

- (1) Name of the office,
- (2) Name of the incumbent,
- (3) Designation,
- (4) Date of birth,
- (5) Date of attaining 55 years,
- (6) Remarks.

(2) Check list : As soon as the list referred to in sub-rule (1) above as been prepared or an intimation is received about the death of Government servant, a proforma called "Check List" (vide Appendix XXIV-A) should be started for each such case and the information and documents already available checked up with the pr, forma item by item. A note of the items in respect of which complete information is not, available should be made in column 1 of the "Progress Statement" (Appendix XXIV-B) and necessary steps initiated simultaneously to collect the missing information or to complete the necessary formalities. A watch on their finalisation should be kept by noting the progress made in column 2 of the Progress Statement at weekly or other suitable intervals and expediters issued.

(3) Annual Verification of Service : This should be done in accordance with Bombay Civil Services Rules 177 and 178. If, in any case, it is found necessary at the time of retirement to make a reference to more than one authority, a separate verification memorandum should, to save time, be sent out to each authority concerned simultaneously, instead of sending the service book/sheet itself to them one after the other. On return, the verification memorandum can be pasted in the service book/sheet against the relevant entries.

(4) Preparation of Pension cases : Under Bombay Civil Services Rule 207-A, the preparation of pension cases should be taken in hand one year before the date of retirement of the Government servant. Pension papers complete in all respects should be sent to Audit Office through the authority empowered to sanction the pension, at least six months before the anticipated date of retirement and within three months from the date of retirement in cases where the retirement could not be anticipated or death. The limit of 6/3 months is the maximum and Government directs that ordinarily cases should reach Audit Office earlier. The pension papers should be checked before sending them to the Audit Office as per questionnaire in Appendix XXIV-C.

(5) When a Government servant governed by the Revised Pension Rules or option 'C' of rule 2 of Appendix XIV-C, to the Bombay Civil Services Rules dies while in service, the preparation of pension cases should be divided in two parts. One part should be about the quantum of family death-cum-retirement gratuity to be sanctioned, and the second part would be about the particulars to be obtained from the persons eligible to receive the amount. The quantum should be reported by the Audit Office and this certificate from the Audit Office can be obtained even if the descriptive rolls etc., are not forwarded to the Audit Office. The preparation of pension papers should not, therefore, be delayed for want of descriptive rolls and other documents from the survivors. Such cases should be sent to Audit Office for report

on the amount of family pension/total amount of death-cum-retirement gratuity admissible. The survivors at the same time should be separately addressed to give the particulars required from them. The application for pension death-cum-retirement gratuity from the survivors and the descriptive rolls should, however, be sent to Audit Office after report regarding the admissibility of pension/death-cum-retirement gratuity has been received, that is at the time of issue of final pension death-cum-retirement gratuity payment orders.

(6) Voluntary Retirement : Before a Government servant is allowed to retire voluntarily the authority competent to sanction the Voluntary retirement should obtain from the Audit Office an opinion whether the Government servant concerned has completed the necessary qualifying service/duty and is accordingly eligible for "Retiring Pension" under the relevant rules. While referring the case to the Audit Office the instructions in Bombay Civil Services Rule 194-A should be noted. The service book / sheet, leave account, information about pre-confirmation service, etc, should be furnished to the Audit Office while calling for the opinion.

(G.C.M., F.D., No VGP 1559/V-1, dated 8th September 1959)

(7) Re-employment of a pensioner should not be made a consideration for holding up the final disposal of his pension claim. Even in the cases of re-employed pensioners efforts should be made to settle the pension claims without any avoidable delay and that the fact that the pensioner has been re-employed should not be allowed to influence the normal procedure in such a manner as to effect the progress of his pension case adversely.

(G. C., F. D. No. VGP 1057/V. I, dated 14th January 1950)

**372. Information to be Supplied on re-employment of Military Pensioners in Civil Employ :**

(1) In order to enable the Accountant General, Bombay, Deputy Accountant General to report to the Controller of Military Accounts and Pensions, Allahabad, all cases of re-employment of military pensioners which are to be scrutinized by the latter officer to determine whether payment of military pension is to be made or not during re-employment, all heads of offices should furnish the Audit Officer, direct with a statement showing the following particulars in the case of every military pensioner re-employed under their control, as soon as he is re-employed.-

- (a) Name and designation of the military pensioner.
- (b) The place from which he draws his military -pension.
- (c) The daily, weekly or the monthly amount of his pension.
- (d) Capacity in which he is reemployed in the civil department.
- (e) Date from which he is re-employed.
- (f) Rate of re-employment pay.
- (g) Whether provided with free quarters or clothing and, if so, the money value thereof.

The re-employed military pensioners should also be directed to make necessary modifications in the non-employment certificates on their pension bills before drawing their pensions.

(2) When the military pension is a wound or injury one, the question of its reduction or termination during the period of re-employment should, immediately such a pensioner is re-employed, be referred by Superintendents to the Controller of Military Pension Accounts concerned to whom the following particulars should be supplied, a copy being simultaneously sent to the Accountant General I Deputy Account General.

(a) Rank and the Serial No. of the Pensioner.

(b) Name of the station at which he is drawing his pension.

(c) The number and date of the particular District Circular in which the grant of his pension will be found notified.

(d) Whether the pension was a wound, extraordinary or disability one and the date from which it commenced.

(e) Pay and allowances in civil employ The decision of the Controller should be reported to Audit Office by Superintendent in due course.

(3) The authority re-employing a person who has previously been in Government employ and has retired there from on pension or gratuity should invariably specify in the order of re-employment whether any deduction is to be made from pension or pay as required by rules, and shall send a copy of the order to the Accountant General.

(G. R., H. D., No. 7956/2, dated 9th October 1930, I. G.'s No. 56, dated 8th November 1936 and Rule 327-A of B. C. S. Rules)

### **373. Recoveries from Pension :**

(1) In cases in which pensions have been sanctioned under the Bombay Civil Services Rules, recovery as a punitive measure, in order to make good loss caused to Government as a result of grave negligence or fraud on the part of the person concerned when he was in service may be effected by Government out of the pension, whether sanctioned or not, by a reduction in, or entire withholding of the amount of pension, under Bombay Civil Services Rule 189.

(G. R., F. D., No. 1796/33, dated 13th September 1935)

(2) No recoveries for which there is no statutory basis can be made from pensions.

(G. R., F. D. No. 1796/33, dated 15th April 1937)

Note : Recoveries on account of Government dues can be effected from the amounts of Death-cum-Retirement Gratuity without the consent of the Government servant/ pensioner or his nominees / family members, because the Death-cum-Retirement Gratuity admissible under the Revised Pension Rules, 1950 is in the nature of a "gift" and not a "pension" within the meaning of the Pensions Act, 1871.

(G. C., F. D., No. PEN. 1758-S-5, dated 9th December 1958)

## **CHAPTER XI**

### **Decorations and Orders**

#### **374. Medals**

(1) The Government of India have instituted two medals, viz., the "President's Police and Fire Services Medal" and "Police Medal" to be awarded for acts of gallantry and distinguished or meritorious service rendered by the members of a Police Force or Fire Services. The awards for meritorious or distinguished service are made on the occasions of the Republic Day and the Independence Day every year.

(G. L., H. D., No. 631616-D, dated 19th March 1951)

(2) They have also instituted a Medal called the "Prime Minister's Medal for Life Saving" in order to encourage Policemen of all ranks to bring help and succour to the afflicted. This Medal will be awarded to those Policemen who exhibit exemplary devotion to duty in saving human life, and is quite distinct from the 'President's Police and Fire Services Medal' and 'Police, Medal'.

#### **375. Statutes governing the award of President's Police and Fire Services Medal and Police Medal**

(1) President's Police and Fire Services Medal.-First lu:-The award shall be in the form of a medal and styled and designated the "President's Police and Fire, Services Medal" (hereinafter referred to as the Medal).

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

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

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

Fifthly -Each medal shall be suspended from the left breast and the riband, of an inch and three-eighths in width, shall, in the case of distinguished service, be half blue and half silver white ; and in the case of awards for acts of exceptional courage and gallantry

the riband will be half blue and half silver white, the two colours being separated by a vertical red line 1/8" in width.

Sixthly - Any act of gallantry which is worthy of recognition by the award of the President's Police and Fire Services Medal but is performed by one upon whom the Decoration has already been conferred, may be recorded by a Bar attached to the riband by which the medal is suspended. For every such additional act an additional Bar may be added and for each Bar awarded a small silver rose with gold gilt shall be added to the riband when worn alone.

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

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

(2) Police Medal –

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

Secondly : The medal shall be circular in shape, made of bronze, one and three-eighths inches in diameter, and shall have embossed on the obverse the State Emblem in the centre, and the words "Police Medal" above and the State Motto "Satyameva Jayate" in Devnagri script at the bottom of the State Emblem along the edge of the medal separated by two five-pointed heraldic stars. On the reverse, it shall have embossed the words "For Meritorious Service," or "For Gallantry", as the case may be, exactly at the centre enclosed between two parallel straight lines connected at either end to each other by a concave line, and the words "Indian" above and "Police" below, the whole being encircled by a wreath joined by a plain clasp at the bottom. On the rim the name of the person to whom the medal has been awarded shall be inscribed.

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

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

Fifthly : Each medal shall be suspended from the left breast, and the riband, of an inch and three-eighths in width, shall be dark

blue with a narrow silver stripe on either side and a crimson stripe in the centre, and in the case of awards for acts of conspicuous gallantry, each of the blue portions of the riband shall contain a silver line down the middle.

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

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

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

**376. Rules governing the award of President's Police and Fire Services Medal. Police Medal and the Prime Minister's Medal for fire saving :**

(1) President's Police and Fire Service Medal —

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

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

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

(d) The medal shall be awarded: -

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

(ii) A specially distinguished record in Police Service.

(iii) Success in organizing Police or Fire Services, or in maintaining their organizations under special difficulties;

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

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

(e) When awarded for gallantry the medal will carry a monetary allowance at the rates and subject to the conditions set forth below. The charges thereof shall be borne by the revenues of the State concerned. —

(i) The allowance should be granted only to officers of and below the rank of Inspector of Police;

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

(iii) In the case of an officer already in receipt of an allowance, an addition should be made to the allowance, on the award of a Bar to the medal, according to the rank of the recipient at the time when the services for which the Bar is awarded, are rendered, provided that if at the time of the award of the Bar the recipient is of higher rank than when he was awarded the medal, he shall be entitled to substitute for the original allowance plus the additional allowance, the amount of allowance he would be entitled to draw had he- been awarded the medal in his present rank;

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

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

(vi) Where an individual is in receipt of the allowance at the time of his death, it shall be continued for life or till remarriage to his widow (the first married wife having the preference). In the case of a posthumous award of the medal or a Bar, the allowance should be paid from the date of the act for which the award is made, to the widow (the first married wife having preference), for her life or till re-marriage.



(vii) The rates of the allowance for the different ranks will be as follows. —

Rank	Allowance for medal or for Bar awarded to an officer not already in receipt of an allowance.	Rs.	Allowance for Bar awarded to an officer already in allowance.	Rs.
Inspector, Civil Police; Subedar Major and Subedar, Military Police; District Fire Officer and Fire Station Officer 1.		40 per month		20 per month
Deputy Inspector, Sub-Inspector and Sergeant, Civil Police; Jemadar, Military Police; Fire Station Officer 11.		25 "		12 "
Assistant Sub-Inspector, Civil Police; Head Leading Fireman.		20 "		10 "
Head Constable, Civil Police; Havildar and Naik, Military Police; Leading Fireman and Selection Grade Fireman.		15 "		7 "
Constable, Civil Police; Sepoy, Military Police; Driver and Fireman.		10 "		5 "

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

(g) Recommendations for the announcement of awards or distinguished service on the 26th January (Republic Day) and the 15th August (Independence Day) should be forwarded so as to reach the Secretary to the Government of India, Ministry of Home Affairs, not later than the 26th October and the 15th May respectively each year.

(2) Police, Medal:-

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

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

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

(d) The medal will be awarded.-

(i) for conspicuous gallantry Awards for gallantry will be made as soon as possible after the event occasioning the grant;

(ii) for valuable services characterised by resource and devotion to duty including prolonged service of ability and merit;

(e) (i) When awarded for gallantry the medal will carry, subject to the conditions set forth for the President's Medal, a monetary allowance at half the rates sanctioned for the award of the President's Police and Fire Services Medal for gallantry. The charges thereof shall be borne by the revenues of the State concerned.

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

(f) The medal for gallantry shall be worn next to and immediately after the President's Police and Fire Services Medal for distinguished service.

(g) The award of the medal will not be a Bar to the subsequent award of the President's Police and Fire Services Medal.

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

(i) Recommendations for the announcement of awards for meritorious service on the 26th January (Republic Day) and the 15th August (Independence Day) should be forwarded so as to reach the Secretary to the Government of India, Ministry of Home Affairs, not later than the 26th October and 15th May respectively each year.

(Government of India Notifications No. 3-Pres., dated 1st March 1951  
No. 18-Pres./52, dated 31st January 1952; No. 28-Pres./52, dated; No. 18-Pres. 53, dated  
7th July 1953; No. ii-Pres./1956, dated 8th March 1956 and No. 25-Pres./57,  
dated 1st June 1957.)

(3) Prime Minister's Medal for life saving :-

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

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

(c) The description of the medal and its ribbon are as indicated below :-

(i) The medal shall be circular in shape, made of bronze, one and three-eighth inches in diameter, and shall have embossed on the obverse the State Emblem in the centre, and the words "Prime Minister's Police Medal" above, and the State motto "Satyameva Jayate" in the Devnagri script at the bottom of the State Emblem along the edge of the medal, separated by two five pointed heraldic stars. On the reverse it shall have embossed in the centre the design of the front view of a circular shield, to the left and right of which will be ornamental patterns of a lotus stalk with a bud and leaf. Above the shield along the circular edge will be inscribed the words "For Saving Life" and below the shield the words "Jivan Bakshnartha" in the Devnagri script.

(ii) Such medal shall be suspended from the left breast, and the riband of one inch and three-eighths in width shall have four stripes of red, blue, saffron and green in that order beginning from the left. The red and the green stripes will be of equal width each being one-third of the total width of the riband. The blue and the saffron stripes will be of equal width, each being half of the width of the red and green stripes.

(d) (i) By way of explanation of the design of the medal and the ribbon it may be added that the obverse bears the State Emblem and the name of the medal, e. g. "Prime Minister's Police Medal". On the reverse the design of the circular Indian shield is supposed to convey the idea of protecting and saving life from danger. Life itself is to be represented by the lotus bud which is a traditional Indian design, and also, appears on our Independence Medal, currency notes, etc.

(ii) in the colours suggested for the ribbon, red symbolizes danger, blue is the accepted police colour, saffron is the colour traditionally associated in India with sacrifice, while green signifies life. Incidentally it may be mentioned that green also appears on the National Flag and is intended to represent prosperity. The colours of the ribbon suggested above, therefore, adequately represent the idea of life being saved by the Police through sacrifice from danger.

(e) The medal will be awarded to only those members of a recognized Police Force within the territory of India who have done outstanding work in saving human life.

(f) Six copies of the report of the cases to be considered for the award of this medal will be personally signed by the Inspector General of Police and sent to the State Government in the Home Department *soon after the event takes place.*

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

(h) The Committee's recommendation will be sent to the Secretary in the Home Ministry for final approval.

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

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

(G. E., H. D., Nor. PAID-1958/85097-1, dated 15th September 1958)

**377. Procedure for recommendations for the "President's Police and Fire Services Medal" and "Police Medal" :**

(1) All recommendations for the 'award of the Pre8ident'8 Police and Fire Service,3 Medal and Police Medal on any ground other than for conspicuous gallantry should be submitted by Superintendents of Police to the Range Deputy Inspectors General of Police, and the Principals, Central Police Training School, Nasik and the Regional Training Schools and Commandants of State Reserve Police Force Groups to the Deputy Inspectors General of Police, Head-quarters, not later than the 10th July and 1st February each year. The Deputy Inspectors General should forward these recommendations together with their own recommendations to reach the Inspector General of Police not later than the 26th July and 15th February each year. The Commissioner of Police, the Deputy Inspector General of Police, Criminal Investigation Department ' the Deputy Inspector General of Police, Prohibition Intelligence Bureau and the Deputy Superintendent of Police, State Traffic Branch should also forward their recommendations to the Inspector General of Police not later than the 26th July and 15th February each year. When the names of the Police Officers of and above the rank of Sub-Inspector are recommended for the award of medals, their confidential records should invariably be forwarded. It should also be ensured that the confidential records are brought up-to-date before they are sent to the Inspector General of Police. The Inspector General will consider the recommendations and send his report to Government so as to reach not later than the 10th September and 1st April respectively each year.

(2) The recommendations for the awards of the medals for conspicuous gallantry should he submitted to the Inspector General of Police through the proper channel soon after the acts for which the awards are proposed are performed. The only exceptions to this rule are cases

in which (a) the facts establishing the, conduct of the nominee are not free from doubt, or (b) the conduct of the Police has given rise to considerable public criticism, but such cases should be immediately reported.

*Note — While forwarding the recommendation it should be borne in mind that the President's Police and Fire Services Medal is awarded only for exceptions skill or conspicuous devotion to duty and the Police Medal only for conspicuous merit, and that a very high standard in that regard is required for the awards.*

(3) Ordinarily, one Sub-Inspector, one or two members of the Constabulary in districts, cities and Criminal Investigation Department should be recommended for the award of either of the medals every time. It should, however, be borne in mind that recommendations are to be submitted for the prolonged service of an Officer only when it is distinguished by very exceptional ability and merit.

(4) The claims of the Constabulary for the award of these medals should in no case be neglected. There are many Head Constables who have received hundred rewards and even more. The names of such Head Constables must invariably find place, in the recommendations for the medals.

(5) It is not possible to lay down any hard and fast rule in regard to the minimum period of service before which Officers and men could be recommended for the awards of the medals for distinguished or meritorious services. However, ordinarily they are expected to have to their credit 20 years of service in the case of President's Police and Fire Services Medal and 15 years in the case of Police Medal. There may, however, be very exceptional cases where it should be proper to award these medals although the conditions in respect of length of distinguished or meritorious services and the period which should lapse since the previous award, are not fulfilled. In such cases the conditions may be relaxed at the discretion of the Government of India. Such recommendations should be sent separately from the normal provision and they should be accompanied by a statement of reasons which would justify the waiving of the normal requirements. It should, however, be borne in mind that recommendations under these special provisions are to be made only under very exceptional circumstances.

Where an officer has already been awarded a medal for distinguished or meritorious services either under the old warrants or under current statutes, his name should not normally be recommended for a fresh award unless a period of six years has elapsed since the last award was made.

(6) While submitting recommendations for the grant of medals it should invariably be reported whether the Officer recommended has incurred censure, or been concerned in proceedings that have been censured by Courts of Law.

(7) Whenever departmental or criminal proceedings are pending against awardees of the medals, their names should be promptly reported to this office, so that the presentation of the medals could be withheld till the proceedings are over or the case is decided.

(8) In cases where judicial proceedings are pending in respect of incidents with which acts of gallantry are associated and which are mentioned in the grounds of recommendation, the fact should be reported when submitting recommendation, since publication of the statement of services for which the award is conferred would, while the matter is sub-judice, constitute contempt of Court. The report so submitted should be followed by a further intimation as soon as possible after the judicial proceedings are complete. Arrangements should also be made to get such cases decided by Courts with the utmost, speed.

(9) If an officer recommended for the award of either of the medals dies before the award is actually announced, necessary intimation should be given to the Inspector General of Police immediately.

(10) If an officer had on an earlier occasion received any of the old Police Medals (viz. the King's Police and Fire Services Medal or the Indian Police Medal), it should not be a bar to the award of the President's Police and Fire Services Medal and the Police Medal. It would, however, be somewhat incongruous to award a lower medal to an officer who has already been given the King's Police and Fire Services Medal for distinguished or meritorious services and as such no such recommendations should normally be made. But, there can be no objection to recommend an officer for the award of a lower gallantry medal notwithstanding the fact that he already possesses the King's Police and Fire Services Medal for an act of gallantry performed by him. Gallantry Medals are awarded with reference to individual cases and there will be no incongruity between a lower-act of gallantry being displayed on a specific occasion even if a higher act of gallantry has been shown on previous occasion.

(11) Recommendations for the award of the medals for gallantry for distinguished or meritorious services should not be made in respect of any person whose integrity is not certified to be absolutely above suspicion. While making a recommendation for the award of the medal a certificate in the following form which is in amplification of the usual certificate should be furnished to the Government of India:-

#### **Certificate**

“Certified that the integrity of Shri  
recommended for the award of the President's  
Police and Fire Services Medal for  
Police Medal  
Gallantry is above suspicion, and that  
distinguished/meritorious service

he has neither incurred censure nor was concerned in proceedings that were censured in a Court of Law. (For gallantry only). Certified also that no judicial proceedings are pending in respect of the incident underlying the recommendation "

(12) While forwarding nominations for the award of the President's Police and Fire, Services Medal for distinguished services and the award of the President's Police and Fire Services Medal and

Police Medal for gallantry, copies of photographs of nominees sent in triplicate along with the citation for of the medal should be and a very brief summery of the citation for the gazette publication in the press. The photographs of the nominees should be secured without divulging the recommendations of their names for the award of the medal.

(13) When the Inspector General of Police visits the districts, the person who are likely to be recommended or have already been recommended but who have not received the medals should be directed to see him and their records shown to him.

(G. L. H. D., No. 6316/6/74269-D, dated 31st December 1951, G. Endts  
No. H. D. 6316/6/C-5645-D, dated 10th January 1953, No. 6317/6-D,  
dated 5th March 1953, No. 6316/6, dated 1st April 1956 and  
No. S. D. 6316/6, dated 18th April 1956)

### **378.Procedure for recommendation for the "Prime Minister's Medal for life saving" :**

All recommendations for the award of the "Prime Minister's Medal for life saving" should be submitted by the Superintendents of Police and the Principals, Central Police Training School, Nasik and other Regional Training Schools in the State, to the Range Deputy Inspectors General of Police and the Deputy Inspector General of Police ( Head-quarters ) respectively soon after the event takes Place. The Deputy Inspectors General should forward these recommendations together with their own recommendations to the Inspector General of Police for onward transmission to the State Government. The Commissioner of Police, the Deputy Inspector General of Police, Criminal Investigation Department, the, Deputy Inspector General of Police, Prohibition Intelligence Bureau and the Deputy Superintendent of Police, State Traffic Branch should also forward their recommendations to the Inspector General of Police as aforesaid.

### **379. Publicity -of the award of the President's Police and Fire Services Medal and Police Medal :**

(1) The award of the President's Police an-I Fire. Services Medal for distinguished service and the a, ward of the police Medal for gallantry are given pictorial publicity. In the case of former the pictorial publicity is given without reproduction of citation in the press and in the case of latter, pictorial publicity is given by furnishing the summary of citation to, the press for reproduction and publication.

(G. E., H. D., No. S. D.16316/6-1, dated 24th December 1955)

(2) When the -processing of on individual case reaches a stage and the Government of India considers its final acceptance probable, the Superintendents of Police are required to send the individual's photograph to the Inspector General, in duplicate (preferably in uniform), before a specified date for arranging pictorial publicity. The photographs should be of good technical quality on glossy paper suitable for duplication and enlargement for purposes of photographic publicity.

(G.B.,H.D., NOB.6316-6-D,dated 11th April 1962, 25<sup>th</sup> October:1952  
and No. S. D. 63161,6-1, dated 19<sup>th</sup> January 1955)

(3) The Master of Mint sends the respective medals to State Government who, in turn, send them to the Inspector General of Police for safe custody till they are presented to the awardees at the Republic Day Ceremonial Parade. No parade is generally held on the Independence Day as the day falls in the rainy season.

(4) The citations published in the Government of India Gazette in respect of gallantry awards need only be read out at the time of the presentation of the medals to the recipient.

(G. E., H. D., No. 6316/6/1647, dated 3rd February 1955)

(5) In order that the good work done by the recipients of Police Medals should not be lost sight of and should serve as an incentive to young officers, a board called " Recipients of Medals " should be maintained in the offices of the Superintendents of Police and in Police Head-quarters on which the names of officers and men who have been awarded the President's Police and Fire Services Medal and the Police Medal, as well as the names of the recipients of old Indian Police and King's Police Medals should be written as shown in Appendix XXV.

(I. G.'s No. 7139, dated 14th June 1955 and 1st May 1958)

### **380. The order and manner of wearing decorations and medals :**

(1) The order of precedence of wearing the various medals and decorations will be found in Appendix XXVI.

(G. E., P. and S. D., No. AWD-1059/22671-E, dated 14th May 1959)

(2) When medals and decorations are worn on the breast, the ribbon will be one inch in length, unless the possession of clasp necessitates its being longer. The uppermost clasp will be one inch from the top of the ribbon. When two or more medals and decorations are worn, they will be so arranged that the lower edges are in line. The lengths of all ribbons will be regulated by that of the decoration or medal which, including clasps, is the longest, subject to the condition that the total length of the ribbon and the decoration or medal together should be 3-1/8'. These instructions apply equally to miniature medals and decorations but their length including ribbon should be two inches.

(3) The bar from which badges of orders, decorations or medals are suspended will be placed immediately above the left breast pocket of jackets with an open collar, and the centre of the bar midway between the first and second buttons of jackets fitted with a stand-up collar.

(4) When the decorations and medals cannot, on account of their number be suspended from the bar so as to be fully seen, they are to overlap. The medals are to be worn so as to show the State Emblem.

(I. G.'s Nos. 4594, dated 17th October 1933, 11th November 1954 and 10th February 1955 )

### **381. Awards by Private Persons :**

There is no objection to a Police Officer being permitted to accept a medal or a decoration awarded by a private humanitarian organization for exemplary gallantry. Before, however, according permission, Government will satisfy itself that the award has not been the result of undue influence or attempted bribery. The Police Officer is not entitled to wear a medal or decoration of this nature during his service, whether he is in uniform or not.

(G. E., H. D., No. 9893-D), dated 15th April 1953)



## CHAPTER XII

### Conduct and Discipline

#### **382. Application of Rules of Conduct and Discipline to different services in the Police department :**

(1) In regard to the conduct as Government servants, officers of the Indian Police/Indian Police Service are governed by the All India Services (Conduct) Rules, 1954-vide Hand book of Rules and Regulations for the All India Services, Volume I, issued by the Government of India, Ministry of Home Affairs.

(2) The officers of the Bombay Police Service, those belonging to the General State Service, (Class I and II ) Class III and Class IV Government servants in the Police Department are governed, so far as their conduct and discipline are concerned, by the Bombay Civil Service ( Conduct, Discipline and Appeal ) Rules ( Financial Publication No. VIII ), except that the special provisions of or the orders issued under the Bombay Police Act, XXII of 1951 and the General Police Act, V of 1861, govern the subordinate ranks of, the Police force in respect of matters covered by them.

(G. C. F. D., No. 5681, dated 21st October 1932).

(3) While in Foreign Service, a Government servant remains subject to the rules of conduct and discipline applicable to Government servants of his grade in his State.

( G. R., J. D., No. 948, dated 5th February 1896).

#### **383. Unregistered Libraries :**

No Government servant shall join, or remain a member of any library which is not on the register of libraries approved by Government.

(G. R., E. D., No. 3327, dated 11th December 1911).

#### **384. Government Servants and Co-operative Societies, Clubs, etc :**

(1) A Government servant employed in the Police Department may become a member of a Co-operative Society organized for government servants only or of a society organized for Government servants and employees of Local Boards and Municipalities and may invest or deposit in or take loans from such a society.

(2) If such a Government servant wants to take a loan from any society not falling under sub-rule (1) above, he must first obtain the sanction of the Inspector General of Police/Commissioner of Police to whom an application should be made, accompanied by a full statement of the reasons why the loan is required, the amount of the loan, the rate of interest and the number and the amount of instalments in which the loan is proposed to be repaid.

(3) Any Government servant employed in the Police Department may hold shares in any, society and may . make deposits in any society, provided that no Government servant of Gazetted rank shall hold shares in any society, other than a society classed as a bank.

(4) All Government servants including Gazetted Officers of the Police Department may become members of or hold shares of a face value not exceeding Ps. 500 in, or have dealings with, any consumer's Society. Similarly any Government, servant employed. in the Police

Department may become a member of or hold shares of and make deposits in a Co-operative Housing Society and occupy houses belonging to such a society.

(5) No Government servant of Gazetted rank in the Police Department shall take part in the management of any Co-operative Society other than :-

- (a) a Consumers' Society.
- (b) a society falling under sub-rule (1) above, or
- (c) a Housing Society.

(6) Nothing in the above sub-rules shall be deemed to prevent a Government Servant, including Gazetted -Officers of the Police Department from becoming members of and taking part in the management of Co-operative Societies the objects of which are educational.

(G. R., Reconstruction Department No. 5977, dated 23rd January 1945).

(7) Person' serving in the Police Department may accept, for work in connection with Police Co-operative Credit Societies, honoraria not exceeding the scale sanctioned from time to time by the Inspector General of Police.

(I. G.'s No. 119, dated 17th August 1926).

(8) Save in exceptional circumstances, there is no objection to the connection of Government servants with the control of clubs or similar associations, the sole object of which is the promotion of sport or social intercourse.

(G. R., H. D., No. 2494, dated 6th July 1926).

### **385. Association of Government Servant's names with Public Institutions :**

The association of the names of Government Servants with public institutions or works, such as libraries, hospitals, schools, roads etc., is not desirable and it is advisable to discourage such proposals. When, however, any Government Officer is approached under exceptional circumstances for permission to name any public institution after him, the matter should be reported to Government for orders and consent should not be given unless the sanction of Government is received. Similarly, Government Officers should discourage proposals for the association of their names with such objects as shields, trophies, prizes, medals and cups. In exceptional circumstances, the prior sanction of Government should be obtained. These orders are also applicable to proposals for the association of the names of members of the families of Government servants ( viz., their wives, sons and daughters who are living with or dependent on them) with public institutions, buildings, etc.

(G. C., P. and S. D., No. 2138/34, dated 3rd December 1937, 27th August 1941 and 12th November 1952).

### **386. Liquor permits :**

Government servants in the Police Department are debarred from applying for liquor permits.

(G. C., P. and S. D., No. 1581134, dated 31st March 1952).

Note : The Government servants who desire to possess small doses of brandy or the like for use in emergencies are, however, allowed to do so, like & other members of the public by obtaining the necessary permits. It is not necessary to obtain the permission of Government or the departmental superiors for applying for permits for emergency purposes or to possess small doses brandy, etc . on the strength of such permits.

(G. C. M., P. and -8. D., No. CDR- 1057, dated lath September 1957).

**387. Election to Local Bodies :**

(1) Government servants desiring to stand for elections to local bodies should follow the procedure indicated below :-

(a) In the case of Municipal Corporations, Municipalities and local boards, a Government Servant should apply for permission to Government in the Political and Services Department through the Inspector General of Police/Commissioner of Police and the Collector of the district;

(b) In the case of other minor local, bodies, e. a., village Panchayats, School Boards, etc., such a Government servant should apply to the Collector of the district concerned through the Inspector General of Police/commissioner of Police.

(2) In forwarding applications to the Collectors, the Inspector General/Commissioner of Police should indicate whether or not in his opinion the Government Servant concerned can be allowed to serve on a local body without prejudice to the interests of the department.

(3) Permission to Government servants to stand for election to a local body should be granted only in exceptional circumstances, when it is clearly to the public advantage to allow them to do so.

(4) A member of a local body taken up in Government service shall resign his membership of that body within a week" of taking charge of his post, failing which his services shall be dispensed with.

(5) The instructions in sub-rules I to 4 above also hold good in the case of Police Patels and inferior village servants , except in regard to elections to Village Panchayats.

(G. R., G. D., No. 719 1, dated 17th June 1935, 22nd August 1938, and 13th September 1948)

**388. Election to Legislative Bodies :**

(1) No Government servant should take any active part in meetings in connection with elections to the State or Union Legislature nor should they propose or second nomination of candidate at elections or act as polling agents to the candidates.

(G. O., G. D., No. 2127, dated 25th February 1920 and G. C., P. and S. D., No. CDR-1055, dated 3rd November 1955)

(2) Police Officers will only be utilized for the maintenance of order within and without the polling stations and for traffic arrangements in their neighbourhood. They must not interfere in any work pertaining to the recording of votes. Any complaints made to a Police Officer in connection with recording of votes should be referred to the Presiding Officer of the polling stations.

(I. G.'s No. 209112, dated 11th January 1937)

(3) No discrimination should be shown as between persons belonging to different political parties and suitable action should be taken against all persons breaking the regulations, irrespective of the political party to which they belong.

(G. L. H. D., No. LC-11-D, dated 18th June 1946)

(4) No Government servant should apply to any political organization requesting such an organization to accept him as a candidate on behalf of such organization for the general/bye elections to any legislative body. However, those who wish to stand for such election should resign their appointment in Government in good time and after their resignation is accepted, it would be open to them to stand for election either as Independent candidates or on behalf of any political party. Stern disciplinary action will be taken against those who do not conform to this rule.

(G.C., P. and S. D., No. 1581/34, dated 11th October 1951)

(5) A whole time Government servant may not by canvassing or otherwise, interfere or use his influence in any way in; an election to a legislative body, except that he may record a vote, if he is qualified to do so, and in that case he should, as far as possible, avoid giving any indication beforehand of the direction in which he intends to vote.

(G.O., G. D., No. 5815, dated 9th May 1921)

**389. Government Servants and Political or Communal Movements :**

(1) (i) No Government servant shall take part in, subscribe in aid of or assist in any way, any political movement in India or relating to Indian affairs.

Explanations :- (a) The expression 'political movement' includes any movement or activities tending directly or indirectly to excite disaffection against or to embarrass the Government as by law established, or to promote feelings of hatred or enmity between different classes of subjects of India or to disturb the public peace.

(b) Mere attendance at,, public meetings organized by any political party is not to be regarded as a breach of this rule. Provided that care is taken that they play no part in meetings which might suggest that they favour a particular party, no objection will be taken to Government servants attending such meetings.

(G.C. S., P. and S. D., Nos. 1581134, dated 30th March 1937 and lat July 1938)

(ii) No Government servant shall permit any person dependent on him for maintenance or under his care or control to take part in, or in any way assist, any movement or activity which is, or tends directly or indirectly to be, subversive of Government as by law established in India.

Explanation :- A Government servant shall be deemed to have permitted a person to take part in, or to assist, a movement or activity within the meaning of clause (ii), if he has not taken every possible precaution and done everything in his power to prevent such person so acting or if, when he knows or has reason to suspect that such person is so acting, he does not at, once inform the State Government or the officer to whom he is subordinate.

(G.R., P. and S. D., No. 248/33(Fin), dated 29th March 1934)

(2) (i) Government servants shall not attend or participate in any conference which is organized by communal bodies. It is not permissible for a Government servant to become a member of or to associate himself with the activities of any political body or communal

organization of a political nature. Any person who violates these orders will render himself liable to disciplinary action.

(G.C., P. and S. D., No. 119/46, dated 27th July 1948)

(ii) No Government servant shall participate in the activities of or associate himself with institutions whose membership is confined to members of a particular community or class of communities even if the institutions are of a social and educational nature.

(G.E., P. and S. D., No. 1607/34-D, dated 8th February 1952)

(iii) In their dealings with the public and in the discharge of their duties, Government servants are expected to behave impartially towards all persons and communities, and not to show any communal bias. Any behaviour on the part of any Government servant savouring of such bias will be severely dealt with.'

(G.C., P. and S. D., No. 1581/34, dated 12th December 1946)

(3) No Government servant shall accept any invitations from political parties to lecture to classes conducted by them for political workers or participate in them in any other way.

(G.C., P. and S. D., No. 1581/34, dated 10th May 1949).

(4) Government servants may hold executive ranks in the Scout, movement ex-officio or otherwise, provided that their regular work does not in any way suffer thereby. Superintendents of Police should help in the organization of the movement in the Police Lines:-

(I.G.'s No. 5056, dated 6th January 1948 and 24th March 1948).

(5) No Government servant should write for or contribute articles for inclusion in bulletins or other periodicals issued and published by political parties.

(G.C., P. and S. D., No. CDR-1053, dated 9th October 1953).

### **390. Government Servants acting as arbitrators :**

(1) Government servant shall not act as an arbitrator in any case without the sanction of his immediate superior or unless he be directed so to act by a Court having authority to appoint an arbitrator.

(2) No Government servant shall act as an arbitrator in any case which is likely to come before him in any shape in virtue of any judicial or executive office he may be holding.

(3) If a Government servant acts as an arbitrator at the private request of disputants, he shall accept no fees.

(4) If he acts by appointment of a Court of Law, he may accept such fees as the Court may fix.

(G.L., H. D., No. 141012-D, dated 1st March 1927).

### **391. Proselytisation activities :**

Government servants, though entitled in their private lives freely to profess, practice or propagate any religion, should so conduct themselves in public as to leave no room for an impression to arise that they are likely in their official dealings to favour persons belonging to any particular religion. Such an impression is bound to arise in respect of a Government servant who participates in bringing about or organizing conversions from one religion to another and such conduct would even be reprehensible, if in the process, he

makes use directly or indirectly of his official position or influence. Participating in proselytising activities or direct or indirect use of official position, or influence, in such activities on the part of a Government servant may be treated as sufficient grounds for taking disciplinary action against him.

(G.C., P. and S. D., No. CDR-1057, dated 18th February 1958).

**392. Criticism of Government :**

(1) It is the duty of Government servants to serve their Government loyally and faithfully and not to embarrass it in any way whatever may be their personal views on any particular policy or action of Government. They should be careful in expressing their views on administrative matters in places where persons unknown to them are assembled or before persons who may disseminate their views if they are in the nature of criticism of Government policies or actions either intentionally or unintentionally.

(G.C., P. and S. D., No. 1581/34, dated 31st December 1949).

(2) Government servants visiting foreign countries, whether on official duty or private affairs, continue to be subject to the rules regarding conduct and discipline contained in the Bombay Civil Services (Conduct, Discipline and Appeal) Rules including those relating to the communication of official documents or information in connection with the Press and criticism of Government or expression of opinion on matters relating to foreign countries. They shall not, therefore, give expression to views on Indian or foreign affairs in a manner contrary to the above rules and in particular shall not make any written or oral statements in the Press, or the platform or over the radio without the specific prior consent of the head of the Indian Mission accredited to the country visited. Any breach of these provisions whether committed in India or abroad, renders the Government servant equally liable to severe disciplinary action.

(G.E., P. and S. D., No. 9777/46-D, dated 21st November 1951).

**393. Communication of official documents or information**

(1) (a) It is a universally recognised and fundamental principle of police procedure that the identity of sources and agents, who supply secret information should be known only to the officers who employ them, and that every precaution should be taken to protect them from exposure. A Police Officer shall on no account disclose the identity of a source or of an agent to any officer or persons outside the police force except in accordance with the directions of the Governor in his discretion. Within the Police force he will disclose it only to the Head of his district or Head of his office, viz. in a district to his District Superintendent of Police and in the Criminal Investigation Department to the Deputy Inspector General or to such other officer in the Criminal Investigation Department as the Deputy Inspector General may direct. The Inspector General of Police at his discretion may demand from any Police Officer the disclosure of the source of any information to another Police Officer outside the Criminal Investigation Department or a particular district.

(b) Greatest care should be exercised to avoid exposure, when such information has, to be transmitted to others. An original

report or a copy of an original report shall not be transmitted. Either the substance should be communicated or the report paraphrased.

(G.L., R. D., No. 6134/3-D, dated 10th January 1936).

(2) A Government servant shall not, unless generally or specially empowered by the State Government in this behalf, communicate directly or indirectly to Government servants belonging to other departments or to non-official persons or to the press any document or information which has come into his possession in the course of his public duties or has been prepared or collected by him in the course of those duties, whether from official sources or otherwise.

(G.R., G. D., No. 3115, dated 18th June 1900, and 4070, dated 17th April 1938).

(3) Government servants must not divulge official information or communicate documents connected with the constitution or the working of a Government Department etc. to any person not officially concerned with it.

(G.R., R. D., No. 4159/24, dated 20th October 1925)

(4) (a) There is no objection to the issuing by the Superintendent of Police or in his absence by the Sub-Divisional Police Officer and the City Inspector, of weekly police news communiqués containing information of interesting crimes committed during, the week, the danger of crime, epidemics in particular localities and the best means of combating them, reward notices for wanted persons, identifiable articles of property lost or found, methods adopted by criminals e.g. bicycle thieves, for publication as news items. Superintendents of Police are at liberty to publish information at any time, if it is likely to be of help to the Police. Only Inspectors in charge of City Police Stations and Sub-Inspectors of rural Police Stations are permitted to give information to the press but that should be reported to the District Superintendent of Police or the Sub-Divisional Police Officer.

(b) No press agencies or representatives should be furnished with information of a confidential nature or which may cause alarm or panic, hamper or impede investigation, embarrass Government or other officers or benefit an absconding or unknown offender and also any theories which the Police may form concerning a crime. In giving information it would suffice if the bare facts of a case are divulged. There should be no publication of the names of Police Officers engaged on a particular case.

(I.G.'s No. 5586, dated 24th July 1941 and 26th November 1941)

(c) Should a reporter ask a Station House Officer whether a particular event or crime, has been reported, he may deny or confirm the report, as the case may be, and beyond mentioning the place of occurrence he should not give any details. This is the only extent to which an officer below the rank of Sub-Inspector is empowered to give information which an officer below the rank of Sub-Inspector is empowered to give information.

(d) Whenever information is given to the press, there should be an entry in the Station Diary.

(I.G.'s No. 16(5596), 4Uted 7th June 1949)

**394. Non-disclosure of information relating to crimes of violence :**

(1) Notwithstanding anything contained in any law in force, but except as hereinafter provided, no member of any police force in the State and no other person in the service of the State shall, or shall be required to, disclose; communicate or give any information or record or any matter contained in a record (hereinafter referred to as the said information)-

(i) relating to or

(ii) likely, either by itself or in conjunction with other circumstances of matters, to result in the disclosure of or to permit to be inferred any source from which, or any channel through which, any information has been or may be obtained with respect to the operation of any person committing, or conspiring, preparing or attempting to commit crimes of violence which are intended to overthrow the Government as by law established.

(2) The provisions of sub-rule (1) shall not apply to a disclosure or communication made by a member of any police force in the State to another member of that force in accordance with any general or special directions made in this behalf by the Commissioner of Police in the case of the Greater Bombay Police Force and by the Inspector General of Police in the case of any other police force in the State.

(3) The provisions of sub-rule (1) shall not apply to a disclosure or communication made by a member of any police force in the State to any other person, not being a member of the same force, in accordance with the directions contained in sub-rules (6) to (11).

(4) The provisions of sub-rule (1) shall not apply to a disclosure or communication made by a person in the service of the State, not being a member of a police force to any person in accordance with the directions contained in sub-rules (12) and (13).

(5) The provisions of sub-rule (1) shall not apply to any disclosure of communication necessitated by the ordinary course of his duties, made by a member of a police force in the State to a person who is not a member of that force while investigating, under Chapter XIV of the Code-of Criminal Procedure, 1898, an offence of which information has been given under section 154 of that Code.

(6) The Inspector-General of Police; the Commissioner of Police Bombay The Deputy Inspector General of Police, Criminal Investigation Department and Deputy Commissioner of Police, Special Branch, Bombay, may disclose or communicate the said information to the following officers, namely :-

The General Officer Commanding-in-Chief, Southern Command, Poona.

The General Officer Commanding, Bombay District. Bombay.

The Flag Officer Commanding, I. N., Bombay.

The Secretary to the Governor of Bombay.

The Secretary to the Government of Bombay, Home Department.



The Director of Intelligence Bureau, Ministry of Home Affairs, Government of India.

The Central Intelligence Officer, Bombay.

The Officers in charge of the Criminal Investigation Departments of other States.

All Districts Magistrates in charge of districts in the State.

The Superintendent of Police, Central and Southern Railways.

The Superintendent of Police, Central and South Eastern Railways.

The Superintendent of Police, Western Railway.

(7) The Deputy Inspector General of Police, Criminal Investigation Department, may require or receive the disclosure or communication of the said information by the Deputy Commissioner of Police, Special Branch, Bombay, or the Superintendent of Police, Central and Southern (or South Eastern) Railways, or the Superintendent of Police, Western Railway.

(8) The Deputy Commissioner of Police, Special Branch, Bombay, may require or receive the disclosure or communication of the said information by the Deputy Inspector of General of Police, Criminal Investigation Department, or the Superintendent of Police, Central and Southern (or South Eastern) Railways, or the Superintendent of Police, Western Railway.

(9) Any member of a police force in the State conducting any investigation of the commission or suspected commission of any of such crimes as mentioned in sub-rule (1), may require or receive the said information from any other member of a police force in the State other than the force to which he belongs.

(10) Any member of a police force in the State may disclose or, communicate, the said information to a member of a police force of any other State conducting, either, in the State of Bombay or outside it, an investigation of the commission or suspected commission of any such crimes as mentioned in sub-rule (1).

(11) The Commissioner of Police, Bombay, the Deputy Commissioner of Police, Special Branch, -Bombay or the Superintendent of Police of a District or of the railway police force in the State may disclose or communicate to a District Magistrate in the State and to the following officers such portion of the said information as he may consider necessary for the purpose of obtaining legal opinion or for the conduct of a proceeding in any Court or before any tribunal in accordance with the provisions of the Rules for the conduct of the Legal Affairs of Government, namely

- (i) The Advocate General, Bombay.
- (ii) The Remembrancer of Legal Affairs to the Government of Bombay.
- (iii) The Solicitor to the Government of Bombay and Public. Prosecutor, Bombay.
- (iv) The Government Pleader, High Court, Bombay and his Assistant.

(v) The District Government Pleaders and Public Prosecutors in the State and their Assistants.

(vi) A Special Counsel, Special Government Pleader or Public Prosecutor appointed by Government to conduct a case.

(12) A person in the service of the State, not being a member of a police force, may disclose or communicate the said information to a Superintendent of Police or District Magistrate or an officer of the Criminal Investigation Department of or above the rank of Sub-Inspector or to any other Police Officer conducting an investigation under the Code of Criminal Procedure, 1898.

(13) A District Magistrate, a Sub-Divisional Officer or a Mamlatdar may receive, in the ordinary course of his duties, the disclosure or communication of the said information from any other person in the service of the State, not being a member of a police force, who is subordinate to such officer.

(14) A person in the service of the State who is in doubt as to whether in any particular case he is permitted under the provisions of this Rule to make a disclosure or communication may, before making the disclosure or communication, require that the matter to be referred for a direction by the Inspector General of Police or the Commissioner of Police or the Governor in his discretion, as the case may be.

**395. Subsidiary directions to Police Officers in the matter of nondisclosure of information relating to crimes of violence :**

Police Officer, will be guided by the following directions made by the Inspector General of Police in the exercise of powers conferred by sub-rule (2) of rule 394:-

(i) The Inspector General of Police, any Deputy Inspector General of Police or any Superintendent of the District or the railway police force in the State of Bombay may require or receive the disclosure or communication by any Police Officer subordinate to him of such information or record or matter (hereinafter referred to as the said information) as is referred to in sub-rule (1) of Rule 394.

(ii) Any Assistant Superintendent or Deputy Superintendent or Inspector or Sub-Inspector of Police belonging to the said District or railway police force may receive, in the ordinary course of his duties, the disclosure or communication of the said information by any Police Officer subordinate to him.

(iii) Any Police Officer of the said District / Railway Police Force conducting an investigation of any of such crimes as mentioned in sub-rule (1) of Rule 394 may require or receive the disclosure or communication of the said information by any Police Officer of the said District / Railway Police Force.

(iv) The Inspector General of Police, any Deputy Inspector General of Police or any Superintendent of the District or Railway Police Force may, if he considers it necessary to do so in any particular case, disclose or communicate the said information to any Police Officer subordinate to him.

**396. Communication to the Press :**

(1) Unless generally or specially empowered or permitted, Government Officers should not enter into correspondence with newspapers, either over their own names or over pseudonyms, on matters connected with their official duties.

(G.O., G. D., No. 3966, dated 14th May 1919)

(2) The Directorate of Publicity should perform the functions of a Press Bureau and Publicity Office for the Police Department. It has to issue authorised information about Police matters to the press from time to time so as to clear misconceptions, contradict with minimum delay any such misrepresentation or distortion of facts in so far as it affects the Police Department and cover other useful items.

(G.B., H. D., No. 5551/6, dated 10th March 1951)

(3) All Government servants, particularly district officials, must take care that they do not make any statements to the press. If in any case where the matter is deemed important it is necessary to make a statement to the press to explain either the situation obtaining in any district or the position of Government or Government officials, the Collector of the district concerned should be the authority to decide in what form, the explanation should be given and to give it to the press. Whenever they have to give any explanation through the press, Collector, should see that the explanation is impersonal, i. e. does not boost up or condemn any officer, and is such as not to embarrass Government. Collectors should see that the material requiring publicity is prepared expeditiously and supplied to the Regional Publicity Office for release to the press. Once the material is published by the Collector and the Regional Publicity Officer, there is no objection to the subordinate officers giving further publicity to the same.

(G.C., P. and S. D., No. 1581/34, dated 25th May-1948 and 24th June 1949).

(4) Enquiries should be made into the tendencies on the part of the Policemen taking recourse to the press for ventilating their grievances before even they approach their superior officers, as it is highly detrimental to the morale of the disciplined police force. Stern action should be taken in cases detected in order to discourage such practice.

(G.L., H. D., No. S. 18112011-D, dated 14th September 1951).

**397. Radio Broadcasts :**

(1) Government Officers who intend giving talks over the ' Akashvani' (on Government activities either of their own accord or on invitation from the 'Akashvani' authorities, should approach the Director of Publicity in the matter and through him enter into contract with the 'Akashvani' authorities for giving talks. Such Government servants should apply for permission to :-

(a) the Head of Office, if the applicant is lower than the Head of Office.

(b) the Inspector General of Police/Commissioner of Police if the applicant is the Head of an Office and

(e) the Government in the Home Department in the case of Inspector General/Commissioner of Police.

(G.C., H. D., (Political ) No. 7157-Poll, dated 15th July 1952)

(2) The permission may be granted, except when the subject of the talk is in any way connected with the applicant's official work or is otherwise of a controversial nature, in which cases the text of the talk prepared to be broadcast may be called for. In the latter case the application should be submitted to the Inspector General of Police, Commissioner of Police or Government as the case may be, for according necessary permission.

(3) All such applications should be dealt with by the authorities concerned as expeditiously as possible.

(G. C., P. and S. D., No. 4063/34, dated 5th May 1948)

**398. Collection of subscriptions :**

(1) It is obviously most inexpedient that official agency should be employed for the collection of subscriptions on behalf of any memorial or reception fund or of any object, without the express previous sanction of Government, which would only be accorded, if ever, in very rare and exceptional instances. Contributions in such circumstances often practically cease to be voluntar<sup>37</sup> and grave abuses are likely to arise.

(G. R., G. D., No. 136, dated 9th January 1911)

(2) It should be clearly understood that Government servants are not to take any Active part in the raising of subscriptions for public purposes. It must be also understood that approval of the object itself, however, expressed by Government or by any member of Government, does not obviate the necessity for obtaining definite official permission before a Government servant begins, or allows any of his subordinates to begin, to solicit subscriptions for it.

(G.R., G. D., No. 2494, dated 26th August 1925)

(3) Government servants who are scoutmasters or hold any other office in the scouts Organisation of the Bombay Scouts Association are exempted from the operation of sub-rule (2) so far as the collection of subscriptions for scouts troops is concerned.

(G.R., G. D., No. 2494, dated 15th March 1926)

(4) If unsolicited donations are offered to the Heads of Offices in Connection with some celebration or for some charitable object, such donations should be passed on by him to the Collector of the district or the Inspector General I Commissioner of Police for further necessary action.

(G. C., P. and S. D., No. 1581134, dated 2nd April 1946)

**399. Complimentary presents etc. :**

(1) No Government servant shall accept or take directly or indirectly by himself or through any other person on his behalf from any person resident within the limits of his jurisdiction any present, gift or reward, pecuniary or otherwise on any account. Subject to the provisions of any general or special order of the State Government the prohibition does not

however, extend to the receipt of a few flowers or fruits or articles of inappreciable value, although even such trifling presents should be discouraged.

(G. R., G. D., No. 1951, dated 29th October 1925)

(2) Where presents cannot absolutely be refused without giving offence, they must be delivered upto Government, and to this rule no exception whatsoever is permissible without the express sanction of the President, which will only lie given under very special circumstances.

(3) The application for sanction, as also all correspondence on the presents, should be addressed to Government in the Political and Services Department.

(G.R., G. D., No., 2612, dated 1st May 1911)

(4) Any Government servant may accept or permit any member of his family to accept from a person who is his personal friend a wedding present of a value which is reasonable in all the circumstances of the case. All Government servants shall use their best endeavours to discourage the tender of such presents and such acceptance or permission shall be reported to the State Government, and if the Government so requires, the present shall be returned to the donor.

(G.R., G. D., No. 3730, dated 8th May 1925)

(5) Dals or gifts offered by or on behalf of any person to any Government official should be refused, even at the risk of giving offence.

(G.L., R. D., No. E-96, dated 6th December 1920)

(6) A-B Police Officers are strictly forbidden from receiving any kind of gratification from shop keepers and other members of the public, though the offer of such gratification may be of a customary nature on occasions like the Diwali.

(I.G.'s No. 33, dated 13th July 1937)

(7) Peons and Class IV employees in Government Offices are forbidden from demanding Bakshis either singly or jointly from anybody including the members of the public and office staff on similar occasions.

(G.C., P. and S. D., No. 1581134, dated 1st February 1949 and No., CDR-1056, dated 18th September 1956)

#### **400. Complimentary Addresses etc. :**

(1) Except as in this rule otherwise provided, all servants of Government, covenanted or uncovenanted, are forbidden to receive complimentary or valedictory addresses in any form, to accept testimonials of any kind or to attend public meetings or complimentary entertainments of a formal and public character held in their honour.

(2) Government views with disfavour all similar manifestations in the case of retired officers, when following immediately upon their retirement from active service and designed as an acknowledgement of acts done by them while in the service of Government.

(3) It is not intended to prohibit such an expression of regard for the private or official character of an officer retiring from service, on leaving his station or district, as is involved, in a farewell entertainment supported by his personal friends, even though some of these may

be his official subordinates. But it is expected that the proceedings on such occasions will be substantially of a private and informal character.

(4) The State Government will forward to an officer who has left a station or district the resolution of any local public body recording a vote of thanks to him for help and advice afforded during his official connection with the station or district.

(5) Nothing in this rule is meant to prohibit compliance with the request of a public body that a Government Officer should sit for his portrait, bust or statue in recognition of his public service, provided that the portrait, bust or statue is not intended for presentation to the officer concerned.

(6) The participation of Government Officers in the raising of funds for the foundation of scholarships, or for procuring a portrait, bust or statue, as a spontaneous recognition of the services of a Government Officer is not forbidden; but it should be clearly understood that any solicitation on the part of officers of Government for subscriptions from any person who does not voluntarily come forward to contribute is disapproved by Government.

(7) The previous sanction of the Government must be obtained to the relaxation of this rule in any special case in which the State Government may think this desirable.

(G. R., R. D., No. 8012, dated 10th November 1899)

#### **401. Free Travel and Entertainment :**

(1) (i) No Government servant should travel free of charge in a public conveyance nor should he cause any public service vehicle to be detained for his personal convenience.

(ii) Police Officers while travelling in public conveyances are prohibited from taking upon themselves the office of driving such vehicles, as it runs contrary to the rules and regulations laid down for the control and running of public motor vehicles. Any contravention will be deemed not only as an offence against the motor vehicle rules but also an offence against discipline which, if indulged, can only lead to very drastic action being taken against the defaulters.

(I.G.'s Cir. No. 15, dated 6th April 1934)

(iii) Except in very exceptional circumstances (which should be reported), Government Officers should avoid borrowing of conveyances for performing road journeys, particularly from persons who are subject to their official control, as such borrowings are likely to compromise the officers in the due performance of their official duties. Where, however, transport is provided to the visiting officers by local officers, payment thereof should be made at the rate of 50 Naye Paise per mile for a big car and 37 Naye Paise per mile for a small car so as to cover the cost of petrol and other charges including depreciation.

(G.C., P. and S. D., No. 2214/34, dated 5th February 1938 and CDR-1055-D, dated 20th August 1955).

(2) (i) Unless invited to attend a formal function, no Government servant, except officers required to be present on duty, should visit any theatre or other place of entertainment without paying the usual charges.

(ii) Free to such places of entertainment should not be accepted by them.

(3) If any Government servant is found disregarding the orders in the above sub-rules, he should be severely dealt with.

(G. C., P. and S. D., No. 1581/34 1, dated 3rd July 1946 and 30th August 1949)

**402. Purchases through subordinates and payment for camp supplies :**

(1) The employment of public servants by their superiors in making purchases or in any private matter in which the receipt or expenditure of money is concerned is strictly prohibited, and notice will be taken of any breach of this order.

(G.R., G. D., No. 1309, dated 7th, March 1905)

(2) As far as possible, camp supplies should not be purchased through the subordinate officers. Touring officers will see that their office staff also observes this rule strictly. There, however, the employment of subordinates or village officers for making purchases of camp supplies becomes unavoidable, touring officers should make an advance payment for required supplies at the beginning of their camp and settle the accounts at the end of the camp. Subordinate Government servants, who do not recover full bills, will be held responsible for making supplies at concession rates or free, and action would be taken against them accordingly.

(I.G.'s Circular No. 27 dated 29th October 1947)

(3) All Police Officers, whenever they go on tour for inspection or otherwise, should at the end of the inspection or before leaving the camp, publicly enquire of the officer whose office has been inspected or the village officers, as the case may be, if their staff has in any way levied enforced entertainment, gratuitous supply of provisions or any presents. They should see that all the services rendered or supplies provided for themselves and their staff are paid for in full before leaving the camp.

(G.C., H. D., No. 1363/5, dated 7th February 1949)

(4) Whenever Superintendents of Police/Commissioner of Police/Inspector General of Police receive complaints about nonpayment of dues by any officer subordinate to them, they should look into them and try to find out if the officer concerned really owes any money to the applicant. If, on enquiry, it is found that a Police Officer does owe money to the applicant, he should be instructed to pay it off within the specified time either in lump or in suitable instalments as circumstances may permit. If officer refuses, to pay the dues or prolongs payment, departmental action should be taken against him. If, on enquiry, it is found that the officer does not owe money, the applicant should be informed accordingly and if he is not satisfied with the reply, he should be asked to go to a Civil Court.

(I.G.'s No. S. O. 79, dated 15th July 1955)

**403. Enforcing private work from subordinates :**

(1) There is no objection if the services of the peons attached to Government Offices or working at the residences, of Government officers are for their private work including

domestic work provided the peons are willing to undertake such work and are given adequate extra remuneration for it by the officers.

(G.C., P. and S. D., No. 2609/34, dated 9th June 1954)

(2) There is no objection to Policemen in district officer's parties joining in beats for tigers and other big game, if they are willing to do so, provided the district officers availing themselves of their services pay the cost of any cartridges used and of repairs of damaged fire-arms, and accept all liability for claims for compensation, should any of the Policemen so employed be unfortunately injured.

(G.L., T. D. No. 6371, dated 8th November 1910 and I. G.'s No. 18262.B, dated 30th October 1910)

#### **404. Unauthorised Employment or use of subordinate staff or Government**

##### **Property :**

(1) Police Officers are forbidden to employ their subordinates viz. Constables or Head Constables (including personal orderlies) for an unauthorised purpose, nor must they make use, of Government Property, such as the Police Wireless Grid or the Police Motor Transport, for, any such purpose. Any such use will expose the defaulting officer of and below the rank of Inspector to the following departmental penalties under sub-section (1) of section 25 of the Bombay Police Act, 1951 :

For unauthorised employment or use of as the case may be	Amount of fine to be recovered	}	<i>Or</i> one month's pay of the delinquent, whichever is less.
Constable	Rs. 100 P. M.		
Read Constable	Rs. 150 P. M.		
Motor Vehicle	Re. 1 per mile		
Wireless Grid.	50 nPs., per word.		

(2) Cases of higher Police Officers or members of the Ministerial Establishment in the Police Department committing such defaults should be brought to the notice of the Inspector General who will take suitable steps for dealing with, them under the rules applicable to them:

(I.G.'s No. 3/(6683), dated 13th February 1950)

#### **405. Pecuniary Transactions :**

(1) Arrangements whereby a vacating officer benefits pecuniarily or obtains a pecuniary advantage for some third person at the cost of his successor or Locum Tenens, or of some persons interested in him, are strictly prohibited. On proof of any appointment having been resigned under such circumstances the nomination consequent on such resignation will be cancelled, and the parties concerned suspended from service in the public interest.

(2) Police Officers and men are forbidden to lend money to landholders and others within the range of their official authority. The prohibition applies to loans, whether on the Security of a mortgage or unsecured, to estates administered under a Court of Wards or the Encumbered Estates Act.

(G.R., R.D., No. 8012, dated 10th November 1899).

(3) If any reference is received from the Registrar of Money lenders regarding an application from a Police Officer for a licence under the Bombay Money Lenders Act, 1946, the officer concerned shall



call upon the applicant to withdraw his application and, if he fails to do so, take disciplinary action against him.

(G.C., R. D., No. 7123/45. dated 19th January 1945 and I.G.'s No. 3714, dated 8th February 1949)

(4) Police Officers are forbidden under pain of at to and from other persons within the borrow money from subordinates range of their official authority.

(5) It is incumbent on them to disclose their indebtedness in districts to which they may be under orders of transfer.

(6) As regards the distinction between the taking of loans and excessive indebtedness to tradesmen, it is the degree of indebtedness which would indicate the desirability of interference in any case; but the character of such interference and the measure called for on the part of Heads of Officers either to restrain individual officers or to avert a public scandal, are matters for determination with, reference to the circumstances of each particular case. While " excessive indebtedness is a very serious disqualification for Government service, it would be impossible to frame a precise definition of that expression applicable to all cases and it is not advisable to lay down a general rule that such indebtedness shall be punishable by dismissal from the service of Government.

(G.R., G. D, No. 4906, dated 4th November 1896)

**406. Monetary transactions through businessmen :**

A Government servant may not seek the help of a businessman in his jurisdiction for encashing a cheque. As such monetary dealings with businessmen are likely to lead to misunderstanding, officers should, when there is any good bank within their jurisdiction, open accounts in their own names in such a bank and arrange all such transactions through it.

(G.'C., P. and S. D. (Confl.), No. 1581/34, dated 20th April 1949)

**407. Indebtedness and insolvency :--**

(1) When a Police Officer's salary has been attached by a Court for more than three months he may be dismissed at the discretion of his superior having authority in that behalf.

(2) In any case in which the salary of a Police Officer is attached to such an extent as to impair his capacity for the performance of his duties, he should be suspended and his case dealt with by the officer having authority in that behalf.

(3) Frequent attachment will be deemed a sign of inefficiency through pecuniary embarrassment.

(4) An application for relief by proceedings in insolvency shall be sufficient cause for dismissal, unless the debt has arisen through circumstances beyond the control of the applicant. Debts arising from contracts of suretyship or to provide for family emergencies will not be deemed to fall within the exception.

(5) Every applicant for relief in insolvency must carry on the necessary proceedings as expeditiously as the rules of the Court allow. Should he fail to do so, he will, if is not already dismissed or suspended,

be liable to suspension from office after six months from the date of the institutions by him of the proceedings.

(G.R., H.D., No. 5827, dated 4th July 1924)

(6) It shall be the duty of Government servants themselves against whom a criminal charge or a proceedings may be pending, to report all the facts of the charge or proceedings and the full circumstances connected with the charge or proceeding, to their official superiors immediately the charge or proceeding is served on them. Failure on the part of any Government servant to inform his official superiors will be regarded as suppression of material information and will render him liable to disciplinary action on the ground alone apart from the penalty called for on the basis of the criminal charge etc., pending against him.

(G.C., P. and S.D., No. 9729/46, dated 25th February 1952)

**408. Purchase of cattle at an auction sale under the cattle Trespass Act :**

Section 19 of the Cattle Trespass Act, 1871, renders it illegal for any Police Officer to purchase cattle at a sale held under the provisions of that Act. For punishment see Rule 449 (12).

(G.L., H.D., No. 1410/2-D, dated 1st March 1927)

**409. Sale or purchase of property :**

(1) Save in the case of a transaction conducted in good faith with a regular dealer, a Government servant in the Police Department whom intends to transact any purchase, sale, or disposal by other means, of movable or immovable property exceeding in value Rs. 200 with a person residing, possessing immovable property or carrying on business, within the station, district or other local limits for which the Government servant is appointed, shall declare his intention to Government or to the Inspector General of Police or Commissioner of Police as the case may be. Such declarations in the ministerial establishment of the Police Department should be submitted to the Inspector General of Police/Commissioner of Police to whom the power to grant such permission has been delegated. In the case of officers of the rank of Inspectors and below, such declarations should be submitted to the Inspector General of Police/Commissioner of Police furnishing full details regarding the designation and pay of the officers, details about the property proposed to be purchased or sold or expected by way of gift, as to where it is situated, the area and its extent, the circumstances under which it is purchased or sold or received the price offered or demanded and in the case of acquisition or disposal otherwise than by sale or purchase, the method of a acquisition or sale. Thereafter such Government servant shall act in accordance with such orders as may be passed by the Inspector General of Police/Commissioner of Police. The Inspector General of Police/Commissioner of Police will submit to Government in the Home Department in February every year a statement showing the full details viz., the name of the officers, particulars of the property, etc. of the cases in which permission was granted by him during the proceeding year in the exercise of this power.

(2) Notwithstanding anything contained in the above sub-rule, Government servant of Gazetted rank who is about to quit the

station, district or other local limits for which he has been appointed, may, without reference to authority, dispose of any of his movable property by circulating lists of it among the com causing it to be sold by public auction.

(G.R., G. D. No. 1951, dated 29th July 1926, G. R., P. and S. D., No. 1582/34 dated 12th April 1949, and I. G.'s. Circular No. 3797, dated 9th October 1957)

**410. Bidding at :**

No Government servant (including Indian Police/Indian Police Service Officers) should bid at auctions arrange by their own department or office. Any disregard to this provision would amount to including in conduct unbecoming a Government servant within the meaning of the respective conduct rules.

(G.C., P. and S. D., No. CDR 1058-D, dated 16th May 1958).

**411. Private Employment :**

(1) A Government servant shall not, without the previous sanction of Government, engage in any trade or undertake any employment while on duty or on leave, than public duties-or on, whether directly or indirectly, any business carry or undertaking or use his position as a Government servant to help such business or undertaking. A Government servant will be held responsible for any act in this connection done by his wife or any other member of his family living with or in any way dependent on him.

(2) A Government servant may take occasional work of a literary or artistic character, provided that his public duties do not suffer thereby; but Government may, in its discretion, at any time f6rbid to undertake or require him., to abandon any employment which in its opinion is undesirable.

(Rule 21 of B. C. S. (Conduct and Appeal) Rules)

(3) No Government servant in the Police Department shall accept appointments as examiners in connection with the examination of Universities.

(G.C. M., P. and S. D., No 1581/34 dated 13th June 1950)

**412. Interviews with the Inspector General of Police/Commissioner of Police and Deputy Inspector General of Police :**

(1) All subordinate Police Officers and members of the ministerial establishment must obtain the written permission of the Superintendent in mofussil and Deputy Commissioner of Police in Greater Bombay before seeking an interview with the Inspector General of Police/Commissioner of Police or the Deputy Inspector General, as the case may be, on official matter in which they are personally concerned. Such written permission must be produced before the Inspector General of Police/Commissioner of Police/Deputy Inspector General of Police at the time of interview, Failure to observe these orders constitutes a breach of discipline.

(I.G.'s No. 14, dated 20th may 1933)

(2) Interviews with the object of obtaining cancellation of transfer orders should not be permitted, as transfers ordered only after careful consideration and will not be cancelled or modified, for reasons of an exceptional nature, which be represented by means of an application submitted through the proper channel.

(I.G.'s No. 8, dated 8th March 1934)

(3) When a Superintendent of Police in Mofussil/Deputy Commissioner of Police in Greater Bombay grants permission to an officer to interview, the Inspector General of Police/Commissioner of Police or the Deputy Inspector General of Police, he should forward to the Inspector General of Police/Commissioner of Police or the Deputy Inspector General of Police, as the case may be, with his remarks, an application from the officer concerned stating the reasons for which the interview is required, and should at the same time inform the applicant that he should not go for the interview until orders have been received by him.

(I.G.'s No. 17, dated 6th September 1940).

**413. Canvassing of Extra Departmental Influence forbidden :**

(1) Government servants are forbidden to approach officials of other departments or non-official gentlemen for support in pressing individual claims or obtaining redress of grievances, or to approach members of the Legislature with a view to having their individual grievances made the subject of interpellation in the Legislature. They will be liable for disciplinary action if members of the Legislature or non-official persons approach Government on their behalf unless they can prove that such approach was made without their knowledge.

(G.L., H. D., No. 87/3-1, dated 30th June 1934 and G. C., P. and S. D., No. 1581/34, dated 13th October 1952)

(2) Government servants should not meet Ministers (including Deputy Ministers) not in charge of their own Department for representing their grievances or enlisting their assistance in service matters. Meeting such Ministers and representing their grievances to them or trying to enlist their assistance in service matters will be treated on the same lines as approaching outsiders and non-officials in these matters and severe action will be taken against any such conduct.

(3) Government servants may meet Ministers (including Deputy Ministers) in charge of their respective Departments when the Ministers/Deputy Ministers are on tour in their districts and represent to them their individual grievances, if any. If, however, they wish to meet the Ministers/Deputy Ministers at their headquarters they should first obtain the permission of the Minister/Deputy Minister concerned through the proper channel.

(G.C., P. and S. D., No. CDR-1058-D, dated 3rd January 1959)

(4) Government servants who are personally acquainted with Ministers/Deputy Ministers are, however, free to visit Ministers/Deputy Ministers without obtaining permission through the usual channel but it will be expected that during such visits no representations will be made regarding official matters in which they are personally concerned.

(G.R., P. and S. Dated No.,OFC-1058,-B dated 3rd December 1958)

**414. Bigamous Marriages :**

(1) No person who has more than one wife, living, should be eligible for appointment to service subject to provision of any law in force. Government may, however, exempt a person from the, operation of this rule if it is satisfied that there are special grounds for doing so.

(2) No Government servant, who has a wife living, shall contract another marriage without first obtaining, Government permission notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him

(G. -C., P. and S. D., No. CDR-1054, dated 13th January 1955)

#### 415. Saluting:

(1) It is not a servile act, but an outward sign of an inward respect on the part of a subordinate officer for his superior. The acknowledgement of a salute denotes of corresponding respect on the part of the superior officer for the officer saluting him. The general tone of a uniformed force is indicated as much by the manner in which the officers and men salute, as by any other action. It is hoped that subordinates will salute smartly, and that superiors will acknowledge all salutes given to them with due courtesy and in proper manner.

(2) Policemen on duty will salute:-

(a) high Civil Officials and gentlemen of rank known to them,

(b) Magistrates and Commissioned Officers of the Army, -Navy or Air Force, when in uniform, and

(c) their own superior officers; provide that:

(i) when on parade, or posted in line on public occasions, or on point duty where large numbers of officials and officers to whom a salute would ordinarily be due, are frequently passing, they will come to attention only;

(ii) when in a body, only the officer in command will salute, the remainder obeying orders, e. g., to come to attention or to, turn eyes right or left, as the case may be;

(iii) when actively engaged in regulating traffic, they should not even come to attention if, by so doing, they are likely to interfere with the regulation of traffic and so cause confusion.

(G.L., J. D., -No. 5922-A, dated 9th September 1901) and I G.'s No. I 1009, dated 20th September 1901).

(3) An officer mentioned in any of items (a) to (b) below will treat any officer mentioned in any of succeeding items as his superior officer for the purpose of sub-rule (1) above and salute him when addressing or passing him:-

(a) Constables.

(b) Third Grade Head Constables.

(C) First and Second Grade Head Constables.

(d) Sub-Inspectors. Police Inspectors.

(e) Police Inspectors

(I.G.'s No. 13, dated 14th June 1947).

Note--Women police will salute male officers of and above the rank of Inspwctor.

(I.G.'s file No. 1629-IV).

(4) On a purely Home Guard function, the Commandant General of the Home Guard will have precedence over all Police

Officers excepting the Inspector General. But in respect of all other functions he will be treated on a par with a Deputy Inspector General.

(G. R.. H. D., No. 2533/5-II, dated 25th June 1949).

(5) Superintendents and Assistant and Deputy Superintendents of Police should see that their men are carefully instructed in the rules for saluting and should, when inspecting test the knowledge of the men.

(6) (a) When a Police officer in plain clothes meets any officer to whom a salute is due under sub-rule (1) above, he should salute him in, the same manner as if he were in uniform. When bare-headed, he should stand to attention and wish him in a suitable manner.

(b) Officers and men in plain clothes on duty the nature of which requires them not to disclose their identity, should not acknowledge their Superiors in public.

(I.G.'s No. 30, dated 1st November 1947).

#### **416. Policemen's behaviour while on duty:-**

(1) It is highly improper for Policemen while on duty in uniform, to smoke in the public, visit hotels for food or talk leisurely with friends. This creates an unfavourable impression in the minds of the public who cannot, distinguish whether such men are on or off duty at the time.

(2) While on duty in plain clothes, officers as well as men should invariably carry with them their certificates of appointment. It is essential that a Policeman in plain clothes is not identified as a Policeman. If, however, a member of the public questions his identity when taking any action, the certificate of appointment should be shown to him.

(I.G.s. No. 24, dated 25th September 1947, 31, dated 8th November, 1947 and 21, dated 25th May 1948),

#### **417. Behaviour of Police officers towards the public:-**

(1) Every member of the Police force should regard himself as a servant and guardian of the general public and treat all law-abiding citizens irrespective of their position, with unflinching patience, courtesy and tact. While addressing members of the public, all officers and men must use the honorific plural (AAP) and *not* the singular (TU) with reference to the Person addressed. The aim should be to secure a Police force tested and respected by the people.

(2) A Police Officer should 'always remember to keep his temper. He is likely to be much more respected and more efficient, if he does so.

(3) By the employment of tact and conciliatory but firm methods, the public ordinarily can be induced to comply with directions and thus the necessity of employing force may be obviated. But, where strong action is really needed, a Police Officer should not fight shy of taking it for fear of allegations or complaints being made against him by the public, nor should he allow himself to be deflected from the course of action by any interference from members of the Legislature or other outsiders. He can count upon the support of his superiors, so long as he discharges his duties loyally, faithfully and honestly.

(4) When giving evidence and on every other occasion, a Police Officer should speak the truth, the whole truth and, nothing but truth. He must not be swayed by any desire to assert his, own importance or to secure a conviction or an acquittal or by any other temptation. When repeating a conversation or statement, he should not misrepresent or suppress any part of it.

(5) Every member of the force should adopt every legitimate means in his power to assist in raising the prestige of the service in estimation of the, public and in securing its goodwill and respect by right behaviour, on or off duty. He should always be available to those who seek his aid or advice.

(6) Superior Officers should encourage this and observe the department of their subordinates towards the public. They should ruthlessly suppress arrogant, over-bearing, rough or unmannerly conduct, whenever it comes to their notice. When their subordinate realise that no matter how successful they may be in the detection of crime or, what educational or other qualifications they may have, they are liable to be superseded if they show themselves incapable of treating the public properly, they will quickly improve in this respect and, the force as a whole will gain.

(7) Much can - be done to improve existing relations between the force and the public-and make Police work lighter by Sub-Inspectors and Police Station Officers. For instance, they should treat Complainants with consideration and not regard them as criminals or persons creating work-or soliciting a favour. They should not keep them waiting unnecessary to have their complaints registered and Attended to, make them dance attendance uselessly on the investigating officers, to go long distances to give statements or to provide supplies and transport. It should be remembered that the complainant has already suffered loss of some kind and may have to suffer more before his case is decided in Court. The Investigating Officer should, therefore, endeavour to cause him as little further loss or annoyance as possible, and thereby earn the reputation of being considerate.

(8) Witnesses should be treated with consideration and with the full respect due to their position. Investigating Officers should, whenever possible, make a point of going to them instead of calling them away from their homes and work. Much of the difficulty experienced in obtaining evidence would be overcome, if Investigating Officers were uniformly considerate. As far as possible, a Head Constable or Constable should not be deputed to call witnesses and complainants to Police Stations. Written requests in very polite terms in letter form, mentioning the time and the place at which their presence is required, should be sent to the persons concerned.

(9) In dealing with, suspects, officers should be as forbearing and reasonable as possible. Roughness and brutality will, at most, gain a forced and probably useless confession.

(10) Undertrial prisoners should be treated with consideration. Whatever the Investigating officer may think of the charge and evidence

against them, it should be bore in mind that the law does not consider them,, guilty until they have been convicted, and until then they are entitled to such reasonable consideration as is compatible with their safe custody and production before the Court. Their status and the probability of their attempting to escape should be taken into account before they are sent handcuffed through the streets. Station Officers and others, who have to deal with such prisoners, should use their discretion in such cases. For instance, if a man of some standing has to be arrested and sent for trial and there is not the smallest likelihood of his attempting to escape, the officer responsible for handing him over would he justified in suggesting to the escort that handcuffing is unnecessary and that the accused, if willing to pay for it, might be taken in a conveyance instead of being made to walk. Considerateness in small matters raises the force in the public esteem, while lack of it only creates feelings of hostility and bitterness which militate against successful Police work.

(G.L., H. D., No. 1410/2-D, dated 1st March 1927).

(11) An ex-convict must be watched carefully to see whether he is really a bad character, but this can be done sympathetically and without harassment. If he improves the watch can be gradually diminished. If he does not, the Police are still in a position to know his movements and associates. It should be remembered that an ex-convict reformed means so many crimes not committed and hence considerate treatment, which gives him a chance of reforming, is a sound preventive measure.

(12) Heads of offices should see that their subordinates treat the members of the public approaching them on official business with consideration and courtesy, so as to encourage them to lay their grievances before them. They should also take steps to ensure that members of the public, when they go to see officers of their departments on business, are not kept waiting unnecessarily and their complaints and applications are promptly looked into and disposed of. Discourtesy will be treated as a definite breach of duty and punished accordingly.

(13) In order to ensure regularity in the conduct of public business, Heads of offices must see that their subordinate officers and staff working under them attend their offices during the prescribed office hours.

(I.G.'s No. 9, dated 1st July 1989).

(14) Government servants should discourage visits of contractors or of private persons, who have any dealing directly or indirectly with their offices, to their residences and in no case enter into any monetary transactions -with them at their residences.

(G.C., P. and S. D., No. 7929146, dated 28th September 1950).

(15) It is advisable for all district officers to keep contact with Police pensioners in order to maintain the esprit de corps of the service. This can be best done by sending out invitations to them to call for a short interview while on tour or to attend such functions as district sports, ceremonial parades on special occasions and farewell parties.

(I.G.'s, No. 19, dated, 7th April 1937)



(16) In each 'Government Office a board should be hung in a conspicuous place with the following notice in the Regional Language pasted on it :--

"All Government servants are required to treat the members of the public approaching them on official business with consideration and courtesy.

Members of the public are requested to co-operate with Government in stamping out corruption. Do not tip or bribe any member of this of this office. If any tip or bribe is asked, for, please report to the undersigned.

(Signed)"....."

(C.I.C.,P.andS.D.,NO.1581/34,dated13th March1939 and 3rdJuly1946).

(17) At the Police Welfare Schools, a record should be maintained of the small deeds of kindness shown by the members of Police Force which generally do not form part of their duties, as such maintenance will encourage the Policemen to change their outlook towards society and also make people feel that the Police are their friends.

( G. E., H. D., No. PBY- 105611501 -D, dated 20th Janu@ 1956

(18) Every Police Officer must constantly remember that he is a servant of the public and is, therefore, under an obligation to behave with proper courtesy towards them. Any Policeman may he be on a road, in a Police Station or a Chowky or on Patrol Duty or for that matter anywhere, he is bound to help the public to the beat of his capacity. Policemen should not impose more restrictions on the people than are warranted so far as their harmless actions, movements, conduct and speech are concerned and should display the essential qualities, viz. forbearance, civility and courtesy in their dealing with the people. It is his duty to refrain from needless rudeness and the causing of unnecessary annoyance in conducting searches, to act with strict regard to decency and with reasonable gentleness in dealing with women and children and to treat every member of the public with politeness. When on duty he must give his name and number, when asked by any member of the public.

( I. G.'s S. O. Cir. Nos. 57, dated 8th April 1954 and 83, dated 13th July 1957)

(19) For bringing about a spirit of cooperation based on the need for a suitability of the public helping the Police, the following instructions should be followed:-

(a) The Police should make sufficient use of press, radio, cinema and exhibitions to warn the public against different types of offences.

(b) Annual sports meet should be organized between the Policemen and the public in Head-quarters end taluka places each side participating in the meet should bear its own expenses. The expense of the meet from the Police side should be met by the District Superintendent of Police from the Sports Fund.

- Note
- (i) Whenever possible such sports should be arranged on the occasions of important festivals and fairs, when public generally can easily witness and participate in sports.
  - (ii) The public should be invited to take part in the Annual Police Sports held at the district level.
  - (iii) The Police should participate in local Hockey, Foot-ball and Cricket Tournaments.

(c) There should be Police Camps in villages giving demonstrations of Physical Exercise, Ceremonial Parades, etc. to

arose interest in the working of police Organization. Whenever is feasible, such camps should be held company of Home Guards and Village Defence Parties and the at the time of sport. meets referred to above, so that double expenditures can be avoided. If possible such camps should be organised in villages when the District Superintendent of Police inspect Police Stations and a route march may also be included among the other items.

(d) The District Superintendent of Police should hold internal periodical press conferences to explain the current Position of important happenings in the district and to create friendly relations with Editors of the Newspapers. The Editors may also be advised to approach the local superior officers in case they want any information before giving publicity.

(I.G.'g NO- C. M. No. 0/2551, dated 30th, October 1958)

**418. Behaviour towards members of Parliament: -**

(1) AR Police Officers, particularly officers belonging to the Indian Police/Indian Police Service should give due courtesy and regard to the Members of Parliament, who are the representatives of the people and it should be borne in mind that the latter have important functions to perform under the Constitution and it Should be endeavour of every officer possible in the discharge of their functions unable to accede to the-requests or suggestion of the Member of Parliament the reasons for the officers inability to do so should be courteously explained to them.

(2) For the purposes of interview, Members of Parliament should be given preference over other visitors and in very rare cases where an officer is unable to see a Member of Parliament at a time about which h he had no previous notice, the position should be politely explained to the Member and another appointment fixed in consultation with him.

(3) The same courtsey and regard should be shown to Members of Legislative Assembly attending public functions where in particular, seats befitting their position should be reserved for them.

(G.E., P. and S. D., No. CMP. 105814521 -H, dated 4th June1958)

**419. Behaviour while under training: -**

(1) No officer or student under training in any of the training institutions may absent himself from either outdoor or indoor instruction from games without the permission of the Principal.

(2)No officer or student under training will leave the School precincts except in accordance with the orders issued by the Principal. Students 'gated shall leave the School precincts at all.

(3) No officer or student under training will introduce any undesirable person into the School premises.

(4) No probationary Deputy Superintendent of Police will bring his wife to the School or allow her to reside within a radius of twenty miles from the School, without the permission of the Principal.

(G.L., H. D., No. 3031/4-A, dated 9th July 1940)

**420. (1) Behaviour towards the officers of the other departments:-**

The Police Officers, high and low, should treat the Officers of other Departments and Organisations, such as Judiciary, Home Guards, Military etc., with as much respect and courtesy as may be due to their status and the rank they hold.

(I. G.'s Circular M. W@. 6125, dated 2nd July 1955)

(2) All Police Officers and men should see that when the military is called in, in aid of the Civil Power, Military Officers are duly respected by everybody concerned in the Police Force.

(I. G.'s No. 37, dated 10th November 1948)

**421. Behaviour of Police Officers towards Subordinates and Superiors: -**

Senior Police Officers must strictly avoid the use of unduly harsh language while addressing or talking to their juniors and subordinates especially those who are inexperienced, and therefore, more sensitive. They should show their subordinates the same consideration as they themselves would expect from their superiors. It is essential that members of the subordinate staff, in turn, should behave respectfully towards their superiors and do their own work satisfactorily.

(I.G.'s No. 5356, dated 8th December 1949 and G. C., P. and S. D. No. 1581/34, dated 7th March 1950)

**422. Behaviour of Police parties during journeys:-**

When Police parties are sent from district to another on duty, officers in charge of the parties must keep their men under proper control throughout the journey. When travelling by rail they should get suitable seating arrangements made by the Railway Authorities and must see that the men of the parties do not unnecessarily inconvenience other Passengers. Whenever possible, Superintendents of Police or other Police Office concerned will give timely intimation of the despatch of large parties by train to the Railway Authorities not only of the starting stations but of all junctions on the route where the parties may have to change the trains.

(I. G.'s No. 4, dated 27th February 1947)

**423. Behaviour towards School Teachers: -**

With a view to implement Government's Policy in favour of improving the social status of school teachers in general, and teachers of primary schools in particular, Police Officers and men must treat teachers of primary schools in rural areas with proper courtesy and consideration. If they visit schools, they should do so as polite visitors. If they need the School Building or furniture for any public function, they have not the right to issue any orders requisitioning it, but should make a request for the purpose, which the teachers concerned will grant with due regard to their own work. They should not order, teachers to attend their, offices except in cases, where such attendance will be required of any

other citizen, and they should be offered seats when they are so invited. They should make it a point to invite occasionally to social function (and otherwise) some local teachers and Headmasters of primary and secondary schools, so as to make them and others feel that they regard the teachers as having an equality of social status.

(G. Os., E. and I. D. No. 7125, dated 26th February 1948 and 27th July 1948)

**424. Grant of Certificate to individuals by Police Officers:-**

Police Officers should not, as far as possible, issue character certificates in their personal capacity to members of the public as there is a grave danger inherent in this practice since a certificate of good character issued by a Police Officer and especially by an officer of the Criminal Investigation Department creates an impression that the Police Authorities have, nothing against the individual.

(G. L., H. D. No. 1064/C-1762, dated 1st July 1954)

**425. Attestation:-**

Gazetted Police Officers are authorised to attest copies of documents like testimonials, marriage, birth or death certificates etc., required for recruitment or other purposes, on request from the members of the public. This work, though not a legal formality, is only a civic duty related to the status of an officer to a responsible citizen and would not cause any additional responsibility on him. It would only facilitate the work of administration. No fee should, however, be charged for such attestation.

(G.C., P. and S. D. No. 0/8126094-B, dated 27th May 1958)

**426. Representations from members of the Legislature: -**

(1) Whenever members of the Legislature approach Superintendents of Police or other Police Officers, a patient hearing should be given to them, as they have a certain responsibility towards the public. As far as possible all members should be taken into confidence. This will save Government and the Inspector General of Police most of their time in making enquiries regarding complaints made by the public direct to the ministers.

(I.G., N., 6142, dated 31<sup>st</sup> May 1948)

(2) Confidential information should not be supplied to the members of the State Legislature under any circumstances. However, information of non-confidential nature may be supplied to the members of the State Legislature whenever they approach a Police Officer with a request for supply of information touching the welfare of the public that may be required by them for the due performance of their duties in the State Legislature. Whenever such references seeking factual information by the members of the Legislature are received by Police Officers, they should ensure that these references are dealt with promptly.

(G.C. P. and S. D. No. BLD 1758-H, dated 6th January 1959.)

(3) Information may not, however, be supplied to the members of the State legislature, if it entails upon the Government offices concerned an unreasonable amount of labour and/or expenditure. Cases not covered by the above instructions should be referred to Government.

(G. C. P. and S. D. No. SEL-1057-B, dated 6<sup>th</sup> January 1958)

(4) Opinions expressed by the, Remembrancer of Legal Affairs on current or lately recorded cases are confidential and hence under no circumstances they should be divulged or copies thereof to non-officials. Similarly, inspection or supply of copies of Government Resolutions, etc. containing- opinions of the Remembrancer of Legal Affairs should be refused to them. Any breach of these, instructions should be regarded as divulgence of official secret and dealt with as such. These instructions do not apply to the opinions that have been directed to be communicated for general information.

(G.C. P. and S.D. No. 2040/46, dated 15th February 1951)

**427. Applications for promotion prohibited: -**

Police Officers of all ranks are prohibited from applying, either directly or through superior officers, for promotion, and officers are forbidden from recommending subordinates for particular posts, unless their opinion is asked for by the authority empowered to fill the posts.

(G.L.,H.,D. No. 87/3-I, dated 30th June 1934)

**428. A Government servant's Application for employment: -**

(1) Every Government servant wishing to apply for any employment apply in the same department, or to the Union / Bombay Public Service Commission, must submit his application through, his immediate superior, and whether it is addressed to any officer in another department, it must, in addition, be submitted through the Inspector General of Police / Commissioner of Police.

Note -- The Inspector General of Police/Commissioner of Police can withhold any application for any valid reason, e.g. exigencies of service

(G.L., R. D. No. SPP. 787910-3608-VII, dated 4th September 1959)

(2) It is open to a temporary Government servant to apply to the Bombay/Union Public Service Commission, or to any other department, for a post for which Government servants are not eligible, provided the Inspector General of Police/Commissioner of Police under whom he is serving, has no objection to doing so.

(G. C., P. and S. D. No. 15861/34, dated 28th September 1948)

(3) Before agreeing to forward applications of Government servants or appointments under the Government of India or under other State Governments or in any case before relieving the Government servants concerned to join their new appointments it should be made clear to them that their new appointments will not be in the nature of deputation or transfer and that they should resign their appointments under this Government before the accept them. If in any particular case, it is considered necessary to depart from this rule and to allow continuity of service to the person concerned, the case should invariably be referred to the Political and Services Department and Finance appointment and decision taken it consultation with them.

(GC, P and S.D. No. SRV 2254,dated 10th February 1955)

**429. (1) Application from Government Servants:-**

it is permissible for the Indian Police/Indian Police Service Officers who send representations to the Government of India through the proper channel, to send advance copies of their representations. In such cases, the officers

concern should, however, send evidence copies of such representations to Government in the Political and Services Department simultaneously with the copies sent to the Government of India.

(G.C.M., P. and S.D. No. 3297/34, dated 17th April 1950).

(2) Applications from, the Government punishments and other orders of the Superintendent of Police will not be accepted, unless sent through the proper channel so long as a man is in the service of Government, discipline and standing orders require that his application to, the Inspector General of Police/ Commissioner of Police and the Head Of his office should be submitted through his immediate official superior. The Superintendent of Police is expected to take suitable notice of the conduct of a subordinate who disobeys these orders.

(I.G.'s No. 771, dated 29th January 1897 and 1181-A, dated 8th August 1916)

(3) (a) The submission, in exceptional circumstances of advance copies of applications and other representations to higher authorities is not precluded by sub-rule (2), but it should be clearly understood by all concerned that in an such case, no action (other than inquiry regarding undue delay, if any in the forwarding of the original representation) will be taken until the original is duly received. In normal circumstances there should be no occasion for the submission of advance copies.

(I.G.'s No. 22, dated 26th October 1946)

(b) A government servants should not forward an advance, copy of an application to the Minister if his original application is not addressed to the Minister but is addressed only to a superior officer

(G.R...P. and S.D. No, OFC 1058-B, dated 3<sup>rd</sup> December 1955)

(4) Application from subordinates should invariably be forwarded to the officers to whom they are addressed, with whatever endorsement the officers thinks fit to make. In no case such applications should be withheld by the officers concerned.

(I.G.No. 4855-B,,dated 30th-April .1955)

(5) For instructions regarding the preparation and submission of applications addressed to Government, vide Appendix XXVII.

#### **430. Disposal of applications from the Public. -**

The following instructions should be observed in dealing with applications from the public for advice and assistance:

- (a) All applications from private or non-Official persons or bodies as well as from officers not in the service of Government which are received direct should at once be acknowledged with an intimation that they, will be considered.
- (b) When a Person forwards an application, by messenger with a delivery book or from, the entry in the book or form should be signed by the Receipt Clerk so that the person sending the application has been delivered by

the messenger. Formal acknowledgement letters should be issued in such cases also.

(c) When an office receives an application the subject matter of which pertains to another office, the office which first receives the application should acknowledge it before transferring it to the department, concerned for disposal, intimating at the same time to the applicant that the application has been transferred to a particular office and that he should address all further correspondence in the matter to the office to which his application is transferred. If the applicant continues to address his communications on the same matter to the original office without giving sufficient reasons, such communications should be disregarded.

Note:- It is not necessary to acknowledge the receipt of copies of an application received by the offices other than the one to whom the original is addressed

(G.L., P. and S. D., No. OFC-1 059/78350-B, dated 12th November 1959)

(2) The following classes of applications should not be acknowledged:-

- (a) Applications by telegrams, other than those on subjects of general public interest received from public bodies or recognised associations.
- (b) Applications once acknowledged and returned to the applicants under the rules which are received back after compliance with the Rules.
- (c) Applications for situation in the gift of local or controlling authority or for admission into public service.
- (d) Applications against orders already declared to be final.

(3) In the case of applications such as those referred preceding sub-rule, no further action will ordinarily be required except in the following cases :-

- (a) Applications which deal with subjects which have not been fully considered by Government or upon which no orders have been passed ;
- (b) Applications which recite new facts which were not within the cognizance of Government when they were first considered or orders were passed thereon;
- (c) Applications which relate to specific grievances not brought to the notice of Government before.

(4) Applications should be read carefully and dealt with promptly, expeditiously and satisfactorily. If delay in their disposal is likely to occur, the applicants should be informed accordingly and give an indication when a reply can be expected. It should be borne in mind that every Government servant is a servant of the public and that the public have a right to expect courtesy and care in the disposal of applications for advice and assistance.

(5) If replies are not received promptly from the subordinate officers, such cases should be put up for disciplinary action. The sub-ordinate officers will be held personally responsible for delay occurring in offices under their control.

(G. R., P. & S. D., No. OFC. 1058-B dated 3rd December 1958.)

**431. Prompt attention to and disposal of Complaints from the Public. —**

Prompt and efficient disposal of public grievances is the primary duty of every public servant. The following instructions which are designed to achieve this object should be strictly observed: -

(a) All officers should set apart definite and sufficient time every day to meet members of the public who may want to see them regarding any grievances, complaints or requests. They should be patiently heard and replies given to them as soon as possible.

(b) The hours fixed by them for meeting members of the public who may want to see them in connection with their grievances, etc., should be notified in the local papers and a copy of the notification affixed to a prominent place outside their offices.

(c) Officers should be ready to hear Complaints requiring immediate attention at any time of the day, as far as possible, so that members of the public would feel confident that they can always approach the officers, concerned for redress of their grievances in a sympathetic Manner.

(I.G.'s No. 4855-D dated 16th December 1948)

(d) Officers should maintain a " Visitors' Register" in Form No. 24 in Appendix I. The complaints, grievances and requests noted in the Visitors' Register should be followed up till matters are finally disposed of and, for this purpose, the Register should be inspected every day before leaving office so as to ensure that the instructions given therein have been carried out by the office.

(e) When officers grant interviews to visitors, a b of the nature of the business should be recorded in duplicate, either personally or through their stenographers. One copy of the note should be sent to office for further action, the other being retained with the officer himself to keep watch on the disposal of the case. These notes should be made available to inspecting officers to check how public relations are being maintained.

Interviews granted to visitors who come merely to seek information which can be given immediately, or to pay a courtsey call or to present, an appeal should, however, be excluded from the scope of these orders and accordingly, no notes in respect of such visit should be recorded.

(G. C., P. and S- D No. OFC-1054-B, dated 13<sup>th</sup> October 1955)



(2) At every outpost a " Visitors' Book " containing the following columns should be maintained.—

- (i) Serial Number.
- (ii) Name and address of visitor.
- (iii) Date and time of interview.
- (iv) Substance of complaint or request made.
- (v) Action taken.
- (vi) Remarks.

The most senior officer present should receive the complaint and sign the entry in the remarks column.

Note: - Sub-Inspectors of Police not in charge of Police Stations need not maintain any Register separately but should make necessary entries in the Visitors' Register of the Police Station when they receive complaints and requests from the public and make notes thereof in their weekly diaries.

(G. C. P. and S. D. No. OFC-1054-B, dated 7th December 1954)

(3) In order to create confidence in the public and to secure from them their full co-operation in the matter of investigation and redress of public grievances and complaints, it is essential that the investigation of such grievances and complaints (other than those taken cognizance of under the Criminal Procedure Code) made by the members of the public should, as far as possible, be conducted in the presence of the complainants or the responsible public workers, who bring the complaints or grievances to the notice of officers, except when such workers have been found by experience to be in the habit of bringing up doubtful complaints. Such complaints should in no case be entrusted for enquiry to the officers complained against or involved in the subject matter of the complaint. If lack of interest or co-operation on the part of the subordinate Police Officers and Police Patels is found to have resulted in stultifying the efforts of trustworthy and influential public workers to bring offenders to book, District Magistrates and Superintendents of Police should take severe notice of delay or negligence on the part of their subordinates.

(G.C., H. D. No. 128315, dated 19th December 1946, 17th March 1947, 26th March 1947 and 2739/5, dated 10th July 1947)

(4) It sometimes happens that the police, while inquiring into allegations against the anti-social elements who often work in collusion with them, harass applicants for approaching Government and for bringing -to their notice the undesirable activities of such elements. All officers must conduct their inquiries in such a manner that no such applicant is harassed and that no law-abiding citizen has anything to fear in this respect. Failure to observe these instructions will entail serious notice.

(G. R., H. D. No. 1283/5, dated 10th October 1947)

(5) When an officer or office receives a complaint against a Government servant, making definite allegations against him regarding corruption, dishonesty, favoritism, immorality etc., and when some instances likely to lead to a successful enquiry are quoted, only the

purport of the complaint should be forwarded to the officer entrusted with the inquiry into the complaint. Such enquiries should be conducted in disinterested manner. In case it is felt that mere purport of the complaint is not likely to help the officer to make the enquiry, a copy of the complaint may be sent but in that case the name of the complainant or any other information which is likely to lead to identification of the complainant should not be given, unless it is considered that the enquiry would suffer in the absence of such details.

(G.C., P. and S. D. No. 2034/34, dated 4th May 1950)

(6) When any serious allegations against the police, including those of the kind detailed in sub--rule (5) above, are made in any newspaper, the Editor of that newspaper should also be examined if he is willing and whatever particulars he or the witness cited by him may offer, should be taken into consideration before any report, if so required, is submitted to Government.

(G.L., R. D. No. S. 18121698-G, dated 10th August 1953).

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## **CHAPTER XIII**

### **Departmental Punishments**

#### **432. Application of Rules Regarding Departmental Punishment :**

(1) Rules regulating the award of punishments to the members of the Indian Police/Indian Police Service will be found in the All India Service Discipline and Appeal) Rules, 1955.

(2) Rules regulating the conduct of members of the Bombay Police Service i. c. Deputy Superintendents of Police in mofussil and Superintendents in Greater Bombay will be found in the Bombay Civil Service & (Conduct, Discipline and Appeal) Rules, and those regulating their discipline and appeals will be found in the Civil Services (Classification, Control and Appeal) Rules, the relevant extracts from which are given in the Appendix to the Bombay Civil Services (Conduct, Discipline and Appeal) Rules.

(3) In as much as Police Prosecutors are not appointed under the Bombay Police Act, they are, for disciplinary purposes, subject to the Bombay Civil Services(Conduct, Disciplinary and Appeal) Rules., and do not come within the purview of the Act.

(G.R., R. D., No. 87/3-XII, dated 13th December 1937)

(4) The members of the ministerial establishment and class IV servants in the Police Department are governed by the Bombay Civil Services (Conduct, Discipline and Appeal) Rules. Employees such as bellows boys, syces, sweepers, bhisties. etc., who are paid out of contingent grant are liable to be discharged at any time, and no rules have been framed as regards their conduct and punishment.

(5) In view of article 313 of the Constitution of India, the conditions of service of the subordinate ranks of the various Police Forces in India are determined by or under the Acts relating to those forces. Hence for the purposes of Punishments and appeals, etc., police officers of and below the rank of Inspector are governed by the rules hereinafter contained in this chapter, which have been made by Government in exercise of powers conferred by clause (e) of sub-section (2) of section 25 read with section 5 (b) of the Bombay Police Act, XXII of 1951. The rules on that subject contained in the Bombay Civil Services (Conduct, Discipline and Appeal) Rules have no application to the subordinate ranks of the Police Force in this State.

(I. G.'s No. 30, dated 26th August 1933)

#### **433. Enquiries against Deputy Superintendents of Police :**

The power of punishing Deputy Superintendents of Police in the mofussil. and Superintendents in Greater Bombay rests with Government. Unless otherwise specially directed, an enquiry in respect of misconduct against a Deputy Superintendent of Police shall ordinarily be held by a Deputy Inspector General, who will submit his report to Government through the Inspector General of Police. Such an enquiry in respect of Superintendents of Police in Greater Bombay will be held by the Deputy Commissioner of Police nominated by the Commissioner of Police who will submit big report-'to Government through the Commissioner of Police and Inspector General of Police.

(G. R., H. D., No. 87/3-XII, dated 13th December 1937)

**434. Enquiries Against Police Prosecutors :**

(1) All enquiries against Police Prosecutors will be held by the Superintendent of Police under whom they are serving. A Superintendent of Police may inflict any one or more of the punishments set forth in items (i), (ii), (iii), (iv), (v) and (vi) of Rule 33 of the Bombay Civil Services (Conduct, Discipline and Appeal) Rules. An appeal against an order of punishment inflicted by a Superintendent of Police shall lie to the Range Deputy Inspector General and petitions for revision shall lie to the Inspector General of Police. If a Superintendent considers that a Police Prosecutor should be removed or dismissed from service, he will, in accordance with the provisions of section 311 of the Constitution of India, submit the Case to the Inspector General of Police through the Range Deputy Inspector General for orders.

(G.R., H. D., No. 87/3-XII, dated 13th December 1937)

(2) In Greater Bombay such enquiries will normally be held by the Deputy Commissioner of Police, Crime Branch, unless otherwise directed by the Commissioner of Police. The Deputy Commissioner of Police, Crime Branch, may inflict the aforesaid punishments. An appeal in such cases shall lie with the Commissioner of Police. If the Deputy Commissioner of Police, Crime Branch, considers that a Police Prosecutor should be removed or dismissed from service, he will submit the case to the Commissioner of Police for orders.

**435. Punishments under the Bombay Civil Services (Conduct, Discipline and Appeal) Rules :**

The procedure to be followed in imposing the penalties of censure, with-holding of increments or recovery of pecuniary loss caused to Government has been laid down in Rule 55-A of the Civil Services (Classification, Control and Appeal) Rules. Before imposing any of these penalties, the person concerned should be given a notice informing him that it is proposed to punish him in the proposed manner for reasons to be specified in the notice and that any representation he may make within the period to be prescribed would be taken into consideration before passing final orders.

(G.C., P. and S. D. No. CDR. 1155, dated 15h December 1955)

**436. Departmental Punishments :**

(1) The following punishments can be awarded to Police Officers of and below the rank of Inspector hereinafter referred to as Police Officers :

**(i) Minor Punishment :**

- (a) Caution.
- (b) Reprimand.
- (c) Extra Drill.
- (d) Extra Duty.
- (e) Black Mari.
- (f) Stoppage of leave.

**(ii) Major Punishments :**

- (a) Fine not exceeding one months pay
- (b) Stoppage of increments.
- (c) Reduction in rank, grade or pay, or removal- from any office of distinction or withdrawal of any special emoluments.

- (d) Removal from service (which does not disqualify for future employment in any department other than the Police Department.
- (e) Dismissal (which disqualifies from future Employment in Government service).

(2) (a) The punishment specified at item (c) of sub-rule (1) (i) above shall not be imposed upon any officer above the rank of Constable,.

(b) The punishments specified at item (d) and (e) of sub-rule (1)(i) above, shall not be imposed upon any officer above the rank of Head Constable.

(c) The punishment referred to at item (a) of sub-rule (1) (ii) above shall not be imposed on an Inspector of Police.

(d) No punishments specified at items (c) (d) and (6) of sub-rule (1) (ii) above shall be imposed on any Police officer unless a regular Departmental Enquiry into his conduct is held and a note of the enquiry with reasons for passing an order imposing the said punishment is made in writing under his signature.

(3) A Police officer officiating in a higher rank at the time of the commission of the default for which he is to be punished, shall be treated as belonging to that higher rank.

(4) The reversion of a Police officer from a higher post held by him in an officiating capacity, to his substantive post shall not amount to reduction.

(5) The discharge of a probationer whether during or at the end of the period of probation on account of his unsuitability for the service amounts to removal.

(Rule 3 of Bombay Police Punishment and Appeal Rules, 1956)

#### **437. Power to Suspend :**

(1) The Inspector General/Commissioner of Police is empowered to suspend any officer of and below the rank of Inspector.

(2) Superintendent' of Police including Superintendents of Police, Wireless, Motor Transport and Principals, Police Training Schools, may suspend any Police Officer (subordinate to them) below the rank of Inspector against whom an enquiry into a complaint is pending

(3) The Superintendents of Police and the Principal, Police Training School, Nasik, the latter only in case of an Inspector who is undergoing training at the said School or subordinate to him, may also suspend an Inspector pending enquiry into a complaint against such Inspector and -until an order of the Inspector General/Deputy Inspector General can be obtained.

(4) Any officer who passes an order of suspension of a Police officer should record reasons therefore under his signature.

(Section 25, B. P. Act)

#### **438. Authority to Inflict Punishment :**

The officers of various ranks shall have power to inflict punishments of the types specified in column 2 on the officers specified in column (1) thereof, subject to the restrictions laid in column 3 thereof.

Rank of the Officer who can be punished 1	Kind of punishment which may be imposed 2	Restrictions subject to which Officer is authorized to punish 3
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## I.-DISTRICTS

### (1) *Inspector General of Police*

1.	All Officers to whom the Bombay Police (Punishments and Appeals) Rules, 1956, are applicable except Inspectors.	All punishments specified in rule 436 subject to restriction specified in column 3	Punishment of extra drill shall be inflicted only on constables and punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables.
2.	Inspector	All punishments specified in rule 436 except the following Extra drill. Extra duty, Black mark, Fine.	

### (2) *Deputy Inspector General of Police*

1.	All Officers to whom the Bombay Police (Punishments and Appeals) Rules, 1956, are applicable except Inspectors.	All Punishments specified in rule 436 subject to restrictions specified in column 3.	Punishment of extra drill shall be inflicted only on Constables and punishments of extra drill and black mark shall be inflicted only on Read Constables and Constables. In cases where Sub-Inspectors have been appointed by the Inspector General of Police the Deputy Inspector General of Police shall not inflict punishments of removal or dismissal.
2.	Inspectors	Caution and reprimand.	

### (3) *District Superintendent of Police*

1.	Head Constables and Constables	All Punishments specified in rule 436 subject to restrictions specified in column 3.	Punishment of extra drill shall be inflicted only on Constables and punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables.
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2. Sub-Inspectors
- All punishment specified in rule 436 except the following :
- Extra drill,
  - Extra duty,
  - Black mark,
  - Removal,
  - Dismissal.

(4) *Assistant Superintendent of Police or Deputy Superintendent of Police.*

- |    |                 |   |   |
|----|-----------------|---|---|
| 1. | Head Constables | Caution, reprimand, extra duty, black mark, fine, stoppage of increment and reduction in rank.              | Punishment of fine, stoppage of increment and reduction in rank should not result in a monetary loss of more than Rs. 10. |
| 2. | Constables      | Caution, reprimand, extra drill, extra duty, black mark, fine, stoppage of increment and reduction in rank. | Punishment of fine, stoppage of increment and reduction in pay should not result in a money loss of more than Rs. 10.     |

**II.-GREATER BOMBAY**

(1) *Inspector General of Police*

- |    |   |  |  |
|----|---|--|--|
| 1. | All Officers to whom &U the Bombay Police (Punishment and Appeals) Act, 1956, are applicable except Inspectors. | All punishments specified in rule 436 subject to restrictions specified in column 3.                               | Punishments of extra drill shall be inflicted only on Constables and punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables. |
| 2. | Inspectors  | All Punishments specified in rule 436 except the following :<br>Extra drill<br>Extra duty,<br>Black mark,<br>Fine. |  |

(2) *Commissioner of Police*

- |    |   |  |  |
|----|---|--|--|
| 1. | All Officers to whom the Bombay Police (Punishments and Appeals) Rules, 1956, are applicable except Inspectors. | All punishments specified in Rule 436 subject to restrictions specified in column 3. | Punishment of extra drill shall be inflicted only on Constables and punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables. In cases where Sub-Inspectors have been appointed by the Inspector |
|----|---|--|--|

General of Police, the Commissioner of Police shall not inflict, the punishment of removal or dismissal.

Rank of the Officer who can be punished 1	Kind of punishment which may be imposed 2	Restrictions subject to which Officer is authorized to punish 3
2. Inspectors	All punishments specified in rule 436 except the following : Extra drill, Extra duty. Black mark, Fine.	
(3) <i>Deputy Commissioner of Police or Assistant Commissioner of police</i>		
1. All Officers to whom the Bombay Police (punishments and Appeals) Rules, 1956, are applicable except Inspectors.	All Punishments specified in rule 436 subject to restrictions specified in column 3.	Punishment of extra drill shall be inflicted only on Constables and punishments of- extra duty and black mark shall be inflicted only on Head Constables and Constables. Punishments of suspension, reduction, dismissal removal or fine, shall be inflicted only under the orders of the Commissioner of Police. In cases where the delinquents were appointed by the Commissioner of Police, or the Inspector General or Police, the Deputy Commissioner of Police or the Commissioner of Police shall not inflict punishment of removal or dismissal.
2. Inspectors	Caution and reprimand.  (4) <i>Superintendent of Police</i>	
1. Read Constables	All punishments specified in clauses (a) to (e) of sub-rule (1) of rule 436 except extra drill.	
2. Constables	All punishments specified in clauses (a) to (e) of sub-rule (1) of rule 436.	



III.- POLICE TRAINING SCHOOL, NASIK

(1) *Inspector General of Police*

- |    |   |   |  |
|----|---|---|--|
| 1. | All Officers to whom the Bombay Police (Punishments and Appeals) Rules 1956, are applicable, except Inspectors. | All punishments specified in rule 436 subject to restrictions specified in column 3.                                | Punishment of extra drill shall be inflicted only, on Constables and punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables. |
| 2. | Inspectors  | All punishments specified in rule 436 except the following :-<br>Extra drill<br>Extra duty,<br>Black mark,<br>Fine. |  |

(2) *Deputy Inspector General of Police*

- |    |  |  |  |
|----|--|--|--|
| 1. | All Officers to whom the Bombay Police (Punishments and Appeals) Rules are applicable except Inspectors. | All punishments specified in rule 436 subject to restrictions specified in column 3. | Punishment of extra drill shall be inflicted only on Constables and punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables. In case where Sub-Inspectors have been appointed by the Inspector General of Police, the Deputy Inspector General of Police shall not inflict punishments of removal or dismissal. |
| 2. | Inspectors   | Caution, reprimand and reduction.  |  |

(3) *Principal of the Central Police Training School, Nasik*

- |    |                                |  |  |
|----|--------------------------------|--|--|
| 1. | Head Constables and Constables | All punishments specified in rule 436 subject to restrictions specified in column 3. | Punishment of extra drill, shall be inflicted only on Constables and punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables. |
|----|--------------------------------|--|--|

Rank of the Officer who can be punished	Kind of punishment which may be imposed	Restrictions subject to which Officer is authorized to punish
1	2	3
2. Sub-Inspectors	All punishments specified in rule 436 except the following :- Extra drill, Extra duty, Black mark, Removal, Dismissal.	

- Note :* (1) The Principal may punish students guilty of disobedience of orders, sets subversive of discipline, breach of rules, absence without leave, inattention to study or carelessness or negligence in duty by-
- (a) extra drill,
  - (b) confinement to quarters or to the School precincts, or
  - (e) in the case of inexcusable absence without leave, loss of allowances for the period of such absence in addition to any other penalty which may have been incurred.
- (2) In cases of grave misconduct, the Principal may suspend and remove from the School any student, pending receipt of the Inspector General's orders.
- (3) Cases of grave or frequent misconduct by a directly recruited Sub-Inspector student will be reported to the Inspector General of Police who may punish him by rustication for the rest of the term without pay or allowance, as the case may be, or by expulsion from the School.

(I. G.'s memo No. 2538/3-I, dated 13th December 1935)

**IV. – POLICE MOTOR TRANSPORT SYSTEM**  
**A. DISTRICTS**

(1) *Inspector General of Police*

1. All Officers to whom the Bombay Police (Punishments and Appeals) Rules, 1956 are applicable except-Inspectors.	All punishments specified in rule 436 subject to restrictions specified in column 3.	Punishment of extra drill shall be inflicted only on Constables and punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables.
2. Inspectors	All punishments specified in rule 436 except the following :- Extra drill, Extra duty, Black mark, Fine.	

(2) *Deputy Inspector General of Police*

- |    |   |  |   |
|----|---|--|---|
| 1. | All Officers to whom the Bombay Police (Punishments and Appeals) Rules, 1956, are applicable except Inspectors. | All punishments specified in rule 436 subject to restrictions specified in column 3. | Punishments of extra drill shall be inflicted only Constables and Punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables. In cases where Sub-Inspectors have been appointed by Inspector General of Police, the Deputy Inspector General of Police shall not inflict punishments of removal or dismissal. |
| 2. | Inspectors  | Caution, reprimand and reduction.  |   |

(3) *Superintendent of Police, Police Motor Transport, Poona or the District Superintendent, of Police*

- |    |                             |   |  |
|----|-----------------------------|---|--|
| 1. | Head Constables Constables. | All punishments specified in rule 436 subject to restrictions specified in column 3.  | Punishment of extra drill shall be inflicted only on Constables and punishments of extra duty and black marks shall be inflicted only on Head Constables and Constables. |
| 2. | Sub-Inspectors              | All punishments specified in rule 436 except the following:-<br>Extra drill,<br>Extra duty,<br>Black mark,<br>Removal and<br>Dismissal. |  |

**B. GREATER BOMBAY**

(1) *Inspector General of Police*

- |    |   |  |   |
|----|---|--|---|
| 1. | All Officers to whom the Bombay Police (Punishments and Appeals) Rules. 1956, are applicable except Inspectors. | All punishments specified in rule 436 subject to restrictions specified in column 3.                                 | Punishment of extra drill shall be inflicted only on Constables and punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables. |
| 2. | Inspectors  | All punishments specified in rule 436 except the following :-<br>Extra drill,<br>Extra duty,<br>Black mark,<br>Fine. |   |

Rank of the Officer who can be punished 1	Kind of punishment which may be imposed 2	Restrictions subject to which Officer is authorized to punish 3
<i>(2) Commissioner of Police</i>		
1. All Officers to whom the Bombay Police (Punishments and Appeals) Rules, 1956, are applicable except Inspectors.	All punishments specified in rule 436 subject to restriction specified in column 3	Punishment of extra drill shall be inflicted only on constables and punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables. In cases where Sub-Inspectors have been appointed by the Inspector General of Police the Commissioner of Police shall not inflict punishments of removal or dismissal.
2. Inspector	All punishments specified in rule 436 except the following Extra drill. Extra duty, Black mark, Fine.	
<i>(2) Deputy Commissioner of Police or Assistant Commissioner of Police</i>		
1. All Officers to whom the Bombay Police (Punishments and Appeals) Rules, 1956, are applicable except Inspectors.	All Punishments specified in rule 436 subject to restrictions specified in column 3.	Punishment of extra drill shall be inflicted only on Constables and punishments of extra duty and black mark shall be inflicted only on Read Constables and Constables. In cases where defaulters were appointed by the Commissioner of Police or the Assistant Commissioner of Police shall not inflict punishments of removal or dismissal.
<b>V. POLICE WIRELESS SYSTEM</b>		
<b>A. DISTRICTS</b>		
<i>(1) Inspector General of Police</i>		
1. All Officers to whom the Bombay Police (Punishments and Appeals) Rules, 1956, are applicable except Inspectors.	All Punishments specified in rule 436 subject to restrictions specified in column 3.	Punishment of extra drill shall be inflicted only on Constables and punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables.

2. Sub-Inspectors

All punishments specified in rule 436 except the following:-  
Extra drill,  
Extra duty,  
Black mark,  
Fine.

*(2) Deputy Inspector General of Police*

1. All Officers to whom the Bombay Police (Punishments and Appeals) Rules, 1956, are applicable except Inspectors.

All punishments specified in rule 436 subject to restrictions specified in column 3.

Punishments of extra drill shall be inflicted only on Constables and Punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables. In cases where Sub-Inspectors have been appointed by Inspector General of Police, the Deputy Inspector General of Police shall not inflict punishments of removal or dismissal.

2. Inspectors

Caution, reprimand and reduction.

*(3) Superintendent of Police, Wireless or the District Superintendent of Police*

1. Sub-Inspectors

All punishments specified in rule 436 except the following:-  
Extra drill,  
Extra duty,  
Black mark,  
Removal  
Dismissal.

2. Head Constables

All punishments specified in rule 436 except extra drill.

3. Constables

All punishments specified in rule 436.

Rank of the Officer who can be punished 1	Kind of punishment which may be imposed 2	Restrictions subject to which Officer is authorized to punish 3
<b>B. GREATER BOMBAY</b>		
<i>(1) Inspector General of Police</i>		
1. All Officers to whom the Bombay Police (Punishments and Appeals) Rules, 1956, are applicable except Inspectors.	All Punishments specified in rule 436 subject to restrictions specified in column 3.	Punishment of extra drill shall be inflicted only on Constables and punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables.
2. Inspector	All punishments specified in rule 436 except the following Extra drill. Extra duty, Black mark, Fine.	
<i>(2) Commissioner of Police, Bombay</i>		
1. All Officers to whom the Bombay Police (Punishments and Appeals) Rules, 1956, are applicable except Inspectors.	All punishments specified in rule 436 subject to restriction specified in column 3	Punishment of extra drill shall be inflicted only on constables and punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables. In cases where Sub-Inspectors have been appointed by the Inspector General of Police the Commissioner of Police, shall not inflict punishments of removal or dismissal.
2. Inspector	All punishments specified in rule 436 except the following Extra drill. Extra duty, Black mark, Fine.	

- |    |   |  |   |
|----|---|--|---|
| 1. | All Officers to whom the Bombay Police (Punishments and Appeals) Rules, 1956, are applicable except Inspectors. | All punishments specified in rule 436 subject to restrictions specified in column 3. | Punishments of extra drill shall be inflicted only Constables and Punishments of extra duty and black mark shall be inflicted only on Head Constables and Constables. In cases where delinquent are appointed by the Inspectors General of Police or the Commissioner of Police, Bombay, the Deputy Commissioner of Police or the Assistant Commissioner of Police shall not inflict punishments of removal or dismissal. |
| 2. | Inspectors  | Caution, reprimand.  |   |

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[ Rules 5 of B.P. (Punishments and Appeals) Rules 1956 ]

**439. Disciplinary Action Against Government servants on Deputation :**

Disciplinary cases relating to the Gazetted Officers on deputation to other Departments should be dealt with by the Department to which the officer concerned was on deputation at the time the default was committed or where he is serving at the time the departmental action is taken against him. After all the preliminary procedure is complete in such cases the papers of enquiry should be forwarded to the parent Department which should issue final orders. 'As regards disciplinary action against the non-Gazetted staff on deputation to other departments since the authority competent to take action against them is the Head of the parent Department, all the action against them should be taken by the parent Department only.

(G.C., P. & S. D., No. CDR 1157, dated 15th May 1957)

**440. Retirement on Account of Misconduct etc :**

(1) The authority competent to appoint a person in service in the Police Department may require him to retire from service, on the ground of misconduct, insolvency or inefficiency, after holding departmental proceedings.

(Rule 165-A of. B. C. S. Rules)

**441. Orders for Departmental Enquiry :**

(1) While no hard and fast rules can be laid down to cover all cases likely to require the holding of departmental enquiries into the conduct of Police Officers of and below the rank of Inspector, and the drawing up of proceedings under section 25 of Bombay Police Act, 1951, the following general principles are enunciated for the guidance of officers, who must use their discretion in applying them to individual cases:-

(a) Proceedings may be divided into two classes on the analogy of the system provided for in criminal law i.e. those which are to be tried summarily and those which are to be tried in a regular manner. The more petty defaults likely to meet with minor punishments may be disposed of summarily in orderly room while all others shall be dealt with by holding regular proceedings.

(b) If in the course of the proceedings in orderly room, the evidence discloses a default, which merits a major punishment, the proceedings shall be closed and regular proceedings held or ordered to be held by a competent officer. On the other hand, even when a regular proceeding is held in respect of a default, the punishment awarded should be such as is appropriate to the default established by the evidence, no matter whether it is major or minor.

(c) Ordinarily, a Deputy Commissioner of Police in Greater Bombay and a District Superintendent of Police or Superintendent of Police Motor Transport/Superintendent of Police, Wireless should preside at orderly room in Head-quarters. A Superintendent of Police in Greater Bombay and an Assistant or Deputy Superintendent of Police elsewhere is allowed to hold it only when the Deputy Commissioner or the Superintendent is out of Head-quarters and is likely to be away for two weeks or more. As regards sub-divisions, Sub-Divisional Police Officers should hold orderly room in their charge.



(d) The officer holding the orderly room should make brief notes of all evidence heard in support of the charge and also the statement of the delinquent and of any evidence tendered for his defence. If a Deputy Commissioner of Police or an Assistant Commissioner of Police in Greater Bombay or a District Superintendent of Police or a Superintendent of Police, Motor Transport/Superintendent of Police, Wireless as the case may be holds an orderly room he should record his order in the appropriate column of the Orderly Room Register. A Superintendent of Police in Greater Bombay and an assistant Superintendent of Police or Deputy Superintendent of Police in the Districts holding an orderly room should, however, confine himself to recording in the Orderly Room Register the evidence and his opinion thereon leaving the order to be passed by the Deputy or Assistant Commissioner of Police, or the Superintendent of Police as the case may be, in every case.

(I. G.'s No. 12555-A, dated 18th November 1918)

(2) *Preliminary Enquiries in default :-*

(a) Whenever a default is reported and a preliminary enquiry is necessary before a definite charge can be framed, this should be done on the spot. In Greater Bombay it may be carried out by the Superintendent of Police in the case of inspectors, and by the Inspectors in the case of Sub-Inspectors Jamadars, Head Constables and Constables. In mofussil, (including wireless and Motor Transport) it may be carried out by the Superintendents of Police in the case of Inspectors and Sub-Inspectors and by the Sub-Inspectors in the case of Head Constables and Constables. At the same time it must be left to the Superintendents of Police and Sub Divisional Police Officers to select the most suitable Officers for this purpose or to do it themselves when such a course appears necessary or desirable.

(b) Any officer competent to hold preliminary inquiry under clause (a) above may authorise any other officer to hold such inquiry.

(I. G.'s No. C-362, dated 22nd January 1908)

Note : (1) Appointments of Enquiry Officers should invariably be by designation and not by name.

(G. C., P. & S. D., No. CDR 1154, dated 29th October 1954)

(2) Whenever a particular officer is appointed to conduct a departmental enquiry, it should be conducted by that officer alone and should, on no account, be entrusted by him to anybody else, as otherwise it will vitiate the whole enquiry.

(G. C., P. & S. D., No. 1672/34, dated 11th August 1951)

(c) (i) If a preliminary inquiry has taken place in Districts, the Superintendent of Police or the Sub-Divisional Police Officer or the officer authorised under clause (b) as the case may be, should, after going through the papers of enquiry shall decide :-

(a) Whether a Prima facie case exists for a Departmental enquiry.

(b) If so, whether the Government servants concerned should be prosecuted in a Court of Law.

(c) Whether the Government servant concerned should be suspended pending a Departmental enquiry and/or prosecution, and

- (d) Whether the services of the Government servant concerned could and should be terminated without a departmental enquiry.

Similar action will be taken by the Deputy Commissioner of Police/ Assistant Commissioner of Police, or the Officer authorized under (b) above, if the preliminary enquiry has taken place in Greater Bombay).

(Rules 5 of Manual of Department Enquiries)

(ii) Extreme delay sometimes occurs in the enquiries, which necessarily precede further action in regard to charges of misconduct which may end in a criminal prosecution. They must invariably be conducted with the utmost promptitude. Delay is very injurious both in the public interests as well as in the interest of the officer concerned as it tends to render more difficult the discovery of the truth and keeps the individual affected under suspicion, which may be unmerited.

(iii) The Superintendent of Police, the Sub-Divisional Police Officer or the officer authorized under clause (b) may either drop the matter, or if a petty default is established by the preliminary enquiry, he may take summary action as in orderly room.

(G. L., H. D., No. 1521, dated 6th March 1918 and 5545, dated 22nd August 1918)

(iv) A departmental enquiry should be ordered only after being satisfied that the default concerned calls for one of the major punishments.

(G. R., P. & S. D., No. CDR 1156, dated 9th July 1956)

(d) When dealing with cases in which serious allegations are made against Government servants belonging to the Indian Police/Indian, Police Service or holding equivalent posts, the Home Department and the Inspector General of Police should take action on the following lines:-

(1) Whenever a serious charge reflecting on the integrity or honour of an officer of the Indian Police/Indian Police Service or of similar status is made publicly or by a responsible person and is supported by allegations of fact, those facts should be investigated and put on record at the earliest possible moment by the agency of an officer of position and trustworthiness on whose findings Government can rely. The investigation should normally be made by an officer of the Department who should preferably be the Inspector General of Police himself. The result of this first investigation should be submitted immediately to Government in the Home Department to enable Government to decide after considering the investigating officer's report, whether there is any ground for the institution of formal departmental proceedings or not and, if so, what are the points in dispute and the charge or charges which should be framed.

(2) If the essential facts are not fixed as far as possible at the outset, they tend to become more and more disputed and uncertain as time goes on. When, therefore, serious imputations are made against a responsible officer of Government, prompt investigation is in his interest as well as that of Government, and it should not be possible for such accusations to be completely disregarded at the time they are made and then to be brought up later when they can be neither

proved nor disproved and yet be used to discredit an officer against whom some person has a grudge.

(G. C., P. & S. D., No. 2733/34, dated 11th October 1941)

**442. Suspension and Allowances during Suspension :**

(1) If the default is such that neither of the course mentioned in Rule 441 (2)(c) above, can be followed in view of the seriousness of the default, the officer into whose conduct a preliminary enquiry has been held should ordinarily be placed under suspension. But, before ordering such suspension, the officer competent to suspend him should carefully consider and order such suspension if the allegations made against the person concerned are of a serious nature and on the basis of the evidence available there is a Prima facie case for his dismissal or removal, or if there is reason to believe that his continuance in active service is likely to cause embarrassment or hamper the investigation of the case. In case a Police officer has been committed to a prison for debt or on criminal charge, he should forthwith be placed under suspension.

(2) In cases where the continuance of the Police Officer at a place is likely to give him an opportunity to interfere with the witnesses or tamper with the evidence against him, steps may be taken to transfer him. The officer dealing with the case should then consider whether the delinquent should be dealt with by a criminal prosecution, or in departmental proceedings,

(G. C., F. D., No. 1753/33, dated 6th August 1956 and G. C., P. & S. D., No. 2733/34, dated 9th August 1951)

*Note :* Officers empowered to suspend can pass orders imposing restrictions on the movements of the delinquent while under suspension. But, care should, however, be taken before issue of orders, to see that they are reasonable and have not the effect of hampering the delinquent's defence in the departmental proceedings pending against him.

(I. G.'s S. O. No. 71, dated 25th January 1955)

(3) For the amount of subsistence allowance to be granted. to the delinquent, while under suspension, refer Bombay Civil Services Rule No. 151.

**443. Criminal Prosecution :**

(1) When the preliminary inquiry discloses a serious offence, application for permission to prosecute should at once be made to the authority competent to dismiss, and that authority should promptly grant the permission if it agrees that there is prima facie case for a prosecution. In case that authority considers that there is no case for prosecution, it should record its reasons for refusing the permission. This procedure is necessary even where the default constitutes a cognizable offence and a prima facie case has been made out as a result of an investigation under Chapter XIV of Criminal Procedure Code. The sanction contemplated by this rule is of an administrative nature intended to protect subordinate officers from unwarranted prosecutions arising out of the performance of their official duties and is analogous to the judicial sanction required by section 197, Criminal Procedure Code in the case of certain class of officers.

(2) A criminal prosecution is generally unnecessary in those cases in which the misconduct amounts only to an offence against a special law or rules relating to official duties though made triable by Criminal Courts. In such cases, unless there are circumstances which render a criminal prosecution advisable, the misconduct may be more suitably dealt with departmentally. On the other hand, a belief that there is not sufficient evidence to make out a prima facie case in a court of law is not a proper reason for substituting a Departmental Proceedings for a prosecution. Similarly, it should seldom be necessary to resort to a prosecution as under section 25 of the Bombay Police Act, 1951, there are ample powers to deal with the majority of the cases of neglect of duty committed by the Police. The fine, that the Magistrate can inflict, can be adequately met by reduction or stoppage of increment.

(G. L., J. D., No. 1521, dated 6th March 1918 and 5545, dated 22nd August 1918 and  
I. G. Is., No. 489, dated 12th February 1947)

(3) Cases occur occasionally in which it is considered inexpedient to undertake the prosecution of Police Officers who are dismissed on account of defaults for which they are liable to be criminally prosecuted. In such cases the reasons which render it inexpedient to undertake a prosecution shall be recorded in the order of dismissal. The dismissed person should be supplied with a copy of the order. A copy of the recorded, reasons for not instituting a prosecution should be forwarded with any report that may be afterwards made on the case to the Government.

(G. R., G. D., No. 4493, dated 23rd July 1907)

(4) The application for sanction should be made in cognizable cases before sending up a charge-sheet and in non-cognizable cases before a complaint is lodged.

(G. R., H. D., No. 1826/5-III/57858-D, dated 29th September 1949)

(5) Every such application should be accompanied by the inquiry papers which should contain the statement of allegations, the charge framed and a statement of the delinquent show in cause why he should not be prosecuted. The officer making, the application for sanction should discuss the evidence available both for and against the charge. He should send to the Inspector General of Police or the Commissioner of Police; a copy of his application when it is addressed to the Deputy Inspector General or Deputy Commissioner of Police/Assistant Commissioner of Police.

(I. G.'s No. 15, dated 3rd August 1946)

(6) In cases in which the delinquent is likely to be dismissed by the Superintendent of Police or the Deputy/Assistant Commissioner of Police, the Superintendent of Police or Deputy/Assistant Commissioner of Police should, if he accords sanction to prosecute, submit a detailed report of the facts to the Inspector General of Police through the Range Deputy Inspector General or the Commissioner of Police as the case may be.

(I. G.'s No. 489, dated 12th February 1947)

(7) In cases where the Superintendent of Police or the Deputy/Assistant Commissioner of Police refuses to sanction the prosecution of Head Constables and Constables, all papers of the case, where necessary,

should be submitted to the Inspector General of Police through the Range Deputy Inspector General or the Commissioner of Police as the case may be.

(I. G.'s No. 6199, dated 22nd September 1947)

(8) In cases in which a Deputy Inspector General or Deputy / Assistant Commissioner of Police is the authority competent to dismiss a Sub-Inspector, the officer making the application for sanction to prosecute should send a copy of his application to the Inspector General of Police or the Commissioner of Police as the case may be.

(9) In the case of Sub-Inspectors and Inspectors liable to be dismissed by the Inspector General of Police or the Commissioner of Police, the application for sanction to prosecute should be made through the Deputy Inspector General of Police or the Deputy/Assistant Commissioner of Police as the case may be.

(10) In cases in which the delinquents under suspension are involved in judicial proceedings, Police Prosecutors should be asked to press for the speedy disposal of the cases in courts.

**444. Departmental Enquiries in cases of Fraud or Embezzlement -**

(1) (i) In all cases of fraud, embezzlement or similar, offences, departmental proceedings should be instituted at the earliest possible moment against all the delinquents and conducted with strict adherence to the Rules upto the point at which prosecution of any of the delinquents begins. At that stage it must be specifically considered whether further conduct of the departmental proceedings against any- of the remaining delinquents is practicable (without giving any scope for contempt of court), if it is, it should continue as far as possible and should not, as a rule, include finding and sentence.

(ii) If the accused is convicted, the departmental proceedings against him should be resumed and formally completed. If the accused is not convicted, the departmental proceedings against him should be dropped, unless the authority competent to take disciplinary action is of the opinion that the facts of the case disclose adequate grounds for taking departmental action against him. In either case, the proceedings against the remaining delinquents should be resumed and completed as soon as possible after the termination of the proceedings in Court.

(G. R., F. D., No. 3191, dated 1st July 1936 and G. R., P. & S. D., No. 3488, dated 31st May 1943).

(2) Officers concerned should make every attempt to see that the final orders regarding writes off of loss or shortages are passed by the authorities concerned immediately after the fact that the amount involved are irrecoverable is established. They should also see that investigations of the cases involving loss of Government money or departmental enquiries into misconduct and negligence of Government servants leading to such a loss, are conducted as expeditiously as possible and that they are not unduly prolonged on account of any reason, e. g. unnecessary or protracted correspondence with subordinate officers.

(G. R., F. D., No. LOS 1053, dated 4th November 1953).

(3) Where action is being taken against Government servants either departmentally or in Courts of Law on the charge of causing loss of money to Government by misappropriation or otherwise, payment of the Dearness Allowance, if so decided by the competent authority should be withheld (AND NOT APPROPRIATED) until the case against the persons concerned is decided. In case the persons concerned is ultimately found to be not guilty and not responsible for% the misappropriation or loss, the amount of Dearness Allowance withheld should be paid back to him. If, otherwise, the amount should be adjusted against the recovery to be effected from him.

(G. C., P. & S. D., No. CDR-1058, dated 25th March 1958)

(4) AR Police Officers should be warned that wherever it is found that loss of Government money or revenues was occasioned by the negligence of a Police Officer he will be liable to make it good.

(G. R., F. D., No. 1347/33, dated 7th October 1939)

**445. Departmental Action on Termination of Judicial Proceedings –**

(1) On sanction to prosecute being obtained, the officer incriminated shall be dealt with according to law.

(2) On the termination of the Judicial Proceedings, it will be the duty of the Competent Authority to consider the evidence and findings and determine whether the retention of the subordinate in the service is desirable or not. This is a matter entirely for his consideration subject to an appeal to higher departmental authority. He is responsible for the retention or dismissal of his subordinates as may be expedient in the interests of the public service. In the case of an acquittal by a Court, whilst he must carefully consider the reasons, he is not justified in retaining the servant whom he believes on the evidence to be corrupt or otherwise so discredited as to be unfit for retention in the public service. If he comes to a definite conclusion that the defaulter's retention in the Police Force is undesirable, he must hold regular departmental proceedings. It would, however, not be permissible to hold the department proceedings on the same charge on which the defaulter was given a clean acquittal by the Court unless certain evidence available with the departmental officers was either not available at the time of the trial or was not admissible in the process of a Judicial hearing. In minor matters which have been made punishable by a Court, if the competent authority has referred the matter to the decision of a Court he will be advised to accept the Court's conclusion, but it does not follow always that in such cases conviction affects an officer's character so as to necessitate his dismissal or revival from service. In the more serious cases touching the more character of a public servant, the decision as to retention or dismissal or removal of an officer must ultimately rest with the competent authority. The responsibility is his and cannot be avoided by the substitution of the opinion of the Court for his own.

(G. R., H. D., No. PAR. 1664-6154-IX, dated 18th March 1964).

Note : Where proceedings are held after acquittal by Courts, and delinquent protest against such holding of proceedings and ask for the proceedings to be held in abeyance till his protest is decided, he should be informed that there is no bar to hold such proceedings as it is only an administrative matter. The proceedings should not be stayed on this account.

(3) (a) If the reinstatement of an officer on acquittal or discharge is decided u on, the time lag between the acquittal or discharge and the reinstatement should be reduced to the absolute minimum.

(I. G.'s No. 5119-III, dated 20th September 1946)

(b) Before an order of punishment is made in cases in which an officer is discharged or acquitted in a Court of Law, regular departmental proceedings should be drawn.

(4) Even in cases of conviction on criminal charges, departmental proceedings should not be dispensed with entirely. But in such cases, the officer holding the proceedings should merely frame a charge, cite the court's judgment as evidence in support of the charge and award such departmental punishment as he deems fit. No "show cause" notice is, however, necessary in such cases, in accordance with proviso (a) to article 311 (2) of the Constitution of India.

(I. G.'s No. 25/1628/IV, dated 12th November 1951)

(5) In the case of an officer convicted and sentenced to imprisonment, against which no appeal lies, steps should be taken to decide whether the facts which have led to the conviction would or would not justify an order of dismissal. If they do, the order of dismissal should be passed as early as practicable and the grant of subsistence allowance stopped from the date of issuing orders. If on the other hand, the sentence passed is appealable, departmental proceedings should not be concluded, till the result of an appeal, if any, is known, but they should be disposed of as expeditiously as possible, after the result is known. In such cases, the officer holding the proceedings, while considering whether the delinquent's retention in the Police Force is desirable or not, should base his decision on the findings of the appellate Court and not on those of the lower Court.

(G. C., F. D., No. 1753/33, dated 6th August 1936 and I. G.'s No. 25/1628-IV, dated 12th December 1951)

**446. Departmental Proceedings when unnecessary :**

(1) Where the competent authority has decided to deal with a delinquent departmentally a regular proceeding must, be drawn up save in the following, cases

- (a) Cases dealt with in the orderly room.
- (b) Termination of service of an officer on probation not by way of penalty for a particular default, but because he has not shown himself fit for confirmation, on account of his unsuitability.

(I. G.'s No. 901, dated 30th January 1896)

(c) An order of reversion of a Police officer from his higher appointment in which he had officiated when such reversion is necessitated by general incompetence or unsuitability and not by way of penalty for a definite default, or

(G. C., P. & S. D. No. CDR-1155, dated 5th December 1955)

(d) An order of reversion or discharge on account of termination of a temporary post or for want of a vacancy.

Provided that where an officer on probation is to be discharged from service by way of penalty for a definite default, whatever his period of probation might be, proceedings are necessary for passing an order of discharge..

**447. Irregularities in departmental proceedings :**

All the officers who have to hold preliminary inquiries or departmental proceedings should acquaint themselves thoroughly with the rules under which

departmental proceedings are held, because departmental proceedings will have to be held de novo on account of certain common procedural defects and irregularities in holding Preliminary Enquiries or Departmental Proceedings. A few such irregularities are listed below and all officers concerned should take sufficient care to avoid them:-

- (a) Preliminary inquiry held by an officer not empowered to hold the same.
- (b) Statement of allegations not properly drawn up.
- (c) Charge is often vague and unspecific and is not precise and clear, as a result of which the defence of the delinquent is prejudiced. This has a reference in particular to the use of the words 'or and on or about' in the charges framed against the delinquent.
- (d) Witnesses are not examined in the presence of the delinquent.
- (e) On acquittal of a delinquent in a criminal case, departmental proceedings are held only on the depositions recorded during the course of the trial and/or judgment delivered in the case without bringing any additional evidence on record.
- (f) When charge is revised in the course of departmental proceedings, no fresh evidence is recorded though necessary, and no cross-examination allowed with reference to the revised charge.
- (g) Sometimes witnesses are examined on the basis of their statements recorded in criminal courts. They are not examined afresh in the presence of delinquents. This incorrect procedure is fatal to the proceedings.
- (h) On conviction by a trial court, the departmental proceedings are drawn up without waiting for the result of the appeals filed by the delinquents against their convictions.
- (i) Show Cause Notice is not served on the delinquent before issuing the orders regarding major punishment against him.
- (j) Show Cause Notice is not given to the delinquent before inflicting punishment of compulsory retirement.
- (k) Order removal or dismissal is passed by an officer not empowered to pass it.
- (l) Incorrect statement about facts is made in the summing up or the findings of the presiding officers, not tallying with the facts mentioned in the evidence on record.

(I. G.'s No. 1628-V, dated 1st March 1956).

**448. General Principles of Departmental Proceedings –**

(1) (a) The Police Force being a disciplined body of men, the standard of discipline' in this Department is very much higher than in any of the other Departments of the State Government and as such the work of departmental proceedings occupies an important place in the function of a supervising Police Officer.



(b) If it is decided to deal with the delinquent by means of a departmental proceeding, the officer empowered to punish the delinquent or any other officer above the rank of the delinquent against whom the proceeding is to be held, authorised by the officer empowered to punish, should so prepare a precise charge giving details of the default including time and place, as to leave the delinquent in no doubt as to its nature.

(2) The charge should be communicated to the delinquent and should be accompanied by a statement of the allegations on which the charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. Every charge and all other documents in evidence against the delinquent must also be fully explained to him, and he should be given or allowed to take copies, if he wishes to assist him in defence.

(G. C., P. & S. D., No. 1352 (Fin), dated 16th November 1934).

(3) The charge and the statement of allegations should be delivered to the delinquent, if present, or sent to him through his immediate superior and the delinquent's receipt in token of the delivery should form part of the record of the case.

(4) Joinder of parties - Where two or more Police Officers of or below the rank of Inspector have been associated together in the commission, or a default or defaults in furtherance of their common object it is permissible to hold one proceeding in respect of them all.

(5) The officer framing the charge should then decide whether the further proceedings upto the close of the defence should be carried on by the officer who has made the preliminary inquiry or by another. In deciding this; he will be guided by consideration such as the seriousness of the case and the prospects of the defaulter obtaining a fair hearing.

(I. G.'s No. C-362, dated 22nd January 1908).

(6) Where the incriminated officer is of the rank of an Inspector or Sub-Inspector of Police, the Deputy/Assistant Commissioner of Police in Greater Bombay or a Superintendent of Police himself elsewhere should hold the proceeding, as far as possible. If such officer cannot hold the proceeding himself, he should report the fact at once to the Commissioner of Police or the Range Deputy Inspector General explaining why he cannot himself hold the proceeding and seek his permission to entrust it to a Superintendent in Greater Bombay or a Sub-Divisional Police Officer elsewhere whose name must be specified.

(G. C., J. D., No. 8496, dated 22nd November 1897 and

I. G.'s No. 36, dated 16th December 1947).

(7) The officer conducting preliminary inquiry shall not, as far as possible, conduct departmental proceeding.

(8) The State Government may, if it thinks that it is necessary to do so, direct that in any particular case, the inquiry into the charge against the incriminated officer shall be made by an officer not belonging to Police Department.

(9) The officer holding the proceeding should record the delinquent's statement acknowledging that he has 'Understood the charge and stating whether or not he admits the same. If he pleads guilty there remains only the issue of the order, after a brief summing up, by the officer competent to inflict punishment. If he does not admit the default his statement should be continued, asking him whether he wishes to cross examine any witnesses against him and if he so desires, these witnesses should be called.

(I. G.'s No. C/362, dated 22nd January 1908).

(10) If, after a reasonable notice, a delinquent willfully remains absent or refuses to take part in the proceedings, the same shall be continued and duly disposed of *ex parte*. In such a case no finding shall be deemed invalid on the ground of the delinquent's willful absence or non-participation.

Note -

- (1) What notice is reasonable should, however, depend upon the circumstances of the case.
- (2) The delinquent can also be proceeded against for disobedience but, if the delinquent is dismissed or removed from service as a result of the first enquiry, the question of taking action for disobedience does not arise.
- (3) The request of the delinquent to adjourn the proceedings should not be granted unless the reasons advanced warrant it. -V, dated

(G. L., L. D., No. 6006/A, dated 13th March 1956 and I. G.'s No. L/1628 19th February 1959).

(11) As far as practicable, an officer holding a departmental proceeding should do it at a place or places- at which the witnesses required to give evidence against the delinquent or in support of his defence may be able to attend without undertaking a long travel or incurring any traveling expenses.

(C I. G.'s No. 11 (3619), dated 12th May 1949)

(12) The officer conducting the proceeding should then call all necessary, witnesses in support of the charge and, in the delinquent's presence, record statements they may have to make. He should then give the delinquent an opportunity of cross-examining each witness after his statement in support of the charge is completed, any such cross-examination being recorded below the statement of the witness concerned.

(I. G.'s No. C-362, dated 22nd January 1908).

Note - Previous statements should not be used in a Departmental enquiry. However they are useful as a sort of guide to the Presiding Officers who can contradict any witness turning hostile by using their previous statement for the purpose of cross-examination. Previous statement should be duly proved by examining the officer who recorded the statement. The Presiding Officer can then judge the value to be attached to the deposition of the witness.

(I. G.'s No. 6488, dated 17th September 1957).

(13) Where there is a complaint, i.e. a private individual or a Police Officer in his private capacity directly affected or injured by the defaulted distinct from a Superior Officer reporting a subordinate for any dereliction of duty, he should be allowed to examine witnesses who support him and after cross-examination to re-examine them, if necessary.

(14) The Presiding Officer may, at any time, call or recall any witness for evidence and ask the delinquent or any witness examined by or against him such questions as are likely, in the officer's opinion, to clear up any matter in doubt.

(15) If, as a result of any re-examination or of any questions put at any stage by the officer conducting the proceeding a new matter is introduced or a new aspect is given to inquiry, - the delinquent should be given an opportunity of ' cross-examining on such new matter or aspect.

(16) When all the witnesses in support of the charge have been dealt with and all papers relied on in support of the charge have been carefully explained to the delinquent, he should be called upon to enter on his defence and to produce his witnesses, if any. Such witnesses will be examined by the delinquent, cross-examined, if necessary, by the complainant or by the officer conducting the proceeding and re-examined by the delinquent, if he desires to do so. The statement of each witness should be separately recorded in detail.

(I. G.'s No. C-362, dated 2,2nd January 1908)

*Note* - The witness relating to the charge should only be examined, The delinquent should be asked to give the names of the Defence Witnesses within two days after completion of the evidence of the witnesses- in support of the charge, and the defence statement should be recorded within seven days.

(I. G.'s Cir., No.,L/1628-V, dated 19th February 1959).

(17) In view of the fact that the officer holding the proceeding is in the position of both an investigator and an adjudicator and that the delinquent is not represented by a pleader, it is the duty of the officer holding the proceeding to see that all important points are cleared up, whether witnesses are produced by the delinquent or not, and for that purpose to take steps to secure the presence of witnesses named by the delinquent.

(I. G.'s No. 1628-11, dated 25th June 1941)

(18) The delinquent's further statement should then be fully recorded in continuation of his previous one recorded under sub-rule (9) above. The delinquent should be given a reasonable time, which should be fixed by the presiding officer for submitting his defence in writing. Any request for copies of statements should be recorded at the end of the delinquent's statement and a note made there under whether the request had been granted or not, with the reasons for refusal in the latter event.

(19) The delinquent should be given all reasonable facilities for his defence. If any request of the delinquent in this connection has to be refused, it is only fair that the request and the reasons for refusal should be clearly stated i ' n the proceedings. Such requests may have to be refused when quite unreasonable or impossible of compliance e. g. when he desires unnecessarily to call or recall witnesses merely to cause delay or to confuse the issue or when a witness cannot be found or the cost and trouble involved in finding him would be disproportionate to the advantage likely to be gained. As an instance may be quoted, a default case in which the Government Handwriting Expert had certified certain writing to be that of the delinquent and the latter demanded the expert's presence for cross-examination. Such a demand could be reasonably refused without the proceedings being vitiated thereby.

(20) Copies of office notes, reports, or correspondence relating to the enquiry should not generally be supplied to the delinquent but copies of the evidence recorded should ordinarily be supplied free of charge, if asked for during the course of the proceedings, or if the delinquent

is literate, he should be given an opportunity, under proper supervision, of taking his own copies. In exceptional cases, as where the record is lengthy, the presiding officer may direct that copies shall be supplied on payment of the prescribed copying fees. Such direction, with reasons, would, of course, appear in the proceedings.

(I. G.'s No. C-362, dated 22nd January 1906).

*Note* - (1) The supply of copies of the statements etc, recorded during the course of the proceedings should not be deferred till all witnesses are examined. The delinquent should be asked to copy out the statements of witnesses examined during the day the same day.

(I. G.'s Circular No. L/1628/V, dated 19th February 1959).

(2) Confidential reports from the Anti-corruption Bureau should, under no circumstances, be supplied to the delinquents nor should they be cited in the charge memo in support of the charge. The charge should be based on the evidence collected and not on the reports of the officers concerned.

(I. G.'s Cir., No. L/1628, dated 19th February 1959)

(21) Thus the proceeding should resemble as closely as possible a judicial trial, but with two important differences, viz., the statements should not be taken an oath and the officer holding the proceeding need not necessarily follow strictly the provisions of the Criminal Procedure Code or the Indian Evidence Act. The Presiding Officer may admit any evidence which he considers relevant. Evidence of previous conduct and character may often be suitably admitted in a Departmental proceeding although inadmissible in a Court of Law.

(22) After the completion of the defence, the presiding, officer should, if competent to do so, have a note of the proceedings drawn up and pass his orders on the case. If he is not competent, he should record his findings and send the papers, with an expression of his opinion to the officer competent to pass orders. The latter shall pass his orders on the strength of the presiding officer's findings unless he disagrees with the presiding officer in which case he shall record his own findings.

(I. G.'s No. C-362, dated 22nd January 1908).

*Note* - The presiding officer should not include in his findings his recommendations as to the quantum of punishment. But he should, however, communicate them to the authorities concerned separately.

(G. Cir., P. and S. D. No. CDR-1 155, dated 10th August 1955) .

23) The note of the proceedings referred to above should take the form as per Appendix XXVIII.

(24) The case should be briefly but adequately outlined in the note of the proceedings, so that the points at issue may be readily grasped by any one not previously acquainted with the facts. Provision for this purpose has been made under the heading "Brief facts of the case" in the form prescribed for drawing up the findings.

(25) No hard and fast rule can be laid down as to the amount of detail required as this depends upon the nature of the default and ether circumstances, which may vary to any extent, but it is obvious that as a rule, the proceedings would be simpler and more brief in the case of a delinquent being found asleep on night rounds when, owing to other

circumstances such as previous bad record, proceedings were considered necessary, than in one of a more serious or more complicated nature.

( G. R., J. D. No. 3411, dated 29th May 1901 ).

26) It should be clearly stated in -the proceedings whether the delinquent has been given an opportunity of cross-examining witnesses against him' or calling witnesses in defence and has had access to documents exhibited in the record and relied on in support of the case. If, the delinquent has not cared to avail himself of any of these rights, the fact should be plainly stated in the proceedings.

( G. C., J. D. No. 8496, dated 22nd November 1897).

(27) The writing up of the brief facts of the case, the summing up and the final order should invariably be the work of the officer competent to inflict punishment and with him lies the responsibility of seeing that the proceedings have been properly carried out and that they are in order.

(28) In conducting departmental proceedings, officers conducting them need not apply the same high standard for assessing the evidence produced before them as that applied in a Court of Law. A lower standard which ensures that the evidence which but for technical objections, is acceptable may be deemed adequate.

( G. C., P. and S. D. No. 1581134, dated 28th April 1948).

(29) When a compromising suspicion is in itself a sufficient reason for removing a man from Government service, this should be honestly stated and there should be no pretence at proof when there is only suspicion. The person compromised in such a case may be allowed to resign. If a man has nearly earned his pension, he would not be a proper case for removal on suspicion. The previous character of the person suspected should always be considered. A public servant, unless convicted at a judicial trial, has a right to defend himself departmentally against any imputation, even if he may have incurred it in such a trial.

(30) In respect of his own subordinate it is the duty of every officer to take -upon-himself, when occasion arises, the responsibility of putting his suspicions and the grounds thereof in writing, of recording the answer of the subordinate concerned, and passing an order which shall make clear his own opinion as to the truth or falsehood of the allegations of suspicions which have given rise to the proceedings.

(G. R., J. D. No. 2501, dated 26th April 1906).

(31) (a) After the proceedings against a delinquent have been completed and after the authority competent to punish has arrived at a provisional conclusion in regard to the penalty (punishment) to be imposed, the delinquent shall, if the penalty proposed is fine, reduction in rank, grade or pay, removal (including compulsory retirement) or dismissal, be called upon to show cause within a reasonable time not ordinarily exceeding one month, why the particular penalty proposed should not be inflicted provided that no such show cause notice is necessary in cases referred to in provisos (a), (b) and (c) to clause (2) of the article 311 of the Constitution of India. Along with the show cause notice a copy of the findings (i. e. report of the Presiding Officer) on the basis

of which the Punishment is proposed to be inflicted should be sent to the delinquent. Any representation submitted by him in this behalf should be duly taken into consideration before final orders are passed. The delinquent's representation shall form part of the record of the case.

(G. E., P. and S. D., Ng. 2733/34-D, date 6th August 1945).

*Note-* In case where the punishment tentatively decided upon is removal or reduction, the show cause notice should be with reference to the maximum punishment, viz., dismissal, provided the charges under enquiry are of a type that may call for, any of the major punishments including dismissal. In cases, however, where the charges are of a magnitude which should not in any case merit dismissal and the competent authority comes to a definite conclusion that such a punishment need not be inflicted, then the notice may be with reference to the punishment arrived at and not with reference to dismissal.

(G. C., P. and S. D. No. CDR 1155, dated 18th August 1955)

(b) The officer giving the show cause notice and the one passing the final orders need not necessarily be the same. The Show Cause Notice once issued should stand as valid even if the officer issuing the final orders is different from -the one who issued it. However, as far as practicable, the Officer issuing the final order should be the same who issued the show cause notice.

(G. L., H. D. No. MSC, 1055/60989-D, dated 19th October 1955).

*Note -* Where there is a change in the officer conducting the proceedings any request made by the delinquent to conduct the proceedings de novo, should be turned down.

(32) (a) Orders of removal, dismissal, etc., should conform to the legal requirements and also be signed by the proper authority, as otherwise their validity will be liable to technical objection. With a view to ensuring that these requirements are fulfilled, all orders of removal, dismissal, etc. will be issued in Form No. 25 in Appendix I. Orders in respect of the latter should be signed personally by the officer who is Competent to inflict the relative punishment, and it would not be sufficient if any other authority signs as for such authority.

(G.C.,P. and S.D.No.2733/34, dated30th December 1950).

(b) The summary disposal of a case deprives the delinquent of his right of rebutting, the findings of the officer issuing, the final order. The procedure also renders it extremely difficult for the appellate authority to deal satisfactorily with appeals on incomplete or sketchy proceedings. Unless, therefore, the proceedings are complete and in the proper form, the Superintendents of Police or Assistant Commissioner of Police / Deputy Commissioner of Police or Deputy Inspector Generals as the case may be, cannot be said to have applied their mind thoroughly to those cases. The Constabulary and subordinate officers look upon them as the repository of justice and any deviation from the procedure prescribed by the rules would betray this faith and would consequently be highly injurious to the morale of the force.

(I. G.'s S. No. 27, dated 27th January 1951).

(33) (a) Whenever orders are issued removing a Government servant from service or requiring him to retire compulsorily as a disciplinary measure, the order issued should specify whether it is made on the ground of inefficiency or of misconduct.

(G. C., P. and S. D. No. CDR. 1165, dated 22nd January 1966).

(b) Where it is desired to reduce both the pension as well as gratuity by a percentage or by fixed amount, the intention should be specifically made clear in the orders passed. Where the order passed provide specifically for a reduction in pension only, the gratuity will not be automatically reduced.

(G. C., F. D. No. PEN. 1658/245715-8-5, dated 12th March 1959).

(34) (a) When the officer holding proceedings has passed final orders they should be communicated to the delinquent. The record of every departmental proceeding should contain authoritative evidence of the date on which the order of punishment was communicated to the delinquent.

(I. G.'s No. 9, dated 24th March 1933)

(b) With a view to minimising time barred appeals or applications in revision, the officer passing the final orders should invariably specify therein the period allowed for an appeal, or an application in revision from that order and the authority to which the appeal, or application in revision to be addressed.

(I. G.'s No. 1628-III, dated 17th December 1949).

(c) An officer passing the original final order may revise it suo motu provided the revision is not to be detrimental to the person concerned and is based on fresh facts which were not before it when the original order was passed. The officers who have occasion to revise the orders passed by them should, however, forward a copy of their revised orders to Government in the Home Department through the Inspector-General of Police. While forwarding a copy of the revised orders to Government, the officers should explain in brief the fresh facts on account of which the orders were revised.

(G. C., P. and S. D. No. CDR 1157, dated 15th May 1957).

(35) (a) If an officer is reduced as a measure of penalty to a lower stage in the time scale, the authority ordering such reduction should specify –

- (i) The period for which it shall be effective.
- (ii) Whether the period of reduction is exclusive of any period spent on leave before the period of reduction is completed,  
and
- (iii) Whether on restoration, it shall operate to postpone future increments, and if so to what extent.

(b) If a Government servant is reduced as a measure of penalty to a lower grade or post, the authority ordering the reduction may or may not specify the period for which the reduction shall be effective. But, where the period is specified the authority shall also state whether the period of reduction is exclusive of any period spent on leave before the period of is completed and whether on restoration the period of reduction shall operate to postpone future increments and if so to what extent.

(Rules 55 of B.C.S. Rules).

(36) (a) The reversion may be either for a specific period or for an unspecified period. In the former case, on the expiry of the period the

officers' original rank would be automatically restored to him provided he is in service on that date, In the latter case, he would continue indefinitely in the lower grade unless and until the competent, authority upon a review of the case, passes a fresh order restoring him to his original grade.

(b) In both the cases, the officer cannot claim restoration to the original grade at an earlier date on the ground of seniority in the lower grade.

(G.C., F. D., No. INC-1057/S-2, dated 21st August 1957 and INC-1058/S-2, dated 10th November 1958).

(37) (a) Reduction of a Police Officer to a rank lower than the one to which he was originally recruited, though permissible under the rules, is wrong in principle and should, as far as possible, not be ordered.

(I. G.,s No. 1629-IV, dated 20th May 1950).

(b) A Deputy Commissioner of Police I Assistant Commissioner of Police in Greater Bombay and Superintendents of Police (including Motor Transport and Wireless) should, when holding departmental proceedings against a Head Constable, consider carefully whether the default, if proved, and the delinquent's general record are such as to justify the broad assumption that he is unfit for the duties and responsibilities of a Head Constable. If they find this to be so, they should order reduction without Specification of any period of reduction. In such cases, however, the delinquent should not be re-promoted to the rank of Head Constable before the expiry of two years from the date of his punishment, and should not be re-promoted even then unless by his work, subsequent to reduction, he has afforded clear evidence of fitness to undertake once again the duties of a Head Constable. Where' such drastic punishment as reduction without period is not necessary, the period of reduction should invariably be specified but should not, in any case, exceed two years. In the case of a confirmed H.C., the reduction in rank should always be ordered for a specific period.

(G. R., P. D., No. 4712 dated 24th April 1926 and I.G.'s No. 1628-II dated 10th July, 1942).

(38) (a) Departmental proceedings should be completed as quickly as possible. In any case, the period taken by the Presiding Officer should not exceed three months from the date a decision has been taken to hold & departmental proceeding. If, for any reason, the proceeding is likely to take a longer time, the presiding officer should obtain sanction of the Inspector-General / Commissioner of Police / Deputy Inspector General / Government, as the case may be, for extension of time required by him to complete to the proceedings.

(b) The Commissioner of Police / Deputy Inspector –General are competent to grant extension of time upto a period of five months from the date of taking a decision to hold departmental proceedings. (*i.e.* for a period of two months from the date of expiry of the stipulated period of three months). The Inspector General of Police shall grant extension of time for a further period of two months (*i.e.* upto seven months) except in cases (i) where the departmental enquiries have been ordered by Government or (ii) where the persons concerned have been under suspension. In all other cases sanction of Government in necessary.



(c) In case where the Presiding Officer is the Inspector General of police himself, he should report the reasons for delay to the State Government and obtain extension of time for completing the proceeding.

(d) The reports for extension of time required by presiding officers should state fully the reasons for the delay and be accompanied by a Roznama in form No. 26 in Appendix I.

(e) The Commissioner of Police / Deputy Inspectors-General should submit to Government every month a statement showing the sea in which extensions were granted by them during the preceding month, and the reasons for such extensions. Likewise, the Inspector General should submit to Government in the Home Department. every month a list showing the cases in which extension of time was granted by him during the preceding month with reasons for which extension was considered necessary.

(f) A Departmental proceeding is complete only when orders on the findings of the enquiry are issued and the prescribed period of three months is to be computed from the date on which the decision is taken to hold the enquiry to the date on which the final orders are issued.

(g) To ensure that the Departmental proceedings are completed expeditiously and to watch the progress of the departmental proceedings ordered by them, all officers should maintain a register in form No. 27 in Appendix I in, regard to the departmental proceedings. If they find any of the proceedings progress slowly, they should ascertain the reasons for the slow progress even at the initial stage and take appropriate steps to ensure that the proceeding is speeded up, if necessary by transferring other enquiries / proceedings which might have been entrusted to the same officer and which he might not have started, to other officers. Top priority should be given by Presiding Officers to oases of officers and men under suspension.

(G. C., P. and S.D., No.1581/34, dated 1st April 1950, and 13th September 1950.No.CDR-1055, dated 28th May 1955, No., CDR 1075, dated 11th October 1955, CDR- 1158-D, dated 20th August 1958 and No. CDR-1159-D, dated 16th November 1969)

(40) In cases in which it is not practicable for an officer to hold a Departmental Proceeding without requiring the witnesses to travel long distances or to incur travelling expenses and in view of the importance of the evidence of the witnesses in support of the charge, their attendance cannot be dispensed with, a claim for reasonable travelling expenses, if made by them, should be paid, debiting the expenditure to the grant under travelling allowances

(G.L., H. D. No. 4141/5-D, dated 29th April 1949, and I.G.'s No. 11(3619), dated 12<sup>th</sup> May 1949)..

*Note* – For payment of travelling expenses to official and non-official witnesses in departmental proceedings, a reference should be made of instruction 13 in Appendix II to the Bombay Civil Services Conduct, Discipline and Appeal Rules, and rule 1 (explanation (3) ) in Appendix XLII-A of Bombay Civil Services Rules Volume II respectively.

#### **449. Suitability of punishments –**

(1) Suitability of a punishment should be carefully considered. Punishment should fit the default, be sufficiently deterrent without being harsh, and above all prompt in its application, i.e. immediately felt.

(I.G.'s No. 12555-A, dated 19th November 1918).

(2) They should not be erratic and unjustifiable. Petty and trivial defaults, committed by Policemen should not be met with I severe punishment. For instance a constable who has a clean record and earned two or three rewards, for good work, should not be punished with extra drill for attending parade or some miscellaneous duty late by a few minutes. An Officer should not ordinarily resort to extra drill or proceedings unless the delinquent has been cautioned, warned and reprimanded.

(I. G.'s No. 16, dated 17th April 1950).

(3) The best method of correcting a Policeman is to inflict upon him all types of departmental punishments increasing their intensity by step. If minor punishments such as reprimand, extra drill, etc., have no effect on a delinquent, a major punishment such as reduction in pay is called for. If, however, even this has no effect on him then he must be removed from service. Removing a man from service without first awarding him minor punishments and lastly a major punishment will mean that proper steps were not taken to correct him in time and make him a useful member of the Force. The degree of severity of punishment should depend upon the seriousness of the default and incorrigibility of the man and should aim as far as circumstances permit at improving and giving a chance to delinquents concerned.

(I. G.'s S No. 16, dated 17th April 1950 and 69, dated 19th November 1954).

(4) Stoppage of an increment not due for several months, would not be a suitable punishment in a majority of cases since it would not come into operation until the default has become a thing of the past and so might seem unreasonable and unjust at the time of its incidence.

(5) In inflicting punishment the general character of the officer affected and his past service should be taken into consideration. Removal from service, for instance, in the case of a Police Officer of indifferent character with one or two year's service is scarcely a punishment where as to a Police Officer of 15 or more year's service and good character, it means ruin.

(I. Gl's No. 12555-A, dated 18th November 1918).

(6) It is not correct to convict and punish a Police Officer, however high or low merely on suspicion or insufficient evidence. The procedure should be quasi-judicial. If an offence is proved beyond doubt and it happens to be serious, obviously a severe penalty is called for; but, on the other hand if an offence is not proved and the papers demand that benefit of doubt must be given to the delinquent, officers should state their opinion clearly and acquit the delinquent of the charges levelled against him.

(I. G.'s No. 16, dated 17th April 1950).

(7) Police Officers found guilty of behaving improperly towards members of the public should be dealt with severely in the interest of creating and maintaining good relations between the police and the public.

(I. G.'s No. 5, dated 22nd March 1947).

(8) Similarly, in subordination warrants the maximum punishment of dismissal from service, unless there are any extenuating circumstances or other valid answer to the charge, as leniency in such cases, tends to foster a sense of indiscipline and indifference towards superior officers.

(I. G.'s No. 1628-III, dated 3rd August 1949)

(9) Copying by students / candidates at various departmental examination is prohibited. Any instance of copying when proved, will normally entail the removal of the individual concerned from service.

(G. L., H. D., No. PDE 1354/47284-G, dated 30th November 1954).

(10) Fraud and dishonesty, corruption, continued and wilful negligence and all offences involving moral disgrace meet with their appropriate punishment in dismissal.

(I.G.'s No. 12555-A, dated 8th November 1918).

(11) Offences committed by Government servants under the Bombay Prohibition Act or the Gambling Act should be treated as involving moral turpitude and accordingly persons found guilty either by courts of law or in departmental proceedings should be dismissed from service.

(G.R., P. and S.D. No. CDR 1154, dated 23rd July 1954).

(12) Purchase of cattle by a Police Officer at a sale held under the Cattle Trespass Act should be punished with dismissal.

(13) (i) Attachment of pay by a court for more than 2 years and an application or relief by proceedings in insolvency entail dismissal. When the pay is attached to such an extent as to impair an officer's capacity or the performance of his duties, he should be suspended.

(ii) It is the duty of Government servants themselves against whom a criminal charge or a proceeding for arrest for debt may be pending to report the fact of the charge or proceeding and the full circumstances connected with the charge or proceeding to their official superiors immediately the charge of proceeding is served on them. Failure on the part of any Governmental servant so to inform his official superiors will be regarded as suppression of material information and will render him liable to disciplinary action on that ground alone apart from the penalty called for on the basis of the criminal charge, etc., pending against him.

(14) Police Officers borrowing money from their subordinates or from persons within the range of their authority may appropriately be punished with dismissal.

(15) Removal should be the penalty in all cases where it is not thought necessary to bar future re-employment under Government in another department for which the person may be suited and an order of removal should not be accompanied by any subsidiary orders which would operate as such a bar, or otherwise prejudice the delinquent in question.

(16) (a) Fining is seldom a good method of Punishment. In one case only is fining an indisputably good punishment and that is when applied to the regular Police, viz., in the case of absence without leave, in which it appears very proper to regulate the amount of fine by the

number of days' absence. But even in this case, if the fine has to be frequently repeated so as to show habitual absence, the only remedy is to discharge remove or dismiss the man.

(I. G.'s No. 12555-A, dated 18th November 1918)

(b) Fining should not ordinarily be imposed on permanent members of Class III services, but alternate penalties such withholding of increments etc., should be imposed instead.

(G. R., P. and D., No. CDR 1155, dated 25th November 1955)

(17) When a Police Officer deliberately overstays his leave or his absent from duty without permission, the authority competent to punish should, in addition to stopping his pay for the period, punish him in such a manner as he considers most suitable, provided that a man - should not be dismissed or absence without leave, if leave has been applied for by him for his own. marriage, but had been wrongly refused.

(I. G.'s No. 12555-A, dated 18th November 1918 and 1628-III, dated 28th September 1949)

(18) The stoppage of leave works as a punishment owing to the fact that the sanctioning authority decides in advance and, in view of the nature of the default in question that the delinquent shall not obtain leave over a period of time.

(19) The pay of constables and recruits who desert the Police Force should not be paid to them for the portion of the month in which they desert. The pay should be withheld, and the Deputy/Assistant Commissioner of Police under the orders of the Commissioner, or the Superintendent of Police can then pass orders forfeiting arrears of pay due to the .deserters under section 29 (3), of the Bombay Police Act, 1961. The arrears or pay to be forfeited should be the arrears due for the. period from the first of the month to the date of desertion only. Normally any arrears retrospectively due should not be forfeited.

(20) It being the duty of every Police Officer to contribute his utmost towards quick and efficient disposal of correspondences entrusted to him any failure on his part to avoid any unreasonable delay in the disposal of the work entrusted to him and repeated delays on his part should be treated as a ground for his removal from service for inefficiency.

(G. C., P. and S. D., No. 3046/46, dated 30th September 1948)

(21) Punishing authority should before passing final orders satisfy itself that instructions regarding statement of allegations, supply of copies of statements of witnesses, and cross-examination of witnesses and production of defence witnesses are, strictly followed. If it finds that they are not followed, the punishing authority should that they are followed before passing final orders.

#### **450. Keeping punishments :**

(1) Ordinarily Government servants against whom departmental proceedings are in progress should not be allowed to escape the punishment of removal or dismissal from service by producing invalid certificates and retiring, from service on being invalidated. But, when a person against whom

a departmental proceeding is pending or whose case is being reviewed by a higher authority with a view to enhancing the punishment imposed on him, applies for permission to appear before a Medical Board to produce an invalid certificate, he should be permission to appear before the Medical Board, is a case for doing so. If he produces necessary certificate, the following course of action should be taken, viz.

- (a) If he is on duty, he should be granted leave eligible under Bombay Civil Services Rule No. 211 (a) (2).
- (b) If he is under suspension, he should be allowed, to continue under suspension till his case is finally decided and n orders are passed, and
- (c) In case he is not. to be dismissed or removed from service he should be allowed to retire from service on invalid pension with effect from the date of issue of orders.

*Note :* No application for invalidation should be entertained and no person against whom departmental action has been taken, should be permitted to retire until the expiry of 3 months from the date on which the order on the departmental proceeding held against him was passed or until expiry of the period prescribed for reviewing his case, of any, whichever is earlier.

(G.C., P. and P.S.D. Ho. 1581/34, dated 26th November 1951)

(2) As long as a Government servant is under suspension, his resignation should not be accepted as it facilitates his escape from the possibility of a punishment.

(I. G.'s No. 1628-IV, dated 26th July 1950)

#### **451. Procedure Carrying out Extra Drill :**

If the punishment awarded in extra drill it should be carried out as follows:-

- (i) Cross-arm drill is the proper form of extra drill.
- (ii) If inflicted on men serving in talukas, it should be carried out at the Police Station where the delinquent is serving. At Police on where there are no arms (there being no, armed men), Cross-arm drill may be done with a lathi instead of musket. The extra drill will be supervised by the Officer in charge of the Police Station for the time being, who will be responsible for seeing that the drill is properly carried out.

(iii) Extra drill inflicted on men serving in Head Quarters should be carried out at Head Quarters. Other men stationed at the Head Quarters of a district or at out-posts in the taluka in which the Head Quarter are situated may also be sent to Head Quarters to undergo extra drill.

(I.,G.'s No. 10223, dated 17th July 1912)

#### **451-A. Black Mark System :**

In the cases where infliction of fine is not considered advisable, the following system of awarding black marks may be adopted:-

- (1) The block mark system is for Head Constables and Constables only;

(2) Together with every punishment, one black mark may be awarded at the discretion of the officer ordering the punishment, provided that on order of reduction shall not, under the black mark system, itself black mark

(3) In the case of a judicial punishment, the Deputy/Assistant Commissioner of Police in Greater Bombay and the Superintendent of Police elsewhere, may award & black mark in consequence of such punishment even though its departmental punishment in any other form is not considered necessary;

(4) One black mark may also be awarded in lieu of a minor punishment;

(5) Not more than one black mark shall be awarded for, any one default;

(6) An accumulation of three black marks shall entail reduction in rank or grade whenever such reduction is possible, and the black marks shall be cancelled thereby. When no reduction is possible, the three black marks will stand, a warning being given to the delinquent that the accumulation of three more will entail dismissal;

(7) Unless the delinquent is specially exempted by the Commissioner of Police or the Deputy Inspector General concerned subject to the control of the Inspector General of Police, an accumulation of six black marks shall entail dismissal;

(8) Each successive period of six months uninterrupted good conduct on duty shall cancel one black mark, and two years' uninterrupted good conduct on duty shall cancel all black marks;

(9) The performance of a specially good piece of Police work or an act of conspicuous bravery may, with the previous sanction of the Commissioner of Police or the Deputy Inspector General concerned, subject to the control of the Inspector General of Police, be rewarded by the cancellation of one or more black marks according to the merits of the case. The cancellation of such black mark or marks, however, shall not operate against the grant of a money reward in addition, should the Deputy/Assistant Commissioner of Police or the Superintendent of Police consider such grant necessary for such work or act of bravery;

(10) A punishment or, reduction in rank, grade, or pay shall cancel all black marks whether such reduction be the result of the operation, of clause (6) above or otherwise;

(11) A black mark, whether awarded by itself or in addition to other punishment shall take effect from the date of the default, unless otherwise expressly stated;

(12) The existence of one or more black marks shall bar motion, except in a very special case covered by clause (9), when promotion may be awarded with the previous approval of the Commissioner of Police or the Deputy Inspector General concerned, subject to the control of the Inspector General of Police;

(13) The existence of one or more black marks not bar the grant of leave;

(14) When a black mark is awarded, the order to that effect shall state the number of black marks outstanding against such delinquent and a warning shall be added, when recording two or five black marks as the case may be, that the next black mark will entail reduction under clause (6) or dismissal under clause (7) as the case may be; and

(15) a black mark should not be awarded on every occasion on which it may be enough to caution or reprimand an officer. A black mark should be recorded when, but for these rules, a fine would have been imposed.

(G.R., J.D., No. 565, dated 31st January 1910)

*Note :* Stoppage of pay for a period of unauthorised absence from duty is not a fine within the meaning of this rule. Black marks entail reduction and dismissal and the exercise of great care on awarding them is therefore necessary.

**452. Reporting Suspension, Reduction, Removal and Dismissal :**

(1) Any suspension of a Sub-Inspector pending inquiry into his conduct will at once be reported to the Inspector General of Police through the Range Deputy Inspector General and also to the District Magistrate concerned and in Greater Bombay to the Commissioner of Police.

(G.R., G.D., No. 5333, dated 5th October 1906)

(2) In Greater Bombay, the Deputy/Assistant Commissioner of Police passing an order of dismissal, removal or reduction of a Sub-Inspector should intimate at once to the Commissioner of Police his order.

(3) In mofussil :

(a) The Range Deputy Inspector General passing an order of dismissal, removal or reduction of a Sub-Inspector should intimate at once to the Inspector General of Police his order.

(b) Superintendents of Police should at once intimate to the Inspector General of Police and Deputy of Police and Deputy Inspector General of Police the reduction of Sub-Inspectors serving under them.

(G.O.,H.D., No. 7817 /3-II (b), dated 26<sup>th</sup> March 1937).

(c) Superintendents of Police should at once intimate to the Inspector General and Deputy Inspector General concerned the dismissal, removal or reduction of Head Constables (ARMED) qualified for promotion to the rank of Sub-Inspectors and only to the Deputy Inspector General concerned in the case of Head Constables (UNARMED) qualified for promotion.

(4) Copies of all orders relating to suspension or reinstatement and allowances payable during suspension to Inspectors should be immediately sent to the Account General/Deputy Accountant General.

(I.G.'s No. 1866-A; dated 4th February 1913)

**453. Notifying Dismissal :**

(1) A quarterly list of persons debarred from employment in Government service is issued by Government in the Political and Services Department for information of the Heads of Departments, other State Governments and the Government of India. Names of all persons dismissed from Government service are also included in the list in order to avoid the possibility of their re-employment in Government offices. In order to enable Government to

publish an up-to-date list, the Heads of offices should communicate (direct to Government in the Home Department with copies to the Inspector General and Deputy Inspector General concerned) in form No. 28 in Appendix I, the names and other particular of the persons dismissed from service, after the period allowed for appeal or appeals against the order of dismissal is over and in case an appeal/s is / are, actually preferred, after the decision thereon is known.

(G. C., P. and S. D., No. BLK 1055-C, dated 26th August 1955 No. BLK 1058-J-8114, dated 14th February 1959)

(2) A list of wireless personnel discharged or dismissed from Police Wireless Organisation should be furnished to the Director, Police Coordination for circulation, giving the names of the persons, their religion and nationality, father's name, permanent residential address and reasons for discharge or dismissal, if they are considered undesirable for recruitment in other States.

(Letter No. 50/35-10/51-Wireless, dated 24th February 1951 from the Director, Police Wireless Government of India, Ministry of Home Affairs)

(3) Whenever departmental enquiries are instituted at the instance of Anti-Corruption Bureau, the officer instituting the enquiry should communicate results of the enquiries to the Director, Anti-Corruption Bureau as soon as final orders are passed. The grounds on which final orders are passed should be communicated to the Director by the officer concerned whenever the Director asks for it.

(G. C., P. and S. D., No. CDR. 2058-D, dated 19th August 1958)

(4) In order to facilitate the maintenance by the Bombay Public Service Commission of a list of persons whose entry in Government service is considered undesirable, as soon as any Police Officer of and below the rank of Police Inspector is dismissed or removed from service, the Inspector General of Police or the Head of the Office concerned, as the case may be, will send to the Commission a copy of the order of dismissal or removal and the following Particulars regarding the person dismissed or removed, viz., (i) his name, (ii) father's name, (iii) educational qualifications, (iv) permanent address and 1: or last known address (v) marks of identification and (vi) the reasons for dismissal or removals

(G.C.,P. and S.D., No.1583/34,dated 15th May, 1950)

(5) Whenever adverse remarks against Police Officers are made by Courts in judgments, a report indicating the -action taken or proposed to be taken or why no action is considered necessary should be submitted to Government.

(G. C., H. D., No. SCP. 1053, dated 3rd November 1955)

**454. Permission to Allow A 'FRIEND' to Assist a Delinquent in Departmental Proceedings :**

(1) It is not permissible for pleaders to appear on behalf of Police Officers in a departments proceeding. There is, however, no objection to a written statement of prepared by a pleader within the time allowed by the officer conducting the proceedings.

(2) In order to most a member of the constabulary in departmental proceedings and to minimise any hardship to him, the appearance on his behalf of a 'friend' who should be serving Police Officer (either of his



own rank or of a rank not higher than that of a Sub-Inspector) nominated by the officer conducting the departmental proceedings (i.e. including a Sub Divisional Police Officer or a Circle Police Inspector) is allowed, if in the opinion of the Presiding Officer the delinquent is not likely to be able to represent his case properly. In nominating a 'friend' wishes of the delinquent concerned should be considered and acceded to if possible.

*Note :* In each and every case, it is not necessary to accept only the 'friend' chosen by the delinquent. The Presiding Officer should use his discretion and see that he does not permit indiscriminate nominations affording scope for malpractices to unscrupulous 'friends' by causing vexatious delays. He should further see that while permitting the nomination of a particular friend for the second time, and on subsequent occasion utmost care is taken and the system is not allowed to degenerate into an oral practice.

(I. G.'s S. O. No. 22, dated 2nd November 1950 and I. G.'s No. 6882, dated 23rd March 1957).

#### **455. Orders Regarding Period of Suspension on Reinstatement –**

(1) After the disposal of a case in which a delinquent has been suspended, further orders releasing him from suspension and as to how the period of suspension is to be treated, should be passed. For details vide Rule 152 of the Bombay Civil Services Rules.

#### **456. Supply of Copies and Copying Fees –**

(1) When departmental proceedings have been drawn up and orders passed inflicting a punishment against which an appeal lies, the delinquent in order to exercise his right of appeal, is entitled to have copies of the following, either free or on payment of copying fees as hereinafter laid down:

- (a) The charge.
- (b) Statements of all witnesses examined in the course of the proceedings both for and against the charge.
- (c) Delinquent's own statement in defence, and
- (d) The final order of the presiding officer including the findings on the charge, or where final orders have not been passed by the officer who held the proceedings, the expressed opinions of any officer through whom the papers passed to the disposing authority, together with the final order and findings of that authority.

(2) Copies of the charge and of the evidence recorded will ordinarily be supplied free to the delinquent if asked for during the course the enquiry before the delinquent enters upon his defence, or the delinquent may be given an opportunity, under proper supervision, of taking his own copies. In exceptional cases, as when the record is lengthy, the officer conducting the inquiry may direct that copies shall be supplied on payment of the prescribed copying fees.

(3) Copying work should be done by the office staff during office hours and the fees recovered from the party concerned should invariably be credited to Government under "XXIII-Police-Miscellaneous Receipts."

(4) A copy of the preliminary report stating the allegations or the results of the preliminary investigation on which the formal inquiry was instituted should not be supplied. Such a report in a preliminary

inquiry should be treated as confidential along with the other papers of preliminary inquiry.

(5) Copies of the appeal-orders issued by the appellate authority should be supplied by them to appellants who apply for them.

(6) The following are the prescribed copying fees :

If the Original be in English, for every 100 words or fraction of 100 words	..	12 nP.
If the Original be in the regional language, for every 100 words or fraction of 100 words	..	9 nP.

(7) If an appeal is successful, the appellate authority may order the refund of any copying fees paid.

(G. Notn. No. 6981, B. G. G. P/1285 of 1903 and G. C., P. and S.D. No. 1672/34, dated 6th April 1939).

(8) If the refund of copying fees is ordered by the appellate authority, the Deputy Commissioner of Police, Head Quarters in Greater Bombay and the Superintendent of Police elsewhere should apply to the Accountant General / Deputy Accountant General for a refund in Treasury Order from No. 15 through the Treasury Officer concerned.

#### 457. Right of Appeal –

(1) Every Police Officer on whom any of the major punishments specified in sub-rule (ii) of Rule 436 is inflicted, shall have a right to appeal to the authorities specified in column (2) of the statement given below, against the orders of punishments passed by the officers shown in column (1) thereof

Authority inflicting punishment (1)	Appellate Authority (2)
<i>I - District</i>	
Inspector General of Police	... The State Government
Deputy Inspector General of Police	... Inspector General
District Superintendent of Police	... Deputy Inspector General of Police
Assistant Superintendent of Police	or Superintendent of Police
Deputy Superintendent of Police	
<i>II – Greater Bombay</i>	
Inspector General of Police	... The State Government
Commissioner of Police	... The State Government
Deputy Commissioner of Police	... Appellate Board Consisting of two Deputy Commissioner of Police
Assistant Commissioner of Police	... Appellate Board consisting of two Deputy Commissioners of Police or one Deputy Commissioner of Police and one Assistant Commissioner of Police or two Assistant Commissioner of Police.

Authority inflicting punishment (1)	Appellate Authority (2)
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*III – Police Training School, Nasik*

Inspector General of Police	...	The State Government
Deputy Inspector General of Police	...	Inspector General of Police.
Principal, Central Police Training School	...	Deputy Inspector General of Police

*IV – Police Motor Transport System*

Inspector General of Police	...	The State Government.
Deputy Inspector General of Police	...	Inspector General of Police
Superintendent of Police, Motor Transport... or Superintendent of Police of the District.		Deputy Inspector General of Police

*V – Police Wireless System*

Inspector General of Police	...	The State Government.
Deputy Inspector General of Police	...	Inspector General of Police
Superintendent of Police, Wireless or Superintendent of Police of the District.	...	Deputy Inspector General of Police

(2) No second appeal shall lie under this rule.

[Rule 6 of B. P. (Punishment and Appeal) Rules].

(3) No appeal shall lie against an order inflicting any of the minor punishments mentioned in rule 436.

[Rule 7 of B.P. (P. & A.) Rules]

(4) Every person preferring an appeal shall do so separately and in his own name.

[Rule 8 of B.P. (P. & A.) Rules].

**458. Consideration of Appeals by Appellate Authority –**

(1) Where the appellate authority is a Board of Appeal appointed by the Commissioner of Police consisting of two Deputy Commissioners of Police/Assistant Commissioners of Police or a Deputy Commissioner of Police and an Assistant Commissioner of Police, and if the members of the Board do not agree as to the decision to be given in any such case they shall record their opinion in writing and submit the case to the Commissioner of Police who shall thereupon either decide the case himself, or refer it for decision –

(a) If the Board consisted of two Deputy Commissioners of Police, then, to another Deputy Commissioner of Police specially empowered by the Commissioner of Police in this behalf under sub-section (2) of section 10 of the Act and who has not in any manner dealt with the case;

(b) If the Board constituted of one Deputy Commissioner of Police and one Assistant Commissioner of Police, then, to another Deputy Commissioner of Police specially empowered by the Commissioner of Police in this behalf under sub-section (2) of sectional 10 of the Bombay Police Act and who has not any manner dealt with the case;

(c) If the Board consisted of two Assistant Commissioners of Police, then, to another Assistant Commissioner of Police or a Deputy Commissioner of Police specially empowered by the Commissioner of Police in this behalf under sub-section (2) of section 10 of the Bombay Police Act and who has not in any manner dealt with the case.

(2) Notwithstanding anything contained in this rule, where an appeal is made to any appellate authority, other than, the State Government or the Inspector General of Police, the Inspector General may, for promoting the ends of justice or tending to the general convenience of the appellant or witnesses or officers concerned, of his own motion or otherwise, transfer such appeal for disposal to any other appellate authority competent to entertain the same.

[Rule 9 of B. P. (P. and A.) Rules].

(3) The appellate authority shall consider –

- (a) Whether the facts on which the order was based have been established;
- (b) Whether the facts established afford sufficient ground for inflicting punishment;
- (c) Whether the penalty is excessive, adequate or inadequate; and if it thinks necessary may require the authority passing the order to make further inquiry on any point or points specified and shall then pass such orders as it thinks just and proper, including the enhancement of any punishment given, or the awarding of a more severe punishment;

Provided that a punishment shall not be enhanced, or a more severe punishment awarded in appeal, unless notice to show cause against such enhancement, or as the case may be more severe punishment, has been given and any cause shown thereon considered.

[Rule 15 of B. P. (P. and A.) Rules]

**459. Form and Procedure of Submission of Appeals –**

(1) Every appeal preferred under these rules shall contain all the material statements and arguments relied on by the appellant and shall contain no disrespectful or improper language and shall be complete in itself. It shall be accompanied by a copy of the order appealed against and shall be submitted through the Head of the Office under whom the appellant serves or served.

[Rule 10 of B. P. (P. and A.) Rules]

(2) Every appeal shall be made within two months of the date on which the appellant was informed of the orders appealed against;

Provided that the appellate authority may, at its discretion for good reasons shown extend the period upto six months.

[Rule 11 of B. P. (P. and A.) Rules]

**460. Circumstances in which appeals may be withheld –**

(1) An appeal may be dismissed if the punishment is a non-appellable one or withheld where it does not comply with any of the requirements hereinbefore mentioned.

(2) In every case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons therefore.

(3) No appeal shall lie against the withholding of an appeal by an appellate authority.

Provided that where an appeal is withheld on account of failure to comply with the provisions of Rule 459 it may be re-submitted in a form which complies with that rule within one month of the date on which the order of withholding was communicated to the appellant.

[Rules 12, 13 and 14 of B. P. (P. and A.) Rules ].

**461. Revision –**

(1) The State Government shall alone have the power of revision and revision shall lie only in respect of punishments, which are appellable.

(2) The State Government may, on its own motion or otherwise, call for the record of any case in which an order by an authority subordinate to it in the exercise of any power conferred on such authority by these Rules and may –

- (a) Confirm, modify or reverse the order, or
- (b) Direct that further enquiry be held in the case, or
- (c) Reduce or enhance the punishment inflicted by the order or
- (d) Make such other order in the case as it may deem fit.

Provided that where it is proposed to enhance the punishment inflicted by any such order, the Police Officer concerned shall be given an opportunity of showing cause against the proposed enhancement.

(3) Every application for revision shall be made within two months of the date on which the applicant was informed of the orders complained against. The State Government may, in its discretion, for good cause shown, relax that period.

(4) The Inspector General may in respect of punishments which are appellable call for the record of the case of his own motion or otherwise to satisfy himself about the propriety or correctness of any order passed and if he is of the opinion that the order passed is improper, he may forward the proceedings to the State Government with his report containing recommendation for revision.

(5) (a) Where no appeal lies against any punishment inflicted by an authority competent to do so, his immediate, superior officer may of his own motion or otherwise call for the record of any case in which an order has been made by such authority and may –

- (i) Confirm, modify or revise the order, or
- (ii) Direct that further enquiry be held in the case, or
- (iii) Reduce or enhance the punishment imposed by the order, or
- (iv) Make such other order in the case as he may deem fit.

Provided that where it is proposed to enhance the punishment imposed by, any such order, the Police Officer concerned shall be given an opportunity of showing cause against the proposed enhancement.

(b) Every application for revision shall be made within two months of the date on which the applicant was informed of the orders complained against. The revising officer may in his discretion, for good cause shown relax that period.

[Rules 17, 18 and 19 of B. P. (P. and A.) Rules].

**462. Measures to Avoid Delay in the Disposal of Appeals –**

(1) Appeals received direct should not be entertained, but they should be returned to the appellants with instructions to submit them through the Superintendents of Police concerned.

(2) Superintendents of Police on receipt of appeals, should forward them to the Deputy Inspector General within a week with their clear and detailed remarks on the individual points raised by the appellant, in a comparative tabular form. A tabular statement with two columns should be prepared and in the left hand side column the Superintendent should reproduce or summarize seriatim the individual points and contentions raised in the appeal and should offer his remarks in the right hand column against the corresponding point or contention. He should also send the papers of proceedings and the Service Sheets of the appellants with the appeal.

(3) The same procedure should be followed on receipt of revision appeals. The Deputy Inspector General should similarly forward Superintendent of Police's reports (together with the papers of proceedings, service books/sheets, confidential sheets of the appellants and the appeal petitions dealt with by them etc.) to the Inspector General within a week from the date of their receipt.

(L. G.'a S.O. No. 35, dated 8th October 1951 and G. C., H. D. PED-1859-IX, dated 1st September 1959).

(4) Whenever fresh applications from ex-Policemen (whose cases have already been rejected by Government / Inspector General) are received, Superintendents of Police should only refer to the order of Government / Inspector General under which the applications were previously rejected. In such cases, the papers of department proceedings, service sheets, etc., need not be sent again.

(ii) If applications in cases of the type referred to above are received by Superintendents of Police for report either from Government or the Inspector General, replies should be sent direct to Government or the Inspector General as the case may be with copies to the Inspector or General and Deputy Inspector General.

(I. G.'s No. L/6193-I, dated 7th November 1958).

**463. Return of punishments and Pending Proceedings –**

(1) In Greater Bombay, the Deputy Commissioner of Police/Assistant Commissioner of Police and in districts, Police Wireless or Police Motor Transport, the Superintendent of Police will submit punctually before the 8th of each month to the commissioner of Police or the Inspector General through the Deputy Inspector General concerned, as the case may be, a return of punishments and pending proceedings in Form No. P.M. 34 (e). In the event of the return being blank, it should be submitted direct to the Inspector General / Commissioner of Police

a copy being furnished to the Deputy Inspector General concerned in the case of District, Wireless and Motor Transport.

(G.R., J.D. No. 3873, dated 14th July 1911).

(2) The Commissioner of Police will submit punctually to the State Government before the 8th of each month a similar return. A copy of the same shall be submitted to the Inspector General who may forward his remarks, if any, on the same to the State Government without forwarding the statements.

(3) The punishment return is meant for the cases of Police Officers of and below the rank of Police Inspectors and as such names of Police Prosecutors, ministerial staff and Class IV servants should NOT be shown therein.

(4) A combined punishment return for officers and men should be sent in two sections viz., Section 'A' for officers and 'B' for Head Constables and Constables.

(I. G's No. L/1628-V, dated 25th January 1958).

(5) The return should be divided into three parts as shown below –

Part I— Cases in which proceedings were completed during the month including proceedings following Judicial proceedings.

Part II— Cases in which minor punishments were given without proceedings.

Part III—Cases in which proceedings are pending.

Part III should be further sub-divided as under :

(a) Cases pending over a month, i.e. those which have appeared in the previous return.

(b) Cases started during the month under report.

(6) Consecutive serial numbers all through the year should be given to cases appearing in Parts I, II and III (b). In Part III (a) only bare serial numbers should be given. This will mean that –

(a) Parts I and II will give an idea of the total number of cases disposed of upto a particular month.

(b) Part III (a) will give an idea of the total number of cases pending disposal during a certain month, and

(c) Part III (b) will give an idea of the total number of cases taken up upto a particular month.

(7) (a) Part I should include all cases in which any punishment whether major or minor, was awarded as a result of proceedings. If the Court has discharged or acquitted the accused, and the Deputy Commissioner of Police/Assistant Commissioner of Police in Greater Bombay or the Superintendent of Police elsewhere considered that institution of departmental proceedings was not needed, the case should be reported in the Return without assigning to it a general number with a remark showing brief facts of the case, the reasons in brief for the discharge or acquittal in Court and the justification for not instituting departmental proceedings.

(b) Part II should contain cases in which minor punishments, other than caution reprimand and extra drill were awarded without a proceeding. Reversions and discharge of Head Constables without holding departmental proceedings should also be shown in this part.

*Note:*

- (1) If person are discharged it should be specifically mentioned whether one month , a notice was given.
- (2) When a Superintendent of Police in Greater Bombay and Sub Divisional Police Officer in districts has awarded punishments to Constables, he should report them to the Deputy/Assistant Commissioner of Police or the Superintendent of Police as the case may be at the end of the month in time to enable the latter to include them in the punishment return to be submitted by them.
- (3) Punishment of extra drill should be separately noted in the form of a lump entry, giving only the total number of men to whom it was awarded during the month.
- (4) Column wise information to be given only in cases of (1) discharge, (2) reversion, and (3) withholding of increments. In all other cases only the total number of cases of each type of punishment may be given.

(c) Part III should show all defaults reported upto the end of the month, not covered by parts I and II. It will include cases (i) in which departmental proceedings have been ordered but no action has been stated and (ii) in which departmental proceedings are pending at the end of the month.

(8) In column 2 of the return, the rank of the delinquent (grade in the case of Head Constables) (whether armed or unarmed) should be shown. If the delinquent is suspended, the date and actual amount of subsistence allowance and Dearness Allowance paid should also be mentioned.

(9) In column 3 of the return, the date of enlistment and the date of last promotion should be mentioned, thus –

Enlisted on	..	..	8th August 1952.
Promoted to the present grade	..	..	15th August 1959.

(10) In columns 4 and 5 major and minor punishments should respectively be shown with the dates on which they were imposed, in chronological sequence.

(11) Columns 6 and 7 are meant for the offence or allegation to which the present entry relates. In column 6 the charges should be properly shown. They should not be vague but specific. In cases falling under Part III (a) the charge or the particulars of the default should be curtailed or abridged. In the cases falling under Part III (b), all the details of the default should be furnished. The delay in taking cognizance of the default and framing the charge should be explained in brief in Part III (b) only.

(12) In column 8, the date of issue of the final orders should be mentioned in regard to Parts I and 11, with the following details, viz., nature of the punishment awarded, whether all counts are proved, and in case of suspension, how the period has been treated. In cases of reduction, the present pay, the amount by which pay has been reduced, the period of reduction, and whether it will affect the future increment and will be, exclusive of all kinds of leave except Casual Leave should be mentioned.



In case under Par III, progress of the case and brief reasons for delay in disposal should be recorded.

(13) In column 9 of the return, the date upto which extensions are obtained or asked for should, be shown mentioning specially the numbers and dates of the communications. If the departmental proceedings are not likely to be completed within the period of three months or the period of extension granted, necessary remarks should be made accordingly.

(14) In column 10, name of the officer and designation holding the departmental Proceeding should be shown.

(I. G.'s No. L/1628-V, dated 18th March 1959).

(15) The Inspector General of Police shall forward to the State Government a quarterly statement in the prescribed form punishments awarded to officers and men in the whole of State. He should also annually consolidate these statem4 ward one to the State Government.

(16) The Commissioner of Police/Superintendent of Police should also furnish a certificate at the end of the monthly punishment return that no appeal (or revision appeal petitions) addressed to the Deputy Inspector General / Commissioner of Police / Inspector General / Government as the case may be are pending with them, for more than a fortnight.

(I. G.'s Circular No. L/43-C, dated 30th April 1959).

**464. List of Officers and Men Under Suspension and Against whom Regular Departmental Proceedings have not been taken up –**

A separate statement showing the name and rank of the delinquent, date of suspension, reasons for suspension and progress of the enquiries (in cases of judicial enquiries, results of the cases with the dates of judgments) should be furnished along with the monthly punishment return, in respect of officers and men under suspension and against whom regular department proceedings have not been taken up.

(I. G.'s Circular No. 1628-V, dated 20th March 1957 and 18th March 1959).

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## **CHAPTER XIV**

### **Service Records**

#### **465. General Instructions Regarding Confidential Reports Confidential Reports :**

(1) "Confidential" reports are termed "Confidential" not only because they are meant to be entirely secret, but also in order that the reporting officer can put down exactly what he thinks and knows about his officers without risk of his remarks becoming known to his office and subordinates and thereby, perhaps prejudicing individual officers in maintaining discipline.

(2) These reports are very largely used by Government or the inspector General in arranging transfers, promotions and selections for special

(3) It is, therefore, the duty of a Superintendent to develop each one of his officers to the utmost of his character and capacity. The Sub-, Divisional Police Officer, Circle, Cantonment and Town Police Inspectors of the future are among the present Sub-Inspectors and a Superintendent should take a pride in picking out likely officers and pushing them on. , Directly a senior Sub-Inspector does well as a Station House Officer, it is time for the Superintendent to consider most carefully his capabilities as a, potential Circle, Cantonment or Town Inspector. He should bring out in his confidential report the fact that he has considered this aspect of the matter and just as the senior Sub-Inspectors are potential Inspectors, the best Inspectors of all classes are potential Deputy Superintendents.

(4) A Superintendent should be a persistent 'student of his officers and a good Judge of their character, and the opportunity that the confidential reports afford of proving this is well worth taking.

(I. G.'s No. 15220-A, dated 17th October 1908)

#### **466. Instructions, for Writing up of Confidential Reports :**

(1) The report should be in standard Form No. Gen. 254-e Which consists of three parts. Part I-A should be filled in when the first annual report is written. Part I-B (Form No. Gen. 254-A-e) should be written on a separate sheet for each year. Part II may be filled up if any instructions are issued by Government in regard to any particular post. Part III should also be written as soon as. the reporting officer has had an opportunity of studying the officer's work sufficiently long. Ordinarily, a period of two years should be more than sufficient for this purpose.

(2) The adjectives mentioned in brackets in Part I-B of the Form are merely suggestive and it is open to the reporting officer to use any other word(s) which, in his opinion more correctly describe the officer reported on. Items which are not relevant in regard to a particular post need not be completed, e. g. "Quality of Leadership" in the case of a clerk.

(3) (a) The report should be a true and objective assessment of the officer's ability and character as reflected in his official work during the period covered by the report. To enable them to have a general view of the officer's work, reporting officers should maintain ephemeral

rolls (in Form No. Gen. 254-B-e) in which reporting officers should take appropriate entries, at the time of inspection, or whenever they at notice anything noteworthy about the officer's character or work with a brief note of the evidence or a brief reference to a relevant case which could be transferred to the Annual Confidential Report in brief or full or dropped altogether if through fit. Remarks in regard to the officer's suitability for promotion to higher rank should be included in the report as soon as the reporting officer is in a position to form an estimate of the general ability and character of the officer concerned. Special ad hoc reports, if any, in regard to an officer's fitness or otherwise for promotion to higher grade, class or service, called for during the period of the report, should also be included. It is, however, not necessary to record remarks regarding the fitness of an officer for being given a Selection Grade or a Selection Post.

(b) Similarly, Assistant Superintendents of Police and Deputy Superintendents of Police in charge of sub-divisions should also be required to submit to the Superintendents of Police concerned confidential notes (in the form of ephemeral roll No. Gen. 254-B-e) on the Inspectors and Sub-Inspectors in their sub-divisions at the time of inspecting their offices. These notes will be kept with the confidential reports and employed by the Superintendents to assist them in writing up the report, should they not themselves have had the opportunity of inspecting the officers work.

(4) When, a Government servant has served in more than one post during the year, the report should state details including dates of all such posts and it should, unless his service in any one of them has not been sufficiently long for the reporting officer to form an estimate of his work in that post, cover his services in all posts which he has held during the period under review.

(5) The reporting officers should make a mention of the defect end punishments, if any imposed on the officers during the period under report to give a correct picture of the officer's work and character.

(6) When reference is made in a report to a suspicion, allegation or charge against an officer, an indication of the nature of the facts or the reports on which they are based should be given. It should also be stated whether suspicion or the allegation was investigated or being investigated and whether it has been brought to the notice of the superior officers and if, so, with what result. In the case of a charge, indication should be given whether the Departmental Enquiry or prosecution is over and if so, with what result.

(7) Reports not written carefully and descriptively in accordance with these instructions should be returned to the reporting officers for revision in compliance with the instructions.

(8) The reports should be compiled in a neat and tidy way in file covers properly stitched.

(G. R., P. & S. D., No. CFR-1266, dated 15th October 1956).

#### **467. Preparation and Submission of Reports –**

- 1) Confidential reports should be maintained in respect of all Government Servants

other than Head Constables, Constables and Class IV Government servants, but including temporary Government servants, provided in the case of the latter, they have been in service for three months and are likely to continue.

(G. L., H. D., No. 2357/C-3180-V, dated 18th October 1957).

(2) In the case of posts, recruitment to which is required to be made in consultation with the Public Service Commission, reports should be written for persons appointed by Heads of Departments on a temporary basis pending consultation with the Commission or otherwise, provided they have been in service for six months or longer if appointed to posts in class III and for three months or longer if appointed to posts in Class I or Class II. Reports on persons appointed in consultation with the Commission should be written if they have been or likely to be in continuous service for not less than 3 months.

(3) Reports should be written by Heads of Offices annually for the period ending 31st March. They should also be written at the time the reporting officer relinquishes charge unless he has already recorded his remarks within the previous three months. In the latter case, a copy of the report should be submitted to the Head of Department or to Government, as may be necessary, immediately it is written.

(4) Copies of the annual confidential reports in Parts I-B and -III in respect of the following officers and men should be submitted to the Range Deputy Inspector General and Inspector General by the 1st May of every year along with a certificate referred to in sub-rule (8) below :

- (i) Police Inspectors.
- (ii) Police Sub-Inspectors.
- (iii) Police Prosecutors.
- (iv) Head Clerks and Accountants in District Police Offices.

(I. G.'s No. A / 1538-II, dated 18th August 1958).

(5) Reports on Indian Police / Indian Police Service / Bombay Police Service Officers are required to be submitted by the Inspector General to Government not later than 31st May every year. The Superintendents of Police, must, therefore, submit reports on their Assistant Superintendents of Police / Deputy Superintendents of Police together with blank forms for themselves and their predecessors so as to reach the District Magistrates / Collectors not later than the 1st of April every year. This will enable the reports to reach the Inspector General of Police through Deputy Inspectors General in time for submission to Government. If the Deputy Inspector General does not get the reports from the District Magistrates within a week, he should remind them under intimation to the Inspector General. The Principals, Police Training Institutions and Commandant, State Reserve Police Force Groups, should submit reports on the officers serving under them together with blank forms for themselves and their predecessors so as to reach Deputy Inspector General of Police, Head-quarters not later than the 10th of April every year punctually. The Superintendent of Police, Motor Transport, Superintendent of, Police, Wireless and the Deputy Superintendent of Police, State Traffic Branch, should submit

reports on the various officers serving under them together with blank forms themselves and their predecessors so as to reach the Inspector General of Police and the Assistant Inspector General (only in the case of Deputy Superintendent of Police, State Traffic Branch) not later than the 5th of April every year punctually. The Commissioner of Police, the Deputy Inspectors General of the Ranges, Criminal Investigation Department and Prohibition Intelligence Bureau should likewise submit their reports on officers serving under them together with blank forms as' aforesaid so as to reach the Inspector General of Police not later than the 10th of April every year punctually.

(I. G.'s No. 1538, dated 3rd April 1957)

6) As regards annual confidential reports on the Range Deputy Inspectors General remarks should first be obtained separately from the Divisional Commissioners concerned and then confidential reports on them sent b' the Inspector General taking into consideration the remarks of the Commissioner. While forwarding the reports to Government the Inspector General should forward the remarks furnished by the Commissioners and explain, in case the Inspector General disagrees with those remarks, the reasons for disagreement.

(G. C., P. & S. D., No. CFR. 1258, dated 4th August 1958 and  
G. L., H. D., No. DYS-4557/C-4296-1, dated 4th September 1959).

7) Officers other than the reporting officers need not write a lengthy report and they can record their remarks at the end of the form Part III).

(I. G.'s No. 1538/23rd August 1957).

(8) Reports should, as far as possible, be written in manuscript. When, however, a reporting officer for good and sufficient reasons thinks that a report should be typed, the typing should be done by the officer himself and a certificate to that effect added at the end of the report.

(9) The report should be signed in full and dated by the reporting officer and also the superior officers to whom it is submitted. The name and designation of the reporting officer of his superior should be, typed or written legibly below -their signatures.

(10) In the case of officers promoted from non-gazetted to gazetted posts or services, the administrative departments should arrange to incorporate in the confidential records the earlier reports of the officers concerned relating to non-gazetted service in original or, where this is not feasible, in the form of certified copies.

(11) There should be no restriction on the use of confidential records by Government Departments or the Public Service Commission but ordinarily the record should not be made available to tribunals dealing with disciplinary cases before they have arrived at their findings on the charges framed. Before records are forwarded to the Public Service Commission the officer concerned should see that they are complete and up-to-date and, if any of the reports included in it are in the form of copies, the copies are duly attested.

(G. R., P. & S. D. No. CFR-1266, dated 15th October 1956)

**468. Assessment of confidential report and communication of adverse remarks contained therein –**

(1) (a) The, Inspector General of Police / Commissioner of Police and the Government are not bound to accept the views expressed by the Reporting Officers. When, however,, they disagree, appropriate remarks should be recorded on the file. In the case of a report submitted to Government, the remark will be recorded by a Secretary to Government and communicated to the Head of Department concerned with an instruction to incorporate the remark verbatim in the Officer's confidential report kept by him.

(b) In such cases when decision to expunge or correct remarks already made and promote a Government servant is taken by Government / Inspector General of Police / Commissioner of Police, the question whether or not such person should be given his original seniority should also be considered at the same time in consultation with the Public Service Commission, where necessary, on the basis of general record provided it is clearly established that he was superseded solely because of the unjustified adverse report expunged or corrected.

(G. C., P. & S. D., No. CFR. 1155, dated 18th August 1955)

(2) Inspector-General of Police / Commissioner of Police should be particularly careful in cases in which an Officer after earning a series of good reports has been suddenly reported upon adversely or vice versa. Before accepting such reports finally the Reporting Officer should be asked to amplify his remarks and substantiate them by reference to the earlier reports or other material.

Note : Range Deputy Inspectors General are authorized to follow the procedure laid down herein on behalf of the Head of the Department in so far as Police Prosecutors Sub-Inspectors, Senior Grade Clerks in the Districts are concerned.

(G. L., H. D., No. MSC. 3558/C-4965-V, dated 30th September 1958)

(3) A Government servant should at no time be kept ignorant of the Reporting Officer's opinion when his service is not considered satisfactory. Service in this context should be construed narrowly and should not be taken to include the character of the Government servant unless the defects in his character have become too bad as to interfere with his efficiency or his capacity for being moderate and fair. Adverse remarks in respect of relations with non-officials and public reputation should, however, invariably be communicated to Government servants.

(4) While communicating adverse remarks, good remarks if any, should also be communicated so as to give the Officer a balanced picture of his record. Remarks recording improvement in respect of the defects communicated in a previous year should also be communicated to give an indication that the efforts made to improve have not gone unnoticed.

(5) Merely good remarks, unless they are of an outstanding character, should in no case be communicated. Remarks of an outstandingly good character should be communicated in the form of a merit certificate which would serve as an indication of outstanding merit deserving of recognition by grant of accelerated promotion.

(6) The following procedure should be followed in communicating remarks :

(a) Remarks as finally approved by Government in respect of offices of Indian Police/Indian Police Service and Bombay Police Service should be communicated by the Inspector General of Police/Commissioner of Police Orally. But, if they pertain to a serious defect, they may be communicated in writing by Government or, at its instance, by the Inspector General of Police / Commissioner of Police.

(b) Remarks in respect of members of Class III service should be communicated orally by the Inspector General / Commissioner of Police or Superintendents of Police as the case maybe.

Note : Deputy Inspector Generals are authorized to follow the procedure laid down herein on behalf of the Inspector General in so far as Police Prosecutors, Sub-Inspectors, Selection Grade Clerks in the districts are concerned.

(7) Representations submitted against adverse remarks in the annual confidential reports should not be entertained and persons who submit such representations should be asked to desist from such a course because, the object of communicating such remarks is to give the Government servant a chance to improve his work, conduct etc.

(G.C., P. & S. D., No. 6779/34, dated 29th June 1948)

(8) All Reporting Officers who have occasion to record their remarks in the annual confidential reports should do so. with the greatest caution and should not record any remarks lightly on the spur of the moment or based on prejudice. They should assess the merits of the persons reported on impartially and that whenever they have occasions to record any adverse remarks, the remarks should be such as are based on their personal observations and are made after careful consideration, without judging the ability, conduct, work, etc. of the persons concerned from single incident unless it is of an extraordinary nature and reveals their, ability, conduct, etc. conclusively.

(G.C., P. & S. D., No. 2263/34, dated 19th November 1951)

**469. Special Confidential Reports in Respect of officers Entitled for Additional Pension :**

(1) In case of Heads of Departments in respect of whom ordinary confidential reports are not written, special confidential reports will be written by the Chief Secretary , who will indicate whether or not the service of the Head of Department was such as to merit special additional pension. In the case of all other Officers (i. e. the Commissioner of Police and the Deputy Inspectors General of Police) who are entitled to special additional pension, and in respect of whom ordinary confidential reports are maintained, a note should be made by Officers who are competent to write reports on them, for the Purpose of special additional pension, whether or not their services during the year under report were such as to merit such additional pension.

(G. C., P. & S. D., No. 6779/34, dated 3rd February 1948)

(2) Adverse remarks, if any, in the Annual Confidential Reports should without fail be communicated to all Officers eligible for additional pension. Officers in respect of whom no Annual Confidential Reports,

but only reports for the purpose of special additional pension are maintained, should invariably be informed if, for any particular year, their services are found not deserving of special additional Pension.

(G.C., P. & S. D., No. 6779/34, dated 29th June 1948)

**470. Personal Files :**

The confidential records of Government servants as at present maintained, generally contain the impressions and opinions of the Officers who write them. Consequently, they do not often help the superior officers to form a definite and correct opinion about the pars on concerned. Personal files should, therefore, be maintained for A1 Government servants of every class of service, including Head Constables, Constable, Clerks, etc. and Original correspondences pertaining to any Government servant's good as well as bad work should be filed, in the Personal File of the Government servant concerned. Default correspondences, including departmental proceedings and miscellaneous enquiries as well as reports and references leading to rewards or commendatory note or letters should be filed in the Personal Files. Any other matter of.& purely personal nature should also be included in the Personal File at the discretion of the Read of the Office. When a correspondence pertains to more than one person, copies of pertinent references should be kept in the Personal Files of each of the persons concerned, a note being recorded that the original correspondence is in the Personal File of the particular person. In this way, each file should be kept complete and self-contained, as far as possible.

(2) When a Government servant is transferred from one place, or district to another, his Personal File should also be transferred to the Head of the Office concerned, along with his service record and confidential record, if any.

(I.G.'s No. 6940, dated 28th July 1960)

(3) Each Personal File should have an index of the papers (which should be paged) contained therein, and should be kept under lock and key by a senior member of the office, who should be held personally responsible for its safe custody.

(I.G.'s No. 41 (6940), dated 24th March 1952)

**471. Service Records of Government Servants :**

For the rules regarding maintenance of records of service (Service Book/Service Sheet/Service Roll), vide Chapter X of the Bombay Civil Services Rules. In addition to those rules, the following rules should also be followed.

**472. Service Books :**

(1) The service book of an officiating Inspector of Police should be kept by the Head of the Office under whom he is serving. When he is confirmed or when a Police Prosecutor is promoted to the Selection Grade, his service book should be forwarded to the Audit Officer concerned who will maintain a record of his services.

(2) Similarly, when a promoted Head Constable is confirmed as a Sub-Inspector, his service sheet should be closed and a service book opened for him, the sheet and the book being kept together.

(3) There is no separate page for recording remarks in the service books of non-gazetted Government servants, column 15 of the book is intended for remarks and for entries regarding rewards and punishments.



The space allotted is, however, insufficient and is rapidly filled with other miscellaneous remarks. To provide adequate the following instructions should; be followed :-

(a) The last four sheets of the service book should be utilized for the purpose of providing space for (i) rewards, (ii) punishments and (iii) remarks.

(b) On the left hand pages, the printed headings in columns 1 to 8 should be covered over with blank paper. The pages should then be divided in two parts, viz., columns 1 to 4 for rewards and columns 5 to 8 for punishments.

(c) On the right hand pages, in the same way, the printed headings of columns 9 to 15 should be covered over with blank, paper. The pages should then be labelled - 'Remarks' - and divided into three parts, viz., columns 9 to 11, 12 and 13, and 14 and 15. Under this heading 'Remarks' should be entered in one of the three columns, the posting or working of a Government servant in different branches of the office, transfers from one office, to another, etc.

(d) This arrangement will provide ample space for all these entries, but should further space be required for rewards, punishments and remarks, then other blank pages should be treated similarly.

(e) When the above arrangement is carried out, then in column 15, on each page, there should be entries relative only to columns 1 to 14 such as, "Officiating as Accountant from..... to vice.....on leave". Such remarks are intended only to explain (if necessary) the entries in columns 1 to 14.

(I. G.'s No. 11737-A, dated 11th July 1914)

(4) Details of joining time on account of all transfers of Officers within or without the district should be properly entered 'in the service books.

(I. G.'s No. 4, dated 6th February 1930)

(5) Reasons for the grant of medals and honours should be entered in the column for remarks.

(I.G.'s No. 16, dated 25th June 1938)

(6) The date to be entered in column 6 of the service book of a directly recruited Sub-Inspector who has passed out of the Central Police Training School, Nasik, and has been posted to a for practical training, is the date up to which the student has received his school allowance and not the date on which he actually the School after final examination.

(I. G.'s No. 16061-B, dated 2nd October 1914)

(7) There is no objection to record personal certificates of character in column 14 of the service books of non-gazetted officers.

(G.O., F. D., No. 199, dated 12th March 1920)

(8) When a Government servant is medically examined for in Government service and found fit, the fact should be re service book.

(G.C., F.D., No. ROS. 1054/20th July 1954)

(9) Heads of Offices should make entries in the Service Books/Sheets of their subordinates who are in receipt of special pays to show whether special pay counts for pension and or gratuity or not.

(G.R., F. D., No. PEN. 2157/30th December 1957 and PEN. 2158-5/5,  
dated 6th February 1958)

(10) When refused leave is granted to a non-gazetted Government servant under Bombay Civil Services Rule 7153 or Revised Leave Rule full particulars thereof as detailed below should be recorded in the Service Book/Sheet.

- (i) The date on which the leave was applied for;
- (ii) The nature of and the period for which the leave was applied for;
- (iii) Leave due on the date from which the leave would have commenced if granted according to the application;
- (iv) The date on which the leave was refused; and
- (v) A specific statement to the effect that the leave was refused in writing for the requirement of public service.

(G.L., F. D., No. VGP. 1558/V-1, dated 10th March 1958)

(11) The Service Book of a Government servant who has been removed or dismissed from service and who is afterwards reinstated should, on requisition, be returned to the Head of the Office in which he is reemployed. A similar course should be adopted when a Government servant has been discharged without fault or resigns and is subsequently re-employed.

#### **473. Service Sheets :**

(1) For Policemen of rank not higher than a Head Constable, there will be maintained by the Superintendent of Police a Service Sheet in Standard Form No. P.M. 34 e. It should be opened immediately the men are enlisted.

(2) (a) Superintendents of Police should see every Head Constable and constable in their districts and write up their service records at least once a year. For this, they should spread over their programme throughout the year rather than do it at the time of, the annual inspection. They should test a few Read, Constables and Constables particularly those who are senior, on parade and inspect their kit every time they visit Head Quarters or a Police Station and make entries in their service Sheets. They should visit Town and Taluka Police Stations and Head Quarters once a week if and when they are in Head Quarters at least for some part of a week.

(3) When inspecting a District, the Deputy Inspector Generals should verify, this and satisfy themselves that the Superintendents of Police have been implementing the instructions contained in sub-rule (a) above.

(I.G., S. O. No. 31, dated 26th March 1951)

(4) A separate sheet is to be used for each man. This sheet, once opened, will last a man the whole time he is in the force.

(5) The Sheets of all Constables should be kept together arranged according to their numbers, while those of Head Constables should be kept separate according to their numbers in each grade.

(6) The sheets of men who have left the force will be removed and filed separately.

(7) The general number on the Policeman's number brooch should correspond with the number on his service sheet.

(8) As a service sheet, will last a man during the whole of his service, great care should be taken in writing it. It should be prepared under the personal, supervision of Superintendents.

(9) The writing should be clear and legible.

(G. Rs., F. D., No. 3998, dated 13th December 1894, 9th March 1899  
and 7th December 1910)

(10) All entries should be clear and intelligible. The entries in the column "Designation of appointment" and in columns under "Leave", "Punishment", "Rewards" and "Remarks" of the service sheet should be numbered consecutively.

(G.R., H. D., No. 5228, dated 30th September 1924 and 1852/2,  
dated 21st May 1927)

(11) Rolled thumb impressions and such marks of identification as are obvious and do not necessitate any examination of the body should be taken in the service sheets.

(G.R., J. D., No. 97. dated 9th October, 1904)

(12) Educational tests and the prescribed departmental examination if the man has passed any, should be, entered below the head "Education".

(I.G.'s No. 1144-D, dated 10th February 1911)

(13) Against the heading "Qualifications" in the service sheet, an entry should be made in the case of Policemen who have qualified as operators and chief operators, in the latter case after training at the Finger Print Bureau. Entries regarding other qualifying examinations should also be made under this heading.

(14) "Record of Postings" : The entries should not be confined to "cantonment, city or taluka station" only. Postings at Head Quarters will of course appear in the space provided for "record of postings".

(I. G.'s No. 2079-D, dated 14th February 1911)

(15) In the record of service, dates should be carefully entered, and in all cases where a man is shown as reduced, there should be a corresponding entry in the column "Punishments", the entry in each column being marked with the same letter, such as (a) or (b), so that they may be compared at a glance. In like manner, if a man is promoted for any particular piece of service, the entry should tally with an entry in the "Rewards" column.

(ii) Dates of appointments, promotions, reductions and reversions to each grade should be stated, reasons for reversions being briefly given in the "Remarks" column of the service sheet. When appointments, promotions etc., are made by the Superintendent, the number and date of his office order should be mentioned, against each entry.

(iii) When outsiders are appointed to the grade of Head Constable, the fact of the Deputy Inspector General's approval having been obtained to their sheets of those officers.

## (15) Rewards :

(a) All Rewards, whether by money, certificates of good service or promotions in special cases, should be entered in this column. By certificates, only those given by Magistrates or Superintendents and Assistant Superintendents of Police regarding Police work are meant; all those which might be called characters or testimonials relating to the man before he joined the Police-or stating he had been an officer's orderly etc. are not to be entered. Promotions should be shown as rewards, when they have been distinctly earned by meritorious service.

(b) Commendatory remarks passed by, a subordinate Magistrate should not find a place in an officer's record of service; but only those made in a judgment by a Sessions Court or by a superior Court should, at the discretion of the Superintendent of Police, be entered.

(c) The designation of the officer who grants a good service ticket or a reward should be stated in each case.

(16) *Punishment* :

(a) The District Police Gazette/Police Notification number and date of each punishment should be given below each entry.

(b) In the case of reductions, suspensions and reversions (when the latter two are inflicted as specific punishments), there should be corresponding entries in the "Record of Service" column.

(c) Warnings and reprimands when formally given and in writing, and the award or cancellation of black marks should also be entered under "Punishments". A black mark is cancelled on a man's service sheet by writing the word "cancelled" and the number and, date of the District Police Gazette across it. Similarly, extra drill and extra duty must be entered as punishments.

(I. G.'s No. 4454, dated 6th June 1898)

(17) Leave : Casual leave need not be entered in a man's service, sheet. All other leave should be entered in the column provided for "leave" and in the leave account form attached to the service sheet and/or on the page reserved for "Hospital Leave" as the case may be.

The entry of leave should be made immediately after a man has returned to duty and orders have been passed as regards, the whole period of his absence and how it is to be treated.

(18) Remarks: In this column, Superintendents of Police should enter in a few words what they know of each man or their opinion of him thus "Smart intelligent man, good physique, fit to be promoted" or "Good man" or "average only" or "stupid and useless" and also any remarks as to any suspicious case there has been against him.

(I. G.'s No. 4874, dated 10th April 1911)

(19) If any of the columns in a service sheet relating to "Rewards", "Punishments" and "Remarks" is exhausted, sheet of paper of quality similar to that of the service sheet and consisting of those three columns should be securely attached to the service sheet.

(G.R. J. D No. 4479, dated 6th August 1909)

**474. Service Rolls :**

For class IV Government whether permanent, temporary or officiating, a service roll will be maintained by the Head of Office as per Bombay Civil Services Rule. No. 176.

*Note* : This will apply to Class IV servants paid from contingencies also.

(I.G.'s Cir. No. 1593-A, dated 24th August 1954)

**475. Duplication of Service Records :**

(1) To eliminate delay in finalizing pension caused due to the failure on the part of the offices concerned to keep the service record up-to-date and also the failure on the part of Government servant to evince adequate interest in the proper maintenance of their service records, the Service Books/Sheets/Rolls should be maintained in duplicate, one copy being kept in the office and the other copy being given to the Government servant concerned. It should be impressed on him/her that he/she should ensure that his/her service record is maintained up-to-date.

(2) In the case of Constabulary, Service Sheets/Rolls should be duplicated except in regard to the following entries in them :

1. Remarks.
2. Punishments.
3. Rewards.
4. Record of Postings.

(G. C., P. & S. D., No. MIS-1256-B, dated 10th September 1956 and G. L. H. D.,  
No. FRM 1257/81120-V, dated 29th January 1958)  
(G.L., H. D., No. FRM. 1257/81120-V, dated 29th January 1958)

**476. Date of Birth :**

(1) The following procedure should be followed in entering the date of birth in service sheets :

(a) The entry of age in the service sheet should be made at the time of admitting persons to Government service.

(b) In entering, the date of birth, or age in service sheet, a note should be made of the evidence on which the entry is made.

(c) In considering the evidence, officers should endeavour to get the earliest evidence procurable, e. g. copies of entries in Birth and Death Registers, horoscopes, or entries in books of accounts, should compare these, when possible, with certified copies of the College Register entry or of the School Admission Registers and any other evidence available, and should make a note as to the documents on which entry is, made in the service sheet.

*Note:* When exact date of birth cannot be ascertained, it should be fixed in accordance with the instructions contained in Rule 171 of Bombay Civil Services Rules.

(I.G.'s No. 37, dated 21st July 1924)

(2) When once an entry of age or date of birth has been made in a service record no alteration of the entry should afterwards be allowed, Unless it is clear that the entry was due to want of care on the part of some person other than the individual in question or, is an obvious clerical error. The date of birth or age entered in a Police Officer's service sheet should not, as a rule, be departed from when a service book has to be opened for that officer.

(3) (a) The correction -of errors in respect of Age or dates of birth in service books/sheets/rolls will be, sanctioned or carried out by the officers in respect of those Government servants whom they can appoint.

(b) As the Principal, Central Police Training School, Nasik does not appoint Head Constables to the School staff, their cases should be referred to the Superintendents of Police of the districts to which they belong.

(4) Cases in which the correctness of the original entry is questioned or grounds other than those specified in clause (a) above should be referred to the Inspector General of police for orders.

(G.R., F. D., No. 233/33, dated 26th July 1934)

(5) A change in the date 'of birth of a Government servant in his service book/sheet/roll should invariably be signed and dated by the Officer correcting it, quoting authority.

(I.G.'s No.2319-III dated 22nd January-1943)

**477. Annual Verification of Service :**

(1) Annual verification of the services of Government servants should be done as per rule 177 of Bombay Civil Services Rules.

(2) With regard to the services in the previous year, it shall be the duty of every Head of Office to report to the Inspector General by the 31st July of the succeeding year that the service books of all the staff under his control have been duly verified and certified as required by Bombay Civil Services Rule 177.

(G. C., F. D., No. 3266/33-X, dated 26th August 1952)

(3) In the case of Read Constables and Constables similar verification of service will be made at the time of their retirement; but if they are transferred from one district to another, the verification o service. in the former district will be made and recorded before their service sheets are. transferred to the new district.

(I.G.'s No. 27, dated 19th September 1939)

(4) It is the duty of officers inspecting subordinate offices to inspect the service books and service rolls maintained there. They should see that they are maintained up to date, that entries are properly made and attested that verification has been properly carried out and that necessary statements and evidence secured and verification certificates properly recorded by the Heads of the Offices.

(Rule 178 of B. C. S. Rules)

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APPENDIX I

**FORM NO. 1 (A)**  
**Rule 40**

*Return showing the progress of recruitment of Scheduled classes in the inferior posts during the year.*

Total strength of inferior establishment under the appointing officer  1	Number of Scheduled class inferior servants in service at the beginning of the previous official year.  2	Number of vacancies occurring during the previous official year (a) Permanent (b) Temporary.  3	<i>Number of Scheduled class hands appointed during the previous official year.</i> (a) in permanent vacancies (b) in temporary vacancies  4	Number of Scheduled class inferior servants in service at the end of the previous official year.  5	Percentage of Column 5 to Column 1.  6	Remarks  7

*Note*  
year.

- (i) This return is to be submitted by each appointing officer through his superior officer to the Head of his Department in April every year.
- (ii) Scheduled classes are members of castes shown in column 1 only of Schedule AA published with Government Resolution, General Department, No. 9330 of 3<sup>rd</sup> December 1934.
- (iii) All inferior posts are to be given to members of the Scheduled classes, if available, until 10 per cent of the inferior establishment under each appointing officer (excluding Bhangis) belong to the Scheduled classes.

**FORM NO. I (B)**  
**Rule 40**

*Return showing representation of Backward Class in various services*

Serial No.  1	Class of the Service  2	Number of vacancies Filled  3	Number of candidates from Backward Class appointed  4	Remarks  (Here full reasons for not recruiting candidates from the Backward Class upto the prescribed percentage should be given in respect of each service separately). 5





**APPENDIX - I**  
**Form No. 3**  
**Rule 126**  
**POLICE**  
**Progress Report Sheet**

Name of Police Training School Student .....

School No. ....

Date of joining for training .....

1. Report on completion of training at Head Quarters.

Seen 1.	Reserve Sub-Inspector
D.S.P.	2. Home Inspector.

2. Report on completion of training under a Police Prosecutor

Seen Police Prosecutor.

D.S.P. \_\_\_\_\_

3. Report on completion of training in the office of the D.S.P.

Seen 1.	Police Prosecutor.
D.S.P.	2. Home Inspector.

4. Report on completion of training at a Chowkey.

Seen Sub-Inspector.

D.S.P. \_\_\_\_\_

5. Report on completion of training at an Outpost.

Seen Sub-Inspector.

D.S.P. \_\_\_\_\_

6 (a) Report on completion of training in a City Police Station.

Seen Police Prosecutor.

D.S.P. \_\_\_\_\_

6 (b) Report on Completion of training in an important Mofussil Police Station.

Seen Sub-Inspector.

D.S.P. \_\_\_\_\_

*Note* – Strike out entries which are not applicable to departmental candidates.

**Rule 139**

Form of Application for Appointment as Constable

**Instructions to candidates**

- (i) Candidates must be citizens of India.
- (ii) If you have the necessary qualifications for appointment as Police Constable, you must fill in this form, *in your own handwriting*.
- (iii) Every question must be answered definitely. "Nil" should be written against any question that does not apply.
- (iv) The qualifications required are :

Education .. VI Standard in a Primary School or the II Standard in English in a Secondary School.

Height .. 5 feet 4 inches for the Unarmed and 5 feet 6 inches for the Armed Branch.

Chest .. The mean between *deflated* and fully *inflated* chest measurements should not be less than 31 inches and the difference between the two must not be less than two inches.

Age .. 18 to 22 years.

Surname Name\_\_\_\_\_

Father's name Address\_\_\_\_\_

Age      Years \_\_\_\_\_ Date of birth \_\_\_\_\_

Place of birth   Single or married \_\_\_\_\_

Trade or occupation \_\_\_\_\_

Height (bare feet) \_\_\_\_\_ ft. \_\_\_\_\_ in.

Weight in ordinary clothing \_\_\_\_\_ lbs.

Chest measurements : Deflated \_\_\_\_\_ inches.

Expanded inches.

Did you previously apply for appointment in the Police Force ? \_\_\_\_\_

If so, give particulars \_\_\_\_\_

Are you free from debt ?

Have you ever been convicted of, charged with, or summoned for any offence ? \_\_\_\_\_

If so, give full particulars \_\_\_\_\_

Have you any service in the Army, Navy, Air Force, Home Guards or the Territorial Army ?

If so, give particulars and reasons for discharge \_\_\_\_\_

Give full particulars of your education :

Name of School	Address	Standard Entry	Date of Leaving	Date of Leaving	Age on

Name any Institutions at which you have continued your education since leaving School, giving dates and full particulars of subject studied :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give particulars of examinations passed, scholarships, certificates, etc. held, any position of responsibility or distinction held at School or College (prefect monitor, U.O.T.C., etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Language — State whether you are able to read or write any other modern language \_\_\_\_\_

What games have you played ? —

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you attained distinction in any form of games or athletics either at School or since leaving :

\_\_\_\_\_  
\_\_\_\_\_

Have you any particular hobbies or similar interests ?

\_\_\_\_\_

Have you any qualifications (not included above) which would be likely to be useful to you as a Police Officer ? —

\_\_\_\_\_  
\_\_\_\_\_

Give full particulars of employment since leaving School

Name of employer in employed	Address From	Capacity To	Dates	which

I hereby declare that the statements made by me in this application are true to the best of my knowledge and belief.

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

\_\_\_\_\_

*Form No. 5*

*Rule 139*

**Observation Sheet**

Name of Constable \_\_\_\_\_ B. No. \_\_\_\_\_

Date of joining service \_\_\_\_\_

*During training at Head quarters.*

Remarks by Reserve Sub-Inspector.

- 1.
- 2.
- 3.
- 4.

Remarks by Sub-Inspector Instructor.

- 1.
- 2.
- 3.
- 4.

Remarks by Home Inspector.

- 1.
- 2.
- 3.
- 4.

Remarks by Sub-Divisional Officer.

- 1.
- 2.

Remarks by District Superintendent of Police

- 1.
- 2.

*During training at Police Station —*

Remarks by Sub-Inspector of Police Station.

- 1.
- 2.
- 3.

Remarks by Police Inspector of Division.

- 1.
- 2.
- 3.

Remarks by Sub-Divisional Officers.

- 1.
- 2.
- 3.

Remarks by District Superintendent of Police.

- 1.
- 2.
- 3.

*Refresher Course at Head Quarters.*

Reserve Sub-Inspector

- 1.
- 2.

Sub-Inspector Instructor

- 1.
- 2.

Home Police Inspector

- 1.
- 2.

Sub-Divisional Officer

- 1.

District Superintendent of Police

- 1.

**Form No. 6**

**Rule 163**

Sanctioned strength \_\_\_\_\_

**Nominal roll of clerks serving in the office of the D.S.P. as it stood on**

**19**

Serial No. <b>1</b>	Name, father's name surname, designation, if any, and languages known <b>2</b>	Name of family <b>3</b>	Present pay and date of next increment. <b>4</b>	Age Y.M.D. <b>5</b>	Length of service Y.M.D. <b>6</b>	Nature of work done and since when <b>7</b>	How long Serving in the district. <b>8</b>	Relations and connections in Government service <b>9</b>	Remarks <b>10</b>

No.

(Station) Date \_\_\_\_\_ 19

(Signature) \_\_\_\_\_

(Designation) \_\_\_\_\_

**Appendix I**  
**FORM NO. 7**  
**Rule 164**  
*Quarterly list of postings*

District \_\_\_\_\_

Superintendent of Police :

S.D.P.O., \_\_\_\_\_  
S.D.O., City Sub-Division.

S.D.P.O., \_\_\_\_\_ Division.

S.D.P.O., \_\_\_\_\_ Division.

Inspector            Division

Inspector            Division

Inspector            Division

Prosecutor            H.Q.

Prosecutor            H.Q.

Prosecutor            H.Q.

S.I.                    P.S.

S.I.                    P.S.

S.I.                    P.S.



**Appendix I**

**FORM NO. 8**

**Rule 180**

**Quarterly list of postings**

Statement showing the names of candidates from the \_\_\_\_\_ District wishing to appear for  
the Departmental Examination in Law, 19

Serial No.	Bank	Name and (a) age; (b) length of service	Whether the candidate knows English; if so, is he prepared to answer questions set at the examination in that language or in the language of the district ?	Language of the candidate, it being clearly stated that he knows how to read and write in that language.	Head quarters town where the candidate is to be examined.	Whether the candidate has appeared before for the examination, and if so, how many times and with what result and percentage of marks ?	Whether the candidate possesses the qualifications.	Whether the candidate is recommended to be allowed to appear for the examination or not.	Remarks
1	2	3	4	5	6	7	8	9	10
1	Head Constable, II Grade	Ahmedkhan s/o Ibrahim (a) 33; (b) Enlisted 5th June 1912, 15 years.	No. In the language of the district.	Urdu—can read and Kanarese—can read and write	Poona	(1) Once failed, obtaining.... Marks	.	.	.

**English form of oath of allegiance / solemn affirmation**

"I.....do <sup>swear</sup> solemnly affirm  
that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established and that I will carry out the duties of my office loyally, honestly and with impartiality. (So help me God)."

**[ Hindi form of oath of allegiance / solemn affirmation ]**

मैं..... शपथ लेता हूँ  
सत्य निष्ठा से प्रतिज्ञान करता हूँ  
कि मैं भारत और भारत के विधिद्वारा स्थापित संविधान के प्रति श्रद्धा और सच्ची निष्ठा रखूंगा  
तथा मैं अपने पद के कर्तव्यों का राजमफि, ईमानदारी और निष्पक्षता से पालन करूंगा।  
( अतः ईश्वर मेरी सहायता करे )

**[ Marathi form of oath of allegiance / solemn affirmation ]**

मी,..... शपथ घेऊन सांगतो  
प्रतिज्ञापूर्वक सांगतो  
की मी भारताशी व कायद्याने प्रस्थापित झालेल्या भारतीय राजघटनेशी ईमानी व खराखुरा एकनिष्ठ  
राहीन आणि मी माझ्या हुद्याचीं कामे निष्ठापूर्वक, प्रामाणिकपणे आणि निःपक्षपातीपणे पार पाडीन.  
( परमेश्वर मला सहाय्य करे. )

( सवसद्विवेक बुद्धीस न पदल्यामुळे शपथ घेण्यास ज्यांची हरकत असेल त्यांना  
वर दाखविलेल्या नमुन्यावरहुकूम प्रतिज्ञापूर्वक निवेदन करता येईल. )

**[ Gujarati form of oath of allegiance / solemn affirmation ]**

હું..... સોગંદ લઉ છું  
પ્રતિજ્ઞા કરું છું  
કે હું ભારતને અને કાયદાથી સ્થાપિત થયેલાં ભારતનાં સંવિધાને વફાદાર રહીશ અને સાચી  
નિષ્ઠા રાખીશ તથા વફાદારી, પ્રમાણિકતા અને નિષ્પક્ષતાથી મારા હોદ્દાની ફરજને અદા કરીશ.  
( પરમાત્મા મને સહાય કરે. )

( જ્યોતને સોગંદ લેવા સામે અંતઃકરણનો વાંધો હોય તેઓ ઉપર દર્શાવેલા નિયત સ્વરૂપમાં  
પ્રતિજ્ઞાપૂર્વક નિવેદન કરી શકે છે. )

Form No. 10

Rule 245

*Form of the Register of all full-time Government servants who have taken / made the prescribed oath / affirmation.*

S. No.	Name of the Government servant	Date on which oath/affirmation was taken/ made.	Whether an oath/affirmation was taken/ made.	Designation of officer before whom oath / affirmation was taken / made	Signature of Officer.
1	2	3	4	5	6

**Appendix I****Form No. 11****Rule 258 (2)**

Name and designation of the Officer	Payment Pay of the Officer	Type of Vehicle (motor car or motor cycle).	Registration No. make of the vehicle.	Nature of transaction (Purchase or sale).	Price of sale or purchase of the vehicle	Name, address and occupation of the person selling or purchasing the vehicle.
1	2	3	4	5	6	7

**Appendix I**  
**Form No. 12**  
Rule 263

449

Form of letter to be addressed to Resident Medical Officer for medical treatment to  
Government servant.

\_\_\_\_\_

**Letter**

To

The Resident Medical Officer,

\_\_\_\_\_ Hospital, Bombay.

(Station) - - 20

No.

Sir,

Shri / Shrimati \_\_\_\_\_

is serving in \_\_\_\_\_  
Department. Please

refer him/her to the proper Department for examination, investigation and for the of treatment.

Yours faithfully,

(Signature) \_\_\_\_\_

(Designation) \_\_\_\_\_

\_\_\_\_\_

**Appendix I**  
**Form No. 13**

Rule 274 (4)

*Form of intimation and statement of charges in connection with anti-rabic  
treatment for indigent patients*

*( Entries to be filled up by officer dispatching the patient for treatment*

1. \* \_\_\_\_\_  
is hereby directed to proceed for antirabic  
treatment to.  
His particulars are as follows
2. Age and sex :
3. Whether a Government servant (if so, state pay etc.), an employee  
of a municipality to which the District Municipal Act applies or an  
indigent person.
4. Address in full with the name of the place of residence.
5. Name of attendant, if any :
6. Whether the charges are debatable to Central or State revenues or  
recoverable from a local body.
7. Particulars of the local body from which the expenditure is  
recoverable :-  
(1)Municipality to which the District Municipal Act  
applies  
(2)Local Board  
(3)Borough Municipality  
(4)Cantonment
8. He has been granted the concessions noted below :-
9. Advance of one month's pay (here state amount). Number and  
cost of railway tickets from \_\_\_\_\_ to  
\_\_\_\_\_ for which requisition is issued.
10. Payment made to the patient for his onward journey either by  
road or steamer or both, and if so, by whom paid, stating the  
amount.
11. Die ten route \_\_\_\_\_ days at  
\_\_\_\_\_ per day.  
Nothing for maintenance at and  
return journey expenses has been  
advanced to him.

Signature and designation of  
officer dispatching patient for anti-rabic  
treatment.

Station  
\_\_\_\_\_

Date the  
\_\_\_\_\_

\*Name of the patient.

Entries below to be filled in by the medical officer in charge of the centre for treatment. He should identify the patient and verify the particulars mentioned above from the patient or his attendant and see that the form is completely filled in

12. Dates of admission of patient and discharge with duration of treatment.
13. Charges incurred for treatment
14. Charges for maintenance
15. Number and cost of railway tickets for which requisition has been issued for return journey.
16. Any payment made in cash for journey by road or steamer or both.
17. Total charges recoverable

Signature of the medical officer in charge of the centre for treatment.

(For use in Audit Office).

*Note* – The recoveries of treatment charges, i. e., cost of sera and vaccine etc., should be credited to " Medical " or " Public, Health ", as the case may be, other items alone being credited to "Miscellaneous".

Total amount recoverable	...	Rs.
Amount to be credited to –		
Medical	...	Rs.
Public Health	...	Rs.
Miscellaneous	...	Rs.

Auditor

Superintendent.

---

**Appendix I**

452

Form No. 14

Rule 274 (5)

*Requisition for free tickets for indigent persons proceeding to or returning from anti-rabic treatment Center*

No.

Stamp of office of issue.

Date

.....

... 20

To

The Station Master,  
Railway (Station).

Please issue to ..... (name and occupation of patient) of ..... (Place of residence) aged ..... (and \*his/her attendant) third class single journey ticket(s) free of charge from ..... (Station) to .....(Station) whither he/she is proceeding for/after anti-rabic treatment.

The cost of the railway tickets issued on the authority of this requisition should be debited to the Government of Bombay.

I have satisfied myself that the patient is unable to travel without an attendant).

Signature

.....

Designation in full

.....

---

(To be filled in by Station staff).

Third class ticket(s) Nos..... has/have been issued in connection with this requisition.

Station .....

Date .....20.....

Booking Clerk.

---

\* If the patient is capable of travelling alone, the words in brackets should be scored out and initialled by the issuing officer.

Issuing officers, should enter their designation in full to facilitate reference.

This requisition should be prepared in duplicate, the duplicate being retained by the issuing officer

---



## Appendix I

FORM NO. 15

Rule 274 (5)

453

*Form of application for the grant of advance, to the family of the, Government  
Servant who dies while in Service*

- (1) Name of the claimant for the advance.
  - (2) Relationship of the claimant with the deceased Government servant.
  - (3) Name of the deceased Government servant.
  - (4) Rank
  - (5) Date of death
  - (6) Pay as defined in Rule 9 (39) (a) of the Bombay Civil Services Rules.
  - (7) Pension Rules elected by the Government servant.
  - (8) Amount of D. C. R. Gratuity admissible
  - (9) Qualifying service for gratuity/Pension.
  - (10) Was the Government servant subscribing towards General Provident Fund? If so, state the amount to his credit.
  - (11) Is a proposal for the grant of a gratuity from the Compassionate fund being considered?
  - (12) Source from which the advance is to be adjusted.
  - (13) Has any monetary assistance been given from the Police Welfare Fund? If so, give particulars.
  - (14) Persons in whose favour the nomination form in respect of (1) G. P. Fund (2) D. C. R. Gratuity and (3) Family Pension has been filled in by the deceased.
  - (15) In case no nomination is given, the name of the person entitled to G. P. Fund as per rule 30 (1) (b) of the G. P. Fund Rules should be given.
1. Certified that the family of the deceased Government servant has been left in indigent circumstances.
  2. Certified that the deceased Government servant has put in not less than 3 year's continuous service.

Signature  
Designation.  
No.  
Date

Submitted to the Inspector General of Police for favour of sanction.

2. Application for the sanction of an advance of Rs ..... from Shri/Shrimati ..... together with his / her undertaking to a just the advance by deduction from amount thereof ..... in enclosed.

Signature  
Designation.

To

\*The Inspector General of Police,  
Bombay State, Bombay.

Name of office / Department.                      Date

- (1) Full name, father's name and surname of the Government servant.
- (2) The correct General Provident Fund account number verified from the statements furnished to the depositor by the Accountant General, Bombay, from year to year.
- (3) The actual date, forenoon or afternoon, of retirement, death, resignation, discharge, dismissal, etc.
- (4) If the subscriber was financing any Insurance Policy from his Provident Fund, the details of the Policy.
- (5) A certificate in the following form from the competent sanctioning authority should be attached to this form.

“certified that no advances other than those mentioned below were granted from the General Provident Fund to the subscriber under rules .....and ..... during the last 12 months and that no such advances will be paid hereafter. ”

- (6) Amount of the last Fund deduction with the number and date of the Treasury Voucher or the number and the amount of bill with date of its encashment from which it was deducted (except in case of future retirements ).
  - (7) In the case of dismissal whether the subscriber has filed, or intends to file an appeal, if the appeal has been rejected the date of its rejection, if no appeal has been filed the date on which the period of his appeal will expire.
  - (8) Name of Treasury or Sub-Treasury at which payment of the Provident Fund money is desired.
  - (9) Whether the subscriber married after the submission of his declaration on ..... and after 1st October 1936/1st April 1934.
  - (10) If no declaration was furnished by the subscriber, a list of his family members [ as defined in rule 2 (1) (e) ] who are entitled to participate in the Fund money under Rule of the General Provident Fund Rules should be forwarded to the Accountant General, Bombay, together with their names, age and relationship with the deceased subscriber.
-

(11) In the nomination dated ..... the subscriber has nominated ..... to receive fund deposits at his credit. Please state whether the nominee is alive, and in the case of his death, the date of his death. If the nominee died after the death of the subscriber, the names of the successors of the nominee with their relationship with the nominee should be stated.

(12) (i) In the case of married daughters of the subscriber, the dates of marriage should be stated. If the exact dates are not available, it may be stated whether they were married before the death of the subscriber and whether their husbands were alive.

(ii) In case of widowed daughters, it may be stated whether their husband died before the death of the subscribers.

(iii) In case of minor children it may be stated whether the widow of the subscriber is the natural mother and legal guardian of the minors.

FORM NO.17

Rule 290

**Form of Annual Declaration**

To

The Governor of Bombay.

I hereby declare that the House built/acquired by me with the amount withdrawn by me from the amount standing to my credit in the General Provident Fund under the provisions of the Government Circular Memorandum, Political and services Department No. PFR-1555, dated the 23rd June 1955 has not been transferred by me by way of sale mortgage's exchange or gift or on lease for a term exceeding three years or otherwise howsoever and that if called upon to do so, I undertake to produce before the sanctioning authority tax receipts, title deeds and such other documents as may be specified by the said authority showing that the house remains in my sole and absolute ownership.

Dated at this ..... day of ..... 20

Witnesses to Signature (with address)

Signature

.....

Designation.....

1. ....  
.....
2. ....  
.....

\_\_\_\_\_

## Appendix I

FORM NO. 18

Rule 290

*Form of undertaking by the Applicant for withdrawals from  
Provident fund for House Building Purposes*

To

THE GOVERNOR or BOMBAY.

In consideration of the Governor (hereinafter referred to as "the Government") having agreed at my request to permit for the purpose of building or acquiring a suitable house including the cost of the site thereof, withdrawal of the sum of Rs. .... (Rupees ..... ) only from the amount standing to my credit in the General Provident Fund under the provisions of this Government Circular Memorandum No. PFR 1555, dated the 23rd June 1955, I hereby undertake to observe and perform the terms and conditions contained therein in so far as they are applicable to me and, in particular to comply with the following terms and conditions namely

- (1) that the amount for which the withdrawal is applied for shall be actually utilised for the purpose of building or acquiring a suitable house including the-site thereof;
- (2) that if the amount permitted to be so withdrawn is in excess of the actual expenditure incurred by me for building or acquiring a suitable house including the cost of the site thereof, the excess amount together with interest thereon at the rate provided for in paragraph I (c) of Government Circular Memorandum, Political and Services Department No. PFR 1555, dated the 23rd June 1955, shall be refunded to the Government for credit to my Provident Fund forthwith without demur, in one lump sum, whether the same shall have been demanded or not;
- (3) that the house proposed to be built or acquired by me with the amount so withdrawn shall be situated at my place of duty or ..... where I intend to reside after retirement;
- (4) that in the event of my building a house, the construction of the house shall be commenced within six months of the withdrawal of the aforesaid amount and shall be completed within a period of one year from the date of commencement of construction or within such further extended period as the Government may in its absolute discretion allow. In the event of a ready-built house being purchased, any loan previously obtained by me for such purpose from private parties shall be repaid within three months of the drawal of such amount or such extended period as may be permitted by the Government;
- (5) that in the event of my building a house the right to build on the site on which the house is proposed to be built will be acquired by me forthwith;
- (6) that approved plans and permits where necessary from the local authorities for the purchase of building materials to the extent required shall be furnished by me;
- (7) that in the case of a drawal for the purchase of a ready built house I would secure an undisputed title to the house and the land on which the house is built before the purchase price is paid;
- (8) that so long as I am in service I shall submit every year a declaration in the form prescribed by the Government on or before the 31st December, that the house so built or acquired continues to be in my sole ownership and possession;
- (9) that while in service the house so built or acquired shall not be transferred by me by way of sale, mortgage, exchange or gift or on lease for a term exceeding three years or otherwise howsoever without the previous permission of the sanctioning authority in writing.

I hereby declare that my private savings together with the amount permitted to be withdrawn will be sufficient to build or acquire the house of the type proposed and that I do not own any house other than the one which is intended to be built or acquired at the place of my duty or at my intended place of residence after retirement. I further declare that if the house is not purchased or built in accordance with the provisions of the said Circular Memorandum or if I commit any breach of any of the aforesaid terms and conditions, I shall repay to the General Provident Fund for credit to my account the whole of the amount permitted to be withdrawn from the Fund in pursuance of the said Circular Memorandum, together with interest thereon at the rate provided for in paragraph I (h) thereof.

Dated this ..... Day of ..... 20

Place.....

.....

(Signature)



**Appendix I**

FORM NO. 20

RULE 294

Demand Register No .....

**RECEIPT**

Police Fund Subscription Receipt

Received Rs..... (In words  
 .....)  
 ..... from Shri  
 ..... on account of  
 subscription for Police Families Welfare Fund/Police Sports Fund for the period from January to  
 June ...../ July to December .....

Date .....

Signature of Officer,  
Collecting the subscription.

FORM NO. 21

Rule 294

Cash-Memorandum

No.....

S.

Date

To  
 The District Superintendent of Police,  
 .....

Sir,

I send herewith an amount of Rs. .... (In words  
 .....)  
 ..... on account of subscription  
 for Police Families Welfare Fund/Police Sports Fund collected from the members for the period  
 from January to June..... /July to December..... Please acknowledge receipt.

Designation

FORM NO. 22

Rule 294

*Acknowledgement Receipt of Police Fund Money*

Credit Entry No. ....

Dated

.....

Received Rs..... (In words  
 .....)  
 ..... on account of Police Families Welfare  
 Fund/Police Sports Fund subscription for the period from January to June ...../ July to  
 December ..... from Police Sub-Inspector/Circle Police Inspector .....

Cashier.

District Superintendent of Police

To  
 The Police Sub-Inspector/  
 Circles Police Inspector .....



## Form No. 24

## Rule 431 (1) (d)

*Register of interview regarding complaints / requests of the members of the Public.*

Serial No.	Date of Interview	Name and address of the person interviewed	Subject matter of complaint / grievance / request.	Directions given to office by the interviewing officer for the disposal of case	Date prescribed if any, by the interviewing officer for the disposal of the case.	Date of action taken by office according to directions in column 5.	Date of Final disposal of the case,
1	2	3	4	5	6	7	8



**Appendix I**

FORM NO. 25

Rule 448 (32)

Order

No.

..... Department.

.....

Office of the .....

(Date) .....

I, the undersigned, do hereby dismiss / remove Shri .....  
..... from the  
..... service \* ..... with effect from  
.....<sup>+</sup> ..... service \*.

(Signature) .....

(Name).....

Designation of officer }  
competent to dismiss\* } .....  
from service remove\* }

\* Strike out whichever is inappropriate.  
+ Here enter the date on which orders of dismissal/removal are passed by the competent authority.

\_\_\_\_\_

**Appendix I**

FORM NO. 26

RULE NO. 448

**“ROZNAMA”**

Departmental proceedings held against \_\_\_\_\_ of \_\_\_\_\_ District.

- A. Date, place and nature of offence committed or allegation made.
- B. Date on which the default was first noticed and by whom.
- C. Date on which report is submitted to the D.S.P. with papers of preliminary enquiry.
- D. Date on which orders are passed to hold regular departmental proceedings.
- E. Date on which charge is framed and by whom.
- F. Date on which the charge, together with statement allegations, is delivered to the delinquent.
- G. Date on which departmental proceedings are commenced.

Note : Adequate reasons should be given where the interval between any two dates – as per A, B,C, etc. – is more than 4 days.

S. No. of the Entry	Date	Particulars of work done.	Date to which adjourned	Reasons for adjournment.
---------------------	------	---------------------------	-------------------------	--------------------------

Form No. 27  
Rule 448 (38)

Register of Departmental Proceedings

<b>Serial No.</b>  <b>1</b>	<b>Name and designation of the person against whom the departmental proceeding is ordered.</b>  <b>2</b>	<b>No. and date of the order on which the proceeding should be completed.</b>  <b>3</b>	<b>Whether extension was obtained and if so upto what date.</b>  <b>4</b>	<b>Whether extension was obtained and if so upto what date</b>  <b>5</b>	<b>Date on which final orders were issued.</b>  <b>6</b>	<b>Final orders passed.</b>  <b>7</b>

*Appendix I***Rule 453****Black list of persons debarred from employment in Government service**

<b>Serial No.</b>	<b>Name, Father's name and educational qualifications.</b>	<b>Date and place of Births</b>	<b>Present address Permanent address.</b>	<b>Marks of identification</b>	<b>The post held</b>	<b>Reasons for dismissal and other remarks, if any.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

## APPENDIX II

(Rule 1)

*Bombay Police Officers ( Combined Cadre ), Condition of Service order, 1964.*

1. In this Order, unless there is anything repugnant in the subject or context -
- (a) 'Act' means the Bombay Police Act, 1951;
- (b) 'Combined Cadre' means the combined cadre constituted under clause (2) of Police Officers specified in the said clause;
- (c) 'Equivalent post' The posts shown in Column 1 below shall be deemed to be equivalent to the posts shown against them in Column 2 and Vice Versa.

<i>Post in the District.</i>	<i>Post in Greater Bombay</i>
1	2
(1) Deputy Superintendent of Police.	(1) Superintendent of Police.
(2) Inspector of Police.	(2) Inspector of Police.
(3) Sub-Inspector of Police	(3) Deputy Inspector of Police or Selection Grade Sub-Inspector of Police.

2. (1) There shall be a Combined Cadre consisting of Sub-Inspectors of Police, Deputy Inspector of Police (in Greater Bombay) Selection Grade Sub-Inspectors of Police (in Greater Bombay), Inspector of Police, Deputy Superintendents of Police (in Districts) and Superintendents of Police (in Greater Bombay).
- (2) Such Cadre shall be deemed to have been formed with effect from the date on which this order came into force. On the formation of the Combined Cadre, posts of equivalent ranks of the Officers mentioned above in Greater Bombay and Districts belonging to the Cadre shall be pooled together and they shall be treated as on single unit.

Provided that for the purposes of regulating seniority and promotions, the posts of Sub-Inspectors of Police and Selection Grads Sub-Inspectors of Police (in Greater Bombay) shall be treated as two separate sub-units, one each for the Greater Bombay Region and the Mofussil Region and separate seniority lists for each of the said regions shall be prepared.

Provided further that in respect of Sub-Inspectors of Police of the Unarmed Branch in the Mofussil Region a separate gradation list shall be prepared for each of the following Ranges, namely :-

- (a) the Ahmedabad Range.  
 (b) the Bombay Range.  
 (c) the Poona Range.  
 (d) the Rajkot Range.  
 (e) the Nagpur Range,  
 (f) the Aurangabad Range.

Such gradation list shall be maintained by the Deputy Inspector General of the Range concerned.

- (3) The lists referred to in the first proviso to sub-clause (2) shall be prepared on the following principles, namely :-

(i) In the Mofussil Region, the seniority of Sub-Inspectors recruited direct and Head Constables passing the Sub-Inspector's course shall be determined by the order of merit in which they pass out from the Police Training School. Head Constables promoted without taking such a course shall, on confirmation, be placed below those Sub-Inspectors who were confirmed on the same or earlier date. A Sub-Inspector student who has failed in his final examination at the Police Training School is given an extension shall if he passes in the next examination, be placed below those Sub-Inspectors who joined the School with him and above those who joined after him put passed the Final Examination with him.

ii) In the Greater Bombay Region -

- (a) the seniority of Sub-Inspectors recruited direct shall be determine by the order of merit in which they pass out from the Police Training School, and
- (b) the seniority of Deputy Inspectors of Police and of Selection Grade Sub-Inspectors of Police shall ordinarily be determined according to dates from which they continuously officiate in the posts concerned.

(iii) The seniority of officers who are transferred from the Mofussil Region to the Greater Bombay Region to hold any of the posts referred to in Sub-clause (ii) shall be determined in accordance with Clause 7.

3. (1) Notwithstanding anything contained in Rule 22 of the Bombay Civil Services Rules, the State Government may, whenever it thinks fit, order the transfer of any Police Officer belonging to the Combined Cadre from Greater Bombay to any District and Vice Versa.

(2) Subject to the control of the State Government, the Inspector General of Police may order such transfers in the case of Inspectors of Police and Sub-Inspectors of Police. Any such order made by the Inspector General of Police may be modified or cancelled by the State Government.

4. In the absence of anything specifically stated in the order of transfer made under Clause 3, the officer transferred from any post shall be deemed to have been appointed and shall be posted by the authority competent to do so to an equivalent post.

5. (i) The posts in the Combined Cadre shall carry Mofussil Scales of pay, except as provided in Sub-clause (4) (i) below.

(2) (i) Officers in the Combined Cadre, serving in the Districts shall, on their transfer to Greater Bombay, to any posts whether equivalent or not be entitled to special pay and compensatory Local Allowance as stated against them in the table below :-

Sr. No.	Rank of the Officer from the Districts.	The post he shall ordinarily hold on transfer to Greater Bombay.	Special pay.	Compensatory Local Allowance.
1	2	3	4	5
			Rs.	
1	Deputy Superintendent of Police.	Superintendent of Police.	60	As admissible to other Government Servants when transferred to Greater Bombay.
2	Inspector of Police.	Inspector of Police.	50	do.
3	Sub-Inspector of Police.	Selection Grade Sub-Inspector of Police or Sub-Inspector of Police.	50	do.

(ii) The provision for payment of Special Pay and Compensatory Local Allowance in Paragraph (i) shall also apply in relation to -

(a) officers promoted or reverted in Greater Bombay, after their transfer from the Districts to Greater Bombay;

(b) officers appointed direct to any posts, in the Combined Cadre in Greater Bombay.

(iii) The provisions for payment of Mofussil Scales of pay and Special Pay and Compensatory Local Allowance in this clause shall also apply in relation to the officers transferred from the Districts to Greater Bombay during the period from the 1st day of August 1951 to the 31st day of July 1954 (both inclusive).

(4) (i) Any officer who was serving in any post in the Combined Cadre in Greater Bombay during the period from 1st day of August 1951 to the 31st July 1954 (both days inclusive) and was drawing pay in a city scale of pay shall continue to draw pay in the city scale of pay, so long as he continues to serve in Greater Bombay, whether in the same post or in any higher or lower post.

(ii) When an officer serving in Greater Bombay, drawing pay in the city scale, is (after the formation of the Cadre) transferred to any District to any equivalent post his pay shall be fixed in the Mofussil Scale of pay and if the pay does not form an exact stage in time scale, it shall be fixed at the next lower point with the difference given to him as personal pay and where the pay exceeds the maximum of the scale, the difference shall be given to him as personal pay. In the former case, the personal pay shall be absorbed in future increments.

## Appendix II

- (iii) When an officer in the Combined Cadre holding a Permanent Post in a substantive capacity and drawing pay in the city scale of pay is transferred to any District in a higher post, his substantive pay in respect of the lower post shall first be fixed in the Mofussil Scale of the equivalent post in accordance with this clause, and then his pay in the higher post shall be fixed in accordance with the provisions of the Bombay Civil Services Rules.
- (iv) Where an officer serving in Greater Bombay of pay is transferred to any District on or after the coming into force of this order and is then re-transferred to Greater Bombay on the same or on equivalent post, the total amount of pay including the amount of special pay and compensatory Local Allowance to which he shall be entitled shall not be more than that which he won transferred to the District.

6. The service rendered by an officer in an equivalent post in the Combined Cadre whether before, or after the coming into force of this Order and whether continuous or consisting of broken periods, shall count for increment in the city scale or Mofussil Scale of pay, as the case may be.

7. (1) When an officer who was in service immediately before the formation of the Combined Cadre is transferred under Clause 3, his seniority among Police Officers of equivalent rank in Greater Bombay or in the Districts, as the case may be either in Greater Bombay or in the Districts after a course of training at a Police Training School –

- (a) if the training commenced on any date between the period from 1st May 1939 to 1st June 1949 (both inclusive) with reference to the date on which training commenced;
- (b) in other cases, with reference to successful completion of such a course and *interse* the place occupied in the results of the examination held at the end of such a course.

(2) Head Constables appointed as Sub-Inspectors without any training qualifying them for appointment shall take their place below the Sub-Inspectors who might have been appointed on probation after the successful completion of their training course IS months before the date of confirmation of such Head Constables in the grade of Sub-Inspectors.

(3) In any case not governed by Sub-clause (1) and (2) above, the question of seniority shall be determined by the Inspector General of Police on the merits of the case.

(4) Subject to an appeal to the State Government in the case of a Deputy Superintendent of Police in the Districts or a Superintendent of Police in Greater Bombay, the decision of the Inspector General of Police on the question of seniority of any officer transferred under Clause 3 shall be final.

8. (1) As soon as possible a combined seniority list -

- (a) of Deputy Superintendents of Police in the Districts and Superintendents of Police in Greater Bombay and,
- (b) of Inspectors of Police, shall be prepared and maintained for the purpose of regulating promotions to higher appointments.

(2) The lists referred to in Sub-clause (1) shall be prepared on the following principles, namely :-

- (i) In the case of an officer who was appointed to a post either in the District or in Greater Bombay after a course of training at a Police Training commenced –
  - (a) if the training commenced on any date between the period from 1st May 1939 to 1st June 1949 (both days inclusive) seniority shall be determined with reference to the date on which training commenced;
  - (b) in other cases seniority shall be determined with reference to the date of successful completion of such a course;

Provided that where two or more officers commenced or completed such course on the same date, their seniority *interse* shall be determined with reference to the order of merit in the results of the examination held at the end of such course.

- (ii) A Head Constable promoted as Sub-Inspector of Police without any training qualifying him for appointment shall be considered as junior to a Sub-Inspector of Police appointed, on probation after the successful completion of his training course, of eighteen months at a Police Training School, before the date of confirmation of such Head Constable as a Sub-Inspector.

(iii) Seniority of the officers in the Districts and in Greater Bombay *interse* shall be maintained on the combined seniority lists.

*Appendix II*

(iv) In any case not covered by Paragraph (i), (ii) or (iii), the question of seniority shall be referred to, and determined by, the State Government on the merits of each case and the decision of the State Government shall be final. In deciding such cases of seniority of Deputy Superintendents of Police in the Districts and Superintendents of Police in Greater Bombay, the State Government shall consult the Bombay Public Service Commission.

(3) When combined seniority lists of the officers referred to in sub-clause (1) are prepared their seniority for all purposes, shall, notwithstanding anything contained in Clause (7), be determined by such lists.

9. Save as otherwise provided by or under the Act or this Order, the pay, allowances and other conditions of service of the members of the combined Cadre shall be regulated by the Bombay Civil Services Rules.

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## APPENDIX III

(Rule No. 2)

<i>Nagpur Range, Nagpur 1</i>	<i>Aurangabad Range, Aurangabad 2</i>	<i>Poona Range, Poona 3</i>	<i>Bombay Range, Bombay 4</i>	<i>Ahmedabad Range, Ahmedabad 5</i>	<i>Rajkot Range, Rajkot 6</i>	<i>Head Quarters, Bombay 7</i>
<i>1. Akola</i>	<i>1. Aurangabad</i>	<i>1. Ahmednagar</i>	<i>1. Kolaba (Alibag)</i>	<i>1. Ahmedabad City</i>	<i>1. Amreli</i>	<i>1. S. R. P. F. Group I, Poona</i>
<i>2. Amraoti</i>	<i>2. Bhir.</i>	<i>2. Kolhapur</i>	<i>2. Nasik</i>	<i>2. Ahmedabad Rural</i>	<i>2. Bhavnagar</i>	<i>2. S. R. P. F. Group II,</i>
<i>Sambre</i>						
<i>3. Bhandara</i>	<i>3. East Khandesh (Jalgaon)</i>	<i>3. Poona City</i>	<i>3. Ratnagiri</i>	<i>3. Banaskantha (Palanpur)</i>	<i>3. Jamnagar</i>	<i>3. S. R. P. F. Group III,</i>
<i>Baroda</i>						
<i>4. Buldhana</i>	<i>4. Nanded</i>	<i>4. Poona Rural</i>	<i>4. Surat and Dangs</i>	<i>4. Broach</i>	<i>4. Rajkot</i>	<i>4. S. R. P. F. Group IV,</i>
<i>Jalna</i>						
<i>5. Chanda</i>	<i>5. Osmanabad</i>	<i>5. North Satara</i>	<i>5. Thana</i>	<i>5. Baroda</i>	<i>5. Junagadh</i>	<i>5. S. R. P. F. Group V,</i>
<i>Gondal.</i>						

**APPENDIX III**

(Rule No. 2) – Contd...

<i>Nagpur Range, Nagpur 1</i>	<i>Aurangabad Range, Aurangabad 2</i>	<i>Poona Range, Poona 3</i>	<i>Bombay Range, Bombay 4</i>	<i>Ahmedabad Range, Ahmedabad 5</i>	<i>Rajkot Range, Rajkot 6</i>	<i>Head Quarters, Bombay 7</i>
<i>6. Nagpur</i>	<i>6. Parbhani</i>	<i>6. South Satara (Sangli)</i>	<i>6. West Khandesh (Dhulia)</i>	<i>6. Kaira</i>	<i>6. Surendrangar</i>	<i>6. S. R. P. F. Group VI, Kamptee</i>
<i>7. Nagpur Rural Dhond</i>		<i>7. Sholapur</i>		<i>7. Mehsana</i>	<i>7. Kutch (Bhuj)</i>	<i>7. S. R. P. F. Group VII,</i>
<i>8. Wardha</i>		<i>8. C. &amp; S. Rlys. Poona</i>		<i>8. Panch Mahals (Godhra)</i>		<i>8. C.P.T.S. Nasik</i>
<i>9. Yeotmal</i>				<i>9. Sabarkantha (Himatnagar)</i>		<i>9. P. T. S. Junagadh</i>
<i>10. C. &amp; S.E. Rlys. Nagpur</i>				<i>10. Western Railway Bombay</i>		<i>10. C. T. S. Nagpur</i>

(Rule No. 6)

*Working at the District Head quarters.***1. Ceremonial Parades –**

(a) Ceremonial parades serve a useful purpose in the Police as in the Army. Practice ceremonial parades at district Head Quarters should be taken periodically by Superintendents of Police, Assistant Superintendents of Police and Deputy Superintendents of Police to ensure that the men are being properly trained.

(b) Ceremonial parades should form a part of all formal inspections of the Police at District Head Quarter. By the Range Deputy Inspector General and the Inspector General of Police, when the salute will be taken by the Inspecting Officer.

(c) On special occasions, such as the Independence Day, the salute will be taken by the highest Executive Officer present, that is to say, the Governor or the District Magistrate, as the case may be.

(d) When military and other units take part in a ceremonial parade the following should be the order of precedence among the various units: -

- (1) Army Units –
  - (a) Regular Army.
  - (b) Territorial Army.
- (2) (Civil) Armed Police –
  - (a) Special Armed (or " Military") Police (i.e. S.R.C.)
  - (b) Other Armed Police (i.e. District Armed Police).
- (3) National Cadet Corps-Senior Division Units.
  - (a) Army
  - (b) Navy
  - (c) Air Force
- (4) All other Provincial Forces –
  - (e. g. (a) Unarmed Police.
  - (b) Home Guards, etc.)
- (5) National Cadet Corps - Junior Division Units.
- (6) Boy Scouts.

As to whether and when a Civilian should be invited to take the salute of a mixed parade of the troops and the Police is a question for the senior military officer to decide in his discretion.

*Note* – The seniority of the incumbents of the posts of Superintendents of Police, Motor Transport and Wireless and other Superintendents of Police should be fixed, for the purposes of precedence at the time of ceremonial parades and similar occasions on the basis of their dates of appointments in their respective posts. (This will not entitle the Superintendent of Police, Motor Transport/ Wireless to any claim for purposes of higher pay, promotion etc.

(G. L., H. D., No. IPS 1456-I, dated 7th March 1957).

(e) The movements to be performed and the music to be played at ceremonial parades of the Police should be as in Chapter XIV of the Manual (If Police Drill. The movements to be carried out during a mixed ceremonial parade of the Police and other units, as in clause(d) above, will be decided by the Senior Military Officer in his discretion.

(f) When officers attend a parade to take the salute on occasion like Flag Salutation, Independence Day Parade etc., they should face the flag and salute. The Inspecting Officer (District Magistrate or a Mamlatdar as the case may be) should be received by the District Superintendent of Police (or Police Inspector or Sub-Inspector as the case may be) on arrival at the parade ground and led to the saluting base. The Police Officer and the Inspecting Officer concerned will then face the Flag Staff and the latter will break the Republican Flag and at the same time the officer commanding the parade will give the command "Salute to the Flag of the Republic of India – Present Arms." The Inspecting Officer and the Police Officer (who at this time will be on the left of the Inspecting Officer) will also salute the Flag. After this, the Inspecting Officer will inspect the parade. This will be followed by march past in column of route which will conclude the parade.

On the occasion of ceremonial parades including passing out parades of Central Police Training School, care should be taken to exclude from the parade officers and men

## Appendix I V

who are not good at the parade as they spoil the whole function. Such exclusion would be a point against the individuals concerned and should be mentioned in their service record.

*Note* - For details regarding the movements to be performed at ceremonial parades *vide* Chapter XIV of the Manual of Police Drill.

2. *Weekly Programme of work* - Every Superintendent should draw up a standing programme of outdoor work to be carried out day by day at District Head Quarters, and that programme should be adhered to as far as possible. The most important items on this programme are Inspections and orderly Rooms to be carried out each week in the Head Quarters Lines, and for the City or Cantonment or Taluka Police, as the case may be. For example, Head Quarters Orderly Room may be fixed for each Monday, City Orderly Room for Wednesday and Cantonment Orderly Room for Friday : except for special reasons the Superintendent should carry out Orderly Rooms on the fixed days as a matter of ordinary routine. During the touring season there must obviously be a relaxation, but if a Superintendent returns to Head Quarters for a while, he should automatically carry on the programme as far as possible.

The Superintendent's Orderly Rooms shall be attended regularly and, as a matter of course, by all Sub-Divisional Officers, Inspectors (Home or Circle) when in Head Quarters and by the Sub-Inspector of the Police Station or Reserve Sub-Inspector as the case may be. Any consideration that the Head Quarters Station is not in an officers' charge is entirely irrelevant ; Sub-Inspectors and Inspectors are future Deputy Superintendents, while Assistant and Deputy Superintendents are potential District Superintendents, it behoves them all to learn and to be taught Police Administrative work from all points of view. Apart from Orderly Rooms, it is the duty of the Superintendent to make all Assistant and Deputy Superintendents attend when he is doing any miscellaneous work, e. g. position for a petrol pump ; conference to consider Police regulations for some niela or procession inspection of public conveyances and motor vehicles. Such young officers must, as a matter of course, take part in all and every practical administrative work (this is but the continuation of the orders contained in this Office Circular No. 24, dated 15th June 1934.

3. Orderly Room 8. - If full and proper use is made of the weekly Orderly Rooms, the following questions affecting the Constabulary can be dealt with in Orderly Room leave and transfer applications, posting of recruits, disciplinary cases, etc. This procedure has the very beneficial effect of bringing the Superintendent in direct personal contact with an ranks, and inspires them with a confidence of direct treatment, instead of through any intermediate officers. In a disciplined Force this psychological effect is of the utmost importance.

After such personal questions are decided, others can be settled equally advantageously by a stroke of the pen. For instance, the Reserve Sub Inspector may request sanction to purchase phenyle for disinfecting; paper to make up targets; tobacco for store boxes, etc., or there may be a correspondence with the Superintendent's Office. Further, in a Police Station besides above such issues, the Sub-Inspector may have to recommend a Constable for a reward in some case; he should be produced and the facts of the case discussed not only with the Sub-Inspector but also with the Inspector and/or Sub-Divisional Officer concerned; an order can then be passed and noted in the Orderly Room Register a great deal of correspondence (with statements, etc) is saved, while the Constable appreciates he has had a hearing even if he does not get all he expected.

The number of weekly Orderly Rooms to be held varies in accordance with local conditions, Ordinarily there should be two - one at Head Quarters and one for the Town and Taluka Police; but in many Districts three may be necessary. Superintendents must decide these details bearing in mind the three main objects involved, viz., (1) the training of officers of all ranks. (2) the establishment of constant personal contact with the Constabulary to maintain their complete confidence and (3) the reduction of scriptory work in all offices, so as to leave officers free for other important work.

Apart from the Orderly Room held one morning, the Superintendent should devote ordinarily another morning to work at Head Quarters to hold Kit Committees and other miscellaneous work as explained hereafter. It has to be here emphasised that the Home Inspector must not be placed in sole and complete charge of Head Quarters.

4. Kit Inspection 8. - Prior to an Orderly Room there should ordinarily be an inspection parade to see that the men are maintaining their kit and accoutrements properly. There should be a regular kit inspection once a month both at Head Quarters and at local Police Stations. These kit inspections might be held on the first Monday or Wednesday for whatever day it be, of the month. A little consideration will show that such monthly kit inspections ensure a man's kit being seen about once in three months, particularly at Head Quarters because ordinarily a man cannot be present every month as he may be absent on duty sometimes. In view of the shortage in our Clothing and Accoutrements Grants,

it behoves Superintendents to hold such inspections fairly frequently not Only to see the men turn out clean and smart, but also to ensure articles- being condemned opportunely and not prematurely.

*Note* - A diagram showing the lay out of the kit is given at the end of this Appendix.

5. *Head Quarters Stores* - There should be a weekly Kit Committee at Head Quarters on a day other than that on which Orderly Room is held. As in the case of Orderly Rooms as many officers as possible should attend; in actual practice the number may be only three or four owing to absence on other work.

Any kits of men, who have left the service, sent in from Police Stations during a week, should be kept intact till the Committee checks and passes orders on each article.

Likewise, now kit received from Jails or contractors, or ammunition from the Arsenal, should be kept unopened till the Committee meets. In checking new supplies, it is not sufficient merely to examine the quality and the quantity supplied, the Committee must see that the articles are supplied in accordance with the Superintendent's indents : otherwise, a contractor may unload his surplus stocks irrespective of sizes on an unsuspecting District : this in turn leads to the accumulation of articles not required and often not usable. Too much care cannot be expended on the administration of the stores.

The proceedings of the Kit Committee should be entered in a book as in the case of Orderly Rooms.

6. *Annual Musketry Training* - In the early part of his training a recruit may be supplied with dummy cartridges to teach him how to load and unload the -303 rifle, and also to demonstrate the bolt action and manner in which the extract for and the ejector work. Superintendents may order a small number for the purpose, the cost being [net from the Superintendents' grant for "Ordnance Stones".

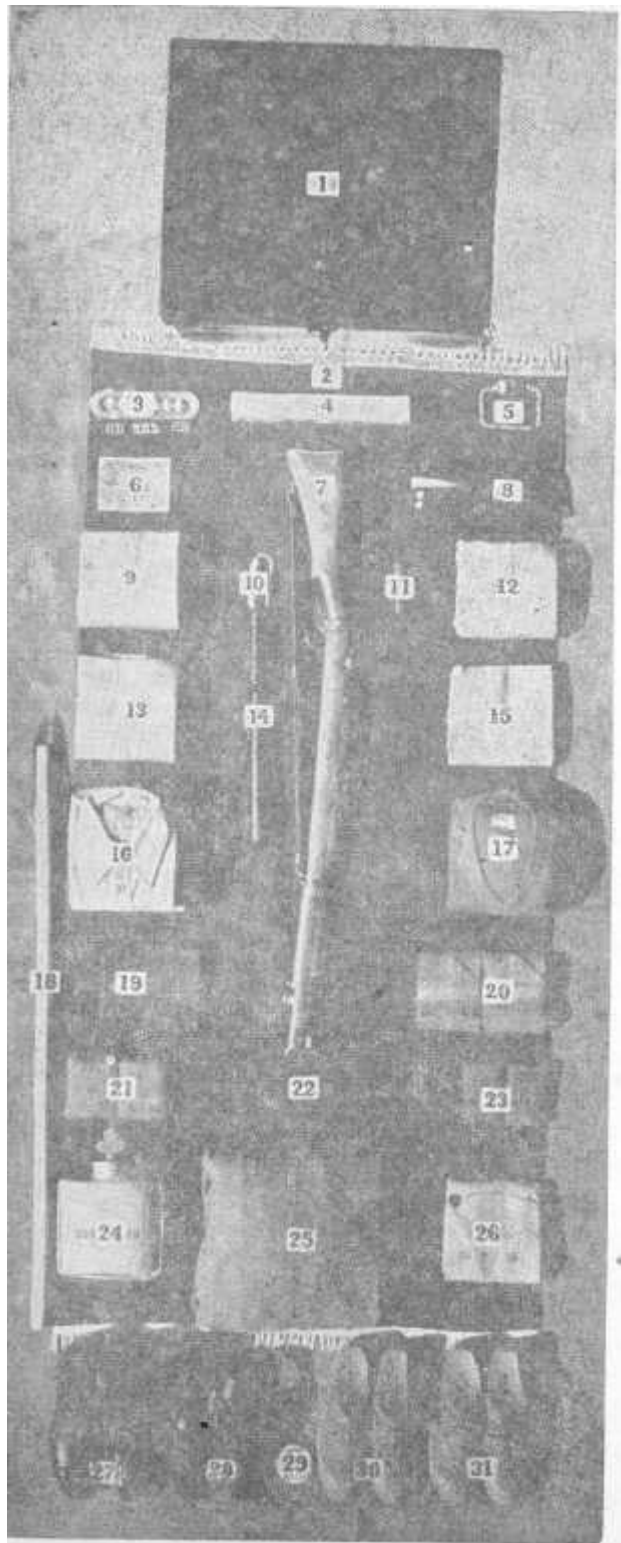
Superintendents can indent for dummy cartridges for 410 bore muskets in quantities sufficient to meet their requirements, subject to a maximum of four rounds per musket, and may issue them not only to instructors but also to others, if necessary.

Dummy cartridges are not to be used when aim is being taken at an aiming disc. held to the instructor's eye. Care should be taken to keep the dummies clean and to keep them safely apart in such a manner as to render it impossible for them to get mixed up with ball cartridges, i.e., dummy cartridges may be kept with other musketry appliances for parade purposes, but should not be kept in the magazine. They are easily distinguished being perforated through the case; there is no cap at the base and they are generally lighter than ball cartridges.

No ammunition is to be expended in any one year in practice in excess of the amount allowed by the musketry rules and orders.

7. *Tear Gas Squads* - A Tear Gas Squad should be formed with the previous sanction of Government, with a view to combating abnormal situations in a district effectively. The strength of one Tear Gas Squad is ordinarily one Sub-Inspector, two Head Constables and twelve Constables which should be drawn from the existing strength of the district or State Reserve Police Force Group concerned and no extra expenditure should be caused to Government on that account. On the formation of a Tear Gas Squad, its staff should be properly trained in the Tear Gas operation. The Squad should be attached to the Head Quarters so that it can readily be available at any time to deal effectively with a riotous mob or an adverse situation.

8. *Armourers* - For the "Duties of the Police Armourers and Assistant Armourers" refer Rule 39 of Volume III.



## Appendix IV

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Diagram showing the layout of the kit of the Policemen  
KIT CHART  
(Vide P. M. Rule No. Volume)

- |                              |                      |
|------------------------------|----------------------|
| 1. Kit Box                   | 17. Jersey           |
| 2. Carpet                    | 18. Short Lathi      |
| 3. Button stick with Buttons | 19. Police Guide     |
| 4. Soap                      | 20. Putties          |
| 5. Whistle with chain.       | 21. Socks            |
| 6. Sanad                     | 22. Great Coat Strap |
| 7. Rifle                     | 23. Hose-Tops        |
| 8. Fatigue Cap               | 24. Water Bottle     |
| 9. II Coat                   | 25. Great Coat       |
| 10. Pull-Through             | 26. Haver Sack       |
| 11. Oil Bottle               | 27. Boots            |
| 12. III Coat                 | 28. Chappals         |
| 13. II Shorts                | 29. Boot Polish Tin  |
| 14. Baton                    | 30. I Canvas Shoes   |
| 15. III Shorts               | 31. II Canvas Shoes  |
| 16. Shirts (Two)             |                      |

*Notes –*

1. The great coat is to be folded to a size of 14' x 14'.
2. Other dress articles are to be folded to a size of 7' x 7'.
3. Apart from regular kit articles, certain other articles like mosquito nets, umbrellas, rain coats, traffic coats, helmets, etc. are issued in certain circumstances only. These articles should be kept inside the kit box and need not be displayed on the carpet. Although the musket, boots, baton and chappals have all been shown in the photograph, armed men should display only the musket and boots and unarmed men only baton and chappals. Similarly, the oil bottle and pull-through should be displayed by armed men only.
4. The kit box should be placed in the centre of the upper edge of the carpet.
5. The soap should be placed in the centre of the button stick and the whistle with chain.
6. The butt of the rifle should be 2" below the centre of the soap.
7. The pull-through and the oil bottle should be in the centre of the II coat and the III coat respectively and 5" away on either side of the rifle.
8. If only the baton is displayed, it should be in the centre between II shorts and III shorts.
9. The great coat scrap should be placed horizontally between shocks and hose-tops.
10. The great coat should be in the centre of the lower edge of the carpet.
11. The toes of boots and shoes should be in line, with the boot polish tin in the centre.
12. The lathi should be on the right edge of the carpet, the lathi end being in line with the lower right end corner of the carpet.
13. The other articles should be laid on the carpet as shown in the photograph.

**(Rule No. 10)***Police Band*

1. The band may be composed of drums, bugles, bagpipes or reed instruments other than fifes of any combination of these instruments.

2. No separate and distinctive uniform is to be supplied to the men in the band. The men are Policemen and must wear Police uniform. But there is no objection to the use of kid gloves, spats, tartans, etc., as wearing of these articles enhances the dignity of the band. The covers of the bags of the Pipes and the tartans that go with the pipes and the ribbons should be of dark blue colour edged with white or silver.

3. Bandsmen must take their turn of duty at Head Quarters and are to be treated in all respects like the rest of the force. If efficient at drills, they may be excused drill three days a week for band practices.

4. Bandsmen must belong to the armed Police and draw rates of pay accordingly.

5. Ordinarily no outsider over 40 years of age shall be recommended for enlistment, and no outsider under 18 years of age shall in any circumstances be enlisted, in the band.

6. The band may be hired out for private functions subject to the following conditions -

(a) The function must be unobjectionable morally, legally and politically.

(b) The band must wear uniform, except when accompanying processions. When accompanying procession, Bandsmen shall ordinarily appears in mufti; but care must be taken to see that they turn out smart and clean. The District Superintendent of Police, may, at his discretion, permit the band to wear uniform when accompanying processions, when he considers it advisable to do so.

*Note* – In Greater Bombay the band is not permitted to accompany any procession.

(c) Any damage that may be done to Government property shall be made good by the person or persons responsible.

(d) No instruments other than the those sanctioned in paragraph 1 above shall be played.

(e) The engagement of the Band shall be subject to cancellation at any time if the Band is required suddenly for any official purpose.

(f) In case of cancellation of the band engagement by the party concerned, 25 percent of the deposit shall be forfeited, unless clear seven days notice is given in respect thereof.

7. Subscriptions from private persons for the up-keep of the band are not to be asked for or accepted if offered.

8. Subscription for the up-keep of the band shall under no circumstances be collected from Head Constables or Constables. Subscriptions from officers of and above the grade of Sub-Inspector may be accepted. But there must be no sort of compulsion. Subscriptions from Police Officers towards the band must be purely voluntary.

9. The management of the Band Fund shall be entirely in the hands of the Superintendent of Police, subject to the general control of the Deputy Inspector General of the range.

10. Permission to let the band out for public or private functions shall be granted solely by the Superintendent of Police, subject to the proviso that in the absence of the Superintendent of Police from Headquarters, permission for the band to be hired out may be granted by an Assistant or Deputy Superintendent of Police or by the Home Inspector, the action taken being reported at once to the Superintendent of Police from ex-post-facto sanction.

11. The band accounts will be maintained by the Police Accountant.



## Appendix V

12. The following books shall be maintained in connection with the Band Fund.-

- (i) Cash Book
- (ii) Receipt Book
- (iii) Credit Voucher File
- (iv) Debit Voucher File

13. The keeping of any other account books, official or private, is strictly prohibited.

14.(a) The rates for hire of the band shall be fixed by the Superintendent of Police, with due regard to the local rates for professional bandsmen and the demand for bands. In addition, charges at a flat rate of Rs. 15 should be recovered from private persons engaging the band for transporting the bandsmen in Police Motor Vehicles to their destination and back in the limits of the District Head Quarters Towns in the State, and credited to the head "XXIII-Police".

(b) The rates of hire of the band in Greater Bombay are as under :

(1)	For first two hours.	For each additional hour or part thereof.
(1) Brass Band ...	Rs. 250.	Rs. 80.
(2) Pip Band...	Rs. 175.	Rs. 11 60.

In addition, a fee of Rs. 25 is charged as Transport Charges in respect of the transport used for carrying the Band staff and the Band instruments.

(2) Clubs in Bombay are charged at a Seasonal contract rate of Rs.180 for two hours (normal charges if not a Seasonal Contract).

(3) The Bombay Municipality is charged at a seasonal contract rate of Rs.150 for two hours.

(4) The Government House is charged at affixed rate of Rs.120 for two hours.

No charges are made for the official engagements.

15. All fees in connection with the hiring out of the band must be paid in advance.

16. The remuneration to bandsmen when the band is hired out shall be fixed on each occasion by the Superintendent of Police and debited in the Cash Book when paid.

17. (a) Remuneration to bandsmen in Mofussil shall not exceed 50 per cent. of the fees received on each occasion. The other half shall be credited to the Band Fund for the general maintenance and improvement of the instruments and other incidental expenses connected with the band. The Superintendents of Police may transfer 25 per cent. of the amounts received for hire of their bands to the Police Families Welfare Fund, if they consider that they have sufficient balance in the Band Fund and if they do not require the money for the purchase of new instruments.

(b) In Greater Bombay, the band fees, collected shall be distributed as under -

Band Fund	...	...	...	40 percent
Bandsmen	...	...	...	40 percent
Band Master	...	...	...	20 percent

18. Disbursement of remuneration to bandsmen shall be made by the Superintendent of Police through the Reserve Inspector or Sub-Inspector, who will submit to the Superintendent of Police vouchers duly signed by the payees concerned.

19. Receipts on account of fees paid for the hire of the band will invariably be in Form No. Gen. 113 (e), the counterfoil being kept for record.

20. The strictest economy must be exercised in the management of the Band Fund, All unnecessary and lavish expenditure should be strictly discouraged.

21. The band is required to play music free of charge, when ever it is asked to do so by, Government at the functions organized by it. The Bandsmen shall be considered as on duty when they play music at Government functions.

22. All Government servants in the Police Department shall be charged at half the rates fixed.

**APPENDIX VI**

(Rule 27)

**Sphere of authority of a Range Deputy -Inspector General, of Police**

LIST OF MATTERS IN REGARD TO WHICH THE POWER OF TAKING FINAL ACTION OR OF DECIDING QUESTIONS CONNECTED THEREWITH HAS BEEN DELEGATED TO THE RANGE DEPUTY INSPECTORS GENERAL OF POLICE FOR THEIR RESPECTIVE RANGES

- (1) Inspection of all Police offices (copies of notes being sent to the Inspector General of Police).
- (2) Appeals against Superintendents' orders of appealable punishments.
- (3) Grant of leave to and the punishment of his ministerial establishment.
- (4) Representations from the members of the constabulary.
- (5) Requests for plague Police.
- (6) Temporary accommodation to Police in plague infected areas costing over Rs.30 and confirmation of expenditure upto Rs.30 incurred by Superintendents of Police in emergencies.
- (7) Transfers of Police Inspectors, Sub-Inspectors, Police Prosecutors, Head Clerks and Accountants (permanent, acting or probationary) within the range.
- (8) Leave to Police Inspectors and Police Prosecutors upto two months.
- (9) Promotion of Sub-Inspectors above the efficiency bar.
- (10) Appointments of Head Clerks and Police Accountants in vacancies of not more than four months' duration in Superintendents' offices.
- (11) Promotion of Junior Grade Clerks to Selection Grade in Superintendents' offices.
- (12) Sanctioning of petty construction and repairs costing more than Rs.200 in a district.
- (13) Reappropriation of grants from petty construction and petty repairs from one district to another, including transfers from petty construction to petty repairs and *vice versa*.
- (14) Countersigning of detailed bills of expenditure under petty construction and repairs.
- (15) Preparation and submission to the Accountant General/Deputy Accountant General of the consolidated Annual Establishment Return in respect of Sub-Inspectors.
- (16) Monthly absentee statement to the Accountant General/Deputy Accountant General in regard to officiating arrangements made by the Deputy Inspector General of police in the last grade of the cadre of Sub-Inspectors, Police Prosecutors, Head Clerks and Accountants.
- (17) Publication of the gradation list of Selection Grade clerks and Sub-Inspectors yearly and half-yearly respectively.
- (18) Questions regarding the writing up of stock accounts.
- (19) Questions regarding armourers.
- (20) Countersigning of travelling allowance bills of Superintendents and of Assistant and Deputy Superintendents of Police.
- (21) Countersigning bills for petty construction and repairs.
- (22) Writing off unserviceable articles of dead stock above Rs.200 and upto Rs.500
- (23) Permission to officers of and above the rank of Deputy Superintendent of Police to go on duty beyond limits of jurisdiction.
- (24) Correction of clerical errors in the recorded date of birth in the service-books of Sub-Inspectors.
- (25) Officiating promotions of Head Constables to Sub-Inspector's rank.
- (26) Confirmation of Probationary Sub-Inspectors.
- (27) Sanction to the entertainment of famine Police.
- (28) Condonation of deficiencies of recruits for appointment as Constables.
- (29) Sanction to the direct appointment of outsiders as Head Constables.

- (30) Annual certificates of dead stock from Superintendents of Police.
  - (31) Landed Property Returns of Sub-Inspectors, Police Prosecutors and members of the clerical staff of the Superintendent's office other than the Head Clerk and the Police Accountant.
  - (32) Administrative sanction in connection with Police works (Provincial), other than residential buildings, upto a limit of Rs.25,000.
  - (33) Sanction to the grant of monetary rewards up to Rs.500.
  - (34) Sanction to advances from the General Provident Fund for special reasons, in the case of non-Gazetted subscribers.
  - (35) Calling for plans and estimates and sanctioning of funds from the discretionary grants for minor works and works of additions and alterations to residential buildings up to a limit of Rs.10,000 provided the rental value of the building does not exceed 10 percent of the average pay of the occupant.
  - (36) Promotions or transfers from the executive to the clerical service and *vice versa*.
  - (37) Inter-range transfers of senior and junior clerks.
  - (38) Hiring of Typewriters.
  - (39) Issue of certificates of appointments to Sub-Inspectors.
  - (40) Grant of T. B. concessions.
  - (41) Grant of water allowance in localities where there is scarcity of water (through District Magistrates).
-

**APPENDIX VII**

(Rule No. 30)

**Sphere of authority of the Inspector General of Police****I. MATTERS ON WHICH REFERENCES AND REPORTS ARE TO BE SUBMITTED BY SUPERINTENDENTS OF POLICE DIRECT TO THE INSPECTOR GENERAL OF POLICE**

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>(1) Strikes ... ..</li> <li>(2) Riots and disturbances ... ..</li> <li>(3) Movements or capture of notorious dacoits or gangs of dacoits and dacoit operations and matters exciting public interest.</li> </ul> | } | <p>Note. -This should be a copy of the original report submitted to the District Magistrate, similar copies being submitted to other officers concerned.</p> |
|--|---|--|
- (4) Arrangements for the President's and the Governor's tours. (Copy to Range Deputy Inspector General, Deputy Inspector General, Criminal Investigation Department and District Magistrate).
  - (5) Crime Review. (Copies to officers as laid down in Volume III).
  - (6) Gazetted Police officers' conduct (copy to range Deputy Inspector General).
  - (7) Leave to Gazetted Police officers above the rank of Deputy Superintendent of Police, their personal pay and allowances.
  - (8) Monetary advances, which the Superintendents of Police and Deputy Inspectors General are not authorized to sanction.
  - (9) Pension of personnel appointed by the Inspector General.
  - (10) Issue of certificates of appointments to Inspectors.
  - (11) Joining time when it exceeds the usual period and all other matters which under the rules in the Fundamental Rules, the Civil Service Regulations, the Bombay Civil Services Rules and the Civil Account Code, must be dealt with by the Inspector General of Police or by Government.
  - (12) Budgets.
  - (13) Standard forms, model indents for standard forms and envelopes.
  - (14) Reappropriation of grants other than those delegated to the Deputy Inspector General.
  - (15) Telephones and telegrams.
  - (16) Annual musketry returns.
  - (17) Disposal and transfer of departmental buildings.
  - (18) Head Constables appearing for the departmental examination.
  - (19) Supply of such Acts, books etc. as the Superintendents of Police are not empowered to obtain by indent on the Director, Government Printing and Stationery.
  - (20) Supply of new typewriters.
  - (21) Officers appearing for regional language examinations. (This should be a copy of the original statement sent direct to the Principal, Central Police Training School).
  - (22) Annual Administration Report (advance copy).
  - (23) Taking over of charge by Inspectors. (Copy to Range Deputy Inspector General of Police).
  - (24) Sanctioning of Permanent Advance.
  - (25) Grant of rewards upto Rs.1,000 in any one case.

**II. MATTERS ABOUT WHICH STATEMENTS, REFERENCES OR REPORTS FROM SUPERINTENDENTS OF POLICE ARE TO BE SUBMITTED TO THE INSPECTOR GENERAL OF POLICE.**

- (A) Through the Range Deputy Inspector General of Police -
  - (1) Returns of punishments and pending proceedings.
  - (2) Leave of Inspectors and Police Prosecutors for a period exceeding two months and officiating appointments in leave vacancies thereof.

- (3) Buildings -
    - (a) Major Works.
      - (b) Quarters for Inspectors and lower ranks, where changes in the type-design are involved.
      - (c) Additions and alterations to residential buildings of Gazetted Officers costing more than Rs.10,000 or where the rent exceeds 10 per cent of the average pay of the occupant.
      - (d) Provision of office accommodation.
      - (e) Miscellaneous building questions (other than minor works and works of petty construction and repairs in a district).
    - (4) Transfers of Inspectors, Sub-Inspectors and Police Prosecutors excluding those belonging to the Criminal Investigation Department and the Central Police Training School from one range to another.
    - (5) Reports against supersession in regard to promotion to the post of an Inspector or Sub-Inspector.
    - (6) Leave of Deputy Superintendents of Police.
    - (7) Admission of departmental candidates to the Central Police Training School.
    - (8) General questions regarding arms, accoutrements, ammunition, clothing and other stores, if they are not governed by the rules in the Police Manual or if there is any doubt in regard to them.
    - (9) Exemption of Head Constables from passing the departmental examination in law.
    - (10) Classification and preservation of " A " and " B " records maintained in Police offices.
    - (11) Formation of Police Associations.
    - (12) Rules regarding office procedure.
    - (13) Questions relating to the ministerial establishment, affecting interpretation of orders regarding increments, seniority etc.
    - (14) Revision applications from the ministerial staff against the Deputy Inspector General's decision in appeal, where the punishment ordered is other than dismissal or removal.
    - (15) Crime and criminal law.
    - (16) Increase or decrease ( permanent or temporary ) in salaries and 'allowances.
    - (17) Regradation of the Police force.
    - (18) Escorts and guards.
    - (19) Maintenance of and repairs to Police vehicles.
    - (20) Appointments and transfers of Head Clerks and Accountants in district offices from one Range to another.
  - (B) *Through the District Magistrate and the Range Deputy Inspector General -*
    - (1) Questions regarding additional Police.
    - (2) Distribution of the Police Force.
    - (3) Creation of new Police Stations, Outposts and changes in the existing ones.
    - (4) Grant of or increase in the house rent and hutting money to Inspectors and Sub. Inspectors, and to the constabulary (if the amount to be sanctioned exceeds Rs.10 per mensem).
    - (5) Reorganisation, retrenchment or revision of establishments, division or charges etc.
    - (6) Confidential reports.
    - (7) Additions to, and alterations in, Police executive establishments, whether permanent or temporary.
    - (8) Changes in the jurisdiction of the Police Sub-Divisions and headquarters of Sub-Divisional Officers and Circle Police Inspectors.
  - (C) *Through the Deputy Inspector General of Police, Criminal Investigation Department -*
    - (1) Working of the Bombay Habitual Offenders Act. 1959.
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## APPENDIX VIII

(Rule No. 44)

*Revised I. P. S. Cadre Schedule of Bombay State.*

1.	Senior posts under State Government	...	...	78
	Inspector General of Police	...	1	
	Commissioner of Police, Bombay	...	1	
	Deputy Inspectors General of Police	...	8	
	Deputy Commissioners of Police, Bombay	...	7	
	Assistant Inspector General of Police	...	1	
	Assistant Deputy Inspectors General of Police C. 1. D.	...	3	
	Superintendents of Police	...	41	
	Superintendents of Police, Railway	...	4	
	Additional Superintendents of Police	...	6	
	Principal, Police Training School	...	1	
	Commandants, State Reserve Police Force	...	5	
			<u>78</u>	
2.	Senior posts under central Government	...	...	<u>26</u>
				<u>104</u>
3.	Posts to be filled by promotion in accordance with rule 9 of the Indian Police Service (Recruitment) Rules, 1954.	...	...	<u>26</u>
4.	Posts to be filled by direct recruitment	...	...	78
5.	Deputation Reserve @ 15 per cent of 4 above	...	...	12
6.	Leave Reserve @ 11 per cent of 4 above	...	...	9
7.	Junior posts @ 20 - 60 per cent of 4 above	...	...	16
8.	Training Reserve @ 10-59 per cent of 4 above	...	...	<u>8</u>
	Direct Recruitment posts	...	...	123
	Promotion Posts	...	...	<u>26</u>
	Total Authorised Strength	...	...	<u>149</u>

(G. E., P. & S. D., No. IPS. 1058 / 2044-C, dated 16th June 1959)

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## APPENDIX IX

(Rule No. 56)

Method of selection of candidates for the Sub-Inspector's course at the Central Police Training School, Nasik

1. In pursuance of the notification issued by the Inspector General in the Bombay Government Gazette (Part I) / Bombay Police Gazette (Departmental Part-D-Miscellaneous) / Police Notice and the advertisement published in the leading news papers, the candidates apply to the District Superintendents of Police (in mofussil) and the Deputy Commissioner of Police, Head Quarters (in Greater Bombay).

2. The preliminary selection of candidates is made by a Board consisting of the District Superintendent of Police and the senior most Sub-Divisional Police Officer or the Inspector (in mofussil) and two seniormost Deputy Commissioners of Police (In Greater Bombay). This Board satisfies itself about the eligibility of the candidates and permits such of them as are fully qualified, to appear for the written test held at all the District Headquarters and in Bombay on dates fixed by the Inspector General. The written test is held in the following subjects -

Written test and total marks	Time allowed for passing.	Marks required	
1. Intelligence test	½ hour.	50	} 40%
2. English Essay	1 hour.	50	
3. Test in Hindi	2 hours.	50	
4. General knowledge	1½ hours.	50	

The question papers on subjects (1) to (3) are set by the officers selected by the Director of Education, State of Bombay, who is requested to do so on each occasion well in advance and that on subject (4) is set by the Inspector General of Police or by an officer nominated by him. After the test is over, the answer books are sent to the Inspector General, who in turn sends them to the respective paper setters for marking.

3. The candidates who secure 40 per cent of the total marks in the written examination become eligible to compete for the physical test. The number of candidates to be called for the physical tests is restricted to five times the number of candidates to be finally selected. The passing of the physical test is a condition precedent to being eligible to appear for interview. The details of the physical test are as under

		Marks
(1) Running 1/2 mile. 5 minutes	...	35
(2) Obstacles:	...	40
(i) Hopping		
(ii) Balance		
(iii) Jump with one hand on bar		
(iv) Jump over obstacle		
(v) Rope climbing		
	Total	<u>75</u>

Those who pass the physical test securing 50 per cent marks are considered qualified to appear before the Selection Board [*vide* Sub-rule (2) of Rule 56] for "viva-voce" test.

4. The "Viva-Voce" test carries 75 marks which are divided amongst the members of the Board as shown below –

Items	Maximum marks the three members	to President	Number be allotted and	of by the
1. Conversational ability	...	...	8	
2. General impression	...	...	5	
3. Personality	...	...	5	
			<u>18</u>	i.e. 72 in

all

The remaining three marks are given by the Board to outstanding candidates. The minimum number of marks required for passing the "viva-voce" test (interview) is 50 per cent.

5. The marks secured by the candidates in the written and physical tests are added to the marks obtained in "viva-voce" test and the final selection is made according to merit from amongst the candidates who secure 50 per cent marks in the interview (i. e. from amongst those who pass the last test). The Backward Class candidates are, however, selected if they merely pass in all the tests by obtaining the minimum number of marks required for passing in each test, till the reservation quota is made up.

*Note :* The above procedure applies to the selection of direct nominees. As regards Head Constables (Departmental candidates) recommendations are sent by the Superintendents of Police to the Range Deputy Inspector Generals, who in turn recommend the number of I-lead Constables specified by the Inspector General. The Selection Board referred to in sub-rule (2) of Rule 56 selects the required number of Head Constables only after an interview.

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**Procedure and Principles for the preparation, Maintenance and use of select list of  
Inspection of Police fit for promotion as Deputy Superintendents of Police in  
mofussil and Superintendents of Police in Greater Bombay**

(1) A Selection Board consisting of the Inspector General of Police, the Commissioner of Police and three Deputy Inspectors General of Police should review annually the work done by Inspectors and draw up a list or lists of those considered by it fit for promotion as Deputy Superintendents of Police in the mofussil and as Superintendents of Police in Greater Bombay and submit the same to Government in July for approval. The list or lists should not be too long and should ordinarily be limited to the number of vacancies likely to occur in the next two years.

(2) The lists should be drawn up with due regard to the general principles regarding promotions laid down in Government Resolution, Political and Services Department, No. 4099/34, dated the 18th December -1950 (Rule 71).

(3) Names entered in the list should be arranged in the order of seniority in the cadre of Inspectors of Police as between officers brought on the list at the time, but it will be open to give an officer higher rank than that warranted by seniority if he is considered to be of outstanding merit; PROVIDED that officers whose names are entered on the list, or continued on the list at a subsequent revision, provisionally, should rank according to the relative seniority below all officers whose names are entered on the list unconditionally.

*Note :* Once the list is prepared, promotion should be strictly in accordance with the place of an officer in the list. The correct procedure, therefore, for giving such an accelerated promotion to an officer of outstanding ability is to give the officer concerned a higher place in the list *at the time of preparation of the Select List.*

(4) Subject to paragraph (3), the seniority of officers on the list should be determined by the date of entry on the list, provided that officers whose names are entered on the list or continued on the list at a subsequent revision provisionally should rank below all officers whose names are entered on the list unconditionally.

(5) Ordinarily on first entry, the names of officers should be brought provisionally on the list and their fitness for unconditional retention on the list should be reviewed at the next revision of the list; if, as a result of the review, it is considered that an officer is not fit to be retained in the list, his name should be deleted; if it is considered that an officer should be kept on trial for another year his name should be continued provisionally on the list below those who are continued unconditionally and his case reviewed at the next, revision of the list.

(6) The cases of all officers who were passed over at previous revisions of the list or whose names were deleted from the list, should be considered at the subsequent revisions but if brought on the lists they should take rank among those who are included in the list for the first time.

(7) Officers whose names are brought on the list unconditionally should ordinarily remain on the list until they are confirmed in the posts of Deputy Superintendents of Police or Superintendents of Police, Greater Bombay, or retire from service, but Government reserves the right, in consultation with the Bombay Public Service Commission, to remove the name of an officer from the list if he has subsequently shown himself to be unfit for inclusion in the list and to revert him, if he is already officiating in the post of Deputy Superintendent of Police or Superintendent of Police, Greater Bombay, subject to the general orders of Government governing reversion. Government also reserves the right, in consultation with the Commission, to revise the rank given to an officer (whose name is retained on the list) if such officer displays conspicuous ability or a marked decrease in efficiency and if a revision in the ranking would be in the interests of the public service.

(8) The list drawn up annually by the Selection Board should be submitted to Government together with all the relevant material including the records of the officers concerned and the records of officers senior to those included in the list. Government will thereafter, in consultation with the Commission, determine the final list.

(9) When a vacancy in the post of Deputy Superintendent of Police or Superintendent of Police in Greater Bombay, is expected to last for three months or more it should ordinarily be filled in an officiating capacity by the appointment of an officer whose name is highest in the Select List and who has not already been officiating.

(10) Officers whose names are on the Select List should normally be confirmed in the posts of Deputy Superintendents of Police or Superintendents of Police, Greater Bombay in the order of seniority in the list in consultation with the commission.

## Appendix XI

(Rule 126)

### Course of Practical training of a probationary Sub-Inspector of Police

1	2	3	4	5
Sr.	Nature of training	Duration	Particulars of work to be learnt No.	Remarks
<i>For Direct Nominee only</i>				
1.	Head Quarters of the weeks District*(Naiguam Head Quarters, Bombay)	21/2	1. Stores ½ week 2. Officer Writer ½ week 3. Company Orderly ½ week 4. Law Classes 1 week	1. The probationer attend Head Quarters parades at least three days a week, when he should be given an opportunity of drilling the men. 2. He will be instructed by the Reserve Sub-Inspector/Inspector. (i) how to command an inspection parade, (ii) how kit and accountments rtc. are laid out for inspection, kept in store, cleaned and maintained in good state, and (iii) in the care and inspection of arms, kit and accountments. It will be the duty of the Reserve Sub-Inspector / Inspector to see that the probationer is able to impart to others the instruction in drill etc. he has received at the Police Training School and generally to fit him to take parades and instruct his men as a Police Station Officer. 3. The probationer should attend all orderly rooms held by the Superintendent of Police or the Sub-Divisional Officer. 4. He will be on the Superintendent's office muster roll during this course.
<i>For both Direct Nominees and Departmental candidates</i>				
2.	As an under study to a police Prosecutor	6 weeks	1. Preparation and conducting of cases, included Chapter III cases in all courts ... 1 week 2. Attendance in sessions courts ... 1 week	The probationer will under the direct supervision of (1) Study carefully the papers of cases referred to the police prosecutor,

			3. Appeals in the Court of the District Magistrate ... 1 week	(2) Note on such cases and, (3) Attend at the hearing of cases by Magistrates. It will be duty of the Police Prosecutor to see that the probationer gains an insight into the manner in which cases are prepared, learns how to weight and consider evidence, learns how cases are presented to the Court and generally prepares himself for the duties of an investigating and prosecuting officer.
			*(Appeals in the Courts of the Chief Presidency Magistrate or High Court). The Chief Police Prosecutor should supervise and arrange for the cadet Sub-Inspector students' training in respect of work in the Chief Presidency Magistrate's Court and the High Court ... 1 week	
			4. Conducting prosecutions in Minor Act cases and other cases ... 3 weeks	
			The weakness in Police cases and the Points on which cases are attacked by the defence should be	
emphasised.				
3.	Office of the District Superintendent of Police *(Head Police office, Bombay).	5½ weeks	1. Work of the Accounts Branch, including the preparation and checking of Travelling Allowance, Pay and Contingent Bills ... 1½ weeks	(1) The probationer will study under the Police Accountant, who will see that he gets an insight into accounts, viz., the preparation of Traveling allowance bills, the maintenance of the Day Books, the submission of contingent and pay bills etc., with special regard to the accounts work in a Police Station. (2) He should be trained in making out traveling allowance bills for specimen journeys given to him and in correcting traveling allowance bills and in making out contingent bills. On the termination of this course of practical training, he should be required to pass an examination in practical questions of this character and the Account Rules and the Bombay Civil Services Rules.
			2. Work of a Reader including study of cases and station diaries, writing of crime reports etc., and study of the Inspector General's Standing Orders ... *4 weeks	(1) The probationer will study the reports that come in form Police Stations, with special reference to crime reports, diaries, final reports, inquest reports, etc. (2) He will study the standing orders of the district. (3) If opportunity offers, he will attend the inspection of subordinate offices by the Superintendent
			(Work of a D.I. Crime including study of cases and station diaries, writing of crime reports and study of Standing orders)... ... 4 weeks	

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Note : \*For Greater Bombay

## (Rule 126) – Contd.

Sr. No.	Nature of training	Duration	Particulars of work to be learnt	Remarks
1	2	3	4	5
<i>For Direct Nominees only</i>				
4.	Under study at a Chowky in a City *(Under-study to a D.I. Administration at a Police Station in Bombay).	5 weeks	All the work at the Chowky including preparation of cases and case papers, night rounds, parades, raids, surveillance over bad characters, etc. They should put up cases personally, appear in Courts, etc. (not less than 100 cases and for smaller towns population less than 1,00,000 not less than 50) * (All the work of a D.I. Administration including preparation of cases and case papers, night rounds, parades, raids, surveillance over bad characters, maintenance of order at meetings, processions and during labour or other trouble and maintenance of the Mavali Register).	The Probationer will perform all the duties of Head Constable in charge of a Chowky, including night patrols, reporting "All's Well" etc.
5.	At an important out Post. *(Best Duty at a Police Station in Bombay).	7 weeks	All the work of the Head Constable in Charge of an out Post including partolling of villages, writing reports, night - rounds, surveillance, collection of intelligence regarding wandering gangs, activities of criminal classes picking up cases, filing complaints in courts giving evidence, etc. Minimum in each District to be fixed by the Deputy Inspector General concerned. *(All the work of a Best Duty Head Constable, both on day and night duty including holding of roll-calls, posting and supervision of fixed post and patrol Constables, picking up minor cases, prosecuting them, in Presidency Magistrate's Courts, producing defaulters at Inspector's and Superintendent's All's Well, surveillance, collection of intelligence regarding pick-pockets, gamblers liquor smugglers, etc).	The probationer will perform all the duties of Head Constable in charge of a the Outpost, including patrolling of villages, in which connection he will maintain his own patrol book.

- |    |  |          |  |          |     |   |
|----|--|----------|--|----------|-----|---|
| 6. | (a) At an important City Police Station preferably the district town | 13 weeks | 1. With the Writer Constable ...   | 1 weeks  | (1) | Immediately on joining a Police Station the probationer will ascertain what books and records are maintained in the Police Station, how, history should be written up and what returns are to be submitted. he Sub-Inspector must see that the probationer receives proper instructions in this matter. As soon as the probationer has received these instructions, he will himself do the duties of the Writer Head Constable while the Writer Head Constable will be his assistant. |
|    | * (At an important Police Station in Bombay)                         |          | 2. As Writer Head Constable ...  | 1 weeks  |     |   |
|    |  |          | 3. With the Writer to the Sub-Inspector to study the writing of Accounts Books, Day Books, Crime and Muddemal Register and Crime Reports, etc. ... | 2 weeks  |     |   |
|    |  |          | * (With the D.A. Administration to study the writing of Account Books Crime and Muddemal Registers, Crime Reports, etc.) ...                       | *2 weeks |     |   |
|    |  |          | 4. In. the M.O.B. ...  | 1 weeks  | (2) | The Probationer will accompany the sub-Inspector on his rounds and inspections. It will be the duty of the Sub-Inspector, when investigating cases, to give instructions to the probationer, explaining the why and the whereof of any action taken and showing him how routine Police duties are carried out. The Sub-Inspector should instruct and permit the probationer to record statements and to write case diaries.   |
|    |  |          |  |          | (3) | As the probationer advances, he should be deputed to investigate, at first, the simpler and easier cases of crime and unnatural deaths, and later, more important cases. He should be required to deal completely with cases handed over to him for investigation, but should be encouraged to seek advice in difficulties and doubts.  |
|    |  |          |  |          | (4) | The probationer, while undergoing this course may be placed in charge of the Police Station during the temporary absence of the senior Sub-Inspector at the Second Sub-Inspector if any.  |

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Note : \* For Greater Bombay

## (Rule 126) – Contd.

Sr.	Nature of training	Duration	Particulars of work to be learnt No.	Remarks
1	2	3	4	5
<b>For both Direct Nominees and Departmental candidates</b>				
			5. In the F.P.B.	1 week
			6. In the S.C.B.	1 week
			*(In D.C.B.,C.B.(I) C.I.D.)	* (1 week)
			7. In L.I.B.	1 week
			8. As Assistant to the Police station Officer to study investigation preparation of cases, night-rounds, raids etc.	5 weeks
			*(As Assistant to the Station House Officer to study investigation, pre- partion of cases, night rounds, raids preparation or extenment cases)	*5 weeks
	(b) As Assistant to 13 weeks the Officer-in-charge of an important mofussil Police Station.		<b>For Direct Nominee only</b>	
		Independent investigation of cases and preparation of case papers, etc., so as to fit him for performing the duties of an Officer-in-Charge of a Police Station. They should investigate ten cases (minimum) themselves, recording of a statements, writing of case diaries, giving evidence, attend appeals, if any, in short do all work themselves in connection with a case. They should also conduct prosecu- tions in ten cases (minimum) before a Magistrate. These are important items and District Superintendent of Police *(Commissioner of Police) should watch and get reports regarding ability of the student Sub-Inspectors to investigate and conduct prosecutions independently.		

Note :- \* For Greater Bombay.

(Rule No. 130)

Syllabus for refresher course for qualified Head Constables

## (A) Law : (Without Books) :

- (i)
  1. The Indian Penal Code, XLV of 1860 :- Chapters I, II, III ( Sections 70 to 75), IV, V V-A (Sections 120-A and 120-B), VII (Sections 136 and 140), VIII, IX (Sections 161, 165, 165-A, 170 and 171 ), X (Sections 182, 183 and 186) XI (Sections 201, 211 to 215, 223 to 225), XII ( Sections 232, 234, 235, 240 and 243), XIV, XVI, XVII, XVIII, XX and XXIII.
  2. The Criminal Procedure Code, V of 1898 :- Chapters I, IV, V, VI, VII, VIII (Sections 106 to 110), IX, XI, XII, XIV, XV (Sections 117 and 196-B), XVI, XIX (Sections 511 and 512 ), XLIII (Sections 523 and 524), XLVI (Sections 550-A, 551 and 565).
  3. The Indian Evidence Act, I of 1872 :- Sections 3-16, 24-30, 32-33, 45-50, 53, 54, 59-66, 91-93, 101-114, 124, 125, 132, 164.
  4. The Cattle Trespass Act, I of 1871: - Sections 3, 10, 11, 19 and 24-28.
  5. The Indian Arms Act, XI of 1878: - Sections 1, 4-6,12-16 and 18-25.
  6. The Indian Explosives Act, IV of 1884: - Sections 4, 7 (Read with rule 268 in Volume III), 8 and 13.
  7. The Indian Lunacy Act, IV of 1912 :- Sections 3, 13-17 and 36.
  8. The Indian ' Forest Act, XVI of 1927 :- Sections 2, 26, 52, 64, 66 and 70.
  9. The Dangerous Drugs Act, 11 of 1930 :- Sections 1, 2 (excluding botanical names and chemical formulae ) 10-15, 22-30, 32 and 33.
  10. The Motor Vehicles Act IV of 1939 :- Sections 2 (11), (15), (16), (18), (24), 3-5, 87, 88,116, 117, 120, 128 and 129.
  11. The Bombay Village Police Act, VIU of 1867 :- Sections 10-14.
  12. The Bombay Prevention of Gambling Act, IV of 1887 :- The whole.
  13. The Bombay Police Act, XXII of 1951.
  14. The Bombay Public Conveyances Act, VII of 1920 :- Sections 2, 22-26, 30 and 31.
  15. The Suppression of immoral traffic in Women and Girls Act, 104 of 1956.
  16. The Bombay Habitual Offenders Act, LXI of 1959 :- Sections 1-3, 8, 11, 12, 16-18, 20-21, 23 and 24.
  17. The Bombay Prohibition Act, XXV of 1949 :- Sections 1, 2, 11-24, 54, .60-62, 65-164, 108-115-136, 141, 142, 145, 146 and 148.
  18. The Motor Vehicle Act, Sections 112 to 115, 118, 119, 121, 124, 128,131.
  19. The Prevention of Corruption Act, 11 of 1957 :- Section 5-A.
  20. The Prevention of Cruelty of Animals Act, XI of 1890.
  21. The Bombay Prevention of Hindu Bigamous Marriages Act, XIXV of 1946
  22. The Untouchability (Offences) Act, XXII of 1955.
- (ii) *With Books* :
  23. The whole of the Indian Penal Code, XLV of 1860.
  24. The whole of the Criminal Procedure Code V of 1898.
  25. The Indian Evidence Act, I of 1872 :- Sections 17, 21, 24 to 40, 45-54, 59-65, 73-77, 79-90,101-114 and 118-167.
  26. The Indian Arms Act, XI of 1878 the whole.
  27. The Indian Explosives Act, IV of 1884 :-the whole.
  28. The Indian Railways Act, IX of 1890:- Sections 3, 62-71, 83-86, 99-132, 137 and 148.
  29. The Criminal Procedure Code, V of 1898 :- Sections 4-17, 25, 28-35, 42-213, 221-224, 233-265, 337-352, 401-403, 417, 443-449, 492-525, 528-A-528-D, 539-B, 540-A , 644-552 end 561-565.

(ii) *With Books - contd...*

30. The Explosive Substances Act, VI of 1908 :- The Whole.
31. The Indian Lunacy Act, IV of 1912, Sections 13-17 and 36.
32. The Indian Forest Act, XVI of 1927, Sections 2, 26, 32, 33, 52, 66, 68 and 79.
33. The Dangerous Drugs Act, II of 1930, Sections 1, 2 (excluding botanical names and chemical formulaes), 4-33 and 40.
34. The Motor Vehicles Act, IV of 1939, Sections 1-6, 10-14-19, 22, 39, 31, 42 (1), 46, 54, 59 (1), 60, 62, 65, 71-73, 76, 78, 79, 81, 82, 84-90, 112-121, 123, 124, 126, 128, 129, 131, 132 and the tenth schedule.
35. The Central Excise and Salt Act, I of 1944, Sections 3, 6, 9, 13-23, 24-27, 31, 32, 37 and 40.
36. The Indian Arms Rules, 1924, rules 3, 4, 21-25, 28-45 and the schedules in so far as they relate to the State of Bombay.
37. The Central Excise Rules 1944, rules 101-108, 115, 203 and 210-212.
38. The Bombay Village-Police Act, VIII of 1867 :- The whole.
39. The Bombay Prevention, of Gambling Act, of 1887 :- The whole.
40. The Bombay Police Act :-The whole.
41. The Bombay Public Conveyances Act, VII of 1920 :- The whole.
42. The Suppression of Immoral Traffic in Women and Girls Act, 104 of 1956.
43. The Bombay Borstal Schools Act, XVIII of 1929, Sections 6, 8, 9, 10, 18 and 21.
44. The Bombay Probation of Offenders Act, XIX of 1938, Sections 3-11 and 13-15.
45. The Bombay Habitual Offenders Act, LXI of 1959 :- The whole.
46. The Bombay Children Act, LXI of 1948, Sections 1, 10, 19, 40, 42, 44, 48, 79, 87, 88, 93, 101, 102, 107, 108, 110.
47. The Bombay Prohibition Act, XXV of 1949, Sections 1-57,60-62, 65, 104, 108, 115-136, 139-146 and 148.
48. The Bombay Motor Vehicles Rules, 1940, rules 2 (Clauses e, i and 1), 3, 4 (1), (2) and (3), 14 (1) and (2), 15, 20, 21, 24, 28 (2), 33 (3), 37, 54, 59, 61, 80-87, 88 (1), (11), (12), (13) and (16), 89 (1), 90 (1) and (2), 115 (1) and (3), 153 and 190.
49. Rules under the Bombay Children Act, LXXI of 1948, rules 9, 10, 20 and 22.
50. The Bombay Municipal Corporation Act, Section 516.
51. The Bombay Municipal Boroughs Act, Section 207.
52. The Motor Vehicles Act, IV of 1939, Sections 112 to 115, 118,119, 121, 124, 128, 129-A, 130 and 131.
53. The Bombay District Municipal Act, Section 168.
54. The Bombay Provincial Municipal Corporation Act, Section 433.
55. The Prevention of Cruelty to Animals Act, XI of 1890.
56. The Bombay Prevention of Hindu Bigamous Marriages Act, XXV of 1946.
57. The Untouchability (offences) Act, XXII of 1965.

(iii) *Practical: -*

Paper I (Police Manuals – Without books).

Paper II (Police Manuals – With books).

Paper III (Miscellaneous).

- (a) Case work, including the recording of the first information, compiling of diaries and preparing final reports, etc.
- (b) Practical work of a Station House Officer other than case work, such as the care of arms, kit inspection, etc.
- (c) Practical town duties, beats, regulation of traffic, etc.
- (d) Methods of detection as illustrated by actual cases.
- (e) The use of confessions and approvers.
- (f) The prosecution of cases.
- (g) The treatment of old offenders, including instruction regarding jail parades.



(iv) *Miscellaneous :*

*Paper I :*

- (a) Elements of medical jurisprudence.
- (b) Training of the powers of observation and instructions regarding precision and accuracy in giving evidence.
- (c) Inspector General's Standing Order Circulars.
- (d) Instruction on the subject of the conduct of the police towards the public.
- (e) Transliteration for English-speaking students.

*Paper II :-*

- (a) Plan drawing.
- (b) Finger Impressions.

(v) *Out-Door Work :*

- (a) Drill - *i. e.* squad and platoon drill, physical training, Jiu-jit-su bayonet fighting, mob drill, sword exercises, skirmishing and extended order drill, ceremonial and guard and sentry duties (in accordance with the Military Training Pamphlet No. 18, 1939, adapted to the requirements of the Police ), self-defence and the use of the lathi and the baton in accordance with Police Protective Training by Godwin.
  - (b) Revolver Shooting.
-

**APPENDIX XIII**

(Rule No. 131 )

*Syllabus for unarmed Head Constables' Training Class*

- (i) *Class Room Work :*  
 Law and Procedure.  
 Chapters IX, X, XI, XII, XVI and XVII of the Bombay Police Guide.  
*Note* - Information in the Guide to be supplemented by the Instructor's own knowledge and Instructor's to be accompanied by demonstration as far as practicable.
- (ii) *Practical Work :*  
 (A) Crime-Prevention-Chapters XIII and XIV of the Guide. Crime – investigation - Chapter XV of the Police Guide.  
 (B) Matters other than Crime i., e.  
 (i) general duties of the Police and behaviour towards the public.  
 (ii) duties in towns, villages and on railways.  
 (iii) traffic rules, and  
 (iv) duties of Writer Police.  
 Chapters IV-VIII of the Police Guide.  
*Note* - Instructions are required to be thoroughly practical with the help of demonstrations through the medium of a sham Police Station to be run on the School premises.
- (iii) *Miscellaneous :*  
 (A) Police Service-Chapters I, II and III of the Police Guide.  
 (B) Plan drawing (elementary).  
 Finger prints and foot prints-How to preserve, etc.  
 First Aid to the Injured.  
 Observation, including :  
 (a) preparation of descriptive rolls of persons and animals casually observed.  
 (b) estimating distances (without the use of a tape, etc.).  
 (c) judging time by the sun, the moon and the stars, and  
 (d) estimating the strength of a crowd or gathering. Reduction of oral messages to writing. Making a precis of a correspondence. Taking notes of speeches at Political and other meetings.  
 The use of the telephone.  
 Instructions to be thoroughly practical with the help of demonstration.
- Parade Ground Work-*
- (1) Squad drill including arms or lathi drill.
  - (2) Saluting with and without arms.
  - (3) Physical training.
  - (4) Use of the lathi and the baton.
  - (5) Guard and escort duties (Chapter VII of the Police Guide).
  - (6) Riot and mob drill.
  - (7) Linking streets during processions and on occasions like visits of high dignitaries.
  - (8) Care of arms and kit, including kit inspection.

## (Rule No. 133)

*Syllabus for Wireless Operator's Course*(1) *Electric and Radio Theory –*

<i>Month</i>	<i>Theory</i>	<i>Practicals</i>
	1. Prosigns :	(a) Charging bodies by friction.
	(b) Electron theory, Conductors and Insulators, Current E.M.F. Resistance, Electrical Units and Ohm's Law.	(b) Attraction and repulsion of charged bodies.
	(c) Examples on Ohm's Law	(c) Production of E.M.F. by Chemical action : (1) Simple Voltic Cell. (2) Leclanche Cell. (3) Daniel Cell.
	2. (a) Specific resistance, series circuit, parallel circuit, mixed circuit, cells grouping, finding out the internal resistance of cell. Difference between E.M.F. and P.D. use of fuzes, heating effect due to electric current.	(a) Measurement of resistance by an ammeter and voltmeter method. (b) Measuring of internal resistance of a cell. (c) Measurement of lamp resistance of various voltages. (d) Verification of Ohm's Law by Voltmeter and ammeter Method.
	(b) Examples on series and parallel circuits.	(e) Study of series circuits. (f) Study of parallel circuits. (g) Measurement of Power in D.C. Circuit.
	3. Magnetism-Molecular theory magnetic forces, flux density magnetic material, permeability retentivity, temporary and permanent magnets. Electro Magnetism-field due to a straight conductor and loop carrying electric current, solenoid, Electro-magnet. Magnetic saturation, Motor principle and working of a simple motor. Commutator.	(a) Attraction and repulsion of magnets. (b) Magnetic field due to bar and horse shoe magnets. (c) Magnetic field due to straight conductor carrying electric current. (d) Field due to solenoid and Electro-magnet.
	4. E.M.F. produced by a magnetic field and a conductor, Magnitude of induced E.M.F. Faraday's Law, Lenz's Law, Self induction, Mutual Induction, Dynamo Principle, Simple dynamo and measuring instruments.	(a) Verification of laws of induction. (b) Inducing E.M.F. and current in conductor by means of a magnetic field. (c) Direction of induced E.M.F. and current and magnetic poles and a coil of wire which has magnet plunged in and out.
	5. (a) Inductance and its units. Inductances in series and parallel. Variable inductance and coupling. Variation of inductance with frequency and current, Transformers.	(1) Study of different types of inductances. (2) Study of different types of condensers. (3) Charging and discharging of a condenser. (4) Study of Mains transformers and measurement of Primary and Secondary Voltages. (5) Study of external controls of V-101 trans-receivers.
	(b) Condenser and its units. Electric field around a charged condenser. Fixed and variable condenser. Voltage ratings and calculation of condenser capacitance. Examples on calculation of inductive and capacitive reactances.	(1) Tuning V-101 Set to a given frequency.

6. (a) A.C. Circuits. Phase difference Resistance, Capacitance and inductance in A.C. Circuits. Series and parallel resonance.  
 (b) Radiation from H.F. Circuits, Electromagnetic waves, wave propagation and frequency spectrum.
7. (a) Vacuum tubes and their functions, Valve circuit T.R.F. super-hot fundamental explanation with block diagrams.  
 (b) Simple transmitters (V.F.O. and Crystal) Explanation with block diagrams.
8. (a) Aerials – half wave aerial. Marconi quarter wave aerial, and other types used in Police Wireless.  
 (b) Range power, and frequency band of transmitters used in Police Wireless.  
 (c) Block diagrams of TCS and V-101 set with explanation.
9. (a) Use of Wireless forms  
 (b) Revision  
 (c) Examination

- (1) Study of T.C.S. Controls.  
 (2) Tuning of T.C.S. Set to a given frequency.  
 (3) Netting and tuning of T.C.S. and V-101 sets.
- (1) Cutting aerials to a given frequency.  
 (2) Installation of different types of aerials.  
 (3) Locating simple faults in Receiver and Transmitter.
- (a) Netting and tuning of V-101 and TCS sets.  
 (b) Revision  
 (c) Examination.

(2) *Traffic* –

<i>Month</i>	<i>Procedure</i>	<i>Sending</i>	<i>Practicals</i>
	1. Simple Mathematics, Cross Multiplication, Decimals, Fractions and use of graph.	Dots and Dashes and their simple combinations.	All Alphabets.
	2. General Instructions on Message writing, use of priorities OUT IN and THROUGH Messages; Delay Memo, Calls and Callsigns; preliminary calling and Answering, Establishing communications, Discipline when calling and answering, offering Messages.	Difficult Alphabets and figures and their simple groups.	Figures Practice in five letter code groups.
	3. Transmitting Messages, reception of Messages; Check, repetition and correction of group count; control working; Break-in-working; Time Signals; Emergency silence; Authentication, Special Methods of Transmitting messages.	Punctuation and other signs.	Punctuation and other signs Practice at 6 W.P.M.
	4. Operating Rules; W/T. Log; Recording of Messages, Handling and taking over the watch, Abbreviated Procedure; R/T Procedure.	Practice of Code groups at 6 W.P.M.	Practice at 10 W.P.M. R/T Practice.
	5. Revision. Practical Instructions in Channel working.	Practice at 10 W.P.M. R/T Practice.	Practice at 12 W.P.M. and standard Messages.
		Practice at 12 W.P.M. and standard Messages.	Practice at 14 W.P.M.

6. Practical Instructions in channel working. Study of Traffic circulars.	Practice at 16 W.P.M. Channel working on Morse Table.	and standard Messages.
7. Study of Traffic Circulars Discussion and solving of difficulties in channel working.	Practice at 16 W.P.M. Local channel working with Wireless Sets.	Practice at 16 W.P.M. with interference.
8. Distress, Alarm, Urgency and safety signals.	Practice at 16 W.P.M. Local Channel working with Wireless Sets.	Practice at 16 W.P.M. with interference Monitoring of Police Wireless Channels.
9. Revision	Practice at 16 W.P.M. channel working as an outstation on regular channel.	Practice at 16 W.P.M. with interference Monitoring of Police Wireless channels.

(3) *Petrol charger and batteries –*

<i>Month</i>	<i>Theory</i>	<i>Practicals</i>
	1. Simple four stroke engine, its component parts and their functions.	Study of different parts of Petrol Engine.
	2. (a) Primary cells, and their construction advantages and disadvantages of dry cell and its use in W/L sets. Grouping of cells for higher voltage and capacity. (b) Storage cell (Lead Acid) and its construction and Chemical action during charge and discharge; Physical changes, Specific Gravity etc.	(1) Connecting Primary cells in series and parallel.  (2) Study of the construction of a storage cell.
	3. (a) Capacity of a cell and factors governing it. Calculations for determining the capacity and efficiency of a cell. (b) Study of Hydrometers, High rate discharger etc.	(1) To find out the capacity and efficiency of a battery by charging and discharging method.  (2) Use of battery testing equipment.
	4. <i>Charging Methods :</i> (a) Initial charge, Normal charge, trickle charge, equalising charge, etc. (b) Precautions to be taken during charging and discharging. (c) Study of W/L Forms	(1) Preparation of electrolyte of required gravities.  (2) Initial charge, Normal charge, trickle charge and equalising charge.  (3) Maintenance of W.L. Forms.
	5. (a) Battery defects and their remedies. (b) Study of fuel, ignition, and lubrication systems of petrol engine. (c) Precautions to be taken while operating a petrol engine.	(1) To observe the condition of defective plates, separators and containers after removing them from the cell.  (2) Study of the working of Carburetor, coil and oil pump. (3) Starting of petrol engine.
	6. (a) Charging system in general. (b) Study of mains charging equipment used in Police Wireless.	(1) Study of the parts of tungen charger. (2) To charge the batteries on tungen charger and observe its working.

7. (a) Study of D.C. charging system.  
(b) Regulating voltage and current while charging batteries.
8. (a) Advantages and disadvantages of different charging system.  
(b) Study of D.C. generators coupled to the petrol engines used in Police Wireless.  
(c) Precautions to be taken in case of failures of mains supply.  
(d) Common faults and remedies
9. (a) Revision  
(b) Examination
- (1) Study of D.C. Charging board.  
(2) Charging the batteries as on D.C. charger and observing its working.
- (1) To operate and adjust the charging current of a petrol charger.  
(2) To locate external faults in the charging equipment used in Police Wireless.
- (a) Revision  
(b) Examination
-

(Rule No. 138)

*Syllabus for Training of officers of other States and of the Central Government***(i) Finger Print Experts Theory**

1.	Classification and uses of Finger Prints	...	By Sir E. R. Henry.
2.	Finger Print Instructor	...	By F. Kunhe.
3.	Single Finger Prints	...	By H. Battley.
4.	Finger Print Companion	...	By H. C. Bose.
5.	Finger Prints	...	By Sir Francis Galton.
6.	Finger Print Clues	...	By C. S. Collins.
7.	Personal Identification..	...	By Wilder and Wentworth.
5.	Manual of Finger Printing -	...	By C. E. Chapel.
9.	Finger Print Manual	...	Bombay State.
10.	Knowledge of the Sections of Law as laid down in the Schedule.		

**Practical**

1. The detection and development of chance and latent prints.
2. Classification, searching and filing of prints under Single Digit System.
3. Picking out of identical prints.

**Schedule****Expert's Examination**

Indian Evidence Act

Section	3.	Definition of "Court", 'Fact', 'Relevant' 'Facts in issue', 'Document' and 'Evidence'.
"-	45.	Opinions of Experts.
"-	46.	Facts bearing upon opinions of Experts.
"-	51.	Grounds of opinion when relevant.
"-	60.	Oral Evidence.
"-	131.	Production of documents, etc.
"-	137.	Examination in Chief.
"-	138.	Order of Examination.
"-	145.	Cross-examination as to previous statements in writing.
"-	146.	Questions lawful in cross-examination.
"-	155.	Impeaching credit of a witness and the last paragraph of section 159 and the hole Chapter V (Sections 61 to 73).

**Indian Penal Code**

Section	* 51.	Definition of Oath.
"-	53.	Punishments.
"-	75.	Enhanced Punishment.

**Criminal Procedure Code**

Section	6.	Classes of Criminal Courts.
"-	31.	Sentences which Courts may pass.
"-	& 32.	
"-	* 104.	Impounding of Documents.
"-	* 310.	Procedure in case of previous convictions.
"-	* 311.	When evidence of previous convictions may be given.
"-	* 311.	Proving of previous convictions.

*Bombay Habitual Offenders' Act, 1959.*

Sections 7, 8 and 12.

Sections 18, 19 and 20.

*Gambling Act of 1887*

Sections 4, 5 and 12.

**Identification of Prisoners' Act.. 1920**

Sections 3, 4, 5, 6 and 8 (1) (2) (3).

**Bombay Police Act, 1951**

Sections 55, 56, 57, 122, 135 and 142.

Sections : As given in the schedule.

Note: Those shown with an asterisk are for Experts only and the remaining are for searchers as well as Experts.

**(ii) Senior Searchers**

**Theory**

- |  |                     |
|--|---------------------|
| 1. Classification and -Uses of Finger Prints | By Sir E. R. Henry. |
| 2. Finger Print Instructor                   | By F. Kunhe.        |
| 3. Finger Print Companion                    | By H. C. Bose,.     |
| 4. Single Finger Prints                      | By H. Battley-.     |
| 5. Finger Print Clues                        | By C. S. Collins.   |
| 6. Finger Print Manual                       | Bombay State.       |
| 7. Knowledge of Sections of Law.             |                     |
| 8. Knowledge of General Correspondence.      |                     |

*Practical-Nil.*

**(iii) Junior Searchers**

- |   |                 |
|---|-----------------|
| 1. Classification and Uses of Finger Prints | By E. R. Henry. |
| 2. Finger Print Instructor                  | By F. Kunhe.    |
| 3. Finger Print Companion                   | By H. C. Bose.  |
| 4. Finger Print Manual                      | Bombay State.   |

**Practical**

1. Classification of F. 1. Slips for record.
  2. Searching of F. 1. Slips.
  3. Arranging of F. I. Slips for placing on record and for Indexing.
-



**APPENDIX XVI**

(Rule No. 144)

Specimen of Final Examination Paper

PART I - Knowledge of Police Duties

Three questions only to be answered in each section.

( Time allowed - 2 hours )

( Total Marks - 50 )

## SECTION A

1. What are the powers and duties of Police in connection with -
  - (a) Simple drunkenness.
  - (b) Gambling.
2. What precautions are to be taken before a house or a person is searched ?
3. What are the offences under Sections@ 13 to 18 of the Cattle Trespass Act? What are the powers of arrest under this Act?
4. What is meant by "Dacoity" and what are the essential factors that constitute this offence?
5. Give an instance of an offence which amounts to cheating.

## SECTION B

6. Can a person be arrested for carelessly or dangerously driving a Motor Vehicle and is so, under what conditions?
7. What classes of persons are sent to a Borstal Institution?
8. Name the different kinds of summonses and warrants and state briefly for what purpose they are issued.
9. In connection with counterfeit coin what is meant by "uttering" and what must be proved to substantiate this offence?
10. Give any three instances of cognizable offences committed on the Railways.

## PART II - Knowledge and Reasoning Powers

Three questions only to be answered

(Time allowed - 2 Hours)

( Total Marks – 50 )

1. When you are on duty near a railway station, a man comes up to you and says "Last week I stood bail of Rs.20 for a woman who has been in this town for some years. She is due to appear at Court again tomorrow but I have just seen her enter the railway station from a cab loaded with luggage. I find that the luggage is labelled for Poona. Is there anything that can be done as I cannot afford to lose Rs.20?" You remember the case and know the woman to be a prostitute charged with theft.  
Describe fully what you would do.
2. When patrolling your beat about midday an accident occurs resulting in a girl aged 11 years being slightly injured. The vehicle concerned is a taxi and the driver says "The turn of this road is recognised by all taxi drivers as dangerous". A lady occupant of the taxi says "Turn-nonsense? He's been swaying about all the way; he's been drinking. I'm getting out and he gets no fare from me." The driver then says "Arrest her, officer, if she goes without paying". Describe fully your action.
3. When patrolling your beat at 11-30 p. m. you discover a light burning in a room behind the Shroff's shop of Khare and Co., Station Road. The house is fully locked, and you know there is no one inside at night. You know who has got the key.

Just previously you had noticed a man known to you as a thief pass you, riding a cycle.

What would you do ?

4. When passing the "Shukrawar Peth" Restaurant at about 11-30 p. m. you hear loud voices, and one shouts " Drink one more on my account ". You then hear the sound of money being paid. About the same time a man leaves the Restaurant to go home from the backdoor and you notice that he is obviously drunk.

What would you do ?

5. When you are going home on a cycle at 7 p. m. you find a boy aged 10 coming opposite to you riding a cycle without a light. When you ask him why there is no light, the boy replies that the light has just then gone out. About the same time a man comes upto you and says that the boy has stolen the cycle which belongs to him.

Describe in short the action you would take.

---

(Rules 8 &amp; 148)

**Musketry courses**

## PART A

*Musketry course for the Emergency Company*

1. The following course to be fired on the open range has been designed with a view to improve the Constable armed with the - 303 magazine rifle as a practical shot.
2. The table " A " on p. 503 will be fired by all districts on the 200 yards range.
3. The table is divided into four parts; Parts I, II and III each correspond with a definite stage of the recruits' training and, in the case of recruits, should be fired during each of these respective stages in order to consolidate their instruction where this is possible. This is intended to ensure their reaching such a standard of efficiency as will enable them to acquit themselves creditably in the classification practices, Part IV.
4. (i) Parts 1, 11 and III are instructional and may be regarded as the recruit's course and also as a revisional or preliminary course for the trained Constable to fire prior to his firing the classification practices.  
(ii) Firing will take place under the personal supervision of the Superintendent of Police or a competent officer deputed by him, who will ensure that all the conditions are strictly observed, and that the timing of the various practices is accurate. An instructor will supervise and instruct each firer.
5. In snapshooting practices the targets will be operated from the butt under the orders and -directions of the officer on butt duty.
6. Targets and appliances necessary for the various practices are given in schedule B on p. 475. The firing point register and the butt register should be in form A and Form B respectively on p. 478 and the annual return of musketry in form C on p. 479.
7. In all, 96 rounds will be fired by each individual during the whole course of musketry practices. 50 rounds will be fired in the instructional practices and 46 rounds will be fired in the classification practices. An extra 10 rounds in all per firer may be used for repeat in the instructional practices at the discretion of the Superintendent of Police.
8. The number of rounds to be fired in one day and the days on which it is decided to take the practices are left to the discretion of the Superintendent of Police. Ordinarily, two and not more than three practices should be fired on one day and, in such cases as long a rest as possible should be allowed between two practices, i. e. when a man has fired one practice he should not fire the next until all the other men present have fired.
9. In designing the table, the length of time which it will take has been carefully considered and it is estimated that under normal conditions it can be carried out in the following periods :-  
Parts I to III in 8 to 10 days;  
Part IV in 6 to 8 days.
10. The limitation of a day's shoot to a certain number of rounds and the stipulation that a number of days must elapse between the practices have been abandoned, and more consideration has been paid to the nature of the various practices. The object in view is to make the firing of the practices continuous and progressive, thus producing the best results in respect of training the men armed with these weapons as an efficient body to deal with serious outbreaks of outlawry or dacoity.
11. Practices I to 10 ( inclusive ) will not count for classification or prizes. Butt Registers in such cases may be written up by an officer of any rank or by a senior Head Constable.
12. The Butt Registers of practices 11 to 17 ( inclusive ) must be checked with the targets and the Butt Registers signed by the Gazetted Officer present in the butts. A Gazetted Officer must always be present in the butts when these practices are fired, since this record is the original and only record to be kept of the scores obtained by the firers.

**Appendix XVII 503**  
TABLE " A "

Table of practices to be fired with the – 303 rifle

Number and description of practice.	Distance in yards.	Position etc.	Number of rounds.	Highest possible score
Part I				
Instruction				
1. Grouping	100	Lying with cover, rifle rested	5	25
2. Grouping	100	Lying in the open.	5	25
Part II				
3. Application	100	Lying in the open	5	20
4. Application	100	Lying with cover, bayonet fixed.	5	20
5. Application	100	Kneeling or sitting	5	20
Part III				
6. Timed	100	Lying in the open (Time allowed 40 seconds)	5	20
7. Snapshooting	100	Standing (6 seconds allowed for each exposure).	5	15
8. Application	200	Lying in the open	5	20
9. Application	200	Kneeling or sitting	5	20
10. Rapid	200	Lying in the open, rifle loaded and in	5	20
	loading " rapid Time allowed 35 seconds	position fire " until " the is the command given.	<u>50</u>	<u>205</u>
Part IV				
Classification				
11. Application	100	Lying in the. open.	5	20
12. Application	100	Kneeling or sitting	5	20
13. Application	100	Standing	5	20
14. Snapshooting.	100	Standing ( 5 seconds allowed for each exposure ).	5	15
15. Application	200	Lying in the open - -	6	24
16. Timed	200	Lying in the open ( 35 seconds allowed to complete the practice ).	10	40
17. Rapid	200	Lying. Rifle to be unloaded; sights adjusted, safety catch back and pouch buttoned; the firer standing at the "order" until the command "rapid fire" is given. (35 seconds allowed to complete the practice).	10	40
			<u>46</u>	<u>179</u>

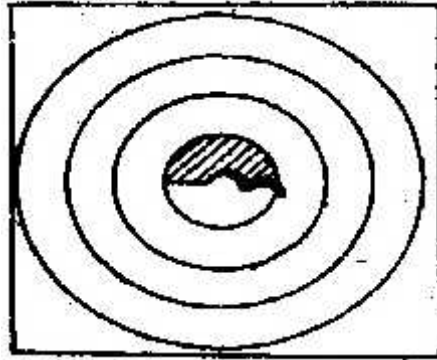


Whole bottom half of target .. .. . Ochre.

*Note:* -- Direct hits only count. Parts of targets outside the outer circle do not count for scoring purposes in Application practices.

### Appendix XVII

The grouping target

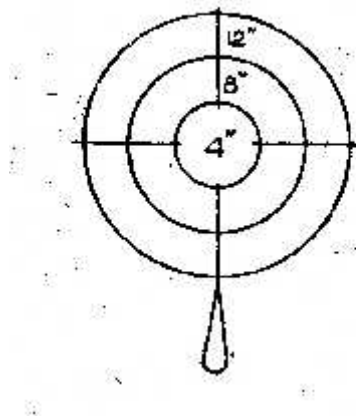


For grouping practices the regulation target is used, the only difference being that a strip of white paper 2"X3" is pasted in the center of the black portion of the bull circle as a distinctive aiming mark.

One wide shot will be allowed in every group, *i.e.* the firer's group will be marked on his best four shots out of the five, *i.e.*

4 inch (4 shots)	..	..	..	..	..	25 points
8 inch (4 shots)	..	..	..	..	..	20 points
12 inch (4 shots)	..	..	..	..	..	15 points

Below is given a rough diagram of grouping gauge: --



Classification in Part IV

Highest possible score ..	..	..	..	179 points.
Marksman ..	..	..	..	139 points.
1 <sup>st</sup> Class Shot	..	..	..	116 to 138 points.
2 <sup>nd</sup> Class Shot	..	..	..	93 to 115 points.
3 <sup>rd</sup> Class Shot	..	..	..	Below 93 points.

**Appendix XVII**

Form "A"

Firing Point Register

Name of District.....Practice No..... Distance.....Yards.

Target Number				Target Number			
Rank	No	Name	Order Of Firing	Rank	No.	Name	Order of firing
1	2	3	4	5	6	7	8

Head Quarters\_\_\_\_\_

(Signature)\_\_\_\_\_

Officer –in-charge Firing Point.

(Designation and date)

Form "B"

Butt Register

Name of District\_\_\_\_\_ Practice No.\_\_\_\_\_ Distance\_\_\_\_\_yards.

Target No. _____					Target No. _____						
Detail No.	Hits counting				Total	Detail No.	Hits counting				Total
	4	3	2	1			4	3	2	1	

Head Quarters\_\_\_\_\_

(Signature)\_\_\_\_\_

Officer-in-charge Butts.

(Designation and Date)

Year\_\_\_\_\_



**Appendix XVII**

Form "c"

**Annual Musketry return of the \_\_\_\_\_ District Police for the  
year \_\_\_\_\_**

**Instruction for writing up the return**

1. The name of every armed Constable is to be entered, in succession, in the order of firing. The total scores in each practice only are to be entered opposite the name of the firer. These totals are to be taken from the Butt Register.
2. The names of those who fail to fire, are to be entered alphabetically at the end of the season after names of those who fire, and the cause of failure to fire is to be explained in the remarks column.



## PART B

*Musketry course for ordinary armed men with .303 rifles.*

1. Practice should be supervised by the Superintendent or a competent officer deputed by him.
2. The target should be the four-feet regulation target.
3. The men armed with .303 rifles will not fire .410 musketry practices. They should, however, be considered for the grant of district rewards after the completion of the rifle practices.
4. The following marks are laid down for the award of marksmanship badges and prizes :--
  - (a) Marksman .. .. 48 marks out of 60 allotted fir classification
  - (b) I Class Shoot .. 39 marks out of 60 allotted fir classification
  - (c) II Class Shoot .. 30 marks out of 60 allotted fir classification

5. *Table of practices to be fired with .303 rifles*

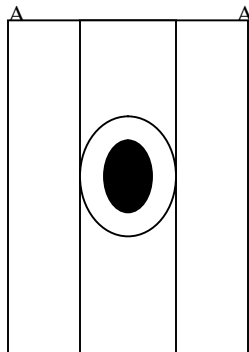
Number of description of practices	Distance in Yards	Position etc.	No. of rounds	Highest possible score
<b>Instructional</b>				
(1) <i>Grouping</i>	100	Lying with rest ..	5	25
(2) <i>Application</i>	100	Do	5	20
			10	45
<b>Classification</b>				
(3) <i>Application</i>	100	Kneeling ..	5	20
(4) <i>Application</i>	100	Lying with rest ..	5	20
(5) <i>Rapid</i> ..	100	Lying without rest..	5	20
		Lying without rest.		
		Magazine to be loaded (30 seconds allowed to complete the practice).	5	20
			15	60
			25	105

The target will have a six inch invisible bull counting 4 points. Next ring inner of 12" diameter to count 3 points. Next ring of 18" diameter magpie to count 2 points.

## PART C

**Musketry course for men armed with .410 muskets**

1. The men at all practices must be in uniform.
2. (a) The target should be of cloth 6'X3' though for scoring purposes the target would be 6'X2', a line being painted from top to the bottom on either side, six inches from the inside of the frame in the manner sketched below. The object of this is to minimise bullets striking the iron supports of the target and to admit of hits on the scoring face being more easily discernible :--



- (b) To reduce the iron surface of the frame exposed to the impact of the bullet as much as possible, the part of the frame-work facing the shooting should be made wedge-shaped, thus  $\triangle$  \_\_\_\_\_  $\triangle$ , so that a bullet would as a rule glance off.
- (c) The target frame should be made with sharp pointed ends extending about a foot below the target surface, so that it can be stuck firmly in the ground when being used.
- (d) The black lines forming the circle of the centre and those running down the side marked A, should be in the thickness exactly  $\frac{1}{4}$  inch, and to ensure uniformly in this respect, should be made with compass and ruled lines. The bull's eye should be painted black and should be one foot in diameter. The centre ring should be half foot from outer edge of bull's eye
- (e) When the target has been perforated to such an extent as to render hits difficult to mark, pieces of white paper should be stuck over the bullet holes after checking the score, the pieces stuck on the bull's eye or lines being painted black.
- (f) As regard the cloth to be used, common bazar dungri will probably be found suitable and inexpensive. It can of course be renewed from time to time required.

3. (a) The scoring to be as follows :--

Bull's eye	..	..	..	..	..	..	4
Centre	..	..	..	..	..	..	3
Other	..	..	..	..	..	..	2

- (b) The scoring must be personally and carefully recorded by the other officer superintending the shooting, in a register to be kept in the standard form prescribed for the purpose. The score should be signed by the superintending officer, and any correction which he may have to initial.
- (c) When superintending musketry, the hits on the targets should be carefully and personally checked by the officer taking the musketry glasses being used for the purpose. If glasses are not used, the targets must be personally checked and cleaned after each man has fired at each distance.
- (d) Another important precaution that should always be taken by the superintending officer is entirely to alter, when he arrives on the range and after the makers are in the shelters, the order in which the men are drawn up fire, the object being absolutely to prevent any dishonest collusion between anyone at the firing point and the markers at the butt.
- (e) Any dishonesty in connection with the musketry scores should be punished with the utmost rigour.
- (f) Immediately on a hit being made the maker will raise the proper flag, red and white for bull's eye, blue for centre and white for an outer. A miss will be signalled by showing a black flag. Should the marker be unable to determine the hit, he will raise the danger flag (red) and on the "Class Fire" having sounded, will go and examine the target, and having satisfied himself, return to his butt and give the proper flag after lowering the danger one.
- (g) When a shot strikes the target so that the circumference of the mark cuts the outer edge of the bull's eye or ring of the centre, it is to be counted as hitting the bull's eye or the centre, as the case may be. No shot is to be counted where the whole or part of the mark of the bullet is not seen on the face of the target.
- (h) All doubtful shots by which meant those shots that strike the target near the edge of the bull's eye or outer edge of the centering should be examined personally by the officer superintendent
4. ties will be decided as follows :--
- (a) By the highest score in the last practice.
- (b) If still a tie, by the score made at the longest distance in that practice, or if still a tie, at the next longest.
- (c) If still a tie, by the fewest number of outers.
- (d) If still a tie, by the fewest number of misses at all the three ranges.

5. (a) Thirty rounds of ball ammunition will be fired by each man during the training

(b) Thirty rounds will be fired at four practices; the distances will be 60, 80 and 100 yards, six rounds being fired at 60 yards in the first practice, six at 80 yards in the second practice and six at 100 yards at the third practice. In the fourth practice four rounds will be fired at each distance. The position will be "standing" at 60 yards and "any position" *i.e.* standing, kneeling or lying at 80, and lying at 100 yards.

5. No man will be adjudged either a "Marksman" or a "Second Class Shot" unless he gets through the whole course of individual firing. To become a "Marksman" a man must score 70 percent of the total score for the annual course, *i.e.* 84 out of 120, and to become a "Second Class Shot", 60 per cent *i.e.* 72 out of 120.

## PART D

*Musketry course for the unarmed men with .410 muskets*

1. The training should be given at Head Quarters or at talukas Police Stations, as the case may be.
2. The annual course should be of 10 rounds fired in the standing position at a range of 60 yards
3. The arms drill should be of the simplest kind. Unarmed Police should also be taught fire control and not drill.
4. The .410 muskets allotted to the unarmed Police are intended to cover one-third of their strength.
5. The muskets should be distributed in a suitable manner between :-
  - (a) Head Quarters for the use of the unarmed Police, and
  - (b) Police Stations where there is a full Treasury Guard
6. The muskets when not in use either in an emergency or for the purpose of training should be kept under guard either at Head Quarters or in the Taluka treasury.
7. The ammunition should be used for the unarmed Police as under :--
  - (a) *Ball ammunition* –
 

(1) For service	..	..	40 rounds per weapon.
(2) For practice	..	..	10 rounds per man.
  - (b) *Blank ammunition*

For practice	..	..	10 rounds per man.
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## PART E

*Musketry course for armed and unarmed recruits*

Every recruit, whether armed or unarmed, will be required to go through a course of musketry with blank and ball ammunition, until he can hit a regulation target six shots out of 10 from 60 yards with a .410 musket.

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**APPENDIX XVIII**

(Rule No. 175)

**Statement showing of appointment of Police Officers on deputation to  
*the Government of India, Intelligence Bureau.***

- (1) Pay, allowances and other concessions as admissible to them in the Bombay State.
  - (2) Dearness Allowances at the Government of India rates.
  - (3) Period of deputation should be such as may be decided, in each case. They will however, be liable to be reverted to the State Police, before the expiry of the period of deputation should circumstances so warrant.
  - (4) During the period of their deputation to this Bureau, they will cease to be Police Officers within the meaning of Police Act (Act XXII of 1951). Their powers and privileges under that Act will remain in abeyance. They will be subject to the Civil Services (Classification, Control and Appeal) Rules. They should therefore surrender to the Inspector General of Police, their certificates of appointments as Police Officers, before joining this Bureau.
  - (5) While employed in the Bureau, they will get Traveling Allowance including transfer Travelling Allowance in accordance with the Fundamental and Supplementary rules of the Government of India.
  - (6) The leave and pension charges in respect of the deputation should be regulated in accordance with the provision prescribed in Appendix 3 to Account Code, Volume I.
  - (7) The leave salary contribution in respect of those who are subject to the Revised Leave Rules, 1935, should be recovered from the Government of India under rule 9 of the rules regarding leave..
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**APPENDIX XIX**

(Rule No. 196 )

**Regional Languages of the Districts**

<i>Gujrati</i>	<i>Marathi</i>
Ahmedabad	Ahmednagar
Amreli	Akola
Banaskantha	Amravati
Baroda	Aurangabad
Bhavnagar	Bhandara
Bhuj	Bhir
Broach	Buldhana
Jamnagar	Chanda
Junagadh	East Khandesh
Kaira	Kolaba
Mehsana	Kolhapur
Panch Mahals	Nagpur
Rajkot	Nanded
Sabarkantha	Nasik
Surat	North Satara
Surendranagar	Osmanabad
Western Railway	Parbhani
	Poona
	Ratnagiri
	Sholapur
	South Satara
	Thana
	Wardha
	West Khandesh
	Yeotmal
	C. & S. Railways
	C. & S. E. Railways

*Note:-*Either Marathi or Gujrati will be the Regional Language for Bombay but not both.

**APPENDIX XX**

(Rule No. 236)

List of articles to be supplied to Head Constables or Constables proceeding to the Head Constable's Training Class.

	Name of article			First	Second	Total
1.	Fatigue caps	...	...	1	1	2
2.	Fatigue coat	...	...	...	...	1
3.	Fatigue shirt	...	...	...	...	1
4.	Fatigue shorts	...	...	...	...	2
5.	Coats	...	...	1	1	2
6.	Shorts	...	...	1	1	2
7.	Chevrons (for Head Constables only)	...	...	2	...	2
8.	Chevrons for great coat (for Head Constables only)	...	...	1	...	1
9.	Great Coat	...	...	...	...	1
10.	Putties (Pairs)	...	...	1	1	2
11.	Boots (Pairs)	...	...	...	...	1
12.	Chappals (Pairs)	...	...	1	1	2
13.	Hose-tops (Pairs) ...	....	...	1	...	1
14.	Carpet	...	...	...	...	1
15.	Belt, number brooch, hook, etc.	...	...	...	...	1
16.	Jersey	...	...	...	...	1
17.	Haversack	...	...	...	...	1
18.	Socks (Pairs)	...	...	2	2	4
19.	Button stick	...	...	...	...	1
20.	Buttons	...	...	...	As per district scale.	
21.	Soap	...	...	...	To last for five months.	
22.	Great coat strap	...	...	...	...	1
23.	Whistle with chain	...	...	...	...	1
24.	Canvas shoes (Pairs)	...	...	...	...	1

*Note* : All the articles should be serviceable so as to avoid exchanges at least for five months. Swords, Lathis, batons and kit boxes need not be taken to the school. Medals and decorations should be taken by those who are entitled to wear them.



**APPENDIX XXI**

515

(Rule No. 244)

*Badges prescribed for the Constabularli.*

Serial No.	Name of the Badge.	By whom to be worn.	Description of badge to be worn.	How to be worn.	Remarks.	
1	2	3	4	5	6	
width	Marksman's	(i)	Best Shots	(i)	Crossed carbines worked in gold.	(1) Border of badge worked 1/8 inch in worsted, for a member of the Company.
	Badge.	(ii)	Marksman's	(ii)	Crossed carbines worked in red worsted.	
				(2)	State Reserve Police Force personnel should wear the badge on the left sleeve 6' below the shoulder.	
				(3)	This badge is to be worn by officers also who will themselves bear the charges.	

(4) As soon as the musketry return has been submitted, badges should be issued by the Superintendent to marksmen. They will be given for one year only. A supply of badges should be kept in store for this purpose. The badges of previous year's marksmen who have failed should be withdrawn on the submission of the return. Badges for the Best Shots on the results of the annual shooting for the whole State will be supplied by the Inspector General of Police.

## APPENDIX XXI

Rule No. 244 contd...

Serial No.	Name of the Badge.	By whom to be worn.	Description of badge to be worn	How to be worn	Remarks
1	2	3	4	5	6
2	St. John Ambulance Badge	Men who have passed the St. John Ambulance Association examination in First Aid to the injured.	Silk Badge of the Association.	On the left sleeve above the elbow.	
3	Physical Training Badge	Men who have passed any prescribed course of training in any subject in drill with the Army or the Bombay City Police or other approved agency, such as the Police Training School, and who are actually employed as Drill Instructors.	Cross swords worked in brass.	6 inches below the top of right sleeve.	
4	Armourer's Badge	Men who have passed through the course.	Hammer and pincers crossed (brass).	Just above the chevron by Head Constables and 6 inches below the top of right sleeve by Constables.	
5	Farrier Major's (N a l b a n d ' s) Badge.	Men who have passed through the course.	A shoe (brass)	6 inches below the top of right sleeve.	
6	Bandmaster's Badge	Bandmaster	A State Emblem and lyre (brass)	6 inches below the top of right sleeve	
7	B a n d s m a n ' s Badge.	All members of the Brass Band other than Band Master, Buglers, Pipers and drummers.	A small size of badge of the pattern of Band Masters' badge	do	

8	Drummers' Badge	Drummers of the Brass and Pipe Band	A Drum		do
9	Pipers' Badge	Pipers of the Pipe Band	A Pipe		do
10	Bugler's Badge	Buglers	A bugle		do
11	Halvildar Major's Badge	Havildar Major (during his period of office only).	Sashes worsted, size inches.	58	Over the shoulder, tied at waist.
12	Badges M.T. 2" X 2"	Motor Transport Staff.	Letters M.T. worked in blue or red background.		On the left sleeve immediately below the shoulder.
13	Badges W 2"X2"	Wireless Staff	Letter W worked in blue on red background		On the left sleeve immediately below the sholder.

**APPENDIX XXII**

(Rule No. 261 )

*Rules for the running of Police Messes and Canteens.*(1) *Opening of messes and canteens :*

- (a) The Police messes and canteens are run on Government Funds and for the benefit of the Policemen. They are not intended to make profits. The articles prepared in the Mess and Canteen should, therefore, be sold to the Policemen at no profit basis.

(T. G.'s No. 45(5972), dated 29th November 1952).

(b) Whenever a mess or a canteen is to be started at any Police Head-quarters, previous permission of Government should be obtained by applying through the Range Deputy Inspector General of Police and the Inspector General of Police.

- (2) *Buildings for messes and canteens :* Government will provide suitable buildings for the purpose from the existing ones. If none are available, new buildings will be constructed, as funds permit from the minor works grant or grant for petty construction and repairs.

Expenditure on account of rent for buildings hired for the Police Messes and Canteens and lighting charges for the buildings used as Messes and Canteens will be borne from Government Funds.

(G. R., H. D. No. PEQ. 4355/47436-H, dated 13th July 1956)

(3) *Purchase of furniture and utensils :* Future and utensils required for the messes and canteens may be purchased according to the needs with the previous sanction of Government (which should be applied for through the Range Deputy Inspector General of Police and the Inspector General of Police) and the expenditure debited to the Head 29 Police

- (4) *Permanent Advance :* A Permanent Advance will be provided, after obtaining necessary sanction of Government, to meet the running expenses of the mess and canteen. Rs.100 out of the advance should be provided to meet the running expenses of the canteen.

- (5) *Establishment :* For every mess and canteen at the Head-quarters, the following staff will be entertained, for every 100 members with the previous sanction of Government :

I	Mess Manager	...	...	Head Constable II Grade Unarmed
1	Clerk			
1	Head Cook.			
2	Assistant Cooks.			
2	Servants.			

For every addition of 50 members one Assistant Cook and one servant may be entertained with the sanction of Government.

When the number of members of the mess is less than 100, the staff of Assistant Cooks and servants should be reduced proportionately after taking into consideration the needs of the Canteen.

(I. G.'s No. 5972, dated 14th August 1953)

The cost of the establishment will be borne by Government and will be debatable to the head " 29-Police ".

- (6) *Registers :* The following registers will be maintained with regard to the working of the Police mess and canteen:

- (a) *Cash Book :* Separate Cash Books should be maintained for the mess and the canteen. They will show all money transactions of the mess and canteen and be written day-to-day.
- (b) *Voucher files :* For receipt's and expenditure.
- (c) *Daily Attendance Register :* Will be on the analogy of the muster roll, showing two entries per day.

(d) *Dead Stock Register :* All dead stock articles of the mess and canteen i.e. , utensils furniture etc. will find a place in this register.

- (e) *Stock Account and Issue Book :* Will show receipts of all articles i.e., Food Grains, Sugar, tea etc. which are purchased wholesale and issued for day-to-day consumption.
- (f) *Daily Purchase Book:* Will show all articles purchased daily and their cost.

## Appendix XXII

- (g) *Account of cancelled Coupons: received from members who purchase tea and other eatables from the Canteen.*
- (h) *Register of the manufacture accounts : of daily preparations in the Canteen and raw material used for each of such preparations.*
- (i) *Ledger of manufactured articles : showing on the receipt side articles prepared and on the issue side total daily sales and their values.*
- (j) *Register of material served : No. of meals served and issue of various food grains such as rice, dal, flour, oil, fuel etc. for the Mess will be shown in this register.*
- (k) *Complaint Book : All complaints about the mess and canteen should be written in this book*

*Note :-- Entries in registers at items (c) to (j) will be attested by the mess manager and those in the register at the item (a) by the Reserve Sub-Inspector or Inspector.*

(7) **Membership :-**

- (a) All members of the constabulary will be eligible to join the mess. It will be compulsory for all recruits to join the mess, but in special cases they will be permitted to stay out with the approval of the Superintendent of Police.
- (b) Every Policemen joining the mess will sign an agreement in token of having accepted the mess rules by which he will have to abide.

*Note :-- In Police Training School, Nasik each Sub-Inspector and Head Constable student must join one of the messes to which he may be allotted by the House Master*

- (8) *Diet :--(a) Diet will ordinarily be vegetarian. Meat may be allowed at the wish of the members twice a week. On such days vegetarians should be given ½ pound of milk.*

*(b) Meals will be served twice a day. Tea will be given once in the morning to men going on parade.*

- (c) *Off duty men should be punctual in their attendance for meals. The mess will remain open from 9—30 a.m. to 1 p.m. and from 7—30 p.m. to 9 p.m.*

- (d) Those who drop one meal will be marked present, but those who absent themselves for both the meals on any day with due notice will not be so marked. They will be given a proportionate refund.

- (9) (a) The mess staff will be charged at the following rates, if they take their meals in the Police Messes :-

	Rs.
Head Cooks .. .. .	10
Assistant Cooks .. .. .	8
Mess Servants .. .. .	7

(I.G.'s No. F/5972—V dated 9<sup>th</sup> April 1958).

- (b) Friends and relatives of the mess members will not be permitted to dine in the mess.
- (10) (a) Mess dues will be collected monthly by the Reserve Inspector or Sub-Inspector on the day on which pay is disbursed.
- (b) Mess dues will be the first charge on the areas of pay and allowances of personnel discharged, resigned or transferred etc.
- (10) *Supervision :--(a) The working of the mess and canteen will be supervised by a Committee consisting of the following :--*

### Chairman

1. Home Inspector of Police.

### Members

2. Reserve Inspector or Sub-Inspector.
3. Jamadar.
4. and 5. Two members of the mess and canteen.

## Appendix XXII

- (b) The Mess Manager will be responsible for the general Management of the mess and canteen and will be directly responsible to the Home Inspector.
  - (c) Clerks sanctioned for the Police mess and Canteen should, for all intents and purposes, be attached to the office of the Reserve Police Inspector or Sub-Inspector. They will be responsible for writing the day book and for other clerical work relating to the mess and canteen and will also be responsible for all monetary transactions.
  - (d) In Police Training School, Nasik, the messes will be managed by Mess Managers under the general supervision of the House Master.
  - (e) Auditing of the accounts of Police messes and canteens will be done by the Police Accountant every month. An honorarium of Rs.10 per mensem should be paid to the Accountant in respect of the messes and canteens at Ahmedabad, Poona, Satara and Police Training School and at Rs.5 per mensem in respect of the messes and canteens at other places which should be drawn on the pay bill form and paid from the Government grants.
  - (f) The mess and Canteen Day Book will be inspected by the Range Deputy Inspector General of Police at the time of his annual inspection.
- (12) All provisions *e. g.* grocery grain etc. necessary for the messes and canteens except vegetables shall be purchased by calling tenders for such articles. A Committee consisting of (1) Home Inspector, (2) Reserve-Inspector / Sub-Inspector and (3) one local Sub-Inspector shall be formed for calling such tenders. The Superintendent of Police will have the right to accept or reject the tenders.

( G. L., H. D. No. MEC 6159/10847-VI, dated 7th May 1959

- (13) All unserviceable articles and livestock shall be disposed of by auction sale. The Committee appointed under the preceding rule shall supervise the disposal of the articles.
- (14) *Canteen Service:*
- (a) Canteens will supply tea and light refreshments to Policemen living in Head-quarters.
  - (b) The canteen will remain open for serving tea, etc. From 6-30 a.m. to 11-00 a.m. and again from 3 p. m. to 7-00 m. every day.
  - (c) Tea and other eatables prepared in the canteen by the mess cool will be sold ordinarily to Policemen and if convenience permits, to Police Constables and Head Constables respectively. The cost of coupons issued should be recovered from their pay in the following month.
  - (d) The canteen will not be open to any outsiders but special orders on occasion such as Police matches etc. may be complied with, with the approval of the Reserve Police Inspector or Sub-Inspector.
  - (e) Rates of articles sold at the canteen, should be fixed every month by the Managing Committee after taking into consideration the current prices of the article purchased for the canteen.
- (15) *Account procedure for receipts and expenditure:* (a) As it is not permissible to utilize departmental receipts for departmental expenditure, all cash recoveries made should be credited into the treasury on *separate chalans*, under head "Recoveries on account of Police Messes and Canteens" under the minor head "Miscellaneous" of the Major Head "XXIII Police".
- (b) In order to exhibit the expenditure partly recoverable from the members of the Police Messes and Canteens and partly borne by Government, separate bills exclusively for (i) the amounts required to meet the recoverable expenditure and (ii) the amounts required to meet non-recoverable expenditure, should be prepared and cashed at the Treasury by classifying them as under :-
    - (i) Non-Contract Contingencies - other item 'B' *recoverable expenditure* on account of Police Messes and Canteens.
    - (ii) Non-Contract Contingencies – other item 'B' *Non-recoverable expenditure* on account of Police Messes and Canteens.
- (16) *Vouchers* : When Purchases of Sunday articles for Police Mess are made, the Mess Manager shall be required invariably to obtain receipts for the purchases made by him, from the shops. If however, it is found that there is difficulty in obtaining payee's, receipts

***Appendix XXII***

in the case of petty items and as vegetables etc. purchased, certificates of payment shall be obtained from the Mess Manager in lieu of regular receipts, with full details of the charges and furnished to the Accountant General / Deputy Accountant General, if the amount of the purchases at a time exceeds Rs.25. Such receipts will serve as sub-vouchers for the proposes of audit.

(I. G.'s No. 5972-IV, dated 4th August 1954)

(17) *Budget Estimate* : Necessary budget estimates and revised estimates should be submitted to the Inspector General of Police for receipts as well as expenditure to enable him to provide necessary funds for the mess and canteen in the district.

(18) *Monthly balance sheet* : As Police messes and canteens will be self supporting, care should be taken to see that there is no loss of Government money. III order to ensure this a monthly balance sheet should be prepared and put up to the Managing Committee, who will submit it to the Superintendent of Police for information.

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**APPENDIX XXIII**

(Rule No. 315)

*Scales of pay and rates of allowances admissible to various ranks  
and grades in the Police Department*

**I. SCALES OF PAY AND SPECIAL PAY**

S. No.	Designation of the Post	Scale of Pay	Special Pay month.																																																																																	
1	2	3	4																																																																																	
<i>Gazetted Posts</i>																																																																																				
1	Inspector General of Police	Rs. 2,500-125-3,000 for I. P. Rs. 1,850-100-2,250 for I. P. S.	..																																																																																	
2	Commissioner of Police, Bombay	Rs. 2,300-50-2,500 for I.P. Rs. 1,650-75-1,950 for I. P. S.	..																																																																																	
3	Deputy Inspector General of Police.	Rs. 1,950-50-2,150 for I.P. Rs. 1,450-50-1,650 for I. P. S.	..																																																																																	
4	Indian Police Service Superintendents of Police and Assistant Superintendents of Police	<table border="1"> <thead> <tr> <th>Year of service</th> <th>Junior Scale</th> <th>Senior Scale</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">(Monthly rates of pay)</td> </tr> <tr> <td></td> <td>Rs.</td> <td>Rs.</td> </tr> <tr> <td>1st</td> <td>350</td> <td>600</td> </tr> <tr> <td>2nd</td> <td>350</td> <td>600</td> </tr> <tr> <td>3rd</td> <td>380</td> <td>600</td> </tr> <tr> <td>4th</td> <td>380</td> <td>600</td> </tr> <tr> <td>5th</td> <td>410</td> <td>600</td> </tr> <tr> <td>6th</td> <td>440</td> <td>600</td> </tr> <tr> <td>7th</td> <td>470</td> <td>640</td> </tr> <tr> <td>8th</td> <td>500</td> <td>680</td> </tr> <tr> <td>9th</td> <td>530</td> <td>720</td> </tr> <tr> <td>10th</td> <td>560</td> <td>760</td> </tr> <tr> <td>11th</td> <td>590</td> <td>800</td> </tr> <tr> <td colspan="3" style="text-align: center;">Efficiency Bar</td> </tr> <tr> <td>12th</td> <td>629</td> <td>840</td> </tr> <tr> <td>13th</td> <td>650</td> <td>880</td> </tr> <tr> <td>14th</td> <td>680</td> <td>920</td> </tr> <tr> <td>15th</td> <td>710</td> <td>960</td> </tr> <tr> <td>16th</td> <td>740</td> <td>1,000</td> </tr> <tr> <td>17th</td> <td>770</td> <td>1,000</td> </tr> <tr> <td>18th</td> <td>810</td> <td>1,050</td> </tr> <tr> <td>19th</td> <td>850</td> <td>1,050</td> </tr> <tr> <td>20th</td> <td></td> <td>1,100</td> </tr> <tr> <td>21st</td> <td></td> <td>1,100</td> </tr> <tr> <td>22nd &amp; over</td> <td></td> <td>1,150</td> </tr> <tr> <td>Selection Grade.</td> <td></td> <td>1,250</td> </tr> </tbody> </table>	Year of service	Junior Scale	Senior Scale	(Monthly rates of pay)				Rs.	Rs.	1st	350	600	2nd	350	600	3rd	380	600	4th	380	600	5th	410	600	6th	440	600	7th	470	640	8th	500	680	9th	530	720	10th	560	760	11th	590	800	Efficiency Bar			12th	629	840	13th	650	880	14th	680	920	15th	710	960	16th	740	1,000	17th	770	1,000	18th	810	1,050	19th	850	1,050	20th		1,100	21st		1,100	22nd & over		1,150	Selection Grade.		1,250	
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*Note* :-Deputy Commissioners of Police in Greater B6inbay A. 1. Gs., receive Special Pay @ Rs. 200 p. m. ; the Railway Superintendents of Police receive Rs. 150 and the Principal Police Training School, Nasik gets Rs. 100@



## Appendix XXIII

## 1. Scales of pay and special pay – contd.

S. No.	Designation of the Post	Scale of Pay	Special Pay month.
1	2	3	4
5	Superintendent of Police, Motor Transport, Poona.	Rs. 700-30-1,000.	..
6	Superintendent of Police Wireless, Poona		
7	Deputy Superintendent of Police.. (In mofussil).		Railway Deputy Superintendent of Police Rs. 90.
	I Grade (30% of cadre)	Rs. 530-30-650-45-740	Rs. 60 only in Greater Bombay.
	II Grade - For direct recruits	Rs. 300-20-500	
	For promotees	Rs. 420-20-500.	
	Probationary pay for direct recruits for two years.	Rs. 250.	
8	Superintendent of Police in Greater Bombay.	Rs. 550-50-850 (for those appointed prior to 1st August 1954. From 1st August 1954 onwards the mofussil scales at the S. No. 7 are admissible.	
9	Deputy Superintendent of Police, Motor Transport/Wireless.	Rs. 420-20-500	
10	Inspector of Police, Bombay City	Rs. 370-13-500. (upto 1st August 1954 only)	Reader A. C. Br. Rs. 100 Reader Divisional Officer Rs. 30.
	Mofussil (85 %)	Rs. 250-10-350.	Rs. 50 only in Greater Bombay.
	Selection Grade (8 %)	Rs. 375	
	Selection grade (7 %)	Rs. 400	
11	Police Inspector, Motor Transport	Rs. 250-10-350.	
12	Police Inspector, Wireless	Rs. 260-10-400.	
13	Chief Police Prosecutor	Rs. 550-2.5-800 (City)	
14	Police Prosecutors (Selection Grade)	Rs. 450-20-550 (City). Rs. 410-20-510 (Mofussil)	
15	Police Prosecutors	Rs. 350-10-500 (City)	
16	Legal Adviser to the Inspector General of Police.	Rs. 410-20-590 (Mofussil)	

**Appendix XXIII**I. Scales of pay and Special Pay-*contd.*

S. No.	Designation of the Post	Scale of Pay	Special Pay month.
1	2	3	4
17	Director, ( Group I ), Finger Print Bureau, Poona.	Rs. 250-250-300-20-500	Rs. 40.
		( <i>Gazetted Posts – Ministerial</i> )	
18	Deputy Assistants to the Inspector General of Police.	Rs. 475-25-600.	..
19	Office Superintendents to the Inspector General of Police.	Rs. 350-20-550.	
		II Non-Gazetted Posts (Executive)	
1	Selection Grade Sub-Inspectors.	Rs. 255-10-275 (City)	..
2	Police Prosecutors	Rs. 200-10-300-E.B.-10-400 (Mofussil)	
	Sub-Inspectors of Police - Direct recruits	Rs. 120-5-190-E.B.-10-210	Rs. 50 in Greater Bombay.
	Departmental	the period of probation *Rs. 100-20-120-5-190-E.B.-10-210.	
	Bombay City.	Rs. 170-5-245. (only upto 1st August 1954. Afterwards mofussil scale is applicable).	
3	Constabulary		
	(a) Jamedars in Greater Bombay	Rs. 85 1 101.	
	(b) Head Constables	Rs.60-1-75.	
	(c) In Districts :		
	Head Constable I Grade	Rs. 75 (fixed).	
	Head Constable II Grade	Rs. 65 (fixed).	
	Head Constable III Grade	Rs. 50 (fixed).	
	(d) S. B. P. P. Groups :		
	Head Constable I Grade	Rs. 75 (fixed).	
	Head Constable II Grade	Rs. 70 (fixed).	
	Head Constable III Grade	Rs. 60 (fixed).	
	Head Constable IV Grade	Rs. 50 (fixed):	
	(e) Constables	Rs. 45-1-55 (City)	
		Rs. 35-½-40 (Mofussil)	
		( <i>Ministerial</i> )	
1	Office Superintendents to the Deputy Inspectors General and Head Clerk to the Inspector General of Police (in City)	Rs. 250-10-300-15-330.	
2	Office Superintendents to the Range Deputy Inspectors General in the Mofussil and to the District Superintendents of Police, Ahmedabad and Poona.	Rs. 220-10-300	

\*The scale above the E. B. is given to those who are fit for Inspector's post and are styled as Selection Grade Sub-Inspectors.

## Appendix XXIII

I. Scales of pay and Special Pay — *contd.*

S. No.	Designation of the Post	Scale of Pay	Special Pay month.
1	2	3	4
3	Heads of Branches in Inspector General's Office.	Senior Rs. 180-10-280. Junior Rs. 180-10-230.	
4	Accountant to the Deputy Inspector General, Criminal Investigation Department and Registrar to the Inspector General of Police.	Rs. 180-10-230.	
5	Head Clerk to the Principal, Police Training School, Nasik and senior Head Clerks in District Police Offices.	Rs. 150-10-200.	
6	Junior Head Clerks and Senior Accountants in District Police Offices.	Rs. 100-8-140-10-160.	
7	Senior Clerks in Inspector General's Office.	Rs. 120-10-200.	
8	Junior Accountants in District Police Offices.	Rs. 100-8-140-10-150.	
9	Selection Grade Clerks and Steno- typists.	Rs. 100-8-140 ( Mofussil) Rs. 120-8-200 (City).	
10	Junior Grade Clerks	Rs. 46-3-85-E. B.-4-125-5-130- (mofussil)  *Rs. 75-5-140-E.B.-6-200 (City).	
11	Stenographers in the Inspector General's combined Clerical Cadre and in Deputy Inspector General, Criminal Investigation Department's Office.		
	Senior	Rs. 180-10-300-15-330.	
	Junior	Rs. 140-8-220-10-270.*	
	Do. in the mofussil	Rs. 100-5-125-6-155- E.B.-6-185-8-225.	
<i>Greater Bombay Ministerial Staff</i>			
1	Senior Office Superintendent	Rs. 400-25-550.	
2	Office Superintendent	Rs. 300-20-480.	
3	Accountant, 1st Clerk (Superintendent, Arms and Ammunition's Office).	Rs. 250-15-340.	
4	Head Clerk, Deputy Accountant and Cashier.	Rs. 170-10-250.	
5	Reporter	Rs. 100-5-120-8-200.	

\* Two Stenos and one J. G. Clerk in S. B. of Inspector General's office draw Special Pay of Rs. 20 each and Rs. 15 respectively.

### Appendix XXIII

S. No.	Designation of the Post	Scale of Pay	Special Pay month.
1	2	3	4
6	Junior and intermediate grade clerks	The City Scales shown at S. Nos. 9 and 10 above respectively. <i>(Inferior Servants)</i>	..
1	Havildars	Rs. 45-1-50 (City).	..
2	Naiks	Rs. 40-1-50 (City). Rs. 35-1-45 (Mofussil).	..
3	Dattary	Rs. 40-1-50-2-60 (City). Rs. 35-1-50 (Mofussil).	..
4	Peons	Rs. 35-J-40 (City). Rs. 30-J-35 (Aiofussil).	..
5	Ward boys at Police Training School, Nasik.	Rs. 30-½-35.	..
6	Boy-Peons	Rs. 25 (fixed).	..
7	Sweeper		
	City Permanent	Rs. 30-½-35.	..
	Temporary	Rs. 35 (fixed).	
	Mofussil	Rs. 30-½-35 Rs. 25.	
8	Mali (City)	Rs. 40-1-50.	..
9	Halalkhore (to accompany post mortem hearses for the removal of dead bodies ) (in City).	Rs. 25-50 nP. (fixed).	..
10	Darzi and Mochi	Rs. 35-1-40.	..
	(in Mofussil)	Rs. 30-½-35.	
11	Bellow-Boy	Rs. 30-1-35. Rs. 25.	..
12	Boy Constables and Band Boys (City)	Rs. 19½-1-22½.	..
13	Syce (Mounted Police in mofussil)	Rs. 30 (fixed).	..
	(in Police Training School, Nasik)	Rs. 30-½-35.	
<i>Finger Print Bureau and Handwriting and Photographic Bureau</i>			
1	Director, Group II	Rs. 250-10-300.	Rs. 30.
2	Senior Expert	Rs. 200-10-250.	Rs. 25.
3	First Expert.	Rs. 150-10-200.	Rs. 15.
4	Second Expert	Rs. 100-8-140-10-160.	Rs. 10.
5	Senior Searcher	Rs. 100-8-140.	..

## Appendix XXIII

1. Scales of pay and Special Pay — *contd.*

S. No.	Designation of the Post	Scale of Pay	Special Pay month.
1	2	3	4
6	Junior Searcher.	Rs. 70-3-85-4-125--5-130.	..
7	Chief State Examiner of Documents.	Rs. 220-10-300-15-330.	Rs. 50
8	Assistant State Examiner of Documents	Rs. 140-6-200.	..
9	Foreman	Rs. 100-5-150.	Rs. 20
10	Photographer	Rs. 100-5-150.	..
11	Assistant Photographer	Rs. 75-5-100.	..
12	Senior Technicians	Rs. 70-5/2-90.	..
13	Junior Technicians	Rs. 50-2-80.	..
<i>Teachers in Police Head Quarters</i>			
1	Head Master, Head Mistress and First Assistant.	Rs. 65-2 ½-90.	..
2	Assistants	Rs. 40-1-50-E.B.-1½-65- E. B.-2½-75. Rs. 40-1-50-1½-65.	..
<i>Police Wireless</i>			
1	Police Wireless Sub-Inspector (Engi-	160-10-250-E.B.-20/2-330	..
2	Radio Mechanics (Head Constables	Rs. 150-5-200	Class Pay of Rs. 15, 25, 35 & 40 (maximum 200).
3	Electrician (Head Constable II grade)	Rs. 100-5-120	Class Pay of Rs. 15, 25, 35 & 40.
4	Head Wireless Operator (Head Constable I grade)	Rs. 150-5-200	..
<i>Police Wireless</i>			
5	Wireless Operator (Head Constable II grade)	Rs. 80-5-100	Class Pay of Rs. 10, 17, 25 & 40

**Appendix XXIII**1. Scales of pay and Special Pay — *contd.*

S. No.	Designation of the Post	Scale of Pay	Special Pay month.
1	2	3	4
<i>Police Motor Transport.</i>			
1.	Police Sub-Inspector, Motor Transport.	Rs. 120-5-190-E.B.-10-210	..
2	M. V. Fitter,	Class I Rs. 90-3-120.	..
3	—do—	Class II Rs. 60-5/2-85.	..
4	—do—	Class III Rs. 40-2-60.	..
5	Blacksmith, Class I	Rs. 90-3-120.	..
6	Assistant Blacksmith, Class II	Rs. 60-5/2-85.	..
7	Head Mechanic	Rs. 100-9-180.	..
8	Fitter-cum-Welder, (Class I	Rs. 90-3-120.	..
9	Assistant Welder (Class II)	Rs. 60-5/2-85.	..
10	Painter, Class I	Rs. 90-3-120.	..
11	Painter, Class II	Rs. 60-5/2-85,	..
12	Painter, Class III	Rs. 40-2-60.	..
13	Turner, Class I	Rs. 100-5/2-125.	..
14	Assistant Turner, Class III	Rs. 50-5/2-75.	..
15	Bench Fitter, Class II	Rs. 60-5/2-85.	..
16	Tinsmith, Class II	Rs. 60-5/2-85.	..
17	Tinsmith-cum-Black-smith (Class II)	Rs. 60-5/2-85.	..
18	Upholsterer, Class II	Rs. 60-5/2-85.	..
19	Upholsterer, Class III	Rs. 40-2-60.	..
20	Carpenter, Class I	Rs. 90-3-120.	..
21	—do—	Class II Rs. 60-5/2-85.	..
22	—do—	Class III Rs. 40-2-60.	..
23	Electrician,	Class I Rs. 90-3-120.	..
24	—do—	Class II Rs. 60-5/2-85	..
25	Storekeeper	Rs. 90-3-120.	..
26	Assistant Storekeeper	Rs. 60-5/2-85.	..
27	Vulcanizer	Rs. 60-5/2-85.	..
28	Greaser	Rs. 40-2-60.	..

## Appendix XXIII

## 1. Scales of Pay and Special Pay – contd.

S. No.	Designation of the Post	Scale of Pay	Special Pay month.
1	2	3	4
29	Cleaners and Assistant Greaser	Rs. 30-1-40.	..
30	Police Constable Drivers	Rs. 35-1/2-40.	Rs. 15
31	Head Constable Drivers	According to grades	Rs. 15.
32	Head Constable Driver Mechanics	—do—	Rs. 15
<i>Police Launch Staff</i>			
1	Police Inspector Launch Maintenance Officer.	Rs. 250-10-350-375-400.	Rs. 50
2	Assistant Launch Maintenance Officer (Police Sub-Inspector).	Rs. 120-5-190-E.B.-10-210.	..
3	Launch Drivers Class 11 (Jemadars).	Rs. 100-8-140.	..
4	Launch Drivers Class III (Jemadars)	Rs. 75-3-105.	..
5	Drivers (Head Constables) Unqualified.	Rs. 60-5/2-85.	..
6	Tindals with Syrangs (Head Constables).	Rs. 70-3-85.	..
7	Khalasis / Laskars (Constables)	Rs. 30-1/2-35.	..
<i>Greater Bombay Policemen (Tradesmen)</i>			
1	Senior Fitter-cum-1st Grade Jamaclar.	Rs. 125-6-155.	..
2	1st Grade Fitter-cum-Jamadar	Rs. 100-5-120.	..
3	Senior Electrician-cum-Jamadar	Rs. 125-6-155.	..
4	1st Grade Electrician-cum-Jamadar. .	Rs. 100-5-120.	..
5	Senior Turner-cum-1st Jamadar.	Grade Rs. 125-6-155.	..
6	Senior Tinsmith-cum-1st Jamadar.	Grade Rs. 125-6-155.	..
7	Senior Blacksmith-cum-1st Jamadar.	Grade Rs. 125-6-155.	..
8	1st Grade Welder-cum-Jamadar ..	Rs. 100-5-120.	..
9	Senior Bench-Fitter-cum 1st Grade Jamadar.	Rs. 125-6-155.	..
10	1st Grade Tailor-cum-Jamadar	Rs. 100-5-120.	Rs. 20 per month,
11	2nd Grade Greaser-cum-Head Constable	Rs. 45-1-55.	..
12	Senior Carpenter-cum-1st Grade Jamadar.	Rs. 125-6-155.	..

## Appendix XXIII

1. Scales of pay and Special pay – *contd.*

S. No.	Designation of the Post	Scale of Pay	Special Pay month.
1	2	3	4
13	Motor Launch Driver-cum-Jamadar.	Rs. 100-5-125-6-155	..
14	Launch Driver Jamadar	Rs. 125-6-155.	..
15	Head Constable Assistant Fitter	Rs. 45-1-55.	Rs. 35 per month.
16	Assistant Fitter (Head Constable	Rs. 45-1-55.	Rs. 45 per month.
17	Turner (Head Constable)	Rs. 45-1-55.	Rs. 45/35 per month
15	Painter (Head Constable	Rs. 45-1-55	Rs. 40 per month.
19	Assistant Painter (Head Constable	Rs. 45-1-55.	Rs. 20 per month.
20	Carpe--Iter (Head Constable)	Rs. 45-1-55.	Rs. 35 per month.
21	Assistant Carpenter (Head Constable	Rs. 45-1-55.	Rs. 20 per month.
22	Blacksmith (Head Constable)	Rs. 45-1-55.	Rs. 30 per month.
23	Assistant Electrician (Head Constable)	Rs. 45-1-55.	Rs. 35 per month.
24	Tinsmith (Head Constable	Rs. 45-1-55.	Rs. 30 per month.
25	Benchmen (Head Constable	Rs. 45-1-55.	Rs. 35 per month.
26	Tailor (Head Constable)	Rs. 45-1-55.	Rs. 30 per month.
27	Tyreman (Head Constable, II Grade).	Rs. 45-1-55.	Rs. 30 per month.
28	Greaser (Head Constable)	Rs. 45-1-55.	Rs. 20 per month.
29	Bugler	Rs. 45-1-55.	Rs. 2.
30	Dinghi Driver (Police Constable)	Rs. 45-1-55.	..
31	Flotilla (Crew) (Police Constable).	Rs. 45-1-55.	..



## Appendix XXIII

## II. SPECIAL PAY TO OFFICERS IN CRIMINAL INVESTIGATION DEPARTMENT

Rank			Greater Bombay	Mofussil
			Rs.	P.O.
1.	Superintendent	.. ..	200	100
2.	Deputy Superintendent of Police	.. ..	75	100
*3.	Inspector of Police	.. ..	50	75
*4.	Sub-Inspectors	.. ..	30	45
5.	Head-Constable	.. ..	7	15
6.	Constable	.. ..	3	

\*In protective Branch, an Inspector of Police gets an *additional special pay* of Rs. 25 per month and a Sub-Inspector Rs. 10 per month.

## III. SPECIAL PAY TO STAFF IN ANTI-CORRUPTION BRANCH.

Rank			Bombay City	Mofussil
			Rs.	Rs.
1.	Superintendent of Police, A. C. Br., Bombay	.. ..	50	..
2.	Deputy Superintendent of Police	.. ..	50	150
3.	Inspector	.. ..	50	100
4.	Sub-Inspector	.. ..	30	60
5.	Head-Constable	.. ..	8	15
6.	Constable	.. ..	7	**5
7.	Head Clerk	.. ..	18	15
5.	Clerk	.. ..	15	15

\*\*Only for Constable Orderlies.

## IV. SPECIAL PAY TO OFFICERS AND STAFF OF S. R. P. F. GROUPS.

Rank			Amount
1.	Commandant	.. ..	Rs. 200 per month.
2.	Assistant Commandant/Adjutant	.. ..	Rs. 50 per month.
3.	Battalion/Company Commanders.	.. ..	Rs. 20 per month.
4.	Platoon Commander	.. ..	Rs. 10 per month.
5.	Havildar Major, Section Commandant .. and Assistant Section Commander	.. ..	Rs. 10 per month.
6.	M. T., P. 1.	.. ..	Rs. 30 per month.
7.	Driver Mechanics, M. T. Section.	.. ..	Rs. 10 per month.
8.	Company writers	.. ..	Rs. 10 per month. (in addition to Writer Allowance )
9 -	Head Clerks and Accountants.	.. ..	Rs. 20 per month

## Appendix XXIII

## V DEARNESS ALLOWANCE

*Full time Government Servants*

Government servant on pay			Rate of D. A.
Upto Rs. 50	..	..	Rs. 40.
Rs. 51 to Rs. 100	..	..	Rs. 45.
Rs. 101 to Rs. 150	..	..	Rs. 50.
Rs. 151 to Rs. 200	..	..	Rs. 55.
Rs. 201 to Rs. 250	..	..	Rs. 60.
Rs. 251 to Rs. 300	..	..	Rs. 60.
Rs. 301 to Rs. 500	..	..	Rs. 70.
Rs. 501 to Rs. 750	..	..	Rs. 85.
Rs. 751 to Rs. 1,000	..	..	Rs. 100.
Rs. 1,001 and above	..	..	The amount by which pay falls short of Rs. 1, 1 00.

For unmarried Gazetted officers the rates are :-

Upto Rs. 1,000	..	..	10 per cent of pay subject to minimum of Rs. 40 and a maximum of Rs. 75 per month.
Rs. 1,001 to Rs. 1,075	..	..	Marginal allowance i. e., Amount by which pay falls short of Rs. 1,075.

*Part-time Government Servants*

Pay			Dearness allowance
Upto Rs. 6	..	..	Rs. 7.
Rs. 7 to Rs. 12	..	..	Rs. 14.
Rs. 13-@o Rs. 18	..	..	Rs. 21.
Rs. 19 to Rs. 25	..	..	Rs. 28.
Rs. 26 to Rs. 250	..	..	Rs. 35.
Rs. 251 to Rs. 285	..	..	The amount by which the pay falls short of Rs. 285.

- Note :*
1. Class Pay of Wireless Operators, Electricians and Radio Mechanics and Wireless Pay of Constables trained as Wireless Operators is to be excluded for computing the dearness allowance.
  2. The following procedure should be adopted for the purpose of calculating the amount of dearness allowance and leave salary admissible to Wireless Operators, Electricians and Radio Mechanics in the Police Wireless Organisation.

Dearness Allowance – Average Should be calculated according to the pay in the time scale for the preceding 12 months, and

Leave Salary – Pay in the time scale Plus 'Class Pay' drawn during the preceding 12 months.

3. A Government servant who is entitled to free messing or messing allowance or ration allowance as a condition of service attached to his post, should be granted dearness allowance equal to 1/3rd of the dearness allowance normally admissible to the Government servant concerned.

## VI. BAD CLIMATE ALLOWANCE.

*Vide* Appendix V of B. C. S. Rs. (Vol. II).

## VII. COMPENSATORY LOCAL ALLOWANCE AND HOUSE RENT ALLOWANCE

*Vide* Appendix XVII and LV of B. C. S. Rs. (Vol. 11 ).

## VIII. PERMANENT TRAVELLING ALLOWANCE.

Sub-Inspectors (except Prosecuting, Head-quarters and Reader Sub-Inspectors) of Railway Police.

Rs. 30  
per month

## Appendix XXIII

## IX. CONVEYANCE ALLOWANCE

*Vide Appendix No. XXIII of B. C. S. Rs. (Vol. II).*

*Note :* The rates mentioned therein are exclusive of the temporary increase (50 per cent) sanctioned by Government].

## X. LOCAL INTELLIGENCE BRANCH ALLOWANCE

Sub-Inspector	..	..	Rs. 10 per month.
Head Constable	..	..	Rs. 5 per month.
Constable	..	..	Rs. 3 per month.

## XI. DUTY ALLOWANCE TO THE INSTRUCTIONAL STAFF AT THE CENTRAL POLICE TRAINING SCHOOL, NASIK. Instructor of the rank of

Police Inspector.	..	..	Rs. 50 per month.
Medical Officer	..	..	Rs. 40 per month
Assistant Head Drill Instructor	..	..	Rs. 30 per month
Assistant Drill Instructor	..	..	Rs. 7 per month.

## XII. MOTOR CLEANER'S ALLOWANCE.

Constable Cleaner	..	..	Rs. 2 per month.
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## XIII. PROFICIENCY ALLOWANCE TO POLICE CONSTABLES TRAINED IN MOTOR DRIVING

Constable	..	..	Rs. 2 per month.
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## XIV. WRITER ALLOWANCE

## Head Constables. Constables.

Bombay City	..	..	Rs. 15 per month.	Its. 10 per month.
Mofussil	..	..	Rs. 10 per month.	Rs. 5 per month.

## XV. CHIEF OPERATOR'S ALLOWANCE

In the districts having Central and District Jails.	..	..	Rs. 10 per month.
In the district having sub-jails –			
(1) Chief Operators	..	..	Rs. 7 per month
(2) Assistant Chief Operators	..	..	Rs. 5 per month.

## XVI. WIRELESS OPERATORS

*Emergency reserve*

(1) Police Constables qualified as Wireless Operators.	..	..	Rs. 10 per month (Wireless pay).
(2) Duty allowance when posted for duty in emergency.	..	..	Rs. 15 per month.

## XVIII. Detective staff allowance (On railways)

Police Inspector	..	..	Rs. 30 per month.
Sub-Inspector	..	..	Rs. 20 per month.
Head Constable	..	..	Rs. 5 per month.
Constable	..	..	Rs. 3 per month.

## XIX. CYCLE ALLOWANCE FOR L. I. B. STAFF

Head Constables and Constables	..	..	Rs. 4 per month
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*Appendix XXXIII*  
XX. RONEO ALLOWANCE

For the Daftari in I. G.'s office Rs. 2 per month.

XXI. SEPARATION ALLOWANCE

To all Head Constables sent for Refresher Course Rs. 21-50 nP.

XXII. C. I. D. ALLOWANCE TO THE STAFF IN THE VIGILANCE BRANCH OF THE GREATER BOMBAY C. I. D.

Women Head Constables Rs. 7 per month.

Women Constables Rs. 3 per month.

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## APPENDIX XXIV

Rule No. 371(2) and (4)

(A) Check List

### PART I

*Pension/Gratuity and Death-cum-Retirement Gratuity.*

1. Name of the Government Servant
2. Date of Birth
3. Date of first appointment to Government Service.
4. If service under Government is not continuous, date from which continuous service commenced.
5. Date of retirement
6. Details of qualifying service –
 

	From	To	Period Y.M.D.
(i) Temporary continuous Service qualifying under Revised Pension Rules.			
(ii) Temporary Service qualifying under Rule 240 of Bombay Civil Services Rules.			
(iii) Permanent Services.			
7. Type of pension applied for (e.g. super-annuation, retiring, invalid or compensation pension)
8. Pension rules by which Governed.
9. Does a valid option for the above rules exist ?
10. Has the Officer completed the prescribed length of qualifying service etc., entitling him to retire on the type of pension applied for ?
11. Emoluments drawn during the last three years of service :-
  - (a) (i) Did the officer draw a special pay or a personal pay in any of the appointments held by him during the last three years?
  - (ii) If so, do orders of Government exist to count them for pension ?
  - (b) In respect of any periods of leave taken during the above period, have the necessary declarations from the competent authority been obtained to the effect that had the Government Servant not proceeded on leave he would have continued to draw the emoluments mentioned.

- (c) Average emoluments counting for pension.
- (d) Emoluments counting for gratuity, death-cum-retirement gratuity.
- 12. (a) Verification of service -
  - (i) Does the service book contain the annual certificates of verification of service ?
  - (ii) Has the audit officer recorded the necessary certificates of verification on the second page 7
- (b) Verification of any "Unverified" portions of service.

In respect of service not verifiable from service records.-

- (i) Has the service in another office/other offices been attested by the head(s) of office (s) concerned ?
  - (ii) In the absence of the necessary attestation, has the statement of the applicant and the collateral evidence been obtained and accepted by the competent authority
- 13. Foreign Service
    - (i) Was the officer ever in foreign service ? If so, where and for what period or periods ?
    - (ii) Have pensionary contributions in respect of the periods of foreign service been duly recovered?
  - 14. Military Service -
    - (i) Does the officer have any periods of military/war service to his credit ?
    - (ii) If so, the details thereof and the extent to which they qualify for civil pension.
  - 15. Suspension-
 

"Was the officer ever under suspension and do orders already exist regarding the counting of the period(s) of suspension for purposes of pension ?
  - 16. Leave :
 

Periods of leave with allowances or without allowances, if any, which do not count for pension.
  - 17. (i) Are any Government dues of the Categories (a) to (d) below recoverable from the Government servant. If so, steps taken to recover them.

## APPENDIX XXIV

- (a) over-drawn pay and allowances.
  - (b) any advances (e. g. motor car advance, outstanding )  
-
  - (c) arrears of house rent-
  - (d) miscellaneous-
- (ii) Have steps been taken to recover from the Government servant (a) any liveries issued to him, (b) Secret Box keys or (c) Library Books, etc. ?
18. Formalities to be observed for the grant of pension/gratuity other than superannuation pension/gratuity.
- (a) Compensation Pension/gratuity -
    - (i) Was the permanent post held by the Government servant abolished ?
    - (ii) Was any equivalent post not offered ?
  - (b) Invalid pension/gratuity.
 

Has the certificate in the form prescribed under Bombay Civil Services Rule 201 (a) been obtained from the competent authority?
  - (c) Retiring pension/gratuity -
    - (i) If the officer is governed by B. C. S. R. 254 has the application of the officer been accepted by the competent authority/have orders of retirement been passed by the appropriate authority after following the prescribed procedure ?
    - (ii) If the officer is governed by the Revised Pension Rules, was the requisite notice of 3 months given to the officer by the appropriate authority/ did the officer give the requisite notice of 3 months?
19. Amount of pension admissible
20. Amount of gratuity / death-cum-retirement gratuity admissible.

**APPENDIX XXIV**

## PART II

*Death-cum-Retirement Gratuity/Family Pension*

(To be used where death takes place while in service)

## SECTION A

1. Name of the Government servant
2. Date of Birth
3. Date of first appointment to Government service.
4. Date of death
5. Is proof of death in the form of a death certificate issued by municipal authorities etc. available ? (Proof of death to be insisted upon in case of doubt only ).

## SECTION B

*Death-cum-Retirement Gratuity*

6. Is it clearly established that the officer has completed one year's qualifying service or more at the time of his death ?
7. Does a valid nomination in respect of the death-cum-retirement gratuity exist ?
8. If so, the name of the nominee/nominees and his/her/their relationships to the deceased Government servant.
9. If no valid nomination exists, names of the members of the family to whom the gratuity will be payable in equal shares and their respective relationships to the deceased Government servant.
10. Has intimation in the form proscribed (Form H) been sent calling for a formal claim for the death-cum-retirement gratuity ?
11. If so, has an application in "Form F been received ?
12. Emoluments of the officer on the date of his death.
13. Amount of death-cum-retirement gratuity admissible.

## SECTION C

*Family Pension*

14. Had the officer completed ;
  - (a) not less than 26 years' qualifying service on the date of his death, or
  - (b) less than 20 years' qualifying service but not less than 10 years' qualifying service on the date of his death ?



**APPENDIX XXIV**  
SECTION C (contd.)

*Family Pension – (contd.)*

15. If the case falls under item 14 (b) has the special sanction of Government been secured to the grant of family pension to the family ?
16. Does a valid nomination in respect of the family pension exist?
17. If so, the name of the nominee and his/ her relationship to the deceased Government servant.
18. Has intimation regarding the admissibility of family pension been sent to the person entitled to it ?
19. If no valid nomination exists, the persons to whom family pension is payable and his/her relationship to the deceased Government servant.
20. Has the application in "Form F been received ?
21. Date from which family pension is to take off etc. and period for which and the date up to which it will be tenable.
22. Amount of family pension admissible.

PART III

*Death-cum-retirement Gratuity/Family Pension*

( To be used where death takes place after retirement )

SECTION A

1. Name of the Government servant
2. Date of retirement
3. Date of death. Is proof of death in the form of a death certificate issued by Municipal authorities etc. available ?
4. Date from which pension took effect.
5. Amount of pension/gratuity sanctioned on retirement.
6. Amount of death-cum-retirement gratuity sanctioned on retirement.
7. Total amount drawn-admissible by way of pension and gratuity till the date of death.
8. Whether any portion of the pension has been commuted?

SECTION B

*Residuary Gratuity*

9. Is the family of the deceased pensioner eligible for the payment of difference between 12 times of emoluments of the deceased pensioner and the amount shown against item No. 7 ?

**APPENDIX XXIV**

## SECTION B – (contd.)

*Residuary Gratuity – (contd.)*

10. If so, does a valid nomination in respect of death-cum-retirement gratuity exist ?
11. Name of the nominee/nominees and his/her/their relationship to the deceased Government servant.
12. If no valid nomination exists, names of the members of the family to whom the residuary gratuity will be payable (in equal shares) and their respective relationship to the deceased pensioner.
13. Has intimation in the prescribed form (Form H) been sent calling for a formal claim for the residuary gratuity?
14. If so, has an application in Form "F" been received ?

## SECTION C

*Family Pension*

15. Is the family of the deceased pensioner eligible for family pension ?
16. If so, does a valid nomination in respect of family pension exist ?
17. If so, name of the nominee and his/her relationship to the deceased Government servant.
18. If no valid nomination exists, the person to whom family pension is payable and his/her relationship to the deceased pensioner.
19. Has intimation regarding the admissibility of family pension been sent to the person/persons entitled to receive it ?
20. If so, has an application in form "F" been obtained ?
21. Date from which family pension is to take effect and period for which and the date upto which it will be tenable.
22. Amount of family pension admissible.

*Appendix XXIV*  
*(B) PROGRESS STATEMENT*

Item No. ....  
of the Check List.

Action taken :

Position  
as on: .....

Item No. ....  
of the Check List.

Action taken :

Position  
as on : .....

Position  
as on .....

(C) *Questions for Checking Pension and Gratuity Papers.*

*Note* - Superintendents, when submitting Pension Papers should certify that the papers have been checked with the following questions and reconcile/note/explain the difference if there be any).

*Questions*

1. Has all the information required as per items I to 18 of the application form been given and entries at Serial Nos. 1 to 6 on Page 4 of the prescribed application been filled in under proper signature ?
2. Have the name of the applicant, his father's name, residence and place of payment (i.e. items 1 to 4 and 14 of the application) been written in BLOCK CAPITAL letters ?
3. Do the names of the applicant and of his father and particulars about his service and age agree with those shown in other documents ?
4. Have the names of the village, Police Station/Post Office, Taluka and district of residence been correctly noted against item 4 on the first page of the application ?
5. (a) Has a note been given in the Remarks column of the History of Service of the prescribed application for pension showing the rules under which the applicant elected to take pension ?  
(b) Has the necessary declaration to that effect been attached to the service book/sheet/roll?
6. \*Has an explanation been given to the discrepancy as to the date of the applicant's promotion or degradation in the pension papers (Second page "History of Services"), Service book/sheet/roll and the verification memo of the Audit Officer ?  
  
\* (Applicable to Gazetted Government Servants only).
7. Has an explanation been given why any period of suspension was not excluded from his qualifying service shown on the second page of the pension application ( History of Services ) ?
8. Have the details of the applicant's leave (other than casual leave) been noted in the "leave statement" and a certificate regarding its verification with reference to Pay Bills, acquittance rolls and other office records been given ?

9. Has the nature of the original vacancy in the chain of appointments, in which the applicant officiated, (i.e. whether the vacancy was substantively vacant) been clearly stated in the service book/ sheet/roll and the History of Service with a view to determine what portion of it either in full or half can be allowed for pension under Bombay Civil Services Rule 2401240-A and a certificate to that effect recorded in the Service Book under proper signature (vide Government Circular, Political and Services Department No. SIIV 1056-111, dated 24th March 1956.)
10. Has an explanation been given why the applicant was granted leave after he attained the age of 55 years or after he ceased to discharge his duties if retained in service beyond that age ?
11. (a) If the applicant has been invalidated for service in the Police Department, has every effort been made to find other employment suited to his particular capacity even on lower pay.  
(b) Has a certificate under Bombay Civil Services Rule 201  
(c) been furnished ?
12. Has the leave granted to the applicant on the several occasions during his service been specified in words in his service book ? And does the period noted agree with the results obtained by calculation of the dates of the applicant's going on and returning from leave ?
13. Has the discrepancy as to the applicant's age (date of birth) in the pension papers, service book/ sheet/roll and the Medical Certificate been explained ? Has a copy of the Government's / Inspector General's Order sanctioning any-alteration in age (date of birth been attached ?
14. In the case of service of persons (other than Head Constables and Constables), has been verified annually and remarks made in the service book/sheet/roll?
15. Have the applicant's services which could not have been verified from the office records, been verified according to the procedure laid down in Rule 207 of the Bombay Civil Services Rules ?
16. Has an explanation been given why the applicant was retained in the force beyond the age of 55 years without the sanction of Government ?

17. Have the applicant's signature and that of the Superintendent (or an officer authorized to sign on his behalf) been obtained in the proper columns of his service book and does all leave and suspensions that have been noted agree with the entries made in his service book and the pension papers (History of Service) ?
18. Does the date of Medical Certificate (i. e. the date of invalidation) agree with the date of his actual retirement (i. e. the date of relief from service ) ? If not, why not ?
19. If the applicant had been dismissed/discharged /removed and reinstated on appeal, has the authority, for counting his past service been entered in the service book/sheet/roll? Similarly in the case of compulsory retirement after having placed under suspension has an order regarding his reinstatement and compulsory retirement from the same date been issued and entered in the service book ?
20. Have the following documents been included in the pension papers : -
  - I. *Documents to be furnished by the Pensioner*
    - (i) A formal application for pension under Bombay Civil Services Rules 193 and 198, as prescribed, with specimen signature etc.
    - (ii) Declaration under Bombay Civil Services Rule 214(a) for provisional pension.
    - (iii) Declaration under note below Bombay Civil Services Rule 213(A prescribed under G. R., F. D No. PEN. 2058/S-5, dated the 15th January 1959.
    - (iv) Declaration for provisional death-cum-retirement Gratuity (in Form G in Appendix XIV-C of Bombay Civil Services Rules, Volume II).
    - (v) Nomination for family pension and death-cum-retirement gratuity in suitable Forms A to C mentioned in Appendix XIV-C of Bombay Civil Services Rules, Volume II).
    - (vi) Two sets of left hand thumb and finger impressions of certified Photographs.
    - (vii) Three copies of the applicant's signature.

*II. Documents to be, furnished by the Survivors of the deceased Government servant for the grant of family Pension.*

- (i) Documents mentioned at (i) to (iv) in I above.
- (ii) Application in form 'F' mentioned in Appendix XIV-C of Bombay Civil Services Rules, Volume II.
- (iii) Death Certificate.

*III. Documents to be furnished by competent authority.*

- (i) A statement showing History of Service.
- (ii) A statement showing leave taken during non-gazetted periods of service ( with a certificate mentioning that periods of leave taken have been verified from local records) in the following Form: -

Serial No.	Nature of Leave	From	To	Period	Qualifying leave	Non-qualifying leave	Remarks
1	2	3	4	5	6	7	8
1	Leave on average pay.						
2	Earned leave on M. C.						
3	Leave Half pay Average Pay.						
4	Half-pay leave and Earned pay leave.						
5	Leave Without pay.						
6	T. B. Special						
7	Suspension period treated as such.						

- (iii) A memorandum showing the calculations of "Duty Period and "Qualifying Service in form in Appendix 'A' accompanying Inspector General's Circular Memo No. 1648-II, dated 16th October 1952.
- (iv) A memorandum showing the Calculation of pensionable pay in the form of Appendix 'B' accompanying Inspector General's Circular Memo. No.1648-II, dated 16th October 1952.
- (v) A memorandum showing the calculation of Pension/Death cum-Retirement Gratuity/Family Pension admissible to Government Servant.

- (vi) The Service Book/Sheet.
  - (vii) Certificate prescribed under Government Circular, Finance, Department No. PEN/1058/ B-5, dated the 30th December 1957.
  - (viii) The last pay certificate, if applicant is no longer in service.
  - (ix) The valid declaration given about -
    - (a) Election of Pension Rules,
    - (b) Leave Rules.
    - (c) Pay Scales, etc.
  - (x) Forms I and II where the fixation of pay on 1st January 1947 has not been verified by the Audit Office.
- IV. *Additional documents required in certain cases.*
- (i) An invalid certificate in the form prescribed under Bombay Civil Services Rule 201 (a) if the application is for an invalid pension. If the medical certificate is of partial in capacity, it should be specifically stated whether efforts were made to re-employ the Government servant in any other department and whether in view of partial in capacity, it is considered necessary to grant full invalid pension or not. If the medical certificate is of a later date than the date of retirement, it should be specifically stated whether the medical certificate bearing the later date has been accepted.
  - (ii) Certificate whether pension and leave contributions have been recovered in case of persons who have been on 'foreign service ".
  - (iii) If the Government servant is on deputation from Civil to Military Department, it is necessary to state whether pension contributions have been credited to Civil Department.
  - (iv) A certificate of verification of Military Service, if any, from the Defence Accounts Officer.
  - (v) Guardianship certificate for payment of family pension/ death-cum-retirement gratuity in the case of Government servant whose survivors are minors.



21. Has an explanation of the cause of delay in the submission of the applicant's pension papers been given ?
  22. Was the pension case disposed of with all possible expedition ?  
If not, what disciplinary action has been taken against the party in fault ?
-

**APPENDIX XXV**

[ Rule No. 379 (5) ]

## RECIPIENTS OF MEDALS

Name of the District.....

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S. No.	Name and rank of the recipient of the Medal.	Name of the Medal awarded and the year of award	For gallantry or for meritorious service.
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*Instructions :*

1. The names of the recipients of Medals for gallantry/meritorious service should appear on the boards of the Districts in which the awards are earned. No change should be made consequent on the transfer of the incumbents to other districts.
2. The names of the recipients who retire from service should also be retained permanently.

**APPENDIX XXVI**

[ Rule No. 380 ]

*The order in which, Orders, Decoration and Medals showed be worn.*

1. Bharat Ratna.
  2. Param Vir Chakra.
  3. Asoka Chakra Class I.
  4. Padma Vibhushan.
  5. Padma Bhushan.
  6. Maha Vir Chakra.
  7. Ashoka Chakra Class II.
  8. Padma Shri.
  9. Vir Chakra.
  10. Ashoka Chakra Class III.
  11. The President's Police and Fire Services Medal for Gallantry.
  12. The Police Medal for Gallantry.
  13. The Genera Services Medal, 1947.
  14. The President's Police and Fire Services Medal for distinguished Service.
  15. The Meritorious Service Medal.
  16. The Long Service and Good Conduct Medal.
  17. The Police Medal for Meritorious Service.
  18. The Territorial Army Decoration.
  19. The Territorial Army Medal.
  20. The Indian Independence Medal, 1947.
  21. The Independence Medal, 1950.
  22. The Commonwealth Awards.
  23. Other Awards.
-

## [ Rule 429 (5) ]

*Rules for the preparation, submission and disposal of applications to Government.*

For the purpose of these rules the term "Application" shall include all letters or communications containing grievances, complaints, representations and requests for advice and assistance and which are in the nature of applications, appeals or memorials.

1. Applications regarding personal grievances shall be accepted only from the persons aggrieved. Application to Government made by or through agents will ordinarily be left unnoticed.
2. Applications must either be delivered personally or forwarded through the Post Office. When forwarded through the Post Office postage must be invariably paid.
3. (a) Every application should be authenticated by the signature of the applicant or applicants if it is a joint application). If the applicant is unable to sign, he should authenticate his application by the thumb impression (or thumb impressions in case of a joint application). Anonymous applications will be filed without taking any action thereon except when specific instances capable of verification are mentioned and are of sufficient public importance to be investigated.  
(b) When a signed application is proved to be pseudonymous it will be treated in the same manner as an anonymous application.
4. An application will be disregarded if it is presented by a person manifestly possessing no claim or advancing a claim of an obviously unsubstantial character or is so belated that its consideration is clearly impossible.
5. Every application to Government should be written as concisely as the nature of the case admits of. It should at the same time contain all material statements and arguments relied upon by the applicant, be complete in itself and end with a specific request. Government will not entertain an application if it is found to be illegible, unnecessarily prolix or couched in unintelligible exaggerated, disrespectful or improper terms. Such applications will be returned to the parties concerned for amendment.
6. Applications will not be received by Government regarding any matters which form the subject of judicial proceedings in the Courts, or which properly fall within the jurisdiction of the Courts; nor will Government receive applications containing complaints relating to the administration of Civil or Criminal Justice, under circumstances which leave other modes of obtaining redress open under the regulations.
7. In the case of private persons appeals in administrative matters outside the law are not admissible where the person concerned cannot allege that he has been treated unjustly or has sustained any actual loss, but merely claims some pecuniary or other concession as a matter of grace.
8. Any person having cause of complaint against the proceedings of any Civil Officer of Government is, in the first instance, to seek redress from that Officer's immediate superior, who, if he declines compliance, is to give the applicant a written endorsement or order setting forth the grounds upon which the request is refused. If the applicant is dissatisfied, with this order, he is at liberty to address the Chief Local Authority and eventually the superior Civil Authority by whom the Chief Local Authority is controlled, or, in the event of there being no such intermediate controlling authority; Government:  
Provided that where the issue turns on a question of fact there shall be only one appeal in respect of the proceedings of any gazetted officer or of a decision in appeal by such an officer.
9. The preceding rule is not to be interpreted as precluding the Chief Local Authority or controlling authorities from using their discretion, regarding the presentation, direct to themselves, of applications and complaints which have not been previously submitted to officers subordinate to them.
10. Government will not, however, receive an application on any matter, unless it shall appear that the applicant has already applied to the Chief Local Authority, and, where such exists, to the controlling authority. The applications to the Chief Local Authority and to the controlling authorities, or copies of them and the answers to, or orders upon, those applications, in original, or copies of them, must be annexed to all applications addressed

to Government. The copies required by these rules are not required to be certified copies. Applications by Telegraph will in most cases violate these rules and will not generally be answered or be attended to.

11. No notice will be taken by Government and, its officers of applications from communal organization and political matters.
12. An application should be addressed to only one individual in Government, either the Minister or the Secretary of the Department concerned. If it is found that the application is addressed to different individuals in the same or different Departments concerning the same matters, no notice will be taken of such applications
13. Applications for situations in the gift of local or controlling authorities or for admission into the public service except those received in response to an advertisement, will as a rule, be left unnoticed.
14. Every officer in civil employ wishing to apply to Government should do so individually.
15. Government servants are not expected to ventilate their grievances through extra-departmental authorities and private bodies or individuals. If applications on official matters from Government servants are received through any channel other than official superiors, they will be returned.
16. No appeal is admissible from a person in the service of Government when the action desired by such person is in the nature of a favour and not of a right or when such person has failed to obtain an appointment to which considerations of seniority are not usually held to apply. When an application of appeal of this nature is received, it will be returned to the applicant with an endorsement referring him to this rule.
17. Government after passing a final order on an appeal made to it, will not notice second application on the same subject, unless new matter requiring special consideration is introduced.
18. The exercise of special revisionary power by Government or any high officer of Government will be restricted to cases where it is necessary to remedy some flagrant irregularity.
19. When an application is to be returned as not being drawn up or presented in conformity with the preceding rules, it will be returned with a forwarding letter specifically pointing out which of the rules have been infringed. A copy of the particular rule infringed by the applicant will be attached to the forwarding letter.
20. In case an application is addressed by a person (either an official or a nonofficial) to Government through a subordinate officer, the officer through whom the application is forwarded should pass it on to Government only if the officer concerned himself is not fully competent to take action thereon.
21. When an application is addressed to Government by a private party either directly or through a subordinate officer of Government the orders of Government on the application should be communicated to the party concerned direct and not through the local officer. The local officer concerned should, of course, be informed separately of the orders passed by Government if the application was received through him.
22. Applications written in a recognized regional language of the State would be replied to in the language in which they are written.  
(Applications written in Hindi in Urdu Script should be replied to in Hindi in Devnagri Script).
23. (a) The words "Petition" and "Petitioners" should not be used in official business in connection with any communication which is of the nature of an application or memorial.  
(b) Applications should not be replied to except in the letter form.

(G. R., P. and S. D., No. OFC. 1058-B, dated 3rd. December 1958)

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## APPENDIX XXVIII

[ Rule 448 (23) ]

### NOTE OF DEPARTMENTAL PROCEEDINGS

Name of delinquent and rank.

Length of service.

Number of punishments

Major.

Minor.

Number of Good Service Tickets.

Number of rewards.

Charge (as already drafted and used during the proceedings)

#### *Index of paper or other evidences in support of charge*

(For example :-

P. 1. Extract, dated in charge of Outpost. from patrol book of Head Constable

P. 2. Extract, dated from patrol book of delinquent.

P. 3. Statement of etc.).

#### *Index of papers, etc. for the defence*

D. 1.

D. 2.

D. 3.

etc.

*Note:-*All exhibits should be correspondingly numbered, with the index letter, according to whether they are for the prosecution or the defence.

#### *Brief facts of the case*

Here all the material facts constituting the foundation of the charge should be given in a logical sequence, explaining how the case originated and what stages it went through right up to the point of framing the charge. For instance, the charge might read "making a false entry in his patrol book on

(date) to the effect that he had visited the villages of A, B, C, and D, on that date, whereas he was actually at Z." The brief facts would give something more showing how the charge came to be preferred against the delinquent, e. g. 11 Delinquent in his patrol book noted that he visited the villages mentioned in the charge on date As it happened, Head Constable (name)

(Exhibit No. ) from the Police Station had gone to C and D on duty that day and, from the Patel's Books and enquiries he made in the village, learnt that none of the Outpost Police had been to these villages during the preceding fortnight. The Sub-Inspector (Exhibit No. ) on the date in, question happened to go to Z in the evening and there casually learnt that the delinquent had been there in mufti during the after-noon making purchases in the bazar. As this village was not in the delinquent's beat, the Sub-Inspector proceeded next morning to the Outpost and, on examining the delinquent's patrol book, found the entry referred to in the charge. On his way back to the Police Station, the Sub-Inspector enquired at the four villages, alleged to have been visited, and learnt that the delinquent had not been to them on the date in question, but that Head Constable (Exhibit No. ) from the Police Station had been to C and D and had enquired about this also. The Sub-Inspector, thereupon, reported the delinquent.

#### *Summing up and final order*

(Here the officer making the order should proceed to consider each charge separately. He should begin by stating what the points for determination in respect of the charge are, which of them are undisputed or admitted, and which of them remain for his decision on the evidence. He should then, with reference to the witnesses examined or documents produced and the exhibit numbers they bear, state what the evidence on each of these points in support of and against the charge is, weigh that evidence in the light of the probabilities of the case and the credibility of the witnesses and come to a definite finding as to whether the charge has been proved.

If the charge has been proved, he must consider its nature and seriousness and &mesa what would be an appropriate punishment in normal circumstances, then state the extenuating or aggravating circumstances arising from the facts of the case and the past record of the delinquent on which the officer relief in estimating the punishment, and award it in unequivocal terms.)

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