

# Assam Police Manual

## Part II

### Office of the Superintendent of Police

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## Ministerial Establishment

### (Rules 1 to 18)

#### (A) Ministerial establishment

There will be one head assistant and one accountant in each district assisted by subordinate assistants according to the importance of each district. No executive officer may be employed in the offices of the Superintendents of Police without the sanction of the Deputy Inspector General, nor may apprentices be so employed in any Circumstances.

#### (B) Pay

The following is the pay of the ministerial establishment of the offices of the Superintendent of Police:-

- |     |  |    |   |
|-----|--|----|---|
| (a) | Head Assistant   | .. | Rs. 275.00-10-325 (E. B.)-10-375.00.          |
| (b) | Short-hand writer and confidential Assistant. Gr. II to the Superintendent of Police | .. | Rs. 325.00-12.50-375(E.B.)-12.50-450.00       |
| (c) | Accountants and U. D. Asstts.  | .. | Rs. 200.00-6-236-(E.B.)- 8-300.00.            |
| (d) | L. D. Assistant and Typist   | .. | Rs. 125.00-4-145-(E.B.)-4-165-(E.B.)-5-200.00 |

The head assistant, accountants and the subordinate assistants will be borne on one State cadre of assistants of the offices of the Superintendents of Police.

The post of accountant in the office of the Deputy Inspector General of Police, Assam, is also borne on the State cadre with effect from the 1<sup>st</sup> April, 1932.

\*[The post of the Second Accountant of the officer of the Deputy Inspector General of Police, Assam, is also borne on the State cadre of assistants in the offices of the Superintendents of Police.]

\*added *vide* correction slip No. 90, dated the 16<sup>th</sup> September, 1941.

#### 3. Appointments and qualifications of head assistants and accountants

Appointment to the class of head assistants and accountants will be entirely by merit, and if competent men be not found amongst ministerial officers already in the department or if for any other reason the Deputy Inspector General considers it desirable in the interest of public service, outsiders will be appointed. All appointments and promotions of head assistants and accountants (including officiating promotions of over six months) will be made by the Deputy Inspector General on the recommendations of the Superintendents of Police.

Seniority in each rank will be determined by the date of confirmation In the rank unless there are special orders regarding any individual, but promotion from one rank to the other will always go by fitness.

##### (i) Appointments and qualifications of subordinate assistants

Appointments of subordinate assistants will also be made by the Deputy Inspector General on the recommendations of the Superintendents of Police.

No person who has not passed the Matriculation examination of any recognised University or the Madrassa Final Examination with English or an equivalent examination may be appointed to a post without prior sanction of Government.

##### (ii) General orders in regard to ministerial appointments

The following orders apply to appointments of all ranks:-

- (i) Appointments are restricted to candidates who are natives of or domiciled in Assam. The appointment of candidates not fulfilling these requirements requires the previous sanction of Government

- (ii) As regards domicile it has been laid down as a working principle that in the absence of any rule governing a particular case a man who is not a native of the State should be deemed to be domiciled in the State only when he has become the owner of a homestead (house and land) in the State, has already lived in that homestead for ten years and intends to live in that homestead until he dies. The children of such a man will automatically be domiciled in Assam unless and until they clearly show their intention of reverting to the country from which the family came. When the above conditions are fulfilled the Deputy Commissioner is authorised to give a certificate of domicile.

If in any case there is any doubt whether any applicant for appointment belongs to a family, native of or domiciled in Assam, a reference should be made to Government.-See also Rule 307 of the Assam Executive Manual.

- (iii) No executive officer may be appointed to be an Assistant without the sanction of the Inspector General.
- (iv)(i) A candidate must procure a medical certificate of health from a Civil Surgeon (vide Fundamental Rule 10) before appointment. Candidates selected for Government service and sent for medical examination by the head of the department or office for which they have been selected will be examined free of charge. Such medical examination will be made by the Civil Surgeon or the Chief Medical Officer of the district himself. All such certificates should be given in the form prescribed in Assam Subsidiary Rule 5.
- (ii) In making appointments endeavour should be made to recruit from each race of the community in proportion to its numbers, The statements which are compiled under Government Circular No.4-A., dated the 13<sup>th</sup> March, 1914, as amended by Circular No.3-A., dated the 30<sup>th</sup> July, 1915, should be consulted when new appointments are made.
- (v) No one above the age of 25 may be appointed without the previous sanction of the Inspector General of Police (vide Assam Subsidiary Rule 6).

In applying for such sanction a report should be submitted in the following form :-

- (i) Name of candidate.
- (ii) Date of birth.
- (iii) Post to which it is proposed to appoint the candidate.
- (iv) Reasons for exemption under Assam Subsidiary Rule 6.
- (v) Appointments should be made on probation and the period of probation will ordinarily be six months, which may, on good reasons being given, be extended but not beyond two years from the date of first appointment. On the completion of this period the man must either be confirmed or discharged. A verification roll in Form No. 57 of Schedule XL (A) (Part I) must be issued to trace the character and antecedents of the nominee. No assistant may be confirmed if his past history be not above suspicion. The verification rolls should be written by the Superintendent of Police or by some other officer in his presence and sent to the home district of the nominee for enquiry which must not be made by officers below the rank of Inspector. On return of the verification rolls these will be filed along with the service book. The rules regarding verification rolls in Part III of this Manual will, as far as possible, apply in 'case of ministerial officers.
- (vi) No person who is serving in, or who ceased to serve in any other Government office may be appointed without a reference to the head of the office in which he is serving, or in which he last served.
- (vii) In the case of a candidate who IS, or who has recently been a college student, no appointment should be made without a reference to the Principal of the College which term includes the heads not only of Government colleges but also of such institutions aided by Government (vide Government Circular No. I-A., dated the 17<sup>th</sup> May, 1911).
- (viii) A ministerial officer who has been dismissed cannot be re-employed without the sanction of the State Government.



If a ministerial officer who has resigned applies to be re-employed, enquiries should be made from the head of his former office.

- (ix) Every person appointed as a ministerial officer will receive a letter of appointment under the signature of the officer appointing him and the appointment will be notified in the police Gazette,

## NOTES

F. R. 10 and S. R. 6 as referred to in this rule read as follows:-

### PART II

### CHAPTER III

### General Conditions of Service

**F. R. 10.** Except as provided by this rule, no person may be substantively appointed to a permanent post in Government service without a medical certificate of health. The (State) Government may make rules prescribing the form in which medical certificate should be prepared, and the particular medical or other officers by whom they should be signed. It may, in individual cases, dispense with the production of a certificate, and may by general order exempt any specified class of Government servant from the operation of this rule.

Note.-A medical certificate of health should be obtained from all whenever appointments are made to temporary posts which have been made sanctioned at least for a period of one year and whenever such appointments are made without specifying a period. Such certificate may not be insisted upon when the period is less than four months.

**S. R. 6.** Except as otherwise provided by rules governing recruitment to particular service a person whose age exceeds twenty-five years on the 1<sup>st</sup> January of the year in which the recruitment is made may not ordinarily be admitted into service of the State in superior pensionable service without the sanction of Government in the Home Department, the Head of the Department or the Commissioner of Divisions .. The ordinary limit is extended to-

- (a) thirty years in the case of-
- (i) a person appointed to Assam Civil Service from the Bar ;
  - (ii) appointments to teaching posts in College in the Assam Educational Service ;
  - (iii) appointments to teaching posts 0\1 non-technical subjects in Engineering and Technical Institutions; and
- (b) twenty-nine years in the case of appointment of Medical graduates in the services of the State Government.
- (c) Thirty-five years in respect of candidates in employ in aided schools for appointment to Class II of Assam School Service; provided they are eligible for the same otherwise and have acquired necessary experience.

Note.- This rule does not apply to the employment in civil capacities of reservists and pension of the Indian Army.

### (iii) Leave of ministerial officers

Superintendents of Police are empowered to grant leave of absence to ministerial officers serving under them UP to six months, provided the leave is due under the Fundamental Rules and local arrangements can be made to carry on the work. Applications for leave other than those with which the Superintendents of Police are qualified to deal will be forwarded to the Inspector General of Police for orders.

Applications for leave should be in Form No. 216 of Schedule XL (A) (Part I).

The rules regarding casual leave will be found in Part HI of this Manual.

**(iv) Vacancies and promotions**

All vacancies in the rank: of assistants over six months duration will be reported by the Superintendent of Police to the Deputy Inspector General of Police, who will fill them by promotion or transfer. All temporary vacancies of 6 months' duration or less will be filled by Superintendent of Police. If the Superintendent of Police is unable to make suitable local arrangements he should report the fact to the Inspector General of Police who will arrange to fill the vacancies. Promotions will be made in consideration of seniority and merit.

Absentee statements of assistants who are granted leave of absence should be submitted by the Superintendents of Police along with the pay bills.

**(v) Renewal of temporary establishment**

Application for temporary appointments for which the sanction of the State Government is required should be made by the Superintendents of Police at least two months, and in cases of appointments for which the sanction of the higher authority is required, at least four months before the expiry of the term of sanction.

A temporary establishment should in no circumstances be retained beyond the sanctioned period without obtaining fresh sanction, and similarly no temporary establishment should be entertained without first obtaining the sanction of the State Government.

**9. Permanent vacancies to be advertised**

When a permanent vacancy is to be filled up by selection from outside candidates, the occurrence of the vacancy together with necessary particulars should be published at the headquarters of the district at least fifteen days before the date fixed for filling the vacancy and should also be advertised in the Assam Government and the Police Gazettes.-See also Rules 259 of the Assam Executive Manual.

**10. Periodical transfer of head assistants and accountants**

No head assistant or accountant can be allowed to hold his appointment uninterruptedly for more than seven years. After holding it for that period he must either be transferred or he must -go on leave for at least three months. Superintendents of Police will be held, responsible for reporting to the Inspector General of Police the liability of their subordinates to transfer under this rule. Inspecting Officers should look into the matter at the time of their inspections.

**11. Punishment and appeal of ministerial officers**

(a) Ministerial officers of the police department not being enrolled members of the force do not come within the scope of the rules under the Police Act. The rules regarding the punishment and appeals of such officers are governed by the statutory rules under Section 96-B of the Government of India Act, delegations made thereunder, and Subsidiary Rules framed by the State Government and published in Circular No.2 A. P., dated the 8th September, 1925. These rules however correspond with the rules contained in Part III and *mutatis mutandis* the rules in Part III should be followed in dealing with such officers.

(b) The following powers of punishment have been delegated to the Inspector General of Police, Deputy Inspector General of Police and Superintendents of Police.

(I) Inspector General of Police and Deputy Inspector General of police may impose the following punishments on a ministerial officer-

- (i) Censure.
- (ii) With holding of promotion.
- (iii) Reduction.
- (iv) Suspension.

(v) Removal.

(vi) Dismissal.

A Superintendent of Police may suspend or censure all assistants under him. He may also reduce all assistants under him except the head assistant.

## NOTES

Section 96- B of the Government of India Act is now covered by Article 309 of the Constitution of India.

### 12. Official information not to be divulged

All ministerial officers in Government service must clearly understand that if they are shown to have communicated to persons not employed in the same office whether such persons are in Government service or not, and whatever may be their position, any information, whatsoever, whether important or unimportant which they have obtained in the course of business, they expose themselves to the penalty of immediate suspension and ultimate dismissal-See also Rule 17 of the Government servants' conduct rules.

### 13. Officers may not accept private service

No ministerial officer may give part of his time to private services, not, when on leave, may take service under any other employer, without the previous sanction of the Inspector General. See also Fundamental Rule 69.

The acceptance by ministerial and other officers, gazetted or non-gazetted, of employment on commission as agents or secretaries of Insurance Companies or in similar capacity is forbidden.-vide Government Circular No.3-A., dated the 2<sup>nd</sup> June, 1911.-See also Rule 15 of the Government servant conduct rules.

The rules for the transfer of service from one Government office to another will be found in Government Notification No. 403-IF., dated the 11<sup>th</sup> July, 1910. It is laid down therein that a Government Officer who wishes to transfer his services to a different Government office or department must obtain the consent of the authority which appointed him to his existing post, and, if he does not do so, he will be considered to have committed a breach of discipline which may even culminate in his dismissal. The head of an office should not however, refuse permission to a subordinate for a transfer except for strong reasons to be recorded in writing. In rare cases only, 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. These instructions apply to officers on leave.

**F. R. 69.-** (1) A Government servant on leave may not take any service or accept any employment (including the setting up of a private professional practice as accountant, consultant, or legal or medical practitioner) whether in or out of India without obtaining the previous sanction of the State Government.

(2) The leave salary of a Government servant who is permitted to take up employment under a Government or a private employer during leave shall be subject to such restrictions as the Governor of Assam may by order prescribe.

Note 1.- This rule does not apply to casual literary work to service as an examiner or similar employment nor does it apply to acceptance of foreign service, which is governed by Rule 110.

Note 2.- This rule does not apply where a Government servant has been allowed to take up a limited amount of private practice and service fees therefore as part of his conditions of service, e. g., where a right of private practice has been granted to a Medical Officer.

Note 3.-The grant of leave preparatory to retirement to an officer in foreign service may not be coupled with permission to continue in the service of the same employer during that leave.

Note 4 - Though the grant of permission to take up private employment during the leave on medical certificate is technically covered by the provisions of F. R. 60, it is not intention that the leave which can be obtained on the strength of the medical certificate' should be allowed to a Government servant the state of whose health enables him to earn a competence by private employment. Fundamental Rule 69 should not be construed as permitting a Government

servant who avails himself of leave on medical certificates to undertake regular employment during such leave.

*Government of India's decisions* - (1) Under the orders now in force, Government servants who are permitted to accept private employment during leave preparatory to retirement continue to get their leave salary, while those who are employed by Government in a department other than their own and draw leave salary in addition to pay, 'have their leave salary restricted to the anticipated amount of their pension; and those who are employed in their own departments are treated as having been recalled from leave and thus fore-go their leave and leave salary except to the extent admissible under F. R. 86. The question of removing these disparities to the extent possible, and suitably limiting the period for which a Government servant may be permitted to draw leave salary in addition to the pay of the post in which he is employed during leave preparatory to retirement has been under consideration for some time. The President has now decided that, in supersession of all previous orders on the subjects, such cases will be regulated in the following manner:

- (a) When a Government servant who has proceeded on leave preparatory to retirement before the date of compulsory retirement is required for employment during such leave in any post under 'the Central Government, in or outside India, and he is agreeable to return to duty, he will be recalled to duty and the unexpired portion of his leave from the date of re-joining duty will be cancelled. The leave so cancelled will be treated as refused and subject to the provisions of F. R. 86, it may be granted from the date of compulsory retirement of the Government servant. Such recall will be treated as optional for the purpose of F. R. 70.
- (b) When a Government servant is employed in any post under the Central Government, while he is on leave under F. R. 86, he may continue to enjoy his leave concurrently with such employment but his leave salary, which may be drawn in addition to pay of the post in which he is employed, will be restricted as follows :
  - (i) in the case of Government servant eligible for pension, to the amount of pension inclusive of pension equivalent of any retirement gratuity admissible under the new pension scheme which, It is anticipated will be admissible to him on retirement. No subsequent re-adjustment will be made on the basis of the actual amount of pension inclusive of gratuity finally sanctioned; and
  - (ii) in the case of a Government servant not eligible for pension, to the leave salary admissible in respect of leave on half average pay.

In respect of the fresh employment during leave, the pay of the Government servant will be regulated as if he were a post 1931 entrant in temporary employ. No leave will be earned in respect of such period of employment during leave.

During such employment, he may also be granted dearness and compensatory allowances, if any, admissible on the basis of pay. These allowances will neither be admissible on leave salary, nor will the leave salary be taken into account in calculating the allowances.

- (c) The leave salary of a Government servant who is permitted, during leave preparatory to retirement before attaining the age of superannuation, or during leave under F. R. 86 to take up employment under a State Government, or under a private employer or employment payable 'from a Local Fund, will also be restricted during such employment as in (b) above.

(2) These orders will also apply to officers who were initially appointed by the Secretary of the State in Councillor by Secretary of State, and who may be employed during leave preparatory to retirement except that when any such officer accepts crown employment outside India and Pakistan, the expression 'Crown employment' being taken to mean employment under the Government of the United Kingdom or under the Government of any of its Dominions, Colonies or Protectorates, the restrictions on leave salary will not apply.

(3) Cases in which officers on leave preparatory to retirement may have already been permitted to accept employment on a basis different from that prescribed above will not be affected.

(4) These orders will also apply *mutatis mutandis* to Government servant subject to leave rules other than those contained to the Fundamental Rules.

*Decision by the Government of Assam.*- The Government of Assam . have adopted the above decisions in respect of Government servant under their rule making control.

## NOTES

**F. R. 69.**- This rule was substituted, vide Notification No. FEG. 15/59/45, dated the 7<sup>th</sup> May, 1960 to take effect from 7<sup>th</sup> May, 1960, vide Correction Slip No. 160. The present sub-rule (b) was inserted by Notification No. FEG. 15/59/18, dated 11-7-1959.

The "Government of India's decision" to this rule was substituted vide Correction Slip No. 179.

While leave preparatory to retirement has to be on different basis in some respects, it does not cease to be leave as observed in *Dr. Pratap Singh v, State of Punjab, AIR 1963 Punj 298*] and *Jai Ram v, Union of India, [AIR 1954 SC 584]* ; it is like any other leave revocable at the discretion of the authority empowered to grant it, when the exigencies of public services so require. If the Government servant has obtained lien on the post from which he proceeded on leave, he cannot say that he cannot be suspended from that post and his leave preparatory to retirement cannot be cancelled so as to recall him to duty while simultaneously suspending him.

### **14. Office hours**

Ministerial officers must attend office for the despatch of business from 10 A. M. to 4½ P.M., or for such longer period as may be necessary to dispose of their business.

### **15. Attendance register**

An attendance register will be kept up for non-gazetted and ministerial officers of the office in Form No. 68 of Schedule II the hour of arrival and hour of departure being noted therein, and brief reasons given to account for non-attendance or short attendance. The register will be put up daily before the Superintendent of Police or in his absence to the officer-in-charge of his office. All casual leave granted will be entered in this register.

### **16. Gazetted holidays**

All holidays which are declared to be public holidays under the Negotiable Instruments Act should be given as holidays to all Government servant Subject to the single condition that it should be open to the head of an office to stop a holiday notified under the Act in the case of an individual guilty of Idleness or inattention to duty, unless the day in question is deemed specially sacred by the members of the religion which the offender professes. On holidays which are not notified under the Negotiable Instruments Act, but announced by executive order the general rule should be to close an office entirely only where the absence of the persons on whose behalf the holiday is given, will prevent the work of the office from being properly done, otherwise the persons concerned should alone be permitted to absent themselves, the office being kept open. The Christian holidays should, if possible, be granted to all establishments, whatever their race or creed.-see also Rule 382 of the Assam Executive Manual.

### **17. Duties of head assistants on taking charge**

On the occasion of any change of head assistant the Superintendent of Police should, if possible be present and should satisfy himself that the relieving head assistant has taken charge of the registers and files with which the head assistant deals and has noted all pending matters. The relieving head assistant should examine the accounts from the commencement of the month and make a memorandum in the cash account of advances and other sums outstanding, of any debts payable out of money already drawn, of sums for which no receipts have been received and of bills, etc., sent to treasury but not paid. The memorandum should be signed by both the relieved and the relieving officers. The latter should also prepare a list of bills, pay, travelling, clothing, contingent etc. pending preparation, encashment and submission to Accountant General. He should examine the stock book and other books containing particular of Government property and see that they agree with the articles in stock. He should take the earliest opportunity of examining all receipts and acquittance rolls for three months back and report to the Superintendent of Police whether they are complete or otherwise, the work of taking over charge should not be allowed to occupy more than one day.

### **18. Duties of head assistant**

The primary duty of a head assistant is the supervision of the work of the office. He must see that work is properly distributed, that the time of the other assistants is fully occupied and that they devote their full attention to

their work.

## SECURITY BONDS AND DEPOSITS

### (Rules 19 to 30)

#### 19. Officers required to give security

The following officers are required to give security of the amount indicated below ;\_

*[(a) Head Assistants of the offices of Deputy Inspector General of Police, C.I.D./A.C.B-/Training and Armed Forces/Range/Border/S.B./Principal. P.T.C., Special Superintendent of Police (Commns), Superintendent of Railway Police. Superintendents of Police, Commandants of A.P. Battalions and B.S.Forces and State Fire Adviser, for functioning as Cashier in addition to his normal duties.	Rs. 500.00
(b) Accountants of the office of Deputy Inspector General of Police, C.I.D./A.C.B./Training and and Armed Forces/Range/Border/S.B./Principal. P.T.C., Special Superintendent of Police (Commns), Superintendent of Railway Police, Superintendents of Police, Commandants of A.P. Battalions and BS Border Security Forces, and State Fire Adviser. For functioning as cashier to his normal duties.	Rs. 300.00
(c) Inspector Incharge of Courts	Rs. 300.00
(d) Sub-Inspectors Incharge of Courts-the Head Quarters of Hills Districts	Rs. 250.00
(e) Sub-Inspectors Incharge of Courts of Sub-Divisional Courts	Rs. 200.00
(f) Accountants/Accounts assistant of the offices of the Deputy Commissioner Incharge of Police	Rs. 100.00
(g) Assistant Sub-Inspector Incharge of the Sadiya Court	Rs. 100.00

Security deposit should invariably be furnished in. National Defence Bonds etc.]

\*Substituted vide correction slip No. 113, dated 29<sup>th</sup> September, 1965.

## **20. Form of security**

The security must be in the form of a Government promissory note or of a deposit in the savings bank or in one of the scheduled banks specified in the 2nd schedule to the Reserve Bank of India Act, 1934. Government paper tendered as security to Government should be accepted at its market value at the time of deposit. The bond must be in Form No.4 of Schedule XL (A) (Part I).

[The Government of India 10 years Defence Savings Certificate may be accepted as a security under this rule.

\*[Note.-When the security is in the form of a deposit, in the Post Office Savings Bank or in one of the scheduled banks, the relevant portions of the bond form should be suitably altered, with legal advice, if necessary, to conform to the requirements of these forms of security.]

\* Added vide correction slip No. 85, dated 24<sup>th</sup> November, 1940 and 94, dated 17<sup>th</sup> February, 1942.

## **21. Sureties when necessary**

If an officer is unable to deposit at once the full amount of the security required, he must make up the amount by depositing monthly one quarter of his salary in the savings bank, by deductions from his pay. This fraction may be lowered to one-eighth of the salary in the case of an officer who is a subscriber to the General Provident Fund and pays his subscription to the fund regularly until the full amount of the security money is deposited. Pending the completion of the full amount he must enter into a bond in form No.5 of Schedule XL (A) (Part I) with two sureties to provide collateral security for the amount. As soon as the full amount of the security required has been deposited, the bond in Form No. 5 of Schedule XL (A) (part I) will lapse and a fresh bond in Form No.4 of Schedule XL (A) (Part I), must be executed by the depositor.

(Corrected vide Correction Slip No. 48, dated 6<sup>th</sup> March, 1937).

## **22. Custody and registration of security bonds**

Such bonds are exempt from stamp duty, but must be registered, no registration fee being leviable, and forwarded to the Inspector General of Registration for safe custody, a copy being kept by the Superintendent of Police. They should be sent in registered covers, the receipts obtained being retained in the Superintendent of Police's office for reference when necessary.

## **23. Sums recovered to be deposited in savings bank**

All sums recovered on account of security should be deposited in cash in the post office savings bank. When the full amount has been deposited Government promissory notes may be substituted for the amount deposited.

## **24. Conditions of deposit in the savings bank**

Security deposit will be received by the post office savings bank on the following terms:-

- (a) The account will be opened in the name of the person depositing the security. He will be required to sign a letter in Form No.6 of Schedule XL (A) (Part I) addressed to the post master of the saving bank undertaking not to make any claim on the bank for the principal of the sum deposited, except with the express written sanction of the Superintendent of Police and on the demand of that officer, and not to make any claim for the interest after such officer should have revoked the authority for the depositor to receive it.
- (b) The pass book of all officers will be put in the cash chest in the office of the Superintendent of Police and the deposit accounts of all officers in the headquarters post office savings bank.
- (c) The Superintendent of Police will deduct the monthly instalments from the salaries of Sub-Inspectors and pay the sum into the local post office savings bank and send the balance to the officers concerned

noting the deductions on the acquittance rolls.

- (d) In the case of court Inspectors who draw their own pay on personal bill forms the Superintendent of Police must see that the deposits are regularly made by these officers in cash in the post office savings bank. The payment must be made at the time the bill is cashed, and on no account delayed. For this purpose the Superintendent of Police will temporarily hand over the pass books to the Inspectors concerned or to their messengers through whom the deposits are to be made.

**25. Promissory notes to be endorsed to Superintendent of Police and sent to the Controller of Currency, Calcutta**

When a Government promissory note is given as security the note should be endorsed by the owner to the Superintendent of Police, the officer's official designation and not his name being given. The Superintendent of Police will then forward the Promissory note with a forwarding letter to the Controller of Currency, Calcutta, duly endorsed in his favour.

**26. Promissory note and savings bank deposits when to be returned**

Promissory notes and savings bank deposits lodged as security may be returned six months after the person who gives the security has vacated the office provided no claim has arisen or is likely to arise against the security, but security bonds should be retained permanently or until it is certain that there is no necessity for keeping them.

**27. Security of officers transferred**

When an officer is permanently transferred to another district his security should be transferred with him. The manner in which his savings bank account is transferred will be found in the "Post Office Savings Bank Depositor's Rules."

**28. Deposits by Sub-Inspectors**

Apart from the above rules which require that certain specified officer should furnish security, all Sub Inspectors are required to make deposits. But in the case of subscribers to the General Provident Fund these deposits need not be insisted on. The objects of these deposits is to ensure that when an officer dies or leaves the service any sum due by him to Government, or to contractors will be paid, and secondly that a sum of money will be available for himself or his heirs.

The following are the rules in regard to deposits:-

- (i) All Sub-Inspectors on pay below Rs. 100 must deposit Rs. 200 in the post office, saving bank by a monthly payment of Rs. 10 deducted from their salary.
- (ii) All Sub-Inspectors on pay of Rs. 100 and upward must continue the monthly payment of Rs. 10 until the deposit reaches Rs.500.
- (iii) The money will be deposited in the post office savings bank in the name of the depositor, who must give a written undertaking to the post office that he will not draw any part of deposit money without the sanction of the Superintendent of Police for the time being. On the prescribed deposit being completed the interest will be at the disposal of the depositor.
- (iv) The deposits made by Sub-Inspectors under this rule should not be withdrawn on their promotion to the rank of Inspector, and if a Sub-Inspector who has not yet deposited the full amount of Rs. 500 is promoted to be an Inspector, he must continue to make his monthly deposits until that amount is complete.
- (v) The deposits will be at the disposal of the depositors on their leaving the force and will not be forfeited on dismissal; but any pecuniary liabilities to Government and clothing contractors must be satisfied.
- (vi) In the case of urgent need such as expenses caused by sickness, urgent calls, etc. made out to the satisfaction of the Superintendent of Police, the depositor may with the sanction of the Inspector General be authorised to draw such amount as may be absolutely necessary.



- (vii) When a probationary Sub-Inspector has taken an advance he will be exempted from making any deposit until the advance has been repaid.

### **29. Register of securities and deposits**

A register of securities and deposits should be kept in Form No. 81 of Schedule II in every Superintendent of Police's office. As Sub-Inspectors other than court Sub-Inspectors do not furnish bonds, columns 7 and 8 may be left blank as regards them. In the remarks column the number and date of letter Form No.6 of Schedule XL (A) (Part I)-to the post master should be given. When the amount of security is paid by monthly instalments the amount of each payment should be entered in column 6, the entries being one above the other. Sufficient space for the entries must be left between the names.

### **30. Inspecting officers and Superintendent of Police to see to the observance of rules regarding security and deposits**

Inspecting officers must see that these rules are strictly followed. Superintendents of Police and Deputy Commissioners in charge of Police will be held personally responsible that they are observed and when taking over charge of a district they should state in the memorandum furnished by them under Rule 91, Part I, whether or not the rules have been followed.

### **31. Service books and character rolls**

(a) \*[A service book in Form No. 68 of Schedule III must be maintained for all ministerial officers. Exhaustive rules for the keeping of service books are laid down in Articles 816 to 824 of the Civil Service Regulations. The service books will be kept by head Assistant in the Superintendent of Police's offices under lock and key, and these officers will be responsible that the books are properly kept up-to-date.]

(b) In addition to the service books and as an appendage thereto, a character roll in Form No. 73 of Schedule II is maintained for every ministerial Officer.

"Substituted vide correction slip No. 43, dated 8<sup>th</sup> April, 1936.

### **32. Entries of punishments in service books**

Punishment, which affect the record of service of an officer, such as suspension, degradation, must necessarily be entered in the service books. Minor punishments and warnings should not be entered in the service book or character roll unless the Superintendent of Police considers that such an entry is desirable. When the gazetted head of an office is transferred, he should place on record in the service book or character roll his opinion on the ministerial officers who have worked under him, and similarly when a ministerial officer is transferred, the head of the office from which he has been transferred should record his opinions of his work and character.

### **33. Rules for disposal of service books**

The following orders regulate the disposal of service books:-

- (i) The service book of an officer who retires before qualifying for pension or gratuity may be made over to him, if claimed within a year from the date of his retirement. If not claimed within that period, the service book should be destroyed.
- (ii) The service book of an officer who dies while employed under Government may be made over to his heirs, if an application be received within three years from the date of his death.

At the end of that period the service book should be destroyed.

- (iii) The service book of an officer who has been dismissed or removed from the service of Government should not be returned. It should form a part of the record of the dismissal or removal, and be destroyed with the record after twelve years. (Assam Government, Financial Department Resolution No. 6628-F., dated the 19<sup>th</sup> July, 1907).
- (iv) The service book of an officer of Government retiring on pension or gratuity will be retained with his

pension papers.

These rules are also applicable to service sheets of police officers.

N. B.- Service books include character rolls also.

### **Registers to be kept**

#### **(Rules 34 to 35)**

#### **34. Registers to be kept in the office of the Superintendent of Police.**

A list of registers and files to be kept in the office of the Superintendent of Police and a list of the returns to be submitted are given as Appendices A and B to this part.

#### **35. Registers to be kept in the office of Sub-divisional Assistant Superintendents and Deputy Superintendents of Police**

A list of register to be kept in the offices of the Assistant Superintendents or Deputy Superintendents of Police in charge of Sub-divisions is given in Appendix A

### **Special Reports**

#### **(Rules 36 to 41)**

#### **36. Cases in which Special Reports are to be submitted:-**

<sup>1</sup>[Special Reports in the appropriate form will be Submitted by Superintendents of Police to the Deputy Inspector General of Police regarding cases shown in the table below. This list, however, should not be treated as exhaustive, and any case which the Superintendent of Police considers to be of unusual interest or importance, or in which the Inspector General of Police or Deputy Inspector General has called for details, should be treated similarly.

Reports will be sent in duplicate in the following cases only:

- (a) Items marked "D" in the table,
- (b) Cases in which another department of Government is involved, (c) Cases of embezzlement or loss of Government funds (including stamps, opium and the like).

In addition in the items marked "C" a copy of the first report only will be sent to the Commissioner of Division. Subsequent reports will not be sent unless the Commissioner calls for them.

Copies of Special Reports need not be sent to the Deputy Commissioner unless requiring judicial or executive action by him, but the Superintendent of Police will submit his Special Report file to the Deputy Commissioner for perusal after issue of each report.

Items Marked "T" in the table will be reported by telegram in the first instance.

TABLE

Serial No.	Case	Remarks
1	Outrages having a political aspect	T.C.D.
2	Riots	
	(a) Due to political or religious causes	T.C.D.
	(b) Resulting in loss of life	„
	(c) Involving serious breach of peace	„

<sup>1</sup>Substituted vide correction slip No. 87, dated the 15<sup>th</sup> March, 1941.

	(d) Involving serious attack upon police officers or other Government servants	„
3	Acts by Police Officers above the rank of Constable	C.D.
	(a) In which police officers are charged with torture or offences involving moral turpitude	C.D.
	(b) causing public excitement or discontent	C.D.
	(c) Likely to result in grave scandal	C.D.
4	Escapes and rescues from Police custody	T
5	Loss of public money, stamps or opium from Police custody	C.D.
6	Professional Drugging	
7	Assaults, between Foreigners and Indians, unless trivial	T
8	Murder	
	(a) For gain	
	(b) Having religious or political significance	D
	(c) Otherwise unusually heinous or of special importance	
9	Theft of Government stamps, notes, or other property, where the value exceeds Rs. 5,000	C.D.
10	Highway Robbery and Mail Robbery	T
11	Dacoity	T
12	Gang cases under Sections 400 to 402, Indian Penal Code and connected cases under Sections 109 and 110, Criminal Procedure Code	
13	Professional swindling	
14	Counterfeiting coins, stamps or notes	
15	Possession or uttering of counterfeit coins, stamps or notes	
16	Theft or loss of fire arms	
	(a) Capable of being used for Military purposes	T
	(b) Rifles, breach loading guns, revolvers and pistols of all kinds	T
	(c) Smoothbore guns, if the theft is believed to have a political aspect	
17	Theft or loss of ammunition, explosives, detonators, fuses or large quantities of empty cartridge cases	
18	Recovery of (a) unlicensed arms (not being cases arising out of failure to renew licenses)	T (Breach loading weapons only)
	(b) ammunition or explosives	
19	Serious accidents, involving loss of life, or extensive damage to property, or serious injury, or a type usually attended with such loss or injury	
	(a) Railway	
	(b) Motor Vehicles	
20	Industrial and Tea Garden strikes	
21	Calamities, e.g., floods, earthquakes or fires causing serious damage to life or property]	T

### **37. Cases to be reported by telegram to Criminal Investigation Department**

As indicated in the above table Superintendents of Police will inform the Deputy Inspector General of Police by telegram, of all occurrences marked "T" and will also report to him by telegram any important case in which Indians of high position are concerned: Cases of river dacoity should be similarly reported.

### **38. Report of loss, theft and recovery of arms and ammunitions**

The following instructions regarding the reporting of losses and thefts of Government and private firearms and ammunition capable of being used for military purposes are issued with the approval of the Central Government.

2. Under Military Regulations, Officers Commanding detachments report the loss or recovery of arms, important components or ammunition to the Superintendent of Police. The Superintendent of Police is then responsible for all further action towards the tracing and recovery of the lost or stolen articles.

3. Reports should be made by Superintendents of Police to the Criminal Investigation Department of the loss, theft or recovery of arms, important components and ammunition coming under the following category, of which they may receive information from any source, whether military, civil or private:-

- (i) Machine Guns, Light automatics, Grenades and articles of Indian Air Force armaments.
- (ii) Rifles, Revolvers and Pistols, Government or private.
- (iii) Barrels and Bolts of '303 bore.
- (iv) Ammunition for cannon, machine guns and high velocity rifles.
- (v) High explosives whether in bulk or in made up charges including fuses and detonators.

A quarterly return of such theft, loss and recovery of arms, etc., should also be submitted by the Superintendents of Police to the Criminal Investigation Department in Form No. 203-A of Schedule XL (A), (Part I).

4. (a) Reports concerning items of the above category should be made by telegram wherever there is *prima facie* evidence or reasonable suspicion of a recent theft. In other cases reports should be made by letter. In all cases every effort must be made to include either in the initial report or in a very early continuation report the fullest possible details both for the identification of the missing arms, components or ammunition and as regards the methods and identity of the thieves.

(b) Deleted.

5. A return of all identifiable arms, etc., lost, stolen or recovered should be maintained by the Criminal Investigation Department and should be sent in annually to the Director, Intelligence Bureau.

6. All reports of losses, thefts and recoveries of arms, etc., should be published by Criminal Investigation Department in their Criminal Intelligence Gazette or Confidential Supplements. Such reports must invariably include all details necessary to establish the identity of any particular weapon, or component part including description, maker's name and number, or if any of these particulars cannot be given a definite statement of the fact and the reasons therefore.

7. When losses are sufficiently serious to be brought to the notice of the Central Government or to rank as matters of public interest; as well as in the following cases :-

- (a) When the theft appear to be the work of Ut Khels or other professional rifle thieves,
- (b) When the loss appears to indicate that standing rules for the custody of arms and ammunition, either in possession of regiments or individuals or during transit by rail or otherwise, are defective and should be amended, intimation of such losses should be telegraphed to the Director, Intelligence Bureau, New Delhi, by the Criminal Investigation Department, and copies of all subsequent reports submitted by the

Superintendent of Police should also be sent to him.

8.<sup>1</sup> [In the particular case of revolvers and pistols all losses, thefts and recoveries of such weapons as bear the manufacturer's number should be reported to the Director, Intelligence Bureau, by the Criminal Investigation Department. The reports regarding recoveries should include information, if possible, as to where, when and from whom the weapon was obtained by the person from whom it is recovered. All reports should be submitted as soon as convenient after the loss, theft or recovery].

9. No report need be made under these rules in the case of the loss or theft of smooth bore weapons ammunition for such weapons, swords, bayonets or accoutrements. Converted Martini Henries and Sniders are classed as smooth bore weapons.

10. Deliberate attempts to smuggle arms and ammunition into India by land or sea or air should be reported promptly to the Director, Intelligence Bureau. Similarly the discovery of fire-arms which appear to have been deliberately smuggled into India should also be reported to the same quarter.

In all instances, full particulars of the articles seized such as the maker's name, place of manufacture, number, bore and other distinguishing marks in the case of fire arms, and maker's name, bore and distinguishing marks in the case of cartridges, should be communicated at the time the report is made or as soon afterwards as possible. Information, if available, obtained from the smuggler or otherwise, as to where, when and from whom the weapon, etc., were obtained should also be given. Whenever a prosecution is initiated with respect to a reported case of smuggling of, or attempt to smuggle, arms and ammunition, the result should also be communicated to the Director, Intelligence Bureau.

These instructions do not affect the quarterly returns of arms and ammunition seized by the customs, which should continue to be submitted by the Criminal Investigation Departments of Maritime. States as at present, vide Government of India, Home Department, Circular No. 13-A and A-34, dated the 26<sup>th</sup> October, 1934.

### **39. Occurrences of which immediate information must be given to the higher authorities**

Immediate information must be given to the District Magistrate, with a view to his communicating it to the divisional commissioner of:-

- (i) riots which involve a serious breach of the public peace ;
- (ii) all collisions between Foreigners of all classes and Indians other than assaults of a positively insignificant character;
- (iii) all cases of collision between Foreigner Managers of tea gardens and their Indian employees, unless trivial;
- (iv) outrages which a political aspect;
- (v) calamities, such as floods and earthquakes which cause serious damages to life or property;
- (vi) all other events which have a political or administrative importance such as assaults offered to Government officials other than of ministerial or menial status.

The report to the District Magistrate should, if possible, give information on the following point :-

- (1) The supposed cause of trouble,
- (2) The approximate number of persons concerned.
- (3) The present condition of affairs, specifying more particularly whether there is any reason to anticipate any further out break.
- (4) The number of persons injured.

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<sup>1</sup> Substituted vide correction Slip No. 44, dated 25th June, 1936.

(5) The possibility of any person seriously wounded, succumbing to his injuries.

(6) The action that has been taken or that is intended to take.

When it is not possible to give full information in the first report made to the magistrate which should on no account be delayed, a supplementary report should be made immediately the full facts are known.

Immediate information must also be given to the magistrate of any case of misconduct on the part of an Inspector of Police or officer of higher rank.

#### **40. Instruction for the preparation and submission of special reports, Form No. 10 of Schedule XL (A) (Part 1)**

The following orders should be observed In the preparation and submission of special reports:-

(i) The first special report should be despatched as soon as possible after receipt of first information, to be followed by an intermediate consolidated report giving full details of the course the investigation and the orders of the Superintendent of Police as to the return of the case; and a final report or reports (as the case may be) showing the result of the proceedings in each Court including the appellate Court. No further intermediate report need be submitted in any case unless specially called for by the Deputy Inspector General of Police.

[Special reports on the cases noted below should be submitted in duplicate:-

162.Complaints against police officers above the rank of Assistant Sub-Inspector.

163.Complaints against police officers of or below the rank of Assistant Sub-Inspector, unless they are of a trivial nature.

164.Cases of political importance.

165.Serious cases of dacoity].

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

(c) A new series of consecutive number should be given to the special report cases of each year.

(d) All special reports should be type-written in Form No. 10 of Schedule XL (A) (Part I).

(e) All special reports should be drafted by the Superintendent of Police himself. When this duty is, for any sufficient cause, made over to any subordinate officer, the Superintendent of Police should check and countersign the report. When owing to the absence of the Superintendent of Police from headquarters, neither of these courses can be followed, a note to that effect -should be made at the end of the report.

(f) Copies of all reports sent to the Commissioner must go through the District Magistrate. Copies of any remarks of importance made by a magistrate on a special report should be forwarded by the Superintendent of Police to the Deputy Inspector General of Police to whom the special report is sent. Office copies of all special reports should be shown to the District Magistrate.

(g) If a case ends in acquittal, the Superintendent of Police should state the ground therefore. If a copy of the judgment of the sessions court is required, the Superintendent of Police should apply to the District Magistrate who will arrange to give the copy required (High Court- Circular Order No.3 of 1908). When the sessions is held in another District Magistrate of that district should be asked to obtain a copy.

The cost of such copies should be met from the Budget of the District Magistrate from whose district the requisition originates.

(h) In all the special reports the name as well as the designation of Sub-Inspectors and police officers of

higher rank should be given.

- (i) In special reports of dacoity cases in which an appeal is preferred, the Superintendents of Police should state whether the Legal Remembrancer has been instructed to support the conviction.
- j) In all coining cases the special reports should be full and should deal particularly with the following points:-
  - (i) name, address, parentage, status, and character of the informant;
  - (ii) his opportunity of obtaining the information given;
  - (iii) the circumstances under which he has come forward to give information, and whether he has any cause of enmity With the person informed against;
  - (iv) the purport of the information, and whether given in writing or orally;
  - (v) the action taken on receipt of information.

If for any reason the Superintendent of Police does not desire any part of the above information to be given in the special report it should be given in a confidential note sent with the first special report. When instruments or materials for counterfeiting coins are found in a place, inside or outside a house, a full description of the place, with its position and situation, should be given.

- (k) All special reports should be regarded as a document belonging solely to the police and open to perusal only by the Superintendent of Police and his superior officers and by any person specially authorised by the Superintendent of Police to have access to them, subject of course to the powers of the District Magistrate or any magistrate dealing with the case. The clerk in whose custody special reports are kept must be held responsible for their safe custody.
- (l) Special reports and case diaries which relate to facts or contain mention of facts which either for personal reasons or for reasons of State if may be desirable to keep confidential should be kept in the custody of the Superintendent of Police, a note being kept in the file to indicate where the documents are.
- (m) Detailed rules for the custody of case diaries and statements of witnesses recorded under Section 161, Cr. P. C., until the final disposal of the case by the Magistrate or Judge, or an appeal if preferred has been decided or the period allowed for an appeal has expired, are laid down in Part IV and V of this manual and the Superintendents of Police should take special care that they are kept under lock and key by the head clerk or other clerk responsible for the custody of confidential papers.
- (n) Whenever any gang or ordinary bad character are suspected to be concerned in a dacoity or other serious offences against property, which are under the rules to be specially reported, the action taken or proposed to be taken against such gang or bad characters should be clearly stated in the special report on the case.

[ ] Added vide correction Slip No. 47, dated the 28<sup>th</sup> November, 1936.

#### **41. History sheets in gang and other cases**

A copy of the history sheet in Form No. 152-D of Schedule XL (A) (Part I) duly filled in should accompany the final special report of a case and when history sheets are not sent in with the final report, the fact that they are under preparation should invariably be stated in the report. Such history sheets are only to be written up in the case of gangs or individuals whose operations are known to extend beyond the limits of a single district. In the case of local gangs and criminals the histories should always be available by reference to the Thana of residence and consequently there is no use in centralising such information in the Criminal Investigation Department. The instructions given on the back of the form should be carefully attended to in filling the history sheet. The history sheets when thus prepared will afford a mass of information materials for gang prosecution under Sections 400 and 401, Indian Penal Code

especially in regard to evidence of associations. etc. They may also facilitate the investigation of cases and help in the capture of absconders.

## **Superintendent of Police's Register of Crime**

### **(Rules 42 to 44)**

#### **42. Superintendent of Police's register of crime, Form No. 13 of Schedule XL (A) (Part 1)**

The object of this register is to enable the Superintendent of Police to see in what part of his district crime is most rife, to watch the action of Sub-Inspectors in the matter of abstention from enquiry, to check delays in investigating and in reporting crimes and in the disposal of final reports by the magistrate. This last form of delay should be brought to the notice of the magistrate of the district:

- (a) The register must be submitted daily to the Superintendent of Police along with the first information report, the court officer's concise memorandum or the Inspector's progress memorandum of investigation, the case diaries (if any) and the final memorandums. The entries must be written up in the office as the first information report, the concise memorandums and the final memorandums respectively are received and must be initialled by the Superintendent of Police when made.
- (b) The Superintendent of Police's order must also be recorded on the final memorandum and signed by him.
- (c) The duty of the Superintendent of Police in regard to this register must not be delegated to any other officer, except when the Superintendent of Police is absent from headquarters or with the special sanction of the Inspector General to be recorded in writing for each officer.
- (d) The book should be divided into as many parts as there are police stations in a district, one part being set aside for each police station and all crime reported to have been committed in a station being entered in the same part. There should be an index to denote on what pages the entries relating to each police station commence. Each part should contain a sufficient number of pages for the entry of all cases reported in a station during a year.
- (e) Outpost cases when incorporated with those of a station to which it is subordinate should be distinguished by writing the name of the outpost in column I.
- (f) The number of persons accused should always be clearly shown in column S in order that absconders may not be overlooked.
- (g) In column 6 should be entered not only the section under which the offence falls, but also, as briefly as possible the description and value or any property stolen.
- (h) Column 9 will be filled in from the court Officer's concise memorandums and from the progress memorandums of investigation sent to the Superintendent of Police by Circle Inspector. The names of all persons against whom a charge is proved should be entered. The names of absconders should be marked with a red cross and the number of page and entry in the absconder's register should be given. The letters "W.P.A. and 299" should be noted on the cross indicating that warrants, proclamation and attachment orders have been issued and evidence under Section 299, Criminal Procedure Code recorded,

W

Thus P x 255

A

166.A station yearly serial number should be given to each charge sheet or final report form and shown above the letters "C. S." or "F. R." Thus C.S. would indicate that up to date 16 charge sheets had been

16

sent from the particular Thana in charge sheet for; F.R. would indicate that 28 final reports had been

28

sent up in final report form.

- (j) If any explanation is called for from the Inspector or Investigating Officer recording any case, the facts



should be noted in the column for remarks with the dates of order and of disposal.

- (k) The names of persons 'convicted of offences under Chapter XII or XVII, Indian Penal Code, whose real names and residences, have not after enquiry been ascertained, should be underlined in red ink. Such persons should be treated as unidentified and registered in the district where they may happen to be convicted, the word "Nepalies" being entered in red ink. As regards other States the Residents can be referred to.
- (l) Entry of Magistrate's final order.-The columns for the final orders of the magistrate will be filled in from the final memorandum of each case, submitted by the court officer in accordance with Rule 74, Part IV. If a case ends in conviction both the sentences and the section under which the accused person was convicted must be given. The final memorandum will show whether any person who may have absconded is wanted or not and the Superintendent of Police must issue in each case such orders as may be necessary in regard to him.
- (m) In column 12 of the register will be entered the Superintendent of police's order regarding the supervision of criminals as P.R. etc., the opening of history sheets, and steps to be taken against absconders. These must be entered by the Superintendent of Police himself and copied on the counterfoil of the final memorandum.
- (n) The outer-foil will then be sent to the officer- in-charge of the police station or outpost concerned, who will make the necessary entries in his registers,

#### NOTES

Chapter XII of the Indian Penal Code deals with offences relating to coin and Government stamps, Sections 230 to 269 and Chapter XVII deals with offences against property like theft, extortion, robbery and dacoity, criminal misappropriation of property, criminal breach of trust, receiving of stolen property, cheating, fraudulent deeds and dispositions of property, mischief, criminal trespass-sections 378 to 462.

#### **43. First information reports of heinous case to be shown to magistrate**

The first information reports of heinous cases including all special report cases (and if he wishes it, of any other case or class of cases) will be shown to the magistrate of the district and the case diaries or such portion of them as are of interest or importance should also be sent to him.

#### **44. Report of criminal charges against boys licensed under the Reformatory School Act**

The Superintendents of Police will inform the authorities of Reformatory Schools of all criminal charges laid before the Police by *pro tempore* employers against boys licensed under Section 18 (1) of the Reformatory Schools Act, 1897 (Act VIII of 1897) (See Rule 58-V) and also of all cases in which ex-reformatory school boys are concerned but which do not end in their imprisonment, e. g., in which a sentence of whipping is inflicted or which and in acquittal or discharge. (Assam Government letter No. 1505-J., dated 27<sup>th</sup> April, 1909.)

#### **Instructions as to certain registers**

#### **(Rules 45 to 49)**

#### **45. Sub-district register of crime**

Every Assistant Superintendent or. Deputy in charge of a sub-division will keep up a register of crime for his sub-division. Circle Inspectors will not do so.

#### **46. Register of absconded offenders, Form No. 14 of Schedule XL (A) (Part I)**

(a) A register of absconded offenders whose homes are within the district and whose names are entered in Part I of police station register in the district will be kept in English in the office of the Superintendent of Police, entries in it being arranged Thana by Thana. Outpost absconders should be entered under the station to which the out-post is subordinate. In this register absconders will be differentiated into; (i) those with wife or family ties; and (ii) those without. A list should be kept on a page at the end of this register, of absconders living in other districts who have committed crime in the district. The names of such persons are entered in Part II of the station register.

(b) At the beginning of the book there will be an alphabetical index giving the names of all the absconders and the names of the police station to which they belong.

(c) The definition of an absconded offender will be found in Part V.

(d) The Superintendent of Police is responsible that all absconded offenders are registered first in his own register and afterwards in that of the police station. The number of the entry in the police station register should be noted in column I of the Superintendent of Police's register. He should pass orders for registration on receipt of the final memorandum of each case, if he has not previously done so. In direct cases the names of the absconders should not be registered until action has been taken against them under Sections 87 and 88, Criminal Procedure Code. The entries in the register should be compared with the entries in Part I of the station register of absconders, the register being brought in for the purpose in the month of April or any other month fixed by the Superintendent of Police.

(e) To ensure that no absconders escape notice the entries in the register or absconded offenders should also be compared with the list of outstanding warrants brought forward in the Sadar Court Officer's warrant register in the months of April and October and with the lists of outstanding warrants forwarded in these months from sub-divisions to the Superintendent of Police's office.

(f) After registration in his office, it is the duty of the Superintendent of Police to send the roll for entry in Part I of the police station register, and copies of it to any district or other police station of his own district where the absconded offender may have relatives for entry in Part II of the station register, to see that in cases calling for it action is taken under Sections 87, 88 and 512, Criminal Procedure Code, and that the roll is published in the Criminal Intelligence Gazette, if the individual is of sufficient notoriety.

(g) Court officers will send intimation to the Superintendent of Police of surrender or appearance of absconders otherwise than by the Police and Thana officers will report all arrests of absconders to the Superintendent of Police. The Superintendent of Police will send such information to all Thanas and outposts where the absconder's name has found entry and correct his own register. In cases in which the name of the absconder has been published in the Criminal Intelligence Gazette the arrest or surrender should also be published.

(h) \*[At the time of his annual check, the Superintendent of Police will consider the case of any absconder who may appear likely to be no longer wanted and will refer such cases to the Deputy Commissioner. He should at the same time ask for republication of the absconder roll in the Police Gazette. After three months, if the Deputy Commissioner approves, the absconder will be struck-off in the event of his not being arrested. The notice of removal of his name should be sent to every Police Station in whose absconder's register the name has been entered whether in Part I or Part II].

\*Substituted vide correction slip No. 54, dated 17-10-1938.

## NOTES

Sections 87 and 88 of the Code of 1898 correspond to Sections 82 to 85 of the 1973 Code and read as under:

"82. *Proclamation for person absconding.*- (1) If any court has reason to believe (whether after taking evidence or not) that any person against whom a warrant has been issued by it has absconded or in concealing himself so that such warrant cannot be executed, such court may publish a written proclamation requiring him to appear at a specified place and at a specified time not less than thirty days from the date of publishing such proclamation.

(2) *The proclamation shall be published as follows.*- (i) (a) it shall be publicly read in some conspicuous place of the town or village in which such person ordinarily resides;

(b) it shall be affixed to some conspicuous part of the house or home stead in which such persons ordinarily resides or to some conspicuous place of such town or village:

(c) a copy thereof shall be affixed to some conspicuous part of the Court-house;

(ii) the court may also, if it thinks fit, direct a copy of the proclamation to be published in a daily

newspaper circulating in the place in which such person ordinarily resides.

(3) A statement in writing by the Court issuing the proclamation to the effect that the proclamation was duly published on a specified day, in the manner specified in clause (i) of subsection (2), shall be conclusive evidence that the requirements of this section have been complied with, and that the proclamation was published on such day.

83. *Attachment of property of person absconding.*- (1) The Court issuing a proclamation under Section 82 may, for reasons to be recorded in writing, at any time after the issue of the proclamation, order the attachment of any property, movable or immovable or both, belonging to the proclaimed person:

Provided that where at the time of the issue of the proclamation the Court is satisfied, by a affidavit or otherwise that the person in relation to whom the proclamation is to be issued,-

167.is about to dispose of the whole or any part of his property, or

168.is about to remove the whole or any part of his property from the local jurisdiction of the Court,

it may order the attachment simultaneously with the issue of the proclamation.

(2) Such order shall authorise the attachment of any property belonging to such person within the district in which it is made; and it shall authorise the attachment of any property belonging to such person without such district when endorsed by the District Magistrate within whose district such property is situate.

(3) If the property ordered to be attached is a debt or other movable property, the attachment under this section shall be made-

(a) by seizure, or

(b) by the appointment of a receiver; or

(c) by an order in writing prohibiting the delivery of such property to the proclaimed person or to anyone on his behalf; or

(d) by all or any two of such methods, as the Court thinks fit.

(4) If the property ordered to be attached is immovable, the attachment under this section shall, in the case of land paying revenue to the State Government, be made through the Collector of the district in which the land is situate, and in all other cases-

(a) by taking possession; or

(b) by the appointment of a receiver, or

(c) by an order in writing prohibiting the payment of rent on delivery of property to the proclaimed person or to any one on his behalf; or

(d) by all or any two of such methods, as the Court thinks fit.

(5) If the property ordered to be attached consists of live-stock or is of a perishable nature, the court may, if it thinks it expedient, order immediate sale thereof, and in such case the proceeds of the sale shall abide the order of the Court.

(6) The powers, duties and liabilities of a receiver appointed under this section shall be the same as those of a receiver appointed under the Code of Civil Procedure.

84. *Claims and objections to attachment.*- (1) If any claim is preferred to, or objection made to the attachment of, any property attached under Section 83, within six months from the date of such

attachment, by any person other than the proclaimed person, on the ground that the claimant or objector has an interest in such property, and that such interest is not liable to attachment under Section 83, the claim or objection shall be inquired into, and may be allowed or disallowed in whole or in part;

Provided that any claim preferred or objection made within the period allowed by this sub-section may, in the event of the death of the claimant or objection, be continued by his legal representative.

- (2) Claims or objections under sub-section (I) may be preferred or made in the Court by which the order of attachment is issued, or, if the claim or objection is in respect of property attached under an order endorsed under sub-section (2) of Section 83, in the Court of the Chief Judicial Magistrate of the district in which the attachment is made.
- (3) Every such claim or objections shall be inquired into by the Court in which it is referred or made:

Provided that it is preferred or made in the Court of a Chief Judicial Magistrate, he may make it over for disposal to any Magistrate subordinate to him.

- (4) Any person whose claim or objection has been disallowed in whole or in part by an order under sub-section (1) may, within a period of one year from date of such order, institute a suit to establish the right which he claims in respect of the property in dispute; but subject to the result of such suit, if any, the order shall be conclusive.

85. *Release, sale and restoration of attached property.*- (1) If the proclaimed person appears within the time specified in the proclamation, the court shall make an order releasing the property from the attachment.

- (2) If the proclaimed person does not appear within the time specified in the proclamation, the property under the attachment shall be at the disposal of the State Government ; but it shall not be sold until the expiration of six months from the date of the attachment and until any claim preferred or objection made under Section 84 has been disposed of under that section, unless it is subject to speedy and natural decay, or the Court considers that the sale would be for the benefit of the owner in either of which cases the court may cause it to be sold whenever it think fit.

- (3) If, within two years from the date of the attachment, any person whose property is or has been at the disposal of the State Government, under sub-section (2) appears voluntarily or is apprehended and brought before the Court by whose order the property was attached, or the court to which such court is subordinate, and proves to the satisfaction of such Court that he did not abscond or conceal himself for the purpose of avoiding execution of the warrant, and that he had not such notice of the proclamation as to enable him to attend within the time specified therein, such property, or, if the same has been sold, the net proceeds of the sale, or, if part only thereof has been sold, the net proceeds of the sale and the residue of the property, shall, after satisfying there from all costs incurred in consequence of the attachment, be delivered to him."

As held in the case of *Kartarey v. The Slate of U.P.*, (1976)1 SCC 172, (para 43), to be an absconder in the eye of law, it is not necessary that a person should have run away from his house, it is sufficient if he hides himself to evade the process of law, even if the hiding place be his own home.

As held in the case of *Birad Dan v. Slate*, AIR 1958 Raj 167, the requirements of Section 82 of the Code are imperative and if these requirements are not complied with the proclamation would not sustain the penalty prescribed under Section 83 of the Code. Similarly held in *Parmar Calubha Karambha v. State*, AIR 1954 Sau 145 that failure to comply with all the requirements of publication would make the proclamation illegal and void.

Absconding by itself, would not lead to a conclusion of a guilty mind. Even an innocent person may feel panicky and run away to avoid arrest when falsely suspected of a grave crime, as held in *Chintamani Nahak alisa Nalk v. State*, (1984) 2 Crimes 220 (Orissa).

The provisions must be strictly construed, as held in *Pal Singh Santa Singh v. The State*, AIR 1955 Punj 18, as the failure to obey the orders therein has penal consequences.

As held in *Hameed Khan v. State*, AIR 1957 All, the enquiry into claim under Section 84, is a judicial proceeding.

As held in *Pal Singh Santa Singh v. The State*, AIR 1955 Punj 18, there is no prescribed period for attachment of property and hence the court can at any time after issuing the proclamation, order attachment.

As held in *Panchu Gopal Mullik v. State*, AIR 1955 Cal 524, the Criminal Court is not concerned with the question of possession only but it can enquire into the question of interest in the property.

#### **47. Dacoity register**

There will be kept in English in each district a dacoity register (in 4 parts) in which will be recorded the following information:

169.*Part I.*- A short history of every dacoity convicted or detected in the district. The information will be obtained from records of the case or if it is an old case from the village crime note book, supplemented, if possible, by enquiry from the persons convicted.

The name of every person who has been convicted of dacoity should be entered.

Information regarding old cases imperfectly recorded or lost can often be revised or renewed, and at the same time valuable facts as to the connection between old and new cases, and to hereditary criminals can sometimes be ascertained by enquiry from old convicts.

Each case will be entered in chronological order and have a serials number which will be reproduced in the index.

(b) Part 2.- A list of the known and suspected gangs residing in the district, with a history of the gang and of the gang leaders showing how and when the gang was formed and with what other gangs It is connected.

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

(d) Part 4.- An index in Form No. 15 of Schedule XL (A) (Part I) of the names of all persons, either convicted, or made approvers, or who are known or reasonably suspected to have been concerned in dacoity, whether sent up and acquitted or not.

#### **48. Stock book Form No. 52 of Schedule II**

In this will be entered every article belonging to Government with the date of its receipt except clothing departmental and ordinance stores and other Government property kept in the lines by the reserve officer for which there are separate stock books, but all articles classed as furniture will be entered in this book as well as in that of the reserve.

A page or more should be set apart for each office, station, and outpost and a copy of the list of articles, authenticated by the signature of the Superintendent of Police should be furnished to the officer in charge and hung up in a conspicuous place in the station or office concerned. Every increase or decrease should be carefully noted and officers taking charge of offices, stations, and outposts should report whether the articles they received tally with the list. The Superintendent of Police should check the list, at his inspections and the list should be sent to headquarters for comparison with the stock book at least once a year.

Orders for articles required for use of Government departments (blankets and office furniture in particular) should be obtained from jails whenever possible. Price list of articles manufactured in the jails of Assam may be had from the Inspector General of Prisons.

#### **49. Register of stationery**

A clerk must be placed in charge of the stationery and a register in Form No. 14. of Schedule II, showing the receipt and issue of stationery must be kept by him. As any item is issued, the clerk in charge should enter the amount and obtain a receipt for it in this register.-see also Stationery Manual.

The Stock of stationery must be verified annually by a Gazetted Officer by actual counting shortly before the new supply is received.

## **FORMS**

### **(Rules 50 to 58)**

#### **50. Supply of forms**

All standardised forms which are classified by schedules are supplied by the Assam Government Press or by contractors who are appointed by the Government for the purpose from time to time.

#### **51. New forms**

No new forms may be prescribed and no alteration in any standardised forms may be made except under the orders of Government or other authority competent to prescribe forms. When any such addition or alteration is proposed a report should be submitted to the authority competent to prescribe the forms. Should it be necessary to introduce any non-standardised form in any office, previous sanction of Government must be obtained through the Inspector General of police.- vide Assam Government Circular No. 2-M., dated 8<sup>th</sup> June, 1908.

#### **52. Officer in charge of forms**

In every office the head clerk will be in charge of forms. A subordinate clerk may also be deputed to keep the accounts of receipts and consumption. All indents should be prepared by the head clerk.

#### **53. Storage of forms**

In every office there should be provided a sufficient number of racks or almirahs in which the forms can be neatly arranged and stored and whenever possible, they should be kept in a room which can be kept locked up. It is essential that the general office staff should not have access to the stock of forms without the knowledge of the officer in charge.

#### **54. Register of forms**

All forms as soon as received should be counted and placed on the rack and entered in the register of receipts and issue of forms in Form No. 89 of Schedule II. Separate portions of the racks should be reserved for forms of different schedules. Each rack and every shelf in the rack should be conspicuously numbered in paint and the number of the rack and the shelf in which any form is kept should be entered in register. Forms should be arranged in bundles of hundreds, and below the stock of each form a cardboard index showing the name and number of the forms should be placed.

#### **55. Index to register of forms**

An index to the register of forms should be prepared showing against each form the page of register relating to that form. This index should be stitched in the front part of the register.

#### **56. Unauthorised supply**

In addition to the entry of forms received under annual, emergent or supplementary indents, the receipt and issue of forms borrowed or lent should be shown. Similarly, if with the sanction of Government forms are printed locally, these should also be entered, such entries should be made in red ink.

#### **57. Issue of forms**

Forms should ordinarily be issued on a fixed day, once a week or once a fortnight or at such interval as may be most convenient. The practice of making over at one time to the department, or assistants concerned a whole year's supply is prohibited. No form should be issued except on a requisition in form No. 90 of Schedule II. The requisitions should reach the forms assistant. on the day previous to that fixed for issue. The requisitions after being signed by the receiving officers should be filed.

The forms assistant should enter all issues in the register at the time of issue. The head assistant must, at the close of every month, inspect and initial the register. He should satisfy himself that the requisitions for forms have been reasonable and that forms are not asked for indiscriminately, and if not so satisfied, should take the necessary

measures to check extravagance in the use of forms.

#### **58. Stock taking**

It should be the duty of the head assistant to count the number of forms in stock once a year. He should compare the number found in stock with the balance shown in the register, and also see that the Issues are supported by the requisitions. Any shortage found should be at once brought to the notice of the head of the office. The head of the office should also occasionally verify some of the balances and must verify the whole stock once a year. Requisitions should be kept for one year so that inspecting officers may check the expenditure of forms.

### **INSTRUCTIONS AS TO CERTAIN FILES**

#### **(Rules 59 to 68)**

#### **59. Bill Copy Book**

In the bill copy book will be copied establishment and all other bills (with the exception of travelling allowance bills and also contingent bills, which find entry in separate register), transfer receipts and payment orders of any kind whatever, which have to be cashed at the treasury or other places. The copy of each bill, transfer receipt or payment order should be initialled by the Superintendent of Police when he signs or endorses, with a view to its encashment the original bill, transfer receipt, or payment order. Copies of leave statements must also be kept in the book. The book should be paged throughout and a page certificate noted on the inner side of the cover under the initial of the Superintendent of Police.

#### **60. Tour diary of Superintendent of Police, etc**

Superintendents of Police, Assistant Superintendents and Deputy Superintendents of Police when absent from headquarters on inspection duty or otherwise will keep a brief diary showing how their time is employed and what matters of interest from a police point of view come to their notice.

The diaries should be written in half margin on foolscap paper, and should be written up on the spot from day to day, or at short intervals, and at the end of the tour.

A few brief notes should be recorded for each day, showing what the officers did and what they observed to enable the Inspector General to obtain an insight into the doings of the Superintendents of Police and his assistants and to issue any necessary instructions on any suggestion or proposal made. The distance travelled each day and the halting places should be noted.

The original tour diary should be sent through the magistrate of the district to the Inspector General in the first week of the month following, to be returned after perusal direct to the Superintendent of Police to be filed in his office.

#### **61. Weekly diary of Inspectors**

The weekly diaries prepared and submitted by Circle Inspectors will be filed in the office of the Superintendent of Police who will carefully peruse these diaries in order to guide and supervise Inspectors in the performance of their duties. The diaries should be sent to the Superintendent of Police when on tour.

#### **62. Court officer's duty undertrail reports**

For the court officer's daily under trial case reports see Part IV. These reports should be carefully perused by the Superintendent of Police and forwarded to the District Magistrate. He should draw the attention of the District Magistrate to any points requiring his notice, specially any undue delay in disposal of cases. On return from the Magistrate, the reports will be filed in the office of the superintendent of Police.

#### **63. Daily crime reports**

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

#### **64. Domiciliary visit reports**

Under Rule 16, Part V domiciliary. visit reports are forwarded monthly by circle Inspectors to the

Superintendent of Police's office. On receipt they must be examined to see that a fair percentage has been tested by the Inspector. They will then be filed. The reports of each station should be kept in a separate file and should be destroyed at the close of the year following that in which the visits were made.

#### **65. Town beat-maps**

The Superintendents of Police should have ready for use in their offices a map of each municipal town in their district, on a scale of not less than eight inches to the mile, showing the boundaries of the beats into which It is divided for the purposes of watch and ward, and the streets, roads and lanes which intersect the beats.

Every street, road and lane should be numbered and named, and the position of houses especially continuous rows of houses should be clearly indicated. All public buildings of any importance, especially police stations and outposts should be distinguished. Street lamps should be shown by lines of red dots.

The area and population of each beat should be roughly estimated and number of registered bad characters living in it should be ascertained, and noted.

A note showing exactly the hours of day and night duty, and of what the former consists, should also be prepared-See Rules 280-283, (Part V).

#### **66. Copies of general (station) diaries**

General diaries after being entered in the register provided for the purpose in each circle Inspector's office will be sent after the expiry of the month by the Circle Inspector to the Superintendent of Police's office in monthly bundles. A clerk in the Superintendent of Police's office will examine these diaries to ascertain whether all the diaries during the month have been sent, and that they are arranged in order of date.

#### **67. Miscellaneous returns from Police Stations**

Periodical and miscellaneous returns of each description received from police stations should be filed together, particulars of the returns contained in the file being given on an outside docket.

#### **68. Arrangement of records of cases**

First information reports, circle Inspector's progress memorandums of case diaries, court officer's concise memorandums, final memorandums from court offices and case diaries should be filed in order, month' by month, for each station separately, all the papers for each case being strung together. There would then be no difficulty either in finding required paper or in noticing the absence of any report. The clerk in charge will be responsible that monthly bundles are made up as soon as all the cases arc complete and that such bundles are sewn up in cloth, and neatly labelled and registered for transmission to the magistrate's record room at the end of April of the following year. As soon as a case has been disposed of, all the case diaries and other papers connected with it should be sent to the Superintendent of Police by the circle Inspector, A fly leaf in form No. 17 of Schedule XI. (A) (Part I) should be attached to the papers of each case, the number of years for which the papers are to be preserved in the record room in accordance with Rule 81, Part V being clearly stamped on it. The figure should represent the largest number of years for which any paper in the file is to be preserved. Thus, if there are papers in the file which by different interpretation of Rule 81, Part V, may be kept, 3 or 14 years, the figures on the fly leaf should be 14.

### **GENERAL POLICE REWARDS**

#### **(Rules 69 10 72)**

#### **69. All rewards offered by public to be reported to the Superintendent of Police**

No police officer may accept a reward from any private person or corporate body except under the conditions mentioned below. If any sum of money offered by a private person or corporate body to police officer as a reward in recognition of successfully investigation of crime or other good work or as a stimulus to detection the fact must at once be brought to the notice of the Superintendent of Police. He may accept the amount and must credit it, if accepted, into the treasury. These rewards are known as general Police Rewards.

#### **70. Inspector General will sanction payment or refund of reward.**

When a reward thus offered has been earned, the Superintendent of Police must submit through the District



Magistrate to the Inspector General a roll in Form No. 18 of Schedule XL (A) (Part I). He must report at the same time the conditions on which the reward was offered and certify that they have been complied with. If the Inspector General who is empowered to sanction the payment of general police rewards up to Rs. 500 in each case, sanctions the distribution of the reward to the officer recommended, he will have the roll published in Part II of the police gazette, the number and date of the notification being the authority for drawing the money. Should the reward or any part of it not be earned, the person who offered it may apply through the Superintendent of Police to the Inspector General for a refund. The Inspector General, if he thinks fit, will order the refund.

**71. Register of general police rewards to be kept**

A register will be kept in the office of the Superintendent of Police in Form No. 20 of Schedule XL (A) (Part I) in which all particulars regarding the receipts and payment or refund of such rewards will be entered at the time of each transaction.

**72. Distribution of rewards**

No rewards, whether in cash or kind, should be distributed until the case including appeal in connection with which the rewards were sanctioned has been finally disposed of.

**LIBRARY**

**(Rules 73 to 79)**

**73. Library catalogue**

The head Assistant in the office of the Superintendent of Police will be in charge of the library. He will primarily be responsible for the custody and preservation of the books composing the office library. A catalogue of the books should be made and kept up to date by him in Form No. 56 of Schedule II. Each book should be labelled with a number of corresponding to a number in the catalogue, and as new books are added to the library, they should be labelled and numbered in like manner. Each book should also be marked on several leaves with the Office stamp. The books should be divided into the following groups and each group should have a separate page in the catalogue, and the books their own serial numbers :-

180. Acts (in chronological order).

181. Circular and circular memorandums (in chronological order).

182. Police Administration Reports (in chronological order).

183. Police Gazette (in chronological order).

184. Manuals including Fundamental Rules, Subsidiary Rules, Civil Service Regulations and Civil Account Code.

185. Miscellaneous.

Copies of all Acts are kept in the District Magistrate's library to which the Superintendent of Police will be allowed free access. Duplicate copies should not be kept except of such Acts as are in very frequent use.

**74. Correction slips to the Police Manual Fundamental Rules, Subsidiary Rules, Civil Service Regulations and Civil Account Code**

The head assistant will be responsible that the printed correction slips to all reference books are at once inserted in their proper place in each copy in office. A note should be made at the end of each book of the date of the latest correction slip pasted. A register of correction slip in Form No. 13 of Schedule II will be maintained in each Superintendent of Police's Office.

**75. Indent for law books, etc**

Indents for priced publications should not be submitted through the Inspector General vide correction slips No. 154 at page 48 of the "Rules for the treatment of Contingent Expenditure in Assam".

**76. Government Gazette and civil list, etc**

The Superintendents of Police will be supplied with a copy of :-

186.the Government Gazette, weekly.

187.the Police Gazette, monthly and criminal Intelligence Gazette, weekly.

188.the civil list quarterly.

189.the list of Superior Police Officers, quarterly.

190.the list of Inspectors, Sub-Inspectors, and Ministerial Officers in the Police Department, half-yearly.

These should be correctly filed for reference, the different parts of the Government Gazette being bound half-yearly after receipt of the index. The Volumes of Government Gazettes will be preserved for two year:- See also Appendix A.

#### **77. Selections from newspapers**

The Superintendents of Police will be supplied with a copy of the selections from newspapers published in the State. These selections will be kept in the personal custody of the Superintendent of Police who will study the various items of news. The scrutiny will not be confined to matters affecting the police only, but Superintendents of Police should read the whole memorandum in order to keep themselves informed of the general trend of public opinion and of events which are passing in different parts of the State. Any item concerning the police or the working of the courts in their district should engage their special attention, and where the matter is of special importance, the facts should be reported to the Deputy Inspector General of Police who in his turn, will in serious or important cases pass the report on to the Inspector General.

#### **78. File of Inspector General of Police's circulars and of circular memorandums**

All orders by the Inspector General or State Government intended to be permanent will either be embodied in the police manual or will be issued in the form of circular or circular memorandums. All circular and circular memorandums should be kept in the Superintendent of Police's Office in separate files each in serial order. A printed index will be supplied after the close of the year for all circulars and circular memorandums issued during the year. The head assistant will be responsible for reporting, if any serial number does not reach him. Circulars which affect and are to be sent to station officers will be issued with a separate serial number and a separate file of them should be kept in the office of the Superintendents of Police.

#### **79. Temporary orders of Inspector General of Police**

All orders dealing with matters of temporary interest or importance, and not-or general application, which are not inserted in the manual or-embodied in circular will be published as paragraphs in the police gazette.

### **ADDITIONAL POLICE**

#### **(Rules 80 to 85)**

#### **80. Applications for Additional Police**

All applications for additional police under Section 15 of the Police Act, 1861 (V of 1861), as amended by Act VIII of 1895, should be drawn up by the Superintendents of Police in a self-contained report which should be submitted to Government through the District Magistrate, the Divisional Commissioner and the Inspector General of Police. In case of grave emergency the District Magistrate may submit a copy of the report direct to Government.

The conditions under which the employment of additional police is admissible are laid down in Section 15 of the Act; the report should therefore show clearly that those conditions exist and to what extent the existing police force has proved inadequate. Specific instances of lawlessness with brief accounts and dates should be given. The area which is to be made liable should be precisely specified, and the number of houses in the villages concerned should be stated. An opinion should be recorded as to the degree of hardship involved in payment for the force and to enable Government to appreciate the incidence of the charge, it is convenient to express it in terms of the chaukidari tax of the villages concerned where the chaukidari system is in force. It should be stated whether it is proposed to exempt any persons or classes of persons, and, if so the reasons should be given. A draft proclamation and an estimate of the cost of the force to be employed should accompany the application. The proclamation should be drawn up in terms of Section 15 of the Act and should include the names of the villages which should be clearly defined in the following fashion:-

- (1) In all permanently-settled areas the names of villages should be given according to the chaukidari assessment lists and the number of the chaukidari circle in which they should also be given.
- (2) In temporarily-settled areas the cadastral survey names and if possible, the survey numbers of the villages should be given with the name of the mauza.
- (3) In hill areas the name of the village will usually be sufficient. In all cases the name of the thana in which the village is situated should be given,

The estimates should include all the particulars specified 'in Rule 84 as far as they can be given. It should be calculated on the average pay of the force, reasonable provision being made for other items. As soon as possible after the personnel of the force has been settled, an estimate of the actual cost as required by Rule 84 should be submitted by the Superintendent of police to the Inspector General, through the Deputy Commissioner- If it is desired to retain a force of additional police for a further period, a formal application should be made to Government through the prescribed channel at least one month before the expiry of the term for which the force has been sanctioned. If the question of curtailing the sanctioned period is raised it should be remembered that the men are ordinarily engaged for a fixed period and must be paid for that period.

### **81. Employment of special police**

(1) *Reasons for appointment.*- Special police should only be appointed to meet cases of sudden emergency, and therefore only for the time during which the special cause of disturbance exists i.e., during a religious festival, or the existence of a flood which may lead men to cut an embankment which it is essential to preserve. Special police should not be appointed, however, in the case of disputes regarding rights in land which have to be settled in the civil court. If in such cases the locality is in a disturbed and dangerous condition, and the ordinary preventive sections of the Criminal Procedure Code are found to be insufficient for the maintenance of peace, it may be necessary to appoint additional police under Section 15 of the Act.

(2) [*Selection of men.*-When breaches of the peace are taking place or are threatened, the Government can call on any resident in the immediate neighbourhood to assist the police in the discharge of their legitimate duty of preserving the public peace.

If time permits and if suitable persons are available, an opportunity should first be given for voluntary enrolment. Leading and influential men of all sections, including any section which is believed to be responsible for the disturbances, should be invited to show to the public by their employment in patrolling or other watch and ward duties entrusted to them by the superior police officers that the leaders are not engaged in fomenting disturbances but are using their influence to repress them. Nothing should be done merely with the object of humiliating individuals or placing an embargo on the personal freedom of any party or section.

It is not the intention of Section 17 of the Police Act that persons should be appointed only in the rank of special constables; they may be appointed as special constables, special head constables, special Assistant Sub-Inspectors or special Sub-Inspectors according to their social position].

\* Substituted vide correction slip No. 77, dated 26-8-1939.

(3) *Form of application.*- An application for the appointment of special police officers should contain in all the necessary particulars, principally:-

- (1) the period for which the special police officers are required;
- (2) the limits within which they are to be employed ;
- (3) where no disturbance of the peace has occurred the grounds for apprehending a disturbance of the peace, etc. ;
- (4) the reasons why the police force ordinarily employed is insufficient; and
- (5) the duties to be performed.

A sample form of magistrate's order given in the Appendix 0 appointing special police officers, will serve as a guide.

(4) *Nature of duties to be assigned to special police officers.*- Having regard to the reasons for their appointment, special police officers should be employed in the manner best suited to make their personal influence felt and should have no unreasonable duties assigned to them. Attendance at police stations for the submission of reports should, if really essential, be made as convenient as possible and personal attendance for the purpose should be dispensed with in the case of elderly person or persons of position who can send their reports in writing. In short, no superfluous or unnecessary discipline should be imposed on special police officers.

(5) *Uniform of special police officer.*- Ordinarily, it will be unnecessary to require special police officers to wear a regular uniform of any sort, and it will meet the requirements of the case if such officers wear an armband, breast-ribbon or other simple distinguishing badge which cannot easily be torn off in a disturbance. Regulation police belts should be reserved for the use of regular police officer, but a regulation baton may be issued to any special police officers who desires to have a wear on for self protection in case of emergency.

## **82. Recoveries on account of special and additional police**

All sums recovered on account of special and additional police should be credited into the treasury intact, the number and date of the Government order sanctioning the extra police being quoted. The cost of the police employed, both pay and contingencies will be charged against the head "Other Police (Additional)" in the state police budget.

## **83. The general police fund**

Recoveries on account of the Police supplied under Section 13-15 of the Indian Police Act, 1861.-

Recoveries under Section 13-15 of the Indian Police Act, 1861, and the actual expenditure on the Police employed for the purposes should be credited to the head "XXIII-Police, and debited to the head "29-Police" respectively.

- (1) The recoveries on account of pay and other direct charges will be credited monthly in the accounts under the detailed head "Recoveries on account of pay and other direct charges" subordinate to the sub-head "Receipts under Sections 13-15 of the Police Act" under the minor head "Police supplied to Public Department, private Companies and persons" under "XXIII-Police".
- (2) The recoveries on account of contributions for leave salary and pension will be credited by the Accountant General monthly under the head "XLIV-Receipts in aid of superannuation".
- (3) The recoveries on account of clothing will be adjusted monthly in reduction of clothing charges under "29.-Police" in the accounts of the Accountant General.
- (4) The recoveries on account of supervision and other indirect charges will be credited monthly in the accounts of the Accountant General under "XXIII-Police-Collection or payments for services rendered".
- (5) (Deleted.)

2. For the purpose of correct accounting of transactions by the Accountant General, separate hills quoting the sanction of the competent authority should be drawn only in case where temporary staff is entertained. In other cases it is not necessary to quote the sanction.

The sanctioning authorities should report to the Accountant General the details of the force employed and the cost recoverable from the party concerned, so that the correctness of the calculation of recoveries may be checked by the Accountant General.

The treasury chalangos containing the recoveries under the provisions of the Act should contain full details to enable the treasuries to take the receipts under "XXIII-Police-Unclassified receipts" and to furnish the same details to the Accountant General so as to enable him to make the monthly adjustments in the manner outlined in paragraph I above.]

[Substituted vide Correction Slip No. 76, dated 9-12-1938 subsequently corrected vide Correction Slip No. 97, dated 12-5-1943.]

#### **84. Cost of additional police-method of calculating**

The cost of additional police entertained under Sections 13, 14 or 15 of Act V of 1861 shall be calculated according to the scale given below. All charges for additional police must be drawn on bills separately from those of regular police and the bills should always bear the reference to the sanctioning authority in red ink. Details of the force deputed must also be furnished to the Accountant General to enable the later to check the correctness of calculations.

Special pay and compensatory allowance may only be charged with the sanction of the provincial Government except the special pay and deferred pay of which the persons deputed may be in receipt in their substantive posts.

Additional police guard will be supplied on the clear understanding that the statement of cost submitted at the time of supply of the guard is subject to revision if the Government revise the pay of the force in the meantime. Thus if the pay of the force is revised with retrospective effect the persons to whom the guard is supplied will be liable to pay the excess amount accruing from the revision of pay for the period for which payment has already been made according to the old scale of pay as well as for any future period.

N.B.- The party at whose cost additional police is supplied should be informed of the provisions of this rule before the police guard is supplied.

Particulars.	Scale
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#### I. Pay of

(a) Force deputed ..	Average
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Note.- Under this item will also be included special pay and deferred pay of which the persons deputed may be in receipt in their substantive posts.

170.Extra ministerial staff entertained in this account in the office of the Superintendent of Police.

Average.

Note. -No ministerial staff may be entertained by the police Department in connection with the assessment and collection of taxes.

2. Special pay (if sanctioned other than special pay and deferred pay) of which the persons deputed may be in receipt in their substantive posts.

Subadar and Inspector Rs. 20/- a month.  
Jamadar and Sub-Inspectors Rs. 10/- a month.  
Havildars, Naiks, Assistant Sub-Inspectors and Head Constables- Rs. 5/- a month.  
Riflemen and constables Rs. 2/- a month.

Note.-If no extra ministerial staff is entertained as in I (b) but the existing staff carry out the extra duties receiving additional remuneration, this remuneration will be treated as "special pay" and the actual amount sanctioned will be charged.

3. Compensatory allowance ..

At the rates, if any, sanctioned by Government for the permanent police force posted at the place.

4. Contribution for leave salary and pensions.

25 per cent of average pay (including special pay).

Note.-The contribution for leave salary and pension excludes eferred pay as the latter-does not count for such purpose.

In the case of Railway Police, however, leave salary should not be separately charged except for the Superintendent in whose case the rate will be 15-5/6%. The pension contribution in his case amounting to Rs. 209-4-9 per mensem is to be levied at the rates laid down in Appendix 20 to Fundamental Rules and Subsidiary Rules.

- |   |  |
|---|--|
| 5. Contingencies, including stationery, paper and printing.   | .. 10 per cent at average pay including special pay.   |
| 6. Travelling allowance   | .. Actual, including travelling allowance when proceeding on transfer to, and returning from disturbed area, and that of supervising officers.           |
| 7. Conveyance allowance   | .. Actual.   |
| 8. Boat hire  | .. Actual.   |
| 9. Recruiting charges (including enlistment allowance and journey expenses of new recruits) in connection with the additional police. | .. Actual  |
| 10. Clothing.   | .. At the scales of maintenance laid down for the various ranks in Part III of the Assam Police Manual or in the Assam Rifles Manual as the case may be. |
| 11. Buildings or hired accommodation  | .. Actual.   |

Note.-Any sums to be realised by subsequent sale of buildings must be taken into consideration

- |                     |            |
|---------------------|------------|
| 12. Municipal taxes | .. Actual. |
|---------------------|------------|

This comes into force with effect from the 1<sup>st</sup> March, 1941.]

[ ] Substituted vide correction slip No. 89, dated 30<sup>th</sup> August, 1941.

**84-A. Scale of charges of the service for police supplied on application to private bodies and individuals for short periods not exceeding 24 hours**

The cost of police supplied for extraordinary duties to private bodies and individuals for short periods not exceeding 24 hours shall be charged according to the following daily rates :-

Rank	Pay	Special Pay	Total daily rate
	Rs.	Rs.	Rs.
Sergeant Major	15.00	5.00	20.00
Inspector	11.00	4.00	15.00
Sergeant	9.00	3.00	12.00
Sub-Inspector	5.50	2.50	8.00
Assistant Sub-Inspector	2.00	1.00	3.00
Head Constable	1.50	1.00	2.50
Constable	1.50	0.50	2.00

If the duty lasts for eight hours or less, a full day's charge shall be recovered. If it lasts for more than eight hours, a relief will be provided at the discretion of the Superintendent of Police, and double rates charged. Should the period only slightly exceed eight hours and no relief be provided, single rate will be charged.

It will be for the Superintendent of Police to decide on each occasion in consultation with the Deputy Commissioner of the district whether the application for police guards shall be complied with or not.

Note.-The following procedure should be adopted for debiting the pay of police guards deputed for short periods not exceeding 24 hours to the General Police Fund under this rule:

1. When the guard is relieved for special duty in the afternoon but returns to Reserve in the next forenoon its pay should not be debited to General Police Fund.
2. When the guard is relieved in the forenoon and returns to Reserve in the afternoon its pay for one day should be debited to the General Police Fund.
3. When the guard is relieved in the afternoon and returns to Reserve in the following afternoon its pay for one day only should be debited to the General Police Fund.
4. When the guard is relieved in the forenoon and returns to Reserve in the afternoon of the following day, its pay for two days should be debited to the General Police Fund.

[Authority- Government Order No. C. P. 110/694-H, dated the 28<sup>th</sup> January. 1938. I

**85. Guard for railways, other departments and private persons, etc.**

For guards supplied to railways and other departments of Government. See Part III.

Whenever Police are supplied to private parties or persons on payment in cases where no extra establishment is entertained, immediate intimation should be sent to the Accountant General of the fact, of the period for which the police are to be furnished and of the amount to be recovered.

The sanction of the Government or of the Inspector General is not required unless it is proposed to entertain such guards in excess of the sanctioned strength of the district force.

**GAZETTES**

**(Rules 86 to 101)**

**86. Police Gazettes - How distributed and filed**

Two gazettes are published by the police department, viz (1) The Assam Police Gazette (2) The Criminal

Intelligence Gazette. The former is published by the office of the Inspector General of Police monthly, and the latter by the office of the Deputy Inspector General of Police, C, I .D. weekly. A distribution list of these gazettes will be furnished by the office of the Inspector General of Police, to the Assam Secretariat Book Depot who sends them to the Superintendents of Police to be distributed by them to their own and sub-divisional police officer's offices, circle Inspectors, police stations outposts, court and reserve offices.

The gazettes will be filed in order of dates, and after the close of each year the Superintendent of Police's copies will be bound in separate volumes as soon as the index has been published and kept in office.

#### **87. Enquiries about missing members**

When there is any mistake in the delivery of copies of the above gazettes, Superintendent of Police should enquire at the local post office and if necessary, address the officer in charge, Book Depot, Assam Secretariat Press, Shillong. The Inspector General has nothing to do with the distribution.

#### **88. Private copies and sale to public**

Police officers may subscribe for a copy of the police gazette for their own use at the rate of rupee one for a single copy, or rupees twelve per annum. Application should be made to the office of the Inspector General with treasury receipt for the amount of the subscription.

If the gazette is to be sent to England, extra fees for overland postage must be paid in addition to the subscription. The gazette is not available for sale to the public.

#### **89. The Assam Police Gazette and its arrangement**

The Assam police Gazette is divided into four parts as follows: - Part I.- orders by the Governor of Assam and extracts from the Official Gazettes of the State and Central Government except printed letters, circulars notification and rules, etc. of the Government of Assam, which will be embodied in a Special supplement to the Criminal Intelligence Gazette, Assam.

Part II-A- Order by the Inspector General of Police and Deputy Inspector General of Police.-

191.Police.

192.(deleted)

B - Orders by the Superintendents of Police and the Commandants, Assam Police Battalions.-

(i) Police.

(ii) Assam Police Battalions.

Part III - Rewards and punishments-

(1) Rewards and General Police rewards.

(2) Returns of rewards.

(3) Punishments

Part IV - Orders and Notices

A - Departmental

B- Miscellaneous.

C- Results of the Departmental Examination.

[ ] Substituted vide correction slip Nos. 49 dated. 8<sup>th</sup> September, 1937; 66 dated 9<sup>th</sup> December, 1938 and 84



dated 21<sup>st</sup> September, 1940.

#### **90. Notification of Punishments**

Cases of punishments inflicted on police officers for certain classes offences are to be published in the Gazette. As a warning to Police officers punishments inflicted judicially or departmentally - on members of the police force for ill-treatment or torture of prisoners or witnesses in connection with the investigation of cases should be published in Part II of the police Gazette. Superintendents of Police should promptly report such instances to the Assistant Inspector General of Police stating briefly the officer or officers punished, the nature of the punishment, the offence for which the punishment was inflicted, the court which or the departmental officer who passed the orders and the date of such orders. In cases of judicial conviction, the section or sections of the Indian Penal Code under which the officer was convicted should also be given.

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

Notices regarding persons who are missing or who have disappeared will be published in the *Criminal Intelligence Gazette* on payment of a fee of rupee one for each notice by the person who desires publication,

In such cases if any reward is offered the amount of reward must be deposited in the Government treasury as it is provided in Rule 69 of this part before the notification is published.

#### **92. Absconders in cases under Section 110, Criminal Procedure Code.**

The rolls of absconders in cases under Section 110 of the Criminal Procedure Code will not be published in the Criminal Intelligence Gazette. If, after the expiry of the period mentioned in the proclamation issued under Section 87, Criminal Procedure Code, the absconder cannot be found the magistrate should be moved to strike off the case and to stay proceedings. If subsequently an accused returns to his village he may be arrested under Section 55 Criminal Procedure Code, and a report submitted to the magistrate for fresh proceedings.

#### NOTES

Section 87 of the Code of Criminal Procedure 1898 corresponds to Section 82 of the Code of 1973 and has been quoted under Rule 46.

Section 110 of the Code refers to security for good behaviour from habitual offenders, reading as follows :-

"110. *Security for good behaviour from habitual offenders*:- When an Executive Magistrate receives information that there is within his local jurisdiction a person who-

- (a) is by habit a robber, house breaker, thief, or forger, or
- (b) is by habit a receiver of stolen property knowing the same to have been stolen, or
- (c) habitually protects or harbours thieves or aids in the concealment or disposal of stolen property, or
- (d) habitually commits, or attempts to commit, or abets the commission of, the offence of kidnapping, abduction, extortion, cheating or mischief, or any offence Punishable under Chapter XII of the Indian Penal Code (4S of 1860), or under Section 489-A, Section 489-B, Section 489-C or Section 489-D of that Code, or
- (e) habitually commits, or commit, or abets the commission of, offences involving a breach of peace, or
- (f) habitually commits, or attempts to commit, or abets the commission of :-
  - (i) any offence under one or more of the following acts, namely:-
    - (a) the Drugs and Cosmetics Act, 1940 (23 of 1940);
    - (b) the Foreign Exchange Regulation Act: 1973 (46 of 1973);

- (c) the Employee's Provident Fund and Family Pension Fund Act, 1952 (19 of 1952);
- (d) the Prevention of Food Adulteration Act, 1954 (31 of 1954);
- (e) the Essential Commodities Act, 1955 (10 of 1955);
- (f) the Untouchability (Offences) Act, 1955 (22 of 1955);
- (g) the Customs Act, 1962 (52 of 1962): or

(ii) any offence punishable under any other law providing for the prevention of hoarding or profiteering or of adulteration of food or drugs or of corruption, or

(g) is so desperate and dangerous as to render his being at large without security hazardous to the community,

such Magistrate may, in the manner hereinafter provided, require such person to show cause why he should not be ordered to execute a bond, with sureties, for his good behaviour for such, period, not exceeding three years, as the Magistrate thinks fit. "

Section 55 Criminal Procedure Code referred to in this rule corresponds to Section 41 (2) of the Code of 1973 which deals with "arrest of persons" and the sub-section (2) reads as follows :-

"(2) Any officer in-charge of a police station may, in like manner, arrest or cause to be arrested any person, belonging to one or more of the categories of person specified in Section 109 or Section 110."

As observed in the case of *Gopalanchari v. State of Kerala*, (1980) Supp SCC 649, prevention is better than cure, in criminal law as in medicine, especially when there is judicial supervision. Society cannot be left at the mercy of predators and bandits who, like wild beasts, prey upon the weak and the innocent and become a menace to peace and security of society. But personal liberty is a prized value and that is why the Supreme Court insisted not merely upon the police having to be careful before marching poor people into court under Section 110 but the court itself having to be gravely concerned about using preventive provisions against helpless persons, not on formal testimony readily produced to order, but on convincing testimony to clear and present danger to society.

Krishna Iyer, J, cautioned:

"We expect any Government which has any regard for human rights not to use Section 110 of the Code, in torture-some fashion against the weak and the poor merely because they belong to the 'have not' class and can be easily apprehended as 'habitual' this or that or dangerous or desperate we, draw the attention of the State Government to the likely misuse of the preventive provisions and expect it to issue suitable instructions to the police minious so that the law will be legitimated by going into action where it Must strike and by being kept sheathed where there is no need for in discriminate display".

Further observed;

"A sociologist may pardonably take the view that it is the poor man, the man without political clout, the person without economic stamina, who in practice gets caught in the coils of Section 110 of the Code, although, we as court, cannot subscribe to any such proposition on mere assertion without copious substantiation. Even so, the court cannot be unmindful of social realities and ,be careful to require strict proof when personal liberty may possibly be the casualty . After all, the judicial process must not fail functionally as the protector of personal liberty."

Section 110 shows that only a narrow signification can be attached to the words in clauses (a) to (g) "by habit a robber .....", "by habit a receiver of stolen property .....", "habitually protects or harbours thieves .....", "habitually commits or attempts to commit or abets the commission of .....", "is so desperate and dangerous as to render his being at large without security hazardous to the community". These expressions, when they become part of the preventive chapter with potential for deprivation of a man's personal freedom upto a period of three years, must be scrutinised by the court closely and anxiously.

**93. Sale of Criminal Intelligence Gazette**

The Criminal Intelligence Gazette will not be available for sale. It is intended for the use only of such police officers and other officers as Government may direct.

**94. The Criminal Intelligence Gazette will be divided into the following parts :-**

**PART I**

**Look out Notice**

- (A) Persons wanted in specific cases.
- (B) Foreigners wanted for crime, deportation, etc.
- (C) Persons arrested who may be wanted elsewhere.
- (D) Persons untraced against whom orders under Section 565 Criminal Procedure Code are in operation and untraced habitual offenders whose movements have been restricted. (Such notice should be published once in respect of such criminal and would be repeated only when necessary).
- (E) Movement of wandering gangs including preachers, mendicants, etc. moving in groups.
- (F) Deserters.
- (G) Unidentified corpses.
- (H) (i) Persons missing.  
Photos will be published with description and other particulars. (Detachable).
- (ii) Missing persons recovered.

**PART II**

**Important Active Criminals (Detachable)**

**PART III**

**Lost or stolen and recovered property**

- (A) Identifiable property, lost, stolen or seized on suspicion including motor cars and motor cycles.
- (B) Theft, loss or recovery of fire-arms and ammunition and explosives.

**PART IV**

**Crime Statistics**

- (A) Dacoity.
- (B) Cases of cheating.
- (C) Other important cases of inter-state or inter district interest such as, Kidnapping, professional poisoning, etc.
- (D) Monthly, Quarterly, or Half-yearly Crime/Dacoity Review as obtaining in the State.

- (E) Quarterly statement of counterfeit coins.
- (F) (i) Quarterly statement of forged notes.
- (ii) Cases of recovery of forged hundred rupee notes.

#### PART V

Interesting detections with scientific aids to investigation and cases with peculiar modus operandi (Detachable).

#### PART VI

- (A) Departmental instructions and circulars. (Detachable).
- (B) Miscellaneous notices.

#### PART VII

Law Appendix (Detachable).

(Important rulings in criminal cases need only be published)

[ ] Substituted on all India basis vide I.B's letter No. 1/Crime/60 (1) dated 19<sup>th</sup> July, 1960.

**95.**

[Deleted in the light of I.B's letter No. 1/Crime/60 (1) dated 19<sup>th</sup> July, 1960].

#### **96. Notices and returns for the gazettes, when to be sent**

(1) The police gazette is published monthly in the first week of every month. All information to be incorporated in it should reach the Assistant Inspector General of Police by the third week of every month at the latest.

(2) The *Criminal Intelligence Gazette* is published every Thursday and sent to the Press on Monday. All notices and weekly returns for publication should reach the office of the Deputy Inspector General of Police, Criminal Investigation Department by Saturday at the latest.

(3) When any of the weekly returns for either gazette is blank, intimation of the fact should be given on a printed form of unstamped postcard Form No. 30 of Schedule XL (A) (Part I).

#### **97. Gazette notices to whom to be sent**

Notices and returns for the police gazette will be addressed to the Assistant Inspector General of Police and those for the Criminal Intelligence Gazette, to the Deputy Inspector General of Police, Criminal Investigation Department. The former will be published under the signature of the Assistant Inspector General of Police and the latter under that of the Deputy Inspector General of Police, Criminal Investigation Department.

#### **98. Instructions as to matter for police gazette**

Matter for insertion in the police gazette should be prepared and sent in the following manner:-

- (a) It should be headed. "For Police Gazette," and should show the part and sub-head under which it is to appear. The envelopes should be marked outside. "For Police Gazette".
- (b) The name of district should be given in upper right hand corner of the paper.
- (c) Proper name should be hand-printed and should be spelt in the authorised manner. The matter itself should be concisely put and should be signed by the Superintendent of Police.

- (d) No forwarding memorandum is to be sent.
- (e) Paper is to be written on one side only.
- (f) Each separate case should be written on a piece of paper, unless they are to appear under the same part and sub-head.

The above instructions apply to the Criminal Intelligence Gazette as well.

#### **99. Descriptive rolls for Criminal Intelligence Gazette**

Descriptive rolls must be drawn up in a uniform tabular form as follows :-

- (a) name and father's name;
- (b) caste;
- (c) residence;
- (d) personal description;
- (e) height;
- (f) age;
- (g) names and residences of relatives and associates.

When giving names of relatives and associates, only those living in other districts should be included. In the case of relatives it should be mentioned to which side of the family a relative belongs, i. e. father's or mother's husband's or wife's as otherwise difficulty is experienced in translating it into the vernacular. Personal description in clause (g) should be noted as full as possible. Descriptive rolls should not be prepared for women.

#### **100. Marking up Gazettes**

Both the gazettes should be kept duly marked up. On receipt of each Gazette the back numbers should be examined and all references should be marked, no matter whether they refer to the receiving or to another district. Thus, when it is reported that the released convict mentioned in paragraph 100 has been found in the margin of paragraph 100 should be neatly entered "Found, see paragraph ....., volume ....." and so with every case in which reference is made to a previous paragraph.

#### **101. Police Gazette to be carefully studied**

The contents of the Police Gazette must be carefully studied by all officers who know English from the Superintendent of Police downwards, officers in charge of stations and outposts will be held responsible for explaining to such of their subordinates as do not know English all portions of the Gazette which concerned them. Superintendents of Police should mark those portion of the Gazette to which they wish to draw the attention of their subordinates.

### **Instructions Regarding Certain Reports and Returns**

#### **(Rules 102 to 123)**

#### **102. List of reports and returns**

A list of returns to be furnished from the offices of the Superintendent of Police is given as Appendix B to this part. The statement gives in columns 7 and 8 the reference to the rules of the manual prescribing the return. . Columns 5 and 6 show the authority to whom and the date by which the return is to be submitted. In the following paragraphs instructions are given regarding certain returns which require elucidation and are not dealt with in other parts of the manual.

### **103. Certificate regarding cash hook**

A certificate in Form No. 31 of Schedule XL (A) (Part I) will be submitted to the Inspector General on or before the 10<sup>th</sup> of each month. This certificate must be signed by the Superintendent of Police himself after personally checking the accounts.

### **104. Receipts of Police Department**

This statement will be submitted on the following month in Form No. 33 of Schedule XL (A) (Part I) through the treasury officer of the district.

### **105. Quarterly return of inspection of arms and ammunition shops**

Rules regarding inspection of arms and ammunition shops are set forth in V-18 and 56. A return of such inspections in Form No. 203 of Schedule XL (A) (Part I) should be submitted quarterly by the 7<sup>th</sup> of the month following the quarter through the District Magistrate to the Deputy Inspector General of Police, Criminal Investigation Department.

### **106. Annual Administration Report**

On the expiry of each calendar year two separate annual reports should be submitted by the Superintendents of Police, one regarding crime, and the other regarding purely departmental matters. Full instructions regarding the preparation of the report are contained in the circulars dealing with the subject. The departmental portion of the report should be submitted to the Inspector General of Police through the District Magistrate. Of the crime portion two copies should be submitted, one direct and the other through the District Magistrate and the Divisional Commissioner.

The printed headings of the various paragraphs of the annual report should be pasted in proper order in separate sheets of foolscap paper. Each paragraph should be begun on a fresh sheet and a fair margin should be left. On each sheet the name of the district should be written and the pages numbered consecutively.

Instructions for the preparation of the statements prescribed for submission with the annual administration report have been given in the following rules and the Assam Police Gazette Supplement No. 1 dated 2<sup>nd</sup> January, 1933 which should be permanently preserved.

Figures from all districts should reach the office of the Inspector General by the middle of February at the latest and the direct copy of the reports (except paragraphs 29 and 30 dealing with finance which should be submitted at the close of the financial year) by the 4<sup>th</sup> week of the month. The date which the report is completed and signed by the Superintendents of Police should be reported to the office of the Inspector General by post card. The report should be written on half margin on both side of the paper, each paragraph commencing on a separate sheet and each sheet bearing the name of the district at the top.

Brief narratives of heinous cases of particular importance or presenting any peculiarities, legal or otherwise, should be inserted in their appropriate places in the annual report, under the serials to which they belong.

### **107. Statement A (I), Form No. 34 of Schedule XL (A) (Part I)**

The figures for columns 4 to 17, both inclusive will be obtained from the corresponding columns of the khatian, Additional columns should be opened in the remarks column for showing cases compounded, withdrawn, struck off, abandoned and those in which the accused have either died or absconded. For the purpose of these statements cases - regarding which a magistrate has not passed orders should be considered as under police investigation. Columns 15 and 16 should contain all true cognizable cases reported direct to a magistrate and not only those cases which were referred to the police for investigation.

Note.- In compiling statements the police administration report of the previous year should be consulted and the serials and columns filled up on the lines of those in the latter.

### **108. Statement A (II), Form No. 35 of Schedule XL (A) (Part I)**

A sub-column has been given in the remarks column to show cases in which an accused appeared voluntarily or under magistrate's order.

**109. Statements B (I) and B(II), Form Nos. 36 and 31 of Schedule XL (A), (Part I)**

Those two statements will be compiled in the magistrate's office and furnished complete to the Superintendents of Police.

**110. Statement C, Form No. 38 of Schedule XL (A) (Part I)**

To be compiled from the corresponding columns of the khatian register.

**111. Statement D, Form No. 39 of Schedule XL (A), (Part I)**

The sanctioned strength of the permanent force will be shown in columns 2 to 15 both inclusive.

Column 26 should correspond with the figures of column 7 minus column 10 of the statement A (I).

The total cost shown in column 18 should include contingencies.

The figures for columns 19, 20 and 21 should be obtained from the latest census report.

Note.- The Figures of cost be submitted for the financial and not the calendar year, and this should 'be done at the close of financial year. Statement D, however except these figures, should reach the office of the Inspector General by the middle of February.

**112. Statement E, No. 40 of Schedule XI (A) (Part I)**

Columns 2 to 5, both inclusive, should show all officers and men excluding Superintendents, Assistant Superintendents and Deputy Superintendents.

Columns 11 to 14 should not include warnings and blackmarks.

The word "officer" include all officers of and above the rank of Sub-Inspectors, and the word, "men" includes Assistant Sub-Inspectors, head constables and constables. Sergeants are included in officers.

In statements D and E the totals for previous years should be given at the foot below the "grand total"

N. B.- The figures in the columns relating to the sanctioned an actual strength should tally with the corresponding figures in the annual armament statement.

**113. Statement F, Form No. 41 of Schedule XL (A) (Part I)**

This statement is to be prepared and submitted quinquennially.

**114. Statement G, Form No. 42 of Schedule XL (A) (Part I).**

The number of cases investigated should be obtained by deducting column 10 from column 7 of the statement A (I).

The number of true cases should be obtained by deducting column 6 from column 14 of the Statement A (I) and adding to it cases compounded and cases of lunatics referred to Government under Section 471, Criminal Procedure Code.

For detected cases, see foot note to statement itself.

The number of police engaged on prevention and detection of crime:-

The figure should correspond with the number of officers and men shown in "at Thanas and outposts" and "in municipalities and stations" in statement showing distribution of the force in paragraph 10, Section III. Police officers and men employed on other duties should not be shown in this statement.

**115. Statement H, Form No. 43 of Schedule XL (A) (Part I)**

This is to be submitted annually.

**116. Statements I, J, K and L Form, Nos. 44, 45, 46 and 46(a) of Schedule XL (A) (Part I)**

These are also to be submitted annually.

**117. Statement showing the strength and armament of the police force, Form No. 47 of Schedule XL (A)**

This statement is prescribed by the Central Government. It will be submitted directly to the office of the Inspector General by the Superintendents of Police, Deputy Inspectors General of Police, Superintendent of Railway Police and Principal of the Assam Police Training School on or before the 10<sup>th</sup> day of January every year.

Under the heading "Police officers below the rank of Assistant Superintendents of Police or Deputy Superintendents of Police" will be shown Sergeant Majors, Inspectors, Sub-Inspector and Sergeants only.

In a separate statement should be shown the sanctioned strength of each class which will tally with the total strength and vacancies shown in columns I (I), II (I), III (I), IV (I), VI (I), VI (I), VII (I), and VIII (I).

Particular care should be taken that the grand totals of arms shown in the statement tally with the total sanctioned number of arms for all purposes, both permanent and temporary, but arms temporarily lent by one district to another should be included only in the statement of the district which permanently possesses them.

Only such arms in possession of the Police as are supplied under the sanction and at the cost of Government should be included in the statement and weapons which police officers purchase at their own cost should be excluded. The statement is required to be submitted by the Inspector General of Police to Government on the 7<sup>th</sup> February each year.

**118. Detailed list of establishment**

At the time of the preparation of the pay bill for March in each year, a detailed statement together with an abstract of the establishment existing on the 1st April with the authorities for its entertainment should be prepared: in Form Nos. 6 and 7 of Schedule III and submitted by the Superintendents of Police and Deputy Commissioners in charge of Police in respect of:-

(1) Sergeant Majors, Inspectors and Sergeants ;

(2) Subordinate office Assistants of the district offices; to the office of the Inspector General not later than the 15th April each year.

A consolidated statement will be submitted from the office of the Inspector General to the Accountant General on the 15<sup>th</sup> May each year at the latest. The detailed list of establishment of the office of the Inspector General of Police and the Deputy Inspectors General of Police will be prepared in the office of the Inspector General:-

The statements of –

(3) Sub-Inspectors, and

(4) Head Assistants and Accountants of district offices will be submitted by the same time as the other statement.

The statements must be prepared in accordance with the instructions laid down in Article 62 of the Civil Account Code V 61. I, read with the instructions contained in paragraph 2 of the letter No. T.M./2110, dated the 28th March 1928, from the Accountant General, Assam, to the address ~f all Heads of offices in Assam.

**119. Statement showing extermination of wild animals, and venomous snakes, Form No. 171 of Schedule XL (A) (part 1)**

The return is to be submitted to the Divisional Commissioner through the district magistrate on or before the



25th January each year. For details see V-93.

**120. (Deleted)**

**121. Deaths of gazetted officers and pensioners to be reported**

(a) The death of all gazetted officers serving in the police department must be reported through the District Magistrate without delay to the Inspector General - See also Rule 1-18.

(b) The deaths of civil pensioners must be reported to the treasury officer, and of military pensioners to the Presidency Pay master.

**122. Corrections to the descriptive statement of steamers, steam launches, etc., belonging to the Government of Assam**

A descriptive statement of steamers, steam launches, etc., belonging to the Government of Assam is published by the Public Works Department every year, Superintendents of Police having government steamers, steam launches, motor boats, etc., in their charge should submit to the office of the Inspector General corrections to the above list up to 31st March on the 1<sup>st</sup> April every year and the Inspector General will submit the same with regard to all Government vessels under his control to the Public Works Department annually by the 1<sup>st</sup> week of April.

A blank return may be submitted if there is nothing to report.

**123. Procedure for the submission of recommendations by local officers for the grant of "the Indian Police Medal"**

The Indian Police Medal can be awarded only to a police officer who has performed an act of exceptional courage and skill, or has exhibited conspicuous devotion to duty-Vide the Central Government, Home Department letter No. 932, dated the 6th October, 1909.

When submitting recommendations for this medal, Superintendents of police should particularly bear in mind that the primary qualification is conspicuous gallantry in saving life and property, or in preventing or-me or arresting criminals, and that conspicuous devotion to duty is but a secondary qualification.

The dates and places of all incidents referred to in the recommendation should be particularly noted, and the recommendation should be submitted in duplicate so as to reach the office of the Inspector General by the 1<sup>st</sup> May of each year.

The character and service roll, written up-to-date, of the officer concerned should be submitted with a certificate as under :-

"Certified that there is nothing in the past career of ..... to render him ineligible for the grant of the Indian Police Medal and that he has not incurred censure of, or has been concerned in any proceedings which have been censured by any magistrate or court".

**INDENTS**

**(Rules 124 to 138)**

**124. Indent for forms**

Superintendents of Police will prepare indents for forms used in their offices and those of their subordinate offices in the prescribed form and submit them so as to reach the office of the Inspector General of Police on the date notified by Government annually. It is of great importance that this date is adhered to, as late submission causes much inconvenience in consolidation in the Secretariat.

Superintendents of District and Railway Police and Deputy Inspectors General of Police will collect from their subordinate offices their indents which will first be checked by the Circle or Court Inspector who will certify that the indent is for only the necessary quantity of forms and that there is no surplus stock. The Superintendent of Police after scrutiny will consolidate the indents using a separate indent form for forms of each schedule and the consolidated indent will then be sent to the Inspector General of Police as noted above, indicating the cheapest route for despatch.

## **125. Emergent and supplementary indents**

Forms will be supplied only once a year to each officer and emergent and supplementary indents are prohibited except where –

193.owing to some change of procedure or organisation definitely unforeseen expenditure is unavoidably incurred, or

194.an old form is declared obsolete and not to be used, a new form being prescribed.

The reason for any emergent or supplementary indent will be full explained in the column of remarks. and unless adequate, the Inspector General will not forward the indent.

## **126. Instructions for preparing indent of forms**

The indents should be prepared with care and accuracy in the form prescribed to Government. The figure of receipts, consumption and balance should be noted in the appropriate columns with reference to the stock shown in the register of receipts and issue of forms (Schedule II, form No. 89) and stock in hand. If the stock after verification is found short an explanation should be given after due consideration of the consumption during the previous year and of the circumstances expected to happen as far as could be foreseen. When the quantity required is more than 5 per cent, over the average consumption of the two previous year an explanation of the increase is also to be given in the column of remarks.

## **127. Invoices, vouchers and receipt of forms**

The following procedure for the submission of invoices and vouchers acknowledging receipt of forms will be followed.

The contractors will send to the indenting officer with the railway or steamer receipt an acknowledgment due card which should be signed and returned immediately it is received. They will send also four copies of the invoice voucher,-one of which will be kept by the indenting officer and two should be sent to the contractors duly signed and one to the Under Secretary to Government after check as in the next rule.

Before taking delivery of the parcels it should be seen that the actual weights of the parcels are exactly the same as that shown in the railway or steamer receipt and the memorandum forwarding the vouchers. If the weight of the parcel is found short at the time of taking delivery a claim should be made at once against the Railway or Steamer Company.

## **128. Check of forms**

As soon as delivery of the parcel is taken it will be invariably opened in the presence of the head assistant and the number of piles mentioned in the memorandum forwarding the invoices verified. Within one week from the date of taking delivery of the parcels one pile of each kind of forms will be counted. If the number of forms in one pile is found correct the number of forms in other piles of the same form may be assumed as correct if the weight of each pile is checked and they need not be counted.

As soon as the forms are counted two copies of the forwarding memorandum should be returned to the contractors and one copy sent to the Under Secretary to Government without delay and in no case later than ten days from the date of receipt of the packages. If there be any shortage it should be noted on the forwarding memorandum; if no shortage is reported the contractors cannot be hold responsible for any shortage subsequently discovered.

Any defect in the 'quality of the paper or printing should also be reported.

**129. [Deleted].**

**130. [Deleted].**

## **131. Indents for stationery**

Indents for stationery will be submitted by Superintendents of Police, Superintendent Railway Police and Deputy Inspector s General of Police to the Government Stationery Stores, Gauhati/Shillong through Inspector

General of Police as soon as possible after the allotment of the stationery grant is communicated to them.

**132. Durable articles not to be supplied annually**

No demand will be met by the Government Stationery Stores, Gauhati/Shillong for durable articles, etc., which are intended to last for more than one year, and for which a fixed scale is laid down, unless the indent shows clearly the necessity for a fresh supply.

**133. Supply of rubber stamps by the Government Stationery Stores, Gauhati/Shillong**

Rubber stamps and inks therefore, when required, must be obtained on indent from the Government Stationery Stores, Gauhati/Shillong. The indent must state what has become of the stamp formerly in use and why new ones are needed. An impression of the old stamp should, if possible, accompany the indent. The contractor employed by the stationery office will send the articles direct to the indenting officer. The latter will acknowledge the receipt and will affix to the acknowledgment an impression of the stamp supplied.

**134. Padlocks**

Chubb's locks are needed only for special purposes, such as for magazine or for a safe containing money. Otherwise Hobb's galvanized padlocks (procurable from Messrs. T. E. Thompson and Company, Calcutta) or other padlocks of suitable make must be used.

Chubb's locks must be procured only from the Controller of Stationery, Calcutta on indent and sanction of the Inspector General must be obtained before an indent is sent. Other locks may be procured from private firms and the cost met from the contract contingent grant.

**135. Local purchase of stationery of small value**

Articles of stationery should not be purchased locally unless such purchase is absolutely necessary. In such cases the Inspector General is authorised to sanction petty local purchase of stationery and rubber stamps up to a limit of Rs. 20 in each case subject to the condition that charges on this account should be treated as contract contingencies and met from contract grant and a certificate should be given by drawing officers on each bill on which contract contingencies are drawn that the bill does not contain any charge for stationery or rubber stamp in excess of Rs. 20. The purchase of fountain pens is prohibited.

**136. Typewriters and duplicators**

Typewriters and duplicators may be purchased after obtaining sanction from the State Government.

Typewriters and duplicators will be periodically examined and repaired by the mechanics of the Remington Typewriter Company, dunded Roneo Limited and the Barlock Company. The last two Companies undertake the repair only of machines supplied by them, but the mechanics of the Remington Typewriter Company will repair not only the Remington machines but also those of other makers except those supplied by Roneo Limited and the Barlock Company.

The following information should be furnished in support of each application for sanction to the supply of typewriters and duplicators:-

In requisition for Type-writers :-

195.strength of the ministerial staff of office,

196.average number of letters used during the month,

197.number of type-writers already in use,

198.number of competent typists employed. In requisition for duplicators :-

199.number of circulars annually issued,

200.number of duplicators already in use.

### **137. Indent for map**

Indents for printed maps required on public service from the Survey Office of the Government of India must be submitted to the Inspector General for his countersignature and transmission to the Director, Survey of India, Shillong for compliance. Superintendents of Police will furnish all circle Inspectors and all police stations and outposts with maps of their respective jurisdictions.

For rules for the supply of printer maps see Government order No. 95-A, date the 6<sup>th</sup> January, 1912.

### **138. [Deleted].**

## **CORRESPONDENCE ENGLISH CORRESPONDENCE**

### **(Rules 139 to 168)**

### **139. Rules for the arrangement of English correspondence**

English correspondence will be classified and arranged first by collections secondly within and each collection by files, each file having its consecutive number within the collection and its descriptive subject or title.

A single file will consist of every letter received and the draft of every letter issued except half margin memorandums of which no copy is kept (see Rule 153) in the course of a consecutive correspondence on one subject. Each paper will be placed in chronological order, the first letter issued or received being placed at the bottom.

To each letter will be assigned a consecutive number on the file known as the serial number. The number will be marked on the letter in

With each letter will be kept any enclosures and any notes or orders which may have been written on a separate paper. These enclosures and notes should be stitched or tagged to the letter to which they belong. They will not be given a separate serial number on the file. Each file will be kept in a file cover. Form No. 24 of Schedule II.

A collection is an aggregate on file the subject of which falls under some general classification, and which are kept together for convenience and economy of space.

A list is given in Appendix C of the part of collections and files. These collections should ordinarily be adopted, but the Superintendent of Police may open additional collections.

The list of files is not intended for general adoption. In each district the Superintendent of Police should prepare standard list of files which are required in each collection and these files should, so far as possible be given the same number on each successive year. But new files must of course be opened on any given year as occasion requires.

Three registers should be kept up for English correspondence namely:-

- (1) register of English letters received, Form No. I of Schedule II;
- (2) register of English letters issued, Form No.5 of Schedule II;
- (3) the index, Form No.3 of Schedule II.

### **140. Instructions regarding register of English letters received, Form No.1 of Schedule II**

This book should be divided into five parts, as follows:-

1. Inspector General of Police.
2. Accountant General.
3. Other Superintendents of Police.
4. Contractors.

When a letter is entered to which no reply is required the letter "N.R." should be prominently entered in column headed "number and date of reply, etc." This entry will be made after the Superintendent of Police has passed orders on the letter. In the column showing the subject matter, a precis of a letter of which a copy is kept is not required but only an indication of its contents sufficient for its identification. In the case of a letter in half-margin form of which no copy is kept the précis may be fuller.

If a proper receipt is forwarded in original, it would be entered in this register, the number and the date of the forwarding memorandum being shown in the column of remarks, and "how disposed of" in Columns 9 and 10. It will not be entered in the register of letters issued. In the column showing "where placed" the number of collections and file should be noted.

#### **141. Instruction regarding register of English letters issued, Form No. 5 of Schedule II**

In this registers will be entered, in order of despatch, all letters issued from the Superintendent of Police's office.

*Takids* or reminders will not be separately registered. Their despatch, with date, will be noted against the original entries in the remarks column.

The value of service labels used should be noted in the remarks column of the register.

To prevent pending correspondence from being overlooked the Assistant in charge should keep a list. Form No. 12 of Schedule II showing all letters received or issued to which no reply has been received or despatched within *fourteen* days. The register of letters received and issued along with this pending slip should be put up weekly before the Superintendent of Police or in his absence .to the officer in charge of his office for inspection and others.

#### **141. File Index, Form No. 3 of Schedule II**

The file index will be divided into collections, one page or more being reserved for each collection according to the number of files likely to be opened within the collection during the year.

#### **143. Classification on letters for purposes of destruction.**

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

to be preserved permanently or for an indefinite period.

„ „ for ten years.

„ „ for two years.

In the list given in Appendix C the various files or subjects have been classified accordingly.

On receipt of a letter in office and before it is submitted to the Superintendent of Police, the Head Assistant will mark clearly on the letter in red pencil or in red ink the letter A, B or C according to the period for which it should be preserved.

It is to be understood that although a subject as classified in Appendix C is to be preserved permanently or for ten years. It is not intended that all letters even of trivial importance dealing with the subject must be preserved for that period. The head Assistant must use his discretion and even a letter dealing with a subject classed A or B should be marked C if it be only of temporary importance. If in doubt, the head Assistant will take the orders of the Superintendent of Police.

#### **144. Destruction of records**

(i) The destruction of records should be taken up in May in each year. The head Assistant will examine the bundles of English correspondence and extract such as are ripe for destruction. The head Assistant, Circle Inspectors, reserve and court officers will report what registers and records they have - (1) for destruction, and (2) for transmission to the magistrate's record rooms vide Rule 68 and orders will be passed on their reports by the Superintendents of

Police. No register or record will be destroyed without the orders of the Superintendent of Police. Orders for classification of records for destruction in police stations and out posts will be passed by the Inspector at the time of his inspection, *vide* Part V.

(ii) All papers to be sent to the magistrate's record room will be despatched there on the first of July of each year a complete list of such papers being sent to the record Assistant through the magistrate one month before hand so as to enable him to make arrangements for their reception. If the Superintendent of Police subsequently wants any of these records for reference he must apply to magistrate.

(iii) Records to be destroyed should be burnt in the presence of some responsible officer.

(iv) A report to the effect that all records liable to be destroyed according to the rules have been so destroyed should be submitted annually on the 15th July to the Inspector General.

#### **145. Covers to be opened in presence of Superintendent of Police and letters dated**

All covers whether containing English or vernacular papers should be opened and stamped with the date of receipt by or in the presence of the Superintendent of Police or the officer in charge. The date should be then initialled by the Superintendent of Police or the officer in charge and all letters sent to office, but covers containing case diaries will be made over to the head Assistant or other Assistant responsible for the custody of confidential papers.

#### **146. Letter to be registered**

On being handed over to the head assistant or correspondence assistant each letter will be stamped with the docket stamp on the top left-hand corner with the following particulars and entered in the "Register of letter received" and submitted along with connected papers, if any, on the same or on the following day to the Superintendent of Police for orders:-

Date of receipt.

Number of collection

Number of file.

Serial number of letter.

Docket stamps will be obtained from the Government Stationery Stores, Gauhati/Shillong. If a letter be the commencement of a new correspondence and not in continuation of an existing file, it will form the nucleus of a new file to which will be assigned the next consecutive file number within the collection to which it belongs and also a title indicating its subject. An entry of the new file must at once be made in the file index.

#### **147. Notes and orders how written**

Short notes or orders should be written on the margin of the original paper. If there is no room separate sheet of paper should be used and kept with the file.

#### **148. Channel of correspondence**

Superintendents of police will not correspond direct with Government. All correspondence between the Superintendents of Police and the Inspector General should be direct but when such correspondence has reference to the criminal administration of a district (including question dealing with serious case of misconduct on the part of police officers and all matters affecting the public), it must pass through the District Magistrate. Correspondence dealing merely with matters of internal administration of the police department (such as accounts accountements, arms and ammunition, clothing indents, pensions and gratuities, promotions, leave and transfer of constables and head constables or Assistant Sub-Inspectors) will not pass through the District Magistrate.

In questions dealing with (a) the establishment of new investigating centre, (b) additional police, (c)

changes of sites and jurisdiction of police stations and outpost, (d) land acquisition, and (e) important questions of criminal administration, the chain of correspondence will be from the Superintendent of Police through the District Magistrate and the Divisional Commissioner, who will forward the same to the Inspector General.

#### **149. Letters to Inspector General how to be addressed**

In communicating with the Inspector General of Police's office, all letters should be addressed to the "Assistant Inspector General of Police".

#### **150. Correspondence with criminal Investigation Department and Finger Print Bureau**

Correspondence with the Criminal Investigation Department will be addressed to the Deputy Inspector General of Police and correspondence with the State Finger Print Bureau including covers containing finger impression slips will similarly be addressed with the addition of the letters "F.P.B".

#### **151. Correspondence must pass through superior officers**

Unless there is some special rule or practice to the contrary, no police officer should communicate directly with any superior officer otherwise than through his immediate departmental superior. If on an emergency he considers it necessary to communicate directly with any superior other than his immediate superior, he should at the same time forward a copy of such communication to the latter, stating also the reason for his having taken the course adopted by him.

#### **152. Formal correspondence with District Magistrate**

Superintendents of Police must not correspond formally with District Magistrates Communication should be verbal or' unofficial, a note being submitted with the original file or paper requiring orders. Both District Magistrate and Superintendent of Police should have free access to the correspondence of each other's office.

#### **153. Form of half-margin memorandum to be used**

The Superintendent of Police should whenever possible use the form of half-margin memorandum. Form No. 217 of Schedule XL (A) (Part I) to be returned in original with the reply when writing to other Superintendents of Police or to subordinates at a distance for information on some specific points in connection with a case or other matters, which can be furnished in a few words, and is not likely to lead to further correspondence. The only record which it is necessary to keep of such correspondence is the entry in the register of letters issued and of letters received as the case may be. These entries should slate the subject of the communication briefly but clearly. No docket should be used. The same form of correspondence may also be used in communicating with the office of the Inspector General on subject of minor importance which after disposal need not be put on permanent record in the head office, such as correspondence connected with transfer, tour diaries, force and incident returns, finger impressions, character of officers, travelling allowance bills, pension and gratuity rolls, returns of arm and accoutrement, etc.

#### **154. General instructions as to English letters**

The following general instructions are given as to correspondence.

Except as provided in the rule, letters should ordinarily be written in the forms prescribed in Schedule I and II, with a blank margin of one quarter the width of the page on the inners side of the page.

Not more than one subject should ordinarily be dealt with in one letter.

For correspondence of a routine nature and which does not involve a reference by the Inspector General of Police to higher authorities the "Memorandum" form of letter used in Army-Form I.A.F.Z. 2011, should be used.

Every official communication including communication which form enclosures to letters to Government should bear at the commencement its number, the name and also the official designation of authority under whose instruction the letter has been written and of the addressee, the place from, and the date on which it is written.

Paragraphs should be numbered.

The subject and the number and date of the previous communication either from or to the officer addressed should be given shortly at the beginning of the letter.

The date of a letter should be that on which it was actually issued. Two dates should not be given.

Every letter must be legibly signed. The use of facsimile signature stamps in lieu of sign manual is forbidden.

Vernacular terms are not to be used or if used should be explained.

#### **155. Reports to blank returns**

Form No. 3S of Schedule II should be used in reporting that any periodical statement and return is blank.

#### **156. Envelopes**

Letters must be enclosed in envelopes of proper quality and size. Flimsy envelopes and envelopes too big for their contents should not be used. Envelopes disproportionately large as compared with the papers they contain must not be used: Envelopes should be used with a slip. Form No.7, of Schedule I (B) attached to them on which names and addresses; etc., should be given. This will affect an economy in the use of envelopes.

#### **157. Letters to one addressee to be sent in one cover**

All letters despatched on the same day to one addressee should ordinarily be enclosed in one cover.

#### **158. Original correspondence not be sent**

Original correspondence Of reports should not except for special reasons, be sent for perusal with a request that the papers may be returned when no longer required. Copies should be sent. Extracts of correspondence may, when necessary, be inserted in a letter in preference to attaching copies.

#### **159. Covering letters**

No covering letters should be sent with periodical reports and returns, contingent bills and nomination rolls, unless there be something which requires explanation. Pension or gratuity rolls should however, be sent with a covering letter.

#### **160. Enclosures**

When more than a few enclosures or annexures are submitted, they should be conspicuously numbered and lettered, and be attached to the letter by a thread of sufficient length or by a tag to allow of all the papers being fully opened.

#### **161. Language of official communications**

All communications addressed by police officers of Assam to police officers of other State or to officers in a district in which there is a different vernacular, should be in the English language, if not written in the language of district to which they are sent.

#### **162. (Deleted)**

#### **163. Telegrams to officials of other countries**

Should an occasion arise on which a police officer desire to communicate by telegram with any authority outside India in respect of the detection or apprehension of an offender, he should communicate with the Deputy Inspector General of Police in order that action may be taken through the Director, Intelligence Bureau, who is authorised to correspond by telegram with authorities outside India.

#### **164. Spelling of names**

In spelling Indian personal names in all classes of official document, the revised list of correct spellings forwarded with and Assam Government letter No. 756-76G., dated the 14th March, 1911 , should be followed.



## **165. Vernacular papers to be translated**

Brief abstracts of the contents of vernacular petitions and documents forwarded to the office' of the Inspector General should accompany or be endorsed thereon. These rules, however, do not apply to cases, where the vernacular papers are bulky such as the records of a police enquiry or of a matter under appeal or representation.

## **166. Demi official correspondence**

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

## **167. (Deleted)**

## **168. Applications or proposals requiring sanction of Inspector General of Police or Higher authority**

In submitting applications or proposals which require the sanction of a higher authority, Superintendents of Police must see that facts are fully stated and 'Ill available materials given to enable the authority to come to a decision.

- (a) For instance, in applying for an extra grant, the reasons why the sanctioned allotment has been exceeded should be stated and if it throws light on the matter the expenditure in previous years should be stated.
- (b) In applying for an additional establishment, the application must be supported by facts and figures. A proposition statement. Form No. 8A of Schedule III in triplicate in the prescribed form must be submitted and all columns carefully filled up. In preparing proposition statements detail should be furnished only of the particular establishments affected, the remainder being shown by totals see also Rule 55 of the Assam Financial Rules.
- (c) Whenever proposals are submitted entailing expenditure it must be clearly stated from what head of the sanctioned budget the cost is to be met. If there is no budget provision a reappropriation statement, Form No. 62 of Schedule III must be submitted, and if no re-appropriation is possible, this must be stated.

### **Vernacular Correspondence**

#### **(Rules 169 10 170)**

## **169 . Registers of vernacular papers received and issued same form as for English letters**

(a) In the receipt register will be entered all papers received, except the following which being registered elsewhere or filed day by day, need not be entered in this book—first information reports, progress memorandum of case diaries, final memorandums, case diaries, release notices and periodical returns. General diaries or final forms sent specially by a circle police officer to the Superintendent of Police should however be registered. If a paper on receipt is forwarded in original it will be entered only in the receipt register and will not be entered in the register of letters issued.

(b) All papers despatched will also be noted in the issue register. If a paper which issued from the office, is returned in original it should be entered in the issue register only and not in the receipt register the number and date of the reply being shown in columns 7 and 8 of the issue register.

(c) Papers upon which no further action is necessary will be shown as filed in the remarks column.

(d) The attention of all officers is drawn to the illegible way in which vernacular papers, etc., are frequently written. Replies to *parwanas* are written all over the paper, until the work of deciphering the reply is endless. Proper names are written so carelessly that mistakes in reading them are frequent. Signatures, also are often illegible.

(e) Instead of initialling document, officers should write their names and designation clearly and in full, naming the station and the district to which they are attached, and the date on which such document was written.

## **170. Vernacular correspondence in Assam Valley Districts**

Assamese should be used in all vernacular correspondence and in all *parwanas* issued from the offices of the

Superintendents of Police in Assam Valley Districts except Goalpara in which district Assamese or Bengali may be used-See Government Notification No. 473-J, dated the 3<sup>rd</sup> February, 1914.

## **Rules Regarding Confidential Correspondence**

### **(Rules 171 to 174)**

#### **171. Confidential letters to be enclosed in two covers and sealed**

Confidential papers are invariably to be put into double cover the inner one being sealed and marked "Confidential" and superscribed with the name only of the addressee. Whilst the outer cover should bear the official address and should not be conspicuously sealed or marked "Confidential". In cases of confidential communications of importance the cover should be registered.

#### **172. Confidential letters to be opened by Superintendent or Police himself**

[All confidential letters should be opened by, or in the presence of the Superintendent of Police. Whoever is entrusted with the duty of opening the covers should be warned that if he finds an envelope marked "Confidential" or "Secret" and addressed to the head of the officer whether by name or otherwise, he should be careful not to open it, but should make it over at once to the Superintendent of Police or the Gazetted officer holding charge of his office in his absence. All ordinary confidential and secret letters should be addressed to the "Superintendent of Police" and not to the officer by name. These can then be opened by the Gazetted Officer holding charge of the office in the absence of the Superintendent of Police.

When the letter is intended for an officer himself and it is particularly desirable that it should not be opened by anybody else, the inner envelope containing the communication should be addressed to him by name. Such letter will never in any circumstances be opened by any officer except the addressee, even if the latter officer is out on tour or for some other reason, is absent from his headquarters. An additional safeguard would be to add the superscription "Personal" and/or "To be opened by the addressee only" on the envelope but, in view of the foregoing, this should not be necessary].

[ ] Substituted vide correction slip No. 86, dated 25-1-41.

#### **173. Confidential letters to be dealt with by a selected Assistant**

Confidential letters must not pass through the office. If the assistance of an assistant is necessary one trustworthy assistant (whose name is to be noted) should deal with them. They should pass from hand to hand either by personal delivery or be sent in sealed covers.

#### **174. Confidential papers to be entered in a special register and locked up**

After the necessary action has been taken on them, confidential papers should be entered in a special register in which should be entered the date of receipt, number and date of the letter, and nature of the action taken. They should then be pasted in a book on guard leaves and serially numbered and kept together with the register in locked almirah or box the key of which should always remain with the Superintendent of Police. When a paper is taken out of, or returned to, the almirah or box, a note to that effect should be made in the register. An index to register should be prepared in offices where the cases are considerable in number. When any head of an office goes on leave, he should hand over the key to his successor after verifying the contents of the box or almirah in his presence.

## **Service Stamps**

### **(Rules 175 to 181)**

#### **175. Post Office Rules**

The post office rule regarding official correspondence are published in Section IX of the Post and Telegraph Guide, which can be obtained at all head post offices and the larger sub-post office and should be carefully studied. A copy of Postal Guide should be kept in every office. It should be paid for from contingencies. Sanction to its purchase is not necessary.

## **176. Register of receipt and issue of service stamps, Form No. 51 of Schedule II**

A register of receipt and issue of service postage stamps for postage and telegrams will be kept by the accountant.

In this register should be kept an account of the receipt from the treasury of service stamps and of the issues to the various officers who require them such as officers in charge of police stations and outposts and the issue assistant of the Superintendent of Police's office should be shown in the issue register and not in this register.

## **177. Economy in postage stamps**

Economy must be exercised in the expenditure on postage. Superintendent of Police will see that the postage of letters despatched and of a certain number of letters received in office is tasted by weighing them. Every office should be provided with a letter balance.

## **178. Stamps of unnecessary low value**

The unnecessary use of postage stamps of lower value when fewer stamps of higher denomination might be used, must be avoided.

## **179. Use of service stamp in addressing private persons**

Service stamps should be used for letters sent by Government Officers in their official capacity to private individuals or associations. But these must not be used for personal communications regarding leave, etc.

## **180. (Deleted).**

## **181. Packet post**

All returns, such as, force returns, crime returns, contingent bills, etc. when they exceed ten tolas in weight should be sent by packet post. Such packets must not contain a letter.

### **Rules Regarding Telegrams**

#### **(Rules 182 to 192)**

## **182. Rules in the post and telegraph guide**

A copy of the Post and Telegraph Guide which can be purchased from any telegraph office should be kept in the office of every Superintendent of Police for reference.

## **183. Economy in telegrams**

Superintendents of Police must see that State telegrams are not sent unnecessarily. But Inspectors and Sub-Inspectors will be allowed to send service telegrams in all matters of urgency connected with serious crime.

## **184. Advance of service stamps for telegrams**

An advance of a certain number of service stamps of different denominations, to the value of rupees ten for each first class police station, rupees eight for each second class police station and rupees five for each third class police station and outpost will be given to each officer incharge, solely for use in payment of charges for State telegrams. The Superintendent of Police after receiving the receipts for telegram from an officer in charge, which will be his vouchers for a fresh issue of such stamps, vide Rule 48 in Part V, will immediately supply the officer in charge with an equal number of new stamps so that the stock may not at any time run out.

## **185. Private telegrams**

Officers are forbidden to send at the public cost telegrams relating to transfer etc. Should a reply to such a message be required by telegram, cost of the reply must also be paid. Otherwise the reply will be sent by post.

## **186. Telegrams to be concise and sent "ordinary"**

Telegraphic message should be expressed in as few words as is compatible with clearness. They should be sent "Ordinary" except in case of great emergency. Every telegram should be numbered.

### **187. Telegrams how to be repeated**

When telegrams are repeated the date and place of despatch should be given. Thus, in repeating a telegram from the Superintendent of Police, Darrang, despatched from Tezpur on the 1<sup>st</sup> October, the officer who repeats the telegram should, telegraph as follows:-

“No..... Dispol, Darrang telegraphs from Tezpur under date 1st October, Begins ..... Ends”

### **188. Despatch of emergent telegrams**

Special police messages, and ‘Priority telegrams’ can be sent from any office at any time. The former can be sent by All Police officers of and above the rank of District Superintendent but the latter only by a few high officials a list of whom is given in the Posts and Telegraphs Manual.

### **189. Payment of State telegrams**

State telegrams must be marked “State” by the sender, and as a rule, paid for in the service postage stamps or in cash by impressions of a licensed franking machine prior to despatch. The charges are the same for State as for private telegrams. The rule regarding prepayment will be relaxed in case of great emergency; but whenever an Express State telegram is tendered for transmission under this permission the sender must take the necessary steps to ascertain the charges on it, and pay them into the telegraph office within 24 hours. The rule cannot be relaxed in case of ordinary State telegrams.

### **190. Abbreviated addresses**

The abbreviated addresses to Government officials contained in a booklet which can be purchased from any telegraph office should be used.

### **191. [Deleted]**

### **192. Telegrams meant for the office of the Inspector General-how to be addressed**

Telegrams intended for the office of the 'Inspector General of Police should invariably be addressed to the Assistant Inspector General of Police and not to the Inspector General of Police unless it is specially intended that they should be dealt with personally by the latter.

Divergence from this arrangement is likely to cause inconvenience and delay.

## **Appeals and Memorials**

### **(Rules 193 10 196)**

### **193. [Deleted]**

### **194. Other petitions**

Petitions will be received only when forwarded through the proper channel. They must be written in intelligible respectful and temperate language and must end with a specific request or requests. The practice of sending an advance copy direct in addition to the original copy submitted through the proper channel is irregular and is prohibited.

### **195. Joint petition forbidden**

Officers may not submit to a superior authority joint memorials or petitions. Each officer must apply separately and not in concert with others. This rule does not apply to combined memorials or petitions relating to subject unconnected with the position of memorialist as Government servants.

### **196. Petitions on behalf of others**

No officers in the employment of Government may submit any memorial in respect of any matter connected with the official position which he occupies in which he is not personally interested, except as the agent of some persons unable to act on other behalf. The personal interest referred to in this rule may be indirect.

**BUILDINGS**  
**General Rules**  
**(Rules 197 to 201)**

**197. Standard designs**

(a) Police buildings shall be constructed according to standard designs. (b) In the case of important buildings the Inspector General shall send the plan to the Director of Public Health for opinion before countersigning it. Plans for police hospitals shall be sent to the Inspector General of Civil Hospitals.

**198. Instructions regarding preparation and submission of building projects**

The attention of all Superintendents of Police is drawn to the following instructions in regard to irregularities commonly noticed in requisitions for building projects. Every care should be taken to attend to these instructions when the proposals are submitted:-

- (a) Applications for buildings should always be submitted in the prescribed revised building form and the columns of the form carefully filled in.
- (b) An explanatory 'memorandum showing the necessity of the projects, item by item should be given.
- (c) All requirements should be brought at the same time and not piecemeal.
- (d) If the work is to be executed by the Public Works Department, proposal for acquisition of land need not be separately started, as the cost of land for major projects is included in the building estimates. The cost of land should be ascertained from the Deputy Commissioner.
- (e) If a chaukidari shed is to be constructed, the highest number of chaukidars attending parade on anyone day except the quarterly pay days should always be given.
- (f) In the case of an investigating centre, it should always be stated whether it will be a large or a small one.
- (g) In mufassil thanas (where municipal arrangements do not exist), if latrines are requisitioned for, it must be stated what arrangements can be made for their regular cleansing.
- (h) It should invariably be stated whether accommodation for inspecting officers will be necessary or not in the thana building.
- (i) For cook-shed, the number of Hindu and Muhammadan constables for whom cooking accommodation is required should be definitely given.
- (j) In the case of a hospital in the police lines, a statement showing the daily average number of indoor patients admitted to the hospitals during the last three years should always be submitted with the proposal.

**199. Kutcha buildings not to be erected near permanent ones**

No buildings with roofs of thatch or other inflammable materials should be constructed within a radius of 50 yards of a building constructed with permanent materials. This radius is the minimum which should be exceeded where possible.

**200. Classification of buildings**

Police buildings may be constructed and maintained departmentally or by the Public Works Department.

**201. Register of lands and buildings**

[Assam Schedule XL (A) (Part I), Form No. 16].--(a) This register in which are to be entered departmental buildings as also those on the book of the Public Works Department is divided into groups of four pages, one group being assigned to each station and outpost; the reserve buildings to be counted as one station.

If there be other detached buildings at headquarters or subdivisions, they shall be entered in a separate group. There should be an index at the beginning of the book.

(b) On the first page of the group shall be entered information regarding area, boundaries and ownership of the land as required in the various columns of the form. On the second page will be given specifications of the buildings, date of construction and cost, thus-

Roofs - Thatch, corrugated iron, tiles, etc.

Walls - Brick-in-lime, brick-in-mud, double dharma mat, ekra etc.

Posts - Sal palmwood, steel joints, etc.

Plinth - Masory, mud, etc. and height from ground; and date of construction.

And on the third and fourth pages the amount spent on departmental repair and the year it was spent. If the building has been constructed according to any of the sanctioned type plans the plan (e. g. Assam type plan) should be specified in column I at page 2 of each group. In the case of buildings constructed and maintained by the Public Works Department, the designation of the building and the capital cost will suffice.

(c) If at any time the building is altered, the alterations should be noted under each column in red ink. If a building is reconstructed, the former entries should be penned through and fresh entries made.

(d) An accurate plan of all lands in occupation by the department should be kept, drawn on the scale of 64 inches-one mile, that is, 1/4 chains-the. inch. The plans should be drawn on tracing paper and kept in a portfolio separate from the register. These need not be sent to the Inspector General's office. On each plan shall be shown some permanent or semi permanent marks such as trees, roads, tanks, and masonry pillars, etc., to enable the land to be identified. One plan for each group only is needed; plans of buildings are not necessary.

In the case of site plans of land acquired under the land Acquisition Act, the Collector may be requested to have the plans checked on the spot by a Kanungo In the course of his touring.

(e) At every police station a record of lands and buildings belonging to the police station shall be maintained. It shall consist of-

(i) an extract in Assam Schedule XL (A), (Part I), Form No. 10 from the Register of Lands and Buildings kept in the office of the Superintendent of Police. The amounts spent on departmental repairs each year shall be entered in it to enable the Sub-divisional Police officers, Inspectors and other inspecting officers to check the estimates for annual repairs.

(ii) an accurate site plan of the police station showing all the land in possession of the department with boundaries and boundary pillars. This should be a tracing of a correct and certified plan kept in the office of the Superintendent of Police.

(f) No entry of any building, structure, etc., once made in the register should be struck off without the orders of the Inspector General of Police.

### **Departmental Buildings**

#### **(Rules 202 to 218)**

#### **202. Sanction and provision for departmental buildings**

(a) Departmental buildings are constructed under the sanction of the Inspector General, the cost being met from the grant under the head "Works-petty construction" at the disposal of the Inspector General.

(b) The expenditure on any individual departmental work shall not exceed Rs, 5,000, Items of expenditure of more than that amount should not be incurred by civil officer without previous sanction of Government.

- (c) Before an estimate is sanctioned it should be very carefully scrutinized in order to see that the departmental limit will not be exceeded. If there is any possibility of the limit being exceeded the works should not generally be taken up departmentally. The payment of an amount in excess of the departmental limit of Rs. 5,000 on a single work by treating the different items (e.g., brick-work, painting, plastering, etc.), or different parts of the same project as separate works is irregular.
- d) The circle Inspector is responsible for supervision and for the proper conduct of operations. He must see that the construction work is satisfactory, that money is spent to the best advantage by the thana officer that unnecessary delay is not allowed. This responsibility must be fully enforced by superior officer.

### **203. Proposals for changing the jurisdiction or site of a police station or outpost**

Proposals for altering the jurisdiction of any police station or outpost or for the creation of a new investigating centre should be submitted to the Inspector General through the District Magistrate, and the Divisional Commissioner. The reasons for the change should be fully stated. An estimate of the cost of acquiring the new site and of constructing the new buildings must be given, and it must be stated how the existing site and buildings are to be disposed of and whether any additions to or re-distribution of the sanctioned force will be needed. Information on the following points must be given for each police station and outpost affected by the proposed change and also separately for the area or areas which it is proposed to transfer-

- (i) Area in square miles.
- (ii) Population.
- (iii) Number of cognizable cases reported.
- (iv) Number of cognizable cases investigated.
- (v) Number of unnatural deaths reported.
- (vi) Number of reports under Sections 107, 109, 110 and 145, Criminal Procedure Code, submitted.

A map showing the present and proposed boundaries of the police station or outpost should also be submitted. The inch to the mile skeleton thana jurisdiction map, if it has been issued, should be used.

Such proposal should invariably be accompanied by a draft notification in the following form for publication in the Official gazette and for circulation thereafter. The draft notification should be submitted to Government after it has been checked by the Director of Surveys, Assam.

#### **Notification**

#### **Dated the**

No ..... G. J.- It is hereby notified for general information that the Governor proposes to transfer, with effect from the-mauza . . . . . from the jurisdiction of police ..... station in the district of ..... to that of the ..... in the same district, for the convenience of the inhabitants thereof and for the sake of more efficient police supervision.

This proposal will be taken into consideration on the expiry of six weeks from the date of the notification, and any objection thereto should be submitted to the Superintendent of Police, before the expiry of the said period.

The revised boundaries together with the list of villages to be included in the revised jurisdiction of the police station are given below:-

If any objection petition is received by the Superintendent of Police concerned it should be forwarded to the Inspector General for transmission to Government for orders. If no objection petition is filed a draft final notification should be submitted for publication in the Government gazette. It should be sent through the District Magistrate and the list of villages should be compared with the thana jurisdiction lists and discrepancy explained, and the number of each village in the thana jurisdiction list should be given.

A proposal for a change of site of a police station or outpost which does not involve a change of jurisdiction should similarly be submitted through the District Magistrate, and the Divisional commissioner, with full reasons, estimate of cost and details regarding the existing and the proposed site.

## <sup>1</sup>[203-A. Changes in jurisdiction

When changes of jurisdiction of police stations, as shown in State Table I of the Assam Census Tables are approved by Government and duly notified in the Gazette, the Superintendent of Police will submit to Government through the District Officer a statement under the following form together with a draft correction slip to State Table I. (government of Assam, Home Department, D.Y. No. C.P. 1116 of 1941).

1	Name of thana, mauza, tahsil or village transferred.	
2	Area in square miles.	
3	Number of towns and villages.	
4	Number of occupied houses in last census.	
5	Total.	Population in the last Census.
6	Male.	
7	Female.	
8	District.	Transferred from.
9	Sub-Division.	
10	Thana, mauza, tahsil or other unit.	
11	District.	Transferred from.
12	Sub-Division.	
13	Thana, mauza, tahsil or other unit.	
14	Remarks	

## 204. Completion reports

When a new building has been completed, completion report in Assam Schedule XL (A), (Part I) Form No. 54 shall be sent to the Inspector General of Police. The Superintendent of Police shall himself inspect the building before submitting a completion report, but when this cannot be conveniently done, the duty of inspecting the building and signing the completion report may be delegated to an Additional or Assistant or Deputy Superintendent of Police and in the case of small departmental works to an Inspector of Police subject to the following conditions:-

- (i) that the completion report shall be countersigned by the Superintendent of Police who shall be responsible that the work is properly done;
- (ii) that the completion report shall be verified by the Superintendent of Police during his annual inspection of the place or any other convenient time.
- (iii) that the Superintendent of Police shall note on the completion report the reason why he was unable to inspect the building himself.

## 205. Accidents to police buildings

(a) Whenever a Police building is burnt, blown down or destroyed in any other way, an enquiry should be made by some superior officer to the Superintendent of Police himself, when possible and a report submitted to the Inspector General of Police explaining the cause of the disaster.

(b) In case of a fire due to improperly protected lights or negligence in cooking operations, it will be a question whether the officer at fault should not be held pecuniarily responsible for the accident. It must 'be impressed on all

<sup>1</sup> New rule vide correction slip No. 260, date 11-10-41.



ranks therefore that the use of unprotected light in police buildings is absolutely forbidden.

#### **206. Nature or departmental repairs**

Repairs undertaken by departmental agency consist of all repairs to buildings not borne on the public works books and minor repairs to buildings, other than residence, which are borne on the public works books, that may be required during the period intervening between periodical repairs.

NOTE-Such minor repairs of doors and windows, their fastenings and glass; repairs of thatch and tiles; the repair of ceiling cloths, punkhas and other fixtures, and all such works as can be done by an ordinary mistri without skilled supervision. It will be the duty of the officer occupying the buildings to see that all such petty items are in good order before re-entering the building after periodical repairs.

#### **207. Annual repairs**

(a) The grant for ordinary annual repairs in the district budget under contract contingencies is calculated on the average of the actuals of previous years. This grant is calculated on a fixed sum for each station and outpost, but exactly this sum need not be spent on each building. The sum allotted shall be distributed so as to keep all buildings in the best possible state of repair, more one year and less another, as may be found necessary. No further sanction is required to the disbursement of the grant. Clear specifications and estimates of repairs required shall be made out in all cases and distinct orders given for the execution of such repairs.

When a revised estimate becomes necessary for any works. the original estimate shall be marked "cancelled" and payment, if any, made on the original estimate shall be transferred to the revised estimate.

(b) *Responsibility of Inspector* - Superintendent should call for detailed estimates for repairs of police buildings from all police stations and outposts on the 1<sup>st</sup> October each year. These estimates will be submitted through the Circle Inspector who shall certify that he is satisfied from his personal knowledge that the expenditure of the amounts specified in the estimate is really necessary.

(c) In the case of estimates which exceed the annual grant, if the excess cannot be met from savings in the grants for other buildings, an application should be submitted to the Inspector General for an additional grant, with full reasons why it is necessary.

(d) *Responsibility of Superintendent* - The Superintendent is personally responsible that no money is spent, except when it is required and that the most is made of that which is expended.

(e) On receipt of the detailed accounts of petty repairs they shall be submitted to the Superintendent of Police along with the contingent register in which the letters A. R. (accounts received) shall be entered in the column of remarks under the initial of the Superintendent of Police.

(f) The officer in charge of the work shall certify on the last payment voucher that the works has been completed according to the specification and estimate made out under clause (a).

#### **208. Grants to meet exceptional cases**

In the case of partial destruction of station or other building by an accident, or if for any reasons extensive alterations are necessary, an application shall be made to the Inspector General for a grant for reconstruction. The Inspector General is authorised to deal with the case under the rules in force for construction.

#### **209. Employment of contractors**

(a) Superintendents may employ either their own departmental agency or contractors for new works and for repairs of police buildings. Contractor's service shall be utilized with caution.

(b) When a contractor is employed, a formal contract shall be drawn up in which a time limit for the completion of the work and a penalty in default shall be clearly laid down. The contract shall be submitted for the opinion of the Government pleader before it is finally signed.

(c) For detailed procedure regarding payments to contractors see notes (2) and (3) under item 19, Appendix C

of rules for the treatment of contingent Expenditure in Assam.

#### **210. Accounts kept in register of special contingencies**

(a) The whole amount sanctioned shall then be entered in the register of special contingencies. It will not be drawn at once, unless absolutely required for immediate disbursement. Only such sums as are needed from time to time shall be obtained, and those on separate contingent bills signed by the Superintendent of Police and drawn against the special grant; the number and date of the authorising letter shall be entered in the bills as the Superintendent's authority for incurring the charge.

(b) Sanction to all estimates shall be communicated by letter which shall be the Superintendent's authority to draw on the treasury.

#### **211. Lapse of allotted funds**

No money on account of either construction or repairs shall be detained in hand after the 31<sup>st</sup> March. All that has been drawn and remains unexpended on that date shall be refunded to the treasury. No exception to this rule can be allowed.

#### **212. Money for departmental buildings not to be made over to Public Works Department**

(a) Amounts sanctioned by the Inspector General for petty construction and repairs shall not be made over to a Public Works officer either by transfer or in cash, with a view to his carrying out the work, provided for in the police budget. If the work is to be done through the agency of the Public Works Department, an application shall be made to the Inspector General with a view to the matter being represented to Government for orders. Should Government direct that the work be done by the agency of the Public Works Department, the charge for the work shall be met from the Public Works and not from the police budget.

(b) *Advice of Executive Engineer* - This rule need not prevent a Superintendent from obtaining the opinion or advice of the Executive Engineer of the district on any work to be carried out, so long as the actual supervision of work and disbursement of funds are not made over to the Executive Engineer.

#### **213. Funds not to be diverted from sanctioned purpose**

No officer shall spend money sanctioned for one purpose or another. Estimates for repairs shall present the actual wants of places to be repaired and sums sanctioned for such purpose shall on no account be applied to petty construction.

#### **214. Petty construction defined**

A work which either alters the shape of a building, or entirely renews it shall be classed as "construction". This term shall also include all new constructions, whether consisting of entirely new works or of additions and alterations to existing buildings, all repairs to newly purchased or previously abandoned buildings required for bringing them into use, and all renewals which may be necessary on account of storms or other natural causes. When one description of work is substituted for another, as a tiled or corrugated iron roof for a thatched one such work shall be classed as "construction".

#### **215. Repairs defined**

Those works which restore a building to its original form but do not alter it are classified as repairs".

#### **216. Disposal of old buildings and sites**

If an old building is to be sold as a consequence of the erection of a new building, an estimate of the amount which it or its materials are likely to fetch shall also accompany the reports. Similarly, if an old site is to be given up, the pecuniary result of its disposal shall be stated. These estimates shall also be countersigned by the Deputy Commissioner. The amounts realised shall be paid into the treasury and not used for expenditure.

#### **217. Preparation of land acquisition estimates in connection with projects**

In order to expedite the acquisition of land for Government purposes a separate estimate for the acquisition of land required for a project may, after the project has been administratively sanctioned, be sanctioned by competent

authority. The estimated or actual cost of the land should subsequently be incorporated in the final project estimate.

## **218. Gifts of land**

When land is offered free by a zemindar or other individual for a police purpose such as the construction of a new police station, it may be accepted, provided that a deed of gift binding the givers and his heirs, successors and assignees is executed. Such deeds shall be drawn up by the Government pleader. The grant may be conditional, that is that the land is to be returned when no longer required by Government for the purpose for which it is given. The Superintendent of Police on accepting such offers shall have regard to all circumstances existing in the locality at the time when the gift is made.

### **Public Works Department building**

#### **(Rules 219 to 234)**

## **219. Buildings undertaken by Public Works Department**

Any works the cost of which is estimated to exceed Rs. 5,000, may be undertaken only by the Public Works Department and shall be borne on the books of that department. It is not necessary however, that all buildings the cost of which does not exceed Rs. 5,000, should be departmental. Magazines for instance, - whatever their cost - shall be built and maintained by the Public Works Department. In special circumstances, works exceeding the limit of petty-construction i.e, Rs. 5,000, may be constructed departmentally with the sanction of the Local Government.

## **220. "Major", "Minor" and "Petty" works**

Works on the Public Works Department books are divided into (i) major works, i.e., works the cost of which exceeds Rs. 5,000 (ii) Minor works, the cost of which is over Rs. 1,000 but does not exceed Rs, 5,000 and (iii) petty works, the cost of which does not exceed Rs. 1,000.

## **221. Sanction of major works**

The power of sanctioning the construction of all major works, and minor works when they do not come under the provision in Finance Department letter. No. 2727-F. (a), dated the 9<sup>th</sup> July, 1930, rests with the Government and the cost is met from the Public Works Department budget.

## **222. Sanction of minor works**

The power of according administrative approval to the execution of minor works other than residential projects rest with the Inspector General and the cost is met from the grant for minor works in the Public Works Department budget placed at his disposal. He has no power to accord final or technical sanction to detailed estimates either for major or minor works.

Petty works relating to non-residential building require no formal administrative approval. The Inspector General will simply place funds at the Executive Engineers' disposal to carry out the works.

## **223. Sanction for residential projects**

Expenditure on minor and petty works in connection with residential buildings requires the sanction of Government. The terms 'residential buildings' does not include quarters for employee in inferior service, constables, head constables and Assistant Sub-Inspectors. A stable even when not attached to any residential building should itself be treated as residential.

## **224. Stages of Government sanction**

(a) Every project which has to come before Government shall pass through three stages:-

(1) administrative approval;

(2) preparation of, and sanction to detailed plans and estimates;

(3) financial provision.

(b) The first stage, which is described in the succeeding rules, alone concerns the initiating officer. It consists of the approval to a project of which the general scheme and rough estimate of cost are placed before them, and no funds can be allotted and no action taken until this approval has been obtained.

#### **225. Administrative approval for major works**

(a) When a Superintendent requires a building to be constructed by Public Works Department, or requires additions or alteration to building already borne on the books of that department which are likely to cost more than Rs, 5,000, but not over 50,000, he should submit a report to the Inspector General through the Deputy Commissioner of the district with full details regarding the requirements, necessity and urgency of the work. Such projects will be initiated by the Inspector General, who will obtain from the Executive Engineer a rough project containing an approximate estimate preliminary plans, information as to site and other details as may be necessary to elucidate the proposal. Having satisfied himself that all his requirements are embodied in the project and the report fully elucidates the proposals, he will countersign the report and plans and submit the proposals to Government in the Home Department which will accord administrative approval.

(b) Project likely to cost over Rs, 5,000 should be initiated by the Inspector General through the Chief Engineer and the rough project will be submitted by the Executive Engineer to the Chief Engineer, who will forward it after examination to the Inspector General and necessary action will be taken as above.

#### **226. Preparation and submission of rough plans and estimates**

The Executive Engineer shall then prepare the rough estimates and plans required, and after having them scrutinised and passed by the Superintending Engineer when the cost of the project is above Rs, 1,000 shall forward them to the Inspector General, who shall submit the whole project to the Government for administrative approval. If it is desired to carry out the work during the current year and there is no budget provision for the work, it should be suggested, when applying for administrative approval, that the cost may be met by re-appropriation of funds from some other work or works, and if not the administrative department may be asked to arrange for funds, if possible, in consultation with Public Works and Finance Departments.

#### **227. Approval - By whom given**

(a) Administrative approval will be given by the department of the Secretariat which deals with the ordinary administrative business of the department, and in applying for this it will rest with the Inspector General to prove the necessity, on administrative grounds, of the work which he recommends the Government to undertake. No application shall reach Government which does not contain such a clear account of the matter as shall enable it to decide not only whether administrative approval should be given to the project, but also what degree of urgency attaches to it.

(b) *Preparation of detailed plans and estimates* - When administrative approval has been accorded and communicated to the Public Works Department of the Secretariat that department shall issue the necessary instructions for the preparation of detailed estimates and plans. Detailed plans and estimates of a project administratively approved will not be prepared by the Executive Engineer without specific orders from the Chief Engineer who will obtain an assurance from the Finance Department, that funds will be available before permission to prepare a detailed project is given.

#### **228. Administrative approval for minor works - Allotment of funds**

(a) The Inspector General has at his disposal a small amount from the Public Works budget under this head. When a Superintendent of Police requires a new non-residential building to be built by the Public Works Department, or any addition or alteration to a non-residential police building on the books of that department which will not cost more than Rs, 5,000, he shall approach the Inspector General of Police to send a requisition to the Executive Engineer for the preparation of detailed plans and estimates.

(b) On receipt of requisition, the Executive Engineer shall prepare detailed plans and estimates, and forward them to the Inspector General of Police through the Superintendent of Police.

(c) In cases of petty works costing Rs, 1,000 or less the Superintendent of Police shall first ascertain from the Inspector General of Police if he is in a position to provide necessary funds. If funds are likely to be available, the Superintendent of police shall send a requisition on the Executive Engineer for the preparation of plans and estimates. The Executive Engineer shall then furnish the plan and estimate to the Superintendent of Police who, if he approves of

the project, shall countersign and submit them to the Inspector General of Police for provision of funds.

(d) The Inspector General shall then countersign the report prefacing the estimate and the principal plans, and except as regards residential buildings on the abstract of cost record his approval, using the words "approved for Rs. over" his signature. He will then intimate his approval to the project and return the approved plan and estimate to the Public Works Department office from whom they were received with an allotment of funds.

(e) Civil officers shall not call on the Executive Engineer to prepare detailed estimates for works for the execution of which funds are not available from the grants placed at the disposal of the Inspector General of Police.

## **229. Selection of sites**

(a) The selection of sites for police buildings shall ordinarily be made by a committee composed of the District officer as president, the Civil Surgeon, the Executive Engineer and an officer representing the Police Department as members. This committee will be assembled by the District officer at the request of the Executive Engineer. In outlying stations, officer may, on their own responsibility, depute their subordinates to represent them on the committee.

(b) The Executive Engineer will advise the committee on all technical points, e.g., position and facing of buildings, etc. He will prepare a plan of the site selected, embodying such information on the above points as may be necessary in each case, e.g., if the site is on land liable to be flooded, the highest-flood-level should be shown with reference to the general level of the site. He will forward this plan, with the proceedings of the committee, after both have been counter-signed by the members, to the Superintending Engineer of the Circle.

(c) If the officers composing the committee are unable to agree as to the site proposed, the case should be decided by the Commissioner of the division. A note of any objections made should be attached to the proceedings of the committee. After deciding the case so referred, the commissioner will communicate his decision and send the plan of the site approved by him to the Superintending Engineer, and at the same time he will communicate his decision to the president of the site committee.

(d) The Superintending Engineer will, if he approves of the site and arrangements of the buildings, countersign the plan and forward it with the proceedings to the Inspector General of Police for countersignature and transmission to the Commissioner of the division for his sanction and countersignature and return to the Executive Engineer. If he does not approve of the site committee, and if unable to agree, will forward the plan to the Inspector General with his opinion.

(e) In cases where the views of the Inspector General differ from those of the local authorities the matter should be referred for the decision of the Government.

(f) In the case of important buildings the Inspector General before countersigning the plan, send it to the Director of Public Health for opinion.

(g) Two plans are required. In addition to the block plan which shows the position of the subsidiary building with reference to the main building on the site selected, a small plan is required showing the position of the site with reference to its surroundings on north, south east and west.

(h) No alteration in the relative position of buildings on the site selected is permissible except with the authority of a fresh and properly constituted site committee.

## **230. Repairs to Public Works Department buildings**

(a) All annual and petty repairs to buildings borne on the books of the Public Works Department shall be carried out by the agency of that department.

(b) The civil officer in-charge of each building shall be responsible for the replacement of broken glass except at the time of annual repairs. He shall make some persons of his establishment answerable for the general condition of the building, including the glass in each room, and the fixtures, as also for keeping a watch on the attacks of white ants, for paying strict attention to the cleanliness of the interior and the neatness of the exterior of the building, and of the surroundings, etc., and for keeping the rain-water, down-pipes and surface drain (where such exist) free from all

obstructions. Charges for such items including replacement of glass panes shall be met by the officer concerned in his contingent bill.

(c) *Residential buildings* - The Instructions given in the above paragraph do not apply to residential buildings. All repairs to such buildings shall be executed and accounted for by the Public Works Department, whether rents for the buildings are recovered from the occupier or not.

### **231. Additions and alterations to police buildings**

(a) No additions or alterations should be made to a police building without the sanction of the Inspector General.

(b) No structures, roofing, wrestling pits or places of worships, etc. temporary or permanent, should be erected in the thana compounds or on any police land without first obtaining necessary sanction from the Inspector General of Police and the Public Works Department, the latter only when the laid is borne on the books of that department.

(c) Superintendents of Police will report promptly to the Inspector General any breach of these orders detected on inspection, together with the explanation of the officer responsible for allowing it.

### **232. Budget provision**

Provision for all original works undertaken by the Public Works Department and 'repairs' of the works borne on the Public Works book shall be included in the State Public Works budget.

### **233. Expenditure of funds provided in Public Work Department budget**

The amount provided for original works and repairs in the State Public Works budget estimates will ordinarily be expended through the agency of Public Works Department; but under the rules laid down in the Assam Public Works Department Code, the agency of civil officers may be used as "disbursers of the Public Works Department". In such cases the civil officer will obtain funds from, and render accounts of the expenditure thereof, to the Accountant General, Assam, as provided in paragraph 122 of the Assam Public Works Department Code, quite distinct and separate from any other accounts which he may have to render to that officer.

### **234. Completion reports of Public Works Department buildings**

A report of completion of original works constructed by the Public Works Department shall be made by the Executive Engineer or his Sub-divisional Officer to the Superintendent of Police requesting him to occupy the buildings. If the Superintendent of Police is not satisfied with the works he may note the defects over his signature. When a police officer has occasion to make unfavourable comments on completion certificate of Public Works Department buildings, he should forward to the office of the Inspector General of Police a duplicate copy of the unfavourable comments so that the matter may be taken up with the Public Works Department, if necessary. Irrelevant remarks should not be made on completion certificates.

## **Residential Buildings**

### **(Rules 235 to 236)**

### **235. Occupation and vacating of Government buildings**

(1) The incumbent, whether permanent or temporary, of a post to which a building owned or leased by Government or a portion thereof has been allotted for use as a residence by the incumbent of the post will be held responsible for the prescribed rent during his tenure of the post. The Government may suspend the allotment of a residence to a post –

- (a) which is temporarily held by an officer under Fundamental Rule 49 in addition to another post, if the officer does not actually occupy the residence;
- (b) the incumbent of which discharges the duties of another post if such duties prevent him from occupying the residence;
- (c) to which an officer has been transferred from another post in the same station, if the officer is m

occupation of a residence allotted to such other post and the Government do not consider it necessary that he should change his residence;

- (d) in which an officer is officiating for a period not exceeding two months, if the officer is prevented from actually occupying the residence by circumstances which, in the opinion of the Government, justify the suspension of the allotment.

(2) When an officer for whom quarters are thus provided by Government vacates the building, he shall report the fact to the Superintendent of Police who shall intimate the same to the Executive Engineer in charge of the building.

(3) The Executive Engineer shall, on receipt of the report of such vacancy, made specific inquiry from the Superintendent of Police as to how the building will be utilized.

(4) If no report of vacancy is received from the Superintendent of Police, the Executive Engineer shall, as at present, continue to assess rent against the officer previously holding the appointment and who has failed to report the vacancy.

(5) If the building is not likely to be occupied within one month by the successor of the officer vacating it, the Superintendent of Police shall suggest whether the quarters would be suitable for any other officer under him . but in no case shall he allow anyone to occupy the building without the consent of the Executive Engineer.

(6) The Superintendent of Police shall bring to the notice of the Executive Engineer in charge of Government buildings occupied as residences any increases of the salaries or local allowances of the occupants of those buildings, immediately these may occur.

(7) When occupants are paying rent for residences limited to 10 per cent, of their salary and local allowances, any delay in reporting such increases sometimes causes great inconvenience to the occupants, who may be called upon suddenly to pay large arrears of rent due to Government.

(8) If these instructions are not attended to by the Superintendent of Police, the occupants of the Government residences will have to pay the balance of rent due whenever the fact is brought to the Executive Engineer's notice.

### **236. Transfer of buildings to the Public Works Department**

If it is desired to transfer any departmental buildings to the Public Works list, application shall be made through the Inspector General to the Public Works Department of the Secretariat.

## **Land Acquisition**

### **(Rules 237)**

#### **237. Acquisition of land**

(i) When acquisition of land is necessary, the Superintendent of Police, who selects the land on behalf of the police department, is bound to see that the interests of Government, of the public and of private individuals are duly considered, and that sites and alignments are chosen so as to cause the minimum of expenditure, annoyance and loss compatible with the attainment of the object for which the land is required. In particular he will avoid lands which contain any religious building, tombs or grave-yards or lands to the acquisition of which there is likely to be any objection from a religious point of view. In cases of doubt he will consult the Deputy Commissioner.

(ii) After the land to be acquired has been finally selected by the Superintendent of Police, a plan and estimate will be prepared in consultation with the Deputy Commissioner. The Superintendent will then arrange for the provision of the necessary funds and will submit to the Deputy Commissioner an application for the acquisition of the land together with the plan and estimate. If the work is to be executed by the Public Works Department and the cost of acquisition is to be met from the budget of that department, the application will be submitted to him through the Executive Engineer. The Deputy Commissioner will then deal with the application in the manner prescribed in the Land Acquisition Manual.

## Expenditure on Petty Constructions

### (Rule 238)

#### 238. Audit of expenditure on petty construction and repairs

Instructions governing the expenditure of grants allotted for petty construction and repairs will be found in the rules for the Treatment of contingent Expenditure in Assam, items 19 (at page 48) and 47-A (at page 42).

#### APPENDIX A

(REFERRED TO IN RULE 34)

#### PART II

##### *List of Registers and Files to be kept in the office of the Superintendent of Police*

No.	Names of registers and files	Authority under which kept up		Orders with regard to preservation and destruction
		Rule	Part	
1	2	3	4	5
1	Register of abstracts of comments of courts	299	III	Two years
2	Superintendent's note book .....	62	I	Permanently
3	Attendance register..	15	II	Two years
4	Register of securities and deposits ....	29	II	Permanently
5	Service books and character rolls.	31	II	See Rule 33
6	Superintendent's register of crime.	42	II	Ten years
7	Register of absconded offenders.	46	II	To be destroyed after all offenders entered in it are arrested or when a new register is made out in which all absconders of the old register still at large have been re-entered
8	Dacoity register	47	II	Permanently
9	Index to Dacoity Register	47	II	Ditto
10	Stock Book..	48	II	Ditto
11	Register of stationery	49	II	Two years
12	Register of lands and buildings	201	II	Permanently
13	Register of receipt and issue of forms	54	II	To be preserved till all forms entered in it have been exhausted
14	Guard books for copies of salary, bills etc	59	II	Thirty-five years
15	Register of general police reward	71	II	Three years
16	Library catalogue	73	II	Permanently
17	Register of correction slips	74	II	Five years
18	Register of letters received	140	II	Ten years
19	Register of letters issued	141	II	Ditto
20	File index	142	II	Permanently
21	Register of confidential letters received and issued	174	II	Ditto



22	Register or receipt and issue of service stamps	176	II	Two years
23	Register of fines and penalties credited to District Choukidari Reward Fund	..	..	To be sent to Magistrate's office after completion
24	Register of rewards paid from District Choukidari Reward Fund	..	..	Ditto
25	Receipt register of verification of sale of arms and ammuniton	..	..	To be sent to Magistrate's office after completion
26	Inspection report book	79		Permanently
	FILES			
1	File of standing district orders	35	I	Two years after abrogation
2	File of confidential character rolls	63	I	Ten years after every officer borne on it has left the force
3	File of receipt of security bonds	22	II	To be preserved as long as the bonds remain in the office of the Inspector General of Registration
4	File of Savings Bank deposit books	24	II	To be returned to depositor on withdrawal of deposit
5	File of receipts of promissory notes from Controller of Currency	25	II	To be destroyed on return of the notes to the depositor
6	File of special reports	40	II	See Appendix C of this part
7	File of history sheet in gang and other cases	41	II	Permanently
8	File of plan of land in occupation of the department	20	II	Ditto
9	File of requisition for forms	57	II	Two years
10	File of tour diaries of Superintendents, etc.	60	II	Two years
11	File of weekly diary of Inspectors	61	II	Ditto
12	File of court officers' daily under trial case reports	62	II	Ditto
13	File of daily crime reports	63	II	Ditto
14	File of domiciliary visit reports	64	II	Ditto
15	File of general or station diary	66	II	Ditto
16	File of miscellaneous and periodical returns from police stations	67	II	Ditto
17	Record of cases including	68	II	Ditto
	(i) First information reports	68	II	See V-81
	(ii) Progress memorandum of investigation	68	II	Ditto
	(iii) Concise memorandum	68	II	Ditto
	(iv) Final memorandums	68	II	Ditto
	(v) Case diaries	68	II	Ditto
18	File of rolls of general Police rewards offered	70	II	Two years
19	File of Government Gazettes	76	II	Ditto
20	File of civil list..	76	II	To be destroyed after a fresh one is received
21	File of quarterly list of superior police officers	76	II	

22	File of half-yearly list of Inspectors, Sub-Inspectors and ministerial officers.	76	II		
23	File of :Inspector General of Police's circulars and circular memorandums	78	II	Permanently till withdrawn or cancelled	
24	File of Applications for additional police	80	II	See Appendix C of this part	
25	File of police gazettes	86	II	Ten years	
26	File of Criminal Intelligence Gazette	86	II	Fourteen years	
27	File of hue and cry notices	125	V	Two years	
		130			
28	File of Supplement to Criminal Intelligence Gazette.	95	II	Permanently	
29	File of periodical returns and reports.	102	II	Two years	
29-A	File of quarterly returns of theft, loss and recovery of arms, ammution and explosives.	38	II	Permanently	
30	File of annual administration reports.	106	II	Three years	
31	File of annual returns.	107	II	Three years	
		116			
32	File of correspondence.	139	II	Ten years	
33	File of jail parade reports.	134	IV	Two years	
34	File of reports of arrival and departure of gangs.	276	V		Ditto
35	File of charge reports of station, court and reserve officers.	..	..		Ditto
36	File of thana contingent bills and accounts of construction and repairs of police buildings.	..	..		Ditto
37	File of copies of sale register of arms and ammution	..	..	Six years	
38	File of list of persons licensed to possess fire arms and of exempted persons				To be destroyed after a fresh one is received
39	File of Annual Police Administration Reports of the State of Assam			Permanently	
1	Index of crime			Ten years	
2	Register of letters received.				Ditto
3	Register of letters despatched				Ditto
4	Note book			Permanently	
5	Stamp register			Two years	
6	Stationery register				Ditto
7	Sub-divisional order book				To be bound and preserved volume by volume
8	Register of confidential letters received and despatched			Permanently	
9	Confidential demi-official book			Ditto	
10	Inspection report book			Ditto	

APPENDIX 'B'  
(REFERRED TO IN RULE 102)

List of Reports, Returns, Indents, etc., to be furnished from the office of Superintendent of Police

No.	Description of return	By whom to be prepared	In what form	When to be dispatched	To whom to be sent	Authority under which the return is prepared and submitted		Remarks
						Part	Rule	
1	2	3	4	5	6	7	8	9
<b>DAILY</b>								
1	Daily report	Inspector in charge of sub-division	Form No. 109 of Schedule XL (A) (Part I)	Daily	District Magistrate by Superintendent of Police and in Sub-division to Sub-divisional Officer by Sub-divisional Police Officer.	V	29	
2.	Daily under-trial case report	Court officer	Form No. III of Schedule XL (A) (Part I).	Ditto	District Magistrate by Superintendent of Police.	IV	22	
<b>WEEKLY</b>								
3.	Roll of untraced bad character.	Head Assistant	Form No. 28 Of Schedule XL (A) (Part I).		Deputy Inspector General of Police.	II	95	To reach the Criminal Investigation Department office on Saturdays.
4.	List of proclaimed offenders.	Court Officer	Form No. 2S of Schedule XL (A) (Part 1).		Ditto	II	95	Ditto
5.	List of proclaimed offenders who have been arrested, who have surrendered or not wanted.	Ditto	Form No. 26 of Schedule XL (A) (Part I).		Ditto	V	29	Ditto

6.	Statement of wandering gangs.	Head Assistant	Form No. 29 of Schedule XL (A) (Part I).		Ditto	IV	22	Ditto
7.	Statement of blank gazette returns.	Head Assistant and Court Officer.	Form No. 30 of Schedule XL (A) (Part I).	When returns are blank	Ditto	II	96	Postcard Ditto
MONTHLY								
8	Certificate regarding cash book.	Accountant	Form No. 31 of Schedule XL (A) (Part I).	On or before the 10 <sup>th</sup> of each month.	Inspector General of Police.	II	103	
9	Statement showing receipts of Police Department.	Ditto	Form No. 33 of Schedule (XL (A) (part I).	4 <sup>th</sup> of the following month.	Inspector General of Police through Treasury Officer.	II	104	
10	Return of force	Reserve Officer	Form No. 80 and 81 of Schedule XL (A) (Part I).	3 <sup>rd</sup> of the following month.	Assistant Inspector General of Police.	III	136	
11	Tour diary of Superintendent of Police. Assistant Superintendent of Police and Deputy Superintendent of Police.	Superintendent of Police. Assistant Superintendent of Police or Deputy Superintendent of Police as the case may be.	Form No. 31 of Schedule XL (A) (Part I).	1 <sup>st</sup> week of the following month.	Inspector General of Police through District Magistrate.	II	60	
QUARTERLY								
12	Return of pension or Accountant gratuity rolls.	Accountant	Form No. 86-A Schedule XL(A) (Part I).	5 <sup>th</sup> January, April, July and October	Inspector General of Police	III	103	
13	Return of inspection of arms and ammunition shops.	Head Assistant	Form No. 203 of Schedule XL(A) (Part I).	7 <sup>th</sup> of the month following the quarter	Deputy Inspector General of Police through District Magistrate	II	105	
13-A	Return of theft, loss and recovery of arms, ammunication and explosives.	Head Assistant	Form No. 203-A of Schedule XL(A) (Part I).		Deputy Inspector General of Police, CID, etc. Assam	II	88	To reach the Criminal Investigation Department by the

								21 <sup>st</sup> of January, April, July and October
13-B	Quarterly list of appeal withheld by Superintendent of Police.	Ditto	Form at page 162 of Assam Police Manual Part III.	1 <sup>st</sup> January, 1 <sup>st</sup> April, 1 <sup>st</sup> July and 1 <sup>st</sup> October for quarters preceding	Inspector General of Police		68(6)	
HALF- YEARLY								
14	Return of serious crime.	Court Officer at Sadar	Form No. 125 of Schedule XL(A) (Part I)	15 <sup>th</sup> January and 15 <sup>th</sup> July	Through Deputy Commissioner to Deputy Inspector General of Police and Commissioner.	IV	94	Superintendent of Railway Police will submit direct to Deputy Inspector General of Police.
15	Return of police stations Head Assistant outposts and offices inspected by Superintendent of Police, etc.	Head Assistant	Form No. 2-A of Schedule XL(A) (Part I) in manuscript	1 <sup>st</sup> week of January and July	Assistant Inspector General of Police.	I	55	
16	Indent for clothing.	Reserve Officer	Form No. 96 and 97 for Schedule XL(A) (Part I)	Not later than 15 <sup>th</sup> of March and September	Contractors	III	319	
17	Progress reports of probationary Assistant and Deputy Superintendents of Police	Superintendent of Police.		1 <sup>st</sup> January and 1 <sup>st</sup> July	Inspector General of Police	I	66	
17-A	Half-yearly list of petitions withheld by Superintendent of Police.	Head Assistant	Form at page 162 of Assam Police Manual Part III	1 <sup>st</sup> April and 1 <sup>st</sup> October for the half-year preceding	Ditto	III	724	
ANNUAL								
18	Report regarding the destruction of records.	Ditto		15 <sup>th</sup> July	Ditto	II	140	

19	Report, Crime Administration.	Court officer at sadar		Middle of February	Inspector General of Police through Deputy Commissioner and Commissioner	II	106	One copy should be submitted direct to Inspector General of Police by the 4 <sup>th</sup> week of the month
20	Report Departmental Administration.	Reserve officer and Head Assistant.		Ditto	Inspector General of Police through Deputy Commissioner	II	10	In case of hill districts through the Commissioner
21	Statement A. Part 1- return of cognizable cases.	Court officer at sadar	Form No. 34 of Schedule XL (A) (Part I)	Middle of February	Inspector General of Police through Deputy Commissioner and Commissioner	II	107	To expedite compilation, duplicates of these returns must be despatched direct to the Assistant Inspector General of Police as soon as completed and in any case not later than the end of February.
22	Statement A. Part II - Return of persons concerned in cognizable cases	Ditto	Form No. 35 of Schedule XL (A) (Part 1)	Ditto	Ditto	II	108	Ditto
23	Statement B. Part I - Return of non-cognisable cases.	Magistrate's office at sadar	Form No. 36 of Schedule XL (A) (Part 1).	Ditto	Ditto	II	109	Ditto
24	Statement B. Part II - Return of persons concerned in non-cognizable cases	Ditto	Form No. 37 of Schedule XL (A) (Part 1).	Ditto	Ditto	II	109	Ditto
25	Statement C. Showing property stolen and recovered.	Cognizable portion by court officer at sadar and non-cognizable portion by Magistrate' office	Form No. 38 of Schedule XL (A) (Part I).	Ditto	Ditto	II	110	Ditto

		at sadar						
26	Statement D. Showing strength and cost of Police	Accountant reserve officer and court officer	Form No. 39 of Schedule XL (A) (Part I)	Ditto	Ditto	II	111	Ditto
27	Statement E. Showing equipment, discipline and general internal management of Police	Reserve officer	Form No. 40 of Schedule XL (A) (Part I).	Middle of February	Inspector General of Police through Deputy Commissioner.	II	112	To expedite compilation, duplicates of these returns must be despatched direct to the Assistant Inspector General of Police as soon as completed, and in any case not later than the end of February.
28	Statement F. Showing the religion and caste of officers and men employed in the police.	Reserve officer	Form No. 41 of Schedule XL (A) (Part I).	Middle of February (Quinquennially)	Inspector General of Police through Deputy Commissioner.	II	113	Ditto.
29	Statement G. Showing the result of Police enquiries into certain classes of cognizable crime.	Court officer at sadar	Form No. 42 of Schedule XL (A) (Part I).	Middle of February	Inspector General of Police, through Deputy Commissioner and Commissioner.	II	114	Ditto.
30	Statement H. Showing - strength and cost of village watch.	Accountant and chaukidari Assistant	Form No. 43 of Schedule XL (A) (Part I).	Ditto	Ditto ..	II	115	Ditto.
31	Statement I. Annual statement showing true cases of serious crime.	Court officer at sadar	Form No. 44 of Schedule XL (A) (Part I)	Middle of February ..	Inspector General of Police through Deputy Commissioner.	II	112	To expedite compilation, duplicates of these returns must be despatched direct to the Assistant Inspector General of Police as soon as completed, and in

								any case not later than the end of February.
32	Statement J. Showing remands in police cases	Ditto	Form No. 45 of Schedule XL (A) (part I)	Middle of February	Inspector General of Police, through Deputy Commissioner and Commissioner	II	116	To expedite compilation, duplicates of these returns must be despatched direct to the Assistant Inspector General of Police as soon as completed. and in any case not later than the end of February
33.	Statement K. Showing certain offences committed by the tea garden coolies.	Ditto	Form No. 46 of Schedule XL (A) (Part I).	Ditto	Ditto	II	116	Ditto
34.	Statement L. Showing burglaries and thefts, percentage of abstention from enquiry and result of bad livelihood cases.	Ditto	Form No. 46-A of Schedule XL (A) (Part I).	Ditto	Ditto	II	116	Ditto
35.	Statement showing strength and armament of the police.	Reserve officer ..	Form No. 47 of Schedule XL(A) (part I).	On or before 10th January	Assistant Inspector General of Police.	II	117	
36.	Return of Indian Police Medal.	Head Assistant		Before 1st May	Ditto	II	123	
37.	Return (detailed list) of establishment.	Account and Reserve Officer.	Schedule III tant, Forms Nos. 6 and 7.	Before 15th April	Ditto	II	118	Assistant inspector General of Police will submit consolidated statement to Accountant General, Assam on the 15th May



38.	Return showing names of officers and men who have attained or will attain the age of 55 years.	Head Assistant and reserve officer.	Form No. 87 of Schedule XL(A) (Part I).	3rd January	Inspector General of Police	III	143	
39.	Return of target practice.	Reserve officer	Form No. 77 of Schedule XL(A) (Part I).	Between 1 <sup>st</sup> and 15 <sup>th</sup> May	Ditto	III	131	
40.	[Deleted].							
41	Schemes for distribution of grants for musketry prizes.	Reserve officer		1st May	Inspector General of Police	III	132	
42	Statements of death of convicts and ex-convicts.	Court officer	Form No. 132 of Schedule XL(A).	1st February	Deputy Inspector General of Police	IV	112	
43	[Deleted].							
44	Corrections to the descriptive statement of steamers, steam launches, etc., belonging to the Government of Assam.	Accountant		1st April	Assistant Inspector General of Police	II	122	
45	Return showing number of village from which deaths have been reported from (1) fever, (2) dysentery and (3) diarrhoea.	Head Assistant		After the close of the year.	Deputy Commissioner			Required from chaukidari districts only.
45-A	Return showing the probable quantity and value of stores that will be required from England the next financial year.			1 <sup>st</sup> July	Assistant Inspector General of Police			
45-B	Representation of the various communities in the public service (non-ministerial only).	Reserve officer	Assam Schedule II, Form No. 82 (new), 112 (old).	On or before the 10th April for the preceding financial year.	Inspector General of Police			Local Administration's Circular No. 4-A, dated 13th March 1914, modified by

									Government Circular No. 2 A. P. dated 9 <sup>th</sup> December, 1933.
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**INDENTS**

46	Indent for forms	Forms Assistant	In the prescribed form.	On the dates notified by Government annually.	Inspector General of Police	II	124	
47	Indent for stationery	Accountant		1 <sup>st</sup> week of June ..	Through Inspector General of Police to Government Stationary Stores, Gauhati/Shillong.	II	131	
48	Indent for Ordnance Stores.	Reserve Officer	1/ A. Form 3/2091		Chief Ordnance Officer, Allahabad Arsenal through Inspector General of Police.	III	156	See Rule 157, Part III
49.	Indent for accoutrements,	Ditto	Form No. 95 Schedule XL (Part I)	1 <sup>st</sup> May	Ditto	III		Indents for accoutrements and tents should be sent along with the annual return of arms, etc.
50	Indent for tents	Ditto	Form No. 95 Schedule XL (Part I) of (A)	Ditto	Assistant Inspector General of Police	II		Ditto

**OTHER RETURNS**

51.	Roll of general Police rewards.	Accountant	Form No.8 of Schedule XL (A) (Part I)	When necessary	Inspector General of Police through Deputy Commissioner.	II	70	
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52.	Statement showing result of cases traced by Finger Print Bureau.	Court officer	Form No. 120, Schedule XL (A) (Part I)	When necessary	Deputy Inspector General of Police.	IV	126	
53.	Indent for maps	Head Assistant		When maps are required.	Inspector General of Police	II	137	After his counter-signature Inspector General of Police will transmit this to the Officer in charge Map, Record and Issue office, Calcutta.

**APPENDIX C**  
**(REFERRED TO IN RULE, 139 TO 143)**

**PART II**

*Rules for the preservation and destruction of the files of English Correspondence in Superintendent of Police's office*

No. and title of collections.	No. and title of files under each collection.	Classification	Periods for which each class of records should be preserved.
1	2	3	4
I.-Accounts.	(1) Attachment of pay.	C	Two years.
	(2) Objection and retrenchments.	C	
	(3) Allowances (local)	C A	Two years, orders sanctioning the grant of any local allowance to be preserved permanently.
	(4) Advances	C	Two years after the advances have recovered.
	(5) Budget	B	Ten years.
	(6) Extra allowances,	C	Two years; orders sanctioning the grant of any extra allowance to be preserved so long as the orders are in force.
	(7) Estates of deceased men, pay and allowances of discharged men or men of leave.	C	Two years
	(8) Postage	C	
	(9) Prisoners feed and	C	
	(10) Punkha or punkha	C	
	(11) Printing at private	C	
	(12) Security	C	
	(13) Travelling, horse and conveyance allowance	C	
	(14) Taxes	B	Correspondence regarding the assessment of police buildings to municipal taxation may be kept for 10 years, correspondence above payment of taxes, etc. to be destroyed after two years.

	(15) Miscellaneous	C	Subjects of accounts which do not come under any of the headings named above will be treated as "miscellaneous" and subject to the discretion of the Superintendent of Police will be destroyed after two years.
II-Bad characters	(1) Absconders, escaped and proclaimed offenders.	O A	To be destroyed after two years if an absconder has been recaptured or otherwise disposed of, others being kept so long as the absconders are not arrested or their names not
	(2) Bad characters, suspect, released convicts and release notice,	O	2 years.
	(3) Criminal tribes	B	10 years.
	(4) Juvenile offenders	O	2 years after expiry of sentence.
	(5) Poisoners.	B	10 years.
	(6) Previous convictions.	C	2 years.
	(7) P. R. Prisoners.	C	2 years from date of release.
	(8) Port Blair convict	C	
	(9) Photographs	A	Permanently.
	(10) Pick pockets	B	10 years.
	(11) Wandering gangs	C	2 years.
	(12) Miscellaneous	C	2 years. Subject to discretion of S. P.
III-Cirs. (correspondence relating to -)	(1) I.G.P's Cir. I	C	2 years, the Cir. themselves to be preserved permanently till withdrawn or cancelled.
	(2) I.G.P's Cir. Memos.		
	(3) Accountant General, Assam and Nagaland Cir.		
	(4) Govt. Miscellaneous (District Cir. orders.)	C	2 years. Subject to of S. P.
IV- CRIME ETC	(1) Accident cases.	C	2 years.
	(2) Arms Act, Explosives and other Miscellaneous Acts.	C	
	(3) Co-operation and conference.	B	Minutes conferences 10 years.
		C	Other correspondence 2 years.
	(4) Crime maps	C	2 years. For maps see collection No. VIII.
	(5) Cruelty to animals.	C	2 years.
	(6) Dacoity in other districts.	B	10 years.
	(7) Excise, salt and opium cases.	C	2 years.
	(8) Drugging cases in other districts.	B	10 years.
	(9) Finger prints	C	2 years.
(10) Forest cases and cases under other special	C		

	or local laws.		
	(11) Kidnapping cases.	B	10 years
	(12) Missing persons and things.	C	If recovered 3 years and if not 10 years.
	(13) Missing goods.		2 years
	(14) Notes-stolen or lost.	A	Until recovered or given up as hopeless.
	(15) Railway accidents.	C	2 years
	(16) Railway cases.	C	
	(17) Special Reports of heinous crime.	B	The files of fully detected and false cases may be destroyed after Eyears except Special Reports in cases of dacoity, professional poisoning and drugging, mail robberies, theft or loss of fire arms or ammunition and counterfeiting coins, stamps or notes, . in which professional coiners, etc., are at work, and in all serious cases which are partially traced or are' untraced, or in which offenders have absconded, which shall be treated as permanent records. The files will be examined every tenth year, the retention or destruction being left to the discretion of the Superintendent of Police who will be guided by the probabilities of their being useful in the future or otherwise.
	(18) Swindling and cheating.	B	10 years
	(19) Miscellaneous	C	All other subjects of ordinary crime, which do not come under any of the headings named above will be destroyed after two year subject to the discretion of S. P. to retain particular papers or files
V- FORCE AND FIXED ESTABLISHMENTS	(1) Allotment of force	A	Permanently
	(2) Boats establishment, elephants and mules	A	Orders sanctioning the establishments to be preserved permanently
		C	Other correspondence 2 years.
	(3) Butts.	C	2 years
	(4) Charge reports.	C	
	(5) Railway Police.	C	
	(6) Drill instructors	C	
	(7) Enlistments	C	2 years
	(8) Escorts and guards	C	
	(9) Examination of Asst. Ss. P. Dy. Ss. P. and Insp. etc.	C	
	(10) Additional or Special Police	A	A To be destroyed two years after the police have been abolished or withdrawn
(11) Leave of Ss. P.,	C	2 years	
„ Insp.,			
„ Sub-Insp. .			
„ Ministerial			

	officers and others.		
	(12) Landed property of police officers	B	Only correspondence about landed property to be destroyed after 10 years
	(13) Office establishment. Any change in also transfer and promotion of ministerial officers.	A C	Correspondence about entertainment of new establishment, or any addition to or change in existing establishment to be preserved; that relating to transfer or promotion being destroyed. after 2 years
	(14) Promotion and transfer of Police officer.	B	2 years
	(15) Pension and gratuity.	B	5 years.
	(16) Proceedings, misconduct, punishment and appeals of subordinate officers.	A	Papers about suspension, degradation or dismissal to be preserved till the preparation of pension roll, or till the men leave the force others being destroyed after 2 years.
	(17) Prosecution of Government servants.	C	2 years.
	(18) Retirement at 55 years of age. Correspondence relating to-	C	2 years, after noting the orders sanctioning the retention or discharge in Service Sheets or Service Books.
	(19) Rewards	C	2 years
	(20) Special Duty	C	
	(21) Steam launches	C A	2 years; orders sanctioning a launch and its establishments to be preserved permanently.
	(22) Town police river and road patrols	A C	Sanction to additional establishment permanently, otherwise two years,
	(23) Police hospital establishment, dieting system medicines, beds and cots.	A	Correspondence about entertainment of new, or addition to, and alteration in, existing establishment to be preserved, the rest being destroyed after 2 years.
	(24) Miscellaneous.	C	Correspondence not coming under any of the headings mentioned above, will be destroyed after two years, subject to discretion of S. P. to preserve any papers or files.
VI- LANDS AND BUILDINGS.	(1) Accommodation for officers.	A C	Orders sanctioning accommodation for officers to be preserved permanently, otherwise two years.
	(2) Buildings. (a) Original works.	A	Papers relating to change of site, acquisition of land or rent of lands to be preserved permanently; other papers being preserved for 10 years care being taken to see that necessary entries are made in the Register of Lands and Buildings.
	(b) Repairs ..	C	2 years

	(3) Lands Acquisition of-	A	
	(4) Rents of lands and buildings.	A	
	(5) Tanks, wells and water-supply.	A	Permanently
	(6) Thana boundaries and jurisdictions	A	
VII - REPORTS AND RETURNS OTHER THAN GAZETTE NOTICES	Correspondence relating to returns-		
	(1) Weekly	C	2 years
	(2) Fortnightly.	C	
	(3) Monthly	C	
	(4) Quarterly	C	
	(5) Half-yearly.	C	
	(6) Annual	B	3 years
	(7) Miscellaneous	C	2 years
	(8) Tour diary	C	2 years. [Correspondence arising out of tour Diaries may be transferred to their proper heads and dealt with accordingly].
VIII- CLOTHING, EQUIPMENT AND OTHER STORES.	(1) Arms, ammunition, and accoutrements and other ordinance stores.		Order fixing scale and sanctioning supply of arms, etc., to be preserved and others destroyed after 2 years.
	(2) Acts, books and maps	C	Correspondence to be preserved for two years. Acts, books and maps except such as have become obsolete, being preserved permanently.
		A	
	(3) Clothing- A Separate file for each contractor.	C	
	(4) Miscellaneous Correspondence relating to--	C	2 years
	(5) Forms and stationery.	C	
	(6) Furniture	C	
	(7) Tents and tarpaulins,	B	5 years
(8) Miscellaneous- lanterns, padlocks, handcuffs, etc.	C	2 years	



IX. MISCELLANEOUS	(1) Births and deaths (vital statistics).	C	2 years
	(2) Choukidars, village and rural police.	C	
	(3) Epidemics, cholera, cattle disease and small-pox	C	
	(4) Camping grounds and march of troops.	C	
	(5) Criminal fines	C	
	(6) Cash-chests of Postal and Registration Departments.	C	
	(7) Emigration.	C	
	(8) Fairs and exhibitions.	C	
	(9) Ferry and tolls	C	
	(10) Famine	C	
	(11) Inspection	C	To be preserved for two years the orders passed and their execution being noted in the execution being noted in the Inspection Defect Register
	(12) Intestate and unclaimed property	C	
	(13) Municipalities	C	
	(14) Pounds	C	
	(15) Police gazette	A	A Permanently correspondence arising out of police gazette should be dealt with under its proper file. Notices for the gazette may be destroyed as soon as published or rejected.
	(16) Post-mortem examinations, report on wounded persons, and chemical examinations	C	2 years
	(17) Postal correspondence.	C	
	(18) Pilgrims	C	
	(19) Disposal of records and registers, Correspondence relating to.	C	2 years
	(20) Railways	C	
	(21) Vaccination	C	
	(22) Miscellaneous	C	

N. B.-Obsolete Acts, books and pamphlets, etc., and the printed lists of criminal tribes, railway pick pockets, and poisoners, for which revised lists have subsequently been printed or received, may be destroyed.

## APPENDIX D

### FORM OF A MAGISTRATE'S ORDER REFERRED TO IN RULE 1

"Whereas an application has been made by the Superintendent of Police to appoint the persons noted in the margin to act as special Police officers for \_\_\_\_\_ days within the limits of \_\_\_\_\_ police station and whereas I am satisfied upon the grounds stated in the application that disturbance of the peace may reasonably be apprehended in the neighbourhood of the marginally noted villages situated in the aforesaid, police station and that the police force ordinarily employed in that neighbourhood is not sufficient for the preservation of the peace there and there being no cause to the contrary, I hereby appoint the aforesaid persons who are residents of the neighbourhood to act as special Police officers for a period of \_\_\_\_\_ days from (giving date) within the limits of \_\_\_\_\_ Police Station.

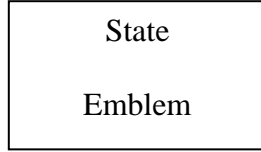
A.B.  
*Magistrates*

**APPENDIX E**  
**(Rule 94)**

**CONFIDENTIAL**

Registered No .....

The Assam



inal

Intelligence Gazette

(For Departmental use only)

**PUBLISHED BY AUTHORITY**

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Volume No.

Shillong

Day

Dated

No.

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PART IV

(A) Dacoity

Dacoity statement for the week ending \_\_\_\_\_19\_\_\_\_\_ (First information were received in respect of the following cases of dacoity during the week specified

District	Place	Date & hour	Type and number of men	Nature and value of property stolen	Other details
1	2	3	4	5	6

Statistics of dacoities for the week ending \_\_\_\_\_ 19\_\_\_\_\_

(Figures in the brackets are corresponding figures of last year).

Serial No.	Districts	Running total of the month upto _____19_____	Running total of year upto _____ 19 _____
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(B) Cases of cheating

Cases of cheating during the week ending \_\_\_\_\_ 19 \_\_\_\_\_

Serial No.	District & Special Report.	Date of occurrence	Place of occurrence and Police Station	Crime with Section.	Remarks.
1	2	3	4	5	6

(II-FORMS). OFFICE OF THE SUPERINTENDENT OF POLICE

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**FORMS PART II**

**FORM No.1**

Verification roll of ministerial officers – [Assam Schedule XL (A) (Part I) Form No. 57] - Referred to in Rule 5.  
For details see Part III of this Manual.

**FORM No. 2**

Application for leave - (Assam Schedule XL (A). (Part I). Form No. 216] - Referred to in Rule 6.

1. Name of applicant –
2. Duty on which employed –
3. Pay –
4. Nature and period of leave asked for –
5. On what grounds –
6. Address when on leave –

Date

Signature

**OFFICE REPORT**

Recommendation of Head of office and arrangement proposed for absentee's work

**DATE OF RETURN FROM LAST LEAVE**

Leave	Leave at credit			Leave taken			Balance Due		
	Y	M	D	Y	M	D	Y	M	D

Certified that the leave applied for is admissible under Date  
Rule \_\_\_\_\_ of the Fundamental Rules viz, on

Date

Accountant

Order

Date

FORM No. 3

ATTENDANCE REGISTER - (ASSAM SCHEDULE II, FORM No. 68)

Referred to in Rule 15

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. No.</li><li>2. Names</li><li>3. 31 columns showing dates of month. Each column is divided into (a) Arrival and (b) Departure</li></ol> | <ol style="list-style-type: none"><li>4. Casual leave taken, divided into (a) since beginning of the year up to the end of last month, (b) During the month and (c) total</li></ol> |
|---|---|

## SECURITY BOND - [ASSAM SCHEDULE XL (A), (PART I), FORM No. 4

Referred to in Rule 20

Know all men by these presents that I \_\_\_\_\_ am held and firmly bound unto the Governor of Assam in the sum of Rupees \_\_\_\_\_ to be paid to the said Governor of Assam his successors or assigns or his or their certain attorney or attorneys for which payment will and truly to be made I bind myself my heirs executors administrators and representatives firmly by these present sealed with my seal dated this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ and the said \_\_\_\_\_ doth hereby for himself his heirs executors administrators and representatives covenant with the said Governor of Assam his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature \_\_\_\_\_ other than the said High Court in its Ordinary Original Jurisdiction the same shall and may at the instance of the said Governor of Assam be removed into tried and determined by the said High Court in the Extraordinary Original Jurisdiction.

WHEREAS the above bounden \_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ appointed a \_\_\_\_\_ and now by virtue of such office holds and exercises the office of at ( \_\_\_\_\_ ) and as such \_\_\_\_\_ may subsequently be transferred or appointed to other places and may from time to time revert to ( \_\_\_\_\_ ) aforesaid and \_\_\_\_\_

WHEREAS the said \_\_\_\_\_ has amongst other dunes the care charge and oversight of and responsibility for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of all moneys specie bullion coin jewels Government currency notes stamps and Government securities of whatever description gold and silver copper lead goods stores chattels or effects stored and used at received into or despatched from the \_\_\_\_\_ office at the place where he may for the time being be serving as aforesaid or paid deposited or brought into such office \_\_\_\_\_ by any person or persons whomsoever and for any purpose or purposes whatsoever AND WHEREAS the said \_\_\_\_\_ as such \_\_\_\_\_ as aforesaid is all responsible that all such moneys specie bullion coin jewels-Government currency notes stamps and Government securities of whatsoever description gold silver copper lead goods stores chattels or effects (hereinafter together only called "the said property"), are and is of full measure and good quality when received into such \_\_\_\_\_ office and until he has duly accounted therefore and every part thereof in manner hereinafter referred to AND WHEREAS the said \_\_\_\_\_ is bound whenever called upon so to do to show to his superior officers that the said property and every part thereof save so much thereof as he has duly accounted for is at all time intact in the places aforesaid and is also bound to attend for the purpose of discharging his duties aforesaid at such times and places as his superior officers may appoint AND WHEREAS the said \_\_\_\_\_ is further bound to keep true and faithful accounts of the said property and of his dealings under written order of his superior officers therewith respectively in the form and manner that may from time to time be prescribed under the authority of Government of Assam and also to prepare and submit such returns and such account as he may from time to time be called upon to do AND WHEREAS the bulk of the said property remains a well in the care charge and custody of the \_\_\_\_\_ officer for the time being at the place at which the said \_\_\_\_\_ may for the time being be serving as of the said \_\_\_\_\_ but as between himself and the said Governor of Assam for India he the said \_\_\_\_\_ is alone responsible \_\_\_\_\_ and answerable therefore and for every part thereof \_\_\_\_\_ AND WHEREAS the responsibility of the said \_\_\_\_\_ for the said property and every part thereof does not cease until the same has been duly used under the written orders aforesaid and accounted for or been duly despatched from the said \_\_\_\_\_ office at the place where he serving as aforesaid and delivered over to and a full and complete discharge therefore obtained from such persons and places as the district officer of the district in which the said \_\_\_\_\_ may be serving or other the person exercising his functions for the time being under the sanction of the Government of Assam \_\_\_\_\_ may direct AND WHEREAS the said \_\_\_\_\_ in consideration of his said appointment has caused to be delivered and deposited with and has endorsed over to the Auditor General Government securities to the extent of Rupees \_\_\_\_\_ of which the numbers amounts and other particulars are set forth and specified in the Schedule hereunder written for the purpose of in part securing and indemnifying the said Governor of Assam his successors and assigns against all loss and damage

which be or they might or may in any way suffer by reason of the said property or any part or parts thereof being in any way consumed wasted embezzled stolen misspent lost misapplied or otherwise dishonestly negligently or by or through oversight or violence made was or parted with by himself the said \_\_\_\_\_ or any person acting for him in his said office during his absence or otherwise or by any servants Assistant or other persons nominated or accepted by or serving under him the said \_\_\_\_\_ or by any other person or persons whomsoever whether in the service of Government of Assam or otherwise AND WHEREAS the said \_\_\_\_\_ has entered into the above bond in the penal sum of \_\_\_\_\_ conditioned for the due performance by him the said \_\_\_\_\_ of the duties of the said office aforesaid and of other the duties appertaining thereto or which may lawfully be required of him and the indemnify of the said Governor of Assam and his servants against loss from or by reason of the arts or defaults of the said \_\_\_\_\_ and of all and every the persons or persons aforesaid *Now the condition of the above written bond* is such that if the said \_\_\_\_\_ has whilst he has held the said office as aforesaid at or such places as he may from time to time be appointed to as \_\_\_\_\_ always duly performed and fulfilled the said duties of the said officer and other the duties aforesaid and if he the said \_\_\_\_\_ shall whilst he shall hold the said office always duly perform and fulfil all and every the duties thereof aforesaid and further if the said \_\_\_\_\_ do and shall indemnify and save harmless the said Governor of Assam his successors and assigns the Government of Assam \_\_\_\_\_ and all and every the person or persons who from time to time has or have held or shall hold or exercise the said officers where the said \_\_\_\_\_ shall for the time being be serving while the said \_\_\_\_\_ has held or shall hold and enjoy the said office of \_\_\_\_\_ as aforesaid of and from all and every loss and damage which during the time the said \_\_\_\_\_ has held exercised and enjoyed the said office has happened or been sustained or shall or may at any time or times hereafter during the time that he the said \_\_\_\_\_ or his agent or agents nominee or nominees shall hold or exercise or act in the said office happen to or be sustained by the said Governor of Assam his successors or assigns the Government of Assam or the said district officer for the time being by from or through the means of the neglect failure misconduct disobedience omission or insolvency of the said \_\_\_\_\_ or his said agent or agents nominee or nominees or of any of the servants Assistants or other persons nominated accepted by or serving under him the said \_\_\_\_\_ or his said agent or agents nominee or nominees or from or through the consuming wasting embezzling stealing misspending losing misapplying or otherwise dishonestly or negligently or through oversight or violence making away or parting with the said property or any part or parts thereof by any person or persons whomsoever whilst he or that said \_\_\_\_\_ had acted or shall continue the act in the said office of \_\_\_\_\_ aforesaid then this obligation to be void and of no effect otherwise the same shall be and remain full force and virtue. PROVIDED ALWAYS and it is hereby declared and agreed by the said \_\_\_\_\_ with the said Governor of Assam that the Government securities of Rupees \_\_\_\_\_ so deposited as aforesaid respectively or such other Government security or securities to the same amount as the Accountant General may consent from time to time to accept and receive and shall accordingly receive in lieu or exchange for the same and the interest thereof respectively shall be and remain with the said Accountant General as and form part and additional security to the said Governor of Assam his successors and assigns for the purposes aforesaid with full powers to the Governor of Assam his successors or assigns or the district officer of the place where the said \_\_\_\_\_ may for the time being be serving to sell and dispose of the said Government securities or a sufficient portion thereof with the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Governor of Assam his successors and assigns as the case may require but nevertheless the interest of the said Government securities may in the meantime be paid over as the same shall be realized by the said district officer for the time being or the Government of Assam \_\_\_\_\_ if PROVIDED FURTHER and it is hereby expressly agreed and declared by the said \_\_\_\_\_ and the Governor of Assam that it shall be lawful for the said \_\_\_\_\_ with the consent of the said Accountant General first had and obtained to change and substitute for the said deposit of Government securities for Rupees \_\_\_\_\_ or any part thereof or for any substituted notes from time to time other notes of the same or other loans of the same or greater value without in any way affecting the obligation of the said bond of the liability of the said \_\_\_\_\_ And it is hereby lastly agreed and declared by and between the said \_\_\_\_\_ and the said Governor of Assam that on the vacation by the said \_\_\_\_\_ of his said office of \_\_\_\_\_ the above mentioned Government securities for Rupees \_\_\_\_\_ or any notes that may be substituted therefore as aforesaid shall not be at once returned to him but shall he and remain with the said Accountant General for the term of six months as security against any loss that may have been incurred by the Governor of Assam owing to

the neglect or default of the said \_\_\_\_\_ or any other person or persons as aforesaid and which may not have been discovered until after the vacation of his appointment by the said \_\_\_\_\_ PROVIDED ALWAYS that the return at any time of the said Government securities shall not be deemed to affect the right of the said Governor of Assam to take proceedings upon the said bond against the said \_\_\_\_\_ in case any breach of the conditions of the said bond shall be discovered after the return of the said Government securities \_\_\_\_\_

The Schedule above aforesaid to \_\_\_\_\_

Signature and seal of obligor \_\_\_\_\_ Seal

Signed sealed and delivered by the above named in the presence of \_\_\_\_\_

\_\_\_\_\_  
Signatures of two witnesses.

Dated

*N.B. - (i) This bond is exempt from stamp duty [see Schedule II Section 12 (h) of the Stamp Act I of 1879]. Security bond.-[Assam Schedule XL (A), (Part I), Form No.5]. Referred to in Rule 21.*



FORM No. 5

(Schedule II Section 12 (4) of the Stamp Act, 1879)

[ \_\_\_\_\_ KNOWN all men by these presents that \_\_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_ are held and firmly bound into the Governor of Assam for India in Council in the sum of Rs \_\_\_\_\_ to be paid to the said Governor of Assam his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made we bind ourselves our heirs executors administrators and representatives jointly and every two of us bind ourselves our heirs executors administrators and representatives jointly and each of us binds himself his heirs executors administrators and representatives severally firmly by these presents sealed with our seals dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ and each of us the said \_\_\_\_\_ and \_\_\_\_\_ doth hereby for himself his heirs executors administrators and representative covenant with the said Governor of Assam his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition herewith written in any court subject to the High Court of judicature at \_\_\_\_\_ other than the said High Court in its Ordinary Original Jurisdiction the same shall and may at the instance of the said Governor of Assam be removed into tried and determined by the said High Court in its extraordinary Original Jurisdiction.

[WHEREAS the above-bounden \_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ appointed \_\_\_\_\_ and now holds and exercises the office of \_\_\_\_\_ at \_\_\_\_\_ ( \_\_\_\_\_ ) and as much \_\_\_\_\_ may from time to time be transferred or appointed to other places and may from time to time revert to ( \_\_\_\_\_ ) aforesaid AND WHEREAS by virtue of such office the said \_\_\_\_\_ has amongst other duties the care charge and oversight and responsibility for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of all money specie bullion coin jewels Government currency notes stamps and Government securities of whatever description gold silver copper lead goods stores chattels or effects stored and used at received into despatched from the \_\_\_\_\_ office at the place where he may for the time being be serving or paid deposit or brought into such \_\_\_\_\_ office by any person or persons whomsoever and for any purpose or purposes whatsoever; AND WHEREAS the said \_\_\_\_\_ as such - \_\_\_\_\_ as aforesaid is also responsible that all such moneys specie bullion coin jewels Government currency notes stamps and Government securities of whatsoever description gold silver copper lead goods stores chattels or effects (hereinafter together only called the "said property") are and is of full measure and good quality when received into the said \_\_\_\_\_ and until he has duly accounted therefor and for every part thereof in manner hereinafter referred to; AND WHEREAS the said \_\_\_\_\_ is bound wherever called upon so to do to show to his superior officers that the said property and every part thereof save so much thereof as he has duly accounted for is at all times intact in the places aforesaid and is also bound to attend for the purpose of discharging his duties aforesaid at such time and places as his superior officers may appoint. AND WHEREAS the said \_\_\_\_\_ is further bound to keep true and faithful accounts of the said property and of his dealings under written orders of his superior officers therewith respectively in the form and manner that may from time to time be prescribed under the authority of Government and also to prepare and submit such returns and such accounts as he may from time to time be called upon to do. AND WHEREAS bulk of the said property remains as well in the care charge and custody of the \_\_\_\_\_ officer for the time being at the place at which the said ( \_\_\_\_\_ ) may for the time being be serving as of the said \_\_\_\_\_ but as between himself and the said Governor he the said \_\_\_\_\_ is alone responsible and answerable therefore and for every part thereof; AND WHEREAS responsibility of the said \_\_\_\_\_ for the said property and every part thereof does not cease until the same has been duly used under the written orders aforesaid and accounted for or been duly despatched from the said \_\_\_\_\_ and delivered over to and a full and complete discharge therefore obtained from such person and places as the District officer of the district in which the said \_\_\_\_\_ may be serving or other the persons exercising his functions for the time being under the sanction of the Government of \_\_\_\_\_ may direct: AND WHEREAS the said \_\_\_\_\_ in consideration of the said appointment has agreed to deposit with the Governor through the District Officer of the district where he may for the time being be serving as such District Officer as aforesaid the sum of Rs \_\_\_\_\_ by monthly payments or reductions of Rs \_\_\_\_\_ to be made from the salary of the said \_\_\_\_\_ for the purpose of in part securing and indemnifying the said Governor his successors and assigns against all loss and damage which he or they might or may in any way suffer by

reason of the said property or any part or parts thereof being in any way consumed wasted embezzled stolen misspent misapplied or otherwise dishonestly negligently or by or through oversight or violence made away or parted with by him the said \_\_\_\_\_ or any person acting for him in his said office during his absence or otherwise or by any servants assistants or other persons nominated or accepted by or serving under him the said \_\_\_\_\_ or by any other person or persons whomsoever in the service of Government or otherwise: AND WHEREAS it has been arranged that the monthly payments or deduction of Rs \_\_\_\_\_ to be made from the salary of the said \_\_\_\_\_ shall commence from his salary for the month of \_\_\_\_\_ and the amount for the time being held as such security and indemnity may on the transfer of the said \_\_\_\_\_ from one place or one district to another transferred to the District Officer of the new place or district: AND WHEREAS it has been agreed that the said Governor through the District Officer of the place where the said \_\_\_\_\_ shall for the time being be employed shall hold all sums paid or to be hereafter paid or deducted and transferred as herein before mentioned as a deposit for the due fulfilment by the said \_\_\_\_\_ of his duties as herein before described and shall allow to the said \_\_\_\_\_ interest thereon at the Savings Banks rate so long as he shall duly and faithfully observe and perform the duties of his employment as aforesaid and shall not incur liability as hereinafter mentioned up to the expiration of the term of six months from the termination of his employment during which as hereinafter provided his said security deposit is to remain in the hands of the said District Officers on behalf of the said Governor : AND WHEREAS the said \_\_\_\_\_ and the said \_\_\_\_\_ and \_\_\_\_\_ as his the said \_\_\_\_\_ sureties in that behalf have entered into the above written bond in the penal sum of Rs \_\_\_\_\_ condition for the due performance by him the said of the duties of the said office aforesaid and of other the duties appertaining thereto or which may lawfully be required of him and the indemnity of the said Governor and his servants against loss from or by reason of the acts or defaults of the said \_\_\_\_\_ and of all and every the persons and person aforesaid. *Now the condition of the above written bond* is such that if the said \_\_\_\_\_ has whilst he has held the said office as aforesaid always duly performed and fulfilled the said duties of the said office and other the duties aforesaid and if he the said \_\_\_\_\_ shall \_\_\_\_\_ whilst he shall hold the said office always duly perform and fulfil all and every the duties thereof aforesaid and further if the said \_\_\_\_\_ and \_\_\_\_\_ do and shall indemnify and save harmless the said Governor his successors and assigns the Government of \_\_\_\_\_ and all and every the person or persons who from time to time has or held or shall hold or exercise the said office of \_\_\_\_\_ while the said have \_\_\_\_\_ has held or shall held and enjoy the said office of \_\_\_\_\_ as aforesaid of and from all and every loss and damage which during the time the said \_\_\_\_\_ has held exercised and enjoyed the said office has happened or been sustained or shall or may at any times or time hereinafter during the time that he the said \_\_\_\_\_ or his agent or agents nominee or nominees shall hold or exercise or act in the said office happen to or be sustained by the said Governor his successors or assigns the Government of \_\_\_\_\_ or the said District Officer for the time being by from or through the means of the neglect failure misconduct disobedience omission or insolvency of the said \_\_\_\_\_ or his said agent or agents nominee or nominees or of any of the servants assistants or other persons nominated by or serving under him the said \_\_\_\_\_ or his said agent or agents nominee or nominees or by from or through the consuming wasting embezzling stealing misspending or otherwise dishonestly or through oversight or violence losing misapplying or otherwise dishonestly or through oversight or violence making away or parting with the said property or any part or parts thereof by any person or persons whomsoever while he the said \_\_\_\_\_ has held or shall continue to hold the said office as aforesaid than this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: PROVIDED ALWAYS and it is hereby agreed and declared that neither of them the said \_\_\_\_\_ nor the said \_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the said ( \_\_\_\_\_ ) six calendar months' notice in writing of his or their intention so to do and their joint and several liability under this bond shall continue in respect of all omissions or defaults of the said \_\_\_\_\_ unit the expiration of the period of all six months \_\_\_\_\_. PROVIDED ALWAYS and it is hereby declared and agreed by the said \_\_\_\_\_ and \_\_\_\_\_ with the said Governor that the deductions so to be made from the salary of the said \_\_\_\_\_ as aforesaid and the interest thereof respectively shall be and remain with the said District Officer of the place where the said \_\_\_\_\_ may for the time being be serving or the Government of \_\_\_\_\_ as and for part and additional security to the said Governor his successors and assigns for the purpose aforesaid with full power to the said Governor his successors or assigns or the District Officer of the place where the said \_\_\_\_\_ may for the time being be serving to appropriate said deduction so to be made from the salary of the said \_\_\_\_\_ as aforesaid or a sufficient portion thereof with the interest thereof and to apply the same in and towards the indemnity as aforesaid of the said Governor his successors and assigns as the case may require but nevertheless the interest of the said deductions so to be made as aforesaid from the salary of the said \_\_\_\_\_ may in the meantime if thought fit be paid over as the same shall be realized by the District Officer of the place where the said \_\_\_\_\_ may be serving to the said \_\_\_\_\_

AND it is hereby lastly agreed and declared by and between the said \_\_\_\_\_ and the said Governor that on the vacation by the said \_\_\_\_\_ of his office of \_\_\_\_\_ any deductions made from the salary of the said \_\_\_\_\_ shall not be at once repaid to him but shall be and remain with the District Officer of the place where he may last have been serving for the terms of six months as security against any loss that may have been incurred by the Governor owing to the neglect or default of the said \_\_\_\_\_ or any other person or persons as aforesaid and which may not have been discovered until after the vacation of his appointment by the said \_\_\_\_\_: PROVIDED ALWAYS that the repayment at any time of the said deduction from the salary of the said \_\_\_\_\_ shall not be deemed to affect the right of the said Governor to take proceedings upon the said bond against the said \_\_\_\_\_ and the said \_\_\_\_\_ and \_\_\_\_\_ as his sureties in case any breach of the conditions of the said bond shall be discovered after the repayment of the said deductions.

Signature and seal of obligor \_\_\_\_\_ (Seal).

Signed sealed and delivered by the

above-named in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

} Signature of two witnesses

Dated

N.B.- This bond is exempt from stamp duty-see Schedule II, Section 12 (h) of the Stamp Act (I of 1879).

**FORM No.6**

LETTER TO POST MASTER FOR SAVINGS BANK. DEPOSIT  
[ASSAM SCHEDULE XL (A), (PART I) FORM NO 6]  
REFERRED TO IN RULES 24 AND 29.

To

THE POST MASTER,

\_\_\_\_\_

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

SIR,

I HAVE the honour to inform you that I have deposited the sum of Rs \_\_\_\_\_ in the Post Office Savings Bank at \_\_\_\_\_ as my security to Government, and hereby agree that the same will not be payable to me until I shall produce to you the express written sanction of the \_\_\_\_\_ under whom I am serving for payment of the same. I also agree not to object to the payment by the Savings Bank of this deposit to the \_\_\_\_\_ on his claiming it and not to make any claim for interest after the \_\_\_\_\_ shall have revoked the authority for the Savings Bank to pay me the interest.

*Yours Faithfully*  
*Signature of Depositor*  
*Designation of ditto*

**FORM No. 7**

Register of securities of ministerial and non-gazetted officers – (Assam Schedule II, Form No. 81) - Referred to in Rule 29.

1. Serial number.
2. Name of officer
3. Designation or duty.
4. Amount of security payable
5. Nature of security furnished
6. Value of security furnished
7. Date of bond
8. Date of despatch to Inspector General of Registration, Assam
9. Remarks.

## FORM No. 8

Service Book – (Assam Schedule III, Form No. 68) - Referred to in Rule 31

For details see form No. 10 of F. R.

## FORM No. 9

Character Roll – (Assam Schedule II, Form No. 73) – Referred to in Rule 31.

This book is bound with 12 pages:-

- Page 1 – Name of official  
Father's name  
Caste  
Place of residence  
Post in which first admitted to Government service with date  
Educational qualifications
- Pages 2, 3 and 4 – Details of property held in the province by him or his near relatives divided into (a) district, (b) particulars,
- Pages 5 and 6 – Details of Government official to whom he is related (including father, brother, cousin, uncle, father-in-law, brother-in-law).
- Pages 7 and 8 – District to which posted divided into:
1. District.
  2. Date of posting.
  3. Date of transfer.
  4. Reasons of transfer.
- Pages 9, 10, 11 and 12 – Notes of punishments inflicted special commendations gained, and opinions as to work or conduct expressed by Commissioner, Deputy Commissioner or Head of the Department.

Each page is divided in the following column :

1. Date
2. Office held.
3. Note or opinion.

N. B – The departmental superior should make entries in these sheets of notably good or bad work from time to time. He should also, enter his opinion in them before relinquishing charge of the office, unless he has recently done so under preceding rule. Provided in each case, that he has held charge of the office for more than three months.

**FORM NO. 10**

Quarterly statement of theft, loss and recovery of arms, ammunition and explosives – [Assam Schedule XL (A), Part I, form No. 203-A] – Referred to in Rule 38.

Statement of theft, loss and recovery of arms, ammunition and explosives for the quarter ending the \_\_\_\_\_ 19\_\_\_\_, \_\_\_\_\_ District

- |   |     |   |
|---|-----|---|
|   | 1.  | Serial No.  |
|   | 2.  | Name of Corps or owner                                      |
| No. and kind of weapon.                     | 3.  | Rifle   |
|   | 4.  | Gun   |
|   | 5.  | Revolver or pistol  |
|   | 6.  | Carbine   |
|   | 7.  | Rifle bolt  |
|   | 8.  | Rifle barrel, machine gun and component parts.              |
|   | 9.  | Number of weapon, (License or other number)                 |
|   | 10. | Bore and other distinguishing marks                         |
| Ammunition                                  | 11. | Kind of ammunition  |
|   | 12. | Number of rounds  |
|   | 13. | Bore and other distinguishing marks                         |
| Explosives (quantity or number to be shown) | 14. | Cordite   |
|   | 15. | Gun power   |
|   | 16. | Dynamite  |
|   | 17. | Other explosives, including caps and shots                  |
| Lost or stolen                              | 18. | When  |
|   | 19. | Where, (Village or Tea Estate and Police Station)           |
| Recovered                                   | 20. | When  |
|   | 21. | Where, (Village or Tea Estate and Police Station)           |
|   | 22. | From whom   |
|   | 23. | No. and date of C. I. Gazette in which published.           |
|   | 24. | Remarks (here note the S. R. No. or P. S. No. of the case). |

*Superintendent of police*

NOT – (1) In the remarks column, it should also be noted briefly how the arms, ammunition and explosives were lost or stolen and the circumstances of recovery.

(2) Each kind of weapon, ammunition and explosives to be shown separately.

**FORM No. 11**

SPECIAL REPORT FORM – [ASSAM SCHEDULE XL (A), (PART I), FORM NO. 10]  
REFERRED TO IN RULE 40

FROM THE SUPERINTENDENT OF POLICE \_\_\_\_\_ DISTRICT

To THE \_\_\_\_\_  
SPECIAL REPORT \_\_\_\_\_ CASE NO \_\_\_\_\_; REPORT \_\_\_\_\_  
DATED \_\_\_\_\_ OF \_\_\_\_\_ 19\_\_\_\_\_.

- (1) Names of complainant or informant
- (2) Name and residence of the accused
- (3) Crime with section
- (4) Place of occurrence and P. S. and distance and direction from the P. S.
- (5) Date and hour of occurrence.
- (6) Number of hours after occurrence the information reached the police
- (7) Date and hour of arrival of the police on the spot
- (8) Name and designation of investigating officer
- (9) Form of final report and its date
- (10) Number of persons.

Below these is given a statement with the following *Columns*:-

- |                                     |                         |
|-------------------------------------|-------------------------|
| 1. Concerned.                       | 7. Committed            |
| 2. Arrested                         | 8. Acquitted            |
| 3. Sent up for trial                | 9. Convicted            |
| 4. Released on bail or recognizance | 10. Acquitted on appeal |
| 5. Discharged                       | 11. At large.           |
| 6. Made approver/accomplice         |                         |

The following is given after the statement :

- (12) Amount of property stolen.
- (13) Ditto ditto recovered.

*Superintendent of Police  
Reserve*

**FROM No. 12**

History sheet in gang and other cases - [Assam Schedule XL (A), (Part I) Form No. 152D]- Referred to in Rule 41.

For details see Part V, page 231.

## FORM No. 13

Superintendents' Register of crime – [Assam Schedule XL (A), (Part I) Form No. 13] – Referred to in Rule 42.

The following are the headings on the top of the form:-

Month  
(a) ----- (b) P. S.  
Year

The headings of the different *columns* are as follows:-

- |  |   |
|--|---|
| 1. P. S. Number.   | 7. Name and rank of police officer conducting the enquiry   |
| 2. Place of occurrence, distance, and direction from P. S., date and hour of occurrence and of information reaching police | 8. Initials of Superintendent   |
| 3. Date and hour of arrival of police on the spot  | 9. Date and form of final report, and names of persons sent up and absconders and the page of the Absconder's Register in which the absconder's name is entered |
| 4. Date of receipt of First information at headquarters  | 10. Final order of Magistrate   |
| 5. Name of complainant or informant and of accused.  | 11. Amount of property stolen and recovered   |
| 6. Crime, with section of Act R. R. order, etc. and nature of property stolen  | 12. Initials of Superintendent and  |
|  | 13. Remarks   |

. N. B -The names of absconders should be shown in red ink and the number of entry in Absconder's Register should be given. In the column of remarks should be noted the facts that an explanation called for delay, etc., with date of order and date of disposal.



**FORM No. 14**

**DISTRICT REGISTER OF ESCAPED CONVICTS AND PROCLAIMED OFFENDERS  
[ASSAM SCHEDULE XL (A), (PART I), FORM NO. 4].-REFERRED TO IN RULE 46.**

On the top of the form \_\_\_\_\_ Police Station

1. Date of entry in register	Date of	4. Warrant.
2. Name, father's name, caste and residence. Name and residence of wife, if living.  Descriptive roll. It should also be stated if F.P. have been taken or not		5. Proclamation.
3. Offence, date of offence and reward offered, if any, for apprehension		6. Attachment.
		7. Record of evidence under Section 512, Cr. P. C.
		8. Publication of name in the Criminal Intelligence Gazette with number of Notification.
		9. Apprehension, Surrender of death.
		10. Stations to which roll was circulated. Note here whether absconder has wife, family ties or interests in village or not.
		11. Names and residences of identifiers.

**FORM No. 15**

**INDEX TO DACOITY REGISTER - [ ASSAM SCHEDULE XL (A), (PART I), FORM NO. 15 ]-REFERRED TO IN RULE 47.**

1. Serial number	5. Number in-divided into (a) Conviction Register, (b) Surveillance Register,
2. Name.	6. Dacoity cases either convicted or detected - divide into as many columns as necessary.
3. Father's name	
4. Residence-divided into (a) village, (b) P. S., (c) District	

The following is the footnote of the form:-  
X = not convicted. App = approver.  
C= convicted. S=suspected or acquitted.

**FORM No. 16**

**STOCK BOOK OF FURNITURE, ETC - (ASSAM SCHEDULE II, FORM NO. 52) - REFERRED TO IN RULE 48.**

1. Date of receipt.	5. Initials.
2. Name of article with a description	6. Date of disposal.
3. Number of pieces	7. Value realised.
4. Cost	8. Initial.

On the top of 1<sup>st</sup> page - This book shows the live-stock, European and other stores and moveable property, including iron-safes, European scales and weights, tents, ordnance stores, etc., etc.

## FORM 17

Stationery Stock Book showing details of the articles of stationery received or issued-(ASSAM SCHEDULE II, FORM NO. 14). REFERRED TO IN RULE 49

1. From whom received or to whom issued.
2. Date of receipt or issue.
3. Cost of value realised on permanent articles only (marked \*) in column 4
4. to 27 Blank.
28. Remarks including signature of persons to whom articles have been issued.

NOTE - All entries in this register relating to receipt of articles should be made in black ink and all issues in red ink. Columns 4 to 27 are left blank to be filled in with names of articles received and issued.

## FORM No. 18

REGISTER OF LANDS AND BUILDINGS- [ASSAM SCHEDULE XL (A), (PART I), FORM NO. 16]  
REFERRED TO IN RULE 201.

- Page 1- 1. Name of P. S. or O.P.
2. Area of land occupied in acre.
  3. Boundaries of land
  4. If acquired, date of acquisition and number and date of Notification in Gazette
  5. If not acquired-
    - (a) Name of owner.
    - (b) Terms on which held
    - (c) Amount of rent
    - (d) Number and date of G .O. sanctioning payment.
  6. Reference to collector's Register No.6.
  7. Remarks.

These headings are given on the left hand side of the form.

- Page 2 -1
1. Name of building and whether Public Works Department building or departmental
  2. Description of building divided into
    - (a) roof, (b) walls, (c) posts, (d) plinth
  3. Area of plinth in square feet.
  4. Date of construction

5. Cost

Page 3 and 4 - Expenditure on repairs divided in five columns as follows:-

19

-----  
Amount

**FORM No. 19**

REGISTER OF RECEIPTS AND ISSUES OF FORM – (ASSAM SCHEDULE II, FORM No. 89) –  
REFERRED TO IN RULES 54 AND 26

No. of schedule \_\_\_\_\_ No. of form \_\_\_\_\_ No. of Shelf \_\_\_\_\_ No. of rack \_\_\_\_\_

NAME OF FORM

1. Date
2. Number received or issued
3. Balance
4. Signature of officer to whom issued.

**FORM No. 20**

REQUISITION FOR FORMS – (ASSAM SCHEDULE II, FORM No. 90) – REFERRED TO IN RULE 57

To the Forms Assistant.

Please supply the following forms:-

Date \_\_\_\_\_ 19 \_\_\_\_\_

*Signature of Requiring Officer*

1. No. of schedule
2. No. of form
3. No. required

*Below the above statement*

Received forms as per requisition.

Date \_\_\_\_\_ 19 \_\_\_\_\_

*Signature of Receiving Assistant*

**FORM No. 21**

FLY LEAF OF RECORDS – [ASSAM SCHEDULE XL(A) (PART I) FORM No. 17] – REFERRED TO IN  
RULE 68

(To be preserved for \_\_\_\_\_ years)

Station

District

Case No. \_\_\_\_\_ of months \_\_\_\_\_ 19 \_\_\_\_\_

Sections

Informant  
Complainant  
Accused

Final Report

*Magistrate order*

Table of contents divided into:-

- |                     |                                     |
|---------------------|-------------------------------------|
| 1. Serial number    | 4. Period for which to be preserved |
| 2. Number of sheets | 5. Remarks                          |
| 3. Description      |                                     |

**FORM No. 22**

ROLL OF GENERAL POLICE REWARDS – [ASSAM SCHEDULE XL(A) (PART I) FORM NO. 18] – REFERRED TO IN RULE 70

**District**

- |   |  |
|---|--|
| 1. Name and residence of person who contributed the reward        | 4. Whether the Deputy Commissioner concurs in recommendation |
| 2. Amount   | 5. Particulars of good service                               |
| 3. Name and rank of officers to whom reward is to be given amount | 6. Orders of Inspector General of Police                     |

N.B. – This roll is only to be submitted when a reward has been earned

**FORM No. 23**

REGISTER OF REWARDS RECEIVED FROM THE PUBLIC FOR THE DETECTION OF CRIME ETC – [ASSAM SCHEDULE XL(A) (PART I), FORM No. 20] – REFERRED TO IN RULE 71

- |                                   |  |
|-----------------------------------|--|
| 1. Date of receipt                | 6. Number and date of Police Gazette Notifications withdrawing payment |
| 2. From whom received and address | 7. To whom paid  |
| 3. On what amount or in what case | 8. Date of payment   |
| 4. Amount of rewards offered      | 9. Remarks   |
| 5. Date of remittance to treasury |  |

**FORM No. 24**

Catalogue of books and reports in the library – (Assam Schedule II, Form No. 56) – Referred to in Rule 73.

- |                               |  |
|-------------------------------|--|
| 1. Serial number              | 5. Number of sets in the library         |
| 2. Name of author             | 6. Number of shelf or almirah where kept |
| 3. Title of books and reports | 7. Remarks                               |
| 4. Number of volumes          |  |

**FORM No. 25**

**REGISTER OF CORRECTION SLIPS – (ASSAM SCHEDULE II, FORM NO. 13) – REFERRED TO IN RULE 74**

- |                                 |                         |
|---------------------------------|-------------------------|
| 1. No. of slips                 | 4. Page on which pasted |
| 2. Date of receipt              | 5. Remarks              |
| 3. Date on which slip is pasted |                         |

**FORM No. 26**

**WEEKLY LIST OF PROCLAIMED OFFENDERS [ASSAM SCHEDULE XL(A), (PART I), FORM No. 25] – REFERRED TO IN RULE 95**

- |                           |                                       |
|---------------------------|---------------------------------------|
| 1. Number                 | 5. Offence                            |
| 2. Name and father's name | 6. Magistrate passing order with date |
| 3. Village                | 7. Remarks                            |
| 4. P.S.                   |                                       |

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

*Superintendent of Police*

**FORM No. 27**

**STATEMENT OF PROCLAIMED OFFENDERS ARRESTED, SURRENDERED OR NOT WANTED – [ASSAM SCHEDULE XL(A), (PART I) [FORM No. 26] – REFERRED TO IN RULE 95**

- |                |  |
|----------------|--|
| 1. Arrested    | 4. Remarks<br>(Here note the date and paragraph C.I. Gazette in which the persons were proclaimed) |
| 2. Surrendered |  |
| 3. Not wanted  |  |

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

*Superintendent of Police*

**FORM No. 28**

**ROLL OF UNTRACED BVAD CHARACTER – [ASSAM SCHEDULE XL(A), (PART I), FORM No. 28] – REFERRED TO IN RULE 95**

District \_\_\_\_\_

- |   |                |          |
|---|----------------|----------|
| 1. History sheet number   |                |          |
| 2. Name and parentage (if member of a gang) the name of the gang to which he belongs should be noted. |                |          |
| 3. Residence – Village  | Police Station | District |

{ Present  
{ Former  
{ (whether verified or not to be noted)

4. Convictions  
Date \_\_\_\_\_ Section of law \_\_\_\_\_ Sentence \_\_\_\_\_ Place of conviction \_\_\_\_\_
5. Descriptive Roll (year of birth, height, other identifiable marks and deformities, if any)
6. Name, parentage and residence of associates (particularly of other districts)
7. Name, parentage and residence of friends and relatives whom he is likely to visit (particularly of other districts)
8. Remarks –  
  
(Date of being untraced)
9. Probable resorts:-  
  
(with reasons)
10. *Modus operandi*
11. Whether liable under Section 176, Indian Penal Code or not
12. F.P. Classification

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

*Superintendent of Police*

### **FORM No. 29**

#### WEEKLY STATEMENTS OF WANDERING GANGS

[ASSAM SCHEDULE XL (A), (PART I)" FORM NO. 29.] REFERRED TO IN RULE 95.

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. District.</li> <li>2. Tribe.</li> <li>3. Head of the gang.</li> <li>4. Headman's father's name.</li> <li>5. Number divided into men, women, children.</li> </ol> | <ol style="list-style-type: none"> <li>6. Number and description of livestock.</li> <li>7. Ostensible means of subsistence.</li> <li>8. Arrival divided into date, district, whence.</li> <li>9. Departure divided into date, to where.</li> <li>10. Remarks, particulars of convictions and date of disappearance.</li> </ol> |
|--|--|

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

*Superintendent Police.*

**FORM No. 30**

UNSTAMPED POST CARD FOR REPORTING BLANK RETURNS FOR GAZETTE  
[ASSAM SCHEDULE XL (A), (PART I) FORM NO. 30j.-REFERRED TO IN RULE 96.

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

*Roll of untraced bad character. Proclaimed offenders.*

Has the honour to report that the marginally noted

\_\_\_\_\_  
*Proclaimed offenders arrested, surrendered not wanted.*

Return/returns for the week ending the \_\_\_\_\_  
is/are blank.

\_\_\_\_\_  
*Movements of wandering gangs.*

*Date*            19

*Superintendent of Police.*

*On the reverse*

On I. G. S.

To the Deputy Inspector General of Police, Assam.

Police Office

Despatcher

Shillong.

**FORM No. 31**

**CASH ACCOUNT CERTIFICATE**

[ASSAM SCHEDULE XL (A), PART I) Form No. 31]-REFERRED TO IN RULE 103

*Cash Account certificate for the month of*

I certify that since the close of the month, I have compared the office copies of bills, Contingent Registers and duplicates of Receipt Cheques with the Cash Book, and find that all sums drawn from the treasury or otherwise received during the month, have been duly accounted for. I also certify that I have compared all items of expenditure in the Cash Book with duplicates of Pay Cheques and the payee's receipts, and find them correctly entered and paid, that no advances are unnecessarily outstanding, and that no sums have been unnecessarily kept in hand.

DISTRICT

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

*Superintendent of Police*

N. B.-If any errors are discovered, large sums of money are in hand or receipts outstanding (see reverse) particulars should be mentioned and reasons assigned. Any errors and omissions in one month should be supplied or explained in the certificate for the following month.

*on the reverse*

**FORM No. 32**

**LIST OF OUTSTANDING RECEIPTS.**

- |   |  |
|---|--|
| 1. Number and date of pay cheque                      | 4. Amount divided into money                                   |
| 2. Name of payee with designation and name of station | <i>columns</i>   |
| 3. On what account                                    | 5. Explanation of delay and steps taken to obtain the receipts |

DISTRICT

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

*Superintendent of Police*

N. B.-The first half part of the form is for the month under report and the second half for the previous month.

**FORM No. 33**

**MONTHLY STATEMENT SHOWING RECEIPTS OF THE POLICE DEPARTMENT  
[ASSAM SCHEDULE XL (A) (PART I) FORM NO. 33] - REFERRED TO IN RULE 104**

Police supplied to public	1. Blank	Miscellaneous	9. General police rewards
	2. Contribution for Railway Police		10. Recoveries on account of ration
	3. Police supplied to private persons.		11. Recoveries on account of clothing
	4. Recoveries for additional police under Section 15 of the Police Act.		12. Sale of old and cartridge cases
	5. Other items		13. Sale of old stores and materials
	6. Total police supplied to public departments etc.		14. Hire of elephant
	7. Recoveries of over payments		15. Sale proceeds of arms and ammunition
	8. Cash receipts under Arms Act 1878		16. Sale of land and houses
	17. Miscellaneous		
	18. Other police refund		
	19. Total XIX Police		
	20. Remarks		

Side headings –

1. Recoveries in cash
2. By deduction from pay bill
3. Total
4. Add receipts in previous month
5. Progressive total from 1<sup>st</sup> April

The following is given below the statement

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

Verified.

*Treasury officer.*

*Superintendent of Police  
Commandant, Assam Police Battalion*



**FORM NO. 34**

**QUARTERLY RERTURN OF INSPECTION OF ARMS AND AMMUNITION SHOPS**

[ASSAM SCHEDULE XL(A), (PART I) FORM NO. 203] - REFERRED TO IN RULE 105

1. Name of shopkeeper and locality of shop

Date of inspection by

2. PS

3. SP, Asst SP or DySP

4. Insprs

5. Sub-Insprs

6. Result of inspection

Annual Crimes Statistics of the State

Assam for 19



6	489A to 489D	Offences relating to currency notes and bank notes
7	212,216,21 6-A	Harbouring an offender
8	213, 215, 224, 225, 2225B and 226	Other offences against public justice
9	143 to 153, 157, 158, 159	Rioting or unlawful assembly
10	140, 170, 171	Personating public servant or soldier
10(A)	295, 296, 297	Offences against religion

TOTAL

CLASS II – SERIOUS OFFENCES AGAINST THE  
PERSON

11	302, 303	Murder
12	307	Attempts at murder
13	304, 208	Culpable homicide
14	376	Rape by a person other than the husband
15	377	Unnatural offences
16	317, 318	Exposure of infants or concealment of birth
17	305, 306, 309	Attempt at and abetment of suicide
18	325, 326, 329, 331, 333, 339	Greivous hurt
19	328	Administering stupefying drugs to cause hurt
20	327, 330, 324	Hurt

21	363 to 369 and 371, 372 and 373	Kidnapping or abduction, selling, etc. For prostitution and dealing in slaves
22	346 to 348	Wrongful confinement and restraint in secret or for purpose of extortion
22A	332, 353	Hurt and assault to deter a public servant from his duty
23	354, 356, 357	Criminal force to woman, or an attempt to commit theft or wrongfully confine
24	304A, 338	Rash or negligent act causing death or grievous hurt
		TOTAL

CLASS III – SERIOUS OFFENCES AGAINST  
PERSON AND PROPERTY OR AGAINST  
PROPERTY ONLY

25	395, 396, 397, 398, 399, 402	Dacoity and preparation and assembly for dacoity
26	394, 397, 398, 392, 393	Robbery
27	270, 281, 282, 430 to 433	Serious mischief and cognate offences
28	428, 429	Mischief by killing, poisoning or maiming any animal
29	454, 455, 457, 460, 449 to 452	Lurking house trespass or house- breaking with intent to commit an offence or having made preparation for hurt.
30	411, 400, 401	Belonging to gangs of thugs, dacoits and thieves

CLASS IV - MINOR OFFENCES AGAINST THE  
PERSON

31	341 TO 344	Wrongful restraint and confinement
----	------------	---------------------------------------

32 336, 337 Rash act causing hurt or endangering life

TOTAL

CLASS V – MINOR OFFENCES AGAINST PROPERTY

33 379 to 382 Theft of cattle  
Ordinary

34 406 to 409 Criminal breach of trust

35 411 to 414 Receiving stolen property

36 419, 420 Cheating

37 447, 448, 453 Criminal or house trespass and lurking house respass or house breaking

38 461, 462 Breaking closed receptacle

TOTAL

GRAND TOTAL

A.A. – I

CLASS VI – SECTIONS OF INDIAN PENAL CODE

OTHER OFFENCES NOT SPECIFIED IN STATEMENT A I

1 269, 277, 279, 280, 283, 285, 286, 289, 291 TO 294  
IPC  
Public nuisances

Total of Classes I to V and SI No. 1 above

2	Section 34 of Act V of 1860 and nuisances punishable under local laws	Public nuisances
3	..	Offences under special and local laws declared to be cognizable
3(a)	..	Arms Act
3(b)	..	Opium Act
3(c)	..	Gambling Act
3(d)	..	Excise Act
3(e)	..	Explosives Act and Explosive Substances Act
3(f)	..	Offences under special and local laws declared to be cognizable but not included above
		TOTAL

STATEMENT – A

Return of Cognizable Crime for the year 19 \_\_\_\_\_

Part II – Return of Persons concerned in Cognizable cases

Serial No	Law	Offense	Number of persons in custody pending or on bail during the stage of investigation persons in police custody or on bail under Section 170, Criminal Procedure code, at beginning of year as concerned	Number of persons in custody cases reported to, or in cases taken up by the police pending trial or on bail during the stage of trial	Arrested by the police during the year	Released under section 169 Criminal Procedure code	Released by Magistrate's order before trial	Number of persons tried	Number convicted	Number acquitted or discharged	Number whose cases are compounded	Number of persons evading arrest at close of year	Number in custody pending investigation or on bail at the end of the year	Number in custody pending trial or on bail at the end of the year	Persons concerned in Magistrate's Cases				Remarks			
															Number arrested	Number convicted	Number acquitted	Otherwise disposed of	Died	Withdrawn	Lunatic	Absconded
1	2	3	4(a)	4(b)	5	6	7	8	9	10(a)	10(b)	11	12(a)	12(b)	13	14	15	16	17	18	19	20

SECTION OF INDIAN PENAL CODE

1	115, 117, 118, 119	Abetment of offence.	Cognizable
(a)	120-B (I)	Cognizable conspiracy.	Criminal

Total

CLASS I - OFFENCES AGAINST THE STATE PUBLIC TRANQUILLITY, SAFETY AND JUSTICE

2	131 to 136, 138	Offences relating to the Army and Navy.
3	231 to 254	„ „ to coin
4	255 to 265-A	„ „ to stamps



5	467 and 471	„ „ to Government promissory notes
6	489-A to 489-D	„ „ to currency notes and bank notes
7	212, 216, 216-A	Harbouring an offender
8	213, 215, 224, 225, 225-B and 226	Other offences against public justice.
9	143 to 153, 157, 158, 159	Rioting or unlawful assembly.
10	140, 170, 171	Personating public servant or soldier.
10(A)	295, 296, 297	Offences against religion.

Total

**CLASS II - SERIOUS OFFENCES AGAINST THE PERSON**

11	302, 303	Murder
12	307	Attempts at murder
13	304, 308	Culpable homicide
14	376	Rape by a person other than the husband
15	377	Unnatural offence
16	317, 318	Exposure of infants or concealment of birth.
17	305, 306, 309	Attempt at and abetment of suicide
18	325, 326, 329, 331, 333, 336	Grievous hurt
19	328	Administering stupefying drugs to cause hurt.

20	327, 330, 324	Hurt
21	363 to 369, 371, 372 and 373	Kidnapping or abduction, selling, etc., for prostitution and dealing in slaves.
22	346 to 348	Wrongful confinement and restraint in secret or for purpose of extortion
22-A	332, 353	Hurt and assault to deter public servant from duty.
23	354, 356, 357	Criminal force to woman or an attempt to commit theft or wrongfully confine
24	304-A, 331	Rash or negligent act causing death or grievous hurt.
		Total

**CLASS III – SEIOUS OFFENCES AGAINST PERSON AND PROPERTY OR AGAINST PROPERTY ONLY**

25	395, 396, 397, 398, 399, 402	Dacoity and preparation and assembly for dacoity
26	394, 397, 398, 392, 393	Robbery
27	270, 281, 282, 430 to 433, 435 to 440	Serious mischief and cognate offences
28	428, 429	Mischief by killing, poisoning or maiming any animal
29	454, 455, 457, 460, 449 to 452	Lurking house trespass or house- breaking with intent to commit an offence or having made preparation for hurt.

30 411, 400, 401 Belonging to gangs of thugs, dacoits and thieves

CLASS IV - MINOR OFFENCES AGAINST THE PERSON

31 341 TO 344 Wrongful restraint and confinement

32 336, 337 Rash act causing hurt or endangering life

TOTAL

CLASS V – MINOR OFFENCES AGAINST PROPERTY

33 379 to 382 Theft of cattle  
Ordinary

34 406 to 409 Criminal breach of trust

35 411 to 414 Receiving stolen property

36 419, 420 Cheating

37 447, 448, 453 Criminal or house trespass and lurking house respass or house breaking

38 461, 462 Breaking closed receptacle

TOTAL

GRAND TOTAL

CLASS VI – SECTIONS OF INDIAN PENAL CODE

A. A. II

OTHER OFFENCES NOT SPECIFIED IN STATEMENT A-II

1 269, 277, 279, 280, 283, 285, 286, 289, 291 TO 294  
IPC  
Public nuisances

Total of Classes I to V and SI No. 1 above

2	Section 34 of Act V of 1860 and nuisances punishable under local laws	Public nuisances
3	..	Offences under special and local laws declared to be cognizable
3(a)	..	Arms Act
3(b)	..	Opium Act
3(c)	..	Gambling Act
3(d)	..	Excise Act
3(e)	..	Explosives Act and Explosive Substances Act
3(f)	..	Offences under special and local laws declared to be cognizable but not included above
		TOTAL



4	172 to 190, 201 to 204, 214, 225-A, 227, 229	Offences by public justice
5	161 to 169, 217 to 223	to Offences by public servants
6	193 to 200, 205 to 211, 421 to 424	False evidence, false complaints and claims, and fraudulent deeds and disposition of property
7	465 to 477A	Forgery or fraudulently using forged documents not being Government Promissory Note, and falsifying accounts.
8	264 to 267	Offences relating to weights and measures.
9	482 to 489	Making or using false trade-marks
10	149, 153-A to 156, 160	Rioting or unlawful assembly, affray.

TOTAL

CLASS II – SERIOUS OFFENCES AGAINST THE PERSON

11	312 to 316	Causing miscarriage
----	------------	---------------------

CLASS III – SERIOUS OFFENCES AGAINST THE PROPERTY

12	384 to 389	Extortion
----	------------	-----------

CLASS IV – MINOR OFFENCES AGAINST THE PERSON

13	345	Wrongful confinement
14	352, 355, 358	Criminal force
15	334	Hurt on grave or sudden provocation
16	323	Voluntarily causing hurt
17	373	Compulsory labour

TOTAL

CLASS V – MINOR OFFENCES AGAINST PROPERTY

18	417, 418	Cheating
19	403 to 405	Criminal misappropriation of property
20	426, 427, 434	Mischief (simple)

TOTAL

CLASS VI – OTHER OFFENCES NOT SPECIFIED ABOVE

21	298, 295-A	Offences against religion
22	490 to 492	Criminal breach of contract of service
23	493 to 498	Offences relating to marriage
24	500 to 502	Defamation
25	504, 506, to 510	Intimidation, insult and annoyance
26	271 to 276, 278, 287, 288, 290	Public and local nuisances
27	294(A), I.P.C.	Keeping of lottery office
28	Cases under Chapter VIII(A), Section 106 Cr. P. C.	Security of keeping the peace on conviction.
29	Cases under Chapter X, Section 133, Cr. P. C.	Public nuisances
30	Cases under Chapter XII, Section 145, Cr.P.C.	Disputes as to immovable property
31	Section 250, Cr. P. C.	Frivolous or vexatious complaints
32	Section 514, Cr. P. C.	Forfeiture of bond and bail
		TOTAL
33	Offences under other special or local laws not cognizable by the police	
34(a)	107, Cr. P. C.	
34(b)	109, Cr. P. C.	Security for keeping peace and good behaviour
34(c)	110, Cr. P. C.	
		TOTAL
		Grand Total

#### STATEMENT B

RETURN OF NON-COGNIZABLE CRIME AND CASES UNDER THE PREVENTIVE SECTIONS OF CrPC FOR THE YEAR, \_\_\_\_\_

*Part II – Return of persons concerned in the non-cognizable cases*





---

4	172 to 190, 201 to 204, 214, 225-A, 227, 229	Offences against public justice
5	161 to 169, 217 to 223	Offences by public servants
6	193 to 200, 205 to 211, 421 to 424	False evidence, false complaints and claims, and fraudulent deeds and disposition of property
7	465 to 477A	Forgery or fraudulently using forged documents not being Government Promissory Note, and falsifying accounts.
8	264 to 267	Offences relating to weights and measures.
9	482 to 489	Making or using false trade-marks
10	149, 153-A to 156, 160	Rioting or unlawful assembly, affray.

TOTAL

CLASS II – SERIOUS OFFENCES AGAINST THE PERSON

11	312 to 316	Causing miscarriage
----	------------	---------------------

CLASS III – SERIOUS OFFENCES AGAINST THE PROPERTY

12	384 to 389	Extortion
----	------------	-----------

CLASS IV – MINOR OFFENCES AGAINST THE PERSON

13	345	Wrongful confinement
14	352, 355, 358	Criminal force
15	334	Hurt on grave or sudden provocation
16	323	Voluntarily causing hurt

---

---

17	373	Compulsory labour
		TOTAL
CLASS V – MINOR OFFENCES AGAINST PROPERTY		
18	417, 418	Cheating
19	403 to 405	Criminal misappropriation of property
20	426, 427, 434	Mischief (simple)
		TOTAL
CLASS VI – OTHER OFFENCES NOT SPECIFIED ABOVE		
21	298, 295-A	Offences against religion
22	490 to 492	Criminal breach of contract of service
23	493 to 498	Offences relating to marriage
24	500 to 502	Defamation
25	504, 506, to 510	Intimidation, insult and annoyance
26	271 to 276, 278, 287, 288, 290	Public and local nuisances
27	294(A), I.P.C.	Keeping of lottery office
28	Cases under Chapter VIII(A), Section 106 Cr. P. C.	Security of keeping the peace on conviction.
29	Cases under Chapter X, Section 133, Cr. P. C.	Public nuisances
30	Cases under Chapter XII, Section 145,	Disputes as to immovable property

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	Cr.P.C.		
31	Section 250, Cr. P. C.	Frivolous or vexatious complaints	
32	Section 514, Cr. P. C.	Forfeiture of bond and bail	
		TOTAL	
33		Offences under other special or local laws not cognizable by the police	
34(a)	107, Cr. P. C.		
34(b)	109, Cr. P. C.	Security for keeping peace and good behaviour	
34(c)	110, Cr. P. C.		
		TOTAL	
		Grand Total	

---

STATEMENT C

		Property stolen and recovered during the year _____						
Offence		Number of cases in which property was stolen	Number of cases in which property was recovered	Percentage of cases in which property was recovered to cases in which property was stolen	Amount of property stolen	Amount of property recovered	Percentage of value of property recovered to value of property stolen	Remarks
1		2	3	4	5	6	7	8
<i>A- Cognizable</i>								
1	Theft	(a) In conjunction with lurking house-trespass or house-breaking (b) In conjunction with receiving of stolen property (c) Other thefts						
2	Robbery	(a) Dacoity (b) Other Robbery						
3	Criminal breach of trust							
4	Criminal breach of trust by public servant or by a banker, merchant or agent							
		TOTAL						
<i>B- Non-cognizable</i>								
5	Extortion							
6	Criminal misappropriation							
		TOTAL						

## STATEMENT 'CC'

Classification of thefts and robberies according to nature of property involved, \_\_\_\_\_

Serial No.      Offence

		Number of cases in which property was stolen	Number of cases in which property was recovered	Percentage of cases in which property was recovered to cases in which property was	Amount of property stolen	Amount of property recovered	Percentage of property recovered to value of property stolen
1	2	3	4	5	6	7	8
1	Theft of copper wire						
2	Theft of cattle						
3	Theft of cycle						
4	Theft of Motor Vehicles and accessories						
5	Theft of fire arms						
6	Theft of explosives						

Statement D

to

Statement L







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Dibrugarh

TOTAL

Mikir Hills

NC Hills

Headquarters

Ranges

CID

SB

AC Branch

Training

Assam PTC

Assam PRO

1<sup>st</sup> AP Bn

2<sup>nd</sup> AP Bn

3<sup>rd</sup> AP Bn

4<sup>th</sup> AP Bn

5<sup>th</sup> AP Bn

6<sup>th</sup> AP Bn

7<sup>th</sup> AP Bn

8<sup>th</sup> AP Bn

9<sup>th</sup> AP Bn

TOTAL

GRAND TOTAL

---





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TOTAL

Mikir Hills

NC Hills

Headquarters

Ranges

CID

SB

AC Branch

Training

Assam PTC

Assam PRO

1<sup>st</sup> AP Bn

2<sup>nd</sup> AP Bn

3<sup>rd</sup> AP Bn

4<sup>th</sup> AP Bn

5<sup>th</sup> AP Bn

6<sup>th</sup> AP Bn

7<sup>th</sup> AP Bn

8<sup>th</sup> AP Bn

9<sup>th</sup> AP Bn

TOTAL

GRAND TOTAL

---

STATEMENT – 'F'

*Quinquennial Statement of Crime for the year \_\_\_\_\_*

Year	Total cognizable crime reported (IPC only)	Rioting	Offences relating to coins	Offences relating to currency notes and Bank notes	Murder	Culpable homicide not amounting to murder	Administering stupefying drugs	Kidnapping and abduction	Dacoity	Robbery	House breaking	Cheating	Criminal breach of trust
1	2	3	4	5	6	7	8	9	10	11	12	13	14

**STATEMENT – ‘FF’**

Classification of Thefts and Robbers by stolen property for 5 years

**THEFTS**

Year	Copper wire	Cattle	Cycles	Motor Vehicles and accessories	Fire arms	Explosives
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**STATEMENT G**





457-460

341, 342, 343 and 344 (x) Wrongful restraint and confinement

379, 380, 381 and 383 (xi) Theft

411, 412, 413 and 414 (xii) Receiving stolen property

453, 456, 447 and 448 (xiii) Lurking and criminal house trespass

Total

Percentage of detected cases to true cases

Number of police engaged on prevention and detection of crime

Inspectors

Sub-Inspectors

Assistant Sub-Inspectors, Head Constables

Constables

Total

Crime per head of police engaged on prevention and detection of crime

---

## STATEMENT "H"

Statement showing the strength and cost of the village watch in the several districts of the State with figures of the rewards and punishments given during the year \_\_\_\_\_

Serial No.	Name of Subdivision	Number of Chowkidars of under Act VI (B.C) of 1870	Total cost of Chowkidars	Number of judicially punished		Number of dismissed including departmental dismissals	Number fined departmentally	Percentage of Chowkidars punished (cols 5, 6, 7, 8 to col 3)	Number rewarded by judicial officers, ie in Arms Act, Excise, etc	Number departmentally rewarded	Percentage of Chowkidars (cols 10 and 11 to col 3)	Total amount distributed in rewards from all sources
				For register duty	For substantive offences such as theft							
1	2	3	4	5	6	7	8	9	10	11	12	13

STATEMENT I

*Quinquennial Statement showing true cases of serious crime* \_\_\_\_\_

Year

Rioting (serial 9, Statement  
A-I)

Murder (serial II)

Culpable Homicide (Serial  
13)

Administering stupefying  
drugs (Serial 19)

Dacoity (Serial 25)

Robbery (Serial 26)

House-breaking (Serials 29  
and 37)

Theft, ordinary (Serial 32(a))

Theft, cattle [Serial 33(c)]

Receiving stolen property  
(Serial 35)

1

2

3

4

5

6

7

8

9

10

11







FORM 35

STATEMENTS SHOWING THE STRENGTH, ACTUAL AND SANCTIONED OF THE POLICE FORCE IN  
ON THE 31<sup>ST</sup> DECEMBER, 19 , AND THE ARMS IN POSSESSION OF THE FORCE ON THAT DATE  
[ASSAM SCHEDULE XL(A), (PART I), FORM NO. 47] – REFERRED TO IN RULE 117



Quarterly Statement showing the sanctioned Strength, Actual Strength of Police \_\_\_\_\_ for the quarter ending as on \_\_\_\_\_

Sl No.	Sanctioned Strength						Actual Strength						Vacancies			Remarks			
	Permanent			Temporary			Permanent			Temporary			Permanent				Temporary		
	AB	UB	Total	AB	UB	Total	AB	UB	Total	AB	UB	Total	AB	UB	Total		AB	UB	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20



### FORM No. 36

Detailed statement of the permanent establishment –

(Assam Schedule III, Form No. 6) – Referred to in Rule 118

For heading see Form Nos. 3 and 4 of C.A.C

### FORM No. 37

Abstract of detailed statement of the permanent establishment –

(Assam Schedule III, Form No. 7) – Referred to in Rule 118

#### DUPLICATE OF THE ANNUAL ESTABLISHMENT RETURN

1. Serial No.	6. For use in the office of the Accountant General Assam - divided into twelve columns of months and a month column subdivided into A and B columns
2. Post and name of incumbent	
3. Pay as on 1 <sup>st</sup> April	7. Remarks
4. Date of increment and amount	
5. Remarks	

In the 2<sup>nd</sup> column, on the top – [N.B. – The scale of pay should be entered at the beginning before the names of the incumbents are entered]

Side headings below the first five columns :-

For use in the office of the Accountant General, Assam –

Total	..	..	..
Last month's figures	..	..	..
Fresh total	..	..	..
Form B	..	..	..
Monthly expenditure	..	..	..

### FORM No. 38

*Statement showing extermination of wild animals –*

[Assam Schedule XL(A), (Part I), Form No. 171 – Referred to in Rule 119

For details *see* Part V of this manual

### Form No. 39

Indent for forms – [To be prescribed from time to time by Government] – referred to in Rule 124

**Form No. 40**

*File Cover – (Assam Schedule II, Form No. 24) – Referred to in Rule 139*

PAGE 1

19

\_\_\_\_\_ Department  
\_\_\_\_\_ Branch

File No. \_\_\_\_\_ of 19 .

Serial Nos. \_\_\_\_\_ to

Subject: \_\_\_\_\_

Reference to previous correspondence

Ditto

Subsequent

Page 2

*Note – The table below should not contain entries more than 16 serial number*

- |                                     |  |           |
|-------------------------------------|--|-----------|
| 1. Serial No. in File               |  | 3. Number |
| 2. Letters, etc, from whom received |  | 4. Date   |
| 5. Class of paper                   |  |           |

**FORM No. 41**

*Register of English letters received – (Assam Schedule II, Form No. 1) – Referred to in Rules 139 and 140.*

From who received	<ol style="list-style-type: none"> <li>1. Consecutive number in the register</li> <li>2. Date of receipt</li> <li>3. Designation</li> <li>4. Station</li> <li>5. Number of the letter</li> <li>6. Date</li> <li>7. Subject</li> <li>8. Where placed</li> </ol>
Number and date of reply or other mode of disposal	<ol style="list-style-type: none"> <li>9. Number</li> <li>10. Date</li> <li>11. Remarks.</li> </ol>

**Form No. 42**

*Register of letters issued - (Assam Schedule II, Form No. 5) – Referred to in Rules 139 and 141*

1. Consecutive No. in this register	Where the draft is placed	4. Subject
2. Date		5. Number and title of the collection
3. To whom addressed		6. Number of file within the collection
	Reminder Sent	7. Number and date of reply received
		8. Number
		9. Date

**FORM No. 43**

*List of pending letters – (Assam Schedule II, Form No. 12) – Referred to in Rule 141*

\_\_\_\_\_ Office

\_\_\_\_\_ Department

List of cases pending on the \_\_\_\_\_ 19

1. Date of receipt of office	5. Date of order for note or draft
2. From whom received	6. Date of receipt by Assistant
3. File No. etc, (or No. and date of the letter).	7. With whom pending and reason
4. Subject	8. Remarks

*N.B* – This list should include only letters, queries, etc., Pending for more than fourteen days from the date of receipt in the office.

**Form No. 44**

*File index – (Assam Schedule II, Form No. 3) – Referred to Rules in 139 to 142*

1. Index No.
2. Class of subject
3. File No.
4. File Title
5. Page of File Register

**Form No. 45**

*Half-margin Memo* – [Assam Schedule XL(A), (Part I), Form No. 217] – Referred to in Rule 153.

No.

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

To,  
THE SUPERINTENDENT OF POLICE

---

Subject

Please reply on the blank half-margin

Superintendent of Police

District

No.

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

To,  
THE SUPERINTENDENT OF POLICE

---

Reply

Superintendent of Police

District

**Form No. 46**

*Letter informing that a return is blank* – [Assam Schedule II, Form No. 35] – Referred to in Rule 155.

No.

From

The Deputy Commissioner, \_\_\_\_\_

To

The

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

Sir,

I have the honour to inform you that the statement noted on the margin is blank.

Yours faithfully,

*Deputy Commissioner*

**Form No. 47**

*Economic slip* – [Assam Schedule I(B), Form No. 7] – Referred to in Rule 156

ON INDIA GOVERNMENT SERVICE

ECONOMY

FASTEN envelope by pasting this  
Slip across the flap

Open by cutting this slip and not  
the flap, so that the envelope may  
be used again by affixing fresh slip

*Despatcher*

OFFICE OF THE \_\_\_\_\_

Envelope List No. 49

**Form No. 48**

*Statement of proposition for revision of establishment* – (Assam Schedule III, Form No. 8-A) – referred to in Rule 168.

For details see Form No. 6, C.A.C

**Form No. 49**

*Re-appropriation Statement* – (Assam Schedule III, Form No. 62) – Referred to in rule 168.

For details see form No. 17 of C.A.C, Vol 1.

**Form No. 50**

*Account of service labels etc.* – (Assam Schedule II, Form No. 51) – Referred to in Rule 176.

Receipt	Number of description of labels, etc	1. Blank	Issues	Number and description of labels etc.	11. Date
		2. Post cards			12. Post Cards
		3. Two Paise			13. Two Paise
		4. Three Paise			14. Three Paise
		5. Six Paise			15. Six Paise
		6. Twelve Paise			16. Twelve Paise
		7. Twenty five Paise			17. Twenty five Paise
		8. Fifty Paise			18. Fifty Paise
		9. Bank			19. Bank
		10. Total values divided into money <i>columns</i>			20. Total value divided into money <i>columns</i>
		21. Value of stamps remaining in stock at the close of the day divided into money <i>columns</i>			
		22. Remarks.			

Side-headings under *columns* 1,

Balance \_\_\_\_\_

Received from the treasury on \_\_\_\_\_

Total of the month \_\_\_\_\_



**Form No. 51**

*Completion Report* – (Assam Schedule XL (A),(Part I), Form No. 54) – Referred to in Rule 204.

No.

To,

The Assistant

Inspector General of Police, Assam

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

Sir,

With reference to your memo No. \_\_\_\_\_, dated the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_, sanctioning a sum of Rs. \_\_\_\_\_ for the construction of \_\_\_\_\_.

I beg to inform you that the work was commenced on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_ and completed on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_.

I have personally examined the building on \_\_\_\_\_ the day of \_\_\_\_\_ and certify that it is has been properly constructed with good materials and strictly according to the plan submitted.

I certify that the work was executed by contract and that the necessary vouchers were sent to the Accountant General, Assam, on the \_\_\_\_\_ 19\_\_\_\_\_

*or*

I certify that the materials were purchased at the prevailing rates that the whole amount of the sanctioned estimate has been properly spent (any exceptions to be noted below), and that a detailed account with necessary vouchers was sent to the Accountant General Assam, on the \_\_\_\_\_ 19\_\_\_\_\_.

Yours faithfully,

*Superintendent of Police*  
\_\_\_\_\_ District