

**THE KERALA
POLICE MANUAL**

1969

VOLUME I

ORGANIZATION

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PREFACE

The Standing Orders embodied in this Manual are based on the provisions of the relevant Statutes, Service Rules, Orders of Government and Departmental Orders. These constitute rules framed under the provisions of Section 16 of the Kerala Police Act (Act 5 of 1961).

This Manual is issued in four volumes as shown below:-

- Vol. I - Organisation
- Vol. II - Duties
- Vol. III - Administration
- Vol. IV - Investigation Hand book.

The instructions in this manual are meant for the general guidance of Police Officers, but are not to be treated as exhaustive. Every Police Officer is responsible to discharge his duties, as due under the provisions of the Kerala Police Act. Any omission to do so shall not be excused on the ground that this manual is silent on the subject. However, disregard of the specific instructions given in this manual shall be treated as disobedience of orders.

Where any provision in this Manual is based on any Statute or Service Rule or a Government Order regulating action on a particular subject, the provision of the Statute, Service Rules or Government Order, including additions or alterations which may be made thereto, shall be deemed to supersede the corresponding provision in the Manual. Such additions or alterations published in the Government Gazette or in the Police Gazette, or communicated in any other appropriate manner, shall be treated as authority for the supersession of the relevant provisions of this Manual until formal amendments are issued thereto.

With the issue of this Manual, the first for the Kerala State the divergencies in instructions and procedures followed under the Standing Orders of the Madras Police Manual in the Malabar area and of the Travancore-Cochin Police Manual in the area of the former Travancore-Cochin State will be completely removed. I acknowledge with thanks the contribution which has been made to this consummation by all Officers who have been engaged in the revision of Police Standing Orders since 1956.

Any Officer who finds an error or omission in this Manual, or any difficulty in implementing its provisions, is requested to bring it to the notice of the Inspector-General of Police, Kerala.

Trivandrum,
1st Feb. 1969.

M. GOPALAN,
Inspector-General of Police.

CHAPTER I**ORGANISATION AND PERSONNEL OF THE
POLICE DEPARTMENT**

1. The Police force of the Kerala State is under the general control of the Inspector General of Police appointed by the State Government.
2. The Inspector General of Police is assisted by Deputy Inspectors General, each in charge of a Range. Another Deputy Inspector General will be in charge of Criminal Investigation work throughout the State.
3. Each Range consists of 4 or more Districts. A Superintendent of Police is in charge of each District except Trivandrum and Ernakulam and he is assisted by one or more Assistant or Deputy Superintendents commonly designated as Sub Divisional Police Officers, each in charge of a Sub Division. There are also personal Assistants to Superintendents of police.
4. A Sub Division is further divided into Circles, of which Circle Inspectors are in charge, and a Circle is subdivided into Police Station areas, each of which is under a sub Inspector with Head Constables and Constables and if necessary an additional Sub Inspector to assist him. Some Police Stations have outposts attached to them, each of which is manned by a Head Constable assisted by some Constables.

District Armed Reserve

5. The District Police has its own Armed Reserve consisting of Assistant Commandants (in Certain Districts), Reserve Inspectors, Reserve Sub Inspectors, Jemadars, Head Constables and Constables to provide standing guard, escorts, orderlies and striking force in emergencies. This Armed Reserve is under the control of the Superintendent of Police/City Police Commissioner of the District.

Railway Police Unit

6. (1) There is one Railway Police District under the Superintendent of Police, Railways assisted by one or more Assistant / Deputy Superintendents of Police. As in the case of District Police Sub Divisions, the Railway Police District is also divided and sub divided into Circles under Circle Inspectors and Police Station areas under Sub Inspectors, with Head Constables and Constables, to assist them.

(2) A Superintendent of Police may be in full or additional charge of the Railway Police unit. He may be assisted by one or more Assistant / Deputy Superintendent of Police, Circle Inspectors and Sub Inspectors and Head Constables and Police Constables. The Railway Police may be directly under the overall control of the Inspector General of Police or he may be assisted in this regard by a particular Deputy Inspector General or Deputy Inspectors General of Ranges.

City Police

7. (1) Trivandrum City Police is under the charge of the Commissioner, who is of the rank of

Superintendent of Police. He is assisted by Assistant Commissioners of the rank of Assistant / Deputy Superintendent of Police who are in charge of Law and Order, Crimes and Traffic.

(2) For the purpose of Law and Order the Trivandrum City is divided into Divisions each in charge of a Divisional Inspector of the rank of a Circle Inspector. Divisions are further divided into Station areas each in the charge of a Sub Inspector assisted by Head Constables and Constables. The overall control of Law and Order Force vests in the Commissioner of Police, Trivandrum City.

(3) Crime Branch in Trivandrum City handles all cases other than simple cases.

(4) Similarly Ernakulam Town is working on the pattern of City Police under the control of the Commissioner of Police assisted by Assistant Superintendent of Police / Deputy Superintendent of Police, Circle Inspectors, Sub Inspectors, Head Constables and Constables.

Police Band

8. With a view to providing music for Police Parades on ceremonial occasions a Police Band is maintained at the Police Headquarters, Trivandrum.

Dog squad.

9. A dog squad under the charge of a Sub Inspector is maintained in Trivandrum. The Police Commissioner Trivandrum City is in charge of it. Two kennels, one at Ernakulam and another at Calicut are also maintained under the charge of the respective Superintendents of Police. It is proposed to have kennels in all regions by progressive stages.

[G.O. (G.O. (MS) 424/Home (A) dated 23-5-1959]

Women Police

10. A Women's branch of the Police consisting of necessary staff has been created in Trivandrum under the direct control of the Commissioner of Police, and in other Districts under the control of the respective Superintendents of Police.

Criminal Investigation Department

11. (1) The Criminal Investigation Department has two branches, viz. the Special Branch and the Crime Branch each under a Superintendent of Police who is assisted by two or more Assistant/Deputy Superintendents of Police and its own Executive and Ministerial staff.

(2) The Criminal Investigation Department also has a Finger Print Bureau under a Director manned by Tester Sub Inspectors, Experts and Searchers.

(3) Photographic Bureau functions under the direct administrative control of the Superintendent of Police, Crime Branch.

(4) A Forensic Science Laboratory has been set up to assist the Police in dealing with crime on a systematic and scientific basis. The overall charge of the Laboratory is vested in a Director and under him there will be 3 Assistant Directors each in charge of Physical, Chemical and Biological Sections of the Laboratory. The Assistant Directors will be assisted by Scientific Assistants, Laboratory technicians and Attenders, etc. The Administrative control vests with the Superintendent of Police, Crime Branch, Criminal Investigation Department.

[G.O. (MS) 62/Home (A) dated 3-2-1961]

Police Training College

12. (1) For the initial training of officers of and above the rank of Sub Inspectors and for the refresher training of the Head Constables in the duties of the Station House Officers there is a Police Training College in the charge of a Principal who is of the rank of a Superintendent of Police. He is assisted by an Assistant/Deputy Superintendent of Police designated as Vice Principal and by the required number of Police Inspectors, Sub Inspectors and Head Constables who are employed as Instructors.

(2) Recruit school for the training of constables for the Police Force has been provided and this school is in the charge of the Principal, Police Training College.

Armed Police Battalions

13. Armed Police Battalions consist of M.S.P. and S.A.P. with Headquarters at Malappuram and Trivandrum respectively. Each Armed Police Battalion is under a Commandant of the rank of Superintendent of Police assisted by Deputy and/or Assistant Commandants with its complement of Armed Police Inspectors, Armed Police Sub-Inspectors, Havildars and Constables. This force is intended as a stand-by in emergencies and is under the administrative control of the Deputy Inspector General of Police of the Range. The M.S.P. and S.A.P. are regarded as a third line of defence of the Police Force, the first being local (Taluk) Police and the second, the District Armed Reserves.

Police Radio

14. Police Radio Organisation of the State is under the control and supervision of an officer designated as Police Radio Officer. This unit is under the administrative control of the Deputy Inspector General of Police, CID.

[G.O. (MS) 649/Home (A) dated 27-12-1962]

Shorthand Bureau

15. There is in this State a Shorthand Bureau consisting of English, Malayalam, Tamil, Kannada and Hindi Reporters. The Bureau is under the administrative control of the Superintendent of Police, Special Branch C.I.D., Trivandrum.

[G.O. (MS) 1252/Home (A) dated 14-10-1958]

Mounted Police

16. The Mounted Police Unit in the State with its Headquarters at Trivandrum is under the control of Commissioner of Police, Trivandrum City.

[G.O. (MS) 508 Home (A) dated 14-9-1961]

Police Motor Boat Transport

17. Motor Boat Transport sections for Ernakulam District and Alleppey District under the control of the concerned Superintendent of Police have been organised for the use of the Police in the performance of their duties.

Office Staff

18. The Ministerial staff of the Police Department consists of General State Service and State Subordinate Service.

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CHAPTER II

RECRUITMENT, TRAINING, EXAMINATION & PROBATION

RECRUITMENT

Division of Police Establishment under different Services

19. The personnel of the Police Department come under three different services as given below:-

(1) All India Service.

Members of the Indian Police and Indian Police Service.

(2) Kerala Police Service.

- (i) Superintendents of Police and Commandants of Armed Police Battalions (those holding cadre and non-cadre posts).
- (ii) Deputy Superintendents of Police.
- (iii) Deputy Commandants and Assistant Commandants in Armed Police Battalions.
- (iv) Assistant Commandants, District Armed Reserve.
- (v) Circle Inspectors.
- (vi) Armed Police Inspectors in the Armed Police Battalions.
- (vii) Reserve Inspectors in the District Armed Reserve.

(Technical)

- (viii) Police Radio Officer.
- (ix) Armourer Inspector (Chief Inspector of Arms).
- (x) Inspector, Shorthand Bureau.

(3) Kerala Police Subordinate Service.

- (i) Sub Inspectors in the Local Police, District Armed Reserve and Armed Police Battalions.
- (ii) Jemadars in the District Armed Reserve, Women Police.
- (iii) Havildars Major in the Armed Police Battalions.
- (iv) Havildars in the Armed Police Battalions and Women Police.
- (v) Head Constables in the Local Police, and District Armed Reserve.
Constables in the Local Police, District Armed Reserve, Armed

(vi) Police Battalions and Women Police.

(Technical)

(vii) Sub-Inspectors in the Wireless, Armourer Unit, Motor Transport Workshop, Shorthand Bureau (Reporters) and Finger Print Bureau.

(viii) Jemadars in the Wireless, Armourer Unit, Motor Transport and Police Band.

(ix) Havildars in the Wireless, Armourer Unit, Motor Transport and Police Band.

(x) Head Constables (Junior Reporters) in the Shorthand Bureau.

(xi) Constables in the Wireless, Armourer Unit, Motor Transport and Police Band.

(xii) Police Drivers.

(xiii) Technicians in the District Armed Reserve.

(Personnel working in the Mounted Police, Sub Inspectors, Riders, etc., also come under the Kerala Police Subordinate Service.)

Appointing Authority

20. (1) The Inspector General of Police, is the appointing authority for Inspectors and Officers of similar rank working in the Units. The Government are the appointing authority for Deputy Superintendents of Police and above and Officers of similar rank.

(2) Deputy Inspector General of Police is the appointing authority for Sub Inspectors and Officers of similar rank working in the various units except those working in the Finger Print Bureau, whose appointing authority is the Inspector General of Police.

(3) The appointing authority for Jemadars, Havildars Major, Havildars, Head Constables and Constables will be the Superintendent of Police or Commandants as the case may be. But in the case of appointment of Jemadars, and Havildar Majors the appointing authority will consult the concerned Deputy Inspector General of Police.

Fundamental and General Principles of Recruitment

21. (1) Recruitment to the Indian Police Service and Kerala Police Service is ordinarily confined to the citizens of India. Persons migrated from Pakistan with the intention of permanently settling in India and persons to whom certificates of eligibility have been granted by the Ministry of Home Affairs, Government of India, or repatriates from Ceylon (they should produce certificates from the High Commissioner for India in Ceylon, stating that they are repatriates), or subjects of Nepal, Sikkim, or former Portugese or French possessions in India or Tibetans migrated to India before 1st January 1962 with the intention of permanently settling in India are also eligible.

(2) No person with the past history of insanity shall be eligible for recruitment to any of the categories of the Services.

Recruitment through Kerala Public Service Commission

(3) Direct recruitment of Sub Inspectors and Deputy Superintendents and Officers of similar ranks will be made through the Public Service Commission.

Recruitment through Employment Exchange

(4) All vacancies which are not to be filled through the Kerala Public Service Commission or by competitive examination or by departmental promotions or transfers will invariably be notified in good time to the Employment Exchange officers and as far as possible the candidates recommended by them only will be recruited. In exceptional case Government orders will be obtained.

Certificates of good Character and their Verification

(5) (a) The appointing authorities, whenever they have occasions to make appointments by direct recruitment of candidates will invariably require the candidates concerned to produce certificates of good character from at least 2 respectable persons, scrutinise them properly and also satisfy themselves by causing necessary verification that the candidates possess good character before they are actually appointed.

(b) The Officers should also make entries in the Service Books of the Candidates regarding certificates of good character and their verification.

General Principles regarding appointment

(6) (a) All appointing authorities should pay adequate attention to the various recruitment rules while making appointments and should not appoint unqualified and overaged persons in Government service without sanction of Government.

(b) In recruiting Constables, considerable attention must be paid to the question of physique, with regard to the duties required to be performed by the men.

(c) Ex-inmates of certified Schools who are dealt with under the Childrens Act, should not be deemed to be disqualified if otherwise qualified and suitable for enlistment as Constables. As regards other categories of ex. pupils of certified Schools; each case should be considered on merits.

(d) There is no objection to the appointment in the Police as buglers of youths who, though they have committed an offence and have passed through the Borstal or Certified Schools, have been cured of their criminal tendencies.

(e) Rules relating to reservation of appointments (General rules 14 to 17) shall apply to appointments by direct recruitment to all categories, but those rules do not apply to direct recruitment of ex-infantry Officers to the post of Armed Police Inspectors.

RECRUITMENT

22. (1) (a) Direct recruitment to the I.P.S. is made by the Central Government on the results of a competitive examination conducted by the Union Public Service Commission. Appointment to the said service will also be made by promotion of Officers of the Kerala Police Service on a fixed percentage. Detailed particulars relating to recruitment, constitution of cadre, etc., will be found in the Indian Police Service (Recruitment) Rules, 1954, Indian Police Service (Cadre) Rules, 1954, Indian Police Service (Appointment by competitive examination) Regulations, 1955.

(b) Appointments to the selection grade in the Indian Police Service are made strictly by selection. All Officers who have rendered exceptionally meritorious service as Superintendents of Police will be deemed eligible for appointment.

Deputy Superintendent of Police

(2) Appointments to the categories of Deputy Superintendents of Police can be made (i) by direct recruitment or (ii) by promotion from among Circle Inspectors or (iii) by appointment from among Assistant Commandants or Officers of corresponding rank in the Armed Police Battalions. But in the case of appointment by transfer of officers of Armed Police Battalion only those who are not above the age of 45 years on the 1st day of January of the year in which selection is to be made, are eligible and that too in consultation with the Public Service Commission. Such appointments are made in the interest of discipline and/or in public interest.

Circle Inspectors of Police

(3) (a) There is no direct recruitment of Circle Inspectors of Police. Appointment of Circle Inspectors is made by promotion from among Sub Inspectors.

Deputy Commandants and Assistant Commandants in the Armed Police Battalions.

(4) (a) Appointments of Deputy Commandants in the Armed Police Battalions are made by promotion from among Assistant Commandants.

(b) The Assistant Commandants or Officers of equal rank in the MSP / SAP are appointed by promotion from among the Armed Police Inspectors of their respective units.

Armed Police Inspectors

(5) Generally the vacancies in the posts of Armed Police Inspectors MSP /SAP are filled by promotion from among armed Police Sub Inspectors of their respective units.

Assistant Commandants and Reserve Inspectors in the District Armed Reserve.

(6) Appointment of Assistant Commandant is by promotion from among Reserve and of Reserve Inspectors by promotion from among Reserve Sub Inspectors or in the absence of suitable candidates for

such promotion, by appointment of Armed Police Inspectors from the SAP and MSP Battalions, on transfer.

Director, Finger Print Bureau.

(7) Appointment of Director, Finger Print Bureau is made by promotion from among Tester Sub Inspectors of Kerala Police Subordinate Service or from among the Finger print Experts of Kerala General Subordinate Service.

[G. O. (MS) 705 Home (A) dated 1-10-1959]

Police Radio Officer

(8) Appointment of Police Radio Officer is made by promotion from among Radio Inspectors of Police or in the absence of suitable candidates by direct recruitment.

Inspector, Shorthand Bureau (Senior Reporter).

(9) Appointment of Inspector, Shorthand Bureau is made by promotion from among Sub Inspectors (Reporters), Shorthand Bureau.

Armourer Inspector

(10) Appointment of Armourer Inspector is made by promotion from among Armourer Sub-Inspectors.

Sub-Inspectors, in Local Police, District Armed Reserve and Armed Police Battalions.

(11) (a) The appointment of Sub-Inspectors in the Local Police will be by direct recruitment and also by promotion from among the Head Constables. The ratio for direct recruitment and for promotion is 1 : 1. Total number of posts both permanent and temporary may be taken into account for this purpose.

(b) There is no direct recruitment to the posts of Sub-Inspectors in the District Armed Reserve. Appointment to this post will be made by promotion from among Jemadars in the District Armed Reserve.

(c) Appointment to the posts of Armed Police Sub Inspectors will be made either by promotion of suitable Officers in the Battalion or by direct recruitment.

Jemadars in the District Armed Reserve and Women Police.

(12) (a) Vacancies of Jemadars in the District Armed Reserve are filled by promotion from among Head Constables in that Unit.

(b) Appointment to the vacancy of Jemadars, in women Police are ordinarily made by promotion

from among women Police Havildars, but in the absence of suitable candidates direct recruitment is resorted to.

Havildars Major, Havildars Armed Police Battalions and Women Police Unit.

(13) (a) Posts of Havildars Major in the Armed Police Battalions are filled by promotion from among Havildars. Similarly the vacancies of Havildars are filled by promotion from among Constables, on passing the requisite test.

(b) Posts of Havildar in women Police are filled by promotion from among Women police Constables.

Head Constables of Local Police and District Armed Reserve.

(14) Appointment of Head Constables in the Local Police and the District Armed Reserve are made usually by promotion from among Constables, on passing the requisite test.

Constables in the Local Police, District Armed Reserve and Armed Police Battalions.

(15) (a) There is no separate recruitment of Constables in the District Armed Reserve. Appointment of Constables for Local Police and District Armed Reserve is made together by direct recruitment.

(b) Appointments of Constables for Armed Police Battalions are also made by direct recruitment separately. Sub Inspectors in the Wireless, Armourer Unit, Motor Transport Workshop, Shorthand Bureau and Finger Print Bureau.

(16) (a) Appointment of Sub Inspectors in the Armourer unit are made by promotion of suitable departmental men.

(b) The appointment of Sub Inspectors in the wireless is also made by direct recruitment or by promotion from among the Head Constables in the wireless or by transfer or Sub Inspectors or Officers of corresponding rank in other Units of the Police if there are no qualified Head Constables in W/T.

[G.O. (MS) 482 Home (A) dt. 16-6-1959]

(c) Appointment of Sub Inspectors, Finger Print Bureau is made by transfer from among Finger print Experts belonging to the Kerala General Subordinate Service.

(d) Appointment of Sub Inspector, motor Transport workshop is made either by promotion from among suitable departmental men or by direct recruitment.

(e) Appointment of Sub Inspectors (Reporters) in Short hand Bureau is made by promotion from among Junior Reporters (Head Constables) or by transfer from among Sub Inspectors in any other class in the Kerala Subordinate Service or from Ministerial service of the Police Department.

Jemadars/Havildars in the Wireless Armourer Unit, Motor Transport Workshop and Police Band.

(17) (a) The appointment of Jemadars in the wireless, Armourer, Motor Transport and Police Band Units, is by promotion from among departmental men.

(b) The appointment of Havildars is also made likewise. Head Constables (Junior Reporter) in the Shorthand Bureau.

(18) (1) The appointment of Head Constables in the Shorthand Bureau is either by direct recruitment or by transfer from Head Constables of any other class in the Kerala Police Subordinate Service. Constables in the Wireless, Armourer unit Motor Transport and Police Band.

(19) The appointment of Constables in the wireless, Armourer Unit, Motor Transport and Police Band is by direct recruitment or by transfer from other Units.

Police Drivers, Mechanics.

(20) (a) Appointment of Police Drivers will be made either by direct recruitment or by transfer of Police Constables who possess the required qualification.

(b) The appointments of mechanics are made either by direct recruitment or by promotion from among qualified departmental men.

(21) Appointment of technicians in the District Armed Reserve will be made by direct recruitment

Qualifications

(22) The qualification for the direct recruitment for the posts of Deputy Superintendents of Police, Armed Police Inspectors MSP/SAP (by Ex. Infantry Officers), Police Radio Officer, Sub Inspectors in the Local Police, Armed Police Battalions and Police Constables including women Police Constables and such other posts will be as fixed from time to time in the service rules.

TRAINING

Police Training College and School.

23. (1) Training of Probationary Assistant Superintendents of Police (during the period of their practical training i.e., after completion of their training at Mount Abu), Probationary Deputy Superintendents of Police and Probationary Sub Inspectors of Police is carried out at the Police Training College. Head Constables who have passed departmental test, but are not trained at Police training College prior to their appointment as Sub Inspectors are also trained in the said College.

(2) Constables recruited for District Police will be trained at the Recruits School and those of

Armed Police Battalions will be trained at the Armed Police Training Centre, Malappuram.

(3) General Instructions regarding discipline, training, examinations, programme of training in law, studies, parade etc., are given in P.T.C. and P.R.S. Manual.

Training of Officers

24. The question of giving proper training to all young officers is of vital importance as the general efficiency of the Department, in the long run, depends upon the success with which these Officers can run their charges. The senior Officers under whom the young officers are posted for practical training are responsible for giving proper training to them and also to make them realise their responsibilities. All the senior Officers concerned should, therefore, try their utmost to give this matter their close and personal attention.

Training of Assistant Superintendents of Police.

25. (1) On recruitment to the Indian Police Service, candidates are deputed for training to the Central Police Training College at Mount Abu. On reporting for duty in the State after passing out of the Central Police Training College, Mount Abu, an Indian Police Service Probationer is appointed as Probationary Assistant Superintendent of Police in the State for practical training for a period of 52 weeks. During that period he will undergo training at the State Police Training College, for a period of 4 weeks. Thereafter he will undergo practical training in a District for 40 weeks, following a regular programme. He will also undergo 8 weeks training in an Armed Police Battalion in field craft and leadership. He must pass Malayalam language test conducted by the State Public Service Commission.

(GO (MS) 402/public-Spl. Dt. 1-5-1966)

(2) Superintendents of Police under whom an Assistant Superintendent of Police is posted for practical training should submit to the Inspector General of Police through the Deputy Inspector General of Police concerned on completion of the training of the Assistant Superintendent of Police, a report stating whether the Assistant Superintendent of Police has undergone the training satisfactorily and whether he is fit enough to be posted to a Sub Division. If the Superintendent of Police is not satisfied and, in his opinion, the Assistant Superintendent of Police requires further training, the Superintendent of Police should make a report to the Inspector General of Police through the range Deputy Inspector General of Police and obtain necessary orders in the matter.

Probationary Deputy Superintendents of Police.

26. (1) Deputy Superintendents of Police appointed by direct recruitment are ordinarily deputed for training at the Police Training College. Officers who are promoted to the ranks of Deputy Superintendents of Police are not required to undergo a course of training.

(2) (a) Probationary Deputy Superintendents of Police shall be attached to the Police Training College for training normally for a period of one year.

(b) After the completion of necessary training, probationary Deputy Superintendents of Police will

be posted to Districts for practical training for a period of one year to do the work of a Police Constable, Station Writer, Head Constable, Sub Inspector and Circle Inspector. Thereafter, they will be put in charge of Sub Divisions.

Ex. Infantry men recruited as Armed Police Inspectors.

27. Ex. Infantry men recruited as Armed Police Inspectors will undergo training in the Armed Police Battalion itself as may be prescribed by the Inspector General of Police.

Sub Inspectors of Police.

28. (1) Directly recruited Sub Inspectors (Cadets) will undergo training in the Police Training College for a period one year. After such training they will be posted to the District for practical training for six months. During the period of practical training they will undergo training in the duties of Police Constables, Station Writers, Head Constables and Sub Inspectors. After the practical training they will be put in independent charge of Police Stations for another six months. The training will be imparted according to a fixed programme.

(2) Throughout their practical training probationary Sub Inspectors will be addressed and should subscribe themselves in official correspondence as 'Probationary Sub Inspectors'.

(3) While at the College, Sub Inspector Cadets receive a thorough and careful theoretical training in nearly all branches of Police work, the object to be borne in mind during the course of practical training being that they should be taught how to apply in a practical way the theory they have learned at the College.

(4) Particular care should be exercised in selecting the Officers under whose immediate supervision Probationary Sub Inspectors are placed and these Officers should clearly be given to understand that they are responsible for the practical education of the Probationers under their supervision. Superintendents should lose no opportunity of satisfying themselves that the training of Probationary Sub Inspectors in their Districts is being intelligently carried out and should test the progress they are making from time to time.

(5) The Probationary Sub Inspectors under training will be posted in independent charge of a Station which is not too heavy.

(6) Every month a progress report should be sent on the progress made by the Probationary Sub Inspector, to the Deputy Inspector General of Police.

Final Examination

(7) Probationary Sub Inspectors are required to pass examinations on subjects prescribed. If, however, they fail in any subject, they will have to appear and qualify at a retest in the failed subject that will be held by the Principal after 6 months. Probationers who fail at the retest shall be discharged from the Force. The Inspector General of Police may, however, for adequate reasons to be recorded in writing, allow a Probationary Sub Inspector a third chance to pass the test. No probationer will be allowed to

complete probation unless he has qualified in all the subjects.

Training of Constables recruited for District.

29. (1) Every constable recruited for a District will undergo training at the Central Recruits School, in Musketry, Drill, Elementary Law and Police Duties, for a period of 6 months. He is required to pass the tests conducted in Drill, Elementary Law etc., in the School. The qualifying minimum for the catechism test will be 40% and that for the drill test 50%. Only those who secure the qualifying minimum in these two tests will be allowed to pass out after the training. Those who fail to qualify in either one or both the tests will be detained at the School for a further period for training again in the failed subjects. Recruits who fail to qualify at the retest will be discharged from the Force.

(2) The syllabus for the course of training is given in the Police Training College Manual.

Training of Constables recruited for Armed Police Battalions.

30. Every recruit for Armed Police Battalions will undergo his training in the Armed Police Training Centre at Malapuram, in Musketry, Drill and such other Police duties pertaining to the Armed Police Battalion. The course of training will be for a period of 6 months.

Training of Women Police.

31. Directly recruited Women Jemadars and Constables would be required to undergo training in the items like single P.T., Squad drill, escort duty, elementary guard and sentry duty, elementary law etc. The syllabus for the training will be drawn up by the Principal, Police Training College and got approved by Inspector General of Police.

The duration of training will be 6 months. The trainees should be taken occasionally to Police Stations for an insight into practical work.

Training of Finger Print Searchers.

32. A probationer appointed to the post of Finger Print Searcher shall undergo training for a period of 6 months at the Finger Print Bureau, Trivandrum or any other Bureau or training institution as may be fixed by the Inspector General of Police and shall pass the examination prescribed for such training within the period of probation.

Training of Constables in Wireless Telegraphy.

33. (1) The training is of a technical nature and instructions both in theory and practical are given to the trainees at Police Radio Signal School, Trivandrum, for a period of 6 months. Necessary training equipments are provided at the Training Centre to acquaint the trainees with its "know-how" maintenance and operations. At the final stage of the training a trade test will be conducted by a board consisting of the Inspector, Radio Signal School, a Sub Inspector of Radio Unit and Jemadar of the Unit. Those who fail in the test will be given further training for a period of one month and retested. After passing the test

they will be deployed for duty.

(2) Wireless Operators are deputed to Directorate of Co-ordination, Police Wireless, New Delhi for I Grade Operators' Course) periodically, which will be for a period of 3 months.

(3) Radio Mechanics (H.Cs. qualified mechanics) can also be deputed to the said Directorate for I and II Grade Course for a period of 3 months.

Training in the Motor Transport Workshop.

34. Training will be imparted by the Officer who possesses technical knowledge assisted by his staff. Practical training will be carried out with the existing equipment and tools and old vehicles available at the workshop.

Training of Bandsmen.

35. A special course of training for Bandsmen will be arranged I by the Commissioner of Police and Commandants as the case may be, in which, training is given in (1) Pipe playing and (2) Drum and bugle combined.

PROBATION

36. The period of probation as applicable to Police personnel is as follows:

(1) (a) All direct recruits as Police Constables Sub Inspectors, and Deputy Superintendents of Police.

A period of two years on duty within a continuous period of three years. The training period is not to count for probation period.

(b) Those promoted as Head Constables, Sub Inspectors and Deputy Superintendents of Police.

A period of one year on duty within a continuous period of two years.

[G. O. (Ms) 270/Home dated 12-6-1964]

(c) Promoted as Inspectors.

A period of two years on duty within a continuous period of three years.

(2) A Sub Inspector promoted to the rank of an Inspector (Gazetted rank) is required to possess a special qualification or pass a test, viz., (Account test for Executive Officers), before he completes his probation. If he has already acquired such special qualification or test or such other qualification as may be considered by the Government or by the appointing authority with the approval of the Government, to be equivalent to the special qualification or test, before he commenced his probation, he shall not be required to acquire such special qualification or test, after the commencement of his probation.

(3) Rules regarding temporary service counting for probation, service on temporary promotion counting for probation etc., are contained in the general Rules for Kerala State and Subordinate services.

Suspension, Extension or Termination of Probation.

37. The appointing authority may, at any time before the expiry of the prescribed period of probation or extended period of probation, as the case may be:-

(1) Suspend the probation of a probationer, and discharge him for want of vacancy.

(2) At its discretion, by order either terminate the probation of a probationer and discharge him or in case the probation has not been extended, extend the period of probation after giving him reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(3) Where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the under mentioned penalties and at the conclusion of the disciplinary proceedings tentative conclusion is arrived at to terminate his probation, a further opportunity of showing cause specifically against termination of his probation need not be given to him:-

(a) Reduction to a lower rank in the seniority list or to a lower post or time scale, whether in the same service, or in another service State or Subordinate or to a lower stage in the time scale.

(b) Compulsory retirement otherwise than under the provisions of service regulations permitting retirement on pension on the completion of the prescribed qualifying service.

(c) Removal from the service of the State Government.

(d) Dismissal from the service of the State Government.

(4) If within the period of probation, a probationer fails to acquire special qualifications or special tests, if any, prescribed by the Rules, or to acquire such other qualifications as may be declared by the State Government or by the appointing authority with the approval of the State Government to be equivalent to the said special qualifications or special tests, the appointing authority shall, by order, discharge him from the service unless the period of probation is extended.

(5) If within the period of probation prescribed in the Rules for the service or within the extended period of probation as the case may be, a Probationer has appeared for any such tests or for any examination in connection with the acquisition of any such qualifications and the results of the tests or examinations for which he has so appeared are not known before the expiry of such period, he shall continue to be on probation until the publication of the results of the tests or examinations for which he has appeared or the first of them in which he fails to pass, as the case may be.

(6) In case the probationer fails to pass any of the tests or examinations for which he has so appeared, the appointing authority, shall, by order, discharge him from the service.

(7) Any delay in the issue of the order under paras (4) and (5) above shall not entitle him to be deemed to have satisfactorily completed his probation.

Extension of Probation

38. (1) In the case of any probationer failing to acquire the special qualification or pass the special test or such other qualification, etc., or if the appointing authority decide that the Probationer is not suitable for full membership, the appointing authority may extend his probation to enable him to acquire the special qualification or pass the prescribed tests as the case may be, to enable the appointing authority to decide whether the Probationer is suitable for full membership or not. Such extended period of probation shall terminate at the latest when the probationer has, after the date of the expiry of the period of probation prescribed for the service, class or category in which he is on probation, completed 1 year of duty in such service, class or category.

(2) In cases where the probation is extended, a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation that the Probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation.

(3) Such stoppage of increment shall not be treated as a penalty but only as a condition of extension of probation and shall have effect of postponing future increments after he has passed the prescribed tests or examinations or after he is declared to have satisfactorily completed his probation.

Exercise of certain powers of appointing authority by higher authority.

39. Powers conferred on the appointing authority, other than the State Government may be exercised also by any higher authority to whom the appointing authority is administratively subordinate whether directly or indirectly.

Note.-(1) The decision of the appointing authority that the Probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision, inclusive of the period subsequent to the prescribed or extended period of probation.

(2) An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the Probationer for full membership of the service, either by such authority by himself or by a subordinate authority who is superior in rank to the Probationer.

Completion of Probation

40. (a) At the end of the prescribed period of probation or extended period of probation, as the case may be, the appointing authority shall consider the Probationer's suitability for full membership of the service in the category for which he was selected.

(b) If the appointing authority decides that a probationer is suitable for such membership, it shall, as soon as possible, issue an order declaring the Probationer to have satisfactorily completed his probation. On the issue of such order, the Probationer shall be deemed to have satisfactorily completed his Probation on the expiry of the prescribed or extended period of probation.

(c) The appointing authority should maintain a register of probationers in which, date of commencement of probation, details of leave, etc., should be entered. Action to declare completion of probation extension or termination should be taken sufficiently in advance for which a register is necessary.

Appeal against termination of Probation

41. (a) A Probationer who is discharged is entitled to appeal against the order of discharge passed by the competent authority to the authority to which, and within the period of limitation within which an appeal would lie against an order of dismissal passed by the competent authority.

(b) Revision of Orders of termination of Probation.

The authority competent to entertain an appeal may either on its own motion or otherwise, revise any order of discharge of a Probationer under any of the provisions referred to, within 1 year of the date of such order.

(c) Condition as to reinstatement.

(i) When an order discharging a Probationer is set aside on appeal or on revision and the Probationer is restored to the service, the period on and from the date of discharge to the date of such restoration may with the previous sanction of the State Government, be treated as duty. The period of probation undergone by such Probationer at the time of his discharge, shall however count towards the period of probation.

(ii) Such Probationer may during the period on and from the date of his discharge to the date of his restoration be paid such pay and allowances not exceeding the pay and allowances to which would have been entitled if he had not been discharged, as the authority passing the order (a) or (b) above may with the previous sanction of the State Government determine.

Pay of Probationers and approved Probationers.

42. (a) Probationers recruited direct will undergo training and will receive the pay as fixed by Government from time to time.

(b) All other Probationers recruited direct or by transfer from any other service shall be paid during the period of probation the pay of the lowest grade or the minimum pay in the time scale of pay as the case may be.

(c) A member of the service officiating on promotion in a higher category or grade whether he is a full member or not in a lower category or grade, shall be entitled to the minimum pay of the time scale or the pay of the lowest grade of the category or the pay of the grade, as the case may be, only if such promotion has been declared by a specific order of the State Government to involve the assumption of duties and responsibilities of greater importance than those attaching to the latter category or grade.

(d) An approved Probationer on duty shall be granted the pay which would be admissible to him if he were a full member of the service in the category in which he is holding a post.

(e) He shall be entitled to count the period of his probation excluding the period, if any, during which he was undergoing the training for increments in his time scale of pay but if he has no substantive appointment he cannot count continuous officiating service for such increments.

SENIORITY

43. (a) The seniority of a person in any class or category or grade shall, unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment, in such class, category or grade. If any portion of the service of such person does not count towards his probation his seniority shall be determined by the date of commencement of his service which counts towards probation.

(b) The appointing authority may, at the time of passing an order appointing two or more persons simultaneously to a class or category, fix either for the purpose of satisfying the rule of reservation of appointments, or for any other reason the order of preference among them and where such order has been fixed, seniority shall be determined in accordance with it.

(c) The seniority of persons transferred from one class or category to another class or category of the service carrying the same pay or scale of pay, shall be determined with reference to the date of their first appointment to the new post. However, in exceptional cases of transfer made from one class or category to another, in the exigencies of service the seniority shall be determined by the Inspector General of Police in the case of non-gazetted Officers and by the Government in the case of gazetted Officers taking into account the service of the persons in the former class or category also. When any difficulty or doubt arises, in applying this rule, the seniority shall be determined by the State Government.

(d) Where a member of the service in any class, category or grade is reduced to a lower class, category or grade, he shall be placed at the top of the latter unless the authority ordering such reduction directs that he shall take rank in such lower service, class, category or grade next below any specified member thereof.

(e) The seniority of a person appointed to a class, category or grade on the advice of the Commission, shall unless he has been reduced to a lower rank as punishment be determined by the date of first effective advice made for his appointment to such class, category or grade and when two or more persons are included in the same list of candidates advised, their relative seniority shall be fixed according to the order in which their names are arranged in the advice list of the Commission.

Note.-The date of effective advice in this Rule means the date of letter of the Commission on the basis of which the candidate was appointed.

Seniority of Sub Inspectors.

(f) The seniority of Sub Inspectors will be regulated by the Special Rules to be issued governing the Kerala Police Subordinate Service.

Seniority of Police Constables.

(g) For the purpose of determining the seniority of the recruits of each batch, the marks obtained by the recruits in the written catechism test and the drill test as well as the points secured by the recruits in the musketry course will be taken into account. The marks obtained by the recruits in a test or the musketry course in which he has failed to obtain the qualifying minimum will be disregarded in arriving at the aggregate marks for the purpose of seniority.

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CHAPTER III

DRESS REGULATIONS

Uniform to be worn by different ranks of Officers.

44. (1) The Rules pertaining to the Uniform for Officers of the Indian Police and Indian Police Service are detailed in the Indian Police Service (Uniform) Rules, 1954. State Police Officers holding cadre posts will not use Crest Badge and button prescribed for I.P.S. Officers.

(2) Rules pertaining to members of the Kerala Police Service and Kerala Police Subordinate Service are contained in the Kerala Police Service and Kerala Police Subordinate Service (Uniform) Rules.

General Instructions.

45. The different orders of dress prescribed are (a) Review Order, (b) Working dress and (c) Informal working dress. The different occasions on which each dress is to be worn is given below:

(a) Review Order:- When Officers are on duty at all State Ceremonies (e.g., Public arrival and departure of the President or the Governor, presentation of guards of honour on such occasions) at ceremonial parades or whenever full dress is ordered, it shall consist of peak-cap, jacket, whistle and lanyard, slacks of the same material as jacket, brown ankle boots/shoes, khaki shirts, blue tie, khaki socks, sambrowne belt, medals and decorations.

(b) Working dress:-This consists of peak-cap, jacket, whistle and lanyard, slacks, brown shoes/ankle boots, khaki socks, khaki shirts, blue tie, cloth belt of the same material as the jacket or sambrowne belt when a revolver is carried and ribbons.

This shall be worn when meeting or escorting the President or the Governor, at private arrivals and departures and on all other formal occasions when an officer is on duty, except when he is required to wear review order. Revolver shall be worn only when escorting.

(c) Informal working dress.-This consists of peak-cap or pith-hat, shirt and sambrowne belt or bush shirt with cloth belt, socks or stockings, shorts or slacks and brown shoes or ankle boots. It may be worn in office, at inspections, conferences, meetings, on tours, for ordinary parades, while keeping the line of road clear for President or Governor and for other occasions not of a formal character. When wearing shorts, ankle putties hoesetops and boots will be worn on parade. Stockings and brown shoes may be worn on other occasions.

(i) When wearing informal, working dress at the time of riots, dacoit operations and such other duties, embroidered badges of rank, worked in dark blue silk thread may be worn.

(ii) Detailed descriptions and patterns of articles of uniform that may be worn by Officers of

different ranks as also the rules governing the free supplies of uniform etc., are given in Kerala Police Service and Kerala Police Subordinate Service (Uniform) Rules.

KERALA POLICE SERVICE

Uniform for officiating Superintendents of Police, Deputy Superintendents of Police, Circle Inspectors and Officers of similar rank.

46. The uniform for officiating Superintendents of Police, Deputy Superintendents of Police, Circle Inspectors and Officers of equal ranks in the Police, is as prescribed in Rule 45, but with different badges and letters as given below: Also, Sword, Swordknot and Seabbard are optional.

(a) Officers holding senior duty posts (e.g., Commandant, Armed Police Battalions and other senior duty posts borne on State or I.P.S. Cadre) - State Emblem.

(b) Deputy Superintendents of police in charge of Sub Divisions or holding other posts certified to be of equal status or of five years service and above-3 stars.

(c) Deputy Superintendents of Police with less than five years of service, but not less than two years of service, and (i) not in charge of Sub Divisions, or (ii) holding posts of equal rank, referred to in (b) above - 2 stars.

(d) Deputy Superintendents of Police with less than 2 years service - 1 star.

(e) Officiating Superintendents of Police and Deputy Superintendents of Police will wear a silver departmental badge "K.P.S." at the base of their shoulder strap and silver buttons with the device "K.P.S." embossed.

(f) Length of service for the purpose of this rule shall be the length of service rendered in the Kerala Police Service.

(g) Circle Inspectors and Officers of equal rank in the Police, will wear a ribbon, half red and half dark blue, horizontally divided, 3 stars silver metal, and shoulder badge "K.P.S." Silver on each shoulder. They will wear button silver with the device "K.P.S." embossed.

(h) Armed Police Inspectors are also authorised to wear slouch hats with their respective unit hat flash.

KERALA POLICE SUB-ORDINATE SERVICE

Uniform for Sub Inspectors of Police and Officers of equal rank in the Police and Jamadars in the District Armed Reserve.

47. Different orders of dress will be the same as given in Rule 45, but with different badges etc., as mentioned below:

(a) Sub Inspectors and Officers of equal ranks in Police will wear 2 stars white metal, a ribbon half red and half dark blue, horizontally divided and shoulder badge "K.P." white metal, on each shoulder. They will wear buttons silver with device "K.P." embossed.

(b) Sub Inspectors, Armed Police Battalions may also wear web equipments.

(c) Jamadars of District Armed Reserve are authorised to wear pith-hats, one star white metal on each shoulder and shut coats. They may also wear ribbon just as Sub Inspectors.

Uniform for Head Constables other than those in the Armed Police and Traffic Units.

48. They may wear turban khaki drill with cap badge and silver lace, shirts, shorts, socks, patties ankle, hose top, boots ankle belt with pouch, whistle with chain, warm clothing suits woolen and water proof coat and hood.

They may also wear white stripes and Ashoka emblem, shoulder plate 'K.P.' and buttons "K.P."

Uniform for Constables other than those in the Armed Reserve and Traffic Units.

49. Constables other than those in the Armed Police and Traffic units may wear turban with cap badge, belt, number plate and numerals and all other articles mentioned in Rule 48, except 'stripes'.

Uniform for Havildars Major, Quarter Master Havildar, other Havildars and Section Commanders in the Armed Police.

50. (1) These Officers may wear Gurkha felt hat or khaki quilted slouch hat with silver lace and cap badge, shirt-full sleeves/half sleeves, trousers, shorts, patties ankle, hose tops, socks boots ankle, belt with pouch (Brown leather belt for District Armed Reserve and Web belt in Armed Police Battalions). Whistle with chain, water proof coat and hood and warm clothes-suits woolen Sash worsted surge red may be worn by company Havildars Major and Quarter Master Havildars.

(2) They are also authorised to wear badges such as white stripes and Ashoka emblem, proficiency badges and shoulder plates and buttons- 'MSP' /'SAP' /'KP'.

Uniform for Constables including Naiks and Lance Naiks in the Armed Police.

51. They may wear Gurkha felt-hat or khaki quilted slouch hat with cap badge, numerals and number plates, and all other items mentioned in Rule 50. As regards the stripes, Lance Naiks may wear one white stripe and Naiks two stripes.

Uniform for Head Constables of Traffic Unit.

52. All articles of uniform mentioned in Rule 48 may be worn by them, with the exception that pith-hat may be worn instead of turban. They will also wear Kurtha and anklet web.

Uniforms for Constables in Traffic Unit.

53. Constables in the Traffic Unit may wear pith-hat, kurtha, anklet web and all other items as mentioned in Rule 49.

Special uniforms for Bandsmen and for Orchestra.

54. (1) Head dress, jacket, trousers, belt, arm badges, dress cord, cord pouches, leopard skin, drum majors sash, gloves gauntlet, boots, shoulder badges and spat are the special uniform for Bandsmen.

(2) Special uniform for Orchestra are head dress, jackets trousers, belt, white canvas shoes and shoulder badges.

Uniform for Women Police - Special uniform.

55. They may wear sarees, blouse, socks white, shoes-white canvas and shoulder badge.

Uniform for Mounted Police.

56. Mounted Police may wear slouch hat with cap badge, pith-hat with cap badges, short-bush-full sleeves, bruches, shorts, cavalry boots, socks woollen long patties, coat water proof with hood, whistle with chain, badges and buttons, belt bandolier stripes.

Special uniform for Army Trained Physical Training Instructors.

57. Army trained Physical Training Instructors may wear Physical Training shoes white, socks white, banyans sleeveless white and badges.

Retired Officers - wearing of uniform by.

58. (1) In the case of Indian Police / Indian Police Service Officers, they may be permitted to wear after retirement, uniform of the rank last held by them immediately before retirement only on ceremonial occasions and Police Parades.

(2) Other Police Officers of all ranks, who have officiated for a period of six months in the aggregate in a higher rank or continuously for 3 months prior to retirement, may be permitted to wear the uniform of their officiating rank.

(3) Police Officers of and above the rank of Sub Inspectors and Jamadars who have rendered approved service of not less than 15 years in the Police Department at the time of retirement, are permitted after retirement to wear on ceremonial occasions or when calling on Government officials the uniform of the rank which they held in the Police Force at the time subject to (2) above.

(4) Permission to wear such uniforms should be obtained in each individual case, by superior

Gazetted Officers from the State Government, and by Inspectors and non-gazetted officers from the Inspector General of Police. Application from Inspectors and non-gazetted officers should be submitted through the Superintendent of Police of the District in which they last served.

(5) No swords other than those of the regulation pattern are permitted to be worn with uniform by an Officer after retirement. Officers who have been presented with swords of other pattern (e.g., swords presented in Durbar) can wear them in private dress if they so wish but not with uniform.

Supply care and wearing of uniform.

59. (1) Grants for uniform for Officers of the Indian police and Indian Police Service are detailed in Indian Police Service (Uniform) Rules, 1954.

(2) The following Police Officers will provide themselves with the articles of uniform prescribed for them. They will be given uniform allowance at the rates and for the periods specified against each.

	Rate	Period of which allowance is granted
(a) Commandants, Armed Police Battalions (Non cadre)	Rs. 500	10 years
(b) Deputy Commandants (Non cadre)	Rs. 500	do
(c) State Police Officers holding Cadre Posts	Rs. 500	5 years *
(d) Deputy Superintendents (including Police Radio Officer and Probationers)	Rs. 300	10 years
(e) Assistant Commandants.	Rs. 300	do
(f) Circle Inspectors	Rs. 150	5 years
(g) Sub Inspectors of the District.	Rs. 150	5 years

*Initial payment will be made only on completion of 5 years in case where an officer had drawn uniform allowance as Deputy S.P. If the residual period of service of the officer is less than five years a grant at the rate of Rs. 100 (Rupees one hundred only) per annum ignoring portion of a year will be made.

No distinction will be made in the case of officers holding cadre posts in the vigilance or C.I.D. or any other unit. (Vide G.O. MS. No. 254/67/Home dated 14-8-1967). (Vide G.O.MS. No.204/68/Home dated 4-6-1968).

(3) Armed Police Inspectors, Sub Inspectors, Reserve, Inspectors, Sub Inspectors and Jamadars of District Armed Reserve are eligible for free issue of uniforms.

(4) No uniform allowance shall be granted to Officers, whose residual period of service for retirement is five years or less.

(5) Officers who resign or who are transferred to other departments, whether at their own request or not, shall refund a proportionate amount of the uniform allowance received by them at the rates fixed by

Government from time to time.

(6) Officers who are dismissed or compulsorily retired from service shall also refund proportionate amount.

(7) Officers who are attached to or working in the C.LD., Special Branch, and units which usually do not insist on the wearing of uniform shall be granted uniform allowance at half the rates admissible to officers of corresponding rank in other branches.

(8) The period spent on deputation to the Government of India shall be included for purpose of reckoning the prescribed interval for payment of recurring allowance, provided that no such allowance has been received by the Officer on deputation from the Government of India during the period of deputation.

(9) Periods spent (i) on reversion for want of vacancies, (ii) under suspension, & (iii) other than privilege leave, earned leave and leave on average pay not exceeding four months shall be excluded for purposes of reckoning the period of interval for the payment of the allowance.

(10) The date of application for renewal or actual date of expiry of the term of the previous grant, whichever is later, may be reckoned as the effective date from which the period should be reckoned for purposes of sanctioning the renewal grant.

(11) In the case of officiating officers the due date on which they become eligible for the allowance will be the date of expiry of the previous grant or the date from which they began to officiate in the higher posts, whichever is later.

(12) Company Havildars Major, Head Constables and Constables will be provided with the articles of uniform prescribed for them at Government expenses. They will be instructed to take proper care of the articles issued.

(13) If any article of a man's kit becomes unfit for wear in less than the period specified in respect of it, he should be required to replace it at his own cost or to pay such portion of the cost as the superintendent of Police/Commandant may consider suitable under the circumstances of the case. When the Superintendent/Commandant is satisfied that the articles have not lasted for their full period of wear owing to their inferior quality (and not to any fault of the person) he is empowered to condemn earlier within his powers of financial sanction and to issue fresh ones in their place.

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CHAPTER IV PROMOTION

60. General rules regarding promotion of Indian Police Service Officers and promotion of Deputy Superintendents of Police to the Indian Police Service are in the All India Service Rules.

General Rules regarding promotion of Officers of and below the rank of Circle Inspectors and corresponding rank.

61. (1) Ordinarily Officers who have not successfully completed their probation in the category of posts held by them will not be considered for promotion. Similarly directly recruited officers who have not completed six years of service in the category of posts to which they have been directly recruited will not be considered for promotion. However, if they possess outstanding merit and ability their names may be considered for promotion even if they have lesser service.

(2) Lists of Officers fit for promotion in the next higher rank, prepared in the manner prescribed for each category, will be called "Select" lists. Officiating vacancies in the higher ranks will be filled from these lists in the order of their seniority.

(3) "Select" lists are prepared in the following manner for the various category of posts.

(a) The authority who is to initiate periodical confidential reports on Officers working under them, is the authority to send Promotion Rolls for them. The authority to recommend the names of Officers for inclusion in the "Select" list is the authority who had the custody of Personal Files of Officers so recommended. The authority who is to include the names of Officers in the "Select" list is the Departmental Promotion Board.

(b) Before 1st April every year, Promotion Rolls in form 162 (Appendix I) will be sent to the recommending authority, who after considering every case sends its recommendation in the form (Appendix II) before 30th April to the Convener of the Departmental Promotion Board. The Departmental Promotion Board will consider the cases of all Officers and select the names of those who are fit for promotion and include their names in the form (Appendix III) in the order of their seniority.

(c) While forwarding Promotion Rolls, the authority will consider the cases of all Officers in that particular category and forward their names along with the Promotion Rolls whether recommended or not.

(d) The recommending authority will consider the cases of all Officers serving under it in that particular category, and also of those on deputation, by scrutinising their personal records. In the case of Officers on deputation, the remarks of Officers under whom such Officers are serving, should be obtained in time and their cases should be considered in the light of those remarks, as well. The recommending authority will then enter all the names of the Officers in the form given in Appendix II and forward it to the Convener of the Departmental Promotion Board constituted for the purpose, along with the Personal Files and Service Books of every Officer. The recommending authority should see that no case is left out.

The entries in Column 10 of form in Appendix II should be in the Officers own hand. List of Officers considered for inclusion in the "Select" list will be prepared in the order of their seniority indicating in each case whether he has been recommended or not, and in the latter case the reasons therefore.

(e) The names in the "Select" list should not ordinarily be less than 10% and not more than 20% of the sanctioned strength of category of posts for which the list is maintained. In the case of posts which are numerically large, the minimum of 10% should not be exceeded. On the average estimate of probable vacancies the number of names in the "Select" list will not, by promotion from the list, fall below 5% of the sanctioned strength.

(4) The recommending authority will retain with it confidential records in separate docket sheets copies of recommendation rolls, correspondence relating to each recommendation roll and orders thereon filed chronologically. Inspecting Officers shall verify whether this is being done, and record the fact in their inspection notes.

(5) Separate "Select" lists shall be maintained for promotion to specialist posts and for each unit for promotion (State, Range, District etc., as the case may be in respect of particular class and category of posts). Where an individual is eligible for promotion in a general class or cadre as well as in a specialist class or cadre his seniority with reference to each class or cadre shall be fixed separately taking into account his position vis-a-vis that of other members of that class or cadre.

(6) An Officer who hands over charge of his Office on long leave or transfer shall leave a note to his successor regarding the subordinate Officers whose cases should be taken up for consideration at the time of the next periodical recommendation for the "Select" lists. This is to ensure that deserving cases are not lost sight of by Officers who are new to their charge.

(7) A supplementary "Select" list may be prepared by the concerned Promotion Board if it is found necessary at any time when the number of Officers remaining in a "Select" list is less than the number of vacancies that may arise before the "Select" list for the ensuing year is prepared.

(8) (a) The Promotion Board that prepares the "Select" list shall be competent to remove the name of any Officer from that list when special grounds for such a step exist. Recommendations for removals from a "Select" list should be supported by detailed reasons.

(b) Occasions may arise, eg., an instance of serious dereliction of duty or misconduct on the part of an Officer in the "Select" list, which may make it necessary to pass him over for promotion, and in such a case there may not be adequate time to get a prior approval of the Promotion Board. In these circumstances, the appointing authority may temporarily remove the Officer from the "Select" list and take action to obtain the ratification of the Promotion Board as early as possible.

(9) On the admission of an Officer to a higher rank by officiating appointment, other than an appointment out of seniority, his name will be transferred from the "Select" list to a separate list to be maintained for each rank. Seniority in that list shall normally be the same as that in the "Select" list. When two or more persons are promoted from a "Select" list on the same date and a junior takes charge before a senior, the seniority of all will remain unaffected; but they will commence probation from the dates of taking charge of their appointments.

(10) (a) when an Officer has been declared to have completed his probation satisfactorily, his name shall be transferred from the above list to a third list which will be maintained for each rank. In this third list, the existing seniority in the second will be maintained. As permanent vacancies occur, the Officers on the third list shall be confirmed.

(b) The authority competent to declare an Officer as having completed his probation or extend or cease his probation is the appointing authority concerned.

Promotions to the rank of Deputy Superintendent or of corresponding rank.

62. (1) The Superintendent of Police or Officer of corresponding rank shall forward to the Deputy Inspector General concerned Promotion Rolls of all Inspectors considered by him as fit for promotion.

(2) The Deputy Inspector General of Police who is the custodian of the Personal Files of Inspectors will send his recommendations to the Convener of the Promotion Board (Government) through the Inspector General of Police.

(3) The "Select" list shall be prepared by "Promotion Board" constituted for selection of Inspectors fit for promotion as Deputy Superintendent of Police or Officers of corresponding rank as mentioned below:

- (i) A member of the Kerala Public Service Commission - (Chairman)
- (ii) The Secretary to Government in Home Department - (Convener)
- (iii) The Inspector General of Police

(4) After due consideration of the recommendations received by 'the Board for inclusion of Officers in the "Select" list with reference to the records of the persons recommended for inclusion in the list and of those proposed to be superseded and the reasons furnished in support of the recommendations and the supersession, the Board shall prepare the "Select" list.

(5) The "Select" list so prepared, together with the personal records of the Officers recommended, shall be sent to Government for approval. The list after approval by the Government shall be communicated to the Inspector General of Police and by him to the Deputy Inspectors General of Police and the Superintendents of Police concerned.

(6) Claims of persons previously omitted from the list will be considered whenever new lists are prepared.

(7) State is treated as one unit for promotion of Circle Inspectors as Deputy Superintends of Police. District Armed Reserve is treated as a separate unit for promotion of Reserve Inspector as Assistant Commandants, District Armed Reserve.

(8) The procedure prescribed for the preparation of "Select" list' in the previous para in regard to Deputy Superintendents of Police will apply in toto in regard to Assistant Commandants in Armed Police Battalions except that M.S.P. and S.A.P. are treated as separate units for promotion as Assistant

Commandants.

Promotion to the rank of Circle Inspector or of corresponding rank.

63. (1) "Select" list shall be prepared by 'Promotion Board' constituted for selection of Sub-Inspectors to posts of Circle Inspector and of corresponding rank as mentioned below:-

- (a) A member of Kerala Public Service Commission (Chairman)
- (b) The Deputy Secretary to Government in the Home Department
- (c) The Inspector General of Police (Convener)

(2) The procedure to be followed is the same as mentioned in the case of Deputy Superintendents of Police.

(3) The Inspector General of Police shall be the authority competent to approve the "Select" list.

(G.O. (MS) No. 141 Home (A) dt. 04-04-1966)

Promotion to the rank of Sub-Inspectors, Reserve Sub-Inspectors and Armed Police Sub-Inspectors.

64. (1) (a) For the promotion of a Head Constable to the rank of Sub-Inspector, the qualifications prescribed are as follows:-

(i) Must have a minimum educational qualification of S.S.L.C. Standard.

Note- Those who do not possess this educational qualification should pass eligibility test conducted by the department.

(ii) Must have completed 7 years of service.

(iii) Must have served 2 years as Head Constable.

(b) Superintendents of Police and Officers of corresponding rank as the case may be, will scrutinise the records of all eligible candidates and submit their recommendations to the Deputy Inspector General. On receipt of the recommendations, Deputy Inspectors General will hold an eligibility test to those who do not possess the required qualifications and select qualifying persons for training precedent to promotion. The question papers for the eligibility test will be common for all Head Constables in the State. The number of Head Constables to be selected each year, will depend on the total number of vacancies intended for promotees in the cadre of Sub-Inspectors.

(c) The selected Head Constables will be sent to the Police Training College, Trivandrum for training for a period of six months. A final examination in the various subjects taught and a test in drill will be held for them after the training. Those who fail in the examination will be required to undergo a further training of one month and they will be given a second and final chance to pass the examination. Those who fail in the examination for a second time will not be included in the lists of Head Constables fit for promotion as Sub-Inspector. The promotion Board will consist of the two range Deputy Inspectors General of Police, the senior most being the Chairman and the Deputy Inspector General of the Range for

which the select list is to be proposed being the convener. Inspector General of Police is the authority competent to approve the list. The list is for each range.

(G.O. (MS) 252 Home (A) dated 17-5-1963)

(2) (a) For promotion to the posts of Reserve Sub-Inspectors only those who have completed total service of 5 years and who have served for not less than two years as Jemadar in the District Armed Reserve shall be considered. The range will be treated as one unit and the promotion list will be finalised by the Promotion Board consisting of the Deputy Inspector General of Police of the range (Chairman and Convener) and Superintendent of Police of the District.

(b) Superintendents of Police will send their recommendations to the Deputy Inspector General concerned.

(c) The promotion board will examine the records of service of the Jamadars, District Armed Reserve in the range. On the basis of the scrutiny and taking into account the recommendations made by the Superintendents of police, they will prepare a preliminary list of Jamadars considered fit for promotion to the rank of Reserve Sub-Inspectors, and forward it to the Inspector General of Police for approval. Inspector General of Police is the authority competent to approve the "Select" list.

(G.O.(MS) 252 Home(A) dated 17-5-1963)

(3) For promotion as Armed Police Sub-Inspectors in the M.S.P. and S.A.P. only officers who have completed a total service of five years and who have served not less than two years in a rank not lower than Havildar will be considered.

"Select" list shall be prepared by a Committee consisting of the following members.

- (i) Deputy Inspector General of Police of the range. (Chairman)
- (ii) Commandant of the Battalion.
- (iii) Assistant Commandant of the Battalion (to be nominated by the Deputy Inspector General of Police).

Note.-(1) Deputy Inspector General of Police shall be the Convener.

(2) Separate "Select" list shall be prepared for promotion as Platoon Commander (A.P.S.I.) and Havildars-Major". Commandant concerned will send his recommendation to the Deputy Inspector General of Police. The Committee will examine the records of service of the Officers concerned, and on the basis of the scrutiny and, taking into account the recommendations made by the Commandant, the Committee will prepare preliminary lists of Havildars-Major and Havildars fit for promotion to the rank of Armed Police Sub-Inspectors and Havildars and Quarter Master Havildars as Havildar Major and forward them to the Inspector General of Police for approval.

Promotion to the rank of Jamadars.

65. (1) Superintendents of Police will scrutinise the records of service of all eligible Head Constables of the Armed Reserve and select suitable Head Constables for promotion. They will send their commendations to the Deputy Inspector General concerned. The Promotion Board will consist of the Deputy Inspector General of Police, of the range as the Chairman and the Convener and Superintendent of Police of the District as the member.

(2) Promotion to the rank of Jamadars shall be on a range basis. Inspector General of Police is the authority competent to approve the "Select" list.

In regard to Head Constables as Jamadars in the Police Radio Unit, Deputy Inspector General of Police in charge of the C.I.D. will be the Chairman and Convener and Superintendent of Police, Crime Branch C.I.D. and Police Radio Officer will be members.

(G.O.(MS) 252 Home (A) dt. 17-5-1963)

Promotion of Constables to the rank of Head Constable or corresponding rank-General Instructions.

66. (1) Superintendents of Police will keep lists of Constables fit for promotion in

- (a) the Armed Reserve, and
- (b) the local Police.

(2) Examinations will be held separately for the above two tests. Men of the Armed Reserve should not be allowed to sit for the promotion examination held for the men, of the local Police and vice versa. Constables who have passed the examination for promotion in the Armed Reserve but are subsequently transferred to the local Police will be required to pass the examination for promotion in the local Police before they are appointed as Head Constables in the local Police.

(3) "Promotion tests shall be held twice in a year' to ensure that the number of persons in the 'select' list is not ordinarily less than 10% and not more than 20% (subject to the minimum of one) of the sanctioned establishment of Head Constables in the District".

Applications will be called for from all Constables who desire to sit for the examination. On receipt of the applications with the remarks of the Circle Inspectors and Sub-Divisional Officers, the Superintendent of Police will make out a list of those considered fit to sit for promotion examination and conduct the examination for them. The fact of an impending examination must receive wide departmental publicity and applications must be called for from all Constables who desire to appear for the examination. The examination will be conducted on a District basis.

General Head Constable's Test.

Police Constables with a minimum service of 3 years in the local Police except those under reduction in the time scale of pay during the period of such reduction and those under suspension pending the completion of disciplinary proceedings shall be permitted to appear at this test.

(a) The test shall consist of a written test and drill test.

(b) There shall be two question papers for the written test on the subject as given below.

I Paper - Indian Penal Code, Criminal Procedure Code and Evidence Act (Chapters I and II only).

II Paper- Kerala Police Act, Police Standing Orders, Station Records and General knowledge.

Note.- The questions for the written test shall be such as to test the knowledge of the candidates in elementary law and in the methods of application of statutory provisions in practical Police work. Knowledge of case law and detailed knowledge of the laws of evidence are not expected.

(c) The drill test shall cover drill with and without arms, lathi drill and musketry.

(d) Each paper in the written test and the drill test shall carry 100 marks. The minimum for a pass shall be 40% in each paper and in the drill test.

(e) A candidate who fails in any paper of the written test or in the drill test may re-appear for the particular test or paper in which he has failed. A candidate may also take the test separately for each paper or the written test and the drill test. Constables who qualify in this test should be included in the "Select" list. The ranking in the "Select" list of Constables who qualify at the promotion test shall be in accordance with the dates of passing test. Those who qualify at the test on the same date will be ranked according to the length of continuous service as Constable.

[G.O. 252 (MS) Home (A) dated 17-5-1963],

[G.O. 22 (MS) Home (A) dated 10-11-1964],

[G.O. 46 (MS) Home (A) dated 29-1-1965] and

[G.O. (MS) No. 16 Home (A) dated 19-1-1967].

Armed Reserve Test for Promotion as Head Constables and Naiks.

(5) (a) The test shall consist of a written paper and a practical test in drill, etc.

(b) The syllabus for the written test shall consist of the following:-

(i) Guard and Sentry duties,

(ii) Camp routine,

(iii) Care of Arms.

(c) The practical test shall be in the following subjects:-

(i) Close Order Drill,

(ii) Lathi Drill,

(iii) Weapon training,

(iv) Mob operations.

Note.-The practical test shall be conducted by a Board of three Officers nominated by the Superintendent

of Police, of whom one atleast should be not lower in rank than Deputy Superintendent of Police and the others not lower in rank than Sub Inspector.

(d) The written test and each of the four subjects of the practical test shall carry 50 marks each.

(e) The minimum for a pass to qualify for promotion as Head Constable shall be 50% for the written test and for each of the Subjects of the practical test.

(f) The minimum for a pass to qualify for appointment as Naik shall be 40% for the written test and for each of the subject for the practical test.

(g) Constables who qualify at the test for promotion as Head Constable shall be given preference over those who qualify at the test for appointment as Naiks when vacancies in rank of Naiks have to be filled up.

(h) Candidates who fail in the written test or any of the subjects of the practical test shall be required to appear again for the entire test.

(i) The syllabus of the test for specialised or technical category of staff shall be designed to test their knowledge of theory, and in practice of their particular vocation. A minimum standard of drill also be insisted upon.

[G.O. 252 (MS) Home (A) dated 17-5-1963]

[Government Memo 5356/A3/65-Home(A) dated 5-2-1965]

Promotion to Havildar in Armed Police Battalion M.S.P./S.A.P.

(6) The Commandant of the Battalion shall arrange to conduct the test in accordance with the general principles governing Armed / Reserve test for promotion as Head Constables.

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CHAPTER V

Transfer and Relief of Officers

General Principles of transfer.

67.(a) In the matter of transfers and postings, convenience to those affected should be an important criterion to the extent possible, especially in the case of the lower ranks.

(b) Ordinarily no individual should be transferred from one Station to another unless he has been in the same place for about 3 years. Likewise no person shall ordinarily be allowed to remain in the same post or station for more than three years. Local entanglement and exigencies of the public service should be the only reason for transfers more than once in three years. An exception may be made in the case of those posted to bad climatic areas or out of the way places and they may be proposed for transfer after they have served in that area for about two years.

(c) Officers of and above the rank of Sub Inspectors should not be transferred or posted to a charge in the jurisdiction of which he has house or property or very close relatives, except for good reasons. Circle Inspectors or Sub Inspectors should not be allowed to serve in the Sub-division in which their houses are situated or in which they or their near relatives have landed property or other vested interest.

(d) Head Constables and Constables shall as far as possible, be posted to serve in their native District, but Constables shall not be posted within their native Station limits and Head constables to their native Circles, This prohibition applies to the Station or Circle which is the native place of the wife of the Constable or Head Constable.

[GO MS. No, 1469(A) dated 5-12-1958]

Note.-To carry out this purpose the Service books of the constabulary should contain the native place of the wife also.

(e) Persons should not be posted repeatedly in one and the same place i.e., persons who have worked in a particular area should not be posted there again without a reasonable lapse of time.

(f) If any person proceeds on leave before serving nearly three years in the same charge, he should normally be reposted in the same charge on return from leave.

(g) Large scale transfer should be avoided in the middle of the School term and should be made as far as possible in April or May of the year. Only unavoidable transfers should be made in mid term.

(h) Any attempt to avoid transfers to a place by proceeding on leave, should be dealt with firmly by posting the officer to the new post on return from leave.

(i) Transfers should be effected in such a way that they will entail minimum expenditure on T.A. and in keeping with administrative requirements.

(j) If a person who is transferred applied for leave, it should not be granted by any subordinate authority, even if he has the right, without permission of the transferring authority, in exceptional cases such as serious illness, etc., such person may be allowed to remain on leave but a report should be submitted to the Superior Officer immediately, stating the reasons for granting the leave.

(k) Transfers to and from the Criminal Investigation Department of Officers below the rank of Sub Inspectors will be arranged between the Deputy Inspector General in charge of C.I.D. and the Superintendents of Police concerned. In the case of those attached to the Police Training College, Central Recruits Schools as are borne on the strength of a District, transfers will be arranged between the Principal, Police Training College and the Superintendents of Police concerned.

(l) No Constable or Head Constable of District Armed Reserve or Armed Police Battalion will be deputed to special units like C.I.D./Crime Branch/Special Branch/Vigilance Division/Railway Unit etc. Also only Constables who have served a minimum period of two years on duty in a Police Station and Head Constables who have served for a similar period as Head Constable in a Police Station should be posted to the special units".

(m) People on deputation to units should not be promoted unless they are due for promotion in the parent unit.

(n) No transfers of Officers should be made or suggested on account of unsatisfactory work. If an officer is not up to the mark, it is for the Superintendent of Police to set him right and bring him up to the required standard. Failing this, the correct course would be for the Superintendent of Police to hold departmental proceedings for inefficiency and punish him.

(o) Applications from relatives of Policemen or outsiders requesting Officers/Government on their behalf for transfers should be discouraged. Superintendents of Police should, however, while ordering transfers of Constables give sympathetic consideration to genuine domestic difficulties.

(p) Inter-district transfers of constabulary should be rare and may be for administrative reasons or at their own request. When it is for administrative reasons, the transfer may as far as possible be to the adjoining district. Transfers to far away Districts may be avoided.

(q) Men under orders of transfer should be passported in the first and third week of every month, on receipt of orders. This will cause least hardship and enable their names to be included in the pay bill of the new Station for the month. This procedure should be followed except in special cases where transfers are ordered to be given effect to immediately.

Handing over notes

68. (1) All officers of and above the rank of Inspector will, when handing over charge, prepare 'handing over notes, designed to enable, their successors to gather in the shortest time the threads of administrative and executive work in their new charges. No hard and fast rules for the preparation of these notes can be laid down; but if the purpose is kept in mind, local experience and Common sense will indicate the information to be incorporated. The notes will be marked 'Confidential' and it should be prepared

according to current circular orders of the Inspector General of Police on the subject.

(2) As regards Inspectors, their 'Circle' Information Book' will afford a useful basis for the notes.

(3) Copies of handing over notes should be sent to the Inspector General by the Deputy Inspector General, to the Inspector General an Range Deputy Inspector General by Superintendents of Police, to the Range Deputy Inspector General and the Superintendent of Police by Sub-Divisional Officer to the Superintendent of Police and Sub divisional Officer by Inspectors. A copy will be kept as a permanent confidential file.

Powers of Transfer:

69. Transfers may be effected as follows.

(1) By the Inspector General of Police.

(a) All transfers of the members of the Police Force of and below the rank of Inspectors from one place in the State to another.

(b) Approval of the Inspector General of Police is necessary in regard to postings and transfers of Special Branch Inspectors to and from District Special Branch.

(c) Inter-Range postings and transfers of and below the rank of Inspectors/officers of corresponding rank ordered by Deputy Inspectors General of Police by mutual agreement, should be got ratified by the Inspector General.

(2) By the Deputy Inspector General of Police in charge of C.I.D. and Railways.

(2) All transfers of Officers of and below the rank of Inspectors of Crime Branch C.I.D. Special Branch C.I.D., Railways and Radio Organisation to places within the State.

By the Range Deputy Inspector General of Police.

(3) (a) All transfers of Officers of and below the rank of Inspectors / Officers of the corresponding ranks, from one place to another within the range and in consultation with the Deputy Inspector General of Police concerned from one range to another.

Note.-Inter-range transfers should be effected only after the approval of the Inspector General.

(b) Transfers of Sub-Inspectors in the District Special Branch should be effected only in consultation with the Deputy Inspector General of Police or the S.P. as the case may be, concerned with C.LD.

By the Superintendents of Police/Commandants.

(4) Transfers of Officers of and below the rank of Sub-Inspectors within their respective Districts or units, as the case may be except in the case of Special Branch Sub-Inspectors where the concurrence of

the Deputy Inspector General of Police, C.I.D. is necessary.

By the superintendent of Police, Crime Branch C.I.D. and Railways.

(5) (a) All transfers of officers of and below the rank of sub-Inspectors within Crime Branch unit.

(b) All transfers of officers of and below the rank of Sub-Inspector within the Railway unit.

Special types of transfers.

RULES FOR TRANSFER FROM DISTRICT ARMED RESERVE AND ARMED POLICE

70. (1) Constables of the District Armed Reserve are eligible for being transferred to the local police, subject to the following conditions:-

(a) that they must have passed catechism tests in full (drill test not necessary)

Note.-Those in the District Armed Reserve, who have not passed the catechism tests, may pass the tests, which will be conducted in Central Recruits School, availing eligible leave and at their own cost.

(b) that their rank in the 'waiting list' qualify them for being posted to the local police.

Note.-Superintendents of Police concerned will maintain a 'waiting list' prepared on the basis of their date of passing the tests, length of service of those who passed the tests on a particular date and also the availability of vacancies in the local Police.

(2) (a) Recruit Police Constables who have passed their tests in the Central Recruits School will be posted to the District Armed Reserve and also direct to the local Police.

Direct posting to the local Police will depend on the following conditions:-

(1) that not more than 50% of the vacancies in the local Police for which recruitment has been made may be filled up by direct posting of recruit Police constables.

(ii) that the recruit Police Constables eligibility for direct posting to local police will be on the basis of their relative performance in the written and catechism examination and final tests Conducted in the School.

Note.-For this purpose Principal, Police Training College will forward the mark list and rank of the recruit Police constables to the Superintendent of Police concerned, who will make the necessary classification i.e., recruit who deserve to be posted to local police and those to be posted to District Armed Reserve.

(b) The balance of vacancies in the local Police will be filled in by District Armed Reserve Police Constables who are in the waiting list. The resultant vacancies in the District Armed Reserve will be filled by the remaining recruit Police Constables.

(3) (a) The Inspectors of District Armed Reserve and Armed Police Battalions who are Law Graduates, who have completed a minimum of five years of service. as Inspectors in their Units, who have successfully completed a course of training in the Police Training College prescribed for Sub Inspectors recruited directly for General executive and who have held charge of Station for a minimum period of one year and found fit to be given a Circle charge, may be transferred to the Local Police, but such transfers can be effected only with the concurrence of the Public Service Commission.

(b) Similarly, Assistant Commandants of District Armed Reserve and Armed Police Battalions may also be transferred to the Local Police, provided that they undergo the usual training and Public Service Commission agrees to such transfer.

[G.O. (MS) 377/Home dated 19-7-1962.]

Transfer from local Police to the District Armed Reserve and Armed Reserve and Armed Police Battalions.

71. (1) Transfers from the local Police to the District Armed Reserve or Armed Police Battalions may be made, if necessary, for anyone of the following reasons.

- (a) In the interest of discipline.
- (b) For special fitness and aptitude for service in the District Reserve and Armed Police Battalion.

(2) If an officer of and below the rank of Circle Inspector, who is below 40 years of age, applies for such transfer and it is considered that such officer has special aptitude and outstanding fitness for work in District Armed Reserve or Armed Police Battalion, transfer to the District Armed Reserve or Armed Police Battalion, as the case may be, may be made, but in the case of Sub-Inspector and Inspector such transfer can be effected only in consultation with the Kerala Public Service Commission.

(3) Inspector General of Police is the authority competent to effect such transfers in the case of Officers of and below the rank of Inspectors. (G.O. (MS) 377/Home dated 19-7-1962.)

General

72. (a) Personnel belonging to technical categories such as Radio, Motor Transport, Armourers, Tailors etc., shall not be eligible for transfer outside the establishment of the technical categories, except where a particular individual was not originally recruited specially for a technical cadre. "An individual not requited specifically for a technical category may be transferred under the rules prescribed above, subject to the proviso that his seniority in the non-technical cadre shall be assessed without regard to any promotion that he may have received in the technical cadre, which he may not have earned under the rules in the non-technical cadre.

(b) Persons transferred from the District Armed Reserve and Armed Police Battalions to the Local Police and vice Versa in accordance with the above rules shall be assigned rank as Junior most on the date of transfer in the respective categories.

Reports of transfer of charge by Gazetted officers.

73. (a) A report of transfer of charge shall be submitted to the Accountant General, by Gazetted Officers in the prescribed form accompanied by the acknowledgement of the permanent advance. The report should be sent through the controlling officer in all cases in which the certificate is not signed both by the relieving and the relieved officer.

(b) A copy of the report shall be sent by Superintendent of Police and Officers of corresponding rank to the Chief Secretary to Government, simultaneously with the despatch of the report to the Accountant General.

(2) Assumption of charge of Office by Deputy Inspector General and Superintendents of Police will be communicated to the Inspector General. Other Gazetted Officers will send a report immediately by post to the Assistant Inspector General and to the immediate superior.

(3) A report of transfer of charge of Gazetted officers shall be made to the Deputy Inspector General concerned.

Relief of transferred officers.

74. (1) When a Deputy Superintendent of Police or Officer of the corresponding rank hands over charge, he shall give the relieving officer, under acknowledgement all records to be maintained by him, including his weekly diaries and pending papers. A list of the records etc. so handed over shall be sent to his immediately superior.

(2) When an Inspector hands over charge of a Circle, he shall give the relieving officer all the records to be kept by an Inspector. He shall also furnish him, under acknowledgement, with (i) a memorandum of all money handed over, (ii) case properties, if any (iii) a list of pending papers, (iv) his current note books and case Diary files and (v) all other records he is authorised to maintain. A list of records etc. so handled over shall be sent to the Superintendent of Police through the Sub-Divisional Officer.

(3) The Station Government property Register shall comprise a record of property and registers in the charge of or to be maintained by a Station House Officer. When a sub-Inspector hands over charge of a Station, he shall hand over the Station charge list to the relieving Officer who, before taking charge of list, shall check all items of property and their registers and record in the general diary whether all the items have been correctly handed over. The relieved officer will also hand over to the relieving officer, under acknowledgement (i) a memoranda of all money handed over, (ii), all case properties, if any, (iii) a list of pending papers and (iv) all his note books and Case Diary files and (v) all other records he is authorised to maintain. A list of the records etc. so handed over shall be sent to the superintendent through the Inspector and sub Divisional Officer.

(4) (a) In the case of a Reserve Inspector/Reserve Sub-Inspector all property for which he is responsible shall be checked by the living officer before taking charge, and any deficiencies reported to

the Superintendent of Police forthwith.

Joining time

75. Joining time may be granted in accordance with the provisions of the Kerala Service Rules. It must be understood that joining time cannot be claimed as right and that any officer may be directed to join without availing himself of full joining time.

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CHAPTER VI

Maintenance of General Efficiency, Refresher Course, Parade Musketry, Tear Smoke, etc.

76. The efficiency, sense of duty, discipline and morale of the Police Force depends upon the regular practice and training in drill education etc. given to the members of the Force. In order to keep the Force generally efficient, the following instructions should be followed:

Morning routine in Police Stations.

(1) (a) The following is the routine for drill, instructional classes and fatigue in all Police Stations, to be held from 6.30 am to 7.30 am.

Monday, Wednesday & Friday	Drill
Tuesday & Thursday	Catechism & local information.
Saturday	Fatigue duty.

(b) Superintendents of Police may alter the hours for routine, to suit local conditions, so as not to exceed one hour in the morning.

Daily routine in the Armed Reserve.

(2) (a) On all working days there will be daily parades both in the morning and evening except on Thursdays which may be set apart for kit cleaning and maintenance, and Saturdays which may be used for Route Marches. Fridays could be set apart for ceremonial parade practice. The dates could be changed to suit local convenience. The evening programme, atleast on alternate days, shall be games.

(b) Weekly programmes shall be drawn up by the Reserve Inspector or Asst. Commandants as the case may be, and got approved by the Supdt. of Police.

(3) The daily routine for Armed Police Battalions will be as given in Armed Police Standing Orders. The Block programme for a quarter will be issued by the Commandant, and on the basis of it the Company Commander will draw up weekly programme which will be approved by the Asst. Commandant.

Kit InSpection.

77. (1) Kit Inspection should be held by the Station House Officer at the police Station. . He shall inspect the kit of all his men once a quarter in the first week of the first month of the quarter. Any man not present on the day fixed shall produce his kit on a subsequent day. The fact that the kit inspection has been held will be noted by the Station House Officer in the Station General Diary.

(2) Similarly the senior officer present in the Armed Reserve shall hold kit inspection during inspection parade which will be held on every Thursday unless otherwise directed. The arms, accoutre

ments and clothing of Police Officers shall be thoroughly inspected and the fact that the inspection has been made will be noted in the General diary.

Fatigue duty.

78. Fatigue duty consists of cleaning and keeping in order the ground round the Station and lines, Government buildings occupied by Police Officers, gardening, keeping the range and parade ground in order, and generally maintaining the premises in occupation of the department in proper condition.

Use of Lathies or canes.

79. Men who turn out for dealing with crowds, bandobust duty, patrols (when muskets are not taken), beats in disturbed, areas and on any occasion upon which lathies or canes are required for self defence, should always be armed with lathies or canes.

Musketry.

80. (1) Instructions regarding scale of ammunition for target practice, size of targets and methods of scoring, badges for good shooting etc., are given in the Drill and Training Manual.

(2) The scale of ammunition per annum for practice for .410 Muskets/.303 Rifles is 50 rounds. Each man in a Police Station has to fire 30 rounds of Ball cartridges every year, the highest marks obtainable for the year being 100. The firing shall take place once in every months. The Sub Inspector should also fire an annual course of musketry similar to that fired by the men of his station. The remaining 20 rounds may be used for competitions and special training for backward shots. The practice and scoring is given in Appendix IV.

(3) (a) Police Stations will have the custody of practice ammunition. Circle Inspector shall hold musketry practice at his quarterly inspection of Stations. He shall keep a target practice register in KPF No. 181. At out stations, if any men are absent at the time of his inspection, he shall direct the Sub Inspectors to hold musketry for these men, and the Sub Inspectors will hold musketry practice and forward the scores obtained to the Inspector for entry in the register.

(b) The Inspector should complete the practice at the Headquarters, himself.

(4) Stock register of ammunition in K.P.F.No. 176 showing the receipts and issues should be closed every quarter.

(5) The scale of ammunition for practice for the District Armed Reserve is the same as that of the District Police.

(6) The scale of ammunition for practice in the Armed Police Battalions is 65 rounds per annum for each trained constable. Instructions in this regard are issued in I.G's memo S.R-1915/59 dated 4-1-60 and SR-20221/60 dated 24-6-60.

Good Shooting Badges.

81. (1) (a) Badges for good shooting will be awarded to the men as follows, on the completion of the annual individual practice:

Silver Badges	For 70 & above.	Out of a Possible
Silk Badges	For 65 to 69	100 points.

(b) Gold Badges may be awarded to men obtaining the highest aggregate marks in the District Police, provided that it does not fall below the minimum for a silver badge.

(2) Badges should be worn for a year after the completion of the practice, if the total score justified the grant and should be which drawn if in the following year the man's score does not entitle him to continue to wear the badges.

Revolver Practice.

82. (1) Every Police Officer of and above the rank of Sub Inspector should fire 60 rounds of revolver ammunition every year.

(2) Jamadars in the District Armed Reserve and Head Constables in the Special Branch CID will also fire 60 rounds of revolver ammunition every year.

(3) The practices are given at the District Armed Reserve firing range, under the supervision of the Supdt. of Police.

Weekly day off for constabulary.

83. (1) One day off duty in a week will be granted to the Constables and Head Constables/Havildars attached to the General Executive, District Armed Reserve and Armed Police Battalion. But, if in the public interest any Constable or Head Constable or Havildar is denied this right, he shall be granted remuneration for the extra-time duty at Rs. 2/-per day.

(2) When Head Constable/Havildar and Constables go on bandobust duty and are given double batta, they will not get extra remuneration of Rs. 2/- even if they work on their weekly off duty days.

(3) The Head Constables and Constables will be allowed T.A. admissible under the Rules in addition to the extra-remuneration of Rs. 2/- per day, when the duty on which they are posted on the off duty day involves journeys.

(4) All Head Constables, Naiks, L/Nks and Constables in the District Armed Reserve and those of the corresponding ranks in the Armed Police Battalions, will be given off duty on one day in a week which may be notified by the officer in charge. As the Armed duties on Sunday are very little, most people could be given Sunday as off day.

(5) Each Station House Officer and Officer in charge of Armed Reserve/ Armed Police Battalion

will maintain a register showing the names of officers, who are eligible to draw this extra-remuneration, with full details as to the circumstances in which "off duty" days could not be allowed. A copy of these entries should be sent to the District Police Office/Battalion Office once a month, before the 10th, when such claims are preferred.

(6) A certificate should be attached to the bill claiming the extra-remuneration as follows:-

"certified that the person, for whom extra-remuneration is drawn in this bill actually rendered extra-time duty and that they are entitled to the allowance to the G.O."

"certified that the persons for whom extra-time remuneration is claimed in the bill were not paid double batta on the days for which the allowance is claimed".

(7) Station House Officers and officers of the corresponding rank will draw up in advance a list of men who will be entitled to off duty each day in the ensuing week and paste it on the Notice Board.

(8) Men granted off duty may not leave headquarters i.e., (Camp, Government quarters etc.) or headquarter town, (in the case of those living in non-Government accommodation) without permission.

Proficiency test - Special allowance - grant of.

84. (a) In the month of January every year proficiency test will be conducted for Head Constables, Naiks, Lance Naiks and Constables of the District Armed Reserve including those working as Armourers.

(b) Selection to appear for the proficiency test will be on the following conditions:-

- (i) He should have completed his period of probation,
- (ii) He should have obtained 50% or more of the possible score in Musketry practice held during the preceding year;
- (iii) He should not have been awarded a punishment other than petty punishments during the preceding year, and
- (iv) He should not have been awarded three Orderly room minor punishments during the preceding year.

(c) Head Constables, Naiks and Lance Naiks will be tested in handling of Arms, in the control and instruction in handling of Arms, in the control and instruction of units they command, in drill of all kinds including P.T. & B.T. and Mob dispersal exercises. Constables will be tested in the handling of Arms and in Drill of all kinds. Armourers will be tested in armourers work.

(d) Test will be conducted by a board consisting of Superintendent of Police and his Personal Assistant or any other Gazetted Officer nominated by the Superintendent of Police. Armourers test may be conducted by the Reserve Inspector under the direct supervision of the superintendent of Police.

(e) Persons who obtain 50% of the total marks in the tests specified above will be considered to have passed the proficiency test; but the allowance can be granted only to 10% of the total the strength of the District Armed Reserve. If more than 10% of the strength pass the test, the selection of individuals to

limit their number to 10% will be made on the basis of their relative mark scored in the Musketry practice and the tests conducted. When more than one individual have the same marks, the eligibility will be fixed on the basis of comparative service records.

(f) Superintendents of Police are competent to grant Proficiency special allowance for a Head Constable Rs. 2, and for a Police Constable Re. 1.

(g) The special allowance will run for 1 year from 1st April. Its continuance will depend on passing the next annual test.

(h) The proficiency special allowance will be forfeited for serious misconduct or physical disability to perform the duties.

(i) The proficiency test could be held more often if necessity arises.

Refresher Course.

85. (1) In order that a high standard of smartness and efficiency in drill and weapon training may be maintained, Armed Police Officers are deputed periodically to undergo a course in the technique of leading an Armed Section and Platoon into action (both offensive and defensive), in the Central School of Weapons and Tactics, Indore (M.P.)

Special Detective Training at the central Detective School, Calcutta Hyderabad.

(2) In order to modernise the investigation of cases with scientific application, Sub Inspectors/Circle Inspectors are being deputed for a course of training in the Central Detective Training school, Calcutta or Hyderabad. Advance course at Central Police Training College, Mount Abu.

(3) Advance training course for I.P.S. Officers is conducted in the Central Police Training College, Mount Abu.

Central School of Motor Transport, Saugor (M.P.)

(4) Training of Policemen in Motor Transport is arranged at the Central Motor Transport Training School, Saugor. Police Office working in the M/T Unit are being deputed periodically for this training. The functions of the School are (a) to train drivers to drive Motor Vehicles of all types under different road and load Conditions (b) to train in the maintenance of vehicles.

Armourers Course.

(5) A basic and refresher courses for the State Police Armourers are being run at the E.M.E. Centres. Suitable and educationally qualified men who have some knowledge of working in metals and some service to their credit and who are not likely to leave the service for private employment will be sent for this training.

Training of Instructors in Physical training in the Army School.

(6) Policemen are sent for undergoing training in the following courses at the Army Schools of Physical training.

- (a) Southern Command preparatory physical training course.
- (b) Asst. Instructors' course.

Advance/Refresher course.

Men selected for undergoing the course should be young, smart and have aptitude for the training.

Physical training course and training in Drill at Police Training College.

(7) Head Constables are sent for undergoing Physical Training Course for three months, and training in drill for two months at the Police Training College, where table cards, apparatus work, and recreational training including games are imparted to them.

Weapon training, Field craft and Tactical Exercise courses.

(8) Training of Head Constables in weapon training and Field craft and Tactical exercises is arranged at M.S.P./S.A.P. The duration of the training is two months.

Judo training course.

(9) Head Constables are sent for Judo training at the S.A.P. unit for a period three months.

Platoon Commanders course.

(10) Platoon Commanders course for Company Havildars Major, Jamadars, Reserve Sub Inspectors and Armed Police Sub Inspectors, is being run at M.S.P./S.A.P. for a period of two months.

Mob dispersal - Tear gas and use of Lathies course.

(11) Armed Police Sub Inspectors/Reserve Sub Inspectors are being trained in Mob dispersal - Tear gas and use of Lathies, at Police training College for a period of one month.

(12) Other courses approved by the Inspector General of Police will be held when the necessity arises.

Tear Smoke.

86. For dispersing riotous assemblies, Tear smoke squad consisting of 1 Sub Inspector, 2 Head Constables and 8 Police Constables has been formed in every District/Unit. The squad is divided into 2 sections each consisting of 1 Head Constable and 4 Police Constables. 1 Section will be armed with gas guns and shells and the other with gas grenades. Intensive training in the use of Tear smoke is given so as to keep the teams, efficient.

CHAPTER VII.**Personal Conduct and discipline of Officers.****Principles of Police Conduct.**

87. (a) The Police must bear faithful allegiance to the Constitution of India and respect and uphold the rights of the citizens as guaranteed by it.

(b) The Police are essentially a law enforcing agency. They should not question the propriety or necessity of any duly enacted law. They should enforce the law firmly and impartially, without fear or favour, malice or vindictiveness.

(c) The Police should recognise and respect the limitation of their powers and functions. They should not usurp or even seem to usurp the functions of the judiciary and sit in judgment on cases. Nor should they avenge individuals and punish the guilty.

(d) In securing the observance of law or maintaining order, the Police should use the methods of persuasion, advice and warning. Should these fail and the application of force become inevitable only the absolute minimum required in the circumstances, should be used.

(e) The primary duty of the Police is to prevent crime a disorder and the Police must recognise that the test of their efficiency is the absence of both, and not the visible evidence of Police action in dealing with them.

(f) The Police must realise that they are members of public, with the only difference that in the interest of the community and on its behalf they are employed to give constant attention to duties which are normally incumbent on every citizen to perform.

(g) The Police should realise that the efficient performance of their duties will be dependent on the extent of ready co-operation they receive from the public. This, in turn, will depend on their ability to secure public approval of their conduct and actions and to earn and retain public respect and confidence. The extent to which they succeed in obtaining public co-operation will diminish proportionately the necessity of the use of physical force or compulsion in the discharge of their functions.

(h) The police should be sympathetic and considerate to all people should be constantly mindful of their welfare. They should be always ready to offer individual service and friendship and render assistance to all without regard to their wealth or social standing.

(i) The Police should always place duty before self, should remain calm and good-humoured whatever be the danger or provocation and should be ready to sacrifice their lives in protecting those of others. They should use a method of friendly and sympathetic approach to human problems.

(j) The Police should always be courteous and well-mannered; they should be dependable and

unattached; they should possess dignity and courage and should cultivate character and the trust of the people.

(k) Integrity of the highest order is the fundamental basis of the prestige of the Police. Recognising this, the police must keep their private lives scrupulously clean, develop self restraint and be truthful and honest in thought and deed, in both personal and official life, so that the public may regard them as exemplary citizens.

(l) The Police should recognise that they can enhance their utility to the administration and the country only by maintaining a high standard of discipline, unstinted obedience to superiors and loyalty to the Force and by keeping themselves in a state of constant training and preparedness.

Rules governing the conduct of Officers.

88. (1) Members of the Indian Police Service are governed by the All India Services (Conduct) Rules, 1954. Officers of the Kerala Police Service and of the Kerala Police Subordinate Service are governed by the Kerala Government Servants' Conduct Rules, 1960.

(2) While in Foreign Service, a Government Servant remains subject to the rules of conduct and discipline applicable to Government Servants of his grade in the State.

Important provisions of Conduct Rules.

89. Some important provisions of the Kerala Government Servants' Conduct Rules 1960 as at present are given below.

General.

(1) Sons, daughters and dependants of Police Officers are forbidden to accept employment with Private firms with which the Police Officers have official dealings. However, such employment may be accepted with the previous sanction of the Government.

(2) No Police Officer shall, except with the previous sanction of Government, accept or permit any member of his family to accept directly or indirectly on his own behalf or on behalf of any other person, any gift, gratuity or reward from a person not related to him.

Note:- (a) A complimentary gift of flowers or fruits or similar articles of trifling value may be accepted; but as far as possible such gifts should be discouraged.

(b) A wedding gift of reasonable value may be accepted by him or a member of his family from a personal friend, but such acceptance shall be reported to Government and if the Government so require, the gift shall be returned to the donor.

Habitual use of vehicles and animals belonging to others and travelling free of charge.

(3) (a) Police Officers are forbidden to make habitual use of vehicles and animals belonging to

others or to travel free of charge in any vehicle plying for hire.

(b) Police Officers should not borrow vehicles animals from private individuals even if the propulsion and/or maintenance charges are met by them and eventhough the practice may be only occasional.

[Govt. Memo S (D) 3-51892/58/PD Public (Services D) dated 10-7-1958]

(c) The use of a car of a party to a dispute is not proper. This practice should be strictly avoided, as such use might lead to mistrust in the impartiality of the officer concerned.

Public demonstrations in honour of Government Servants.

4) Police Officers are forbidden to receive any complimentary or valedictory address, to accept any testimonial or to attend any public meeting or entertainment held in his honour or to take part in such functions or meetings organised in honour of any other Government servant or any person who has recently left the service, or to take part in raising of a fund to be expended thereto, except with the previous sanction of the Government.

Note:-Farewell entertainment of a substantially private and informal character held with regard to himself or to any other Government Servant on the occasion of his transfer or retirement, or the transfer or retirement of other Government Servant is permitted, but no address should be presented and no report of the proceedings published in the Press. A Police Officer should, however, discourage the subordinates from organising or participating in such functions, in his honour, as in the absence of such discouragement, subordinates may feel themselves bound as a matter of course to organise such a function and incur expenditure thereon.

Collection of Subscriptions.

(5) Except with the previous sanction of Government, or of some authority empowered in this behalf by Government, no Police Officer shall ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance or take part in any collection of money for any public or local or other purpose.

Purchase of Resignation etc.

(6) No Police Officer shall enter into any pecuniary arrangement for the resignation by one of them of any office under the Government, or for the taking of leave for the benefit of the other. Should this rule be infringed, any nomination or appointment consequent upon such resignation or leave will be cancelled by the appointing authority and such parties to the arrangement as are still in service will be subject to disciplinary proceedings which may involve their dismissal from service.

Lending and borrowing.

(7) No Police Officer shall, directly or indirectly engage himself in the business of money lending; or lend money to any person possessing land, or at interest to any person; or otherwise place himself

under pecuniary obligation to any person subordinate or superior to him or anyone else within the local limits of his authority; or permit any member of his family to enter into such transactions.

Note:- (a) Making advances of pay to private servants is allowed.

((b) Acceptance of a purely temporary loan of small amount, free of interest from a personal friend or the operation of a reasonable credit account with a bonafide tradesman or a Co-operative Society is allowed.

(c) Borrowing of money from a Co-operative Society of which he is a member on personal security (Security shall not be a subordinate) is allowed.

Litigation.

(8) No Police Officer shall, without the written permission of the Head of Office in the case of non-gazetted officer and of Government in the case of a Gazetted Officer (i) take or transfer in his name any actionable claim, or decree, or (ii) concern himself in any litigation in which he has no direct personal interest.

Sale or lease of Government land.

(9) Except in accordance with the Standing Orders of the Board of Revenue, or with the sanction of the Government no Government land may be sold or granted on lease to any police Officer, whether, in permanent or temporary employ.

Holding or acquiring of immovable property.

(10) (a) No Police Officer shall, except in good faith for the purpose of residence acquire any immovable property anywhere in India by purchase or gift without the previous sanction of Government.

(b) A Police Officer who already owns a house or site may not acquire another house or site for residential purposes without the sanction of Government or the authority to whom the power of sanction has been delegated.

Buying and selling houses - and other valuable property.

(11) A Police Officer who intends to transact any purchase, sale or disposal by other means of movable or immovable property exceeding in value one thousand rupees with any person residing, possessing immovable property or, carrying on business, within the local limits of the official authority of such Government servant shall declare his intention to the Inspector General of Police. The declaration shall state fully the circumstances, the price offered or demanded and, in the case of disposal otherwise than by sale, the method of disposal, and the Police Officer shall thereafter act in accordance with such orders as may be passed by the Inspector General of Police.

A police Officer who is about to quit the station, district or; local limits of his official authority may, without reference to any authority, dispose of any of his movable property by circulating lists thereof

among the public generally or by causing it to be sold by public auction.

Note:- (a) Sanction of competent authority will be necessary also in the case of Officers who have not defined local area for the exercise of their powers or to whom there is no delegation of statutory powers.

(b) Inspector General of Police has been authorised to exercise the powers of Government for the purpose of the above rules in respect of Police Officers serving in the Department.

Investments.

(12) (i) No Police Officer shall speculate in investments. For purposes of this rule, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in Investments.

(ii) No Police Officer shall make or permit any member of his family to make any investments, likely to embarrass or influence him the discharge of his official duties.

Note:- If any question arises, as to whether any security or an investment is of the nature referred to above, the decision of the Government thereon shall be final.

Employment or service in any Company, Co-operative Society, etc.

(13) No Police Officer shall serve or accept paid employment in any Company, Mutual Benefit Society or Co-operative Society or act as an agent, whether paid by salary or commission, to any Insurance Company or Society. Where, however, no remuneration is accepted, there is no objection to a Government Servant's taking part in the management of a mutual benefit society if he has first obtained the sanction of the Head of his department and a certificate to the effect that the work undertaken will be performed without detriment to his official duties.

Private trade or employment.

(14) Police Officers shall not engage themselves either directly or indirectly in any trade or business or undertake any employment, without the previous sanction of the Government. They may, however, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character subject to the condition that his official duties do not thereby suffer, if so directed by the Government. Notwithstanding anything contained in this rule or in the K. S. R. no Government servant shall be permitted to prepare film dialogue.

Insolvency and habitual indebtedness.

(15) Police Officers shall avoid habitual indebtedness. If a Police Officer is adjudged or declared an insolvent, or has incurred debts aggregating to a sum which in ordinary circumstances, he could not repay within a period of two years or if a part of his salary is frequently attached for debt, has been continuously so attached for a period of two years, or is attached for a sum which in ordinary circumstances he could not repay within a period of two years he should be presumed to have

contravened the conduct rule and is liable to be removed from service.

Communication of official documents or information.

(16) No Police Officer shall, except in accordance with any special or general order of Government, communicate directly or indirectly any official document or information to a Government servant not authorised to receive the same or to any non-official person or to the Press.

Connection with Press.

(17) No Police Officer shall, except with and during the continuance of previous sanction of Government own wholly or part, or conduct or participate in the editing or management or any newspaper or other periodical publication. Such sanction will only be given in the case of newspapers or publications mainly devoted to the discussion of topics not of a political character such for instance, as art, science or literature. The sanction is liable to be withdrawn at the discretion of Government.

Communicating with members of the Legislature.

(18) No police Officer shall approach any member of the Legislature with a view to having any grievance made the subject-matter of interpellations or discussion in the Legislature. Any such disclosures will be considered to be a breach of the Conduct Rule 56.

Discussion of the policy or action of Government.

(19) No Police Officer shall, by any utterance, writing or otherwise discuss or criticise in public or at any meeting or association or body, any policy pursued or action taken by Government nor shall he in any manner participate in such discussion or criticism.

Taking part in Politics and Elections.

(20) (a) No Police Officer shall be a member of, or be otherwise associated with, any political party or any organisation, which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

(b) It shall be the duty of every Police Officer to endeavour to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government as by law established, and where a Government servant is unable to prevent a member of his family from taking part in or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Government.

(c) No Police Officer shall permit any member of his family to take part in, or in any way assist any movement or activity which is or tends directly or indirectly to be subversive of Government as by law established.

Note:- A Police Officer shall be deemed to have permitted a person to take part in or assist a movement

or activity within the meaning of the above rules, if he has not taken precaution and done everything in his power to prevent such person so acting, or if, when he knows or has reason to suspect that such person is so acting he does not at once inform the Government or the officer to whom he is subordinate.

Vindication of Acts and character of Government Servants as such.

(21) No Police Officer shall, except with the previous sanction of Government have recourse to any court for the vindication of his official acts or character from defamatory attacks.

Nothing in this rule shall derogate from the right of a Government servant to vindicate his private acts or character.

All Government Officers are authorised to issue contradictions on their own responsibility in cases in which they consider it desirable to clarify their position before the public when misleading reports about their actions are published in newspapers. (Government Circular Memorandum No. 39186/F4/66/Home dated 18-1-1967).

Acceptance of compensation for any malicious prosecution.

(22) No Police Officer shall, except with the previous sanction of Government, accept from any person or body of persons compensation of any kind for any malicious prosecution brought against him or for any defamatory attacks made on his public acts or character, unless such compensation has been awarded by a competent court.

Government servant under suspension.

(23) When a Police Officer is suspended, he is free to go wherever he likes, but he must give his address to the Head of his Office, and if he is himself the Head of an Office, to his immediate superior. He must also give his address to the Officer, if any, holding an enquiry into his conduct. He must obey all orders to attend any inquiry into his conduct and if he fails to do so, the inquiry may be held in his absence.

Bigamous Marriages.

(24) (i) No Police Officer who has a wife living shall contract another marriage without first obtaining the permission of the Government, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

(ii) No female Government servant shall marry any person who has a wife living without first obtaining the permission of the Government.

Residence.

(25) All police Officers shall ordinarily reside within the limits of their Headquarters stations and in Government quarters where so provided. Whenever any Police Officer finds it necessary to live outside

the prescribed Headquarters, he shall obtain specific sanction of the Head of the office or other competent authority. Permission to reside outside the Headquarters will be granted only in exceptional cases, each case being considered on its merits and in accordance with administrative convenience. When a Police Officer living in the Headquarters Station wants to leave the Station on private business, he shall obtain permission from his superior officer.

Note:-For the purposes of this rule, Police Officers residing within a radius of five miles from their offices will be deemed to reside within the limits of their Headquarters Stations. The above limit of five miles radius will not, however, be applied strictly in the case of big cities and towns provided that the persons concerned reside within the limits of the Headquarters city or town.

Drinking.

(26) (a) Subject to the provisions of any law relating to intoxicating drinks or drugs for the time being in force in any area no member of the Police force shall.

(i) While on duty, be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently; or

(ii) appear in a public place in a state of intoxication; or

(iii) habitually use such drinks or drugs to excess.

(b) Members of the Police Force on duty should not consume intoxicants during the course of their duty.

Police Officers who misbehave under the influence of liquor are liable for disciplinary action.

Participation in proselytism - Prohibited.

90. Though Government servants are entitled in their private lives freely to profess, practice or propagate any religion, they should so conduct themselves in public as to leave no room for an impression to arise that they are likely in their official dealings to favour persons belonging to any particular religion. Such an impression is bound to arise in respect of a Government servant, who participates in bringing about or organising conversions from one religion to another, and such conduct would be even more reprehensible in the process, he makes use, directly or indirectly, of his official position or influence. Participation in proselytising activities or the direct or indirect use of official position or influence in such activity by a Government servant may be treated as good and sufficient reason for taking action against him under the Disciplinary Rules.

Action if bribe is offered.

91. Every Police Officer, if at any time he is offered a bribe, shall make an immediate report of the fact to his official superior. Failure to comply with this order will in itself be a breach of discipline and would make him liable to be dealt with for such action.

Driving Public conveyance while travelling.

92. Police Officers while travelling in a public conveyance are prohibited in taking upon themselves the office of driving such vehicles, as it runs contrary to Rules and Regulations laid down for the control and running of Public Motor Vehicles. Any contravention will be deemed not only as an offence against the Motor Vehicles Rules, but also as an offence against discipline which, if indulged in, shall lead to very drastic action being taken against the defaulter.

Comment on Remarks of superior officers.

93. A Police Officer shall not record comments on the remarks made by a superior officer.

If a Police Officer considers that an erroneous view has been taken of his conduct or of any matter affecting his administration, he may refer the question in a temperate manner through the proper channel.

Unsubstantiated complaints against Superior Officers.

94. A subordinate officer making complaints against his superior officer which he cannot substantiate or prove shall be severely dealt with.

Politeness in addressing subordinates.

95. Senior Officers should set an example by addressing their subordinates in a polite manner. They should note that under the Kerala Police Act a "Police Officer" means any member of the Police Force and would include the constabulary. Thus a constable is a Police officer and shall be addressed as such. Disrespectful terms should be avoided entirely. Members of the constabulary should be addressed not by their numbers, but by their names.

Policemens' behaviour while on duty.

96. (1) It is highly improper for any Police Officer, while on duty in uniform, to smoke in the public, visit hotels for food or talk leisurely with friends. This creates an unfavorable impression in the minds of the Public who cannot distinguish whether such men are on or off duty at the time.

(2) While on duty in plain clothes, officers should invariably carry with them their certificates of appointment (Sannad). It is essential that a Police Officer in plain clothes is not identified as such. If, however, a member of the public questions his identity when taking any action, the certificate of appointment should be shown to him.

Behaviour towards Officers of other Departments.

97. The Police Officers of all ranks should treat the Officers of other departments and organisations such as the Judiciary, Home Guards, Military etc. with the respect and courtesy due to their status and the rank they hold.

Behaviour of Police parties during journeys.

98. When Police parties are sent from one place or District to another on duty, Officers in charge of the parties must keep them under proper control throughout the journey. When travelling by Rail they should get suitable seating arrangements made by the Railway Authorities and must see that the members of the parties do not unnecessarily inconvenience other passengers. Superintendents of Police or other Officers concerned shall give timely intimation of the despatch of large parties by train to the Railway authorities not only at the starting stations but also in all junctions on the route where the parties may have to change the trains.

Purchase through subordinates and payment therefor.

99. (1) As far as possible, Camp supplies should not be purchased through subordinate officers.

Touring officers will see that their office staff also observe this rule strictly. When, however, the employment of subordinates or village officers for making purchases of camp supplies become, unavoidable, purchasing officers should make an advance payment for required supplies at the beginning of their camp and settle accounts at the end of the camp. Subordinate officers, who do not recover full bills, will be held responsible for making supplies concession rates or free, and action will be taken against them accordingly.

Unauthorised employment or use of subordinate staff or Government property.

100. Police Officers are forbidden to employ their subordinates like Constables and Head Constables (including personal orderlies for unauthorised purpose, nor must they make use of Government property such as Police Motor Transport, or Police Wireless for any such purpose.

Return of Immovable Property.

101. (1) The returns of immovable property as prescribed in the Conduct Rules, shall be submitted before the 15th January to the inspector General of Police through the usual channel by Gazetted Officers and non-Gazetted Officers working in the Chief Office, an to the Superintendent of Police or Officers of corresponding rank or their immediate superior officer as the case may be, by subordinate Police Officers.

(2) These returns shall be treated as confidential records and kept separately preserved until the officers retire from service. The returns will be kept in the personal custody of Officers mentioned below:

(a) Superintendent of Police Officers of corresponding rank in the case of non-gazetted officers working under them.

(b) Assistant Inspector General of Police (on behalf of Inspector General of Police), in respect of Gazetted Officers, and non-gazetted officers working in the Chief Office.

Note:-Returns in respect of Officers deputed for duty in other Government departments should be obtained and kept under safe custody, by the concerned custodian officers of the parent department.

(3) The property returns should be scrutinised immediately on their receipts by the custodian officers and suspicious cases referred to the Vigilance Division for investigation.

[G.O. (MS) 36/ Public (Services D) dated 16-1-62].

(4) The custodian Officers other than the Head of the Department shall send before the 15th February every year a certificate to the Inspector General of Police to the effect that the statements for which they are the custodian officers have been received by them. The Inspector General of Police in turn shall send a certificate to the Government before 15th March every year that he has received the statements due from the Gazetted Officers under him and from the Non-Gazetted Officers working in the Headquarters Office and also that he has received the certificates from his subordinate custodian officers.

[Govt. Circular No. 26168/F3/63 (Home F) dt. 14-8-63]

Issue of Certificates of character and work.

102. (1) Police Officers of and above the rank of Sub Inspectors are competent to sign certificate of character in the form prescribed in G.O. (MS) 59/Home (A) department, dated 2-2-1961.

[G.O. 198/66 Home (SS) dated 18-6-66].

(2) Police Officers are forbidden to issue character certificates to private individuals in their personal capacity.

(3) Police Officers are forbidden to give certificate of character or conduct to their subordinates, other than discharge certificate in the form prescribed.

Gazetted Officers - Reports of arrival in Trivandrum.

103. (1) Gazetted Officers on arrival at Trivandrum are required to report their address to the Assistant Inspector General of Police.

(2) Superintendents of Police will also contact the Superintendents of Police, Crime Branch and Special Branch, in regard to crime and special branch matters in their District.

CHAPTER VIII**REWARDS****General Instructions**

104. (1) Rewards may be given to Police Officers and private persons.

(2) When a non-gazetted Police Officer earns a reward and becomes a gazetted Officer before he accepts it, the rules governing the grant of rewards to non-gazetted Police Officers will apply.

(3) No case will be concluded without considering whether any Police Officer or private individual has to be rewarded. It will be the duty of Sub-Inspectors to report in the last case diary whether any rewards are merited and for Circle Inspectors and Sub-Divisional Officers to satisfy themselves that none who deserves a reward has been overlooked. During inspections too it should be verified whether good work has gone unrecognised.

(4) Rewards in connection with cases brought to trial should be granted as speedily as possible after conviction.

(5) (a) Rewards for successful detection of crime or apprehension of criminals should invariably be sanctioned only after (i) the conviction of the offender, (ii) the lapse of any period during which a higher court is competent to take cognizance of the case on appeal or revision or the like or (iii) the disposal of such appeal, revision etc., if taken up by a higher court.

(b) In cases where a conviction is not obtained but the Police authorities are of opinion that a reward should be sanctioned reference should be made to the Inspector General of police and his orders obtained.

(6) Recommendation roll in K.P.F. No. 160 for the grant of rewards should be made out by the Investigating Officer and submitted to the Superintendent of Police through his superiors and should from the very start be treated as confidential. It should give information of the sentence passed and of any observation made by the court on the conduct of the Police, and should narrate the part played by each individual with reasons for regarding it as specially meritorious in character.

(7) Rewards granted by Government and those of special importance granted by the Inspector General of Police and other Police Officers empowered to grant them will be published in the Police Gazette. All rewards pertaining to a District will be published in that District weekly Crime and Occurrence sheet also.

(8) Rewards sanctioned to Police Officers of private individuals for meritorious services rendered by them, should invariably be presented publicly at a parade of all the available Officers and men at the place of parade.

(9) Rewards, Meritorious Service Entries, Good Service Entries etc., awarded to Deputy Superintendents of Police and Inspectors and Officers of corresponding ranks will be entered in their Personal Files and those awarded to Officers of lower rank will be entered both in their service books and small service books, and also in their personal files when such files are maintained. A District Order will be issued in each case.

Part I - Rewards to Police Officers.

105. (a) Rewards to Police Officers should not be given merely for the proper performance of ordinary routine duties, but for exceptionally good work done in connection with their duties including administration of the law, the maintenance of peace, safety and good order, and for the conduct displaying exceptional address, acuteness, industry, fidelity or courage.

(b) The following kinds of rewards, certificates etc., have been prescribed by the Government.

- (1) Money rewards.
- (2) Certificate of merit.
- (3) Good service entries.
- (4) Meritorious service entries.

Rewards will generally take the form of money.

Money rewards.

106. (1) Money rewards will be granted to Officers of and below the rank of Sub-Inspectors for service of special merit, of the following nature.

(a) Good work requiring courage, skill or initiative, such as the recapture of an escaped prisoner, the arrest of a wanted criminal, or display of outstanding detective skill but not for work such as taking action on admissions or confessions made after arrest.

(b) Prompt, honest and intelligent observance of and obedient to orders, so as to be of material assistance in detection of cases.

(c) Exceptionally good work in connection with administration of law, maintenance of peace and good order, exceptional industry, fidelity or courage.

(2) Police Officers of and below the rank of Sub-inspector may accept money rewards in the following cases:

(a) Special rewards offered by the Government.

(b) Special rewards offered by private persons, subject the orders of the Deputy Inspector General of Police whether the rewards should go to the individuals concerned or to a Police fund or partly to both.

(c) Rewards offered by courts under Section 18 (1) of the Kerala Gaming Act 1960, and

(d) Rewards offered by the Customs, Civil supplies Excise Departments.

(3) Officers of and above the rank of Inspectors may with the permission of the State Government accept money rewards offered by a foreign Government or other Government Departments or private persons, but 50% of such rewards will be credited to the Central Sports fund and 50% may be retained by the recipients.

[G.O. (MS) 1227/Home (A) dt. 10-10-58].

Procedure for distributing rewards given by Courts.

107. In case of money rewards sanctioned by Magistrates under Kerala Gaming Act 1960 to the informants and Police Officers, out of the fines levied and collected under sections 3, 4, 7, 8 or 10 of the said Act, the Magistrates will credit the money to the Head "XVIII Administration of Justice - General - fees, fines and forfeitures" and debit the reward portion of the fines etc., to the Head "21 Administration of Justice (F) Criminal Courts - 6, compensation of local bodies and other in lieu of Magisterial fines" and prefer the claims in contingent bills before the concerned District Magistrate (Judicial), who after verification as may be found necessary, will arrange for the disbursement of the reward amount to the Superintendent of Police concerned, who will distribute the amount at his discretion among the informants and Police Officers on proper receipts and give an acknowledgement to the Magistrate for the amount received.

[G.O. (MS) 79/64- Home (B) dt. 19-2-64]

Rewards - Sanctioning powers of Officers

108. The Inspector General of Police is empowered to sanction reward to police Officers upto a limit of Rs. 250 in anyone set of circumstances rewards, Deputy Inspectors General of Police upto Rs. 150 and Superintendents of Police (including Assistant Inspector General of Police) upto Rs. 75. The maximum rewards that can be sanctioned by the Inspector General of Police or the Deputy Inspector General of Police to anyone Police Officer will not exceed Rs. 125 and by the Superintendent of Police (including Assistant Inspector General of Police) to anyone Police officer will not exceed Rs. 50.

109. Sub Divisional Police Officers are empowered to sanction rewards to Head Constables and Constables upto a limit of Rs. 12.50 in anyone set of circumstances. The maximum reward that can be sanctioned by a Sub Divisional Police Officer to a Head Constable or Constable is Rs. 5.

Rewards by other Departments.

110. (1). Rewards granted to Police officers by other Departments may be disbursed to them through the Superintendent of Police concerned.

(2) The Superintendent of Police will forward reward rolls for Police Officers for reward for the re-capture of escaped prisoners from District and Central Jails to the Superintendent of the Jail concerned for transmission to the Inspector General of Prisons. They must clearly show that the Officer recommended is deserving of reward.

(3) Rewards for the recapture of a prisoner who has escaped from a subsidiary jail is payable by Police Department.

Rewards for Saving life and property and putting out fires. etc

111. Rewards for saving life, whether from fire or otherwise, are ordinarily granted by the District Collector. The Inspector General of Police also is empowered to sanction rewards upto Rs. 250/- to Police subordinates for rescuing life and property subject to the condition that the reward to one individual should not exceed Rs. 25/-.

[G.O. (MS) No. 904/Home (A) Dept. dt. 22-7-58]

Note:-The Prime Minister's Police Medal for life saving is awarded in special cases and details are given in Rule 121.

Rewards for the capture of deserters.

112. (1) Rewards are granted by the Military authorities for apprehension of deserters from the Armed forces, but they will not be given in cases in which the deserter gives himself up, nor when there is collusion between him and his captor as to the reward. If apprehension is effected as a result of information given by a third party, one half of the reward will be paid to the individual who furnished the information.

(2) When notifying a Commanding Officer of the apprehension of a deserter from his Unit, the Superintendent of Police will state the names and address of the person or persons to whom the reward is payable.

Rewards offered by other Governments

113. Permission to Police Officers of and below the rank of Sub Inspector to accept rewards offered by other Governments or Officers of such Governments empowered by them to grant rewards, may be granted by the Inspector General of Police up to a limit of Rs. 500, by the Deputy Inspector General of Police up to a limit of Rs. 200 and by the Superintendents of Police up to a limit of Rs. 50 in any one set of circumstances, subject to the condition that the maximum reward that may be granted by these authorities to anyone Police Officer does not exceed Rs. 250, Rs. 50 and Rs. 25 respectively. For other cases the sanction of the State Government will be obtained for the acceptance of such rewards.

Proclaimed Rewards.

114. (1) When an offence of a very grave nature has been committed, the District Collector or the Inspector General of Police, as the case may be, is authorised to issue a proclamation offering a reward. The proclamation should specify the offence alleged, with such other particulars as may appear necessary, and also the amount of reward and the condition which confers a right to it whether it be the discovery, arrest or conviction of the criminal or criminals.

(2) When private persons offer rewards, the District Collector or the Inspector General of Police as the case may be, is empowered to proclaim the offer, if they find it acceptable.

Award of certificate of Merit

115. In suitable cases the Inspector General of Police will also award certificates of merit in K.P. Form No. 107-B to Police subordinates who display bravery in rescue of life.

[G.O. (MS) No. 174/Home (A) Dept. dated 9-2-1959]

Good-service entries and Meritorious service entries.

116. (1) Meritorious service entries will be awarded for conspicuous good work meriting special recognition. Deputy Superintendent of Police and Inspectors of Police and Officers of corresponding ranks will be eligible for these awards which will be made by the Inspector General of Police.

(2) Good service entries will be awarded for good detection, display of skill, or any work meriting special recognition. Good service entries will be awarded to Head constables and constables by the Sub Divisional Police Officer or an Officer of corresponding rank and to all other subordinate Police Officers by the Superintendent of Police of the District and Officers of corresponding rank. Inspector General of Police is the competent authority to award good service entries to the Deputy Superintendents of Police or Officers of the corresponding rank in the Police Department.

3. The Director of Vigilance, Investigation will be the competent authority to award Good Service / Meritorious service entries to the Deputy Superintendents working in the Vigilance Division.

Part II - Rewards to the Members of the Public.

117. (1) Government have prescribed the grant of money reward and certificate and letter of thanks to members of the public in order to encourage them to perform the duties required of them by law and assist the criminal administration.

(2) Care must be taken not to prejudice the issue of a case by granting rewards before its conclusion. In suitable cases, however, rewards can be given before the case is over, but only with the concurrence of the Deputy Inspector General of Police.

(3) When reward has been offered or is given for a specific information or for a particular action, such as arrest of an absconder, it is unnecessary to wait till the case, with which the action is connected, has been decided, but payment may be made immediately. But where a number of persons are responsible for the information, the division of the amount may be left to them or in the case of disagreement to the Deputy Inspector General of Police, C.I.D.

(4) Police / Officers of the Subordinate service are prohibited from granting certificates in their official capacity to private individuals and others for any services rendered to the Police.

Authority to sanction rewards to private persons etc.

118. Rewards to private persons for the apprehension of offend and for intelligence leading to the discovery of crime may be sanctioned in anyone set of circumstances up to the limits noted against each by the undermentioned officers subject to the conditions that the maximum reward that can be sanctioned to anyone individual shall not exceed the amount noted against each.

Inspector General of Police	Rs. 250 - 125
Deputy Inspector General of Police	Rs. 150 - 75
Assistant Inspector General and Superintendents of Police	Rs. 75 - 50

Note:- Village Officers and village servants shall be regarded as "private persons". Officers of other departments, not being village officials cannot be regarded as "private persons" for the grant of rewards. Before a reward is paid to such Officers, their local departmental superior should be consulted.

Grant of Certificates and letters of thanks

119. Superintendents of the Districts may forward to private individuals and others, letters of thanks or, in exceptional circumstances, certificates engrossed on parchment paper (K. P. F. 36) acknowledging services rendered by these persons to the police in cases where money rewards are not appropriate.

Part III – Medals, Decorations, etc.

The President's Police and Fire Services Medal and the Police Medal.

120. (1) "The President's Police and Fire Services Medal" and the "Police Medal" will be awarded to the members of the Police Forces and the organised Fire Services in consideration of gallantry or meritorious services and outstanding devotion to duty.

(2) Recommendations for these awards for the meritorious services and outstanding devotion to duty should be sent in the form given in Appendix V. Each recommendation should also contain a citation mentioning the distinguished or meritorious service rendered by the Officer for whom the award is recommended. These citations should contain a brief account of the service rendered by the Officer pointing out the special abilities, devotion to duty, etc., displayed by the Officer while holding different appointments. The citation should not on any account be made voluminous. The recommending authorities should furnish a certificate in the prescribed form in Appendix V.

(3) Recommendation for awards on grounds of gallantry should be made as soon as possible after the occasion in which the gallantry was shown, subject to the condition that the recommendation shall made only after the case of cases, if any, relating to the incident connected with the recommendation has been finally disposed of by the courts and that there has been no adverse comment made by that court on the conduct of the Officer for whom the award is being recommended. Further, the act of conspicuous gallantry displayed by the person should be narrated in full, and a certificate that the case or cases connected with the incident which were pending before courts have been finally disposed of and that

these courts had not made any adverse comment on the conduct of the Officer recommended for the award should also be furnished, in addition.

(4) The wards for meritorious service and out standing devotion to duty will be made twice a year on the occasion of the Republic Day (26 January) and the Independence Day (15th August). Recommendations for these awards, which are due with the Government of India by the 10th October and 1st May, should be marked secret and submitted through the Deputy Inspector-General so as to reach the Inspector General by the 5th August and the 20th March respectively, each year. Full names of the individuals recommended, their rank, the number of years of their previous good work and of the particular act or acts for which the grant of the medal is recommended, with dates of incidents referred to, should be given. A list of good service entries and rewards earned by each person should accompany the recommendations. It should also be stated whether the nominees have at any time incurred the censure of a Court or have been concerned in proceedings that have been censured by a court.

(5) In forwarding citations for the award of gallantry medals to Police personnel, full details of the incidents, with relevant dates of the specific act/acts of gallantry performed by the Officers will be given. In respect of Armed Police personnel whose service have been placed under the operational control of the Army, the particulars of the Local Army Unit/Command, under whose control the Officer had performed the act of gallantry will also be given for consultation with the Army authorities, in case such consultation are considered necessary.

[Govt. Memo No. 47964/SS4/66/Home (SS) Dept. dated 28-10-66]

(6) The award of the "President's Police and Fire Services Medal" for distinguished service and the award of the Police Medal for meritorious service should, be recommended for only persons who have completed a minimum service of 20 years and 15 years respectively and where an Officer has already been awarded a medal for distinguished or meritorious service his name should not normally be recommended for a fresh award unless a period of 6 years has elapsed since the last award was made. All recommending authorities should follow strictly these standards while making their recommendations.

(7) Fresh up-to date rolls should be sent for those previously recommended and who have not yet received the awards provided they are still considered suitable. In the case of officers who have been transferred from one range to another, since the submission of the previous recommendations and whose cases still deserve consideration, the concerned recommending authority to whose Jurisdiction such persons have been transferred should be informed of the previous recommendations so that they may repeat the recommendations, wherever considered necessary. In respect of Officers, transferred outside the department, since the submission of the previous recommendations on their behalf, the concerned departmental heads should be addressed direct but such cases should be brought to the notice of the Inspector General of Police for necessary action.

(8) The recommendations should be sent through the Deputy Inspector General of Police who should scrutinise the rolls and recommended only deserving cases, care being taken to see that atleast one Police Officer in each rank from his range is recommended for the award, and will forward the recommendation and Personal files of those recommended to the Assistant Inspector General of Police by name cover together with his remarks. The Personal files should contain up to date particulars of rewards and defaults.

(9) The statutes and rules governing the grant of the two medals mentioned above and of allowances attached to the medals for gallantry issued by the Secretary to the President of India are reproduced as Appendix V.

(10) When a Police Officer is recommended for the award of the 'president's Police and Fire Services Medal' or the 'Police Medal' in recognition of the services performed by him in a State other than that to which he belongs, the facts of the case should be referred for verification to the Inspector General of Police of the State concerned and the latter's certificate of verification should be forwarded with the recommendation.

(11) To ensure that no case has been left out, the Officers while forwarding recommendation rolls must specifically certify that the cases of all personnel who satisfy the prescribed conditions have been considered and that only those as are recommended are found suitable for the award.

The Prime Minister's Medal for life saving

121. In order to encourage Policemen of all ranks to bring help and succour to the afflicted, medals are awarded at the All India Police Duty Meet to Policemen who had shown exemplary devotion to duty in saving human life. This medal has been styled and designated as the "Prime Minister's Medal for life saving" and it is quite distinct from the "President's Police and Fire Services Medal" and "Police Medal". Six copies of the report of the cases to be considered for the award of this medal should be personally signed by the Inspector General of Police and sent to the Director of Intelligence Bureau through the State Government soon after the event. The Central Co-ordinating Committee running the All India Police Meet are to judge the merit of the cases reported to it on the basis of the risk involved in life saving and the skill, physical endurance, courage and devotion to duty exhibited. The Committee's recommendations are subject to approval by the Home Secretary, Government of India. In some cases, the act of life saving done may entitle the Policeman concerned to a gallantry medal. In such a case, while sending the recommendation for the Prime Minister's medal, the Inspector General should definitely mention whether a case for the award of a gallantry medal has also been forwarded. If that is so, then the recommendations for award of the Prime Minister's medal will be kept pending by Central Co-ordinating Committee till the case for the award of gallantry medal is decided. If the gallantry medal is not awarded for the particular event, the case will be taken up for the consideration of the award of the Prime Minister's medal.

Rules governing the award of the 'Prime Minister's Medal for Life Saving' are given in Appendix VI.

Independence Day Medal

122. In commemoration of the inauguration of the Republic India on the 26th January, 1950, "Independence Medal 1950" awarded to every member of the Police Forces in India who was in since on that day, in recognition of the magnificent manner, in which the Police Forces had borne the unprecedented strain during the days of partition and thereafter.

Medal from Humanitarian Organisation

123. There is no objection to a Police Officer being permitted with the sanction of the State Government

to accept a Medal or other award from a Humanitarian Organisation for exemplary Gallantry. Before according permission for acceptance of any such awards, the State Government shall satisfy themselves that the award has not been the result of undue influence or attempted bribery.

(Memo No. 9603/53/CS dated 10-4-1953)

Use of Medal Ribbons - Wearing Medals and Decorations

124. (1) Police Officers who are entitled to use their medal may be allowed to use ribbon officially designed therefor at their costs, when medals are not actually put on.

(2) The order of precedence of Wearing of the various Medals and decorations shall be these laid down by Government of India from time to time. The existing order is given in Appendix VII.

(3) When medals and decorations are worn on the breast, the ribbon will be 1" in length, unless the position of clasp necessitates its being longer. The uppermost clasp will be 1" from the top of the ribbon. When two or more medals and decorations are worn, they will be so arranged that the lower edges are in line. The length of all ribbon will be regulated by that of the decoration of medal which, including clasps is the longest, subject to the condition that the total length of the ribbon and the decoration or medal together should be 3/8". These instructions apply equally to miniature medals and decorations but their length including ribbon should be 2".

(4) The bar from which the badges, orders and decorations of medals are suspended will be placed immediately above the left breast pocket of jackets with an open collar, and the centre of the bar midway between the first and second buttons of jackets fitted with a stand-up collar.

(5) When the decorations and medals cannot, on account of their number be suspended from the bar so as to be fully seen, they are to overlap. The medals are to be worn so as to show the State Emblem.

Award of Prizes for proficiency during training to probationary Sub-Inspectors of Police.

125. The Government have instituted the following three prizes for proficiency during training for every batch of probationary Sub Inspectors of Police who pass out of the Police Training College.

- I Prize - For all round efficiency, first rank
- II Prize - For all round efficiency, second rank.
- III Prize - For proficiency in parade, musketry and sports

Note:- There is no objection to award the first or second prize and the third prize to one and the same cadet.

[G.O. (MS) No. 219/Home (A) dated 14-6-1966]

CHAPTER IX

DEPARTMENTAL PUNISHMENTS

(Instructions in the "Manual For Disciplinary Proceedings" issued by Government will supplement the provisions of this chapter)

Application of Rules regarding Departmental punishments.

126. (1) Rules with respect to the members of the Indian Police Service are in the All India Service (Discipline and Appeal) Rules 1955.

(2) Rules regulating the award of punishments to the members of the Kerala Police Service and Kerala Police Subordinate Service will be found in the Kerala Police Departmental Inquiries, Punishment and Appeal Rules, 1958 as amended from time to time.

(3) The procedure before awarding punishments can be split into three kinds as:

(a) Minor defaults where a formal charge need not be framed.

(b) Defaults where no oral inquiry is necessary, but a charge is framed.

(c) Defaults where a charge is framed and an oral enquiry or personal hearing is held.

(4) **Contingent staff:** Whenever a penalty is imposed on a Government employee, notwithstanding the fact that he is on the contingent establishment, the principles involved in Articles 311 of the Constitution shall be satisfied".

General principles for conducting Departmental Proceedings for awarding punishments etc.

127. (1) The Police Force being a disciplined body of men, the standard of discipline in this department is very much higher than that in any other department of the State Government and as such the work connected with the disciplinary proceedings occupies an important place in the functions of a supervising Police Officer.

Procedure for awarding minor punishments.

(2) (a) Punishments such as extra-drill, extra guard, extra fatigue, confinement to barracks, removal from Office of distinction or special emoluments which are petty and non-appealable punishments, may be imposed after a summary enquiry in the orderly room. No formal charge and minute are necessary. Officers of and above the rank of Inspector are competent to award these punishments to members of the constabulary and of Deputy/Assistant Superintendents and above to the members of the rank of Jemadar and below. In the case of constables of the Armed Police battalions, confinement to barracks or camps may be awarded by the Company Commander, upto a period of three days and by Officers of and above the rank of Assistant Commandants, upto a period of seven days.

(b) If in the course of the proceedings in the Orderly room, the evidence discloses a default, which merits a major punishment, the proceedings shall be closed and regular proceedings held or ordered to be held by a competent officer. On the other hand, even when a regular proceeding is held in respect of a default, the punishment awarded should be such as is appropriate to the default established by the evidence, no matter whether it is major or minor.

(c) The Officer holding the orderly room should make brief notes of all evidence heard in support of the default and also the statement of the delinquent and of any evidence tendered for his defence. The Officer should record his order in the appropriate column of the Orderly room register (K.P.F.No.117).

Procedure for imposing penalties other than reduction, compulsory retirement, removal and dismissal.

(3) If it is decided that an oral enquiry not necessary, a specific charge or charges will be framed in the light of evidence recorded at the preliminary enquiry. It is not necessary that the charge should be framed by the authority competent to award a penalty or that the enquiry should be conducted by such authority. The charge can be framed by any officer acting under orders of the authority competent to award the penalty. An Officer can, at any time, and without specific authorisation by the authority competent to impose the penalty, frame a charge against an officer subordinate to him, although he may not be competent to impose a penalty. It is particularly important that the memo of charge or charges should be carefully and accurately framed, and in doing so the following points should be borne in mind.

(a) Each charge should be brief but couched in clear terms. It is essential that the charge should be precise, self contained and accurate. The date and place of the incident should be invariably specified in the charge, wherever possible.

(b) A vague charge of "neglect of duty" or "disobedience of orders" cannot be regarded as sufficiently definite and should be avoided. The nature of duty neglected and the orders disobeyed should be mentioned. A series of charges on particular instances may, however, be combined with a general head of neglect or disobedience incompetence etc. Suspicious conduct cannot by itself form the basis of a charge, but it is open to the enquiring or punishing authority to infer it from a particular set of circumstances.

(c) A full and clear statement of allegation in support of each charge and the evidence upon which such charge or charges are based shall be set forth in the memo of charge.

(d) The punishment proposed to be inflicted need not be mentioned in the charge memo.

(e) Preliminary enquiry conducted should be mentioned in the charge memo. The delinquent Officer should be required, within a reasonable time to state specifically in writing against the allegations contained in the charge.

(f) Three copies of the memo of charge (s) will be prepared. One copy will be given to the delinquent officer for his personal use and he will be required to return forthwith the other copy with his written and dated acknowledgement thereon. The third copy of the charge will be sent to the District

Police Office concerned.

(g) If the delinquent Officer does not know English, he should also be given a translation of the memo of charge(s) in the Regional language. Further, disciplinary action shall be initiated, conducted and concluded in Malayalam in the exercise of original jurisdiction in respect of specified categories of Police Officers, as ordered from time to time by Government.

(h) The charges will be served on the delinquent Officer either in person or through some other Officer or by registered post acknowledgement due.

(i) If the Officer fails to acknowledge receipt of the charge or does not offer his explanation within the time specified, the enquiry will be proceeded with on the presumption that the delinquent Officer has not explanation to offer.

(j) When the written explanation of the delinquent Officer is received or when the time allowed to him to offer explanation has expired, the enquiring Officer will draw up a minute in the manner prescribed in this Chapter and forward it to the authority competent for disposal. If the enquiring Officer himself is the authority competent to award punishment, he will draw up the minute and pass such orders as he deems fit on the merits of the case.

Procedure for imposing Major penalties – reduction, Compulsory retirement, Removal and dismissal from service.

(4) (a) If it is decided that an oral enquiry is necessary a charge or charges will be framed in the light of the evidence recorded at the preliminary enquiry, on the lines indicated in sub Rule (3) above. In this case the charge should indicate the names of prosecution witnesses (to be styled as P.Ws) to prove each charge, but it is not necessary to say what each witness will speak to. The charge should also indicate the documents that are proposed to be exhibited during the enquiry in support of the charge. At the conclusion of the charge, the delinquent Officer should be directed to submit his written statement of defence within fifteen days. He should be informed that in case he fails to put in his written statement of defence by the specified date, the enquiring Officer may proceed with the enquiry on the basis that he has no defence to offer. The time allowed to the delinquent to offer his explanation should be reasonably sufficient. If the delinquent officer, however, refuses to submit a list of defence witnesses in his written statement, fearing that the prosecution may tamper with them, he will not be precluded from citing his witnesses during the enquiry, as there can be no question of declining to hear them on the ground that he refused to give a list before-hand. The delinquent officer should be required, within a reasonable time, to state specifically in writing whether he wishes to have an oral enquiry or only to be heard in person. He should understand what each means.

(b) In cases where dismissal, removal or compulsory retirement is contemplated, it is desirable to conduct an oral enquiry whether the delinquent officer wants it or not.

(c) The delinquent officers should not be asked to snow cause against a particular penalty in the first charge memo itself.

(d) The preparation of charge memo and its service on the delinquent officer are as indicated in sub-

Rule (3) above.

(e) If the accused officer fails to acknowledge the receipt the memorandum or does not offer his explanation within the time specified, the enquiry will be proceeded with on the presumption that the delinquent officer has no explanation to offer.

(f) When the written statement of the delinquent Officer received or when the time allowed to him in the memorandum served has expired, a date for the oral enquiry shall be fixed.

(g) It is desirable that oral enquiries against Circle Inspector and Sub-Inspectors, which do not involve questioning of witnesses in places outside the headquarters, be conducted by Superintendents of Police.

(h) The procedure for conducting oral enquiry/personal hearing is given in Appendix VIII.

Joinder of parties

(5) Where two or more Police Officers have been associated together in the commission of a default or defaults in furtherance of their common object it is permissible to hold one proceeding in respect of all of them.

(6) As far as practicable, an Officer holding a departmental proceeding should do it at a place or places at which the witnesses required to give evidence against the delinquent or in respect of his defence may be able to attend without undertaking a long travel or incurring any travelling expenses.

(7) In view of the fact that the Officer holding the departmental proceedings is in the position of both an investigator and an adjudicator and that the delinquent is not represented by any Pleader, it is the duty of the Officer holding the proceeding to see that he maintains absolute impartiality and that all important points are cleared up.

(8) In the departmental enquiry the delinquent should be given all reasonable facilities for his defence. If any request of the delinquent in this connection has to be refused, it is only fair that the request and the reasons for refusal be clearly stated in the proceedings. Such requests may have to be refused when quite unreasonable or impossible of compliance e.g., when he desires unnecessarily to call or recall witnesses merely to cause delay or to confuse the issue or when a witness cannot be found or the cost and trouble involved in finding him would be disproportionate to the advantage likely to be gained. For example a default case in which the Government Examiner of Questioned Documents had certified certain writing to be that of the delinquent and the later demanded the expert's presence for cross examination. Such a demand could be reasonably refused without the proceedings being vitiated thereby.

(9) Copies of Office notes, reports, or correspondence relating to the enquiry should not generally be supplied to the delinquent but copies of the evidence recorded should ordinarily be given if asked for during the course of the proceedings, or if the delinquent is illiterate, he should be given an opportunity, under proper supervision, of taking his own copies.

Note:- (1) The supply of copies of statements etc., recorded during the course of proceedings should not be deferred till all witnesses are examined. The delinquent may be asked to copy out the statement of witnesses examined during the day, the same day.

(2) Confidential reports should, under no circumstances, be supplied to the delinquent nor should they be cited in the charge memo in support of the charge. The charge should be based on the evidence collected and not on the reports of the Officers concerned.

(10) Departmental proceedings should resemble as clearly as possible a Judicial trial, but with two important differences viz. the statement should not be taken on oath and the Officer holding the proceeding need not necessarily follow strictly the provisions of the Cr.P.C. or the Indian Evidence Act. The Presiding Officer may admit any evidence which he considers relevant.

(11) The Presiding Officer should not include in his findings his recommendations as to the quantum of punishment. But he may, however, communicate them to the disciplinary authority separately.

(12) Departmental proceedings should be completed as quickly as possible. In any case period taken by the Presiding Officer should not exceed 3 months, from the date of decision taken to hold departmental proceeding.

(13) To ensure that the departmental proceedings are completed expeditiously and to watch the proceedings of the departmental proceedings ordered by them all Officers should follow the instructions and should maintain a register in the form, given in Appendix IX.

(Govt. Memorandum No. 79056/O&M/64 dated 16-11-1964)

(14) In cases in which it is not practicable for an Officer to hold a departmental proceeding without requiring the witnesses travel long distances or to incur travelling expenses and in view of the importance of the evidence of the witnesses in support of the charge, their attendance cannot be dispensed with, a claim for reasonable travelling expenses, if made by them, should be paid, debiting the expenditure to the grant under travelling allowance.

Note:-For payment of T. A. to non-official witnesses in departmental proceedings, a reference should be made to instructions in Appendix X. Official witnesses may be granted certificate of attendance by the Presiding Officer.

Suitability of punishments

(15) (a) Suitability of a punishment should be carefully considered. Punishment should fit the default, be sufficiently deterrent without being harsh, and above all prompt in its application i.e., immediately felt.

(b) Punishments should not be erratic and unjustifiable. Petty and trivial defaults committed by Policemen should not be met with severe punishment.

(c) The best method of correcting a Policeman is to inflict upon him all types of departmental punishments increasing their intensity step by step. If minor punishments such as extra drill, extra guard

duty etc., have no effect on a delinquent, a more severe punishment such as withholding increments is called for. If, however even this has no effect on him then he must be awarded a still more severe punishment. Removing a man from service without first awarding him minor punishments and lastly a major punishment will mean that proper steps were not taken to correct him in time and make him a useful member of the Force. The degree of severity of punishment must depend upon the seriousness of the default and incorrigibility of the man and should aim as far as circumstances permit at improving and giving a chance to delinquents concerned.

(d) Stoppage of an increment not due for several months, would not be a suitable punishment in a majority of cases since it would not come into operation until the default has become a thing of the past and so might seem unreasonable and unjust at the time of its incidence.

(e) In inflicting punishments, general character of the Officer affected and his past service should be taken into consideration. Removal from service, for instance, in the case of a Police Officer of indifferent character with one or two years of service is scarcely a punishment; whereas to a Police Officer of 15 years or more years service and good character, it means ruin.

(f) It is not correct to punish a Police Officer, however high or low, merely on suspicion or insufficient evidence. However it is not expected that the benefit of every reasonable doubt must necessarily go to the accused Police Officer. Where two possible views can be reasonably taken it is the right and duty of the Inquiring and Disciplinary authorities to decide which view is to be taken in the particular case. Where a Police Officer is shown to have acted in clear violation of the provisions of the law and prescribed procedures with reference to an allegation, a presumption will be deemed to arise against the Government servant concerned. The presumption is not conclusive and is rebuttable in such cases. Full weight must be given to the common course of natural events, human conduct, and of public and private business. Where the conduct of any accused Police Officer is found to be at variance with these, a presumption will be deemed to arise against the Police Officer concerned.

(g) Police Officers found guilty of misbehaving towards members of the public should be dealt with severely in the interests of creating and maintaining good relations between the Police and Public.

(h) Similarly, insubordination and disobedience to orders call for severe punishments, unless there are any extenuating circumstances or other valid answer to the charge, as leniency in such cases, tends to foster a sense of indiscipline and indifference towards superior officers.

(i) Fraud and dishonesty, corruption, continued and willful negligence, breach of conduct rules and all offences involving moral disgrace may meet with their appropriate punishment in dismissal or removal unless there are any extenuating circumstances or other valid answer to the charge.

Criminal prosecution

(16) (a) A criminal prosecution is generally unnecessary in those cases in which the misconduct amounts only to an offences against a special law or rules relating to official duties though made triable by criminal courts. In such cases, unless there are circumstances which render a criminal prosecution advisable, the misconduct may more suitably be dealt with departmentally. On the other hand a belief that there is not sufficient evidence to make out a prima facie case in a Court of law is not a proper reason for substituting a departmental proceedings for a prosecution.

(b) Similarly criminal prosecution of Police Officers under the Kerala Police Act for minor offences, which can be dealt with departmentally under section 6 of the Act is improper.

Irregularities in departmental proceedings

(17) All the Officers who have to hold preliminary enquiries departmental proceedings should acquaint themselves thoroughly with the rules under which departmental proceedings are held, because departmental proceedings will have to be held 'de-novo' on account of certain common defects and irregularities in holding preliminary inquiries or departmental proceedings. A few such irregularities are listed below and all officers concerned should take sufficient care to avoid them:-

(a) Preliminary inquiry or formal enquiry held by an Officer not empowered to hold the same.

(b) Statement of allegations not properly drawn up.

(c) Charges often vague and unspecific and is not precise and clear, as a result of which the defence of the delinquent is prejudiced. (This has a reference in particular to the use of the words "or" and "or above" in the charges framed against the delinquent).

(d) Witnesses are not examined in the presence of the delinquent.

(e) On acquittal of a delinquent in a criminal case, departmental proceedings are held only on the depositions recorded during the course of the trial and/or judgment delivered in the case without bringing any additional evidence on record.

(f) Failure to give opportunity to the delinquent to cross examine witnesses etc., when revised charge is framed during the course of departmental proceedings.

(g) Sometimes witnesses are examined on the basis of their statements recorded in criminal courts. They are not examined afresh in the presence of delinquents. This incorrect procedure is fatal to the proceeding.

(h) Show cause notice is not served on the delinquent before issuing the orders regarding major punishments against him.

(i) Show cause notice is not given to the delinquent before inflicting punishment of compulsory retirement.

(j) Orders of removal or dismissal is passed by an Officer not empowered to pass it.

(k) Incorrect statement about facts is made in the summing up or findings of the Presiding Officers not tallying with the facts mentioned in the evidence on record.

Preliminary enquiry-Procedure regarding.

(1) A preliminary enquiry is necessary for the initiation of departmental proceedings for the imposition of punishments of Reduction, Compulsory retirement, Removal and Dismissal. Preliminary enquiry is also necessary in all other cases except for the imposition of petty and non-appealable punishments. However, when documentary evidence is easily forthcoming to establish the 'prima facie' correctness of the fact alleged, a detailed preliminary enquiry may not be necessary. The purpose of conducting preliminary enquiry is to ensure that there is sufficient recorded evidence to prove all ingredients of the charge.

(2) Whenever it is found necessary to enquire into the conduct of a member of the service, the departmental superior under whom such member is employed may either conduct a preliminary enquiry himself or order any other Police Officer above the rank of the Officer against whom such enquiry is contemplated, to conduct such enquiry for establishing the prima facie correctness of the facts alleged.

(3) The Officers conducting preliminary enquiry will record statements from such of the witnesses as found necessary and also refer to the documents, if any, which will be of use to establish a prima-facie case. It is always better to record a statement of the Officer whose conduct is under enquiry, if after being cautioned that he is not bound to make any statement, the Officer concerned wishes to give a statement. It is not necessary that the Officer whose conduct is under enquiry should be present when a preliminary enquiry is conducted. However, where statements of witnesses are recorded in a preliminary enquiry, and there is no special reason to justify the accused officer not being informed of the preliminary enquiry, it is desirable to give the accused Officer an opportunity to cross examine the witnesses in respect of the statements made by them. All statements recorded in a preliminary enquiry shall be got signed by the persons making the statements, except where any individual declines to do so. In the latter event the fact should be recorded and certified by the Officer making the preliminary enquiry.

(4) If the preliminary enquiry discloses that there is a prima facie case for disciplinary action, a decision should be taken as to whether the offence is such as to require a departmental enquiry (Oral enquiry/personal hearing) or not.

Black Mark Rules

129. (1) A defaulter shall not be punished by the award both a specific punishment and of a Black Mark.

(2) A Black mark should not be awarded for petty offence for which punishment drill (Extra Drill), Extra guard duty or Fatigue duty, might be sufficient.

(3) Not more than one black mark can be awarded for any one default.

(4) Black mark will take effect from the date of default unless otherwise stated.

Reprimand and Censure

130. A Censure should be given only when the offence is such as seriously to affect the character of the officer. In offences of lesser gravity, the award of a Reprimand should be considered.

Deferred Punishment

131. (1) The punishments of Reprimand, Censure and Black-mark may, in consideration of previous good conduct or other sufficient grounds be held in abeyance for a stated period ranging from 6 to 12 months. The order should state clearly the nature of good conduct or the specific grounds on which it is intended to defer the punishment. If the offender's conduct during such periods spent on duty has been good, the order of punishment may be cancelled.

(2) If the offenders conduct during the period of abeyance is found to be unsatisfactory, the punishment will be confirmed. It will then have effect from the date of the offence to which it relates. The authority competent to award the deferred punishment is the authority competent to confirm or cancel the punishment.

(132) "Reduction. Withholding of increments and Promotions".

A. Reduction

(1) Reduction may be to a lower rank in the seniority list or to a lower grade or post or time scale whether in the same service or in another service, State or Subordinate or to a lower stage in a time scale.

(2) The reduction may be either permanent or temporary for a specified period.

(3) The temporary period of reduction shall be not less than six months and not more than two years. If the period is not specified in the order, the period of reduction shall be deemed to be six months.

(4) If an officer is on account of misconduct or inefficiency, reduced to a lower grade or post, or to a lower stage in his time scale, the authority ordering such reduction shall state the period which it shall be effective and whether on restoration it shall operate to postpone future increments, and if so, to what extent.

(5) (a) An order imposing a penalty of reduction to a lower stage, a time scale will be issued and the pay of the officer on the expiry of the period of reduction fixed in accordance with the instruction issued in Rulings No. 6/64 to Rule 36, K.S.Rs. Part 1.

(b) When the reduction to a lower stage in a time scale is temporary say for one year the Government servant would draw pay at the reduced rate for a period of one year and after the expiry of the period of one year he could draw the pay which he would have drawn in the normal course but for the reduction.

An illustration for Temporary Reduction for one year:

Pay on 1-4-1963 in the scale of Rs. 50-5-65-6-125 = Rs. 65

Date of reduction to a pay of Rs. 60 = 1-8-1963.

Pay for the period from 1-8-1963 to 31-7-1964 = Rs. 60

Pay on the date of expiry of the period of reduction, i.e., on 1-8-1964 (vide para 2 (1) of G.O. (P) 659/64/Fin. dated 14-9-1964) = Rs. 71.

Normal date of next increment raising pay to Rs. 77 = 1-4-1965

(c) When the pay of an officer is reduced permanently say for one Year, he will remain at that stage for one year and thereafter he will start from the pay which he was in receipt of prior to the reduction and not from the reduced stage.

An illustration for permanent reduction for one year:

Pay on 1-4-1963 = Rs. 65 (Rs. 50-125).

Date of reduction to a pay of Rs. 60 = 1-8-1963.

Pay for the period from 1-8-1963 to 31-7-1964 = Rs. 60.

Pay on the date of expiry of the period of reduction i.e., on 1-8-1964 = Rs. 65.

Normal date of next increment raising pay to Rs. 71 = 1-4-1965.

(6) An order of reduction to a lower post or to a lower time scale entails loss of seniority.

(7) An officer so reduced will take his place in the lower grade or in the lower time scale at the top of the list of officers in that grade or time scale. He shall be considered for promotion on the completion of the specified period of reduction. On promotion he will take his place at the bottom of the higher grade or the higher time scale.

(8) An officer who is reduced to a lower post or lower time scale as a disciplinary measure will, on repromotion to the higher grade higher time scale, count his previous service in the higher grade for increments only subject to the provisions of Rule 36 Part I K.S.Rs.

(9) Wholesale reductions by a number of stage in the time scale of pay at a time may not be awarded.

B. Withholding of Increments and Promotion

The following points will be borne in mind in connection with the award of a penalty of "withholding of increment" and "with holding of promotion".

(1) "Withholding of increment" is a penalty distinct from that of withholding of promotion and one is not affected by the other.

(2) "Withholding of promotion" is a penalty which has application only where the Government servant concerned is entitled to promotion as a matter of right, as in the case of a post which is to be filled up in accordance with the seniority of the eligible candidates, and it is intended to deny him that right.

(3) Withholding of increment or promotion may be either, permanent or temporary for a specified period.

(4) Temporary withholding of increments shall mean withholding of increments without cumulative effect, i.e., it shall not have the effect of postponing future increments.

(5) Temporary period of withholding of increments shall not be awarded for a period of less than three months. If the period is not specified in the order it will be deemed to be three months.

(6) Temporary period of withholding of promotion shall not be less than six months. If the period is not specified in the order it will be deemed to be six months.

(7) Neither temporary withholding of increments nor temporary withholding of promotion shall be awarded for more than three years.

(8) Where a penalty of permanent withholding of increment is awarded it is essential to specify the period for which the penalty is to be in force.

(9) Withholding of promotion shall not entail loss of seniority in that grade.

(10) An officer whose promotion is withheld, shall, if and When promoted to a higher grade or higher time scale subsequently takes his place on promotion at a bottom of the higher grade or higher time scale.

Proceedings against Retired officers.

133. If any recovery has to be made from a Government servant Order to make good any loss caused to the Government as a result his negligence or fraud while he was in service, action as contemplated in Rule 3 of K.S.R. Part III and Rule 298 and 321 of Kerala Finance Code, will be taken.

Failure to attend an inquiry

134. (1) When a delinquent Officer who is on leave fails, without sufficient cause, to obey a verbal or written order requiring him to attend the inquiry on a specified date, he will be liable to have his leave cancelled and to be suspended and treated as having absconded with the accusation or accusations hanging over him. It is incumbent on the delinquent Officer, whether he is under suspension or on leave, to leave his address with the District Police Office and the Officer conducting the enquiry and also communicate any changes of address. Any orders intended for the delinquent Officer will be sent to the address furnished by him and it is therefore, his responsibility to see that he makes proper arrangements to receive such communication. If he claims that he was unable, on account of ill-health, to attend the enquiry, his claim will be rejected unless it is supported by a medical certificate issued by his medical attendant and, if the Officer conducting the enquiry requires it, by certificate of the District Medical Officer or the nearest Government Medical Officer, before whom he may be directed to appear. In such a case, the Medical Officer should be asked to state clearly whether the delinquent Officer is not in a condition to attend the oral enquiry. If the delinquent Officer absents himself without leaving his address, he should be struck off as deserter. If he has left his address, notice giving the date of hearing should be served on him personally under acknowledgment or sent to him by registered post, acknowledgment due. If he does not receive the communication, or having received it, does not attend the enquiry without giving adequate reasons, the oral enquiry should be held exparte.

(2) A Police Officer under suspension, ordered to appear for a personal hearing or departmental

enquiry may be struck off as a deserter, if he does not appear within 21 days of the receipt of the orders and for this purpose the procedure laid down may be followed. If he claims that he is unable to attend the enquiry on account of ill-health, the provisions of the above sub-order will apply to his case.

Writing up of Minute

135. (1) A minute shall be written in all cases where a punishment under the Discipline and Appeal Rules is proposed to be awarded except in the case of petty punishments.

(2) The Officer who completes the final stage of the oral enquiry should himself write the minute. If the enquiring Officer is transferred or otherwise leaves the station before he completes the enquiry, his successor should continue the enquiry. A de-novo enquiry need not be held in such a case except for strong and valid reasons. The enquiring Officer must write the minute himself, if he is transferred after the completion of the examination of the defence witnesses and before the accused Officer's final statement of defence is received.

(3) (a) To facilitate the writing of the minute and also its reading by those who have to deal with it subsequently, the papers should be sorted and documented into the following files for which indices should be prepared and attached.

- (i) the proceedings file,
- (ii) the acknowledged copy of the memorandum of charges,
- (iii) the written statements of defence of the delinquent Officer,
- (iv) statements of prosecution witnesses,
- (v) statements of defence witnesses,
- (vi) prosecution documents;
- (vii) defence documents, and
- (viii) miscellaneous papers.

(b) Statements should be page numbered and indexed. References in the minute to depositions should be by page numbers and the numbers of witnesses (for example, P.W. 2 or D.W. 5), and references to exhibits should be by letters or figures, as the case may be.

(c) Finally, all files forming the record of enquiry should be docketed with an index showing its composition.

(4) (a) The minute shall state the charge, evidence both for the charges and for the defence and the finding on the various charges. The punishment order may also be in it, if the Officer is competent to award it and a show cause notice is not necessary.

(b) No reference to the demeanour of witnesses should be made in the minute unless a note was made in the records at the time of the enquiry in this regard. This is necessary to ensure that the enquiring Officer, who frames the minute, does not speak about the demeanour of witnesses merely from memory.

(c) Summary under items (B) and (C) of the minute should contain only so much of the evidence as is essential for the adequate discussion of the facts at issue.

(d) Findings:- The finding on each charge should be recorded separately after careful consideration of the evidence adduced for and against it. Where there are several charges, the enquiring Officer should deal with each charge completely before passing on to the next charge. A full final summing up will be given at the end, covering all the charges.

(e) If the entire charge as framed is not proved, but only some of its ingredients, there is no need to frame a fresh charge after the enquiry is over. The minute can be written, and in the findings the opinion of the enquiring Officer as to which part of charge he holds proved and which part not proved, may be record.

(f) At the end of the minute, the enquiring Officer should give a certificate that the procedure prescribed in Rule 6 and 17 of Kerala Police Departmental Inquiries Punishment and Appeal Rules has been followed and also a certificate to the effect that the delinquent Officer has been given access to papers and that copies were taken by him in the conduct of the oral enquiry.

(g) In cases of minor appellable punishments, the minute should be as brief as is consistent with clearness.

Forwarding the records of enquiry and the minute.

136. (1) The enquiring Officer shall forward the minute and other records of enquiry with a covering letter through the proper channel to the authority competent to award the penalty.

Procedure when previous bad conduct is to be considered.

137. (1) An Officer's past conduct shall not be taken into account in arriving at a finding as to the truth or otherwise of the charges against him.

(2) If the punishing authority considers that a member of the service under him is repeatedly committing offences warranting disciplinary proceedings against him, by inflicting a higher punishment, it is necessary that a specific offence is pending action at the time of considering such a procedure. This specific charge should be dealt with according to the provisions under Rule 6 of the Kerala Police Departmental Inquiries, Punishment and Appeal Rules 1958, at the first instance, and a detailed oral enquiry conducted as per rules. The Enquiry Officer should prepare a report on the result of his enquiry in the prescribed form and forward the same with the connected records and a copy of the defaulter sheet of delinquent Officer to the punishing authority for further action. If the authority finds that this specific instance on which a charge is framed is provisionally proved, he will then consider whether the past conduct of the Officer need be taken into account for deciding the quantum of punishment to be awarded. He shall record his provisional findings on each of the charge or charges and order in writing that it is a fit case for considering the previous bad conduct of service under Rule 14 of the Kerala Police Departmental Inquiries, Punishment and Appeal Rules 1958; and authorise an Officer to conduct another inquiry as laid down in Rule 6 of the Rules. The supplementary charge should contain a gist of the main charge and the findings thereon and the details of the previous punishments in seriatum. The delinquent Officer will be asked to explain why the previous punishments should not be taken into consideration for assessing the quantum of punishment to be awarded. The purpose of giving the Government servant such

an opportunity is not to reopen the evidence considered and disposed of in previous cases, but only to enable the Government Servant to point out discrepancies if any, in regard to the record of the charges and penalties proposed to be taken into account. On receipt of the explanation, the procedure under Rule 6 of the Kerala Police Departmental Inquiries, Punishment and Appeal Rules will be gone through. In this procedure is no need to examine witnesses to prove or disprove the previous punishments. It is enough if the delinquent's defaulter sheet or service book is filed. After completing the enquiry, minute will be drawn up and the file sent to the disciplinary authority for disposal.

Show cause notice

138. On receipt of the report of enquiry, the disciplinary authority shall examine the records and record its findings on the charge or charges enquired into. In case the disciplinary authority finds that a charge is not proved, it shall also record its finding whether the Officer is free from blame. If the authority finds that the charge or charges are proved, totally or in parts, it shall arrive at a provisional conclusion in regard to the penalty to be imposed and then furnish the person charged with the copy of the enquiry report and call upon him to show cause within a reasonable time, not exceeding a month, why the finding as also the penalty should not be imposed on him. Any representation submitted by the delinquent in this behalf shall be duly taken into consideration before final orders are passed. In case Government is the disciplinary authority, Public Service Commission will be consulted before passing final orders, where such consultations are necessary.

Orders on Punishment rolls-Communication of.

139. (1) The final order containing the decision of the authority competent to impose the penalty should be a self-contained order, and must also refer to the charge of previous bad record, if laid and the explanation with regard to it by the delinquent Officer. He should also indicate that he has taken the delinquent Officer's representations into consideration. The orders in full of the competent authority, whether inflicting a penalty or not shall be communicated to the delinquent Officer in the form of proceedings.

(2) When members belonging to more than one district or unit are involved in the same offence, they should be jointly dealt with, with the prior approval of the competent superior authority. For example, if three Constables belonging to more than one district or unit are concerned in an affray, they should be dealt with by the same Superintendent of Police or Commandant, after obtaining the orders of the Deputy Inspector General of Police, if they belong to the same range, or of the Inspector General of Police in other cases.

(3) An Officer put in charge of a higher post temporarily is not competent to exercise the powers of punishment in that post, but an officiating incumbent in that post, can exercise such powers.

(4) When an Officer is promoted from a lower to a higher rank, or when an Officer is reverted or reduced from a higher to a lower rank, the Officer competent to punish him for acts done prior to promotion or reduction shall be the officer who is competent to award punishment in respect of the higher rank.

Departmental Proceedings against convicted Officers.

140. Under proviso (a) to article 311 (2) of the Constitution of India, where a person is convicted of a criminal charge, there is no need to hold an oral enquiry before inflicting any penalty on him and the fact of his conviction is a sufficient ground to punish him. Therefore, where an Officer is convicted and sentenced to imprisonment, formal proceedings should be issued by the competent authority citing the judgment. Such proceedings may also be issued even if an appeal or revision against the conviction is filed. The disciplinary authority may peruse the judgment and if it is satisfied that a lesser punishment than dismissal or removal is appropriate, there is no objection to impose such lesser punishment.

Departmental proceedings against Officers acquitted in criminal Courts.

141. (1) If the delinquent Officer is acquitted either by the court which tried the criminal case against him or on appeal/revision by the higher Court, the disciplinary authority shall peruse the acquittal judgment with a view to decide:-

(a) Whether the acquittal should be challenged in a still higher court; or

(b) whether, despite the acquittal the facts and circumstances of the case are such as to call for a departmental enquiry against the delinquent on the basis of the allegation on which he was charged.

(2) If it is decided to take the matter to a still higher court, action to institute proper proceedings should be taken with the least possible delay and the order of punishment imposed if any, should not be set aside during the pendency of such proceedings.

(3) If on the other hand, it is decided that a departmental enquiry should be held, a formal order should be made:

(a) setting aside the order of punishment already awarded; and

(b) ordering a fresh departmental enquiry.

(4) In case the delinquent was dismissed or removed, he should be deemed to be under suspension with effect from the date of dismissal or removal.

(5) In case neither of the courses mentioned above is to be followed, a formal order should be made setting aside the previous order of dismissal or removal and reinstating him in service, treating the period as on duty as laid down in Government memorandum No. 80380/SD/5/63/PD dated 8-4-1965.

(6) In acquittal cases, departmental proceedings may arise only when the court has expressed a doubt about the correctness of the allegations and or when other and additional proof than what was produced before the court is forthcoming; or when other circumstances or conduct which may not be relevant in Court proceeding exist otherwise. Departmental enquiry may also be made if the charge contemplated is not the one identical with or similar to the charge in the criminal case and is not based on any allegations which have been negated by criminal court. The mere fact that the court let him off on benefit of doubt need not be a bar to departmental action on the same charge.

Granting of copies of minutes and other records in departmental enquiries.

142. No records other than the memorandum of charge(s) the copy of the minute and the final orders need be furnished to officers accused departmentally of misconduct, but both during the enquiry into their conduct and for purposes of explanation, reply to the "show cause" notice and appeal, access to records may be given under the following conditions, but access will be given only to the statements of witnesses recorded and the documents filed during the oral enquiry for the purpose of making representation at the conclusion of the oral enquiry, replying to the "show cause" notice or preferring an appeal. The delinquent officers may however, be permitted to take notes of such records.

(1) that they specify in their applications what records they require for perusal and give reason why they should be allowed to peruse them,

(2) that they are allowed to have such access only under supervision and to take notes or copies,

(3) that they are not allowed to carry away any records in original with them, and

(4) that in the case of subordinates who do not know the language of any document or record, they may be allowed, with the approval of the Officer in charge of the records, the assistance of another Officer or a clerk of the department who knows the language.

suspension pending enquiry

143. (1) (a) Suspension should be resorted to only when it is necessary in public interest to suspend an Officer pending enquiry on investigation into grave charges against him.

(b) While it is not possible to define the exact scope of the expression "grave charges", suspension can be ordered in cases like insubordination, moral turpitude and riotous behaviour, which would normally entail the dismissal or removal or compulsory retirement of the person concerned.

(2) The appointing authority or any authority to which it is subordinate or any other authority empowered by the Government in this behalf may place a member of service under suspension.

(3) In case where an enquiry into one's conduct is contemplated or is pending or a complaint against him of any criminal offence is under investigation or trial, the Superintendent of Police may suspend an Inspector of Police or Officer of corresponding rank and the Sub-Divisional Police Officer may suspend any Police Officer below the rank of Inspector of Police pending enquiry into the charges against him. In all such cases, however, the order of the appointing authority shall be immediately applied for and approval obtained.

(4) An order of suspension may be revoked at any time by the authority making the order or any superior authority.

(5) Suspension shall take effect from the date of receipt of the order by the Officer affected, unless he is an absentee without leave, in which case it will take effect from the date of absence from duty.

(6) An officer under suspension should ordinarily be allowed to leave his station, unless he is wanted there for enquiry, provided that he gives his address before leaving.

(7) All Police Officers, when placed under suspension, shall deliver to their immediate superior Officer their sannads and kit supplied by Government.

(8) No Officer under suspension shall wear his uniform.

(9) A Head Constable or Constable who is already occupying quarters need not necessarily be asked, when suspended, to vacate the quarters unless, the Superintendent of Police considers that his continuance in the quarters while under suspension is not desirable for administrative reasons. A subordinate may occupy the quarters upto a limit of four months irrespective of whether a substitute is appointed in his place or not.

(a) When an Officer is eventually released from suspension the period of suspension pending enquiry or investigation should be regularised with reference to Rule 55 and 56 of K.S.R. Part I.

(b) When an Officer is eventually dismissed, removed or compulsorily retired from service, his dismissal, removal or retirement from service shall take effect in accordance with Orders passed. Subsistence allowance due to him should be drawn for the period upto the date of the effect of the order and paid to him. In the case of retirement from service, as the period of suspension will not be an interruption in service entailing forfeiture of past service no specific order need be passed about the suspension period.

Departmental enquiry when prosecution is likely to be launched.

144. Departmental enquiry, when prosecution is likely to be launched, may fall under the following categories:

(1) Cases in which sanction of competent authority to prosecute is a condition precedent for a valid institution of legal proceedings.

(2) Cases in which no such sanction is necessary.

(3) In the first category of cases the presentation of the charge sheet may be postponed till the completion of the departmental enquiry. This should be done in consultation with the authority competent to accord sanction. When the conduct of an Officer discloses a criminal offence of a grave nature, criminal prosecution should be the rule and not the exception. In other cases, when departmental enquiry is deemed necessary in preference to prosecution, such enquiry may be completed; but the final order shall be issued only after the disposal of the case in court. Then the question of prosecution should be taken up, in consultation with the sanctioning authority, and with the advice of the Government counsel regarding the sufficiency of evidence for a successful prosecution.

(4) In the second category of cases, in which no sanction for prosecution is necessary, the departmental proceedings should be completed; but the final order will be deferred till the disposal of the case in court. Where the departmental proceedings cannot be thus concluded, it should be held in

abeyance, and the chargesheet submitted to the court after completing the investigation as expeditiously as possible.

(5) The decision of the trial Court or appellate Court may lead to the conviction, discharge or acquittal of the accused. Where the court has convicted the accused, the provisional penalty or decision, if any, already taken departmentally should be confirmed or received in conformity with the decision of the court. Where the proceedings had been suspended, these should be continued, and a departmental decision taken thereon. If the delinquent was discharged or acquitted by the court, the legal proceedings should be examined to find out whether these covered precisely the same grounds as the departmental proceedings. If they did not, or the legal proceedings covered only one or two counts and not the entire filed of the departmental proceedings, or when the competent authority holds that the Government servant was guilty of a departmental misdemeanour, or had not behaved in a manner a person of his position is expected to behave, the enquiry should be continued on such counts, and a departmental decision arrived at. When a delinquent has been discharged or acquitted by Court, and the legal proceedings and departmental proceedings cover precisely the same grounds and there is no other evidence which was not admissible in Court but was relevant in a departmental proceedings is available, the provisional penalty, if already imposed, should be vacated, or the departmental enquiry kept suspended should be dropped.

145. Retirement or Resignation of Government Servants when disciplinary Proceedings are pending against them.

(1) A Government servant on duty, who attains the age of superannuation and against whom departmental proceedings are pending may be permitted to retire on a provisional pension under the conditions prescribed in Rule 3A, Part III Kerala Service Rules.

(2) There is no bar to the resignation of a Government Servant being accepted by the authority competent to do so even while any disciplinary proceedings are pending against him, if the competent authority, after taking all the circumstances of the case into account, deems it appropriate to do so. However, a person who prefers to resign to escape from the odium of punishment should not be normally re-employed in Government Service. Such persons should be considered not eligible for future appointment in Government service with reference to Rule 10 (b), (ii) of the Kerala State and Subordinate Service Rules, 1958. The order accepting the resignation in such cases shall specifically state that the person concerned should not be re-employed in any department of Government without reference to the authority accepting the resignation.

(3) Where a Government servant who is under suspension submits a resignation, the competent authority should examine, with reference to the merits of the disciplinary case pending against the Government Servant whether it would be in the public interest to accept the resignation. Normally as officers are placed under suspension only in cases of grave delinquency, it would not be correct to accept a resignation from an officer under suspension. Exception to this rule would be where the alleged offences do not involve moral turpitude or where the quantum of evidence against the accused officer is not strong enough to justify the assumption that if the departmental proceedings were continued the officer would be removed or dismissed from service or where the departmental proceedings are likely to be so protracted that it would be cheaper to the public exchequer to accept the resignation.

Absence without leave

146. Absence without leave upto 20 days may be met by the infliction of any punishment referred to in the Discipline and Appeal Rules. The period of absence may be disposed of as per provision in K.S.R. Recourse may be had to prosecution under the Kerala Police Act, in aggravated cases. Men repeatedly absent without leave will be liable to deterrent punishment.

Desertion

147. (1) Absence without leave for 21 days completes the offence of desertion, after which the officer will be deemed to be a deserter. He may be struck off the rolls on the 22nd day, and two months may elapse before an order of removal is passed.

(2) If, within two months from the date of absence the officer reports before the Superintendent of Police, a charge will be framed against him, an oral enquiry conducted and orders passed on the merits of the case.

(3) If the officer does not report to the Superintendent of police or other appointing authority within two months of absence without leave departmental disciplinary proceedings shall be initiated to have him formally dismissed or removed from service.

(4) If an absentee officer reports for duty the following procedure shall be adopted by the officer concerned:-

(a) If no orders to strike him off the rolls as a deserter have been issued, or have been recommended to the appointing authority to be issued, he will be immediately readmitted to duty and action taken to deal with his absence.

(b) If orders striking him off the rolls as a deserter have been issued, or have been recommended to be issued, the absentee officer will be directed in writing to report to the appointing authority for further instructions, stating the position. The appointing authority will then take further appropriate action.

Entry of punishments in defaulter sheets and Service books

148. All punishments awarded to Officers of the rank of Inspectors of Police and below will be entered in their service books and also in the defaulter sheets. Non-applicable petty punishments need not be entered in the defaulter sheet or service book. Judicial punishments which affect the character of the Officer concerned as a Police Officer must be entered in the defaulter sheet and also in the service book. Copies of minutes awarding punishments will also be filed in the personal files of Officers.

Disciplinary action against Lent Officers

149. In the case of an officer lent by one department or office to another, the disciplinary authority in respect of the post held by the Officer for the time being may impose any of the penalties prescribed in the Discipline and Appeal Rules except that of compulsory retirement, removal or dismissal from service; but, before imposing any such penalty, such authority should consult the lending authority in the matter and the opinion of the latter should ordinarily prevail. In cases which call for the punishment of compulsory retirement, removal or dismissal, the borrowing authority should complete the enquiry and forward the

records together with its findings to the lending authority which shall then pass such orders as it thinks fit.

Appeals-Records to accompany

150. (1) A copy of the minute should be forwarded along with appeals. Appeals should be forwarded through the authority from whose order the appeal is preferred. The said authority shall express its opinion on the appeal as required by Rule 32 (a) of the Departmental Inquiries and Punishment Rules. The opinion will include such remarks as are necessary in regard to the accuracy of the statements made and inferences drawn in the appeal.

(2) In cases where an appellant states that the rules laid down in this Chapter were not followed, the authority passing the orders appealed against should report on the allegations specifically and the allegation should be specifically examined by the appellate authority.

(3) If there are any defects in the procedure, the appellate authority should return the case to the authority which passed the original order for rectification of the defects, after setting aside the original order which is found to be irregular due to procedural defects. Where an order of dismissal or removal, or compulsory retirement is set aside under this provision, the delinquent shall invariably be kept under suspension till fresh proceedings rectifying the defects are disposed of. Where an order of reversion or reduction to a lower post is set aside under this provision, the delinquent shall be restored to his original post till fresh proceedings rectifying the defects are disposed of. In the case of other punishments, the penalty imposed by the original order shall not be cancelled thereby but will continue to be in force pending the issue of fresh orders in the matter.

Time limit for appeals

151. The appeals should be submitted within 2 months from the date on which a copy of the order has been communicated to the appellant. The period intervening between the date of application for copy of the minute and the receipt thereof by the appellant should be excluded from the calculation of the time limit for appeals laid down in Rule 27 of the Departmental Inquiries and Punishment Rules.

Information to be forwarded with appeals

152. In forwarding appeal petitions the following information will be given upon a separate sheet: I

- (1) Date of Superintendent's Order;
- (2) Date of receipt of the order by the appellant;
- (3) Date of application for copy of minute;
- (4) Date of delivery of copy of minute to appellant;
- (5) Date of presentation of appeal. In the case of second appeal, the following additional information will be given;
- (6) Date of delivery to appellant or order on first appeal;
- (7) Date of presentation of second appeal.

Unnecessary appealing

153. (1) Police Officers are entitled statutorily only to one appeal against any order imposing a penalty.

(2) While Police Officers in common with other Government servants are at liberty to submit petitions, unnecessary petitioning against the decisions of superior Officer-as distinct from the appeal referred to above-will be considered insubordinate conduct.

Revision

154. In cases where there is a miscarriage of justice or the punishment is considered inadequate or an error apparent on the face of the record or for any other reason, it is open to an authority to call for the record of cases in which disciplinary action has been taken by an authority subordinate to it and to pass such orders as it may consider necessary. No application for revision will be entertained from the aggrieved person after the expiry of a period of one month from the date of passing the order, but there is no time limit for any official authority to consider cases in revision.

Allegations against Police Officers-Enquiry by Executive Magistrate - Procedure

155. (1) (a) The Executive Magistrates shall enquire into allegations of commission of the following offences by Police Officers of and below the rank of Deputy Superintendents of Police.

- (i) Torture
- (ii) Grievous hurt
- (iii) Death

The Executive Magistrate shall enquire into any complaint against any Police Officer if the Government direct him to do so. Allegations of simple hurt or other complaint of use of excessive force by Police Officers of the above mentioned rank may also be enquired into by the Executive Magistrates when specifically ordered by the Government or considered necessary by the District Collector.

(b) The Executive Magistrates need not undertake an enquiry into allegations of torture by Police Officers, if a complaint is already filed by the affected party before a Judicial Magistrate. But allegations of grievous hurt or death shall invariably be enquired into, irrespective of whether a complaint has been lodged in a Court or not.

(2) In the case of Police Officers of the Gazetted rank, the enquiry shall be conducted personally by the concerned District Collector. In the case of Police Officers of non-gazetted rank the enquiry may be conducted by the concerned Revenue Divisional Officer but in such cases the report of the enquiry shall be submitted by the Revenue Divisional Officer to the District Collector for necessary further action.

(3) Enquiry into general allegations of excessive use of force against the police in connection with riots, agitations and other law and order situations shall be made only if ordered by the Government on the basis of information received by them. If the District Collector, however, feels that for supplying necessary information to the Government in this regard, a preliminary enquiry is necessary he can conduct, or direct the Revenue Divisional Officer to conduct, such an informal preliminary enquiry without waiting for any Government Order.

(4) Enquiry may be conducted on the basis of petitions or telegrams or even rumours either received by the Executive Magistrate directly or communicated to him by the Government or the Inspector General of Police or the Superintendent of Police. But before conducting an enquiry on the basis of vague rumours or anonymous or pseudonymous petitions, the Executive Magistrate may if he so desires require the Superintendent of Police or the Deputy Superintendent of Police concerned to make a summary preliminary inquiry within 48 hours and communicate the result to him for further action.

(5) The purpose of the enquiry by the Executive Magistrates into the complaints against Police Officers is to find out whether there is a prima facie case warranting (i) prosecution of the Police Officer concerned or (ii) action under the Kerala Police Departmental Inquiries Punishment and Appeal Rules. In cases warranting prosecution, the District Collector shall file a charge before the Magistrate having jurisdiction. Where Prosecution is not feasible but Departmental action is called for under the Kerala Police Departmental Inquiries, Punishment and Appeal Rules, the enquiry report will be sent by the Collector to the Government with copies to the Inspector General of police and the Deputy Inspector General of Police concerned. If in such cases further disciplinary enquiry is found necessary under the Kerala Police Departmental Inquires, Punishment and Appeal Rules it shall be conducted by an Officer not below the rank of a Superintendent of Police, and if the accused Police Officer is of gazetted rank, by an officer not below the rank of a Deputy Inspector General of Police.

(6) The enquiries by the Executive Magistrate shall be "in camera" Amended P199(1) and of a summary nature and charges shall not be framed by him against the accused Police Officers. Witnesses need not be examined in the presence of the delinquent Officer. The complainant will ordinarily be given notice of the enquiry and a reasonable opportunity to prove his allegations. The statements from witnesses will be taken. Whenever possible, the Executive Magistrate shall visit the place of alleged occurrence of incident immediately on receipt of the complaint, question the complainants and others (including the Police Officers concerned) who may have information about the matter alleged and come to a finding as to whether there is a basis for the allegation. In the course of the enquiry if the enquiring officer is satisfied that there is a prima facie case against the accused Police Officer, he may request the competent authority to suspend or transfer the delinquent Officer and such request shall be complied with by that authority except for very special reasons to be reported to Government through the Inspector General of Police.

(7) No parallel or simultaneous enquiry by the Police Department shall be made in cases of the above nature. However, a Gazetted Police Officer, having knowledge of the complaint, may informally and unobtrusively verify the authenticity of the information, and communicate the result of the verification to the Executive Magistrate for consideration. There is no objection to a Gazetted Police Officer associated with the enquiry, if the enquiry Officer so desires.

(8) When information of commission of torture, grievous hurt or death by a Subordinate Police Officer is received by a superior Police Officer, he shall not make any regular enquiry himself but shall at once report the case to the District Collector and the Revenue Divisional Officer direct, and also to the Superintendent of Police/Deputy Superintendent of Police to whom he is subordinate.[Amended P199(2)]. The District Collector or Revenue Divisional Officer shall thereupon take action as provided in sub para (4) above.

(9) When a complaint regarding the same allegation is subsequently filed in the Court of a Judicial Magistrate by the affected party, the Executive Magistrate conducting the enquiry shall not terminate his

enquiry but shall continue it and arrive at his own findings regarding the individual responsibility of each Police Officer. Such findings shall, however, be kept confidential pending the result of the Judicial enquiry or trial emanating from the complaint and reported confidentially to the appropriate authority. On the completion of such judicial enquiry, the District Collector shall decide on the further course of action to be followed, in the light of the Judicial decision and send a further report to the appropriate authority.

(10) Cases of torture, hurt, etc., alleged to have been caused by a Police Officer shall come within the scope of this enquiry whether his action has been in his public or private capacity.

(11) In the case of allegations of grievous hurt or death inflicted by Police Officers enquiry shall be initiated immediately on receipt of the complaint and in any case not later than 48 hours.

(12) Except for special reasons to be recorded in writing the enquiries by Executive Magistrates conducted shall be completed and report submitted within 15 days at the latest. [Amended P199(3)]

[G.O.(P) 248/Home (D) Department dated 28-6-1996]

[G.O.(P) 191/Home dated 25-5-1968]

[G.O.(P) 239/69 Home dated 22-7-1969]

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CHAPTER X

PROSECUTION OF POLICE OFFICERS, LEGAL ASSISTANCE TO POLICE OFFICERS AND INSTITUTION OR DEFENCE OF SUITS BY THE GOVERNMENT**Defence of Police Officers**

156. (a) Police Officers like other Government servants, will always be protected when it appears to Government that they have acted in good faith, but Government do not bind themselves to undertake their defence when this is not the case.

(b) When Government declines to defend, it rests with the police officer concerned to take such measures as he considers necessary at his own expense; but if the verdict of the court is in favour of the police officer, Government will ordinarily reimburse his expenses. It is to be distinctly understood, however, that Government do not undertake to pay to such officer anything more than what they consider as reasonable expenses.

CRIMINAL PROSECUTION**Threat of Criminal Prosecution**

157. (a) A police officer, who receives any communication containing a threat of criminal proceedings against him for acts done in his official capacity, shall forthwith forward through the proper channel, to the Collector of the district concerned, a copy of such communication, intimating whether he wishes to reply to it or not, and if he proposes to reply submitting a copy of the proposed reply. If the police officer who receives such communication is the Inspector General, he should forthwith forward to Government a copy of the communication, intimating whether he replies to it or not, and if he proposes to reply submitting a copy of the reply which he proposes to send.

(b) The District Collector, will examine the draft reply, if one is proposed to be sent, and give the officer such directions and make such changes in the draft reply as he may consider necessary, in doubtful cases reference will be made to the Government. A reply will be sent by the officer concerned in the form in which it is approved, or required to be sent, by the District Collector or the Government, as the case may be.

(c) Any failure on the part of an officer to comply with the provisions of sub-rule (a) and (b) above will be viewed as a breach of discipline and will also render him ineligible for legal assistance from Government, if proceedings are actually instituted against him.

(d) The question of defending, at State expense, a police officer who has received a communication containing threat of legal proceedings against him need not be ordinarily taken up till the proceedings have been actually instituted. If, however, the District Collector considers that the proceedings are likely to be instituted against a Police Officer, he may examine the question as soon as he receives a copy of the

communication referred to in sub-rule (a) above.

Procedure to be followed when criminal proceedings are instituted

158. (a) When any criminal prosecution is instituted against a police officer, he should at once inform the Superintendent of police or an officer of the corresponding rank of the unit he is serving or Deputy Inspector General of Police, C.I.D., in case of officers of the C.I.D.

(b) If any criminal complaint is instituted against a police officer in respect of any act done by him in his official capacity, he shall see whether such complaint is barred by the limitation of six months from date of alleged offence as provided in sub-section (3) of Section 64 of the Kerala Police Act 1960 (Act 5 of 1961). If it is so barred, he shall at once move the court to dismiss it on the ground that it was instituted contrary to the provisions of that section.

(c) Section 197 of the Code of Criminal Procedure lays down a special procedure in regard to criminal prosecutions against certain classes of officers. In these cases there will always be sufficient time to obtain the orders of Government, as to the undertaking of the defence of the officer and the officer concerned shall report the facts fully to the Superintendent of Police/Commissioner of Police/Principal, Police Training College/Commandant/Dy. Inspector General of Police, C.I.D. as the case may be. The Officer who receives the report shall after making such enquiries as he deems necessary, report the facts to the Collector, and the Collector shall, after consulting the Public Prosecutor, forward the report for the orders of the Government through the Inspector General of Police. In the case of criminal prosecutions against other classes of police officers, it may often be impossible to obtain the orders of Government before the commencement of the proceedings in court. In such a case, if the fee of the lawyer who may be engaged for the defence does not exceed Rs. 20 per diem or a maximum of Rs. 100 for the whole case, it would rest with the Collector, after consulting the Superintendent of Police/Commissioner of Police/Principal, Police Training College/Commandant/DY. Inspector General of Police, C.I.D. as the case may be, to decide whether the defence shall be undertaken by Government or not. In simple cases, the Collector may direct the Assistant Public Prosecutor to appear as defence counsel. If the cost of the defence is likely to exceed the above limits or if there is disagreement between the Collector and the Superintendent of Police or any other competent officer, concerning the defence of the accused police officer, the Collector shall instruct the Public Prosecutor to appear for the accused officer in the initial proceedings, and request the court to adjourn the case, pending decision by Government as to whether the police officer should be defended at the cost of the State or not. Information regarding the course which the local officers have decided to adopt must in every case be given in the advance copy of the report to be submitted by the Superintendent of Police or any other competent officer concerned, to the Inspector General through the range Deputy Inspector General.

(d) Collectors are empowered to write off compensation awarded by courts to police officers in criminal cases in which the defence of the officers has been sanctioned at Government expense, if such compensation is irrecoverable, subject to a maximum of Rs. 150 in each case.

General instructions when criminal prosecutions are launched

59. (1) (a) If the Government or officers acting on their behalf sanction the defence of an officer, it would ordinarily be sufficient to engage a public prosecutor. If it is inconvenient to the Public Prosecutor to undertake the defence, a private lawyer may be engaged at the expense of the State. The Collector who is

empowered to sanction the defence, may in addition to the lawyer's fee, sanction the payment of incidental expenses upto a limit of Rs. 50. The sanction of Government should be obtained if the incidental expenses exceed this limit. In cases in which a private counsel has to be engaged, a daily fee subject to a maximum for the whole case, shall be fixed in advance by the Collector.

(b) The rate of fee payable to such counsel shall not exceed the rates payable to the Public Prosecutors which are specified below:-

<i>For cases conducted at headquarters</i>	<i>For cases conducted in outlying mofussil stations.</i>
Rs. 35/- for work occupying 3 hours or more in court on a day.	Rs. 50/- for each day spent in or occupied in travelling.
Rs. 15/- for work occupying less than 3 hours in court on a day.	

(c) When the Public Prosecutor is engaged in more than one case on the same day, the maximum fee payable to him for the whole day shall not ordinarily exceed Rs. 50.

Bills for the fees to private counsel shall be supported by a certificate in the following form.

"I certify that it was most inconvenient in public interest for the Public Prosecutor or Assistant Public Prosecutor to attend to the case and that the case could not, having regard to the public interest, be postponed".

(d) In petty cases appearances in person or with departmental aid, may be often quite sufficient and where this is so, the employment of a Pleader is superfluous.

(e) If the officer wins the case, and he is awarded costs, damage or compensation (whether as a personal solatium or not) the expenditure incurred by Government up to the limit of such costs, damage, or compensation shall be refunded by him.

2 (a) If in criminal proceedings instituted against a police officer, the court decides in his favour but an appeal is filed or other proceedings taken to secure a reversal or modification of the decision, the question whether such appeal or proceedings should be defended at the cost of the State shall be decided in accordance with the foregoing rules.

(b) If, in a case in which the Government have undertaken the defence of an officer, the decision of the court is against him, the questions-

(i) whether an appeal should be filed or any other proceedings should be taken at the cost of the State to secure a reversal or modification of the decision; and

(ii) whether any damages awarded to the complainant or any fine imposed on the officer should be paid by the State, shall be decided either on the application of the officer concerned, who should move his immediate superior in the matter or on the representation of his superior officer. In either case the orders of the Government shall be obtained and the procedure laid down in para 157 should in other

respects; be followed.

(3) If a police officer undertakes a journey in connection with a case instituted against him for acts done in his official capacity and the defence of that case has been sanctioned, he may be granted the travelling allowance admissible to an officer of his grade while on tour.

(4) As legal proceedings against police officers must interfere with the discharge of their public duties and are likely to cause harassment to them, the Collector should impress on the counsel appearing for the officers concerned that he should request the court to deal with such proceedings with the utmost possible expedition.

Rules for defence of Police Officers against whom criminal prosecution is instituted by Government or with their sanction.

160. (1) When criminal proceedings are instituted against a police officer either by Government or with their sanction Government will, as a general rule, decline to undertake his defence. However, in exceptional cases where the police officer concerned is unable to take measures for his defence at his expense on account of financial other valid reasons, Government may sanction the defence provided;

(a) the police officer undertakes to refund the entire sum incurred by the Government in connection with the conduct of his defence if the case does not end in his favour; and

(b) Government are satisfied about the chances of recovering such sum from the police officer.

(2) When in pursuance of these provisions, a police officer engages or is permitted to engage a counsel for his defence, Government will not entertain any claim for expenditure incurred for such defence in excess of what they would have had to bear if the appropriate law officer of the Government had been engaged by them for the defence.

(3) When a police officer engages a private counsel at his own instance before his defence at State cost is sanctioned, Government reserve to themselves full discretion either to decline to reimburse the officer or to sanction only such amount as in their opinion, represents the reasonable fee payable to the private counsel. Government do not undertake to pay to the private counsel either the entire fee paid by the police officer or the full regulation fee.

Institution at State cost of criminal prosecutions by Police Officers.

161. (1) When there is good reason to believe that the allegations made against a police officer are false or malicious and he wishes to take legal proceedings against the person making them, the Inspector General of Police and the Superintendent of Police concerned should, in consultation with the Collector, arrange for the appropriate law officer of the Government giving the necessary legal advice to, and appearing in court on behalf of the Government servant. Where the person defamed is the Inspector General of Police himself or the Superintendent of Police, the sanction of the Government or the Range Deputy Inspector General of Police concerned, as the case may be, should be obtained.

(2) The Inspector General of Police or the Superintendent of police, as the case may be, shall, on

noticing any article in the press defaming a police officer in his charge for an act done by him in the discharge of his duties, scrutinise the defamatory article and decide after proper enquiry if proceedings could be instituted against the person or persons responsible for the article. If such a course of action is decided upon, Government shall be moved through the proper channel to direct the Public Prosecutor under sub-clause (c) of clause (3) of section 198-B of the Code of Criminal Procedure to make a complaint in the Court of Session. This process should be gone through as expeditiously as possible so that the complaint when lodged will be within the limitation prescribed under clause (4) of section 198-B of the Code of Criminal Procedure.

(3) The Superintendent of Police or the competent Officers as the case may be, will move the Inspector General of Police for the purpose of getting sanction of Government with a draft plaint or complaint prepared by the local Government Pleader/Public Prosecutor.

(4) Sanction of the Government should be obtained separately in respect of appeals or other proceedings arising out of such a prosecution.

CIVIL SUITS

Threat of Civil Suits

162. When a police officer receives any communication containing a threat of civil suit against him for acts done in his official capacity, he should follow the same procedure as laid down in para 157; but the copy of the communication and the proposed reply should be sent to the Inspector General of Police instead of to the District Collector. If the Police Officer who receives such communication is the Inspector General he should adopt the same procedure as laid down in para 157.

Procedure to be followed when civil suits are instituted

163. (a) If any civil suit is instituted against a police officer in respect of anything purporting to be done in his official capacity either after the expiry of the six months period laid down in sub-section (3) of Section 64 of the Kerala Police Act, 1960 (Act 5 of 1961) or without 2 months' notice, in writing of the intended suit with sufficient discription of the subject matter of the civil suit or relief claimed, as laid down in sub-section (4) of Section 64 of the Kerala Police Act, 1960 or without notice as required by Section 80 of the Code of Civil Procedure Code, 1908 having been duly served on him, he shall as a rule move the court to dismiss the suit on the ground that it is instituted contrary to the provisions of those sections. If, however, the provisions of the sections are complied with, he shall immediately report to his superior officer all the circumstances necessary to the forming of an opinion on the case. When the report reaches the Superintendent of Police/Commissioner of Police/Principal, Police Training College/Commandant/D.I.G. C.I.D. as the case may be, he will at once after making any enquiry that may be necessary, report the facts fully together with his recommendations to the District Collector, who shall after consulting the Government Pleader forward the report for orders of the Inspector General of Police. The Superintendent of Police or other competent authority should also forward an advance copy of the report through the range Deputy Inspector General to the Inspector General of Police for information.

(b) In suits in which the fee of the lawyer who may be engaged for the defence does not exceed a maximum of Rs. 300 for the whole case, the Inspector General may himself sanction the defence. In all

other cases, he shall forward the report, with his recommendations, for the orders of Government. The scale of fee to be paid to the lawyer will be the regulation fee in the case of the Government pleader and in the case of private counsel, a fee fixed by the Inspector General of Police not exceeding the said regulation fee and subject to the limit of his sanctioning capacity.

(c) The Inspector General is empowered to write off costs awarded to Police Officers in civil suits in which the defence of the officers has been sanctioned at State expense, if such costs are irrecoverable, upto a limit of Rs. 300 in each case.

General instructions in civil suits

164. Instructions contained in para 159 will also apply to civil cases but the authority empowered to fix fee to the private counsel is the Inspector General of Police and in addition to the lawyer's fees he may sanction payment of incidental expenses upto a limit of Rs. 100. The Inspector General may also fix in advance a daily fee subject to a maximum for the whole case which maximum shall not exceed the regulation fee, for a private counsel.

Rules for the defence of Police Officers against whom civil suits are instituted by Government or with their sanction.

165. The same rules as applicable to the cases of criminal prosecution of police officers instituted, by Government, or with their sanction, will apply to civil suits instituted, by Government, or with their sanction also.

Institution at State cost of Civil Suits by Police Offices.

166. The institution of a civil suit by a police officer at the cost of the State requires the sanction of Government. In applying for such sanction, procedure laid down in para 161 should be followed to the extent applicable. Sanction of Government should be obtained separately in respect of appeals or other proceedings arising out of civil suit.

Civil suits by or against the State.

167. The institution of a civil suit on behalf of the State requires the sanction of Government. In all such suits and in suits by or against police officers which go to the Government for sanction, the plaints and written statements should, except in cases of emergency, be got approved by Government, before they are filed. After the approval has been obtained, the Inspector General can act further on behalf of Government by signing plaints and, if acquainted with the facts of the case, by verifying pleadings. If a civil suit is instituted against the State in connection with a matter concerning the Police Department, the Superintendent of Police/Commissioner/Principal, Police Training College/Commandant/ Dy. Inspector General of Police, C.I.D., as the case may be, shall refer the matter to the Inspector General for orders. As the defence of such suits ordinarily falls upon the Government Pleader of the area, the Inspector General will secure his services through the Collector.

Legal advice to be obtained in regard to litigation affecting the State.

168 (a) In regard to litigation by or against the State, legal advice shall always be obtained before a suit is instituted or the defence of a suit undertaken on behalf of the State. It is not necessary that such advice should be obtained merely because the notice of a suit against the State is given under section 80 of the Code of Civil Procedure, though in important cases it may be desirable for the officer dealing with the notice to obtain legal advice regarding it. Nor will officers who are competent to sanction the filing or defence of suits on behalf of the State be bound to follow the legal advice they may receive, though, if they decide to reject it, they must place the reasons for their decision clearly on record. Subject to these directions, it shall be the duty of every officer, before filing, or sanctioning the defence of a suit or appeal, to obtain the opinion of the appropriate legal adviser as to whether the suit or appeal is legally maintainable. In the case of district officers the Government Pleader of the district will be referred to, and the fact of such a reference having been made shall be included in any report to the higher authority.

(b) The Inspector General is entitled to seek the advice of the Advocate-General and other law officers.

Appearance and preparation of affidavits and counter affidavits in writs filed against the Government.

169. (1) In cases where Government have been impleaded as party they will approve draft counter affidavit and swear to it before filing it in the High Court.

(2) In cases where police officers also figure as parties to proceedings in their capacity as Government servants, they should not instruct Government Pleader/Advocate General or tender statement of facts to them without obtaining prior approval of the Government. In every such case, the police officer concerned should send up, through the proper channel, a report to the Government with a copy of the statement of facts to the extent they are aware of. The officers forwarding such statements to Government should supplement, correct and complete the statement and forward the same to Government with the relevant records and other information, if any, to enable Government to have a thorough grasp of the circumstances of the case.

(Government Circular Memo No. 34440/64/SD-4/PD dated 28-7-1964).

Claims for loss of service against members of the public for injury caused by them to Police Officers.

170. Police officers should report promptly through their superior officers to the Inspector General the full facts regarding any injury sustained by them, incapacitating them from service either temporarily or permanently, while on duty, owing to the negligence of a member or members of the public. The question of instituting a claim for loss of services against the party alleged to be responsible for the injury will be decided by Government in each case in consultation with their legal advisers.

Legal Assistance to Officers who have Retired, for acts done while in service.

171. (a) When a civil suit or criminal complaint is instituted against a police officer who has retired from service, in respect of any act done by him in his official capacity while in service, the procedure prescribed in paras 158 and 163 should be followed. The responsibility of getting legal assistance rests

with the Superintendent of Police or officers of the higher rank, as the case may be.

(b) If the retired police officer undertakes a journey in connection with a civil or criminal case instituted against him and the defence of such case has been sanctioned, he is entitled to T.A. admissible to him while in service.

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CHAPTER XI

SERVICE RECORDS

172. (a) A record of service of a Gazetted Officer is kept by the Accountant General.

(b) In the case of Sub Inspectors, Service Books will be maintained in the prescribed form. In regard to Constabulary it will be maintained in KPF No. 152 (A). When a promoted Head Constable is confirmed as a Sub Inspector, his service record in KPF 152(A) should be closed and a Service Book as for Sub Inspectors will be opened. The previous service record should be kept with the Service Book newly opened.

173. Every step in an Officer's official life is recorded in his Service Book and each entry must be attested by the head of his office. The Service records of Police officers of and below the rank of Sub Inspectors is maintained in District Police Office or unit office or at the offices as may be fixed from time to time. In regard to Sub Inspectors, promoted as Circle Inspectors, the Service Books will continue to be maintained in District Police Office until confirmation, when it is sent to the Accountant General's Office for filing with the service records of Gazetted Officers maintained there.

Annual Verilication

174. (1) The Service Books and rolls in each office should be taken up for verification in April of every year by the head of the office who, after satisfying himself that the services of the officer concerned are correctly recorded in his service book or roll in conformity with standing instructions and that there are no liabilities against the officer during the period, should record therein a certificate in the following words over his signature:- "Service verified upto (date) from (pay bills, acquittance rolls and similar records to be specified by reference to which the verification was made) ".

(2) Superintendents of Police, Commandants and Dy. Inspector General of Police as the case may be, will send to Chief office by 1st of May each year an annual report that the annual verification of service books of all subordinate officers has been completed. The consolidated report from Inspector General of Police to the Government is due on the 1st of June each year.

(Detailed instructions in regard to maintenance of records of service are given in Chapter X of K.S.R. Part III.)

Defaulter Sheet

175. (1) All Police Officers below the rank of Inspector on enlistment, are given a Defaulter Sheet in KPF No. 35. H, which will form part of their Service Books (KPF No. 152-A).

(2) All punishments mentioned in the Kerala Police Departmental Inquiries, Punishment and Appeal Rules as amended from time to time except Petty and non appealable punishments such as punishment drill, extra guard and fatigue duty, shall be recorded in the Defaulter sheet. Copies of the order of

punishments for this purpose should be sent to the offices having custody of the Service Records of the defaulter concerned.

(3) The date from which punishments by reduction or dismissal take effect should be specifically entered in the Defaulter sheet.

(4) Copies of Defaulter sheets will be kept in stations in charge of the Station House Officer for Officers below the rank of Sub Inspectors. Entries therein shall be made by the Sub Inspector. Circle Inspectors will maintain copies of Defaulter Sheets of Sub Inspectors working under them.

(5) An authenticated copy of every minute relating to reduction or dismissal, with date of delivery to the delinquent, should be filed with the Service Book.

Small Service Book

176. (1) Small Service Books in KPF No. 152-B is supplied to all Police Officers below the rank of Inspectors on enlistment.

(2) Entries in the Small Service Books of Sub Inspectors will be made by Inspectors and in those of the Constabulary by Inspectors or Sub Inspectors, as the case may be.

(3) The books may be handed over to the Officers one year after the date on which pension or gratuity is granted to them.

(4) Small Service Books of Sub Inspectors will be in the custody of Inspectors and those below the rank of Sub Inspectors will be in the custody of Sub Inspectors or Inspectors as the case may be.

Sannad

177. Every Police Officer on enlistment, is given a Sannad in K.P.F. No. 168.

Medical History Sheet

178. (1) All Head Constables and Constables are given a Medical History Sheet in K.P.F. No. 201 on enlistment.

(2) Medical History Sheets will be kept by the Station House Officer and given to men on their going to hospital. Entries of attendance at hospitals will be made by Medical Officers alone.

Members of the Subordinate Service-Periodical free Medical Examination.

179. (1) The members of the Kerala Police Subordinate Service should be medically examined once in two years. The Superintendents of Police of the Districts should arrange for the examination of each member of the Police Subordinate Service by a Government Medical Officer.

(2) The examination will be free of cost.

(3) Superintendents of Police of Districts and other Officers of corresponding rank shall draw up standing instructions for the medical examination in consultation with the District Medical Officers concerned.

(4) The fact of the biennial medical examination having been done should be entered with date in red ink in the medical history sheet or service book as the case may be.

(5) When a member of the subordinate service goes to Hospital for treatment that opportunity should be taken to have the biennial examination also conducted, provided the biennial examination is due within 3 months.

Discharge Certificate

180. (1) A discharge certificate in K.P:F. No. 45 shall be given to every non-gazetted Police Officer on leaving the force. His character should be described from a consideration of his conduct throughout his service, and in case he has been dismissed or removed for misconduct, it should not necessarily be confined to the particular misconduct, it that necessitated removal or dismissal.

(2) The following expressions alone may be made in discribing character:-

"Very Good", "Good", "Fair", "Indifferent", "Bad", "Very Bad". If a man's character has recently changed and cannot be properly described without qualification the word "Latterly" may be used as a prefix to any of the above expressions.

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CHAPTER XII

MAINTENANCE OF PERSONAL FILES AND SUBMISSION OF PERIODICAL REPORTS ON OFFICERS**Opening of Personal Files**

181. (a) A personal file shall be opened for every officer of and above the rank of Head Constable immediately on his first appointment and for every constable selected for promotion to the rank of Head Constable. This file will contain a continuous record of the Officer's personal work and conduct while in public service and should always be treated as a confidential record.

(b) In the case of constables who are not selected for promotion, their service book (K.P.F. No. 152-A) will be the record to make such records.

Contents of Personal Files

182. (1) A personal file shall consist of four parts:-

- (a) Part I - History of service in K.P.F. No. 35.
- (b) Part II - Copy of defaulter sheet in K.P.F. No. 35-A,
- (c) Part III - List of rewards in K. P. F. No. 35-B.
- (d) Part IV - Copies of Confidential reports.

(2) (a) The first page on the Personal File should be in K.P.F. No. 35-H4 and particulars mentioned therein should be filled in at the time the first report is prepared, the entries being altered from time to time when necessary. In the case of Gazetted Officers, particulars of service in gazetted posts (position and duration of service) should be attached in addition to K.P.F. No. 35-H4 and maintained up-to-date.

(b) All Officers except the last grade servants on first appointment to Government service should furnish information in Form in Appendix XI in respect of their close relations and it should be added to the confidential report of the Officers concerned. Any changes in the particulars given should be furnished by the official at the end of each year to the Head of Office/Department where he is employed. The head of Office/Department will incorporate the information in the confidential report and keep it up-to-date.

(3) (a) The first page and Parts I to III shall be kept in a separate folder [in K.P.F. No. 35-B (2)] in the personal file to be removed for making entries by a clerk under the supervision of the officer who maintains the personal file.

(b) Periodical report on the work and conduct of an officer or any special report on the officer concerned from the superior officers duly prepared, submitted and recorded in the manner prescribed, will be kept in Part IV in a separate folder [in K.P.F. No. 35-H(3)]. The first page and parts I to IV shall be kept in a personal file folder (in K.P.F. No. 35-H. 1).

(c) Part IV will also contain all formal orders or communications (with reference to the original correspondence) by the Government, the Inspector General of Police and other Superior Officers in gradation, commending or expressing dissatisfaction with, or adversely criticising, the work or conduct of the officer or rewarding or punishing him and authenticated copies of all judicial orders or judgements reflecting on the officer's work unfavourably or expressing commendation of it.

(d) As and when a record is added to any of the parts, it should be given a serial page number(s) and its particulars immediately entered in the index, initialled by the officer maintaining the personal file in the chronological order and no page should be removed therefrom on any account.

(e) Communication of all remarks adverse or otherwise, contained in the periodical or special reports, the manner of communication, the original representation or explanation against adverse remarks and the finding thereon, should be recorded and kept in Part. IV, immediately after the reports to which such communication or orders relate. Acknowledgements should be obtained in all cases and filed in the confidential records.

Custody of Personal Files and Confidential Reports

183. (1) Inspector General of Police is the authority to maintain personal files for Deputy Superintendent of Police and Officers of corresponding rank. Personal files for Inspectors, and Officers of corresponding rank are maintained by the Deputy Inspector General concerned and of Sub Inspectors of Police and Officers of corresponding rank by the Superintendent of Police concerned. Sub Divisional Officers and Officers of corresponding rank will maintain personal files for Jamadars, Head Constables, Havildars and Police Constables fit for promotion to higher rank.

(2) Appendix XII gives the details of the authorities who are to initiate, review, keep the confidential reports, etc., on various categories of officials.

(3) When an officer is either transferred, promoted or reverted, his personal file will be transferred by the officer in whose custody the personal file is, to the officer empowered to maintain personal files of such officer.

(4) Duplicate copies of Annual and Half Yearly confidential reports on Circle Inspectors/Reserve Inspectors/Armed Police Inspectors or Officers of equivalent rank, Sub Inspectors/Reserve Sub Inspectors/Armed Police Sub Inspectors or Officers of equivalent rank, Head constables fit for promotion as Sub Inspectors, Havildars-Major and Havildars fit for promotion as Armed Police Sub Inspectors, Jamadars fit for promotion as Reserve Sub Inspectors and Managers District Police Office, are also maintained in the Confidential Section in the Chief Office. This section will be responsible for the safe custody of confidential reports on Officers.

(5) Another such copy of confidential reports is also maintained in range offices.

(IG's Confdl. Memo 1/Confdl./65 dated 18.12.1965).

(6) (a) Custodian Officers should ensure that subordinates in the administrative posts do not have access to the confidential reports on themselves, their seniors or officers of equal rank.

(b) Personal files and confidential reports should always be sent in sealed cover addressed by name, and if not delivered in person, dispatched by registered post acknowledgement due.

Responsibility for maintenance of Confidential Reports.

184. (1) The head of the Department/Office should regard it as his personal and special responsibility to ensure that confidential reports are properly maintained in respect of Officers working under his direct or ultimate control. It is the duty of Officers at each level to observe closely the work and conduct of those under their control and to provide training and guidance, where necessary. The reports should be based on the results of such observations. The entire period of an officer should be covered by these reports. Superior Officers should see that no portion of a subordinate Officer's service has been kept uncovered. But report for a period less than 45 days need not be insisted upon since the reporting officer will not be in a position to assess correctly the capacity of a reportee within such a short period. As promotions to selection posts are on a comparative assessment, the need for a full and complete report cannot be over emphasized. When any period of an Officer's service has not been covered by a report the reasons for such omission should be recorded.

(2) Default on the part of an Officer in the preparation and maintenance of confidential reports on his subordinates should be mentioned in the confidential report on the reporting officer as a point of failure in his duty.

(3) During inspections all Officers will scrutinize personal file and confidential reports maintained by Officers, subordinate to them, if any, and record that fact in their inspection report.

Preparation of Confidential Reports – Instructions.

185. (1) Confidential reports should be written or typed by the officer himself, if typewritten the Officer should certify that he typed the report himself. The name of the Officer writing the report should be written in block letters below his signature. His designation should also be indicated. The name and designation of the Officer reported on must also be given in full.

(2) The Confidential reports will, unless otherwise prescribed, be made out in the first instance by the Officer under whose administrative control the subordinate is working (ie., by Inspector General in the case of Deputy Inspectors-General and Assistant Inspector General, by the Deputy Inspector General in the case of Superintendents and Officers of corresponding rank, by Superintendents and Officers of corresponding rank, in the case of Assistant Superintendent of Police/Dy. Superintendent of Police and Officers of corresponding rank, by Sub Divisional Officers and Officers of corresponding rank in the case of Inspectors and Officers of corresponding rank, and Inspectors and Officers of corresponding rank in the case of Sub Inspectors, Jamadars, Head Constables, Havildars and Police Constables fit for promotion as Head Constables) and passed on to the next higher authority, who will satisfy himself that the reports have been prepared in the proper form and add his assessment of the subordinate's work and conduct. The judgement of the reporting officer, eventhough aimed at being as completely fair and unbiased as possible, may sometimes tend to become narrow. It is therefore particularly important that the official superior of the reporting officer should consider it his duty to form his own judgement of the work and conduct of the reportee. He should exercise independent judgement on the remarks of the

reporting officer under the various detailed headings in the form of the report as well as on the general assessment and express clearly his agreement or disagreement with those remarks. This is particularly necessary in regard to any adverse remarks, and in these cases it is the higher officer's remarks, that shall be taken as the correct assessment. These instructions should not be regarded as limiting the freedom of the receiving officer to make any additional remarks touching on points not mentioned by the reporting officer. Such additional remarks would, in fact, be necessary where the report is too brief, vague or cryptic. If however, by any chance, a receiving officer does not have an idea of the work of any of his subordinates, it should be clearly stated by that authority that he has no knowledge of the subordinate's work. It would not be sufficient for an officer to fix his signature without any comments; such signature without comments would signify endorsement of the views expressed by the officers below.

(3) Entries in the Confidential reports should be descriptive.

(4) In the case of Last Grade Servants, only general descriptive remarks on the personnel with details of adverse remarks, if any, need be entered. Confidential reports of these staff need not be passed on for countersignature.

(5) Reporting officers should not refrain from recording in the confidential reports all relevant observations and opinions which they might have formed, so as to ensure that the report should represent a frank and full appraisal of the Officer's merits and demerits. All Officers who have to record their remarks in the confidential reports should do so with the greatest caution and should not record any remarks lightly or on the spur of the moment. As far as possible, the reporting officers should try to advance specific instances or reasons to justify their observations. Colourless entries like 'satisfactory', 'fair', etc., only defeat the purpose for which confidential reports are maintained and should be avoided as far as possible. Reporting officers should deal with both the good points and shortcomings of the officer in a clear and lucid manner to enable a correct assessment of his character, ability, etc. A study of inspection reports, visiting remarks and such other documents will help to arrive at a fair assessment.

(6) When an officer is transferred during the middle of a year, a report or note should be prepared and forwarded to the Officer to whose administrative control the Officer is transferred, to be completed at the end of the year.

(7) A reporting officer, when he proceeds on leave or is transferred or retires must leave on record for the information of his successor his opinion on the work of every officer directly subordinate to him. The record should, as far as possible, contain the reporting officer's opinion in regard to all relevant points prescribed. This opinion should be incorporated in the annual confidential report. If the reporting Officer has held charge for more than four months, the record should itself be made on the form of Confidential report prescribed.

(8) Where the past reports indicate certain defects or where adverse remarks have been conveyed in previous years, a special mention should be made particularly as to whether there has been any improvement under such defects.

(IG's Confidential Memo No. CS. 11/62/66 dated 20-6-1966).

(9) Particulars of punishments awarded to an officer during the period under the confidential report

should be recorded in the report quoting the number and date of the order, etc. A copy of the order or letter conveying the punishment should also be attached with the confidential report. Similarly a list of rewards earned by the reportee will also be attached.

(IG's Confidential Memo No. C.S. 11/67/66 dated 7-7-1966).

(10) While forwarding annual/half yearly Confidential reports on circle Inspectors, a statement showing statistics of crime of each circle reported after the concerned Circle Inspector has taken charge, his ability to investigate and control crime substantiated by facts should be attached to the report. This statement need not be filed in the personal file. No review of explanation on the facts shown in the statement either by the superior officer or by the Circle Inspector is necessary. The purpose of this statement is to assess the work turned out by the officer during the period under report.

Note: The Superintendents of Police will route the Confidential reports of the Circle Inspectors through the District Collectors concerned for recording the opinion about the officer.

(IG's Confidential Circular Memo No. C.S. 11/71/66 dated 13-7-1966).

Maintenance of Ephemeral Character Book

(11) All Officers who have to prepare and submit Confidential reports may maintain an Ephemeral Character Book so as to enable them to implement satisfactorily the provisions of this Rule. A page will be allotted to each officer in respect of whom Confidential reports are to be made. All minor defaults, instances of carelessness or disobedience and cases of good work will be noted in this Book for reference when periodical report for the year or half year is to be prepared. Such ephemeral sheets should be kept with the personal file and removed after one year or after a representation on the year's adverse remarks is finally decided, whichever is later.

Period of Confidential Reports

186. (1) The report on Gazetted Officers should be recorded in form in Appendix XIII. The forms for reporting on non-Gazetted Officers and Last Grade Servants are at Appendix XIV and Appendix XV respectively. The reports should cover the period from the 1st January to the 31st December in the case of all Officers except I.P.S. Officers. In regard to I.P.S. Officers, the period of report is from the 1st April to the 31st March.

(2) Confidential reports on an officer should be prepared and submitted half yearly for the first 3 years of his service. The same procedure has to be followed when an officer is promoted to a higher post. The period of half yearly reports will be the half years ending 30th June and 31st December each year to be submitted to the higher authority within one month. The period of half yearly reports in the case of Officers belonging to the I.P.S. shall be for the half years ending 31st March and 30th September to be submitted by 1st and 1st November following the half years.

special Reports

187. (1) Special reports may be called for at any time on the work of any officer. Such reports should be

submitted through the prescribed, channels but need not be recorded in the form for annual confidential reports and should be confined to the question and questions raised.

(2) A superior officer may, at any time, of his own accord forward a report on an officer working under him should he consider that the conduct of an officer makes such action necessary. Such reports should also be submitted through the prescribed channel.

(3) Any special reports required about an Officer's fitness for promotion or about his conduct may be included in the Confidential report at the discretion of an officer in whose custody the Confidential file is kept.

Date of submission of Confidential Reports

188. The reporting Officer will forward the annual report on his subordinates by the first February following the year reviewed (and the half yearly report by the 1st February and the 1st August following the half year) and the successive authorities should pass on the report with their remarks to the next higher authority within one week of its receipt by them. In the case of I.P.S. Officers the reporting Officer will furnish the report, within one month of the expiry of the period of report. All such reports shall reach the Government within three months of the expiry of the period of report. This time limit has to be strictly followed and the Confidential reports in final form should be made ready by the end of February.

Confidential Reports on Officers on deputation to another Department or on other service with Government of India, etc.

189. (1) The confidential reports on officers on deputation to another Department of Government should be continued to be maintained in the parent Department. In such cases the confidential reports should be prepared in duplicate by the Department where the officer is on deputation and one copy there of sent to the parent Department and the duplicate retained by too custodian of the Department where he is on deputation. When the deputation is terminated all the duplicate copies of the reports on him should be sent to the parent Department for custody.

(2) In respect of Officers on service with Government of India, etc., the confidential reports should be duly obtained from that Government, and kept along with the Confidential records on the Officers.

Confidential reports on retired and deceased Officers - Disposals.

190. (1) Confidential reports or copies thereof should not be given to a retired officer or a person who has relinquished Government Service. But if a request is received there is no objection to giving him an objective testimonial based on his work and conduct.

(2) The Confidential record relating to a deceased officer may be destroyed after a period of 2 years from the date of his death and that of a retired Government Servant after five years from the date of retirement.

Register to watch disposal of Confidential Reports

191. Officers who are authorised to maintain Personal Files will maintain a register in K.P.F. No. 35-J to watch the timely receipt of Confidential reports and their final disposal by the dates prescribed.

Communication of Confidential Remarks

192. (1) As soon as the report is written by the reporting officer and reviewed by the reviewing officer, it should be shown to the officer concerned and his acknowledgement obtained on it, so that he could have a complete picture of the impression he has created on the reporting officer instead of merely the picture arising out of the adverse remarks.

(2) If any representation is received from the officer regarding the report, it should be filed along with the report together with any comments that the reporting/reviewing officer may have to make on such representation. Acknowledgement of the officer concerned on these further remarks made by the reporting/reviewing officer will also be obtained as proof that he has seen it. The result of the action taken on representations against adverse remarks should also be communicated to the officers concerned, on acknowledgement.

(3) Where an officer has made adverse remarks against an Officer serving under him for two consecutive years, the officer who communicates the adverse remarks may also consider the desirability of giving the officer' concerned (reportee) an opportunity to serve under another officer so that, there will, at least, be two independent opinions relating to the work of the officer when his case is considered for promotion by the competent authority.

Representation against adverse remarks

193. (1) Adverse entries in Confidential reports are not punishments under the Statutory rules. No appeal therefore lies against such remarks. The reportee should however, be given an opportunity to make a representation against any remarks which have been communicated to him and which he feels are unjustified. Such representation should be made to the authority charged with the duty of scrutinising the Officer's confidential report within one month of the date on which the communication is received by the reportee. The competent authority may however, at its discretion entertain a representation made beyond the time specified above, if there is satisfactory explanation for the delay. Representation should be couched in polite language and be objective and factual. False groundless accusation or intemperate language will make the representing officer liable for disciplinary action.

(2) Representations against adverse remarks should be examined by an authority superior to the reviewing officer, in consultation, if necessary with the reporting and reviewing officers. The superior authority referred to shall be regarded as competent authority to deal with such representations.

(3) If it is found that the remarks were justified and the representation was frivolous a note will be made in the Confidential report of the representationist that he did not take the correction in good spirit.

(4) If the competent authority feels that there is no sufficient ground for interference, the representation should be rejected and the Officer informed accordingly. If the competent authority, however, feels that the remarks should be toned down he should make the necessary entry separately with proper attestation at the appropriate place of the report; the correction should not be made in the earlier

entries themselves.

(5) In the rare event of the competent authority coming to the conclusion that the adverse remark was inspired by malice or was entirely incorrect or unfounded and therefore deserved expunction, he should record his findings in the Confidential records. For the purpose he will make an entry in red ink with his signature, name and date stating that he has done so. But before taking such action, he should bring it to the notice of the Inspector General or Head of Office if he himself does not occupy that position. It is not correct to paste over the remarks expunged, they may merely be scored through.

(6) There is no scope for correspondence between the reviewing officer, the reporting officer and the officer reported upon except the representations made.

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APPENDIX I

Form - 162 Promotion Roll

Roll for the promotion of a

to the post of

1. Name and post held
2. Date of entry in service & post to which appointed.
3. Pay and scale of pay.
4. Length of service in post held.
5. Report on work in post held.
6. General remarks on conduct and character.
7. Details of Good Service Entries or rewards received in service.
8. Details of punishments received in service other than those in item 9.
9. Number of reductions and specific suspensions earned.
10. Statement of any period of officiating service as and opinion of work in this period.
11. Remarks on qualification for promotion to the post of with examinations passed.
12. Date of birth.
13. Remarks of the Superintendent of police as to work and suitability for the post recommended.
14. Remarks of the Dy. Inspector General of Police as to work and suitability for the post recommended.
15. Remarks of the Inspector General of Police.

APPENDIX – II

Recommendation Roll

Sl. No.	Name of Officer	Designation	Class of appointment	Length of service in grade	Present pay	Age	Number of rewards earned during the last 2 years.	Number of punishments earned during the last 2 years	Whether recommended or not recommended for inclusion in 'C' list (Reasons to be given)
1	2	3	4	5	6	7	8	9	10

(Signature & Designation of the recommending authority)

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APPENDIX - III

Select list Form

List of(Category of post) fit for promotion to the rank of
(category of post)

Sl. No.	Name	Age	Length of service in the category	Rewards	<i>Defaults</i> default during the last 2 years	Whether any adverse entry in last 6 years affecting integrity	Whether recommended by the custodian of personal file	Whether recommended by the Promotion Board	Remarks
1	2	3	4	5	6	7	8	9	10

(Signature and designation of Chairman and members of the Promotion Board).

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APPENDIX IV

Musketry practice and scoring
 Seale of Ammunition per an num for practice for 410 Muskets – 50 rounds

Details of Practice

Distance	Condition	No. of Rds.	Higher Possible score
75 Yards application	Slow fire	5	20 Bull .. 4 Inner .. 3 Magpie .. 2 and Outer .. 1
75 Yards	Snap shooting	5	15 Bull and Inner .. 3 Magpie and Outer .. 1
75 Yards	Rapid	5 ---- 15 ===	15 ---- 50 ===

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Appendix V**Statutes and Rules relating to the President's Police
and fire services medal and the Police Medal**

The following is a reprint of Notifications Nos. 3 - Pres and 4 - Pres., dated the 1st March 1951, as amended upto the 1st March, 1969.

OFFICE OF THE SECRETARY TO THE PRESIDENT

NOTIFICATION

New Delhi, the 1st March, 1951

No.3 - Pres. The President is pleased to institute the following awards to be conferred on members of Police forces and organised Fire Services throughout the Indian Union in consideration of meritorious services or gallantry and outstanding devotion to duty, to be designated "President's Police and Fire Services Medal and "Police Medal" respectively and to make, ordain and establish the following statutes governing them which shall be deemed to have effect from the twenty-sixth day of January in the year one thousand nine hundred and fifty.

President's Police and Fire Services Medal

Firstly: The award shall be in the form of a medal and styled and de-signed the PRESIDENT'S POLICE AND FIRE SERVICES MEDAL (hereinafter referred to as the Medal).

Secondly: The medal shall be circular in shape, made of silver with gold gilt one and three-eighth inches in diameter, and shall have embossed on the obverse the design of the President's Flag on a shield in the centre and words "President's Police and Fire Services Medal", above and "India" below the shield along the edge of the medal separated by two five-pointed heraldic stars On the reverse, it shall have embossed the State Emblem in the centre and the words "For Gallantry" or "For Distinguished Service", as the case may be, along the lower edge and a wreath joined by a plain clasp at the top along the upper edge. On the rim the name of the person to whom the medal has been awarded, shall be inscribed.

Thirdly: The medal shall only be awarded to those who have either performed acts of exceptional courage and skill or exhibited conspicuous devotion to duty as members of a recognised Police Force or Fire Service within the territory of India.

Fourthly: The names of those to whom this medal may be awarded shall be published in the Gazette of India and a Register of such names shall be kept in the Ministry of Home Affairs by such person as the President may direct.

Fifthly: Each medal shall be suspended from the left breast and the riband, of an inch and three-eighth in width, shall in the case of distinguished service be half blue and half silver white; and in the case of awards for acts of exceptional courage and gallantry the riband will be half blue and half silver

white the two colours being separated by a vertical red line 1/8" in width.

Sixthly: Any act of gallantry which is worthy of recognition by the award of the PRESIDENT'S POLICE AND FIRE SERVICES MEDAL, but is performed by one upon whom the Decoration has already been conferred, may be recorded by a Bar attached to the riband by which the medal is suspended. For every such additional act an additional Bar may be added and for each Bar awarded a small silver rose with gold gilt shall be added to the riband when worn alone.

Seventhly: It shall be competent for the President to cancel and annul the award to any person of the above Decoration and that thereupon his name in the Register shall be erased. It shall, however, be competent for the President to restore any Decoration which may have been so forfeited. Every person to whom the said Decoration is awarded shall, before receiving the same, enter into an agreement to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the Gazette of India.

Eighthly: It shall be competent for the President to make rules to carry out the purpose of these statutes.

NOTIFICATION

New Delhi, the 1st March, 1951

No.4. Pres. In accordance with the Statute "eighthly" of the States relating to the award of the President's Police and Fire Services Medal and the police Medal, the following rules governing them are notified:

(1) Recommendations for awards on the ground on conspicuous gallantry shall be made as soon as possible after the occasion on which the conspicuous gallantry was shown; and in special circumstances recommendations for awards on other grounds may be made at any time for an immediate award.

(2) All recommendations shall state the name and rank of the person recommended, the name of the Police or Fire Service of which he is or was a member and particulars of the gallantry or service for which the grant of the medal is recommended.

(3) The number of medals awarded in anyone year shall not exceed forty-five unless the President is of opinion that special circumstances in any year justify the award of medals in excess of that number.

(4) The medal shall be awarded:

(i) For conspicuous gallantry in saving life and property, or in preventing crime or arresting criminals, the risks incurred being estimated with due regard to the obligations and duties of the officer concerned.

(ii) A specially distinguished record in police service.

(iii) Success in organising Police or Fire Services, or in maintaining their organisations under

special difficulties.

- (iv) Special service in dealing with serious or wide-spread outbreaks of crime or public disorder, or fire.
- (v) Prolonged service; but only when distinguished by very exceptional ability and merit.

(5) When awarded for gallantry the medal will carry a monetary allowance at the rates and subject to the conditions set forth below. The charges there of shall be borne by the revenues of the State concerned.

- (a) The allowance should be granted only to officers of and below the rank of Inspector of Police.
- (b) The amount of the allowance should depend on the rank of the recipient at the time when the act of gallantry is performed and it should continue to be paid at that rate on promotion to higher ranks (including ranks above that of Inspector).
- (c) In the case of an Officer already in receipt of an allowance, an addition should be made to the allowance, on the award of a Bar to the Medal, according to the rank of the recipient at the time when the services for which the Bar is awarded, are rendered, provided that if at the time of the award of the Bar the recipient is of higher rank than when he was awarded the Medal, he shall, be entitled to substitute for the original allowance plus the additional allowance, the amount of allowance he would be entitled to draw had he been awarded the Medal in his present rank;
- (cc) Where an officer who has already been awarded either the King's Police and Fire Services Medal or that Medal and a Bar or Bars thereto for gallantry is subsequently awarded the President's Police and Fire Services Medal for a further act of gallantry, he shall be paid a monetary allowance attached to the Bar to the latter Medal in addition to the original allowance and not the full allowance attached to the Medal itself. Where an Officer has already been awarded the Indian Police Medal for gallantry is subsequently awarded for a further act of gallantry he shall be paid the full allowance attached to the latter Medal in addition to the original allowance.
- (d) The allowance should be granted from the date of the act for which the award is given, and, unless it is forfeited for misconduct, will continue until death.
- (e) Where an individual is in receipt of the allowance at the time of his death, it shall be continued for life or till re marriage to his widow (the first married wife having the preference). In the case of a posthumous award of the Medal or Bar, the allowance should be paid, from the date of the act for which the award is made, to the widow (the first married wife having preference) for her life or till re-marriage.

The rates of the allowance for the different ranks will be as follows:

	Allowance for Medal	Allowance for Eat
--	---------------------	-------------------

Rank	or for Bar awarded to an Officer not already in receipt of an allowance.	awarded to an Officer already in receipt of an allowance.
	Rs.	Rs.
Inspector, Civil Police Subedar Major and Subedar Military Police. District Fire Officer and Fire Station Officer-I.	40 p.m.	20 p.m.
Deputy Inspector, Sub Inspector and Sergeant, Civil Police, Jemadar Military Police, Fire Station Officer-II.	25 p.m.	12 p.m.
Assistant Sub Inspector, Civil Police.	20 p.m.	10 p.m.
Head Leading Fireman Head Constable, Civil Police. Havildar & Naik, Military Police. Leading Fireman and Selection Grade Fireman	15 p.m.	7 p.m.
Constable, Civil Police, Sepoy, Military Police Driver and Fireman.	10 p.m.	5 p.m.

(6) The medal is liable to be forfeited when the holder is guilty of disloyalty, "cowardice in action or such conduct as in the opinion of the President brings the force into disrepute.

(7) Recommendations for the announcement of awards for distinguished service on the 26th January (Republic Day) and the 15th August (Independence Day) should be forwarded so as to reach the Secretary to the Government of India, Ministry of Home affairs, not later than the 26th October and the 15th May respectively each year.

Police Medal

Firstly: The award shall be in the form of a medal and styled and designated the Police Medal (Hereinafter referred to as the Medal).

Secondly: The medal shall be circular in shape, made of bronze one and three-eighth inches in diameter, and shall have embossed on the obverse the State Emblem in the centre, and the words "Police Medal" above and the State motto "Satyameva Jayate" in Devanagri script at the bottom of the State Emblem along the edge of the medal separated by two five-pointed heraldic stars. On the reverse, it

shall have embossed the words "For meritorious Service", or "For Gallantry", as the case may be, exactly at the centre enclosed between two parallel straight lines connected at either end to each other by a concave line, and the words "Indian" above and "Police" below, the whole being encircled by a Wreath joined by a plain clasp at the bottom. On the rim the name of the person to whom the medal has been awarded shall be inscribed.

Thirdly: The medal shall be awarded to only those members of a recognized Police Force or of a properly organised Fire Service within the territory of India, who have performed service of conspicuous merit and gallantry.

Fourthly: The names of those to whom this medal may be awarded shall be published in the Gazette of India and a Register of such names shall be kept in the Ministry of Home Affairs by such person as the President may direct.

Fifthly: Each medal shall be suspended from the left breast, and the riband, of an inch and three-eighths in width, shall be dark blue with a narrow silver stripe on either side and a crimson stripe in the centre, and in the case of awards for acts of conspicuous gallantry, each of the blue portions of the riband shall contain a silver line down the middle.

Sixthly: Any distinguished conduct or act of gallantry which is worthy of recognition by the award of the Police Medal, but is performed by one upon whom the Decoration has already been conferred, may be recorded by a Bar attached to the riband by which the medal is suspended. For every such additional act and additional Bar may be added and for each Bar awarded a small silver rose shall be added to the riband when worn alone.

Seventhly: It shall be competent for the President to cancel and annul the award to any person of the above Medal and that thereupon his name in the Register shall be erased. It shall, however, be competent for the President to restore any Medal which may have been so forfeited. Every person of whom the said Decoration is awarded shall, before receiving the same, enter into an agreement to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the Gazette of India.

Eighthly: It shall be competent for the President to make rules to carry out the purposes of these statutes.

(1) Recommendations for awards on the ground of conspicuous gallantry shall be made as soon as possible after the occasion on which the conspicuous gallantry was shown; and in special circumstances recommendations for awards on other grounds may be made at any time for an immediate award.

(2) Each recommendation will state the name and rank of the person recommended, the Police Force or Fire Service on which he is or was a member and particulars of the action or service for which the grant of the medal is recommended.

(3) The number of medals awarded in one year (excluding Bars) shall not exceed one hundred and seventy five, but if the President considers that special circumstances in anyone year justify the award of medals in excess of one hundred and seventy-five, the number shall not exceed two hundred.

(4) The medal will be awarded:

- (i) for conspicuous gallantry. Awards for gallantry will be made as soon as possible after the event occasioning the grant;
- (ii) for valuable services characterised by resource and devotion to duty including prolonged service of ability and merit.

(5) (a) When awarded for gallantry the Medal will carry, subject to the conditions set forth for the President's Police and Fire Services Medal, a monetary allowance at half the rates sanctioned for the award of the President's Police and Fire Services Medal for gallantry. The charges there of shall be borne by the revenues of the State concerned.

(b) Where an officer who has already been awarded either the Indian Police Medal or that Medal and a Bar or Bars thereto for gallantry is subsequently awarded the Police Medal for a further act of gallantry, he shall be paid a monetary allowance attached to the Bar to the latter Medal in addition to the original allowance and not the full allowance attached to the Medal itself. Where an Officer who has already been awarded the King's Police and Fire Services Medal for gallantry is subsequently awarded the Police Medal for a further act of gallantry he should be paid the full allowance attached to the latter Medal in addition to the original allowance.

(6) The medal for gallantry shall be worn next to and immediately after the RESIDENT'S POLICE AND FIRE SERVICES MEDAL for distinguished service

(7) The award of the medal will not be a bar to the subsequent award of the PRESIDENT'S POLICE AND FIRE SERVICES MEDAL.

(8) The medal is liable to be forfeited when the holder is guilty of disloyalty, cowardice in action or such conduct as in the opinion of the President, brings the force into disrepute.

(9) Recommendations for the announcement of awards for meritorious service on the 26th January (Republic Day) and the 15th August (Independence Day) should be forwarded so as to reach the Secretary to the Government of India, Ministry of Home Affairs, not later than the 26th October and 15th May respectively each year.

Recommendations for the award of President's Police Services Medal/Police Medal

1. Full name of the individual recommended
(in block capitals)
2. Rank (Substantive and Officiating)
3. Date of enlistment and total number of years service in the Police
4. Date of birth and age

5. Full details of previous good work
6. Particular act or acts for which the grant of the medal is recommended with dates of incidents
7. If recommended for particular act or acts:
 - (i) Whether the nominee's conduct is free from doubt
 - (ii) Whether there has been any adverse public criticism of the nominee's action
 - (iii) Whether the occurrence in respect of which the award of the medal is recommended is or will soon be subjudice.
(Note :-If subjudice, the recommendation should await the result of the trial in Court).

Whether the nominee has at any time incurred the censure of a court or has been concerned in proceedings that have been censured by courts of law, and whether any adverse comments have at any time been made against his character, conduct etc.
- 8.
9. Number of meritorious and good service entries and rewards
10. Number of defaults.

PROFORMA – I

Recommendation from the Government.for the award of the President's Police and Fire Services Medal for distinguished service/Police Medal for meritorious service on the occasion of Republic Day, 1965, to Shri.

CITATION

PROFORMA-II

Certificate

Certified that the integrity of Shri. is above suspicion and that he had neither incurred censure nor was concerned in proceedings that were censured in the court of law.

(Signature of the recommending authority)

APPENDIX-VI

Prime Minister's Medal for life saving

- (a) In order to encourage Policemen, of all ranks to bring help and succour to the afflicted, in future in the All India Police Duty Meet, a separate award will be made incases where exemplary devotion to duty is shown by a policeman in saving human life.
- (b) The award will be in the form of a medal and will be styled and designated as the Prime Minister's Medal for life saving.
- (c) The description of the medal and its ribbon are as indicated below:
- (i) The medal shall be circular in shape, made of bronze, one and three-eighth inches in diameter, and shall have embossed on the obverse the State Emblem in the centre, and the words "Prime Minister's Police Medal" above, and the State motto "Satyameva Jayate" in the Devanagari script at the bottom of the State Emblem along the edge of the medal, separated by two five pointed heraldic stars. On the reverse it shall have embossed in the centre the design of the front view of a circular shield, to the left and right of which will be ornamental patterns of a lotus stalk with a bud and leaf. About the shield along the circular edge will be inscribed the words: "For Saving Life" and below the shield the words: . "Jivan rakshanartha in the Devnagari script.
- (ii) Such medal shall be suspended from the left breast, and the riband of one inch and three-eighths in width shall have four stripes of red, blue, saffron and green in that order beginning from the left. The red and the green stripes will be of equal width each being one-third of the total width of the riband. The blue and the saffron stripes will be of equal width, each being half of the width of the red and green stripes.
- (d) (i) By way of explanation of the design of the medal, and the ribbon it may be added that the obverse bears the State Emblem, and the name of the medal, e.g. Prime Minister's Police Medal". On the reverse the design of the circular Indian shield is supposed to convey the idea of protecting and saving life from danger. Life itself is to be represented by the lotusbud which is a traditional Indian design, and also appears on our Independence Medal, currency notes, etc.
- (ii) In the colours suggested for the ribbon, red symbolizes danger, blue is the accepted police colour, saffron is the colour traditionally associated In India with sacrifice, while green signifies life. Incidentally it may be mentioned that green also appears on the National Flag and is intended to represent prosperity. The colours of the ribbon suggested above, therefore adequately represent the idea of life being saved by the Police through sacrifice from danger.
- (e) The medal will be awarded to only those members of a recognised Police Force within the territory of India who have done outstanding work saving human life.
- (f) Six copies of the report of the cases to be considered for the award of this medal will be

personally signed by the Inspector General of Police and sent to the State Government in the Home Department soon after the event takes place.

(g) The Central Co-ordinating Committee running the All India Police Duty Meet will judge the merit of the cases reported to it on the basis of the risk involved in life saving and the skill, physical endurance, courage and devotion to duty exhibited.

(h) The Committee's recommendation will be sent to the Secretary in the Home Ministry for final approval.

(i) As the medal will carry the Prime Minister's name, the nominations for its award should be done in all seriousness and the standard of case reported should be really high.

(j) In some cases, the act of life saving done may entitle the Policeman concerned to a Gallantry Medal. In such a case whilst sending the recommendation, the Inspector General of Police should definitely mention whether a case for the award of Gallantry Medal is also being forwarded. If this is so, then the Central Co-ordinating Committee will keep the recommendations pending till the case for the award of the Gallantry Medal is decided. If the Gallantry Medal is not awarded for this particular event, the case will be taken up for consideration for the award of the Life-Saving Medal.

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APPENDIX-VII

The following order of precedence of wearing of the various medals and decorations are laid down by Government of India.

1. Bharat Ratna
2. Panim Vir Chakra
3. Ashoka Chakra Class I
4. Padma Vibhushan
5. Padma Bhushan
6. Maha Vir Chakra
7. Ashoka Chakra Class II
8. Padma Shri
9. Vir Chakra
11. The President's Police & Fire Services Medal for gallantry
12. The Police Medal for gallantry
13. The General Services Medal, 1947
14. The President's Police and Fire Services Medal for distinguished service.
15. The Meritorious Service Medal
16. The Long Service & Good Conduct Medal.
17. The Police Medal for meritorious service.
18. The Territorial Army Decoration
19. The Territorial Army Medal
20. The Indian Independence Medal, 1947.
21. The Independence Medal, 1950
22. Commonwealth Awards
23. Other Awards

APPENDIX VIII

(Referred to in Rule No. 127(4) (h))

Instructions regarding the procedure for conducting oral enquiry/Personal hearing.

1. When the accused officer appears for the oral enquiry, the enquiring officer should put the following questions, which, with their answers (as in the case of all further questions and answers noted below), should be recorded in writing in the "Proceedings" file.

Q. "You have received a copy of the charge (s) and the facts in evidence and have submitted your written explanation. Have you understood the charge (s)?. Have you any objection to my holding this oral enquiry?.

A. * * * * *

Q. "Have you anything further to add before I proceed with this oral enquiry?"

A. * * * * *

These recorded questions and answers (as in the case of all further questions and answers) must be read over (and translated, if necessary) to the delinquent officer, and his signature and that of the enquiring officer appended to it. The following certificate should be written at the end of each set of questions and answers.

"Recorded by me, read over (and translated) to the deponent and acknowledged by him to be correct."

2. All records asked for by the delinquent officer should be made available to him, unless there are special and valid reasons for not doing so, such as non-availability, irrelevancy or the confidential character of the records. If any particular record has been withheld, the reasons for doing so should be recorded in writing in the proceedings file and also communicated to the delinquent officer in the form of a separate order, a copy of which, with the accused officer's acknowledgement, should be kept in the proceedings file. If a preliminary enquiry, was held and any statements recorded therein, the statements of such of the witnesses as are going to be examined during the oral enquiry should also be made available to the delinquent officer, if he asks for them.

3. The prosecution evidence shall then be taken. It is not necessary to record again the evidence of those prosecution witnesses who were examined at the preliminary enquiry. It will be sufficient if their evidence so recorded is read out in the presence of the delinquent, and copy given to him, by the enquiring officer, certifying in the proceedings file that this was done and the delinquent given an opportunity to cross examine such witnesses, whether or not, he had already cross examined them at the preliminary enquiry. If a witness examined during the preliminary enquiry is dead or otherwise not available for reasons beyond the control of the enquiring officer, his statement may be admitted as evidence but it is obvious that it cannot be of much value, unless it was recorded in the presence of the delinquent officer

and he had an opportunity to cross-examine the witness.

4. Prosecution witnesses may be examined in such order as the officer holding the enquiry deems fit. Cross-examination of a witness by the delinquent officer should be done immediately after the examination -in-chief after which the enquiring officer may re-examine the witness. If, however, the delinquent officer wishes, for sound and valid reasons, to defer the cross examination of a witness until any other witness or witnesses have been examined, the enquiring officer may permit him to do so. If the accused officers' request to defer cross-examination is refused, the enquiring officer should record his reasons in the "Proceedings" file and obtain the delinquent officer's signature on it.

5. At the head of each statement, the name, father's name (or husband's name), occupation and address of the witness should be entered, and in the case of an official witness, his name, rank and number (if any), or designation should be written.

6. At the foot of the completed deposition of each witness, the certificate mentioned in clause (3) above should be written and signed by the enquiring officer, the witness and the delinquent officer. If there are more than one page of deposition, the pages other than the last should also be initialled by all the parties mentioned, preferably below the last line, if space is available.

7. All the statements of prosecution witnesses should be kept in one file.

8. Prosecution documents should be lettered as exhibits as P1, P2, etc. They should be kept in a separate file with an index showing the particulars in brief of each exhibit, the witness who produced it and its page number (s) in the file.

9. The prosecution side of the hearing is now over. The enquiring officer should then put the following questions to the delinquent officer and record it and the reply of the accused officer in the "Proceedings" file.

Q. "You have heard the evidence against you. Do you wish to examine any witnesses and/or to produce or to have produced any document in your defence?"

A. * * * * *

10. The delinquent officer must be given a reasonable time to draw up and present a list of his witnesses and documents. The enquiring officer can question him for what purpose each witness is required so as to avoid protraction of the enquiry by the citation of unnecessary witnesses. Normally, the request to call an official witness should not be rejected. When however it appears that the request is frivolous or vexatious and that it is made with a view to unnecessarily prolong the enquiry and that the facts which he is expected to speak to (according to the statement of delinquent are not relevant for the purpose of enquiry, the request should be refused. The reasons for refusing to call for a witness (official or private) should be recorded in writing and communicated to the accused officer and his acknowledgement obtained. Failure to do this will vitiate the enquiry. The Enquiring Officer should give every reasonable facility to the accused officer to inspect any documents or records necessary for the purpose of preparing his defence. Such inspection should be arranged in the presence of a responsible

Government servant to ensure that the records are not tampered with in any manner.

11. Defence witnesses, styled "D. Ws", an. thereafter examined-in chief by the delinquent officer and cross-examined, if necessary, by the enquiring officer, and not by other witnesses to the enquiry, however much they are impugned. The accused officer may re-examine such of the defence witnesses as he considers necessary, after which the enquiring officer may again question the defence witnesses further. The procedure is the same as in the case of prosecution witnesses. A separate file will be maintained for the statements of the defence witness.

12. Defence exhibits should be numbered as D1, D2 etc., and indexed.

13. If the accused officer dispenses with any of the defence witnesses or documents cited by him, this fact should be recorded in the "Proceedings" file under the signature of the delinquent officer and the enquiring officer.

14. Copies of statements recorded by the enquiring officer should, if required by the delinquent officer, be supplied to him free of cost.

15. An officer who is to be cited as a prosecution witness during a departmental enquiry cannot hold the enquiry. If he is required as a defence witness by the delinquent officer, the latter should be asked to state in writing what points the officer is cited to elucidate. If the enquiring officer considers it unnecessary to allow himself to be examined as a defence witness, he will file that representation with his remarks as part of the records of the enquiry and incorporate the facts contained in that application and his remarks thereon in the minute. In case, however, the enquiring officer thinks that his examination as a defence witness is really necessary, he should immediately report the matter to his immediate superior and seek instructions. When the officer's evidence is considered such as is likely to have bearing on the result of the enquiry, the enquiry should not be conducted by him but by the some other officer.

16. Having completed the defence, the enquiring officer should continue to make entries in the "Proceedings" file as follows:

Q. "Your defence witnesses have been examined and such documents as you required have been produced and exhibited (with the exception of those refused by me as noted already in these proceedings for the reasons shown). Have you anything further to request or say?"

You are entitled to put in, if you desire, a further written statement of defence."

A. * * * * *

The questions and his replies should be recorded read over translated, if necessary, and signed by him and the enquiring officer as detailed above.

17. The officer holding the enquiry must be strictly impartial. It is particularly important that the formalities prescribed in the statutory rules and orders should be followed. It is essential that the conduct of the proceedings should not give rise in the mind of the delinquent officer to any doubt regarding the enquiring officer's impartiality. It is the enquiring Officer's responsibility to arrive at the truth or falsity of

the charges against the Government servant. For this purpose, it is his responsibility to put whatever questions he considers necessary both to the witnesses examined in support of the charge and to the witnesses produced by the delinquent officer.

18. A departmental enquiry should be completed with as little delay as possible. Care should be taken to avoid all dilatoriness, and adjournment or postponement of the enquiry should be allowed only when necessary. Where an officer is suspended pending an enquiry into his conduct, it is all the more necessary that the enquiry should be completed with expedition and orders passed as early as possible.

19. Any of the statutory orders can be waived in exceptional cases where there is great difficulty in observing them, provided no injustice is caused thereby to the person charged. But the reasons for such non-observance must be recorded in writing and, where possible, communicated to the accused officer and filed with his acknowledgement in the "Proceedings" file. Failure so to record and communicate the reasons where that is possible will vitiate the enquiry.

Being heard in person.

(a) If the delinquent officer wishes only to be heard in person, the actual proceedings will commence only after the action specified below has been taken by the enquiring officer.

(b) The delinquent officer, in his written explanation, should ordinarily have cited all his defence witnesses and documents for the consideration of the enquiring officer. The documents cited, which need not be proved by being produced by a witness, will be collected and examined by the enquiring officer, but no witnesses need be examined unless the delinquent officer asks for an oral enquiry or the enquiring officer thinks that it is necessary to do so, for a correct appraisal of the charges. In the latter case, it is better that a complete oral enquiry is conducted.

(c) The Enquiry Officer shall examine the delinquent orally if he desires to be heard in person. The delinquent officer should not be compelled to be a witness against himself. The delinquent officer is entitled to put in only a personal representation to the enquiring officer in addition to what he has already stated in his written explanation. There is no question of examining witnesses when the delinquent officer is being heard in person. The enquiring officer will record the personal representation of the delinquent officer and proceed to dispose of the charges.

APPENDIX IX

(Referred to in Rule 127 (13))

GOVERNMENT OF KERALA

No. 79056/P&M/64.
 Organisation & Methods Division,
 Trivandrum, Dt. 16-11-1964.

MEMORANDUM

Sub :-Disciplinary cases-Expeditious disposal of cases-Time lag to be observed in various stages-
 Instructions issued -

In the course of a detailed study of the disciplinary proceedings, it was observed that there was avoidable delay in the disposal of disciplinary cases at various stages. The following instructions are issued for the expeditious disposal of disciplinary cases:

(1) Flow Process Charts indicating the various stages in taking disciplinary action for Major and Minor Penalties are appended. Time limits have been prescribed in the charts at each stage. These time limits should be observed in all disciplinary cases except those referred to the Tribunal.

(2) While calling for the explanation of the delinquent Officer, it may be done by the Disciplinary authority direct with a copy to the intermediary Officers and the reply of the delinquent officer should be submitted direct with copy through proper channel. This procedure would cut out a lot of avoidable delay experienced in routing the proceedings and the explanations through all the intermediary levels.

(3) The charge memo form prescribed by the Home Department in letter No. H (F) 4-24241/62/H, Home Department dated 17-7-1968 and as clarified in Memoranda of Home Department dated 28-11-1962, 11-3-1963 and 20-9-1963 is not seen adhered to by the Departments. The attention of the Heads of Departments and Vigilance Officers is drawn to the instructions on the subject and they are requested to adhere to them scrupulously.

(4) Case studies reveal that there is unnecessary delay within an office in taking disciplinary action. It is essential to ensure prompt action in disciplinary cases for effective maintenance of discipline. The Heads of Departments and other disciplinary authorities should therefore maintain a registers in the following proforma for a review of the progress of the disposal of the disciplinary cases pending in the office at least once in a month.

Sl. No	Current No.	Subject matter	Date on which action was	Present stage of	Action taken during the last month	Reasons for exceeding the time

			initiated	the file		limit prescribed
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(5) Stringent action should be taken against the persons responsible for delay in the disposal of disciplinary cases.

M. S. K. RAMASWAMY,
Deputy Director.

To

All Heads of Departments and Offices.

No. G4-59260/64.

Office of the Inspector General of Police, Kerala State, Trivandrum 10,
dated 21-4-1965.

MEMORANDUM

Sub :-Disciplinary cases-Expeditious disposal of cases-Time lag to be observed in various stages -
Instructions issued - Quarterly reports prescribed

Ref:- 1. Government memorandum No. 79056/O & M/64 dated 16-11-64.
2. Government Memorandum No. 79056/ O &M/64 dated 27-1-65.
3. G.O. (MS) No. 69/Home dated 18-2-1965.

Copy of the Government memorandum first cited with the flow process charts referred to, copy of the Government Memorandum second cited and copy of the G.O. third cited are forwarded herewith to all Officers for necessary action. The flow process charts referred to in the Government Memorandum first cited, relates to inquiries under the Kerala Civil Services (classification Control and Appeal Rules) 1960.

2. For inquiries under the Kerala Police Departmental Inquiries, Punishment and Appeal Rules, 1958 separate flow process charts both for major and minor penalties have been prepared and are enclosed. 15 days have been given for stage Nos. 11, 12 and 13 under major penalties. Seven days should do normally, but 15 days may be taken in big or complicated cases.

3. The Superintendents of Police, Commandants and Officers of the corresponding rank are directed to maintain a register in the proforma referred to in the Government Memorandum first cited for a review of the progress of the disposal of disciplinary cases pending in the Office at least once in a month. They will, obtain from their subordinate Officers, who initiate the disciplinary cases, fortnightly reports in the same proforma to keep a watch over the various stages and to maintain their registers properly.

4. The Officers are also directed to forward in duplicate the quarterly statement prescribed in the

Government Order third cited to reach the Chief Office before the 5th of the succeeding month.

5. The statement for the quarter ending 31-3-1965 should be forwarded in duplicate to reach this office within 7 days positively.

(Sd.)

For Inspector General of Police

To

All Dy. Inspectors General of Police, Supdts. of Police, Commandants, Commr. of Police, Trivandrum City, Principal, P.T.C., and P.R.O.

Copy to Records, Stock File and G4 Section.

FLOW PROCESS CHART ON DISCIPLINARY CASES MAJOR PENALTIES

Members of the State Service : Government

Members of the Subordinate Service : Appointing authority or any higher authority

	• Disciplinary Authority	1 month	Government Servant	15 Days	Disciplinary Authority
(1)	Receipt of complaint or the report of an investigation		(4) Submits the written statement of defence	If no extension of time is requested	(5) Receipt of the written statement of defence. If satisfied that an enquiry should be held into the conduct of Govt. Servant orders enquiry by competent authority
(2)	If satisfied that there is a prima facie case for taking action against the Government Servant, frames and communicates definite charge or charges to the Government servant together with a statement of the allegations on which each charge is based and directs him to submit within a specified time a written statement of his defence and to state whether he desires to be				

	heard in person				
(3)	If the Govt. Servant requests permission to peruse or take extracts from the records pertaining to the case for the purpose of preparing his written statement				
	Permits	Rejects			
	If there is no objection	If the authority considers that such records are not strictly relevant to the case or it is not desirable in the public interest to allow such access.			

- The Government
- The appointing authority
- The Disciplinary authority
- The Head of the Department or any officer of the Department empowered by the appointing authority or the Head of the Department.
- A Special Officer or Tribunal appointed by the Govt. for the purpose or a Tribunal generally appointed for making enquiries into the conduct of Government servants.

	• Enquiring Authority	1 month	Government Servant	15 Days	Enquiring Authority
(6)	If necessary, amends, alters or modifies the charges framed against the Government Servant, and directs him to submit, within a reasonable time, any further statement of his/her defence.		(7) Submits the further written statement of defence	If no extension of time is requested	(8) On expiry of the specified time, considers statement of defence, if any and conducts enquiry into the charges not admitted, as follows:- (9) Holds enquiry considering such documentary evidence and such oral evidence as may be relevant or material to the charges. Gives an opportunity to the Government servant to cross-examine witness and permits the complainants to cross-examine Government

servant and his witnesses

(10) Prepares a report on enquiry

**FLOW PROCESS CHART ON DISCIPLINARY CASES UNDER K.P.D.I.P. and A RULES 1958
MAJOR PENALTIES**

Members of the State Service : Government

Members of the Subordinate Service : Appointing authority or any higher authority/Inquiry Officer

	• Disciplinary Authority/Inquiry Officer	1 month	Government Servant	15 Days	Disciplinary Authority /Inquiry Officer
(1)	Time for preliminary enquiry after default is noticed	15 days	(4) Submits the written statement of defence	If no extension of time is requested	(5) Receipt of the written statement of defence. If satisfied that an enquiry should be held into the conduct of the Govt. Servant holds the enquiry
(2)	If satisfied that there is a prima facie case for taking action against the Government Servant, frames and communicates definite charge or charges to the Government servant together with a statement of the allegations on which each charge is based and directs him to submit within a specified time a written statement of his defence and to state whether he desires to be heard in person.				
	If the Govt. Servant requests permission to peruse or take extracts from the records pertaining to the case for the purpose of preparing his written statement				
	Permits	Rejects			
		If the authority			

If there is no objection	considers that such records are not strictly relevant to the case or it is not desirable in the public interest to allow such access.
--------------------------	---

- The Government
- The appointing authority
- The Disciplinary authority
- The Head of the Department or any officer of the Department empowered by the appointing authority or the Head of the Department.
- A Special Officer or Tribunal appointed by the Govt. for the purpose or a Tribunal generally appointed for making enquiries into the conduct of Government servants.

	• Inquiry Officer	1 month	Government Servant	15 Days	Enquiring Authority
(6)	If necessary, amends, alters or modifies the charges framed against the Government Servant, and directs him to submit, within a reasonable time, any further statement of his/her defence.		(7) Submits the further written statement of defence	If no extension of time is requested	(8) On expiry of the specified time, considers statement of defence, if any and conducts enquiry into the charges not admitted, as follows:- (9) Holds enquiry considering such documentary evidence and such oral evidence as may be relevant or material to the charges. Gives an opportunity to the Government servant to cross-examine witness and permits the complainants to cross-examine Government servant and his witnesses. (10) Prepares a report of enquiry.

	Disciplinary Authority	1 month	Government Servant	15 Days	Disciplinary Authority
--	------------------------	---------	--------------------	---------	------------------------

(11)	Records finding on each of the charges with reasons or disagreement, if any, from the enquiring Officer's findings		(14) Submits representation within a specified time	If no extension of time is requested	(15) (a) Considers the representation of the Govt. servant and passes appropriate orders where consultation with the Commission is not necessary
(12)	Decides on the action proposed to be taken				(b) If consultation with P.S.C. is necessary, forwards record of enquiry, copy of show-cause notice and representation made thereon to the Commission for advice after coming to a provisional conclusion regarding the penalty to be imposed on the Government servant
(13)	Furnishes to the Govt. Servant a copy of the report of the enquiring authority and statement of its findings with brief reasons for disagreement, if any, and gives him notice stating the action proposed to be taken and calling upon him to make representation against the proposed action				

Public Service Commission	1 month	Disciplinary Authority	15 days
16 Forwards the advice		(17) Considers the representation of the Government servant and the advice of the Commission and decides on the penalty to be imposed (18) Communicates orders to the Government servant with copy of enquiry report, copy of the advice given by the Commission and a brief statement of the reasons for non-acceptance of the advice, if any	

	(1)		(2)		(3)
	Disciplinary Authority	1 month	Government Servant	15 days	Disciplinary Authority
(1)	Receipt of complaint or report of an investigation				(4) Considers the representation of the Government servant and passes appropriate orders if no consultation with the Commission is necessary.
(2)	Inform the Government servant in writing of the allegations made and the proposal to take action		(3) Submits the representation	If no extension of time is requested by delinquent	If consultation with the Commission is necessary refers the case to the Commission for advice.

5 days	Public Service Commission	1 month	Disciplinary Authority	15 days
	(4)		(5)	
	(5) Forwards the advice		(6) Considers the representation of the Government servant and the advice given by the Commission and determines what penalty should be imposed and passes appropriate orders on the case (7) Issues and communicates the orders imposing the penalty. The record of proceedings shall include- (i) a copy of the intimation to the Government servant of the proposal to take action against him; (ii) a copy of the statement of allegations communicated to him; (iii) his representation, if any; (iv) the advice of the Commission, if any; and (v) the orders of the case together with the reasons therefor.	

FLOW PROCESS CHART FOR MINOR PENALTIES K.C.S. (CC. & A.) RULES 1958

(1)		(2)		(3)	
Disciplinary Authority		Government Servant	15 days	Disciplinary Authority	7 days
Inquiry Officer (1) Time for preliminary				(4) Considers the	

enquiry after default is noticed	15 days	(3) Submits the representation	If no extension of time is requested by delinquent	representation of the Government servant and passes appropriate orders
(2) Informs the Govt. servant in writing of the allegation made and the proposal to take action	15 days			(5) Issues and communicates the orders imposing the penalty

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APPENDIX X

(Referred to in Rule 127 (14))

Copy of Govt. Memo No. 37897/Exp. 3/66/Fin dated 29th July, 1966 of the Finance Department.

Sub:-Rules-Travelling allowance to witnesses who are not officers, but are, summoned to give evidence in a departmental enquiry-Rates of Travelling allowance admissible--Specified.

Ref:- 1. G.O.(P) No. I/66/Fin dated 1-1-1966.

2. Memorandum No. 1855/Exp. 3/66/Fin. dated 23-2-1966.

3. G.O. (MS) No.164/66/Home dated 27-4-1966.

4. Letter No. TM. VII/12-28/TA/Vol VII/97 dated 27-6-1966.

In the G.O. first cited orders were issued amending the Kerala Service Rules to provide that the rates of Travelling Allowance and batta admissible to non-official witnesses who are summoned to give evidence in a departmental enquiry would be the rates allowable from time to time to non-official witnesses summoned by criminal courts, the discretion in the matter of classification of such witnesses for the purpose being vested with the concerned authority conducting the enquiry.

In the Memorandum second cited Government have reproduced the then existing rates of Travelling Allowance and batta as laid down in Rule 87 of the Criminal Rules of Practice for general information and guidance.

Now in the G.O. read as third paper above, the above rates have been modified. Extract of the amended Rule 87 of the Criminal Rules of Practice Travancore –Cochin is therefore furnished below for general information and guidance of all concerned.

"87. Rates of payments: The following are the maximum rates of allowances which may be sanctioned to the different classes of non-official witnesses and no expenses in excess of, or other than, those prescribed herein, shall be allowed".

Travelling Allowance					Allowance for subsistence and other expenses not exceeding per diem
Class of witnesses	By rail	By Public Motor Service	By road	By sea or canal	
					Rs. P.
I Class	First Class fare	First Class fare	30 P. Per Km	Actual expenses of passages	5 00
	Second Class fare or where	Second Class fare or where			

II Class	there is no Second Class the next higher class fare	there is no Second Class the next higher class fare	20 P Per km	do.	3 00
III Class	Third Class fare	The lowest class fare	10 P. Per Km	do.	2 00

The Memorandum second cited is modified to this extent.

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APPENDIX - XI

*(Referred to in Rule 182)***Form to be filled by Government Employees on First Appointment**

1. Close relations who are nationals of or are domiciled in other countries

	Name	Nationality	Present address	Place of birth	*Occupation
(i) Father (ii) Mother (iii) Wife/Husband (iv) Son(s) (v) Daughters (s) (vi) Brother (s) (vii) Sister (s)					

2. Close relations resident in India, who are of non-Indian origin

	Name	Nationality	Present address	Place of birth	*Occupation
(i) Father (ii) Mother (iii) Wife/Husband (iv) Son(s) (v) Daughters (s) (vi) Brother (s) (vii) Sister (s)					

(*) If in public service, give full particulars regarding designation of the post held name of department/office etc., where employed and the date of such employment.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

Signature.....

Designation.....

Date:

Note :-1. Suppression of information in this form will be considered a major departmental Offence for

which the punishment may extend to dismissal from service.

2. Subsequent changes, if any, in the above data should be reported to the Head of Office/Department at the end of each year.

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APPENDIX XII

(Referred to in Rule 183)

**Class of Officers on whom report is to be made, first opinion
to be entered by custodian officer etc.**

Sl. No.	Class of Officers on whom report is to be made	First opinion to be entered by	To be submitted through	To whom to be submitted	Authority who is to communicate opinion if unfavourable	Custodian Officer	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
I. Gazetted Officer (Executive)							
1.	Dy. Inspector General of Police	Inspector Genl. of Police	Home Secy.	Chief Secy. to Govt.	Chief Secy. to Govt.	Chief Secy. to Govt.	
2.	Asst. Inspector General of Police	do	do	do	do	do	
3.	Superintendent of Police	Dy. Inspector Genl. of Police	Inspr. Genl. of Police	do	do	do	
4.	Other Supdts. of Police, Principal P. T. C. and Commandants Armed Police Units	do	do	do	do	do	
5.	Asst. Supdts. of Police(I. P. S. Cadre)	Supdt. of Police	I. G. of Police through D. I. G. of Police	do	do	do	
6.	Dy. Supdts. of Police in charge of sub division	do	D.I.G. of Police	I.G. of Police	I.G. of Police	I.G. of Police	
7.	Other Dy. Supdts. of Police and Officers of corresponding rank	Supdt. of Police P. P. T. C or Commandants Armed Police Units	do	do	do	do	
8.	Inspectors and Officers of corresponding rank	S. D. Os. and Officers of corresponding rank	Supdt. of Police or Commandant	D. I. G. of Police	D. I. G. of Police	D. I. G. of Police	
9.	Sub Inspector of Police and Officers of corresponding ranks	do	do	do	do	do	
10.	Jamadars, H.Cs and Havildars	Insprs. or Dy. Coy. Commandants	S.D.O. or Officers of corresponding rank	S. P. or Officers of corresponding rank	S. D. Os. or Officers of corresponding rank	S. D. Os. or Officers of corresponding rank	
11.	P.Cs. for promotion as H.Cs.	do	do	do	do	do	
Office of the Inspector General of Police (Ministerial)							
1.	Manager	A.I.G.	...	I. G. of Police	I. G. of Police	I. G. of Police	
2.	Senior Superintendents	do	...	do	A.I.G. of Police	A.I.G. of Police	
3.	Junior Superintendents	Senior Supdts.	A.I.G. of Police	do	do	do	

4	F/C. Superintendent & Chief Store Keeper	do	...	A.I.G. of Police	do	do	
5.	U. D. Clerks (including Accountants and L.D.Cs	Junior Supdts or Record Keeper.	Senior Supdts.	do	Senior Supdts.	Senior Supdts.	
6.	U.D. Typists and L.D. Typists	F/C. Supdts.	Senior Supdts.	A.I.G. of Police	Senior Supdts.	Senior Supdts.	
7.	Asst. Store Keeper	Chief Store Keeper	do	do	do	do	
8.	Stenographer	I.G.P./A.I.G. under whom the person is working	...	do.	do	do	
9.	Last Grade Servants	Record Keeper	do	do	do	do	
10.	Miscellaneous staff and Peons holding full time posts	Junior Supdts or Record Keeper under whom the person is working	do	do	do	do	
<i>Office of the Deputy Inspector General of Police</i>							
1.	Head Clerk	D. I. G./P. A. to D. I. G.	...	D. I. G. of Police	D. I. G. of Police	D. I. G. of Police	D. I. G. of Police
2.	U. D. Clerks (including Accountants) L. D. Clerks, U. D. Typists, L. D. Typists, Last Grade Servants and other Miscellaneous staff	Head Clerk	P. A. to D. I. G. of Police	do.	Head Clerk	Head Clerk	Head Clerk
<i>Other Subordinate Offices (District Police Offices etc)</i>							
1.	Senior Superintendent	Supdt. of Police	D. I. G. of Police	I.G. of Police	Supdt. of Police	Supdt. of Police	Supdt. of Police
2.	Head Clerk/Junior Superintendent	P. A. to S. Ps. or Head of Office	S. P.	D. I. G.	S. Ps. or Head of Office	S. Ps. or Head of Office	S. Ps. or Head of Office
3.	Accountant/Head Accountants	Head Clerk & Junior Supdt.	S. P. or Head of Office	do	do	do	do
4.	U.D.C., L.D.C., U.D. Typists, L. D. Typists, Last Grade Servants and other miscellaneous staff	Senior Supdts. or Head Clerk or Junior Supdt.	P.A. to S. Ps.	S. P. or Head of Office	S.S. or Head Clerk or Junior Supdt.	S.S. or Head Clerk or Junior Supdt	S.S. or Head Clerk or Junior Supdt
5	Stenographers	S. P. or Head of Office	...	do	S. P. or Head of Office	S. P. or Head of Office	S. P. or Head of Office

APPENDIX-XIII
(Referred to in Rule 186)

Government of Kerala

Annual Confidential Report on Gazetted Officers for the year 19. . . .

1. Name of Officer.....date of birth.....
2. Appointments held during the year (with dates) and pay and scale of pay.
3. Total period including the period under report, that the Officer has worked under the reporting officer.
4. General qualifications for post held including any special or technical and professional attainments.
5. (i) Health and physical capacity
 (ii) Conduct
 (iii) Personality and bearing
 (iv) Intelligence
 (v) Promptness, enthusiasm and initiative
 (vi) Application
 (vii) Aptitude
 Knowledge of work: Special reference should be made to
 (viii) ability to note and draft in regard to officers of the Secretariat
 (ix) Impartiality
 (x) Integrity
 (xi) Judgement
 (xii) Self-reliance--Whether opinionated-Confident of ability and receptive to ideas
 (xiii) Willingness to assume responsibility
 (xiv) Capacity for decision-making
 (xv) (a) patience: (b) tact and (c) courtesy
 (xvi) Control of staff (Power of commanding respect and enforcing discipline)
 (xvii) Power of controlling and preventing crime
 (xviii) Matters of official and public interest in which the officer has specialised himself or taken special interest
 (xix) Manner in which the officer discharged the duties of his office during the year.
 (xx) Any other qualities having a bearing on the duties of the officer

(xxi) General remarks

Has the officer any special characteristics and/or any outstanding

6. merits or abilities which would justify his advancement and special selection for higher appointments in the service

7. Indebtedness

Signature

Reporting Officer: (Name in Block letters)

Designation

GENERAL

Opinion of Head of Department (when not reporting Officer) on conduct and efficiency of officer reported on.

Head of the Department

* The Reporting Officer should give his opinion and impressions in a concise narrative form so as to cover the Officer's knowledge of procedure and departmental technique, his habits, integrity, fidelity and moral standards and on any matter bearing on his efficiency and usefulness as an officer. In particular the Reporting Officer should say whenever defects are reported, if the Officer's attention had been drawn to the defects during the course of the reporting period and if so with what result.

** For Police Officers only.

Note- The entries in regard to the various qualities reported on should be descriptive

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APPENDIX-XIV

(Referred to in Rule 186)

Government of Kerala

(.....Department)

Annual Confidential Report on Non-Gazetted Officers and Ministerial staff for the year /Half year.

Name..... Rank..... Appointment held.....date
of (a) Birth..... (b) Entry to Government service.....Present Grade.

Section - I. Performance of duties in present grade

Remarks

1. Knowledge:

- (a) of work of post held
- (b) of Branch or Section
- (c) of Department

2. Total period including the period in the year/half year for which the officer reported on has worked under the officer reporting.

3. Personality and bearing

4. Character

5. Judgement

6. Power of taking responsibility

7. Intelligence and initiative

8. Accuracy

9. Promptness

10. Address and tact

11. Power of supervising staff

12. Zeal and industry

13. Health and physical capacity-State whether he is active
14. Punctuality
15. Official conduct (discipline)
16. Indebtedness (How far the individual is responsible for incurring debt should be stated)
17. Punishment censures or special commendation in the period under report (No. and date of the order should be specified) and copy of order should be added to the report.)
18. Fitness to hold the present post, including in respect of ministerial staff, his capacity to note/to draft
19. General remarks (including a statement on integrity and reliability and a note of any special qualifications (not included above and fitness for promotion)

Section II-Degree of Fitness for Promotion

Delete all but one of the following-

Exceptionally well-qualified/Highly qualified/qualified/Not yet qualified

Remarks

Station

Date

Signature of Reporting Officer.
(Name in Block Letters and Designation).

Remarks by Countersigning Officer

Signature & Designation

Date

NOTE

(I) The estimate of fitness for promotion should be related to the officers capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified", or "Not yet qualified" the reasons for the marking should be stated, and in general, Reporting Officers should make the fullest use of the space for "Remarks".

(2) Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and the current report should be written in the first place, without reference to the previous reports. . Thereafter the previous reports may be referred to, to the extent of either Contradiction or lessening the effect of the adverse remarks made in the previous years, confidential Reports.

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APPENDIX-XV
(Referred to in Rule 186)

Government of Kerala

Form of Confidential Report on Report on Last Grade Service Staff

Report for the Half Year/Year ending.

1. Name
2. Post held
3. Pay
4. Period to which the report relates
5. Intelligence
6. Amenability to discipline
7. Honesty and integrity
8. Punctuality
9. General remarks

Station

Signature

Date

Name in Block letters

Designation

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AMENDMENT No. 1/69

(KERALA POLICE MANUAL VOL. I)

The following amendments are issued to P. S. O. 155 on the authority of G.O. IP) 239/69/Home dated 22nd July, 1969:

(1) In sub paragraph (6) in the first sentence insert the following, in substitution of the words "and of a summary nature and charges shall not be framed by him against the accused Police Officers":-

"and shall be conducted in such a way as not to prejudice the investigation of the case by the Police or its trial in a Judicial Magistrate's Court. They shall not frame charges against the accused Police Officers Enquiry by the Executive Magistrate is in the nature of a Departmental enquiry and not a judicial one. The records of such enquiries are not public documents and so parties have no right to get copies thereof."

(2) In sub paragraph (8) insert the following before the last sentence beginning commencing "The District Collector or".

"However, the Police Officers are at liberty to exercise the statutory functions under Sections 154 and 157 of the Criminal Procedure Code and investigating cases according to the provisions in Chapter XIV of the Criminal Procedure Code".

(3) In sub paragraph (12) add the following in continuation of the existing provision:

"If in any case the Executive Magistrate feels that the co-operative to complete the enquiry as aforesaid, he may enquiry with the assistance of his own subordinates in Department".

(4) At the foot of the P.S.O. substitute the following G.O reference for the existing two references:

"G.O. (P) 239/69/Home dated 22-7.1969".

THE KERALA POLICE MANUAL

1970

VOLUME II

DUTIES

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CHAPTER-I
SECTION I**GENERAL DUTIES AND POWERS OF THE POLICE****Duties of the Police in general**

194 (1) Every Police Officer not on leave or under suspension shall, for all purposes be considered to be always on duty and may at any time be employed as Police Officer in any part of the State. It shall be the duty of every police officer to use his best endeavours and ability to prevent crimes, offences and public nuisance, to preserve the peace, to apprehend disorderly and suspicious characters, to detect and bring offenders to justice, and to collect and communicate intelligence affecting the public peace.

Execution of Orders and processes etc.

(2) It is the duty of a Police Officer to obey and execute promptly every process or other order lawfully issued to him by a competent authority and by all lawful means to give effect to the commands of his superiors.

Prevention and Investigation of crime

195. By far the most important of the duties of a Police Officer is to obtain, to the best of his ability, intelligence concerning the commission of cognizable offences or design to commit such offences, and to lay such information and to take such other step, consistent with law and with the orders of his superiors as shall be best calculated to bring offenders to justice or to prevent commission of offences.

Prevention of Public nuisances

196. In addition to the general provisions of Chapter XIV of the Indian Penal Code, several other enactments contain provisions for penalising public nuisances, and every Police Officer is under an Obligation to make his best efforts to prevent the commission of such nuisances.

Arrest

197. Whenever a Police Officer is empowered by law to arrest a person and there is sufficient reason for exercising that power he must arrest such person. Arrests are to be made in the manner laid down in Sections 41, 42, 43 of the Criminal Procedure Code.

Assistance to another Police Officer

198. Every Police Officer is bound to aid another Police Officer, when called upon by the latter or in case of need in the discharge of his duty, in such ways as would be lawful and reasonable on the part of the Police Officer aided.

Co-operation between Police of adjacent States

199. Every Police Officer must render full co-operation and give all assistance necessary to the Police of other States, whenever they seek his help in the performance of their duties.

Co-operation between neighbouring Police Stations and Districts for prevention and detection of Crime

200. When dacoities, robberies, house-breakings etc., take place in the jurisdiction of a Police Station, that Police Station should promptly apprise its neighbouring Police Station of such occurrences. If

any special measures in regard to such serious offences (e.g., appointment of a special Officer to deal with them) are taken in a District, information about them should be given to the Superintendents of Police of neighbouring districts. Border Conferences should be arranged at frequent intervals.

Co-operation between Local Police and C.I.D. Officers

201. Criminal Investigation Department Officers should not estrange the sympathy of the local Police by their presumptions and assumptions. Investigation by the C.I.D. is not derogatory to the local Police. Mutual kindness, courtesy and frank discussion of each other's view points are essential. Co-operation of the local Police Officers is often times essential for the success of C.I.D. work. Strained relations among Officers are not conducive to efficiency and discipline, as they more often than not result in making allegations and counter allegations against each other.

Co-operation between the Railway and District Police in the investigation of Crime

202(1) In cases in which the assistance of the District Police is considered necessary, information of the offence will be sent by the Officer-in-charge of the Railway Police Station to the local Police Station concerned with a request for assistance, on receipt of which the Officer-in-charge in that Station will at once proceed in person to give the required assistance or, if engaged otherwise, depute a subordinate to render such assistance. The receipt of the information and a note of the steps taken to assist the Railway Police will be entered in the Station General Diary.

- (2) Similar procedure will be observed, when the attendance and co-operation of the Railway Police is required by the Officer-in-charge of a local Police Station.
- (3) All ranks of the local Police and Railway Police will render mutual assistance in the execution of their duty, when called upon to do so.
- (4) Railway Police Officers will invariably ask for the co-operation of the local Police in the following cases as and when registered by them:-
 - (a) When a serious theft has occurred from a Goods wagon or shed.
 - (b) When a series of thefts have occurred or are occurring from goods wagons or sheds or properties entrusted to Railway as carriers, or of Railway material, carriage fixing etc., from Station yards or carriages.

As a rule such properties are disposed of within the district, and the local Police Officers can materially assist in keeping a look out for it and tracing the receivers.

- (5) Whenever a large number of thefts render such a course desirable, the Superintendent of Police of the district and the Superintendent of Police, Railways, will meet and concert measures for their detection and prevention.
- (6) The local Police shall give immediate information to the Railway Police of property seized, or offenders arrested by them in Railway cases and hand over such property and offenders to the Railway Police; similarly, the Railway Police shall give immediate information of arrests in local cases and hand over property and offenders to the local Police.

Conferences of Police Officers

203 (1) Conferences of Police Officers to discuss questions relating to Police administration should

be held periodically. Such Conferences are either (a) Intra-State or (b) Inter-State.

- (2) The Intra-State Conference will be held annually on dates to be fixed by the Inspector General of Police, ordinarily during the period of the Collectors' Conference at the Capital, but it can be held at other times also if the need arises.
- (3) As a general rule, the Inspector General of Police and the Deputy Inspector General of Police C.I.D. and Railways will attend such conferences; but if the Inspector General of Police considers that the presence of any other Officer would be useful he may direct him to attend.
- (4) Superintendents of Police should furnish advance information of all Inter-Districts and Inter-State conferences to the Inspector General of Police the range Deputy Inspector General of Police concerned and the Deputy Inspector General of Police C.I.D. and Railways with a copy of the agenda and should also communicate in due course the results of each conference.
- (5) Except in cases of emergency, Officers subordinate to the Superintendent of Police must obtain his permission before proceeding out of the State, and Superintendents of Police and Deputy Inspector General of Police must obtain the permission of the Inspector General of Police before they visit another State for the purpose of such meetings. If owing to emergency, an Officer leaves his district or proceeds to another State without obtaining previous permission, the journey should be subsequently got sanctioned and ratified by the authority competent to grant permission.
- (6) (a) There should be a proper co-ordination between the Home Guards and the Police in Districts.
(b) While dealing with social and Honorary workers, such as members of Home Guard organisation or prohibition committee etc., Police Officers should remember, that they are doing voluntary work and as such a better liaison between them and the Police should be ensured.

Half-yearly meetings of Inspectors

204. A meeting of all the Inspectors of the district and of those Sub-Inspectors whose presence the Superintendent of Police requires shall be held once every half-year by the Superintendent of Police to exchange information and discuss matters connected with the Police administration of the District. Due notice of such a meeting will be sent to the Railway Police Superintendent with a request to direct his Officers also to attend the meeting.

Conference with executive Magistrates and Government Pleaders

205 (1) Co-ordination between Executive Magistrates is to be effected by periodical conferences held once in 2 months. Assistant Public Prosecutors may be invited to be present for the conference.

- (2) The District Collector and the Superintendent of Police should try to promote a frank discussion and make a detailed review of the problems facing the Magistrates or the Police and formulate specified lines of action as the situations demand. The Law and Order situation, the progress of investigation, prosecution of cases in court, measures for effectively handling the situation and the desirability of taking preventive action in specific situations should also be discussed. Resort to security proceedings and bans on meetings and processions, except where there is the clearest need for it may be avoided. In doing so, an attempt should be made to look

ahead and plan for things that may be developing in the immediate future, as for example religious or communal festivals, political meetings or jathas, or agrarian trouble during the harvesting season or labour trouble during the plucking season, etc. Old pending cases under Section 107 Cr. P. C. should also be reviewed so that cases where the need which occasioned these proceedings have ceased to exist should be dropped.

- (3) Sub-Divisional Officers and Circle Inspectors of Police should attend all such conferences. The Sub-Inspectors of Police need, however, be present only in alternate conferences, i.e., they will be asked to attend only half-yearly.
- (4) Periodical conferences of Government Pleaders and Superintendents of Police are to be held once every half-year under the presidency of the Advocate General in order to discuss, review and remedy the errors in the conduct of investigation and prosecutions.

Orderly Rooms-Duties of Superior Officers

206(1) The holding of orderly rooms is one of the important duties of Superior Police Officers. It gives an opportunity for the Officers to make themselves more acquainted with the constabulary, endeavouring to gain their confidence and co-operation and at the same time ascertaining their grievances or representations, enquiring into them and taking a decision on the spot. In this way much correspondence and time may be saved and justice swiftly meted out.

- (2) Normally petty grievances of the constabulary, like request for casual leave, provident fund advance, transfers, rewards, permission to leave head-quarters on off duty hours, non-receipt of pay or T.A. and such other matters may be dealt with in the orderly rooms.
- (3) Similarly, petty defaults likely to meet with minor punishments may also be disposed of in the orderly rooms.
- (4) The Officer who holds orderly rooms should make a brief record of the grievances or representations he hears and the decision he takes, in the orderly room register (K.P.F. No. 117). The decision taken by the Officer may be communicated to the Head Constable or Police Constable concerned then and there.
- (5) Orderly rooms should invariably be held after parade. The Superintendents of Police, or in his absence on tour the Personal Assistant to Superintendent of Police, should hold orderly rooms at least once a week. Sub-Divisional Officers and Inspectors, and Officers of similar rank in the District Armed Reserve, should hold orderly rooms, whenever necessary.

SECTION II

GENERAL PRINCIPLES REGARDING PERFORMANCE OF DUTY

Superiors competent to perform duties of subordinates

207 (1) Under Section 36 of the Kerala Police Act, a superior Officer of Police may take up, whenever justice will be furthered by it, any duty assigned to his subordinate. This enables a Superintendent of Police or an Assistant or Deputy Superintendent of Police in any case especially requiring it, to take up the duty of a Station House Officer or to assign it to another competent Officer. An Inspector of Police may, of his own accord or by order of higher authority, take charge of the work

of detection in any particular crime, and carry out any enquiry or execute any warrant entrusted to a subordinate Officer. The Sub-Inspector of the Police Station in which it may have been committed shall act as his subordinate and all the Police of the Station shall obey his orders.

- (2) Section 36 of the Kerala Police Act explains Section 551 of the Criminal Procedure Code Under the former section, a Superintendent of Police or an Assistant or Deputy Superintendent of Police can order a Sub-Inspector of Police to send up a case to a Magistrate, even when the Sub-Inspector of Police has satisfied himself and come to the conclusion that there exists no case which can be so sent up.
- (3) The words "by his own action" in Section 36 of the Kerala Police Act authorise the Superior Officer to exercise the powers provided for in the Section even by correspondence and from a distance, as it is not legally necessary that he should take local and personal action.

Investigations by ordinary Police in the spheres of Special Branches of the Police

208 (1) Any kind of work for which special Branches of the Police exist, e.g., the Criminal Investigation Department, does not cease to be a part of the ordinary Policeman's duty, just because special staff has been appointed to give special attention to that work.

- (2) Every Police Inspector and sub-Inspector must realise that the work in question is a part of his duties, and if he does not carry out this duty by getting the necessary information and working it up and by helping the special staff in that work, he and his subordinates will be held responsible for neglect of duty. He should in turn, see that his subordinates realise this position.

Duty of the Unarmed Police to supervise Armed Police

209. The Armed Police are, in effect, the instruments of the unarmed Police organisation, and it is the duty of the latter in non-technical matters affecting administration, to see that the armed Police perform their duties with due commonsense and diligence. It is essential that this should be clearly impressed on all unarmed Sub-Inspectors.

Responsibility for preventing Railway Accidents.

210. While the responsibility for preventing accidents at level crossings and elsewhere on the Railway rests with the Railway servants, Railway Police Officers should, whenever any inquiry discloses the existence of a danger to the public, take steps to bring the fact promptly to the notice of the Railway Station Master or higher authority concerned.

SECTION III

DUTIES AND POWERS OF POLICE OFFICERS OF DIFFERENT RANKS

Inspector General of Police

211 (1) The Inspector General of Police is the head of the Police Department, in whom is vested the administration of the Police throughout the State. He is the adviser to the Government in all matters relating to the administration of the Police force. He is responsible to the Government for the internal economy, equipment, training and discipline of the force, for its efficient organisation as a means of preventing and checking crime and preserving law and order, and for the efficient discharge of duties by Officers of all ranks. It is his duty to keep the Government informed of the state of crime and all political and communal movements throughout the State, and to advise the

Government how such movements should be dealt with.

- (2) Subject to the approval of the Government, he may from time to time frame such orders and rules not inconsistent with the Police Act, as he shall deem expedient, relative to the general administration and distribution of the force, the places of residence, the classification, rank and particular service of the members thereof; their inspection, the description of arms, accoutrements and other necessaries to be furnished to them the collection and communication of intelligence and information and all such other orders and regulations relative to the said force as he shall from time to time deem expedient for preventing abuse or neglect, and for rendering such force efficient in the discharge of all its duties.
- (3) He is the central authority to direct operations necessitated by strikes, industrial troubles, riots, disorders or political movements spread over a wide area. Police action and dispositions necessary to combat such disturbances or movements will be under his general direction and control. The Collector will, however, be consulted if there is time to do so, before any portion of the District Armed Reserve, is moved from a District. In an emergency, if there is no time to consult the District Collector, he will be informed of such movements as early as possible.

Deputy Inspector General of Police

- 212(1) As the Deputy of the Inspector General of Police the Deputy Inspector General of Police can take urgent decisions on behalf of the Inspector General of Police in all emergencies.
- (2) The Deputy Inspector General of Police in charge of a range is a link in the chain of responsibility between the Inspector General of Police and District Officer. He should by regular personal inspection, endeavour to establish and maintain efficiency and discipline, ensure uniformity of procedure and practice, and secure co-operation between the Police of his several Districts as well as harmonious working between the Police and the Executive Magistracy. He should control, instruct and advise Superintendents of Police, while being careful not to supersede them in any of their proper functions or relations to their subordinates. He will advise, and if necessary, supersede Superintendents of Police in times of grave disorder, taking over full control of the situation. He will pay particular attention to the training of and the discipline in the Armed Reserves so that as high a standard of efficiency as possible may be reached and maintained. It shall also be his duty to instruct the Officers under him with regard to man-management and proprieties in their official and non-official dealings and conduct.
- (3) The Deputy Inspector General of Police shall pay special attention to the training of Assistant and Deputy Superintendents of Police serving within his range.
- (4) The Deputy Inspector General of Police is responsible for the maintenance of strict discipline among Officers of all ranks. He shall be kept promptly apprised of all serious cases of misconduct among Officers occurring in his range, and he is responsible for guiding and directing the efforts of Superintendents of Police in dealing with such cases, for scrutinising their reports and for making personal enquiries in cases where exigencies of the matter so demand.

Power of Deputy Inspector General of Police

213. The Deputy Inspector General of Police has a large measure of administrative control within his range. His powers in the matter of appointments, postings, leave, rewards, punishments and appeals are detailed in the appropriate chapters of this Manual and in the statutory rules issued by the Government from time to time to regulate the method of recruitment, conditions of service, pay and allowances,

pension, discipline and conduct of the members of the Kerala Police Subordinate Service.

Tour Programme of Deputy Inspector General of Police

214. Every Deputy Inspector General of Police should send copies of his tour programme to the Inspector General of Police, to the Collectors concerned and to the Superintendents of Police under him. He will also forward to the Inspector General of Police, by the 5th of each month a return showing the details of his touring and inspections done during the previous month.

Superintendent of Police

215 (1) The Superintendent of Police should consider it a part of his duty, as far as possible, to give the Sub-Divisional Officers the benefit of his personal guidance and instruction, whenever necessary.

(2) The Superintendent of Police is the Head of the District Police Force. He is responsible for all matters relating to its internal economy and management, for the maintenance of its discipline, and for the punctual and regular performance of all its preventive and executive duties. His work is of a multifarious nature and, in doing it, he should keep in view the following essential requirements:-

- (a) to keep the district peaceful and the public satisfied with the security afforded to persons and property
- (b) to keep the force in good discipline, under control, well trained, efficient and contented;
- (c) to maintain cordial relations with the Magistracy and other officials and non-officials;
- (d) to see that the transport, arms and ammunitions, stores and buildings belonging to the department are maintained in good condition;
- (e) to promote good police-public relations;
- (f) to organise good intelligence arrangements;
- (g) to acquire full and detailed knowledge of the District and its current problems from the Police point of view;
- (h) to participate, to the extent possible and permissible, in welfare activities sponsored by official and non-official agencies;
- (i) to gain the confidence and loyalty of subordinates by personal integrity, impartiality, devotion to duty, and a high sense of justice;
- (j) to ensure by constant supervision that the prevention, investigation and detection of crime in his District are properly and efficiently dealt with by the Force under his command;
- (k) to get to know all officers and men serving under him, redress their grievances, if any, encourage those who are promising and weed out

those who are unfit to the department;

- (l) to study crimes and criminals in his district as a whole; and
 - (m) to pay surprise visits to the Police stations at regular intervals and check up whether officers and men are alert.
- (3) The Superintendent of Police shall give the Deputy Inspector General of Police all assistance in making his inspections and inquiries and consult him in all his difficulties.
 - (4) Every Superintendent of Police should visit sick Policemen in Hospitals regularly once a week at least. It is extremely desirable that every Policeman should feel that his superior takes an Interest in his welfare and such visits are calculated to ensure greater attention being paid to men.
 - (5) When at head-quarters, the Superintendent of Police should attend Office on all working days and should ordinarily transact all, Official business in his office. He may, however, dispose of such confidential matters as he thinks proper at his residence. He should be readily accessible to officials and members of the public generally.
 - (6) The Superintendent of Police shall make necessary arrangements for the transaction of all urgent and important work during casual leave taken by himself or any of his Sub-Divisional Officers.
 - (7) The Superintendent of Police and the Sub-Divisional Officer should take steps to ensure that the prosecuting and investigating Officers show due interest in the prosecution of cases in court, and that no case fails on account of apathy or neglect on the part of the prosecuting or investigating staff.
 - (8) The Superintendent of Police must keep in close touch with all political and communal movements in his district, and he must take precautions to see that such movements do not result in a breach of the peace. He should also require his subordinates to keep him fully informed of all political and communal developments, and he should use his District Special Branch staff to secure information in regard to such developments. He should not hesitate to seek the advice of the District Collector on all such matters.
 - (9) The Superintendent of Police may withdraw subordinate Police Officers and men temporarily from Police stations in his district for duty at other Police Stations in the same district at which extra forces are required to deal with an emergency or to make arrangements in connection with fairs or festivals, meetings or processions.
 - (10) The internal administration of the Police Department is, however, the responsibility of the Superintendent of Police. The internal economy and discipline of the Police, such as promotions, transfers and punishments of Police Officers and men rest with the superior Officers of the Police Force.
 - (11) The Superintendent of Police shall inform the District Collector of his, intended absence before leaving the District on duty or on casual leave.
 - (12) The Superintendent of Police should attend the District Armed Reserve parade at least once and preferably twice a week.
 - (13) The Superintendent of Police is responsible for seeing that his assistants and deputies work efficiently, and it is his duty to bring to the notice of the Deputy Inspector General of Police and the

Inspector General of Police, any defects of character or temperament or want of zeal, which detract from their utility as Police Officers. The Superintendent of Police may require from an Assistant or Deputy Superintendent of Police who fails to secure his confidence, any reports or restrict him to any duty, which he sees fit, reporting the same to the Deputy Inspector General of Police and Inspector General of Police.

Sub-Divisional Police Officers

216. The duties of an Assistant or Deputy Superintendent of Police in charge of a Sub-Division are similar, subject to their limitations, to those of the Superintendent of Police. These Officers are entirely under the orders of the Superintendent of Police, whom they are bound to keep fully informed of their doings and of what is going on in the Sub-Division, and to consult him in all matters of difficulty. Correspondence, other than matters of routine, with other departments should pass through the Superintendent of Police.

Circle Inspector of Police

217 (1) The principal duties of the Circle Inspector of Police are, to supervise the Police work of his circle in all its branches, to maintain discipline among his subordinates, to see to the upkeep of arms, accoutrements and other Government property and buildings, and to keep the Superintendent of Police and Sub-Divisional Officer informed of the state of the Crime in the Circle. The Circle Inspector's supervision will in no way relieve the Sub-Inspector of full responsibility for the Police administration of his station area.

- (2). The Circle Inspector of Police should control instruct and advise the Sub-Inspectors, while being careful not to supersede them in all their functions. If the Circle Inspector of Police wants to investigate a case which is being investigated by the Sub-Inspector, he should furnish valid reasons therefor.
- (3) All enquiries to be made by the Inspector of Police in a station jurisdiction should, as far as possible, be done during his visits.
- (4) The Inspector of Police should write in the Station visiting book in detail the instructions issued by him to the station House Officer, and the work done by himself such as the checking of beats and visits to villages, and send a copy of the notes to the Sub-Divisional Officer.
- (5) The Inspector of Police must visit all the villages and important hamlets in his jurisdiction at least once in a year, but if he is not able to visit any village in a year, he should give reasons for not doing so and visit it early the next year. The Sub-Divisional Officer must watch the progress of village visiting by the Inspector of Police each month and see that it is spread over all stations.
- (6) The Inspector of Police must frequently check guards, attend drill in his head-quarter station as frequently as possible, and in other stations during his visits and inspections, effect meetings with Inspectors of Police of border circles, and also conduct prosecutions in Courts in simple cases and more particularly in security cases.

Inspectors of Police to call on Collectors and Revenue Divisional Officers

218. If the Circle Inspector of Police is present at a place where the Collector or the Revenue Divisional Officer is camping, he should make it a point to call on him. But he should not make a journey for the purpose.

History of the Circle

219. The Inspector of Police shall take care that the Circle Information book (K.P.F. 32) is properly compiled and kept upto date, obsolete entries being scored out. The object of this book is to prevent knowledge gained by an Officer being lost to his successor.

Duties of Sub-Inspectors of Police

220 (1) Sub-Inspectors in charge of a Police station is fully responsible for the Police administration in his charge including prevention and detection of crimes. He should see that the orders of his superiors are carried out and the discipline of the Police under him is properly maintained. He should make himself thoroughly acquainted with the people of his station limits especially the village officials and enlist their co-operation. He will keep all his superior Officers informed of the probability that comes to his knowledge of any crime or occurrence likely to affect the public peace, suggesting such precautionary measures as he may consider it advisable to take. He will, whenever necessary, correspond directly with the Police authorities of neighbouring Police stations and act in concert with them in apprehending offenders escaping from or into their charges and generally take steps to prevent or detect crime. In the event of an Inspector personally taking up the investigation of a particular case, he will act under his orders; but in other cases he will act independently subject to his general direction and advice. This, however, will not absolve him from his responsibilities mentioned above and in all cases he will act at once.

- (2) He will report any negligence, misconduct or disobedience of orders, absence without leave or casualties among the members of the force, and generally keep his superior officers well informed on all matters connected with the efficiency of the Police arrangements in his own Police Station. It is open to him to report also any difficulties he may experience owing to the influx of criminals from outside his station limits or lack of co-operation from other Police Stations or Districts.
- (3) He shall normally visit all villages and hamlets in his jurisdiction once in a quarter. If for any reason, he is not able to visit all the villages or hamlets in a quarter, he should visit them early in the next quarter. No village or hamlet should be left unvisited by the Sub-Inspector in a half-year.
- (4) He should take every opportunity of collecting information of the current events within his charge and should have an intimate knowledge of the bad and suspected characters, and see that his subordinates take every opportunity of acquiring minute local information.
- (5) Railway Sub-Inspectors have similar duties to those which they would perform in the District Police. They must be especially careful that the utmost cordiality is maintained between members of the Railway and District Police, and that every possible assistance is rendered by the former to the latter, whenever called for.
- (6) The Sub-Inspector should take all steps necessary for the general health and welfare of the force under him and be vigilant in action during epidemics.

Additional Sub-Inspector of Police

221 (1) Sub-Inspectors of Police in certain heavy Police Stations are given relief by the appointment of other Sub-Inspectors of Police to take over some of the duties and responsibilities of the Station House Officers. Such Sub-Inspectors of Police are designated as Additional Sub-Inspectors of Police.

- (2) The work may be divided between them in a suitable manner subject to the final authority being

vested in the senior Sub-Inspector of Police. The division could be regional or functional depending on local conditions.

Head Constables

222(1) Head Constables are normally employed as Station Writers in important stations, as Officers in charge of outposts and guards, on Escort duty, Beat duty, Town patrol duty, Bad Character check, Flying squad duty and on Investigation. They are also employed for such other duties as the Sub-Inspector directs them to do.

(2) Under section 4 (1) (p) of the Code of Criminal Procedure, a Head Constable attached to a Police station, may, in the absence of the Sub-Inspector, perform all the duties of a Station House Officer, including investigation. However, when the Sub-Inspector is present, he cannot undertake independent investigation of a case unless deputed to do so, under section 157 of the Code of Criminal Procedure.

(3) They should supervise the work of the constables and see to their instruction, catechism and drill, maintain all routine records in the station under the directions of the Sub-Inspector, supervise copying of case records intended for accused persons, refresh the memory of witnesses, attend court and assist the prosecutor. They should also see to the neatness and cleanliness of the Station House and its premises, as also the Government properties in the Station.

Station Writer

223 (1) Head Constables are posted as station writers in certain important stations and Police Constables in less important stations. They will perform the clerical work of the station under the direction of the Station House Officer. They will maintain all registers and records of the Police Station correctly and intelligibly.

(2) Station Writers will be primarily held responsible for the proper care and protection of all Government properties. They will prepare statements and periodical returns in time and put up to the Station House Officer. In the absence of the Sub-Inspector and the Senior Head Constable from the station, it will be the duty of the Station writer, if he is a Head Constable, and if not, other Head constable of the station to sign and forward such statements and returns to the authorities concerned.

Station Charge

224 (1) In the absence of the Sub-Inspector, the senior Officer present shall assume charge of the station.

(2) A writer Constable so designated by the Superintendent of Police, shall exercise the powers of an Officer-in-charge of a Police Station, when no Head Constable or other Officer is present in the Police Station for the purpose of registering cases.

Outpost Head Constable

225. The duty of the Head Constable in charge of an outpost is to assign duties and supervise the work of his men, see to the proper performance of duties in the outpost area, maintain the prescribed records and submit a copy of the outpost General Diary daily to the Police Station. He will also see to the instruction, catechism, and drill of the men in the outpost. He will personally visit villages, investigate cases in the area which are sent to him, hold inquiries and generally manage the Police duties in the area. He will be the beat Head Constable of his area.

Receipt of complaint at an outpost

226 (1) The Head Constable in charge of an outpost is not an Officer-in-charge of a Police Station

and is not empowered to record the "First Information" of a cognizable offence within the meaning of section 154 of the Code of Criminal Procedure. If, therefore, information of a cognizable offence is lodged with the Officer in the charge of an outpost, he shall record the facts in his outpost. General Diary and send a report immediately to the Police Station, where a First Information Report will be recorded.

(2) The Police Officer in charge of an outpost shall, on receipt of a complaint or information of a crime or serious occurrence, take such immediate action as may appear necessary, e.g., proceeding to the scene to render assistance or arrest an accused person and keep the scene intact keep the witnesses present etc.

Powers and duties of Constables

227 (1) Constables will perform such Police duties as they may be ordered by Head Constables and their superior Officers to perform for the prevention and detection of crime, the maintenance of order, the apprehension of offenders on the warrants of Magistrates, when such are required by the Criminal Procedure Code, or without them in cases in which the Police may arrest without warrant, the serving of summonses or other magisterial processes, escorting and guarding of prisoners, treasure or private or public property of which they may be placed in charge, and the exercise generally of such powers as are conferred on Police Officers by the Kerala Police Act.

(2) On the occurrence of any crime for which the Police may arrest without warrant, constables should at once act without waiting for orders and should make an immediate report and where practicable in writing, for the information of the nearest superior Police Officer.

(3) The constables are bound to carry out the duties allotted to them to the best of their ability.

(4) When a fire occurs, all Constables available must hasten to the scene in order to extinguish it and save human life and property.

(5) All constables must have a thorough knowledge of their duties, and they must be able to take up any task allotted to them at a moment's notice. Constables must be courteous and considerate to the public, and they must realise that the Police force exists for the service of the public.

(6) They should be encouraged to maintain a personal note book, wherein they may note the descriptive particulars of wanted persons, property lost and other important matters which they have to remember.

CHAPTER II

**Maintenance of Law and Order - Duties and Responsibilities of
Officers - Riots and disturbances, Special Police Officers—
Industrial unrest, Strikes, Lock outs etc., Dispersal of
mobs and mob firing--Natural Calamities—
Fires--Festivals**

SECTION I

**MAINTENANCE OF LAW AND ORDER, DUTIES AND
RESPONSIBILITIES OF OFFICERS**

Relations of the Superintendent of Police with the District Collector

228. The District Collector, as the Chief Executive authority in the district, is primarily responsible for the maintenance of law and order and criminal administration, that is to say, control of crime and matters touching the prosecution and conduct of criminal cases in courts, but does not include administration of justice or performance of criminal courts. It is, therefore, the duty of the Superintendent of Police to keep him fully informed both by personal conference and special reports of all matters of importance concerning the peace of the district and the data of crime. For the purpose of control of crime and the maintenance of law and order the Police force of the district will be under the general control and direction of the District Collector. In important matters of the above nature, the Superintendent of Police should be in consultation with the District Collector.

Sub-Divisional Officers

229. The Sub-Divisional Officer is responsible for the maintenance of Law and Order in his Sub-Division. If a serious breach of the peace is anticipated the Sub-Divisional Officer shall promptly proceed to the locality and take measures to prevent it. Should he be present at the time of any rioting, he will, in the absence of any senior Officer, take command of the Police engaged in suppressing it.

Circle Inspectors

230. Similarly the Circle Inspector is responsible to maintain Law and Order in his Circle. It is the duty of the Circle Inspector to proceed to the locality where serious breach of the peace is anticipated, and take measures to prevent it. If the Circle Inspector is present at the time of rioting etc., he will in the absence of any senior officer, take command of the Police engaged in suppressing it.

Station House Officers

231. The Sub-Inspector in charge of a Police Station is responsible for maintaining law and order in his charge. On information of anticipated breach of the peace, he shall promptly inform his superior Officers and take all measures to prevent it.

Responsibilities of the Magistracy and the Police

232. The relative responsibilities and powers of the Magistracy and the Police in the event of an emergency are the following:--

(a) Under Section 127 and 128 of the Criminal Procedure Code, it is open to a Magistrate, or to an Officer in charge of a Police Station to disperse by force an unlawful assembly or a riotous mob. The force which may be used on such occasions may be any kind of force appropriate to the occasion and will

include the use of fire arms. But it should only be the minimum force necessary under the circumstances. Fire should not be opened by the Police otherwise than under the specific direction of a Magistrate except under extreme situations in self-defence when the justification for opening fire would be open for scrutiny and the responsibility for it would lie on the Police.

(b) It may be noted that the above instructions act as a safeguard also. In case of an inquiry on the necessity to open fire etc., it is the decision of the Magistrate that is under inquiry and the Police will have no responsibility as long as they have followed all the instructions implicitly.

SECTION II RIOTS AND DISTURBANCES AND SPECIAL POLICE OFFICERS

233 (1) No crime is so dangerous to the peace and prosperity of the country as riots and civil disturbances. Riots paralyse trade and prevent people in the disturbed locality from following their daily avocations in life. The markets will be closed and the poor, honest people of the locality who are in the habit of making daily purchase of provisions will suffer and, in general, there will be wide spread panic all over. Serious riots include all sorts of violence, bodily injury, murders, dacoities, lootings, rapes, incendiarism and, in short all inhuman acts. Worse than all these, riots are contagious and they tell upon the prestige and efficiency of the Government, which it is the duty of every Police Officer to maintain. The majority of the riots and other disturbances of the peace take place in connection with disputes regarding processions, festivals, fairs, rights of way, communal feelings and other easement rights and similar matters. To prevent riots and disturbances is one of the important duties of the Police. In order to prevent such breaches of the peace, legal steps to be taken according to the circumstances of each case have been given in the Chapter under "Prevention of breaches of the peace and Security for keeping the peace and good behaviour".

(2) It must be carefully watched if meetings feasts or festivals of two different rival sects or communities fall at one and the same time and, if they do, an intelligent and confidential enquiry must be set afoot and the Officers must give the subject their very best attention. They must freely consult the chief men of the respective communities and bring about a reconciliation, if there is any dispute, but at the same time the best Police preparations must be made for the worst, instead of being befooled by promises and pretensions. The Magistrates and the superior Officers must be kept duly informed of all developments.

(3) At times, however, disorders may obtain a firm foothold before the necessary forces can be secured to stamp them out Ordinarily, the trouble will then assume the form of gang attacks in localities where one community is weak and the Police are inadequate to stop them, or 'kill and run' where the Police are insufficient to stop gang attacks. Looting and arson will often be features of this stage.

(4) If the prospects of averting trouble are not encouraging, steps should be taken to concentrate a sufficiently large Police force in the vicinity of the scene where a breach of the peace is anticipated, as a mere show of strength is some times sufficient to avoid untoward developments. Police force should be strong enough to deal promptly and effectively major or minor incidents.

(5) Sub-Divisional Officers and Superintendents should invariably be present on the scene of the apprehended trouble and should not leave the situation to be handled by subordinates.

(6) Riot schemes are drawn up for every important town in the State. Similarly schemes should also

be drawn up for places where, or occasions when, communal or other disorders are, from past experience, expected to occur, and these schemes should be put into operation.

(7) If a clash occurs, immediate and vigorous action may nip the trouble in the bud and prevent it from spreading. If it is possible to make arrests, those will have a good effect. Where the clash takes the form of mob fighting, there should be no hesitation promptly to disperse by force and resort to firing, if life is seriously endangered.

(See P.S.O. 242-- "Dispersing mobs by the use of fire-arms")

(8) During both periods of tension and actual outbreaks of disorders it is essential that prompt reports about the situation are sent to the higher authorities.

(9) When the situation has been brought under reasonable control, new problems may come into being. Therefore; (a) Police precautions should ordinarily continue, though on a decreasing scale, until confidence is restored.

(b) the assistance of non-officials is of greater value during the conciliation stage than at any other and the fullest use should be made of their co-operation.

Prompt reports relating to riots and disturbances

234(1) In order that the Inspector General and Government may have the fullest and earliest intimation of the occurrence of serious riots, the Superintendents of Police should immediately report any such occurrence within their Districts by telegram/W.T. to the Inspector General, Range Deputy Inspector General, Deputy Inspector General, C.I.D, and the District Collector, and in doing so should give information, as far as possible, on the following points:--

- (a) The origin or cause of the riot.
- (b) The persons or class of persons who began it.
- (c) The course of the riot.
- (d) How it terminated or was suppressed.

If suppressed by force, by what force and how; and if resort
(e) was had to fire-arms for its suppression, what cartridges were used etc.

The condition of the place and the feeling of the population on
(f) the termination of the riot, whether further disturbances are expected and whether adequate precautions have been taken.

(g) The number killed and wounded, if any.

Special reports of Important events

(2) All matters of the kind specified below should be immediately reported by the Superintendent of Police, to the Inspector General, Range Deputy Inspector General, Deputy Inspector General, C.I.D. and District Collector by telegram or wireless, followed by detailed reports.

(a) Riots which involve serious breach of the peace (In reporting, instructions in the preceding sub-para should be closely followed).

(b) Outrages which have a political aspect, including any act of violence or attempted violence,

directed against persons in authority or connected in any way with factories, associations or class agitation.

(c) Every serious encounter with dacoits in which the Police or other persons in authority are wounded or killed, eventhough the case is being dealt with by the ordinary Police force and does not indicate any likelihood of any dangerous outbreak of crime or breaches of peace.

(d) All disturbances involving use of fire arms.

(3) As long as the disorder or likelihood of it persists, Superintendents of Police should send daily reports to the Officers concerned.

Special Police Officers

235. Section 11 of the Police Act permits employing special Police Officers in certain special circumstances. This provision may be used when occasion arises.²⁴

SECTION III

INDUSTRIAL UNREST, STRIKES AND LOCK OUTS PICKETING, SATYAGRAHA, HUNGER STRIKE Etc.

236 (1) It is the responsibility of Police Officers on the one hand not to obstruct the employees in carrying on whatever forms of agitation they consider necessary for the redressal of their grievances and on the other hand to see that there is no danger, to life or property. Protest actions including demonstrations, satyagrahas, picketing and so on are legitimate so long as they do not cause obstructions to movement or cause danger to life and property. Police should not intervene in any form on these protests unless it causes obstruction or danger to life and property. Whenever and wherever picketing assumes obstructive forms, the obstruction should be removed. Much depends on the tact and firmness displayed by the officers. The Officers should so conduct themselves that the general principles laid down above are actually implemented.

(2) The Circle Inspector, and the Sub-Divisional Officer and the Superintendent of Police will take immediate steps, as may be necessary, to preserve law and order. Should the Police of the District be insufficient to cope with the situation, the Superintendents should request the Range Deputy Inspector General or the Inspector General for additional Police force.

(3) With a view to ascertain the political issues of the strike, information on the following points should be carefully collected.

- (a) The names of any instigators of the strike not directly interested in its economic objects.
- (b) The extent to which such instigation is responsible for the strike.
- (c) Communication and concerted action with the leaders of other strikes.
- (d) The fullest possible information regarding the direct and the indirect causes of strike that may be avowedly political.
- (e) Probable political aspects of the strike.
- (f) The number of strikers and the classes to which they belong.

(4) "Picketing" demands careful attention. "Picketing" means organised endeavours by men on strike or by agitators to induce workers to cease work by means of parties of men posted at important working centres, such as workshop gates, factory gates, office gates etc. This does not constitute an offence, provided that the persuasion used is peaceful and that no actual obstruction or impediment is placed on the way.

(5) It is to be remembered that peaceful picketing to prevent by persuasion as distinct from force or intimidation, non-strikers from resuming work is not an offence, unless the persons prevented from their work are public servants within the legal definition of the word.

(6) If picketing is not peaceful and is likely to cause obstruction, the picketeers can be restrained or removed under the provision of the Kerala Police Act, 1960 (Section 38), if they disobey the lawful directions of the Police.

Prompt reports relating to Strike, Lock-outs etc.

237. (1) On the occurrence and during the continuance of strikes, lock-outs, picketing, satyagraha, hunger strike and other labour unrest, Station House Officers should send telephonic or telegraphic reports to the Superintendents of Police, Sub-Divisional Officers, Circle Inspectors and the District Collectors. The telegraphic or telephonic reports should be immediately followed by detailed reports containing as far as possible, the following information:--

- (a) Name and address of undertaking.
- (b) Total number of workers employed.
- (c) Date of occurrence of strike/lock-out etc.
- (d) Number of workers involved.
- (e) Daily loss in wages to the workers due to the strike or lock-out etc.
- (f) Name of union, if any, and its strength.
- (g) General and immediate cause of the strike, lock-out etc., with brief description.
- (h) If a notice of strike is given, the date of such notice and the date on which it expires.
- (i) Action, official or non-official, taken hitherto and its results.
- (j) Specific demands of the strikers.
- (k) Any evidence of outside interference.
- (l) General attitude of strikers, non-strikers and employees.
- (m) Any other item of special interest or importance.

(2) Similar reports should also be sent about an apprehended or a threatened strike.

(3) The reports mentioned above should be sent confidentially and should be followed by subsequent daily reports showing the trend of events until the strike or lock-out etc., is ended. The end of the strike or lock-out etc., should also be communicated by telegram or telephone.

(4) The Superintendents of Police should send similar reports to the Inspector General of Police, Range Deputy Inspector General, Deputy Inspector General, C.I.D. and the District Collector.

Railway Strike.

238 (1) Whenever a railway strike is anticipated, the Superintendent of Railway Police will send

prompt reports of all information available at the time, to the Inspector General of Police, Range Deputy Inspector General, the Deputy Inspector General C.I.D. and Railways, the Superintendents of the Districts and the District Collectors concerned. If the strike actually eventuates, the Superintendent of Railway Police should repeat his reports and keep these Officers posted with all developments. At the same time, Railway Police Circles should be mobilised.

(2) In the event of a railway strike, the whole or part of the "Railway Protection scheme" should be put into operation to the extent possible by the Superintendent of the Railway Police, after obtaining the orders of the Inspector General.

(3) (a) The Railway Police are primarily responsible for the maintenance of order during a strike, but will have the co-operation of the District Police for that purpose. To this end a strike scheme should be prepared in each district to provide for the reinforcement of the Railway Police, the prevention of crime, the protection of railway servants against interference in the discharge of their duties, the safeguarding of the permanent way and the investigation of such offences as may arise. Such a scheme will provide for:--

- (i) the establishment along the open line of Police posts to ensure patrolling for intelligence purposes by Police.
- (ii) The protection of railway Bridges and the provision of guards at important and strategic centres;
- (iii) the posting at strategic centres of mobile forces with light engines;
- (iv) the protection of railway servants; and
the reinforcement of the local Police investigation staff so that they may deal with all cases arising out of the strike, except those cases considered by the
- (v) Deputy Inspector General of Police, Criminal Investigation Department and Railways sufficiently grave to be taken up by the Criminal Investigation Department.

(b) When armed force is required in excess of the above arrangements, the senior officer in local charge of the anti-strike operations should send timely reports to the Inspector General of Police, direct.

(4) Each Police man will be sent out with fun kit and he must be prepared to stay wherever ordered.

(5) The railway authorities should be asked to provide pilot engines, patrol trains (wherever necessary) and patrol trolleys.

(6) It is not the duty of the, Police---

- (a) to interfere with the strikers unless it appears that they are committing or about to commit an offence,
- (b) to deliver orders from Railway Officers to any of the railway staff whether on strike or not.

(7) Any complaint made to a Railway Police Officer must at once be communicated to the nearest Station House Officer of the local police.

(8) The Police have at all times the power to interfere to prevent the commission of any offence or a breach of the peace. If any such occurrence is apprehended at any Railway Police Station, which is

not adequately manned, immediate information should be sent to the nearest local Police Station and assistance requested.

SECTION IV

DISPERSAL OF MOBS AND MOB-FIRING

239 (1) The detailed instructions for the dispersal of mobs and for firing on mobs are given in the Police Drill Manual. These instructions should be constantly practised by Armed Reserves and by the District Police, who must be thoroughly familiarised with the, procedure to be followed. Some of the instructions given below may be read along with the instructions on the subject in the Police Drill Manual.

(2) An unlawful assembly may be ordered to disperse by a Magistrate or Officer-in-charge of a Police Station and, when so ordered, it is the duty of the members of the unlawful assembly to disperse. If they do not, force may be used to disperse them. A Police Officer below the rank of a Station House Officer has no power to disperse such assembly himself, but he may, without warrant, arrest the members of an unlawful assembly and thus disperse the assembly. The following points must be carefully remembered:

(a) Police must invariably make it a point to secure the presence of a Magistrate where a breach of the peace necessitating the use of the force is anticipated.

(b) When an actual situation arises and a Magistrate is present at the spot, he should be in complete charge of the situation, and he has in law all the necessary legal powers to order any Police Officer to assist him in handling the situation.

(c) The senior-most Police Officer present is bound to assist the Magistrate by mobilising the available Police force and utilising them as best as possible.

(d) If the crowd becomes defiant and the use of tear smoke, lathi charge or both are inexpedient or fail in their purpose, resort may be had to the use of fire-arms. The Magistrate is responsible for taking a decision as to when an unlawful assembly has to be dispersed by force and also as to what kind of force is to be used.

(e) After the Magistrate has decided on the kind of the force to be used, the Officer in charge of the Police is solely responsible for deciding the exact amount of force to be used, the manner of using it and the settling of the details of the operations connected with the use of the force; the Police Officer should, of course, bear in mind the principle that no more force than is necessary should be used.

(f) All commands to the Police are to be given by the Officer -in-Command of the party.

(g) Police used for dispersing mobs should wear uniforms including steel helmets. The tear smoke section should wear anti-gas respirators.

(3) To improve mob dispersal work under the direction of Sub-Divisional Officers, Inspectors and Station House Officers, Superintendents of Police of District should ensure that Officers of these ranks from time to time, during their visits to the District Head-quarters, see demonstrations by the Armed Reserve. Such demonstrations, may be given on occasions when meetings of Inspectors are held.

Dispersing mobs by the use of 'Tear Smoke'.

240. Tear smoke may be used for dispersing mobs. It affects chiefly the eyes, thereby causing tears to flow, and an instinctive desire on the part of the affected men to get out of the area into fresh air. Tear smoke of the type commonly used (C.N.) causes no bodily injury and persons affected recover in about half an hour in fresh air. Therefore its employment in dispersing mobs will not give rise to rancour against the Police, which may result from lathi action or firing. It will act against all parts of the mob equally and not only those who happened to be in front. It will be an ideal weapon to use against passive resisters, including women where the use of other forms of force may not be desirable. It will avoid undue dispersal and premature tiring out of the Police force.

Tear smoke by itself cannot disperse any but a small gathering. Where the crowd is large it is necessary to use lathi, after the crowd is tear-smoked where the use of tear smoke is likely to serve no useful purpose.

Dispersing mobs by the use of lathi (Canes).

241. (1) When a decision has been taken to disperse a mob by lathi, action must be taken without delay. If the mob is allowed to organise resistance, the task of the Police will become more difficult, and the use of greater force may become necessary. All preparatory movements of the Police party must be carried out with expedition and an air of determination, so that it will serve as an ocular warning to the mob that effective force is about to be used. Mobs will be of different types and temperaments and the severity of lathi action must be regulated to the character of the mob. Unnecessary violence as well as ineffectiveness in action must alike be avoided.

(2) **Warning.-** Before lathi action commences the mob will be clearly warned of the intention to use force. The warning will be given after drawing the attention of the mob by means of a bugle or whistle call. The Officer or Havildar giving the warning will step forward and announce in a language understood by the mob that if they do not disperse, force will be used, and that it will be effective. The warning will be given loudly. The public address loud speaker or megaphone will be used, when available. The riot flag, when available, will also be exhibited.

However, if the Officer in charge is satisfied that the situation is so pressing and uncontrollable that a warning is not practicable, lathi action may be resorted to without giving any warning of the intention to use force.

(3) If, after being warned, the mob refuses to disperse, the order for lathi action may be given. If the mob has been completely dispersed after the lathi action, the party engaged in action will close at the place directed by the Officer-in-charge. It is important that the operation must not cease until the mob is completely dispersed and has ceased to be a menace to the public peace. If the mob does not disperse by the lathi action, then firing may be resorted to on receiving orders from the Magistrate or other competent Officer present.

(4) As the intention is only to disperse the mob all lathi hits should be on the soft portions of the body from the thigh to the shoulder and contact with the head or collar bone should be avoided, as far as practicable. Lathi charge should be by sections of the men each and as every section in action is likely to turn out early fresh sections should replace them and earlier sections withdrawn for rest.

Dispersing mobs by the use of Fire-arms

242(1) When a Police party is formed for dispersing an unlawful assembly, it should be numbered and told off into two or more sections, if the size of the party and the time available admit of it. Bayonets

must be fixed as soon as possible.

(2) All commands to the Police are to be given by the Officer-in-Command of the party. The Police are not, on any account, to fire excepting by word of Command of their Officer.

(3) As soon as a decision is taken to resort to the use of firearms, the Officer-in-command will give the Order to the files to load with ball ammunition and will bring the men to the loading position. This will prevent the party from being rushed while the crowd is being warned.

(4) In order to guard against all misunderstanding, Officers commanding Police parties are on every occasion, when employed in the suppression of a riot or enforcement of the law, to ensure that the fullest warning is given to the mob in a clear and distinct manner before any order is given to fire and to take the most effectual means to explain beforehand to the people opposed to them that in the event of the Police party being ordered to fire, the fire will be effective.

(5) If, after being warned, the mob refuses to disperse, the order to fire may be given. If the Officer in command of the party is of opinion that it will suffice, he will give the order to fire to specified files only.

(6) Under no circumstances should a warning shot be fired in the air, nor should the fire be directed over the heads of the crowd. Firing should cease the instant that it is no longer necessary.

(7) Men ordered to fire shall re-load immediately after firing without further word of command until the order to cease firing is finally given.

(8) Firing should cease the moment the rioters show signs of dispersing, and all help should immediately be rendered to tend and convey the wounded to the Hospital.

(9) An Armed Force should never be brought so close to a large and dangerous mob as to risk its either being overwhelmed by numbers or being forced to inflict heavy casualties. Firing should be carried out from a distance sufficient to obviate the risk of being rushed and to enable strict fire control to be maintained. Aim should be kept low and directed at the most threatening part of the crowd.

(10) Blank cartridges and buckshots shall never be issued to Police employed to suppress a riot.

(11) Police Officers will not leave the scene of disturbance before satisfying themselves beyond all reasonable doubt that tranquillity has been restored and that there is no longer any risk of a recrudescence of the disturbance.

Procedure during and at the conclusion of Mob operations

243. (1) It is most important that an accurate diary of all reports, incidents, orders and action with the times at which those occurred, should be maintained. Officers in charge may not get the time to write up their own note books as the incidents occur, but they will personally ensure that the individual detailed to keep a diary does his work promptly and correctly.

(2) At the conclusion of operations, attend to the casualties, both among the mob and among own force. First aid will be given and those who need treatment should be sent to the Hospital.

(3) If firing was resorted to, the number of fired cases should be counted and the balance of unfired cartridges should be verified to ensure that all ammunition is correctly accounted for.

(4) Check the men, their arms and equipments and verify their correctness.

(5) (i) A full report of the incidents should be prepared as early as possible. The diary, which should have a record of all details, with the times at which these occurred, will be the basis of this report. It will be the duty of every person who resorted to firing to give a report showing the number of rounds fired and the details regarding the firing. The names and address of the dead and wounded should be given as far as possible. The total number of rounds issued to each, the balance of rounds and the number of fired cases should also be shown in the reports.

(ii) These reports from the men who fired should be attached to the report submitted by the Officer-in-charge of the firing party.

(P.G. detachable supplement No. 40 dated : 10-10-1958).

(iii) Superintendent of Police concerned should send R/T message to the range Deputy Inspector General and Inspector General immediately after the incident followed by detailed report.

Right of private defence of the body

244. In addition to the legal provisions regarding the dispersal of unlawful assemblies, Section 100 of the Indian Penal Code confers on every person including a Police Officer to use force in the exercise of the right of private defence of the body to the extent of causing death or any other harm to the assailant, if

(1) an assault, as may reasonably cause the apprehension that death or grievous hurt will otherwise be the consequence; or

(2) an assault, with the intention of kidnapping or abducting, is made; or

(3) an assault, with the intention of wrongfully confining a person under circumstances which may reasonably cause him to apprehend that he will be unable to have recourse to the public authorities for his release, is made. If the assault be not any one of these descriptions mentioned above, the right of private defence of the body does not, under Section 101 of the Indian Penal Code, extend to the voluntary causing of death to the assailant, but does extend, subject to the restrictions mentioned in section 99 of the Indian Penal Code, to the voluntary causing to the assailant of any harm other than death.

Right of Private defence of property

245. (1) In addition to the right of private defence of the body mentioned above, Section 103 Indian Penal Code confers power on every person including a Police Officer to use force in the exercise of the right of private defence of property to the extent of causing death or any other harm to the wrong-doer, if any of the following offences, the committing of which, or the attempting to commit which, occasions the exercise of the right:

(a) robbery;

(b) house breaking by night;

(c) mischief by fire committed on any building, tent or vessel, which building, tent or vessel is used as a human dwelling, or as a place for the custody of property;

(d) theft, mischief or house-trespass, under such circumstance as may reasonably cause apprehension that death or grievous hurt will be the consequence, if the right of private defence is not exercised.

(2) If the offence, the committing of which or the attempting to commit which, occasions the exercise of the right of private defence, be theft, mischief or criminal trespass, not of any of the descriptions mentioned above, the right of private defence of property does not, under Section 104 of the Indian Penal Code, extend to the voluntary causing of death, but does extend, subject to the restrictions mentioned in Section 99 of the Indian Penal Code, to the voluntary causing to the wrong-doer of any harm other than death.

SECTION V

DUTIES AND RESPONSIBILITIES OF THE POLICE IN REGARD TO NATURAL CALAMITIES LIKE EARTH-QUAKE, FLOODS Etc.

246. (1) In the case of calamities or catastrophies like earth-quakes, floods etc... which occur without warning, it will be the duty of every Police Officer to render such assistance as is possible and take such measures as appear necessary for the preservation of life and property and the maintenance of law and order.

(2) In the event of any calamities occurring, the Station House Officer concerned should send prompt information either by telephone or telegraph to the Inspector of Police, Sub-Divisional Police Officer and Superintendent of Police, and the senior-most Police Officer should immediately take measures for dealing with the situations. The Sub-Divisional Officer in whose jurisdiction the affected area lies will be in immediate charge of the operations under the general control and supervision of the Superintendent of Police. The "State Emergency Relief Organisation Scheme" issued by the Government should be availed of as quickly as possible. The District Collector concerned is to implement this scheme and the Police should co-operate in it. The Police should also co-operate with other Departments engaged in the relief measures.

(3) Immediately on receipt of information about any of the calamities mentioned above, adequate number of Police personnel should be sent to the site for maintaining law and order and also for rescue operations. Help from the army should normally be sought under exceptional cases. The Superintendent of Police should visit the site immediately and gauge the damages caused and estimate the extent of help required from neighbouring Districts. He must intimate Range Deputy Inspector General of Police, Deputy Inspector General, C.I.D., District Collector and the Inspector General of police by W/T of the calamities and the type of help required, if any, from outside. Valuable properties should also be removed to safe places. Labour required for this purpose, should be mobilised. Measures to prevent thefts and looting by unsocial elements should also be taken. All information regarding disasters should be broadcasted by Officials in charge of operations and false reports should not be allowed to spread. The Medical authorities should be asked to render First Aid and other treatment to the injured. Arrangements for food and clothing should also be made when necessary.

(4) The detailed instruction regarding role of Police in dealing with natural calamities is given in Appendix XV. Instructions contained therein, should be clearly understood by all Police Officials so that when emergencies arise they would know how to meet the situation promptly.

(Kerala Gazette No. 26/61 dated 30-6-1961).

SECTION VI

DUTIES AND RESPONSIBILITIES IN THE EVENT OF OUTBREAK OF FIRE

247. (1) Every Police Officer must use his best endeavours to prevent any loss or damage by fire to person or property within the limits of his charge, and any accident or danger to the public. The detailed instructions contained in Appendix XVI, in regard to the extinguishing of fire may, whenever practicable, be followed with advantage.

(2) In localities where there are units of the Kerala Fire Service and after their personnel have arrived at the scene of fire, they will be solely responsible for dealing with the fire and the Senior Fire Officer present, will be in charge of the operations. The Police will, on no account, take any part in the actual fire fighting unless called upon to do so by the Fire Service Officer in charge. The Police are primarily responsible for maintaining order and controlling the crowds at the scene of fire in order that the fire service personnel may not in any way be obstructed in their work.

(3) The Police should closely co-operate with Fire Service units wherever they are stationed and from time to time hold combined fire practice.

(4) When serious fire accident involving loss of property worth Rs. 50,000/- or more, or involving many human lives take place, the Station House Officer should immediately send information by telephone or telegraph to the Inspector of Police, Sub-Divisional Police Officer and the Superintendent of Police. The Superintendent of Police should promptly report by wireless to the Range Deputy Inspector General, Deputy Inspector General C.I.D., District Collector and the Inspector General of Police, followed by a detailed report.

(5) If danger to immovable Government property has occurred action will be taken in accordance with Art. 320 of K.F.C. Vol. I

Accidents attended with injuries.

248. In case of any accident attended with injury, the Police Officer who is present should take care that the crowd does not press on the sufferer, so as to exclude air, should see that he does not lose any of his belongings, and should arrange, if possible, to render first aid and remove the injured person to hospital.

SECTION VII

Festival Bandobust.

List of Festivals to be maintained

249. (1) A list of festivals in the district and of those festivals in other districts to which men have to be sent from the Stations or AR of a district shall be kept in K.P.F. No. 87 in each District police Office, and an extract sent to each Inspector of Police who will enter it in his Circle Information Book in K.P.F. No. 32.

(2) Instructions in regard to the examination of 'Temple cars and Rafts', the festival pandals,, precautions to be taken against fires in festival pandals and managing large assemblies etc. are given in Appendix No. XIV.

Superior Police Officers to be present at large festival and Public assemblies.

- (1) The Superintendent of Police of the District should be present at specially large festivals.
- (2) The Sub-Divisional Officers or Circle Inspectors should be present on the occasion of large festivals and public assemblies and supervise Police arrangements.

Police men to work under Sanitary Officer.

(1) At large festivals, for guarding of isolation camps and helping officers of the Public Health Department in examining persons suspected to be suffering from infectious diseases or to have come from infected localities and inoculating people against cholera, plague, etc., a certain number of Constables deputed for bandobust duty should work under the direction of the principal Sanitary Officer.

(2) Men should be selected for their suitability for the duty. As regards discipline, they will be under their own officers.

APPENDIX XIV

Instructions in regard to the Examination of 'Temple Cars and Rafts', the Festival Pandals and Managing large Assemblies

TEMPLE CARS AND RAFTS

1. (1) The Superintendent of Police or the Commissioner as the case may be, should notify the authorities of every temple, which owns a car or in which rafts are used in theppam festivals that an application to examine the car or raft as regards its structural stability and safety should be made to the nearest Station House Officer so as to reach him one month before the date fixed for any festival at which the car or raft is to be used and that if an application is late, there will be the risk of its being rejected.

(2) Each Station House Officer should keep a list of car or theppam festivals held within his jurisdiction and see that the temple authorities give him in good time the notice referred to in (1) above.

(3) (a) In the case of a temple car, the Station House Officer should satisfy himself that the car is in a safe condition to be dragged in procession. If the Station House Officer considers that a temple car is unsafe, he should send a report to that effect, atleast twenty-one days before the 'festival, to the Revenue Divisional Officer concerned, a copy of the report being sent simultaneously to the nearest Public Works Department Officer not lower in rank than an Assistant Engineer. The Assistant Engineer will then inspect the car and report the result of his inspection to the Revenue Divisional Officer.

(b) In respect of rafts, the Police should send, atleast 21 days before the festival, (i) a report to the Revenue Divisional Officer concerned and (ii) a request to examine the raft to the nearest Public Works Department Officer not lower in rank than an Assistant Engineer.

(4) If a car or raft considered to be unsafe is not certified before the festival, the Station House Officer should immediately obtain an order from the Revenue Divisional Officer preventing the car or raft being used. Circle Inspectors of Police, should also pay attention to this matter.

(5) Anything which may lead to danger to life should be prevented by the Police.

PRECAUTIONS TO BE TAKEN AGAINST FIRES IN FESTIVAL PANDALS

2. (1) Whenever there is a proposal to celebrate a festival for which a pandal within enclosures is likely to be erected the Station House Officer concerned should proceed immediately to the village and arrange with the authorities in charge of the festival to provide a sufficient number of exits of suitable size on all the sides of the pandal and in the enclosing walls, if any, and to erect the pandal sufficiently high to prevent all danger of its catching fire from torches or other naked lights which may be used in the pandal during the festival.

(2) If the Station House Officer finds that the pandal put up does not satisfy the above requirements, he should, in the interests of public safety, at once move the Magistrate having jurisdiction over the area to issue an order under Section 144 of the Code of Criminal Procedure to stop the festival and take steps to see that the orders passed by the Magistrate are obeyed and that no breach of the peace results.

INSTRUCTIONS FOR MANAGING LARGE ASSEMBLIES

3. The following instructions are given for managing large assemblies.

(1) At large festival centres, situated at a long distance away from a Police Station, a temporary Police Station may be opened, with the general diary, First Information Report book and other essential records for the duration of the festival to facilitate the registration and investigation of cases. Cases arising during the festival will be registered at the temporary police station.

(2) No man of less than three year's service or who is a native of the place of assembly should normally be sent for bandobust duty.

(3) Men detailed for this duty should not be allowed to take their families.

(4) Care should be taken that men do not get away to festivals on independent duty, such as on the pretext of executing warrants.

(5) Camps may be erected for the accommodation of the men, and camps should not be located within the crowded festival area, but well outside.

(6) If necessary, the locality should be divided into sections, with a definite number of men allotted to each section. A reserve force, sufficient to ensure the suppression of a disturbance at its outset, but not necessarily of considerable strength, should be available. When it is necessary to detail a force of considerable strength, a bugler should be included in it.

(7) Each Policeman on duty should be given a printed memorandum of instructions in Malayalam or Tamil or Kannada as the case may be, as to what his duties are. The principal duties of Police Officers are given below.

(a) To maintain a careful watch over sanitary arrangements and to prevent nuisances being committed and not to wait until they are committed and then arrest and charge the offenders. This should particularly be the case where women and children are concerned. If the Police get the idea that they will be praised for a number of prosecutions, there is a grave risk of officious interference and abuse of power.

(b) To report to the medical officer on duty cases of small pox, cholera and other such contagious or infectious diseases.

(c) When on patrol duty, to interfere as little as possible with the people, but to prevent crimes and

offences, preserve the peace, keep order, and spot out bad characters.

(d) To warn people not to drink or take water from prohibited places.

(e) To see that cart-stands are kept clean.

(f) (i) To be as courteous as possible, a guide and not a nuisance to pilgrims. The men should be made to understand that they will get credit for the maintenance of quite order and that officious interference with orderly people will not be tolerated.

(ii) All Police men on duty should devote their entire attention to the performance of work in hand and should not become mere spectators along with the rest of the crowd which they are required to control.

(iii) When lining a road behind the Military on the occasion of a procession, or controlling a crowd at an official function or entertainment, the Police should move up and down their line of beat and when they halt they should face the crowd keeping a sharp look-out so that no attempt is made to break the ranks and that no bad characters, pickpockets etc, are able to commit thefts.

(g) To send lost children or lost property to the "Lost Children Office", or the "Lost Property Office", if such offices exist, and if not to the Police Station, and to direct persons in search of lost children or property to go there.

(h) To report fires to the Police Station.

(i) To take injured persons to the nearest hospital in cases of accidents.

(j) When on duty at temples, to prevent nuisances and crimes and to report to the Inspector in charge all cases of levying black-mail. The men should be given to understand that they are not to help the temple authorities and others to collect tolls or extort gifts.

(k) To strictly to the orders regarding the regulation of traffic.

(8) Each Police man attending the festival on duty should be allotted a specific duty to perform, to which he will adhere during the entire festival. His camp, station, section and hours of duty should be specified in writing on the list of printed instructions given to him in the form given below:

Constable No.	Name	District No.	Section	Camp	Duty Hrs.
<hr/>					

(9) Men should not be employed for more than six hours at a stretch.

(10) As a general rule, not more than ten men should be employed under one Head Constable.

(11) Arrangements should be made to have the locality lighted throughout the night. This may be a means of preventing accidents and crimes.

(12) Fire Service Units should be established where necessary, with a sufficient number of men.

(13) If circumstances render it necessary, a "Lost Children Office" and a "Lost Property Office"

should be opened with a sufficient number of men in charge. Funds should also be provided for the "Lost Children Office" for the feeding of the children.

(14) Rules regarding the regulation of traffic at such places and on such occasions should be published and the men instructed to carry them out carefully. The stopping of traffic should only be done when it is in the interests of the vast majority of visitors.

(15) In mobilising the railway Police force required for duty at a railway station in connection with a festival, the requirements of other principal stations on the railway line should also be considered and a sufficient number of men should be detailed for duty at those stations.

(16) (a) The number of men required for duty at temporary booking offices and waiting sheds at railway stations, wharfs and other places, where rush of people is likely, should be correctly estimated. Accidents are likely to occur during the rush of passengers into the train when an enclosure is opened and at wharfs. To prevent such accidents, it is desirable to employ a sufficient number of men, preferably, under the supervision of an officer, inside these enclosures. Cripples, women and children may be separated and allowed to pass out first, in preference to able-bodied men.

(b) The work of the Police may be lightened by having more than one in these enclosures, and barriers within them might ease the strain, facilitating the formation of queues.

(17) Men off duty must not be allowed to go about in uniform, These men not being under proper control, are apt to misbehave and give trouble.

(18) Men should go to the feeding camp, if one exists, at the prescribed time, and occupy the accommodation provided.

(19) Men deputed for duty at the festival should be detained until after the majority of the pilgrims have left.

When there is heavy traffic, the roads should be so divided as to form two streams of passengers.

APPENDIX II

Duties of the Police on the outbreak of fire

Summoning of fire engine

1. On the outbreak of a fire, the first police officer in the vicinity who hears of it shall immediately send information to the fire station if one exists in the place, by telephone or express messengers giving his name and designation and indicating the locality and extent of the fire as precisely as possible. He shall then inform the nearest police Station and proceed to the scene of the fire to render assistance.

Police Officers to go to the scene of fire

2. All Police Officers in the vicinity, who are not on duty and who hear of a fire, shall go to the scene of fire at once.

Action in Police Station

3. On receiving information of a fire the senior Police Officer present in the police station shall immediately take the following steps :--

(a) Send prompt information by the quickest available means to the nearest fire station or fire engine staff. The senior officer present should use his discretion in deciding (i) whether having regard to the distance at which the nearest fire station or fire engine is located, the fire station can render timely and effective aid in putting out the fire and (ii) whether the fire is serious enough to justify long journey by the fire service vehicles.

(b) Where a Fire Service Officer is present, request for the assistance of Fire Service Units from other stations shall be made only by such Fire Service Officer.

(c) Requisition medical assistance and an ambulance, if it is necessary.

(d) Inform his next superior officer and the officer-in-charge of the Armed Reserve, if the fire is at or near the headquarters of an Armed Reserve, and call out all available (Police Officers for duty at the scene of fire.

(e) Send to the scene of fire all available fire-hooks, rakes, and fire buckets in places where there is no fire service.

(f) Report to the Sub-Divisional Officer and the Superintendent of Police any fire involving loss of human life or heavy damage to property.

Help from neighbouring stations

4. In all important fires at places where there are two or more Police Stations within easy reach, the senior Police Officer present at the scene of the outbreak shall summon from the neighbouring Police Stations or Armed Reserve, wherever it is available, such number of men as, he considers necessary to control crowds and assist in putting down the fire.

Keeping the scene clear

5. (a) As soon as sufficient number of Police Officers is present the senior officer shall detail men to draw a cordon round the fire to keep back the crowd and mark hydrants or other sources of water supply and approaches to them.

(b) He shall also tell off any men required to guard property and keep a sharp look out for any pilfering by the crowd. These men shall ordinarily come from the station concerned. Loiterers should be moved beyond the cordon.

Keeping Police in reserve

6. A Police Officer shall be deputed to take charge of all Police Officers as they arrive and tell them off for duty. All those who are not immediately required for duty shall be kept in reserve in a body under this Officer.

First steps at a fire

7. On arrival at the scene of fire, the first steps to be taken by the Police are:--

(a) to get every person out of the building and endeavour to rescue any person in peril;

(b) to examine out-houses and stables in which any animal is kept, cover its eyes with sacking or cloth, lead it out or cut it loose and allow it to escape;

(c) to see that doors and windows, especially those on the ground-floor are closed, as such openings create draughts which seriously increase the fire;

(d) to cut off all electric current from the building;

(e) to render first aid to injured persons pending the arrival of medical assistance.

(f) to remove injured persons to hospital by the quickest conveyance available.

(g) to cause the removal of all movable properties, placing them as far as possible in one spot and to guard them against thieves; and

(h) to deliver to the parties concerned under proper acknowledgement property so removed.

Action pending arrival of engine

8. In localities where fire engines are stationed, the Police Officers present shall, pending the arrival of the engine, take all possible steps to extinguish the fire and prevent its spreading by removing all inflammable materials near the fire.

Direction to the fire engine

9. (a) The exact spot where the fire is burning can seldom be understood on receipt of the call at the fire station. It is, therefore most important that people and Police Officers if available, should be stationed on the main street to direct the engine. Police Officers first on the spot shall see to this and it shall be the first duty of a responsible officer, from Inspector to Head Constable, to see that it has been done.

(b) Besides directing the engine to the scene of fire, it is equally important that Police Officers first on the spot shall find out where the nearest hydrants or other sources of water supply are situated and tell off a man to meet the engine on arrival at the scene and direct it to the hydrant or other source of water supply.

Searching houses

10. The best means of searching houses on fire is to ascend the staircase taking care that every door, which is passed is closed. When this is found impossible and it is necessary to enter by a window great care must be taken. Windows should be closed, if possible, after Entering to prevent outer air getting in.

Moving in burning buildings

11. When moving in a burning building, men will find it advantageous to crawl on hands and knees and tie a wet handkerchief round the mouth and nose as a precaution against being overcome by smoke.

Rescue by ladder

12. When rescuing a person from or through a window, the Policeman concerned should take care at all times to keep his balance, especially at the moment of placing his weight on the ladder, and should tread as wide as possible taking each step close to the side of the ladder as the strength of the rungs is greater here than in the centre.

Powers of the Police on occasions of fires

13. Section 81 of the Indian Penal Code gives protection to Police Officers causing damage or obstruction in good faith for the purpose of firefighting. Any Police Officer above the rank of Constable may on the occasion of fire.

(a). remove or order the removal of any persons who by their presence interfere with or impede the operations for extinguishing the fire or for saving life or property, and close any street or passage in or

near which any fire is burning;

(b) by himself or those acting under his orders, break into or through or pull down or use for the passage of houses or other appliances in any premises for the purpose of extinguishing the fire doing as little damage as possible;

(c) cause the mains of pipes in any area to be shut off so as to give greater pressure of water in the place where the fire has occurred;

(d) call on the person in charge of any fire engine, at places where there is no branch of the Kerala Fire Service, to render such assistance as may be possible; and

(e) generally take such measures as may appear necessary for the preservation of life and property.

14. The Police shall closely co-operate with fire service units wherever these are stationed and shall from time to time hold combined fire practices.

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CHAPTER III

**RECORDS OF CRIMES AND CRIMINALS AND
SURVEILLANCE OF BAD CHARACTERS****Introductory**

250. In order to facilitate the study of property crimes reported in Police Stations and of criminals involved in such cases with a view to effectively deal with them, it is necessary to maintain a continuous record of the criminal history of such individuals and localities in all Police Stations. A careful study of these records will in a large measure help in crime prevention work by taking due action in time against appropriate bad characters. The headings in the forms comprising the registers in this regard are self-explanatory and do not call for individual elucidation.

Station Crime History

251. The Station Crime History will be maintained in all Police Stations in six parts and it will be treated as a confidential record. Modifications necessary in respect of this record in Railway Police Stations are indicated in the chapter on Railway Police. The Station Crime History is a record which is of great help to a new Station House Officer, an Investigating Officer and also an Inspecting Officer; the first for a proper study of crime and criminals in his new charge, the second for locating a criminal who would probably have committed the crime under investigation and the third for ascertaining whether the record is kept properly and utilised intelligently by the investigating and Station House Officers.

Station Crime History-Part I

252, (1) This is the crime occurrence register maintained in K.P.F. No, 174. This register will have in the order of their occurrence all true cases of crime occurring in the station area and coming under the various categories shown in Appendix-I. Attempts to commit such offences will also be recorded. Some districts may at times need a few additional classifications as are not available in Appendix-I. Such additions can be made with the approval of the Deputy Inspector-General of Police.

(2) If a single case falls under several classifications, all this Modus Operandi classifications have to be entered under the relevant columns of Part I. In the last column of the register entries should be concise and restricted pointedly to the facts called for in the heading. Care should be taken to see that facts already available in the previous columns are not repeated in the last column.

(3) In order to ascertain the incidence of crime against the background of the lunar months, a red line should be drawn between such entries and full moon date also may be shown along that red line.

(4) As stated in sub para 1 above, Part I being a record only of true property crimes, care should be taken to see that cases in which investigation is refused and cases which fall under the property offence sections of Indian Penal Code purely for technical reasons are not entered in this part.

(5) This part will contain the annual crime review of the Circle Inspector written immediately after the end of each year. The method and procedure for the writing up of this annual review are available in the rules relating to duties of Circle Inspectors with regard to crime.

Station Crime History-Part II (Crime Chart)

253. (1) Station Crime History Part II is the Crime map or maps showing village boundaries, and

the principal physical features of the station limits and of the adjoining areas to a distance of 5 to 10 miles outside the station limits. All crimes entered in Station Crime History Part I will be marked in this map at the spot representing the scene of offence showing also the major and minor classifications as per Appendix-I and the date of occurrence.

e.g. II - h or II - L or III (b2)

11/7 11/9 3/8

(2) This crime map is intended mainly to show in which area of the Station, Crime mostly occurs. While lighter stations need have only one map for a calendar year, heavier stations may have 2 or more maps for one year according to the volume of crime. In town stations with large number of property crimes, it is desirable to have 2 or more maps a year so that entries will not be crowded and a clear picture can be obtained at the very first look.

(3) The crime map will contain a note showing the scale of the map, the calendar year, full moon dates for the whole period for which the map is intended, the dates and places of important festivals and shandies, and the names of all the villages marked.

(4) Coloured inks as noted below will be used for marking crimes in the crime chart in order to enable quick survey of incidence of crime.

Class I--Offences attended with violence	: Back underlined once in red
Class II-House breaking and theft	: Red
Class III-House theft	: Green
Class IV -Ordinary theft	: Blue - back
Class V-Cattle theft	: Violet
Class VI to IX	: Black rounded with green

Station Crime History Part III & General Conviction Register

254. (1) This is a combined register maintained in K.P.F. No. 174A. The purpose of this register is to record the details of convictions of certain types of persons operating in the station area or those belonging to the station area operating in other station limits. While Station Crime History Part I is only a record of crimes occurring in the station area and falling under the classifications in Appendix-I, this part contains details of convictions not only of those involved in the Part I crimes, but also others convicted for offences punishable with imprisonment for 3 years and up-wards under Chapter XVII of the Indian Penal Code such as graver types of mischief arson, and house trespass as well as certain offences under Chapter XVI of Indian Penal Code. These details are entered because these convicted persons are liable for enhanced punishment under section 75 I.P.C., in case of a second conviction and the register will enable the prosecuting agency to ascertain details of previous convictions. In regard to convictions under Chapter XVI I.P.C., the record will help selection of persons for registration under the Habitual Offenders Act.

(2) The names and other particulars of the classes of persons enumerated below will be entered in this register immediately on there conviction or in the case of persons falling under sub-clause (IV) and (VI) below on receipt of the orders of the competent authority.

- (i) Persons convicted of offences under Chapters XII and XVII of the Indian Penal Code, for which a punishment of three years or upwards is prescribed, or accused of such offences in cases which have been compounded under section 345 Cr.P.C.
 - (ii) Persons convicted of offences under sections 489-A to 489-D, Indian Penal Code (forgery of currency notes and bank notes).
 - (iii) Persons convicted under sections of Chapter XVI of the Indian Penal Code referred to in the Schedule under the Kerala Habitual Offenders Act, 1960.
 - (iv) Persons bound over under sections 109 and 110, Criminal Procedure Code.
 - (v) Persons convicted under section 48 of the Kerala Police Act.
- Unconvicted persons reasonably suspected to have committed offences, selected for inclusion with the approval of an Officer of and above the rank of
- (vi) Deputy Superintendent of Police. Entries should include details of the offences for which they are suspected. Entries shall be retained only so long as reasonable suspicion exists against them.

(3) The register shall contain entries relating to convictions in cases registered at the station, and convictions of persons who reside in the station limits in cases registered elsewhere. If a conviction is reversed on appeal the entry should be crossed out, unless the person is brought under sub-rule (2) (vi) above. In column (11) in the register the major and minor classification of the crime committed shall be noted by means of the appropriate figures and words.

(4) If any person whose particulars are entered in Part III and General Conviction Register, moves to another station limit and takes up his residence there permanently his particulars of conviction etc., will be communicated to that station for entry in that station records. Such communication will be made on Bad Character Roll in K.P.F. No. 15. The Bad Character Roll will be returned with serial number and page number of the register, on which entry has been made. This cross reference will be noted in column 3 of the register of the station.

(5) The names of persons registered in "Part III and General Conviction Register" shall be struck off only by officers of and above the rank of Circle Inspector, after a period of ten years from the expiry of their last sentence, subject to the proviso that in the case of a person for whom history sheet has been opened the entries relating to him shall not be struck off until the history sheet is closed. An officer of and above the rank of Deputy Superintendent of Police may however, sanction the removal of names from the register at any time within the period mentioned above, if the retention of such names is considered unnecessary. If a person's name in this part is struck off or he dies, another station to which his conviction details might have been transferred should also be informed of the fact.

"Part IV-Station Crime History

255. (1) Part IV of the Station Crime History in K.P.F. No. 174-B1 and 174-B2 shall contain notes on important factions and disputes, especially between castes and communities, and regarding the commission of serious breaches of the peace. Notes should be made therein regarding police 'Bandobust' necessary for important festivals, etc. In short, any information which may be useful to a new Station House Officer, having no previous experience of the Station, should be entered in this register. One or more sheets, as may be necessary should be kept for Station information of a general nature. Information relating to different villages shall be recorded on separate sheets, headed by the names of the villages. All

entries in this record shall be edited, signed and dated by the Circle Inspector. Only the Station copy of this record is to be maintained. Circle Inspector will not maintain a copy with his circle records but will summarise all important points in the Circle Information Book in K.P.F. No. 32.

(2) A note on all political organisations, agitators and suspects in his Station limits should be entered in Part IV of the Station Crime History.

(3) It is valuable to have details regarding pawn brokers and also hotels, restaurants, choultries, drinking shops and other similar places where bad characters are likely to resort.

(4) A record should be maintained wherever there is a labour organisation showing the personnel of the management, strength of the Association and other relevant particulars.

(5) A list of labour leaders and their movements and contacts and activities of each has to be maintained."

Record of Bad Characters

Introductory

256. While in the foregoing paragraphs the records relating to crime were dealt with, the following ones relate to records of bad characters. Bad characters are of five types viz., Dossier Criminals, (DCs), Known Depredators (KDs), suspects, exconvicts and rowdies. A Dossier Criminal is basically a Known Depredator for whom a Known Depredator history sheet will be maintained in the station in the limits of which he has his permanent abode. But he is registered as a Dossier Criminal as his operations extend to more than one circle or one district. History sheets of Dossier Criminals are opened and maintained in the District Intelligence Bureau and a copy maintained in the police station concerned. Known Depredators are persons for whom history sheets are opened as described in para below. Suspects are persons who have convictions not enough for opening of known Depredator sheets and also persons who have been acquitted in property crimes on technical grounds and are suspected of being prone to the commission of crime. Under the type 'Exconvicts' comes all persons having atleast one conviction in property offences. Rowdies may or may not have convictions. They are bullies indulging in acts involving breach of peace and against whom complaints and petitions are received in police station.

Station Crime History Part V. History Sheets

257. Station Crime History Part V consists of history sheets of such persons resident permanently or temporarily in the station limits who are known or believed to be addicted to or to aid or abet the commission of crimes. History sheets are maintained for habitual receivers also. K.P.F. No. 174(C) is prescribed for these history sheets.

(1) History sheets will be opened automatically at the time of conviction for persons of the categories detailed as follows:-

Person released from imprisonment for life for offence under Chapter XII & XVII of the Indian Penal Code and professional poisoners; persons once convicted for offences under sections 395 to 402 of the Indian Penal Code; persons convicted twice for house breaking or any of the offences under sections 392 to 394; persons convicted thrice for theft and persons bound over under section 109 Cr. P. C. on two occasions, and under section 110 Cr. P. C. (except sub-sections (e) & (f) once.)

(2) Persons history sheeted as above will be styled as KDs. (Known Depredators).

(4) From among the Known Depredators, the District Intelligence Bureau will select the following types of persons to be registered as Dossier Criminals and open history sheets.

- (a) A Known Depredator or suspect who has conviction in more than one district.
- (b) Known Depredators or suspects mentioned below who are ordered by the Superintendent of Police of the district to be registered as Dossier Criminals.
 - (i) Those who operate in more than one and who are recommended by the Sub Divisional Officer for registration as Dossier Criminals.
 - (ii) Dossier Criminals of another district who operate in the district.
 - (iii) Any other person whose activities, due to any special reason are required to be watched by the District Intelligence Bureau.

Suspect History Sheet

258. History sheets in K.P.F. 174(c) will be opened for the following types of persons classified as suspects under orders of the Superintendent of Police or of the Sub Divisional Officer if so empowered by the Superintendent of Police:-(a) person once convicted for any offence under Chapter XII & XVII of the Indian Penal Code and considered to be likely to commit crime and (b) person who may have escaped conviction but believed to be addicted to crime. Suspect History Sheet will be retained for one year. The fact that a history sheet has been opened for a suspect has to be kept confidential.

Station Crime History Part VI (Rowdy History Sheet)

259. (1) This is a record maintained individually in KPF 174(D) to keep a progressive record and watch of the activities of person found to be indulging in rowdyism. These sheets will be opened on the orders of the Sub Divisional Police Officer or any higher authority on the basis of reports from the local police officer from other sources--

(2) The main forms of rowdyism are:--

- (1) Indecent behaviour towards women and girls at educational centres, bus stands, parks, Railway Stations, running trains etc., by passing obscene remarks etc. This is popularly known as "Eve-teasing".
- (2) Habitually committing affray and rioting.
- (3) Habitually committing offences involving stabbing (324 IPC).
Threatening and beating up prosecution witnesses in court premises and forcing them to turn hostile, by hirelings employed by political parties, moneyed people etc.
- (4) Intimidation of peace loving people by acts of violence or by show of force or by abusive language.
- (5) Rowdyism in Cinema Halls, theatres, sports stadiums, milk booths, bus stands, toddy shops, running trains etc.
- (6) Habitual gambling, smuggling of food grains and illicit distillation.
- (7) Forcible collection of subscriptions.
- (8) Drunken and disorderly behaviour.
- (9) Decoying persons to houses of ill repute by pimps.
- (10)

- (11) Snatching of gold chains etc.
- (12) Any other anti-social activity associated with violence.

(3) The History Sheets will be maintained as shown below separately for each individual.

Section I

- (1) Police Station.
- (2) District
- (3) Date of opening, with reference to the orders under which opened.
- (4) Date of closing, with the name and designation of the officer passing the order, and the reference number and date of the order.

Section II

- (1) Name of rowdy with aliases if any.
- (2) Age (approx) and year
- (3) Descriptive Roll (with photo if available).
- (4) Father's name.
- (5) Address.
- (6) Profession or occupation if any of the rowdy.
- (7) Probable haunts and resource.
- (8) Names of other Police Stations within whose jurisdiction also he may be active.
- (9) Associates with address.
- (10) Near relatives with their address.
- (11) Short biography and circumstances under which the sheet is opened.
- (12) Running History.

N.B.-In the running history all the criminal activities of the rowdy including reasonable suspicion of his complicity in cases and/or complaints against him with crime numbers if any and result of the cases etc., should be mentioned in separate paragraphs which should be numbered chronologically. Against each entry in the running history there should be references to G.D. entries, crime Nos., mass petitions, petty cases etc.

Section III

Petitions and enquiry reports which may be of relevance in future security proceedings.

Section IV

Record of Check by C.Is and Instructions.

(4) Rowdy history sheets in a Station shall be numbered serially in the following manner:--

- (1) Separately for those resident in the Station limits.
- (2) For non-residents separately for each Station. Serial number will be written in red ink and will be preceded by abbreviation letters denoting the particular Station.

Note.--The S.H.O. of the Station in which the person for whom a Rowdy History Sheet is opened resides,

shall furnish a copy of the sheet to the S.H.O. of any other station in which also he may be active (ref. item 8 Section ii) of the Sheet.

(5) The Sub Inspector of Police in charge of the Station should maintain the Rowdy History Sheets personally or under his direct supervision. Whenever any entry is made in the G.D. non-cognizable case register or Petty Case Register about an individual for whom a History Sheet is maintained, relevant notes from the above registers should be made in the History Sheets also.

(6) The Circle Inspector of Police should check the Rowdy History Sheets of a Station during the visits and inspections and make a record of it with instructions, if any, in Section IV of the Sheet.

(7) Activities of non-resident rowdies should be promptly communicated to the concerned (Police Station in B.C. Rolls after making entries in item 12, Section II of Station History Sheet.

(8) A Rowdy History Sheet may be closed on the orders of the Superintendent of Police, based on the recommendations of the Circle Inspector of Police routed through the Deputy Superintendent of Police /Assistant Superintendent of Police.

(9) List of Rowdies of a Circle will be maintained in the Office of the Circle Inspector of Police. The Circle Inspector of Police will check the net with the Rowdy History Sheets in the respective Police Station every half year.

(10) Rowdies may be dealt with under the following provisions of Law:--

- (1) Section 106 Cr. P.C. (Security for keeping the peace on conviction).
- (2) Section 107 Cr. P. C. (Security for keeping the peace etc.)
- (3) Section 109 Cr. P.C. (Security from vagrants etc.)
- (4) Section 110 (F) Cr. P.C. (Security for good behaviour from a person so desperate and dangerous etc.)
- (5) Sections 48, 51 and 51A of the Kerala Police Act (For being found armed between sunset and sunrise intending to commit an offence, drunken and disorderly conduct, riotous or indecent behaviour in street etc., respectively).
- (6) Prosecution in appropriate cases for obscene acts and songs-Section 294 IPC.
- (7) Prosecution for any other specific offence that may be committed.

General Instructions regarding History Sheets

260. (1) History sheets of Known Depredators shall be retained for 2 years after release from jail. But if an order under 565 Cr. P.C. has been passed against a Known Depredator, his history sheet should not be closed until the period during which he is required to notify changes of residence has elapsed.

(2) A History sheet shall never be opened for a juvenile discharged from a Borstal or Certified School or released under Section 562 Cr. P. C. or treated under the provisions of Kerala Probation of Offenders Act, nor shall he be treated as a bad character nor watched nor interrogated, unless suspected of committing crime.

(3) History sheets shall not be opened for criminals who are wanderers and who have no fixed residence. If they move about in a limited area such as two or three Districts, History sheets may be opened for such persons at the discretion of the Superintendent of police.

(4) History sheets shall be numbered serially in each police station and an index maintained.

(5) History sheets shall be closed by the definite orders of Sub Divisional Officer and above and

shall be filed in the station. The History Sheets of persons who have died shall be destroyed by order of Superintendent of Police. The Superintendent of Police may order the closure of a History Sheet at any time, but a Sub Divisional Officer may only do so on the expiry of the periods named above.

(6) The orders of the Sub Divisional Officer or Superintendent of Police must be obtained for the further retention of a history sheet after the expiry of the period prescribed in rules above. Such orders are necessary even if the bad character is convicted, unless the conviction would entail automatic maintenance of history sheet under Rule.

(7) Sub Divisional Officers and Superintendent of Police should scrutinise the history sheets and issue suitable orders regarding closure retention etc., during their station inspection. History sheets kept open unnecessarily, will defeat the main purpose of watching only active or suspicious criminals.

Indices to History Sheets

261. (1) An alphabetical loose leaf crime classification index to "Part I" and Part III and General Conviction Register", will be maintained in KPF No. 7. This index shall be maintained according to the current classification of crime. A few separate sheets shall be set apart for each major and minor class of crime.

(2) An alphabetical index of persons entered in "Part III and General Conviction Register" will be maintained. The reference to the page number of the Register in which an entry is made will be immediately noted against the name of the person in the alphabetical index. When more than one entry is made in the Register relating to the same individual, all the connected page references shall be noted against the same name in the index, together with the volume number of the Register if there are different Volumes of the Register. On no account shall the name of an individual be repeated in the index. The alphabetical index of persons shall be maintained in KPF No. 66.

Surveillance records of bad characters

262. While the history of bad characters in a station area will be available in the various records described in the above paragraphs of this chapter, the following two paragraphs give in brief the details of registers for recording steps taken for proper surveillance of such individuals with a view to keep them under watch and control for preventing crime.

Ex-convict Check Register

263. A Check Register of persons entered in Part III and General Conviction Register will be maintained in KPF No. 188 (village-war Check Register of ex-convicts). The Check Register will be kept village-war, in the alphabetical order of the names of the villages in which the convicts reside. Results of checking shall be indicated by the following letters:

G--if the ex-convict is found to be leading an unsuspecting life.

B--if the ex-convict is still of criminal tendencies.

D--if the activities of the ex-convict are of a doubtful character.

A Register will also be maintained separately in respect of persons residing in other station limits, about whom entries are made in the Station 'Part III and G.C.R.' The Station House Officer shall obtain information regarding the result of checking carried out by the respective Station House Officers of such persons and record it in the register. These ex-convicts will be checked at least once a year by the Station

House Officer concerned personally as long as their names are not struck off from Part III General Conviction Register.

Check Register of Bad Characters

264. (1) Check Register of known Depredators and suspects shall be maintained in each Police Station in KPF No. 89A. The names of bad characters who are in jail and not likely to be released during the year, will be entered at one stretch in the opening pages of the register. The names of bad characters who are present, out of view, or in jail but likely to be released during the year will be entered beat-war thereafter. In the case of those in jail, entries regarding the period of imprisonment and the dates of probable release will be made against each.

(2) The names of bad characters to be "closely watched" will be written (Known Depredators first and then suspects) in red ink followed by non close watch bad characters in blue or black ink, in the same order. All entries should be beat-war.

(3) The date of expiry of the history sheet shall be noted in the remarks column against each bad character.

(4) Check register of bad characters (KPF No. 89-A) will also be maintained in outposts where such bad characters reside.

(5) A check register of Rowdies shall be maintained in each Police Station and outposts in KPF No. 89 (A).

General instructions regarding Surveillance

265. (1) Persons for whom History sheets have been opened shall be informally watched by the Police. When a History Sheet shows that the individual is leading a criminal existence, the Superintendent of Police or the Sub Divisional Officer, if so empowered by the Superintendent of Police, shall decide whether the individual should be 'closely watched' or not.

(2) Whenever a History Sheet is opened for a bad character for the first time, he shall be under 'close watch' for a specified period.

(3) The bad characters returning from jail should be under 'close watch'. If they settle down and are of good character close watch can be removed.

(4) There should be free transfer of bad characters from close watch to non-close watch and vice versa. Orders for such transfers should be obtained from the Sub Divisional Officer or the Superintendent of Police as the case may be. A bad character who continues to be under close watch for a considerable period, is a fit person for action under section 110, Criminal Procedure Code.

(5) The surveillance of a suspect or rowdy other than an ordinary criminal shall be conducted in a confidential manner.

(6) Under the History Sheet heading 'Current doings', entries which are informative and useful based on the facts ascertained both by the Sub Inspector and his men since the date of the last entry, shall be made month-war for close watch bad characters and quarterly for non-close watch bad characters. Anything of interest coming to notice in respect of a bad character during a month should be entered then and there, without waiting for the end of the month or the quarter.

(7) When any information favourable to an individual for whom a History Sheet is being kept is received, it shall be entered therein.

(8) The entries in the various columns in the History Sheet should be checked by the Sub Inspector personally and brought up-to-date once a year. The fact of such verification should be certified to by him

in the column under 'Current doings'.

Movements of known bad characters

266. (2) When a bad character, whose name is entered in the surveillance register, absents himself from his village, it will be the duty of the Station House Officer concerned to make prompt enquiries and ascertain his alleged destination. If it is known that he has gone to a place situated within the jurisdiction of another Police Station, the officer in charge of the station should at once fill in Bad Character Roll-A, adding a brief precis of the habits and manners of such bad character and forward it by the quickest means, to the officer of the police station within whose jurisdiction the bad character is alleged or believed to have gone. The Station House Officer who receives the 'Roll' should immediately acknowledge it and send back the acknowledgement portion of the roll to the sender, and take steps to ascertain whether the bad character has arrived within the limits of his jurisdiction.

(3) If the bad character has not been traced on the expiry of one week from the receipt of the roll, the Officer receiving the roll should return it with a statement to that effect on the back of the roll, to the Police Station of issue.

(4) If the bad character is found, the Police should ascertain the date and hour of his arrival, the name of the person with whom he is staying and the names of any persons with whom he associates etc. and should make arrangements to watch him closely in the same way, as if he were a registered bad character of his own station. If he becomes a temporary resident there, his name should be entered in that Police Station Check Register of bad characters (KPF. No. 89-A) and watched closely.

(5) When the bad character leaves the limits of the Station for his home or elsewhere, the Officer in charge will forward the roll to the Officer in charge of the Police Station to which the bad character has gone noting on the back of the roll all the information regarding the individual's movements which was collected while he was residing within the limits of the Station. If the bad character goes to a Police Station jurisdiction other than that in which he is registered, the Officer in charge of the latter should be informed of the fact.

(6) The Bad Character Roll itself gives such information such as the Police Station, District and State, serial number of the roll, the name, parentage, residence, caste and descriptive marks of the bad character, the class of offence he commits, the place to which he may have gone, the purpose, the relations and associates at such places the date and hour at which he left the village and the date and hour of despatch of the roll etc.

Movements of suspicious strangers

267. (1) On receipt of information that a suspicious stranger has arrived within the station jurisdiction, it will be the duty of the Officer in charge of the Police Station to send a 'Bad Character Roll-B' with utmost possible despatch to the Police Station within the limits of which the stranger alleges that he resides. He will maintain a watch on him till a reply clearing him, is received. If before the receipt of the roll, the stranger leaves the place to another jurisdiction, a copy of the roll should be sent to that Police Station and the watch in him continued by the other station.

(2) On receiving a roll, the Officer in charge of a Police Station should at once return it with complete information; if, he is not a resident of that station, the roll should be returned with a statement to that effect. In such a case the Officer who issued the roll must take all possible steps to discover the identity of the stranger.

(3) The nature of the information received regarding the stranger will guide the Police Officer as to

the steps that should be taken, whether to institute proceedings under section 109 or 110 Criminal Procedure Code or to watch the movements of the stranger. But care should be taken to see that a watch is maintained till a reply is received.

Transmission of Bad Character Rolls to Stations outside the State

268. (1) Bad Character rolls when transmitted outside the State should invariably be written in English.

(2) Bad Character rolls of inter-state criminals shall be sent through the office of the Criminal Investigation Department. If the transmission of such roll is urgent, a copy of the roll should be sent to the C.I.D., the fact of the original having been sent direct being noted therein. There is no objection to use the inter State Wireless grid for this purpose.

(3) In the case of a criminal who is definitely known to have proceeded to a commonwealth country, a bad character roll reporting his movements will be sent, only if he is considered likely to resort to serious crime and to be dangerous to the community of the place where he has gone. Otherwise no roll will be sent.

(4) In all bad character rolls sent outside India, description of the offence should be furnished in the relevant column in addition to the section of law.

Bad Characters going out of view-Despatch of out of view Cards

269. When a bad character goes out of view, the information should be broadcast in KPF No. 46-A to the Police Station having jurisdiction over the places likely to be visited by the bad character and also to the neighbouring stations, whether such stations are in this State or in another State. Copies of the card should be sent by the Station House Officer concerned to his Circle Inspector and to the District Intelligence Bureau of his District and the Criminal Investigation Department.

Instructions regarding watching ex-convicts ordered to notify residence

270. (1) Each Station House Officer is responsible for maintaining a 'correct list of ex-convicts ordered to notify residence in KPF No. 90 which will be hung up in the station. The village notified and date of release will be entered from jail release lists.

(2) Convicts ordered to notify their residence, on their release from jail, are shadowed to their place of residence and they will be watched in the same way as other dangerous criminals. Whenever they intend to be absent from their residence and go to another Police Station jurisdiction, they should inform the Police concerned and obtain a certificate (KPF No. 107 -A). As soon as a certificate is issued to the ex-convict, the Police should promptly inform the Station House Officer of the Station, within whose jurisdiction the ex-convict intends to go. On arrival at the destination, the ex-convict should notify his arrival, his residence etc., to that police station. Similarly whenever the ex-convict intends to be absent from his residence between sun set and sun rise, he should notify his intention at the police station, stating the time and purpose of such absence and the exact address where he can be found during the period.

(3) When ex-convicts absent themselves from their place of residence without notifying or informing at the Police Station, the Station House Officer concerned should make prompt enquiry and also report the fact to the Superintendent of Police.

(4) Rules framed by Government under Section 565 (3) Criminal Procedure Code are in Appendix II. Prosecution of ex-convicts for breach of the rules should not be launched without the sanction of the

Superintendent of Police or Sub Divisional Police Officer. Such breaches constitute offence under Section 176 Indian Penal Code.

Crime Charts-Maintenance by Inspectors and Superior Police Officers

271. (1) The Circle Inspector in charge of a circle will maintain an outline Crime Chart of the Circle showing station limits and prepared in the same way as in stations.

(2) Superintendents of Police and Sub Divisional Officers will similarly maintain an outline Crime Chart showing station limits for the Districts and Sub Division, respectively. The period of currency of each Chart is left to the discretion of the Officer maintaining it. True cases relating to murder for gain, dacoity, robbery, house breaking and house theft will be entered in this chart. Any other class of crime unusually prevalent in the District, Sub Division or Circle may be shown on the Chart, or on a Special Chart, as may be convenient. These Charta shall be mapped upon receipt of Crime Cards and will be corrected if necessary, on receipt of the Case Diary.

Maintenance of general conviction registers for prohibition offence

272. (1) A General Conviction Register in KPF No. 174-A should be maintained separately in each Police Station for Prohibition offences. In this register all convictions under sections 8 and 10 of the Prohibition Act should be entered. A separate alphabetical index in KPF No. 7-A should also be maintained for this Register.

(2) In regard to offenders belonging to other Stations, the conviction particulars will be transferred to the concerned Stations, as in the case of property offence, and the same will be entered in the General Conviction Registers (for Prohibition offences) of those stations and cross reference furnished.

(3) The entries in this Register will be utilised for ascertaining the previous convictions of an individual under section 8 or 10 of the Prohibition Act, for being proved in Court to press for enhanced sentence under the Act.

APPENDIX – II

(Referred to in Rule 254)

Major and Minor Classification

Class I Offences attended with violence

- (d) Dacoity
- (m) Murder for gain
- (p) Poisoning or Drugging
- (r) Robbery

Class II – House-breaking and thefts

- (a) Auger
- (b) Bolt hole
- (c) Chisel used
- (d) Door lifted off hinges
- (d2) Lifting latch by inserting hand or implement
- (d3) Opening door not locked
- (e) Eaves
- (h) Holes in the wall or manhole

- (k) Key used to open lock or picking lock
 - (l) Braking lock or fastening
 - (r) Roof-hole
 - (s) Scaling (wall or roof)
 - (t) Threshold hole
 - (u) Unclassified
 - (w1) Window bars removed
 - (w2) Window frame removed
 - (w3) Inserting hand or stick through window
- Day house-braking may be indicated thus-II Day, School or Temple House-breaking may be indicated thus-II Schl. II Te.
- Class III-House theft
- (b1) Bogus visitor
 - (b2) Bunk
 - (b3) Bungalow
 - (c1) Counter (Bank or Post office)
 - (c2) Clothes
 - (c3) Clocks
 - (g) Grains
 - (l) Lanterns
 - (m) Milk Powder etc. (CARE articles)
 - (s1) Schools
 - (s2) Shops
 - (s3) Servants
 - (s4) Sleeping persons (from)
 - (t) Temple
 - (u) Unclassified
 - (v) Vessels
- Class IV-Ordinary thefts.
- (a) Agricultural implements (thefts of)
 - (b) Bandies of or from
 - (c1) Cycle thefts
 - (c2) Clothes
 - (d) Children from
 - (e) Electrical goods
 - (f) Fairs and Festivals
 - (g1) Grains
 - (g2) Garden produce
 - (h) Thefts from bathing ghats
 - (j) Jewels
 - (l) Lanterns
 - (m) Motor cars from
 - (p) Pocket picking

- (s1) Snatching
- (s2) Sleeping persons from
- (t) Time-pieces or watches or clocks
- (u) Unclassified
- (v) Vessels
- (w) Wire

Class V-Cattle thefts

- (b) Buffaloes
- (d) Donkeys
- (g) Goats or sheep
- (h) Horses
- (os) Oxen for sale or ransom
- (ok) Oxen for skin or meat
- (p) Pigs

Class VI-Receipt or possession of stolen property

Class VII - Cheating.

- (b) Bogus agent
- (g) Guilt jewels
- (p) Personation
- (u) Unclassified

Class VIII-Counterfeiting

- (c) Making or passing counterfeit coins
- (n) Making or passing counterfeit notes

Class IX-Criminal breach of trust or misappropriation

- (c) Cycles
- (d) Dhoby
- (j) Jewels
- (s) Servant or clerk
- (u) Unclassified

APPENDIX IV
[Referred to in Rule 270(4)]

Rules framed by Government under Section 565 (3) of Criminal Procedure Code.

Government have framed the following rules in G.O. MS. No. 712 Home (A) Department dated 9-6-1958.

In exercise of the powers conferred by sub-section(3) of Section 565 of the Code of Criminal Procedure (Central Act V of 1898) and in super session of the existing rules in force in any area of the Kerala State on carry subject, the Government of Kerala hereby make the following rules to carry out the provisions of the aid Section relating to the Notification of residence or change of or absence from residence by released convicts, namely

Rules

1. When an order has been passed under Section 565 of the Code of Criminal Procedure 1898 (Act V of 1898), that a convict shall notify his residence and any change of or absence from such residence after release the specified term, the Court or Magistrate passing such order shall enter a record thereof in the warrant of commitment issued under section 383 of the Code in respect of such convict.
2. A Convict in respect of whom an order as mentioned in Rule(1) has been passed shall, when called upon by the officer-in-charge of the jail in which he is confined, state before his release the place at which he intends reside after his release, naming the village or town and the street therein.
3. In the case of the Central Jail, the Superintendent will incorporate that fact in the weekly statement of the release of convicts from the jail and forward it as usual, to the Inspector General of Police for information and communication to his subordinates. In the case of District Jails, the Jailor-in-charge will communicate the fact to the District Magistrate who will intimate the same to the Superintendent of Police of the District within whose jurisdiction the convict proposes to live.
4. After release and on arrival at his residence he shall, within twenty four hours, notify at the nearest Police Station, that he has taken up his residence accordingly.
5. Whenever he intends to change his residence he shall not less than two days before making such change, notify his intention at the nearest Police Station, giving the date on which he intends to change his residence and the name of the village or the town and street in which he intends to reside and on arrival at such residence he shall, within twenty-four hours, notify at the nearest Police Station that he has taken up his residence accordingly.

CHAPTER IV

'POLICE REGISTERED' SYSTEM-TRANSFER OF CONVICTS TO JAILS AND SHADOWING OF CONVICTS ON RELEASE FROM JAILS-RELEASE OF CONVICTS ON MEDICAL GROUNDS AND PAROLE

Introductory

273. In order that dangerous criminals undergoing imprisonment in Jails may not be lost sight of 'Police Registered' system or briefly P.R.T has been devised to enable them to trace such convicts throughout their career in jail and also 'Police Registered' for shadowing or briefly P.R.S. to shadow them on release if necessary.

Transfer of Criminals to Jails near native place

274 (1) All dangerous convicts who are likely to revert to crime on release and who are foreigners to the State in which they are sentenced, have to be transferred two months before their release to the jails of their native Districts.

(2) Endeavour shall be made to trace the prisoner's native place through the Finger Print Bureau, which should make a reference to the Bureau of the State to which the prisoner is suspected to belong.

(3) If the native place of the prisoner is ascertained and the Superintendent of Police of the District decides on the report of the Station House Officer sent 3 months before the date of release that he should be transferred, intimation should be sent immediately to the Superintendent of the Jail by a P.R.T Slip in K.P.F. No. 125 and a counterpart of the P.R.T. Slip shall be sent to the Superintendent of Police of the District to which the prisoner belongs.

*Note:--*This system of registering criminals as P.R.S. or P.R. T., should not be applied to any inmate or ex-inmate of the Borstal Institution.

Release of non-Asiatic Prisoners-Report to Criminal Investigation Department

275. Before the release of a non-Asiatic prisoner who is convicted for an offence of the type in which finger prints would ordinarily be taken for record under the rules, a report should be sent by the Superintendent of Police (District Intelligence Bureau Section) of the District in which the case was registered, to the Criminal Investigation Department for transmission to the Director, Central Bureau of Investigation, New Delhi, giving information regarding date, route boat, etc., on or by which the prisoner will be traveling in order that such information may be transmitted to the country of the man's origin.

Shadowing of convicts on release

276(1) (a) Normally, by the 25th of every month, Jail authorities send printed release lists of convicts due to be released during the succeeding month to the Inspector General of Police. The Inspector General, forwards the lists to the Crime Branch C.I.D. The Superintendent of Police, Crime Branch, sorts out the lists and sends them to the Superintendents of Police of the Districts, in which the convicts have their residence. The types of convicts who should ordinarily be shadowed on their release are (a) those who are not likely to return to their native place on release, and /or who are likely to commit crime outside their native place or districts (b) those who are made liable under section 565 Cr. P.C. to notify their residence or absence from or change of residence. (c) those who are dealt with under the Habitual Offenders (Restriction) Act which supplements the provisions of section 565 Cr. P.C., and (d) those who

arc specially dangerous.

(b) In addition the District Intelligence Bureau of the districts in which the jail is situated, should always be in touch with the jail authorities, so that release of prisoners at short notices may be ascertained and intimated to the districts concerned and proper shadowing arranged.

(2) The Superintendent of Police of the District should decide which convicts have to be shadowed. Orders in this matter will be passed by him on the Conviction Memo in K.P.F. No. 3 R received from the Station with the recommendation of the Sub-Divisional Officer.

(3) The fact that the convict is to be shadowed shall be entered in the District Office Finger Print Register in K.P.F. No. 3 B and communicated in K.P.F. No. 84 (list of convicts who are to be shadowed on release) to the Superintendent of the jail where the convict is imprisoned. The letters P.R.S (Police registered prisoner shadowing) will be noted in red ink above the number of convicts in the Conviction Register, the Committal Warrant, the History Sheet and the Release Register maintained in the jail.

(4) On receipt from the jail of the monthly release list of prisoners to be shadowed, the Superintendent of Police (District Intelligence Bureau) of the District in which the jail is situated shall make separate extracts in duplicate of the list of prisoners, belonging to each Station jurisdiction to be shadowed on release. One copy of the list will be sent through the Circle Inspector to the Station House Officer in whose jurisdiction the prisoners' houses are situated.

(5) The District Intelligence Bureau shall also prepare K.P.F. No. 92 (P.R.S Slip) in duplicate for each prisoner to be shadowed. These slips will be forwarded to the Officer in charge of the Police Station in the limits of which the jail is situated, with orders to arrange for the shadowing of the selected prisoners. The other copy of the slip will be forwarded by the Superintendent of Police of the District to the Officer in Charge of the Police Station to whose jurisdiction the released prisoner is likely to go, if such Station is within the same District, or if it is in another District to the Superintendent of Police of the District concerned. If the released prisoner is likely to travel by train a third copy of the list and slips mentioned above will be prepared by the Superintendent of Police and sent to the Superintendent of Police, Railways.

(6) The Constable deputed for shadowing an ex-convict shall be furnished with a chalan in K.P.F. No. 28 showing the particulars of the ex-convict to be shadowed. This form shall be passed to successive Policemen who take up the shadowing of the ex-convict and shall be returned by the Station House Officer of the Station where the ex-convict takes up his residence or passes out of view to the District Police Office of the District where the jail is situated, and shall be filed in that Office.

(7) A Constable deputed for shadowing an ex-convict shall enter the fact in his note book in which he shall also take the signature of the Constable to whom he passes on the surveillance duty.

(8) The shadowing of ex-convicts shall be taken up by the Railway and other Station Police through whose jurisdiction they travel. When a prisoner who is shadowed on release is to travel by train he will be pointed out to the Railway Police on duty, and it shall be the responsibility of the Railway Police to arrange for and undertake the surveillance of the prisoner till he is handed over to the District Police at the Station where the prisoner is to detain. It shall be the duty of the District Police to depute Police Constables to the various Railway Stations where ex-convicts shadowed on release will be expected to detain.

(9) An ex-convict who is shadowed, if he is traveling by road shall be kept under observation by the Police of the District until he leaves their District. Intimation of his arrival in the next District shall be given to the Police of that District.

(10) When an ex-convict breaks his journey, instead of proceeding to the place to which he was

granted a ticket, the Railway Police shall inform the District Police of the locality where the convict alights. The Police of the place where he broke his journey will then be responsible for keeping him under observation.

(11) If an ex-convict being shadowed by the Railway Police alights at a Station different from the Station to which he was expected to go, and where there is no local Police to take charge of the surveillance, the Railway Police will continue the surveillance till he is pointed out to the local Police.

(12) Ex-convicts who are shadowed shall as far as possible be pointed out to a representative of the local Police station whose acknowledgment shall be obtained in the passport and note book of the Policeman who was shadowing the ex-convict.

(13) An ex-convict shadowed to his station shall be further shadowed to his village and pointed out to one or two respectable persons of the locality and their acknowledgment to the effect shall be obtained in the note book of the Policeman shadowing the ex-convict.

(14) An ex-convict who is shadowed to an After-care Home or a settlement for habitual offenders or other similar institution shall be pointed out to the person in charge of the institution and acknowledgment to that effect shall be taken in the note book the Policeman concerned.

(15) Ex-convicts shadowed should be kept in view but on no account should restraint be put upon their movement.

(16) The P.R.S Slip in K.P.F. No. 92 received by the Officers in accordance with rule in paragraph (5) above will be returned on completion of action by the respective Officers to the Superintendent of police of the District from whom it was received, with the relevant, columns filled up.

(17) Station House Officers shall, after a reasonable time, return the extracts from the monthly jail release lists received by them through their Inspectors noting thereon whether the prisoners referred to have returned to their homes or not.

(18) Adolescents released from Borstal Schools should not be shadowed and Superintendents of Police of the Districts are required to see that they are not marked at the time of convictions for shadowing on release.

(19) A convict who, on release from the jail, is issued by the Superintendent of the jail with a certificate of continuous good conduct for a period of not less than three years preceding the date of release, shall be exempted from surveillance for an experimental period of one year after he reaches his home. After-Care Home, or other institution intended for rehabilitation of ex-convicts. If during the period of the suspension of surveillance, the ex-convict comes to adverse notice, the Station House Officer will resume surveillance, reporting the facts for ratification by the Sub-Divisional police Officer.

(20) The following details shall be furnished in Monthly Crime reviews:-

(a) The number of ex-convicts shadowed during the month.

(b) Number of ex-convicts in whose case surveillance was suspended on a Certificate of continuous good conduct from the Superintendent of the jail.

(c) Number of ex-convicts in respect of whom surveillance was suspended, who were found to have reverted to crime during the month.

Convicts released on medical grounds

277. In the absence of instructions to the contrary, every prisoner to be released from the Central Prison on medical grounds shall, prior to his release, assent to the following conditions.

(1) That he will within fourteen days from the date of release present himself to the Superintendent

of Police of the District, or if absent, to the Sub-Divisional Police Officer or where there is no Sub-Divisional Officer, to the Circle Inspector or to the Station House Officer at the nearest Police Station and will produce the copy of the conditions of his release delivered to him by the Superintendent of the jail.

(2) That he will thenceforth report himself, once in each month at such time and to such Officer, as he may be directed by the said Superintendent of the jail.

(3) That he will not quit the said district without the written permission of the said Superintendent of Police of the District or Sub-Divisional Police Officer or Circle Inspector or Station House Officer.

(4) That he will accept and fulfill the conditions on, which permission may be granted.

(5) That he will not commit any offence punishable by any law in force.

(6) That he will not associate with notoriously bad characters or lead a dissolute life.

(7) That he will live honestly and peaceably and will endeavour to earn an honest livelihood.

A vernacular copy of these conditions is delivered to the prisoner with instructions to produce it when reporting himself to the Police authorities. It should not then be taken from him.

Report on conduct of prisoners released on Parole

278. When a prisoner is released on parole, the Superintendent of the Jail concerned will intimate the local Sub-Inspector. The names of prisoners released on parole may be entered in the Village war check register in K.P.F. 188 noting therein, the extent of leave name of Jail etc., and closely watched. The result of the watch should be noted in the Station General Diary and also in K.P.F. No. 188, in the abbreviations used therein for describing the conduct of the prisoner. All adverse reports against the prisoner during the period of parole should be reported to the Inspector General of Prisons through proper channel.

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CHAPTER V BEATS AND PATROLS

Introductory

279. The primary purpose for the institution of beats and patrols is the prevention and detection of crime and proper maintenance of Law and Order. The Police Station jurisdiction includes far away villages and this purpose of watch is maintained by those who perform beats and patrols. The duties cast upon Police Officers detailed for this work cannot be spelt out in all details. There should be awareness on the part of the beat or patrol men that he functions in his duty area as the representative of the State and its arm, the Police. Such awareness should instil in him a sense of responsibility towards the maintenance of order and prevention and detection of crime in his beat. For fully achieving this object the existing system of sending casual beats and patrols is revised as shown below.

Classification of Police Stations

280. The Police Stations in the State may be classified broadly as town stations and Rural Stations. The pattern of beats and patrols for these two separate types of stations is described below. However certain town stations may have under them non-urban areas coming under the category of villages. In such villages the system of beats indicated for rural stations has to be adopted. Similarly rural police stations may have an urban or semi-urban sector as at the headquarters itself and such sectors should be served by the system prescribed for the town stations.

Beats and Patrols

281 (1) The village is the basic revenue unit of the State administration. These villages are called "Amsoms" in the Malabar area and "Pakuthy" elsewhere. The villages are divided into "Desoms" in the Malabar area and "Karas" in the rest of the State.

(2) Each Village (Amsom or Pakuthy) shall be treated as a single beat, provided it is not too small or too large in extent for being one beat. Thus a beat may ordinarily consist of 12 to 15 "Desoms" or "Karas".

(3) The beat should normally be in the charge of a Head Constable. Where it is not possible to allot a HC for every beat two or more beats will be allotted specifically to the charge of one Head Constable, who will be assisted by one or more Constables.

(4) "Station beats" i.e., beats within five miles of the Police Station, will be in the charge of the Head Constable allotted for "crime Intelligence and surprise criminal check" or any other Head Constable, where there is no provision in the 'Yardstick' of the Station for a Head Constable for the Station beat.

(5) The beat officer allotted for a particular beat, whether he be a Head Constable or a Constable, shall be changed at intervals ordinarily of three months. He should make the people of his area know him as a friend to be trusted and confided in and to be looked up to for help and protection. The intimate local knowledge and the co-operation that the beat Officer thus obtains will be valuable in the prevention and detection of crimes. The beat officer shall bear personal responsibility for the State of his charge.

Duties of Beat Officers

282 (1) The beat officer shall visit every desom or Kara once in a month and important Desoms or Karas more than once, and gather information about the following:-

(a) Movements of strangers in the area.

- (b) Movements of bad characters to and from the beat area.
- (c) the presence of any person wanted in a specific case or whose arrest may be called for under section 54 Cr. P.C.
- (d) matters relating to disputes, factions or other tensions which, if left unchecked, may result in a serious breach of the peace.
- (e) the occurrence of unreported crime, including the breach of such laws as Prohibition or Gaming Acts.
- (f) reported offences which have remained undetected with a view to obtaining a clue to their detection.
- (g) the delivering of lectures, holding of meetings and other similar occurrence of a political nature or otherwise including gossip.
- (h) the general health and sanitation of the village including the incidence of any epidemic.
- (i) any matter generally of interest from the Police point of view.

2. He will check bad characters resident or visiting and make enquiries about their doings and conduct since they were last checked.

3. He will watch and also arrange for such watch through reliable contacts, specially dangerous criminals requiring surveillance.

4. He will keep in general touch with other public servants in his jurisdiction and work in co-operation with them for the efficient performance of the public duties.

5. He will get to know leading citizens of his charge belonging to social, political and communal groups and endeavour to secure their support for the preservation of peace and the maintenance of law.

6. He will do night patrol in selected areas where there is tendency for offences to occur or bad characters to operate.

7. The beat officer will camp out in the desoms or Karas of his beat for a minimum of 10 nights in a month at periodical intervals. Where, during the course of tours outside the Station or Outpost, the beat officer notices any matter of importance that may need the immediate attention of the Station House Officer he shall send a written report forthwith to the Station House Officer.

General Instructions Regarding Beats

283(1) The beat Head Constables and Police Constables are prohibited from receiving petitions or other written requisitions from any person. If any such person approaches them, they may direct the party to the station House and they may enquire into the matter on being authorised by the Station House Officer. They should however enter the substance of the information in their beat book.

(2) Beat Head Constables and Police Constables shall discharge properly and efficiently their legal obligations in respect of cognizable and non-cognizable offences coming within their knowledge, keeping the station House Officer informed by the earliest means and acting further under his directions.

(3) The Beat Officer shall move about, while on duty always in uniform.

(4) The Station House Officer may endorse petitions and ordinary crimes, as well as cases of unnatural or accidental death requiring only inquests, to beat Head Constables when the Station House Officer is not able to attend to these himself.

(5) The programme of visit of desoms or Karas in the beat will be drawn up by Head Constables in charge of beats for one month at a time. The programme will be sent to the Station House Officer in triplicate for his approval and suggestions if any, before 25th of the preceding month. One copy of this

programme will be returned to the Head Constable by the Station House Officer with his remarks if any, one copy will be sent by him to the Circle Inspector of Police and the third copy will be kept by him.

(6) The outpost Head Constables will be the beat Officer in charge of his area.

(7) The formation of beat areas in a station will be done with the personal scrutiny and approval of the Superintendent of Police. Changes which may be found necessary will be recommended by the Sub-Inspector of Police to the Superintendent of Police through the Circle Inspector and Sub Divisional Police Officer for his orders.

(8) A Beat book in K.P.F. 19 (Revised) shall be prepared and maintained correctly for every beat, including station beats, The Station House Officer shall be responsible to ensure that this is done without default.

Beat Checks

284(1) The Station House Officer will check the beats occasionally at the rate of at least one village (Amsom or Pakuthi) a month. All the villages of his jurisdiction must be checked thus once every half year (according to the calendar year).

(2) 'Point Books' will be placed at important points in the beat area by the Station House Officer himself. These points may be changed or increased or reduced periodically by the Station House Officer according to necessity. Every Dasom or Kara will have a minimum of one ticket. The Point Book will be entrusted to reliable individuals, permanently residing in the place and who will produce them on demand for attestation by beat officers and scrutiny by supervising officers. The beat officer will sign the point book whenever he visits the place noting the date, time and duration of such visit and return the same to the custodian. The Sub-Inspector of Police when checking will also attest this ticket.

(3) A chart showing the disposition of the Point Books and the dates of visit to each point will be maintained in the Station Outpost.

Beat Books

285 (1) A Beat Book shall be maintained in K. P . F. 19 (revised) in the Police Station for each beat. Entries are to be made in two parts, Part I containing the details given in Appendix A of the form and Part II those given in Appendix B of the form. Each item in Part I (enumerated in Appendix A) will be entered in separate sheets. 'Entries in Part-II will be made on each day according to the duties detailed and performed.

(2) Part-I of the book will be kept permanently with such modification as may be necessary from time to time. Part II will be supplemented when the pages are exhausted.

(3) In Part-II of the book under column 2, the time at which the beat officer is deputed from the Police Station on beat duty, the time at which he should visit and check B.Cs. and the time he is expected to return to the Police Station (unless detained by any unforeseen emergency) shall be entered. Under column 3, detailed instructions regarding the work to be done by the beat officer shall be entered. This shall include details of processes given to him for service, B. Cs. to be checked by him and all other items of work to be performed by the beat officer Under column 4 the signatures of 'Pramanees' or Police Officers will be obtained. Under column 5, the beat officer shall enter details of the work turned out by him. In the last column remarks by the Officers who check the beat shall be entered. The Instructions to the beat officer under column 3 may be written across the blank spaces available after entries in column 2 also.

Village Roster

286. Every station will maintain a Village Roster. This register will contain a record of the various beats served by the station with names of villages, or other units in each beat including karas or desams; distance from the Police Station, general numbers and names of Head Constable detailed for each beat, dates of visits by beat men to each kara or desom and dates of checking by Station House Officer and Circle Inspector. Entries regarding checking by the Station House Officer and Circle Inspector should be shown in red ink in this roster. Any change in the personnel of the beat before the expiry of the normal period of 2 years will be noted with dates. Entries will be made by the Station House Officer or the Station Writer in this roster, regarding beats served by, beatmen as and when their note books are periodically received. The names of bad characters to be checked in each village also will be entered in the appropriate column in the roster.

Town Patrols

Formation of Town Beats

287. The area falling under each town station will be, divided into town beats in an intelligent manner each beat having compact similar areas bound by well defined roads. Special attention should be paid to prevent the omission of any area of the town from the beat.

Town Patrols--Duration of Duty

288. The town beats formed as above will be served round the clock by a group consisting of one Head Constable and 3 Police Constables. The Head Constable in charge of each such patrol will do duty both in the morning and in the evening and every other day at night and also undertake investigation of cases and other matters entrusted with him. He will also have a watch on criminals etc., and supervise the work of his own patrolmen. The men will work in their beat as, given below.

(a) Two systems are in vogue and slightly different are suggested. Superintendents of Police are at liberty to use any one of the two. In the first system the 24 hours of the day will be divided into five reliefs; four of these consisting of four hours each and one of eight hours.

The following table shows the cycle of sections and the hours of relief under the system. It covers four days of duty for Constables A, B & C.

<i>Relief.</i>	<i>Hours.</i>	<i>Section of duty.</i>			
		1 st Day	2 nd Day	3 rd Day	4 th Day
First	07.00 to 11.00	A	B	C	A
Second	11.00 to 15.00	B	C	A	B
Third	15.00 to 19.00	A	B	C	A
Fourth	19.00 to 23.00	B	C	A	B
Fifth	23.00 to 07.00	C	A	B	C

The incidence of a constable's duty for a period of three days will thus be as follows:--

First day-Duty from 07.00 to 11.00 hrs. and from 15.00 to 19.00 hrs. 8 hours

Second day-Night duty from 23.00 to 07.00 8 hours

Third day-Duty from 11.00 to 15.00 and from 19.00 to 23.00 hours. 8 hours.

(b) In the second system the day is divided into six periods of 4 hours each and duties are as given below.

<i>Relief.</i>	<i>Hours.</i>	<i>Section on duty for three days.</i>		
		(1)	(2)	(3)
First	08.00 to 12.00	A	B	C
Second	12.00 to 16.00	B	C	A
Third	16.00 to 20.00	C	A	B
Fourth	20.00 to 24.00	A	B	C
Fifth	24.00 to 04.00	B	C	A
Sixth	04.00 to 08.00	C	A	B

The hours of relief as given in both systems may be varied according to local areas or beats but the principle of five or six reliefs of the duration given should be adhered to.

Purpose of Town Patrol

289(1) A constable on town patrol duty is generally responsible for preserving order, preventing offences and apprehending offenders and ensuring the convenience, protection and safety of the citizen and his property within the patrol area. He should in particular deal with all fights, affrays or assault and take into custody any person who may be drunk and disorderly or otherwise incapable of looking after himself. He will make a note of any crime committed, and direct the complainant to proceed or send word to the nearest police station and take such action as is necessary to guard the scene and arrest the offender if known and give such help as may be called for. He should clear the road or pavement of obstructions caused by vehicles, vendors or crowds. In case of any traffic accident he will clear the scene of on lookers and maintain it in tact, at the game time sending word to the police station. He will also render first aid if necessary and note the particulars of the parties and vehicles involved and of any eye witnesses available. The patrol constable should keep a look out especially at night for any unusual lights, noises or suspicious signs like tampered locks or broken window panes of the buildings' and premises in his beat and take such action as may be called for. Preventing the commission of mischief, nuisance or other crimes in his beat is an important duty cast on him. He will also report the occurrence of such hazards as fires, burst mains, fallen electric wires, etc., and take steps to keep the area clear, divert traffic, and render such help as is necessary, taking charge of stray of children or abandoned property and conducting the aged, the blind and children through busy traffic. Watch of brothels and houses of suspected or known receivers of stolen property and resorts of thieves, gamblers and other bad characters and questioning of suspicious characters are some of the other important duties of the town patrol Police Constables. In addition to the above the town patrol men can be required to carry out certain specific duties in the course of his beat.

(2) When the patrol party is marched out, specific written instructions should be given in the note books and same repeated in the general diary. On return after duty, the note books will be scrutinised by the officer in charge of the General Diary and summary of the entries therein recorded in the General Diary also.

(3) If in dealing with any matter, the patrol party finds it necessary to call for help, the senior most man in the party will contact the station house and secure the required assistance. It goes without saying

that no patrol will be effective unless there is a system of regular checking by Head Constables and Station House Officers and at Headquarters by Circle Inspectors.

(4) Head Constables and Police Constables detailed for town 'Patrol will not be changed normally for 2 years.

Night Patrols

290 (1) Night patrol is naturally a part of town patrol and performed by the town patrol parties according to the turns in the night they get. The object of night patrol is, as of any other patrol by the police, prevention of crimes. In a large measure, this is intended to prevent property crimes being committed by habitual offenders prowling about in the convenient nocturnal hours, around human dwellings and shops. The night patrol should be very alert and vigilant to lay its hands upon suspicious characters moving about with house breaking implements. Unobtrusive watch of suspicious individuals moving about late in the night may yield rich dividends. Night patrol should be performed always by foot. The same track will be traversed again at times from another direction so as not to allow the intending burglar to begin his operations in the belief that the patrol men have finished their routine in any area for the night. Lurking at crucial point with a watchful eye on passersby is an important aspect of night patrol. Persons moving about with boxes or bundles or cattle during early hours in the morning should be screened at the spot in an intelligent and unharassing manner.

Special Patrol

291. Special patrol may be arranged for strangers days and gang raids. Each station limit will be divided into convenient blocks for the purpose of combing for suspicious strangers and gangs during special raids to be organised under specific orders whenever necessary. These groups will be different from the regular beats referred to above and will be so formed that the entire station limit will be covered by sending out beats simultaneously in all the groups. Standing instructions will be drawn up about the specific places to be visited in each group such as lonely groves, dilapidated and abandoned buildings, choultries, boat jetties, Railway and Bus terminals and other localities where strangers may gather. All persons whose presence could not be satisfactorily accounted for should be interrogated thoroughly and their antecedents verified by sending bad character rolls, where necessary. Instructions about the itinerary for each group should be confidentially drawn up and approved by the Superintendent of Police. Special group beat tickets will be opened for each group as approved by Superintendent of Police. When stranger's day beats or gang raids are organised the Sub Inspector will decide if all or any particular group beat in the station limits will be served. Specific instructions will be given in, the beat tickets to men, avoiding routine or fixed schemes which will lack any element of surprise. After the men return, their reports should be carefully scrutinised and further action taken wherever suspicious and unaccounted strangers are brought to notice Periodical stranger's day beats will also be organised under directions from the District Intelligence Bureau when reports about the results will be called for by the District intelligence Bureau and will be promptly sent.

Point Beat

292. All important points in town stations as well as in Rural Stations, one constable may be deputed for doing point beat duty. This beat being static, the purpose achieved is regulation of traffic and keeping order at the stipulated point. In certain important town stations there may be points which have to be served by beats sometimes round the clock. It is up to the station house officer to select such points on a permanent or temporary basis and post required number of Police Constables at such places. Point duty

men will always be vigilant and alert and do their best to discharge their statutory duties without fear or favour.

293. Be it the beat or patrol or point duty of any category detailed in this chapter, the officers concerned should ensure that no Police man is ordinarily required to be on duty for more than 8 hours a day and that those performing duties at night forgoing their sleep are given time for rest and recoupment immediately after such spells of duty.

294. All Policemen on beat or patrol duty should perform their duties in uniform unless for special and limited purposes mufti patrols are specifically ordered. That the lathie is an essential part of the uniform of a Police constable should also be never overlooked.

Flying Squads

295. All major towns are given Flying Squads of 1 Head Constable and 3 Police Constables. These are to be used for maintaining Order and picking up street offences which usually fall under the Police Act. While the Patrol Police constable may take action against offenders he notices, a special squad is necessary for concerted action and against large scale offenders in special areas. Some areas have hawkers squatting on streets, other may have vehicles parked all over a street, in some cases vehicles may be proceeding the wrong way on a one way street, etc. Flying squads will deal with such cases.

Wireless Patrols

296. In big towns like Trivandrum, Ernakulam and Calicut, motor vehicles fitted with RT. sets (Radio-Patrol vehicles) and manned by small staff, and linked to a control Headquarters or Control-room by radio, may be used for patrol duty. Such radio patrol vehicles may be allotted particular divisions of the city as their beat to be patrolled. Attention should be given to the busier roads and premises and the Inspector or the Sub-Divisional Officer should use his discretion in choosing the routes. Radio-patrol vehicles should keep contact with the Control-room, which should note their position from time to time. The public can contact the control room directly by phone and the control-room can in turn direct the nearest radio-patrol vehicle to the scene of trouble to handle the situation, till the Police party arrives and takes over.

The radio-patrol vehicles should keep in touch with the constables on foot patrol in its area, passing on and receiving information. They may also be used to carry the beat constables to points on various beats in the area and pick them up at other points some time later after they have patrolled their area on foot. This system brings some relief to the monotony of beat work, enhances the element of surprise and makes the assembly of reinforcement easier, should they be required.

The radio-patrol vehicles can also chase the criminal fleeing by car, and more quickly move to block off, his route of escape, and get to the spot more speedily in answer to the calls for help. The Radio-patrol vehicles may also be used for the control of crowds.

CHAPTER VI
PREVENTION OF BREACHES OF THE PEACE, SECURITY FOR
KEEPING THE PEACE AND GOOD BEHAVIOUR ETC.

SECTION I-PREVENTION OF BREACHES OF THE PEACE

297. (1) One of the important duties of the Police is the collection of information about every movement, state of feeling, dispute or incident which may lead to a breach of the peace, and the communication of such information to the Magistracy for necessary action.

(2) When a breach of the peace is anticipated, the Police should take timely action under the preventive sections of Chapters VIII, XI and XII of the Criminal Procedure Code, and under the provisions of the Police Act.

(3) When there is urgent necessity to prevent nuisance or apprehended danger, steps should be taken to have orders promulgated under section 144 Criminal Procedure Code, prohibiting holding of meetings, the delivery of speeches, the assemblage of persons, the carrying of weapons, the taking out of processions, or the doing of other acts from which a breach of the peace can be apprehended. The order can be addressed to the Public or to a particular individual. Orders to the public can be passed directing any person to abstain from certain acts etc., if it is considered necessary to prevent disturbances of public tranquillity riot or affray. In case of emergency, ex-parte orders can be passed. The orders can be rescinded or altered on the application of aggrieved person or suo motu. In case applications are received from aggrieved persons, they should be given early opportunity to show cause against the order. Orders passed under this section remain in force for two months or for lesser period as specified in the order. The orders can extend to public places or streets or to private places. While passing orders under section 144, it is not necessary to consider the legal rights or established customs of the persons concerned, It may be kept in mind that the curfew order is the last step in meeting civil disturbances and is passed under section 144 of the Criminal Procedure.

(4) If the dispute regarding which the breach of the peace is apprehended relates to land or water, or to boundaries of land or water, action should be taken under section 145 to 148 Criminal Procedure Code.

(5) Reports made to magistrates with a view to taking action under sections 107 to 110 and 144 and 145 of the Criminal Procedure Code should be made on the First Information Report form and subsequent reports on case diary forms, as in ordinary cases under the Indian Penal Code, and copies will be sent to the Superintendent of Police through proper channel.

(6) It is the duty of the Police to watch the state of feelings, disputes or incidents among communities and to take adequate measures to prevent breaches of the peace which if they occur, must be handled immediately and effectively. Precautionary measures for preventing such disorders should include, besides the several measures mentioned above, action under section 151 of the Criminal Procedure Code against rowdies or persons likely by their actions to create trouble.

(7) Prior to anticipated outbreaks of disorders the Police Force in the locality must be strengthened, as circumstances permit, so as to deal promptly and effectively with major or minor incidents. Arrangements must be made for mobile patrols and pickets and for the establishment of communications between the various police parties and the Police Headquarters.

(8) During periods of tension and actual outbreaks of disorders it is essential that an efficient

system of intelligence should be available so that officers responsible for the maintenance of law and order are able to obtain timely information of incidents and developments. It is most important that Police Officers should be in close touch with the Magistracy. (Executive First Class Magistrates and Collector).

(9) Vigorous precautionary measures, frequent patrolling, visits by superior officers to places of trouble and, above all, a sense of preparedness and determination on the part of the Police to prevent or deal effectively with any dis-order will go a long way towards inspiring confidence in the Public and preventing or checking activities of irresponsible elements.

(10) Police Officers engaged in dealing with such situations or investigating offences arising from them, must show themselves to be strictly impartial.

(11) Where there is unrest in a town and risk of lawless conduct, the Superintendent of Police should take special measures to ensure that the person and property of foreign residents are protected.

(12) There may be cases where rowdies cause annoyance to the public by doing obscene acts in public places. All such obscene acts amount to an offence under section 294 Indian Penal Code, which is cognizable and there shall be no difficulty for the Police to take immediate action in respect of such offences.

(13) If, during an enquiry by the Sub Inspector or the Head Constable of a Station, it is disclosed that the acts of rowdyism, amount to non-cognizable offences and there is sufficient evidence to justify prosecution, the Police should make a complaint to the Court although the offence may be non-cognizable.

(14) In towns, proper patrols should be arranged near markets, cinema theatres, bathing ghats, girls schools, parks, temples and other places where undesirable elements loiter and cause embarrassment to women and girls.

Measures to prevent Communal disturbances

298. (1) No cases, even trivial, like the teasing of women or spread of rumours involving members of opposite community should be neglected and they should be vigorously investigated and prosecuted. Such a step would stop major disturbances on most occasions, but if left unattended, there is every danger of these rapidly developing into ugly situations, which might soon go out of control.

(2) Strong patrols both static and mobile should cover the entire area and special attention should be paid to areas where the inhabitants belong to both communities.

(3) Sufficient staff of proper ranks should be earmarked for investigation of communal riot cases. This staff should be moved into the areas of disturbances for investigating the cases arising out of communal disturbances so that accused persons could be arrested and booked for trial without delay. This would also leave the local Police free to deal with law and order. The investigating staff for this purpose should be augmented, and in addition a pool should be formed so that officers could be drawn from unaffected areas and diverted to this work without any delay.

(4) In proper cases, those who incite class hatred should be proceeded against under section 153-A of the Indian Penal Code. It is essential that any tendency towards disorder should be nipped in the bud and that actual outbreaks are handled effectively with the least possible delay and the minimum loss of, or damage to, life and property. Similarly those who attempt to outrage the religious feelings of any class of persons and defile or damage any place of worship should be dealt with under section 295-A or section 295 Indian Penal Code.

(5) Section 149 of the Criminal Procedure Code confers powers on every Police Officer to

interpose for the purpose of preventing the commission of any cognizable offence. The same section also casts a duty on every Police Officer to prevent to the best of his ability, the commission of any cognizable offence. Superior officers should interpose by enlisting the assistance of influential persons in the communities concerned and encouraging all attempts to mitigate the effects of communal animosity. When communal tension is apprehended, Superintendents of Police, Sub Divisional Officers and Circle Inspectors should endeavour to secure the assistance of gentlemen of repute who can be depended upon to exert their influence in the interest of law and order, and local conciliation boards should be formed where they are likely to be of use.

(6) A standing list of communal goondas and mischief-mongers should be prepared and the list should be revised quarterly, and it should be one of the duties of the Deputy Inspector General to see during their inspections that these lists have been kept up-to-date.

(7) A list of dealers in arms and explosives should be maintained at each Police Station, and these shops should be periodically inspected by Police Officers. As fire arms and explosives are used in communal troubles, police must see that these shops are kept under a close watch, and if situation demands, their stocks should be frozen. Intelligence should also be obtained about fire arms, lethal weapons and explosives. (IG's memo No. D5-65401/65 dated 16-12-1965).

Power to direct and regulate processions and assemblies

299. The powers vested in superior Police Officers under the Kerala Police Act 1960 (Act 5 of 1961) for control of Public Processions and the use of music sound amplifiers etc., should be availed of when disturbed conditions prevail.

SECTION II-SECURITY FOR KEEPING THE PEACE

Proceedings under Chapter VIII Criminal Procedure Code.

Section 106 Criminal Procedure Code

300. (1) (a) Under Section 106 of the Code of Criminal Procedure, a person convicted of any of the offences falling under the five categories described hereunder, can, at the time he receives his sentence, be bound over by the Court to keep the peace for a period not exceeding three years.

- (i) Offences under sections 144 to 160 of the Indian Penal Code except sections 149, 153-A and 154.
- (ii) Assaults.
- (iii) Other offences involving a breach of the peace.
- (iv) Abetment of offences described in categories (i) to (iii).
- (v) Criminal intimidation.

(b) Whenever a prosecution is launched against any accused for any of the aforesaid offences the Station House Officer should examine the case and decide whether it is one in which proceedings under section 106 Criminal Procedure Code is appropriate and necessary as a preventive measure. The Sub Divisional Officer and Circle Inspector also should check on receipt of Case Diaries and give written instructions to press for the procedure in appropriate cases to invoke provisions of section 106 Criminal Procedure Code.

(IG's Circular No. 47/66 D5-41193/66 dated 10-8-1966).

(c) On receipt of the orders referred to in para (b) above, the Station House Officer shall request the prosecutor at the appropriate time i.e., after the conclusion of evidence and before the pronouncement of judgment to make an application to the Court to take action against the accused under section 106, Criminal Procedure Code.

(d) If on such application the Court allows the application and binds over the accused under section 106, Criminal Procedure Code, a rowdy history sheet should at once be opened and his movements periodically checked and noted. Amongst other details, the names and addresses of the sureties should be noted in the Rowdy History Sheet.

(e) If during the term for which the accused is bound over he breaks the peace, steps should be taken against him and his sureties, and the Court moved to forfeit their bonds.

(f) If on an application referred to in para (c) above, the Court declines to pass an order under section 106, Criminal Procedure Code, Investigating Officers and Officers aiding prosecutions should at once make a report to the Superintendent of Police of the District through Sub Divisional Officers with a copy of the court order, together with their reasons whether or not the matter is fit to be taken in revision.

(g) On receipt of the report referred to in para (f) above the Superintendent of Police of the District should take prompt action.

Section 107 Criminal Procedure Code.

(2) (a) Proceedings under section 107 Criminal Procedure Code are effective means for preventing a breach of the peace or a disturbance of the public tranquility which is reasonably apprehended in connection with religious processions, festivals, fairs, elections, or any political movements. It is not always essential in every case that there need be two parties fighting against each other. It must however be clear that a breach of the peace is imminent, unless averted by proceedings under this section.

(b) Before starting proceedings under this section, the Police should collect evidence, oral or documentary, of persons (including Police Officers) acquainted with the circumstances of the case, regarding--

- (i) the specific occasion on which the breach of the peace is anticipated.
- (ii) the existence of a cause, quarrel or other circumstances which is likely to lead to the breaches of the peace.
- (iii) the declarations of the parties indicating their determination to carry out or prevent certain things in connection with the subject matter of the quarrel.
- (iv) the strength and the following of the party or parties.

(c) It is not necessary to record elaborate statements of witnesses, short notes being sufficient. Provisions of section 162 Cr. P.C. do not apply to any statement or note made in connection with such enquiry. This enquiry is not governed by any of the provisions of Chapter XIV of the Criminal Procedure Code.

(d) Information collected by Station House Officers and beat men in the course of their village visits about the existence of factions or ill feeling in respect of lands, temples, processions, festivals, women, religious or communal disputes or other occurrences of stone throwing etc., likely to give rise to a breach of the peace, which are recorded in their note books, Station General Diary, Village Crime note books and also in the history sheets of rowdies if the incidents relate to such rowdies, will be useful evidence.

(e) Similarly, petitions and non cognizable complaints received from the public against history

sheeted rowdies or other rowdy elements which are enquired into and recorded in the petition register, nor cognizable complaint register and the General Diary, will also be useful to build up security cases.

(f) The proceedings should be initiated by a Police Officer lodging personally or sending by post to the Magistrate having jurisdiction information in writing specifying the name with full address of the person from whom security is sought to be demanded, the occasion on which the breach of the peace is apprehended, and the circumstances calculated to lead to the same and praying for security being demanded. The period and the nature of security may also be suggested. The names with addresses of witnesses to be examined in the case should be mentioned in the information. Proceedings under this section can be taken before the Executive Magistrate having jurisdiction.

(g) The Magistrate will then issue process for the attendance before him of the person to be proceeded against. If it is desired to have the person to be immediately arrested to prevent any imminent breach of the peace, a request may be made to the Magistrate for the issue of a warrant of arrest. However, section 151 of the Code of Criminal Procedure empowers a Police Officer to arrest without warrant any person designing to commit a cognizable offence, if in his opinion the commission of the offence cannot otherwise be prevented. If, then, action under section 107 is contemplated against such arrested person, he may be produced before the Magistrate with the information to initiate proceedings under section 107 Criminal Procedure Code. The Magistrate dealing with the case will issue a preliminary order under section 112, Criminal Procedure Code calling upon the person to show cause why he should not be ordered to furnish security specified in the order. The Magistrate will then record evidence tendered by the Police and also by the person proceeded against and make such final order as he deems fit in the light of the evidence recorded. If, pending the completion of an enquiry, it appears necessary to take immediate steps to prevent a breach of the peace or the commission of an offence the Magistrate should be requested to get a bond executed by the person (See section 117 Criminal Procedure Code).

(h) Care should be taken to see that action under this section is taken against the party who is about to play an aggressive part calculated to lead to a breach of the peace and not against a person who is acting within his rights, though a breach of the peace may be apprehended as a result of the activities of a person or persons who may feel aggrieved by the lawful exercise of his right. In some Exceptional cases, it may be difficult to decide who is acting beyond his rights, in some other cases it may be desirable on account of some peculiar circumstances to proceed against both parties, but these would certainly be rare.

(i) Against two contending parties two separate proceeding should be initiated, as persons proceeded against in both cannot be said to be associated with one another. In proceedings against opposite parties persons proceeded against in the one may be cited as witnesses against the other and vice versa.

Preventive action in cases of disputes over immovable property, viz., land disputes etc.

SECTION 145 CRIMINAL PROCEDURE CODE

301. (1) When disputes concerning land or water etc. are likely to cause breach of the peace (expression land or water includes buildings, markets, crops or other produce of land, unsevered from land, and the rents or profits of any such property), action should be taken under section 145 Criminal Procedure Code. The object of the section is to maintain status quo, i.e., party in possession to retain in possession until legally evicted after enquiry as to possession. The order made by the Magistrate forbids all disturbances of such possession until such eviction or prohibitory orders are duly made. The order does not go to the root of the evil, the civil rights of the parties being left untouched by the enquiry made

by the Magistrate.

(2) The object of this section is to maintain the party in possession or party who has been forcibly or wrongfully dispossessed within 2 months next before the date of preliminary order of the Magistrate, to retain possession until legally evicted after an enquiry as to the possession. Therefore, the Police Officer who receive complaints of such disputes. should act promptly, as the delay would cause harm to the party who has been forcibly evicted.

(3) In cases in which imminent breach of the peace is apprehended and a breach of the peace cannot be averted by initiation of proceedings under section 145 Criminal Procedure Code, action should be taken both under section 145 Criminal Procedure Code and 107 Criminal Procedure Code.

(4) If in a proceeding under section 145 Criminal Procedure Code, it is difficult to decide as to which of the party is in actual possession of the subject of disputes, the Magistrate may attach it under section 146 Criminal Procedure Code, and draw up a statement of facts of the case and forward the record of the proceedings to a civil Court of competent jurisdiction to decide the question whether any and which of the parties was in possession of the subject of the dispute at the date of the order.

SECTION III-SECURITY FOR GOOD BEHAVIOUR

Sections 109 and 110 Criminal Procedure Code

302. (1) Proceedings under section 109 and 110 Criminal Procedure Code, are among the most useful means at the disposal of the police for checking and controlling crime and should, be resorted to in suitable cases. Cases against local bad characters may be built up on details recorded in the Station Crime History (History sheets) as the result of careful watching by the Police. It should be very exceptional for a local criminal for whom a history sheet has not been opened to be put up under these sections.

(2) It is very important that evidence of bad repute should be reliable. It is also essential that witnesses should be able to give intelligent reasons for their believing the accused to be of bad character.

Section 109 Criminal Procedure Code

(3) The evidence on the following points will be useful in a proceedings under section 109 Criminal Procedure Code.

- (a) (i) The person proceeded against was found by a Police man or any other person at an unusual time and in suspicious circumstances at a place where he had no business to go or remain at the time.
- (ii) His movements, costume or disguise indicated an attempt to conceal his presence or identity at the time and place.
- (iii) When questioned, he gave false name and residence.
- (iv) His conduct, e.g., an attempt to run away, was highly suspicious.
- (v) He was making an attempt or exhibited conduct suggesting that his object was to commit an offence.

Letters or documents had passed between him and any other person suggesting that

- (vi) the concealment was for the commission of an offence.
- (vii) He was in possession of implements of house breaking, e.g., bunch of keys etc.
The person proceeded against does not follow any profession or occupation or any other kind of employment being his apparent means of livelihood.
- (b) (i) He lives in a style entirely inconsistent with his apparent means of livelihood.
- (ii) He lives a life indulging in liquor, gambling etc.
- (iv) His income is totally inadequate to meet the requirements of himself and his family.
- (v) He gave an unsatisfactory explanation of his presence at the time at which he was found.
- (vi) He evaded replying to questions or give inconsistent or false replies.
- (vii) He was found in company of persons of known bad characters, when he had no valid reason for being in their company.

Section 110 Criminal Procedure Code

(4) For a proceeding under section 110 Criminal Procedure Code evidence may be collected as follows.

(a) Station House Officer should prepare the frame well before starting proceedings under this section. It is desirable to prepare a history sheet of a bad character to be proceeded against, taking care to note therein from time to time, the reports against his character. Beat Policemen should also enquire and note in their beat books everything they learn about the individual so that the entries may later be useful in a proceeding under this section.

(b) In addition to the material collected, as above the following types of evidence may be useful:-

- (i) Evidence of previous convictions in respect of offences of a similar nature.
- (ii) Evidence of person who testify to their having seen the person committing an offence or to their suspecting him to have committed it in view of his presence at or near the scene or movement for or to it etc., though the statements of such witnesses may be uncorroborated and insufficient to sustain a prosecution in respect of that offence.
- (iii) Evidence regarding the bad repute of the person proceeded against the respectable witnesses who, owing to their residence in the locality or otherwise have means for knowing it.
- (iv) Evidence of unaccountable absence of the person proceeded against, especially at night time.
- (v) Evidence of his association with other bad characters, receivers or disposers of stolen property.

(5) If the person to be proceeded against under section 109 or 110 Criminal Procedure Code is covered by section 55 Criminal Procedure Code, he may be arrested by a Station House Officer and produced before a competent Magistrate. In other cases, the Magistrate will issue process for his attendance after information has been lodged against him.

(6) The following hints should be carefully observed in taking proceedings under section 109 and 110 Criminal Procedure Code:

- (i) It is inappropriate to proceed against a person merely because a prosecution against him has failed.
- (ii) A person who is already undergoing imprisonment ought not to be proceeded against, as, while in jail, he is incapable of committing any offence.
- (iii) Proceedings under both the sections cannot be taken against one and the same individual at one and the same time.
- (iv) Two or more persons may be jointly proceeded against under section 110 Criminal Procedure Code, if there is evidence to prove their association in their criminal activities.
- (v) Mere evidence of previous convictions unassisted by evidence of reversion to crime on the part of the person proceeded against after undergoing his last sentence, will not be sufficient to support a demand for security.

Charge sheet to be counter signed by Superior Officers

(7) (i) Charge Sheets under the security sections of the Criminal Procedure Code (sections 107, 108, 109 and 110 Criminal Procedure Code) shall be countersigned by all officer not inferior in rank to the Sub Divisional Officer.

(ii) Only one report should be sent on a charge sheet even if there are many persons concerned. The statistical information should be separately shown both as cases and persons proceeded against.

Action under the Habitual Offenders Act 28 of 1960

303. In the case of criminals who habitually commit offences and who come within the definition of 'Habitual offender', action may be taken to register them under the Habitual Offenders Act with a view to restrict their movements from going to distant places for committing crimes.

- (i) Under the Habitual Offenders Act, restriction, on there movements within a specified area can be imposed upto a period of 3 years by the Government (Vide section II).
- (ii) The Government may also open corrective settlements for the purpose of placing therein such habitual offenders as are directed to receive training.

(iv) The Government may also approve or certify any privately managed institution or any institution run by the State Social welfare Advisory Board as a corrective settlement for the purpose of the Kerala Habitual Offenders Act.

- (v) When a Habitual offender who is not more than forty years of age is convicted of any scheduled offence or is required in pursuance of section 110 of the Criminal Procedure Code to execute a bond for his good behaviour or the Court is satisfied from the evidence in the case and other materials on record that it is expedient with a view to his reformation and the prevention of crime, that he should receive training of a corrective character for a substantial period, the Court may, in lieu of sentencing him or requiring him execute bond, direct that he shall receive corrective training for such term of not less than two years or not more than five years.

CHAPTER VII FIRST INFORMATION TO THE POLICE

First Information Report

304. (1) Section 154 of the Criminal Procedure Code requires that every information of a cognizable offence, when given to the Officer in charge of a Police Station, should, if given orally be reduced to writing by the Officer himself or under his supervision. It is not necessary that the information must be given by the person aggrieved by the commission of the offence. Information as contemplated by the section is not at all a "complaint", as defined under section 4 (h) of the Criminal Procedure Code. It follows that as soon as an information is given it should be reduced to writing at once without waiting for the appearance of the aggrieved party. It also follows that once the police machinery has been set in motion by the giving of information, there can be no withdrawal at the instance of the aggrieved party. Further, it is not necessary that the information must be given by the person having first hand information of the commission of the offence, so long as the person giving it undertakes responsibility by giving it.

(2) When information of cognizable offences is laid directly at the Police Station, the officer in charge of the Station should reduce such information to writing, read it over to the person and obtain his signature or, if he is an illiterate, his thumb impression. When the informant's statement is complete, a note that it has been "read over and admitted to be correct" should be added. This should be done on the First Information Report Book in KPF No. 25 which is the book prescribed by Section 154, Criminal Procedure Code. In the case of written complaint regarding the commission of cognizable offence, an exact copy of it will be made in the First Information Report Book and the original sent to court with the F. I. R.

(3) 'Station Writers', so designed by Superintendent of Police, have been authorised to exercise powers of an Officer in charge of a Police Station when Head Constable or other superior Officer is not present at the police station.

[G.O.(MS) 456 Home (A) dated 4-6-1959].

(4) Any person who refuses without reasonable cause to sign the copies of the first information is liable to punishment under section 180 of the Indian Penal Code.

How to record First Information

305. (1) While recording the complaint, the complainant or informant has to be carefully questioned and a detailed and full account of the incident should be recorded, lest the want of essential particulars in the complaint should affect the case adversely at a later stage. It is of the utmost importance to secure all particulars regarding the occurrence in the first instance and to record them in detail. Care should also be taken to see if the complainant is trying to exaggerate an actual occurrence or trying to give the colour of a cognizable case to an incident of a non-cognizable nature.

(2) Information given orally shall be recorded in plain and simple language as nearly as possible in the informant's own words. Out of excitement, prejudice, lack of memory, or other causes complainants are likely to give coloured statements. They should be made to understand that such statements will be detrimental to the interest of the case. When the information relates to theft, the complainant must be asked to give detailed list of articles stolen and their value, particulars as to weight, make, design and other distinguishing marks such as repairs, dents or engravings which may assist identification. But on no account should recording of First Information be delayed in case such details are not forthcoming. A

statement may be included that such information is not readily available and will be supplied later. In cases of offences against human body, motive and the weapon used should be ascertained. Names of eye witnesses to the occurrence, if any, should be ascertained and recorded. In case of delay in making the complaint, explanation for such delay shall always be demanded and recorded.

(3) 'The First Information report shall be recorded by the Sub Inspector, if he is present. In his absence the senior Officer empowered to register a case present, should record the First Information Report making a note regarding the absence of the Sub-Inspector. There is no objection to send for the Sub Inspector to come and record the information if the Sub Inspector is in town and readily available.

(4) Information received by telegram or telephone or rumour should not be recorded in the first information report until either it has been verified and found to be reliable, or a statement duly attested has been received or recorded in writing from the sender of the telegram or of the telephone message in confirmation thereof. During the verification made in such cases the first information may be recorded suo moto by the officer in charge of the Police Station or on the statement of any other informant. If the Officer in charge of the Police Station receives a telegram or telephone message or rumour while he is in the Police Station, he shall make an entry in the Station General Diary regarding the gist of the information received which he is proceeding to verify. Any letter received by post will be treated as the first information wherever the author of the letter is identified and authenticates it according to the provisions of section 154 Cr. PC.

(5) If the Officer in charge of a Police Station receives an oral report of a cognizable offence during his tour, he should take down the report in writing and have it signed or marked by the person who made it. He should then send it, with an endorsement duly signed by him, to the police station, where it will be treated as a written report and registered in the First Information Report Book. In the meantime, he will himself commence the investigation.

(6) The registration of a cognizable offence shall be made by the Sub Inspector himself, if he is present at the Police Station when a report is made. Once the report has been entered in the First Information Report, the investigation of the offence will be commenced with the least possible delay, and the Sub Inspector will himself proceed to the spot. If there are reasons that render this impossible, he will depute a Head Constable to take up the investigation, and he will note in the First Information Report why he did not himself take up the investigation. In the absence of the Sub Inspector, the Head Constable will take up the investigation till relieved by the Sub Inspector or any other Officer.

Use of First Information Report

(7) The First Information Report is a very important document. It is the earliest record made of an alleged offence before there is time for its particulars to be forgotten or embellished. It can be used to corroborate or impeach the testimony of the person lodging it, under sections 145, 157 and 158 of the Indian Evidence Act. It can also be used under clause (1) of section 32 and illustrations (j) and (k) under Section 8 of the Indian Evidence Act. The necessity of drawing up this document with the utmost care and accuracy and with all available details cannot therefore be over-emphasised.

Registering in First Information Report Book

306. (1) Information, coming under any of the following headings received at a Police Station, shall be registered in the Information Report Book (KPF. No. 25).

- (a) Cognizable cases, including those referred to the police for investigation by Magistrates under section 156 (3) Criminal Procedure Code.
- (b) Cases which are endorsed by competent Magistrates under Section 202 Criminal Procedure Code, to the police for inquiry or investigation.

- (c) Suicides and accidental or suspicious deaths, fires, missing of persons, missing of cattle and all other occurrences where there is reason to suspect the commission of a cognizable offence.
- (d) Non-cognizable cases endorsed to the Police by Magistrates for inquiry or investigation.
- (e) Cases under Sections 107 to 110 of the Code of Criminal Procedure, after it has been determined to put them before a Magistrate.
- (f) Reports made to Magistrates with a view to action being taken under Section 144 or 145 of the Code of Criminal Procedure.

(2) Every report of a cognizable offence should be registered in the First Information Report Book, even if it appears to be untrue, exaggerated or of civil nature.

(3) A First Information Report, once recorded, shall in no circumstances be withheld or cancelled by the Station House Officer.

(4) (a) Cases entered in the First Information Report Book will each be given a consecutive number and this number will constitute the crime number for the purpose of subsequent references.

(b) A case which is transferred to another Police Station will also be assigned consecutive serial number in the F.I.R. book of the Station. Such transferred cases will be accounted separately in the Crime abstract and crime statistics and will not be included in the total crime figures of the Station.

(5) As soon as the report has been entered in the First Information Report Book, the substance of the report must be briefly recorded in the general diary.

(6) The First Information Report shall invariably be written before the investigating Officer proceeds to make an investigation.

Complaint of cognizable offence made at the out-post

307. If the report is made at a Police out-post, a First Information Report should not be prepared by the Head Constable or Constable in charge, as he is not a Station House Officer as defined by Section 4 (1) (p) of the Code of Criminal Procedure. He will enter the facts of the report in the out-post general diary and send the report or the informant as expeditiously as possible to the Police Station. He will then proceed to the scene of occurrence and will take steps to arrest the accused and recover stolen property, if any, pending the arrival of the Station House Officer to conduct the investigation. He will also see to the proper guarding of the scene.

First Information report--To whom sent

308. (1) First Information Report shall be prepared by carbon process and will be retained or sent according to the following instructions:--

- (a) First copy will be forwarded without delay to the Magistrate having jurisdiction.
- (b) Second copy to the Circle Inspector.
- (c) One copy to the Station C. D. file.
- (d) One copy to the D.P.O., D.I.B.
- (e) Besides the above, a copy of the first information as recorded in the First Information Book, should be given to the Informant as soon as it is recorded; except when it is received in writing.

Central Excise and Salt Act Cases

(2) (a) In cases under the Central Excises and Salt Act, 1944 and under the Central Excise Rules, 1944, a copy of the First information Report with copies of enclosures such as the 'mahazar' and list of contraband articles seized etc., should be sent without delay to the Assistant Collector of Central Excise.

(b) Under Section 15 of the Central Excise and Salt Act, all Officers of the Police are empowered and required to assist Central Excise Officers in the enforcement of the Act.

Case under the Opium Act and Dangerous Drugs Act

(3) (a) Under Section 20 of the Opium Act, 1878, all offences under the Act coming under Sections 14 and 15 thereof have to be investigated by the police. A copy of the First Information Report should be sent without delay to the Inspector of the Circle of the Excise Department and should contain the identification marks of the accused.

(b) Similarly a copy of the First Information Report should be sent to the Inspector of the Circle of the Excise Department in cases registered under the Dangerous Drugs Act.

Abkari Act Cases

(4) In all Abkari Act cases under the Matches (Excise Duty Act, 1934, and Matches (Excise Duty) Order, 1934, a copy of the First Information Report with enclosures such as the 'mahazar' and list, in original, of contraband articles seized should be sent without delay to the Excise Inspector.

Express Reports

Grave Crimes:--

309. (1) The following cases will be classed as grave crimes:

- (a) Dacoity.
- (b) Highway robbery.
- (c) Robbery over Rs. 500.
- (d) Murder.
- e) Culpable Homicide not amounting to murder. Attempts at murder.
- (f) House breaking and theft over Rs. 1000.
- (g) Theft over Rs. 2,000.
- (h) Serious motor accidents involving loss of many human lives.
- (i) Offences under Section 126 of the Indian Railway Act.
- (j) Railway accidents involving loss of human lives, actual sabotage or serious accidents.
- (k) Big fires in which arson is suspected.
- (l) Cognizable offences registered against Policemen not on leave.

(2) In all grave crimes, a gist of the occurrence or an extract of the First Information Report shall be sent direct by the Station House Officer as an 'Express Report' to the Superintendent of Police, Sub Divisional Police Officer and the Circle Inspector.

(3) In all cases relating to escape of prisoners either from police custody or from jails, death in police custody and serious disturbances and riot, similar 'Express Reports' should be sent to all officers concerned. In cases of serious disturbances or riot and death in Police custody a copy of the 'Express

Report' should also be sent to the Additional District Magistrate.

(4) As soon as a grave crime is reported the Station House Officer should inform the Circle Inspector and the Sub Divisional Officer either by telephone or where there is DO telephone, by telegram of the occurrence. 'Express Reports' should be sent to the officers concerned by post marked "Express Delivery".

(I.G.'s memo D5-25794/65-2 dated 20-5-1966).

Procedure when jurisdiction is doubtful

310. (1) When a crime has been committed close to a boundary between Stations, and it is at first doubtful in which station limits it occurred, the Police to whom it is first reported shall register the case and take up the investigation, the station which should retain it being subsequently settled.

(2) When an offence committed within Railway Police jurisdiction is reported to a District Police Station on the Railway line, the latter shall forthwith inform the Railway Police Station concerned by telegram; the telegram should be followed up by a First Information Report.

(3) When the Station House Officer who registers the case has concurrent jurisdiction with another Station House Officer to investigate or, if the question of jurisdiction is doubtful the case should not be transferred without orders of the superior officer.

(4) A definite conclusion regarding jurisdiction should be arrived at in all cases before transferring a case from one Station to another.

Non-cognizable cases

311. (1) Information received in a station of facts which constitute a non-cognizable offence will be entered in the Station General diary and also in the Non-cognizable Crime Register. When written complaint disclosing non-cognizable offences is received, true relevant extracts of the complaint should be copied out in the register. Every entry in the register should be serially numbered.

(I.G.' s Circular No. 26/65 dated 24-8-1965).

(2) When a Police Officer finds it necessary to lay information before a Magistrate in a non-cognizable case, he may, under Section 190 (1) (b) of the Criminal Procedure Code, make a report to the Magistrate, in writing of the facts which constitute such offences and request further action.

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CHAPTER VIII GENERAL INSTRUCTIONS TO INVESTIGATING OFFICERS

Power to investigate cognizable offences

312. Under Section 156 of the Code of Criminal Procedure, an Officer in charge of a Police Station may without the order of a Magistrate, investigate any cognizable case, which a Court having jurisdiction over the local area within the limits of such station would have power to inquire into or try under the provisions of Chapter XV of the Code of Criminal Procedure, relating to the place of inquiry or trial.

Power to depute subordinate Officer for investigation

313. Station House Officers may depute such subordinate officers as may be prescribed by order of the State Government under Section 157 (1) Cr.P.C. to take up investigation, when they cannot do so themselves. In such cases they should record their reasons in the General Diary.

In (G.O.MS. No. 171/Home (A) dated 20-2-1958) the authorisation has been extended to Head Constables.

Power to investigate non-cognizable offences

314. If, for any special reason, the Police want to investigate a non-cognizable offence, they must obtain the order of a competent Magistrate, having power to try such case or commit the same for trial and may then exercise all the powers of investigation vested in them in respect of a cognizable offence, except the power to arrest, without warrant.

Refusal of investigation

315. (1) Section 157 (1) (b) of the Criminal Procedure Code allows the Officer in charge of a Police Station, who receives information regarding the commission of a cognizable offence, to use his discretion to abstain from investigating the case, if it appears to him that there is no sufficient ground for entering on an investigation. A few such instances where such discretion could be used are given below:--

- (a) Trivial cases coming within the purview of Section 95 of the Indian Penal Code.
- (b) Cases which are obviously of the nature of civil dispute and where the complainant is apparently endeavouring to set the criminal law in motion to support a civil right.
- (c) Petty property offences provided that the accused person is not a habitual offender or a professional criminal and the property is unidentifiable and there is no clue to work upon or practical chance of detection.
- (d) Unimportant cases of hurt in which the injured person does not desire an investigation, unless investigation appears desirable in the interests of the public.
- (e) Frivolous, vexatious, mistaken or manifestly untrue complaints regarding alleged offences trivial in themselves but magnified for the occasion.
- (f) Assault cases which have been exaggerated by the addition of other charges such as theft.
- (g) Complaints or informations of altogether unimportant offences which are reasonably believed not to be the work of professional or habitual criminals or to form part of a series of organised crimes and which from the surrounding circumstances plainly show no hope of detection or

proving a charge against anyone.

(2) Officers in charge of Police Stations should clearly understand that nothing in the above Rule justifies or permits shelving or refusal to accept complaints of cognizable offences. All such complaints must be received, registered in the manner laid down in Section 154 of the Code of Criminal Procedure, and disposed of according to law. Where the Officer in charge of a Police Station sees no sufficient ground for entering upon an investigation, he should not hesitate to exercise the discretion vested in him by law to abstain from investigation, but he should record his full reasons for doing so as required by sub-section (2) of Section 157 of the Code of Criminal Procedure in the First Information Report sent to the Magistrate under sub-section (1) of Section 157 of the Code as well as in the general diary. The complainant will also be informed that no investigation will be made. Nothing prevents a visit to the scene before taking such decisions. The fact that such a visit was made, should be shown in the report.

(3) Sub Divisional Officers and Inspectors, when they receive First Information Reports, should satisfy themselves that Officers in charge of Police Stations have exercised their discretion in this regard properly. They should, while encouraging the proper exercise of discretion under proviso (b) to Sub Section (1) of Section 157 of the Code of Criminal (Procedure, check any tendency to negligence and laziness on the part of Station House Officers, resulting in failure to investigate cases on improper or inadequate grounds. In case they disagree they should direct the Sub Inspector to enter on the investigation of the case.

Investigation to be impartial

316. Investigating Officers should guard themselves against prematurely committing themselves to any view of the facts for, or against, any person. The aim of the investigating Officer should be to find out the truth and to achieve this purpose, it is necessary to preserve an open mind throughout the enquiry.

Investigation to be local

317. Except when the information is given against a person by name and the case is not of a serious nature, the Station House Officer must, as required under sub-section (1) of Section 157 of the Code of Criminal Procedure, always proceed to the scene and make investigation on the spot, but in towns in unimportant cases the examination of witnesses other than women and children may be conducted at the Police Station house. An investigation made on the spot enables the investigating Officer to discover important clues, to find out persons who are likely to throw light on the facts and circumstances of the case and generally to gain knowledge about the ways and habits of the people concerned which is highly useful in an investigation.

Examination of the scene of offence

318. (1) It is important that the Police Officer should proceed to the scene of crime as expeditiously as possible and undertake its thorough inspection.

(2) Having reached the scene, the investigating Officer should take all possible steps to preserve it, by posting men round the place, if necessary. Care should also be taken to protect clues, if any, particularly in the case of those found in the open.

(3) The search of the scene and its surroundings should be made patiently, methodically and in a definite order. A hurried or haphazard search may result in valuable clues being missed, misused or lost. Special attention should be paid to the floor, walls ceiling, window sashes and all protuberances and edges which are likely to collect traces. Nothing capable of bearing fingerprints or other traces should be ignored.

(4) The Officer making the search should take down accurate and detailed notes, supported by accurate sketches drawn to scale showing the whole lay-out and the exact places where the articles, etc.,

were found. It is not sufficient to say that an article was in a certain room or on a particular table; its exact position must be noted and, if necessary, an enlarged sketch of that portion of the scene must be drawn. In important cases photographs should be taken of the scene, if possible, and of the objects on which useful clues are found.

Record of material facts

319. When material facts which may be of value as evidence are observed by an investigating Officer at the scene or at any other place, he shall, in the presence of witnesses, draw up a record of the facts supported, if necessary, by a plan. The witnesses should sign the record after its contents have been read over and carefully explained to them. They may afterwards be cited in court to prove the facts observed by them.

First aid to the injured

320. In the event of a person being dangerously wounded, the Police Officer who first arrives on the scene should render such first aid as is possible and necessary, and take immediate steps to procure medical aid or send the wounded person without loss of time to the nearest hospital or dispensary for treatment. This should be done before entering on the formalities of the investigation etc., as the delay thereby incurred might cause serious risk to the life of the person so wounded. In nearly all cases, it should be possible for the investigating Officer to note the position and nature of the injuries while arrangements are being made to procure medical aid or to send the injured person to a hospital. There is no objection in the Investigating Officer entrusting the injured to his subordinates and commencing investigations according to the circumstances of the case.

Securing of Scientific aids

121. As soon as the investigating Officer reaches the scene or even before, if the circumstances of the case warrant he should take steps for securing the services of the Police dog or the Fingerprint expert or any other type of scientific aids as may be required in the particular case and see that such services are utilised with the minimum delay.

General Instructions in the investigation of crimes

322. (1) The prompt dissemination and inter-change of general information concerning crime and criminals form part of the most important duties of the Police and must receive the close attention of Officer of every rank.

Information about crime by habituals

(2) (a) In all case in which the crime, is suspected to be the work of habitual criminals, a Crime Card in K.P.F. No. 38 will be sent to the neighbouring Police Stations and Railway Police Stations, to the Circle Inspector, the Sub Divisional Officer and the Superintendent of Police of the District (District Intelligence Bureau). If the Offenders are suspected to be from outside, prompt information, should also be sent by wire, if the telegraph is available, to the neighboring Police Stations and Railway Police Stations. Station House Officers who receive the information whether by Crime Card or by wire, will immediately institute the necessary inquiries indicated and with the least delay report the result by wire or Memorandum or in the "Reply" portion of the Card to the Station from which the information was sent.

(b) These crime cards or wires should be retained as long as the Case diaries concerned are retained.

Notices of property lost and persons wanted

(3) Station House Officers will be responsible for the prompt circulation to Stations, where they are likely to be useful, of lists of property lost and descriptions of absconding offenders in K.P.F. No. 38.

It is most important that the Railway Police should be given the very earliest intimation to be on the look-out for absconding offenders or the perpetrators of any particular crime.

(4) Full use should be made of weekly crime and occurrence sheets for circulating notices of property stolen and persons to be arrested. Out of-view known depredators in K.P.F. No. 46 will be published in them. As these sheets are circulated among neighbouring districts, lists of stolen property and descriptive rolls of persons to be arrested should be sent for publication in the Criminal Intelligence Gazette when wide publicity is necessary.

Communication of intelligence regarding crimes to areas beyond State

(5) (a) It should be clearly understood that the instructions contained in sub rules (1), (2) and (3) above are not limited to areas within the State. It is the duty of the Station House Officer to communicate, as promptly as possible, to surrounding areas beyond his station jurisdiction and also to areas beyond the District or State through the District Intelligence Bureau or the Criminal Intelligence Department as the case may be, information regarding all classes of crime against property suspected to be the work of habitual criminals who might conceivably have come from or proceeded to areas beyond the Station limits, and information regarding the movements and activities of any such criminals. He must also act as promptly on receipt of information received from areas beyond the borders of the State as he does on receipt of information from within the State.

(b) Inter-State wireless grid will be used for conveying prompt intelligence about serious crime, it might prove useful.

Detective duty

(6) Head Constables and Constables may be employed on detective duty in searching for information, following up of some special clues, tracing individuals whose whereabouts are unknown, and watching suspected persons.

Report of men on detective duty

(7) (a) Men on detective duty, when in touch with their superior Officer, should see him frequently. When at it distance, they shall send in special reports at least once in every three days, through the nearest Police Station. The fact of their having visited the Station must be got noted in the General Diary.

(b) The substance of special reports shall be embodied in the case diary and the reports shall be attached to the copy of the Case Diary which goes to the Circle Inspector.

Passports for leaving the State

(8) All subordinate Police Officers sent on special duty outside the State shall be furnished with a passport in K.P.F. No. 121-A signed by the Superintendent of Police, or if the circumstances do not allow of delay, by the deputing Officer on behalf of the Superintendent who will be informed of the issue.

Plain clothes duty

(9) Police men may be deputed in plain clothes to look out for bad characters at fairs and festivals and at busy Railway Stations and also to collect secret information, at the discretion of Officers.

(10) While recording evidence, the investigating Officers will see that:--

- (a) (i) They do not make delays in recording evidence of eye-witnesses and do not introduce discrepancies in their statements.
- (ii) Do not show bias in favour of or against particular parties-complainant accused during investigation of cases.
- (iii) Do not accept evidence of false witnesses for purposes of

identification of articles recovered or of persons arrested;

- (iv) Do not fabricate, destroy or suppress documentary evidence;
- (v) Do not take property from the complainant and foist it on the accused.
- (vi) Do not delay examination of the scene of occurrence and make inaccurate notes about the scenes.
- (vii) Do not make false or incorrect recoveries, e.g., of weapons of offence or other property from places accessible to other or under joint possession.
- (viii) Do not introduce a false story of alibi and make delays in sending bodies and persons for post-mortem and Medical examination respectively.
- (ix) Do not omit to mention injuries in the injury statement.
- (x) Do not cause delay or improper collection or despatch of exhibits for expert examination.
- (xi) Do not join hands with Medical Officers and get false reports to suit either accused or complainant.

Do not improperly use discretionary powers conferred by Section 157 (1) Cr.P.C.

(b) Supervisory officers will check on their subordinates in this regard.

CHAPTER IX ARREST, CUSTODY, SEARCH AND EXTRADITION

Powers of arrest

323. Police Officers derive their powers of arrest without warrant from sections 54, 55, 57, 66, 128, 151 and 401 of the Code of Criminal Procedure and the provisions in various other Central and State enactments. Every Police Officer should be thoroughly conversant with those powers. No hard and fast rule can, however, be laid down as to the exact stage at which an arrest should be effected in the course or an investigation.

Direction as to arrest in cognizable causes

324. When a Station House Officer wants his subordinate to arrest a person concerned or suspected in the Commission of a cognizable case, an order in KP.F. No. 118 is to be given to such subordinate for the arrest.

Prohibition of informal arrests

325. Informal arrest of an accused person and compelling him to remain in attendance are forbidden. If the presence of a suspected person is secured, he shall be formally arrested and, if not to be kept in custody, released on bail. This order does not preclude the quiet watching of a suspected person, who is allowed his full liberty.

Arrest in petty cases

326. When it is practicable to follow the procedure laid down in Section 57 (2) of the Criminal Procedure Code, Persons accused of offences to be charged as petty cases, need not necessarily be arrested.

Arrest of Railway Employees, State Transport Corporation Employees and of Central and State Government Servants including Military Deserters

327. (1) It is incumbent upon the Officers of a Railway administration, to relieve from duty any Railway employee whose arrest is required. If, in any case, the duty upon which a Railway or State Transport Corporation employee to be arrested happens to be engaged is such that his immediate arrest would cause risk or inconvenience, the Police should make all arrangements necessary to prevent his escape and apply to the proper quarter to have him relieved. The fact of the arrest of a Railway or State Transport Corporation employee when off duty, or when not engaged in a duty which renders his immediate arrest undesirable, should be reported at once to the local head of the Department to which he belongs.

Arrest of Central Government Servant or State Government Servant including a Village Officer

(2) (a) Intimation of arrest should be sent immediately to his immediate superior Officer concerned, if in any case, prior warning cannot be given; and

(b) this should be followed by a more detailed report of the offence committed together with an indication as to whether the arrested person is being released on bail or on his bond by the Police.

It is also desirable that whenever it is practicable to send prior intimation of the arrest of such an Officer, such intimation may be sent to his immediate superior Officer or the Officer-in-charge of the installation or Department. This intimation must be treated as secret.

Arrest of Military Deserters

(3) (a) On receipt of desertion report from the Military authorities every possible effort should be made to apprehend the deserters/absentees without any delay particularly if they are reported to be in possession of arms and ammunition. But the Police are not to arrest personnel who are in possession of

Railway warrants and leave passes and apparently on their way to rejoin their units, unless such leave expired by at least 10 days.

(b) On apprehension or voluntary surrender of a deserter/absentee the Officer-in-charge of the Police Station which effect the arrests or accepts the surrender should send telegraphic information to the Madras Regimental Centre, Wellington (Nilgiris) or the Military Unit specified in the warrant and arrange to despatch the deserter/absentee to the Madras Regimental Centre, Wellington, Nilgiris under the Police escort as early as possible. They will not, however, be detained in Police lock-ups or jails.

(I.G's Memo No. D4/40827/65 dated 1-9-1965).

(c) An apprehension certificate (IAFD --910) in K.P.F. No. 107 will invariably be sent with the Police escort. Deserters/absentees may not be accepted by the Regional centre without the form duly completed. The original copy of the desertion report (wherever possible) will also be sent with the Police escort. It is important that the Officer-in-charge of the Police Station should sign the apprehension certificate as otherwise it will not be admissible in evidence at the trial of the deserter absentee.

Note:- Escort will be provided by the Police. The expenditure incurred by way of T.A. of the escort party, contingent charges in respect of telegrams sent to Military units, feeding charges of the deserter, and cost of Bus warrants and Railway warrants used will have to be re-imbursed by the Government of India (Defence Department). Detailed particulars will be furnished by the District Police Office to the Chief Office in the monthly statement of expenditure to effect the recovery.

(I.G' s Circular No. 57/66 dated 22-9-1966).

Arrest of members of Legislative Assembly, Lok Sabha or Rajya Sabha

328. Arrest/detention/release of the members of Legislative assembly, Lok Sabha or Rajya Sabha should be reported to the, Speaker of the Assembly or Lok Sabha or Chairman of Rajya Sabha, as the case may be, by wireless or telegram immediately after the incident and it should be followed by a formal written communication in the form given in Appendix III. Telegraphic or wireless communication should contain briefly and clearly all the particulars mentioned in the appropriate form. The Communications should be sent by the concerned Superintendent of Police to whom an express report should be made by the Officer making the arrest. When a member who is under detention or is undergoing a sentence of imprisonment, is transferred from one jail to another, the change in the place of detention or imprisonment should also be intimated to the Speaker/Chairman.

A copy of such intimation sent to the Lok Sabha/Rajya Sibha shall invariably be sent to the Ministry of Home Affairs, Government of India, New Delhi.

(Government letter No. 35922/D5/66, Home dated 18.8.1966).

Procedure for obtaining the permission of the Speaker of Lok Sabha/Chairman Rajya Sabha Speaker Legislative Assemblies for the execution of warrants of arrest against the members of Parliament/Rajya Sabha/Legislative Assembly, within the precincts of the House.

329. (1) A legal process, civil or criminal shall not be served nor any arrest shall be made, within the precincts of the House without obtaining the permission of the Speaker.

(2) Precincts of the House means and includes Chamber Lobbies, the galleries, the Central Hall and its Lobbies, Members' waiting rooms, Committee rooms Parliament Library, Members Refreshment rooms, Lok Sabha offices located in Parliament Houses and the hutments adjoining the Parliament House, Corridors and passages connecting or leading to the various rooms referred above and Parliament House Estate and approaches to the Parliament House and such other places as the Speaker may from time to time specify.

(3) To enable the Speaker/Chairman to decide whether he should grant or withhold permission for arrest within the precincts of the House, it is necessary that, in making a request for such an arrest, the warrant should be accompanied by a brief and concise statement containing a well-reasoned request setting out the grounds therefore and explaining why it is desired that the arrest be made within the precincts of the House and why the matter cannot wait till the House adjourns for the day. In the absence of such a statement it is often not possible for the Speaker/Chairman to come to a decision whether permission should be granted or withheld.

Treatment of arrested persons

330. (1) Prisoners are not to be subjected to needless indignity or harsh treatment. No conversation should be held in their hearing nor should improper language or taunting remarks be used towards them.

(2) As a rule under trial prisoners of good social position who are accustomed to use conveyances, may be suitably accommodated provided it does not endanger safe custody.

(3) Instructions about hand-cuffing of prisoners will be found in chapter XIX.

Ill-treatment by Police

331. Directly an accused person is placed under arrest, the Investigating Police Officer shall, as the first step in the Police investigation, ask him whether he has any complaint to make of ill-treatment by the police and shall enter in the Case Diary the question and answer. If an allegation of ill-treatment is made, the Investigating Officer shall then and there examine the prisoner's body, if the prisoner consents, to see if there are any marks of ill-treatment and shall record the result of his examination. If the prisoner refuses to allow his body to be examined, the refusal and the reasons therefore shall be recorded. If the Investigating Officer finds that there is reason to believe the allegation of ill-treatment, he shall at once suspend the investigation on which the prisoner has been arrested and forward the prisoner with his complaint, the record of corporal examination, any other evidence available, and if possible, the Police Officers implicated by the prisoner's complaint, to the nearest Magistrate having jurisdiction to enquire into the case.

Arrest Report

332. An arrest card in KPF No. 14 will be sent by the Station House Officer to the Sub Divisional Magistrate in all cases of arrest without a warrant made within his jurisdiction.

Search of prisoner after arrest

333. Prisoners shall be searched immediately after the arrest to ensure that they do not carry with them any offensive weapons. If any such weapon is seized it should be sent to Court under Section 53 Criminal Procedure Code. In the case of females the search should be conducted by a woman with due regard to decency as instructed in Section 52 Criminal Procedure Code.

Search and custody of prisoners in Police Station

334. (1) Every prisoner shall be searched as soon as brought to the Station and admitted to a lock up, as also on every occasion when he is readmitted to a lock up, after being taken out. All property found on his person, except necessary wearing apparel shall be sent to the Magistrate with KPF No. 151-A. The removal of a sacred thread, tali, wedding ring or the lingam worn by lingayats from the person of a prisoner is prohibited. A list of the property, omitting the wearing apparel retained by the prisoner shall be entered in the Search Register (KPF No. 151) which shall be signed by the Station House Officer, the Station Writer and the prisoner.

(2) All relatives whom the prisoner is likely to visit and places where he is likely to go should be

entered in the register. Wounds or injuries found on the prisoner should also be entered with an account of how they had been caused and action taken for their treatment.

(3) A prisoner in police custody shall not be permitted to leave the lock up after nightfall, except in special and emergent circumstances, and that too only with adequate escort details of which shall be recorded in the General Diary. A prisoner in Police custody prior to remand is entitled to see a Pleader and his relations.

Sick-prisoners

335. (1) The following are the arrangements for the medical treatment of prisoners under Police custody.

Prisoners in lock-ups

(a) Those suffering from minor ailments will be taken to the nearest hospital and treated as out-patient.

(b) Those suffering from serious illness will be treated in the hospitals as inpatients.

(c) Those attacked with small-pox, cholera or other contagious or infectious diseases will be removed to hospitals to be treated in the contagious disease wards attached to them.

(2) Prisoners on the way to Central Jail or other jails will in the case of serious illness be taken to the nearest Hospital and treated as in-patients.

(3) Prisoners treated as in-patients must be confined in iron barred rooms and placed under a Police Guard. Persons concerned in Police and medico-legal cases should be treated in hospitals so long as they are treated as in-patients.

(4) The Officer in charge of the District Armed Reserve/Station House Officer should arrange to provide the necessary escort in all of transfers of security prisoners from jail to hospital outside the Jail and shall also be responsible for ensuring that escorts are made available by the quickest means available, whenever there is a requisition by the jail authorities. Adequate arrangements should also be made by the local Police for guarding the prisoners during their stay in Hospitals so as to prevent their escape from custody.

Accommodation of prisoners in lock-up

336. (1) The maximum number of prisoners that can be confined in a lock-up should, in each case, be fixed by the Superintendent of Police of the District in consultation with the Executive Engineer, having regard to the accommodation available therein. A notice in English and Malayalam should be hung up outside the lock-up, showing the maximum number of male or female prisoners who may be confined in it. The number so fixed shall never be exceeded, any excess over the authorised number shall be accommodated in any convenient building under an adequate guard.

Note:- For purposes of the above order, 500 cubic feet of breathing space and 40 square feet of ground space should be taken as the minimum requirement for each prisoner to be accommodated in a Police lock-up except on the High Ranges where the minimum scale shall be 375 cubic feet of breathing space and 30 square feet of ground space.

(2) The lock-up shall be opened, and night vessels removed every morning and the lock-up should be thoroughly cleaned.

(3) The prisoners shall be taken to the latrine and shall be allowed to wash. They shall be fed daily at 10 a.m. or earlier if necessary, in time to be taken to Court after meals, and again at 5 p.m. If prisoners

are not brought to the Station till after the hours prescribed for meals they should be fed as soon as possible before they are confined.

Escape from custody

337. (1) Station House Officers are responsible for providing sufficient number of men for guard or escort of prisoners in their charge.

(2) Inspecting Officers should look into the condition of lock-ups and the locks during the inspection and satisfy themselves that they are in proper order and that slack practices regarding custody of prisoners are not allowed. The state of the lock-ups should be reported in their inspection reports.

(3) The Inspectors should check the guards and lock-ups frequently. The following points need special attention:

(a) The guard must keep proper discipline and take out arms and be alert.

(h) Special precautions should be taken in the case of specially dangerous prisoners.

(c) No rack should be left in the lock-up.

(d) Ceiling planks should be kept in proper condition and repairs should be effected immediately.

(4) In all cases of escape from lawful custody special reports should be sent by the Superintendent of Police of the District to the Inspector General of Police. A final report on the action taken shall also be sent in due course.

EXTRADITION

Procedure in respect of Ceylon

338. (1) In all telegrams requesting the provisional arrest of fugitive offenders in Ceylon, Superintendents of Police of the District should invariably furnish the following information in addition to the name and personal description:--

(a) whether a warrant has been issued,

(b) name of the Court issuing the warrant,

(c) nature of the offence,

(d) whether extradition will be demanded or not.

(2) In order to keep a proper check over the movements of Constables sent from India to Ceylon with extradition warrants to effect the arrest of absconding offenders, the following arrangement should be followed:--

(a) When a Police Officer is sent on special duty from Kerala to Ceylon, he should be ordered to report himself to the Inspector-General of Police, Ceylon, whose Office is in the Fort, Colombo, within the sight of the Landing Jetty, next to the Grand Oriental, Hotel.

(b) The Officer to whom the report is made will sign the Police Officer's passport, ascertain on what duty he has come and order him to report himself to the appropriate Inspector or other Officer, if necessary, giving him such assistance as is needed.

(c) Such Inspector or other Officer will supervise the Kerala Police Officer as he would his own men, and will see that he carries out his work with due expedition and returns to the Office of the Superintendent of Police of the District.

(d) Before leaving the Inspector's or other Officer's District, the Officer on special duty will present his bill for actual traveling expenses to the Inspector or other Officer for scrutiny. This Office will report upon the necessity for the actual charges and their correctness. The Officer on special duty will then return to the Office of the Superintendent of Police of the District and present this bill in the Audit Department where it will be finally scrutinised and passed for the correct amount.

(e) The Officer's passport must be signed every day by an Officer not below the rank of an Officer in charge of a Station.

Processes to be served in Commonwealth countries

339. (1) A summons to a witness in Burma, Ceylon and the other Commonwealth countries issued by a criminal court in this State must be endorsed by a local Magistrate and the witness should be paid, or tendered, a reasonable sum of money for his expenses.

(2) In the case of warrants to secure fugitive offenders from Commonwealth countries, following procedure should be adopted:

(a) A warrant addressed to a Police Officer of India should be issued by concerned Magistrate.

(b) The Warrant together with all documents which would enable a prima facie case to be made out against the warrantee should be forwarded to the State Government (Home Department) for transmission to Government of India, External Affairs Ministry.

(c) Government of India will address the appropriate authority in the Commonwealth country to get the warrant endorsed for execution in that country.

(d) Further instructions about the manner of execution will be received from the Government of India.

Arrest under Criminal Procedure Code

340. (1) Powers of arrest of criminals who enter India after committing certain offences, are conferred by Section 54 (1), clause (7) of the Criminal Procedure Code.

(2) The surrender from India of fugitive criminals is governed by the Indian Extradition Act.

APPENDIX. III

Form of communication regarding the arrest, detention or release as the case may be of a member of the Lok Sabha or Rajya Sabha or Legislative Assembly.

Place.....

Date.....

To

The Speaker/Chairman/Lok Sabha, Rajya Sabha, Legislative Assembly, New Delhi/Trivandrum.

Dear Mr. Speaker/Chairman,

I have the honour to inform you that I have found it my duty in the exercise of my powers under Section of the (Act) to direct that Shri..... member of the Lok Sabha/Rajya Sabha and Legislative Assembly be arrested/detained for (reasons) for the arrest or detention, as the case may be.

Shri M.L.A./ M.P. was accordingly arrested taken into custody at (time) on. dated and is at present lodged in the Jail (place).

I have the honour to inform you that Shri member of the Lok Sabha/Rajya Sabha and Legislative Assembly who was convicted on (date) and imprisoned for (period) for (reasons) for conviction was released on bail pending appeal (or released on the sentence set aside on appeal as the case may be) on the (date).

Yours faithfully,

Signature.
Designation.

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CHAPTER X
BAIL BY THE POLICE AND REMAND

Bail is a right in bailable cases

341. In the case of bailable offences, bail is a right and not a favour. If a prisoner in order to obtain bail, desires to have a message sent to his friends, every facility should be given to him to do so.

Arrest under bailable warrant

342. A person, arrested under a bailable warrant should not be compelled to come to the Police Station to give bail. The Officer executing the warrant should take the necessary bail bond in KPF No. 16 with him and take the bail, where offered and release the person.

Bail in non-bailable cases

343. Section 497 of the Criminal Procedure Code contains the provisions regarding grant of bail to persons accused of non-bailable offences. Police Officers and Courts have concurrent jurisdiction in the matter while the cases are under investigation except in respect of offences punishable with death or imprisonment for life. Even during the stage of investigation, courts are empowered to release children below 16 years of age and women, accused of grave offences punishable as above. Sub Section (2) of Section 497Cr. P. C. also enables Police Officers to enlarge accused persons on bail or own bonds on finding that they are not liable to be proceeded against further for non-bailable offences. Police Officers should not be hesitant to make use of the powers vested in them under Section 497 Criminal Procedure Code in the matter of granting bail. They also should not be too liberal in this matter when grant of bail may be prejudicial to the interests of the case. It is therefore pointed out that with a view to maintaining good public relations and creating public confidence in the investigating Officer, the Police Officer should exercise these powers in respect of offences of more or less of a technical nature and/or when the accused persons involved are women or children or persons of such status and integrity as their release will not jeopardise investigations. What is required is an objective assessment of facts and persons involved, followed by discreet exercise of the powers vested in Police Officers| in this regard. Under Sub Section (3) of Section 497 a Police Officer granting bail is also obliged to record his reasons for doing so. This record will be maintained in the diary of the case.

Bail—meaning and form of

(2) Bail means security with sureties as distinct from the simple recognisance bond. A bond must provide for a money penalty, the amount of which shall be fixed with due regard to the circumstances of the case and shall not be excessive. The time and place at which the person shall attend must be mentioned in the bond itself. When an accused person is released on bail with sureties, the sureties should ordinarily be made jointly and severally liable for the same amount as the accused and cannot be made liable for more.

Power to grant bail

344. The Station House Officer and Superior Police Officer by virtue of Section 551 Criminal Procedure Code are empowered to grant bail under Sections 496 and 497 of the Criminal Procedure Code, but an Investigating Officer subordinate in rank to the Station House Officer may send a person to him with a recommendation to be released on bail. A Station House Officer or the Investigation Officer is empowered to release an accused person under Section 169 also of the Criminal Procedure Code.

Sundays not excluded for production for remand

345. Sundays are not excluded from the time limit allowed under Section 61 of the Criminal Procedure Code for the production of prisoners before a Magistrate. For keeping the prisoner under custody for a period more than 24 hours, the orders of the competent Magistrate should be obtained by an application showing grounds for the request.

Procedure when investigation cannot be concluded in 15 days

346. If in any case the period of 15 days of remand is to lapse and still the investigation is not completed and there is need for further enquiries, a report should be laid with the material on hand, and the Court requested to adjourn the case from time to time extend remand furnishing adequate and proper reasons as required by Section 344 of Criminal Procedure Code.

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CHAPTER XI

COMPLETION OF INVESTIGATION AND FINAL DISPOSAL BY POLICE

General

347. (1) Section 173 of the Code of Criminal Procedure lays down every investigation under Chapter XIV of the Code shall be completed without unnecessary delay. Thus in cases where the accused are caught red-handed, there should be no delay at all in the submission of charge-sheets, if previous convictions are not valid for enhanced punishments. In all offences there should normally no difficulty in completing the investigation and filing the charge-sheet before the expiry of the remand period of 15 days granted under Section 167 of the Code of Criminal Procedure. There may, however, be some complicated cases, where it may not be possible to complete investigation within a period of 15 days. In such cases, generally a report is filed and extension of remand obtained for 15 days at a time, whenever necessary, under Section 344 of the Code of Criminal Procedure.

Charge Sheets

348.(1) If, upon the completion of an investigation, it appears to the officer in charge of a Police Station that there is sufficient evidence to warrant the filing of charge-sheet against the accused, he will submit to the Magistrate empowered to take cognizance of the offence a charge-sheet in KPF No. 29. Care should be taken to see at all the columns in the charge-sheet in KPF No. 29 are filled in properly. No column should be left blank unless it is inapplicable. The officer in charge of the police station shall also communicate in KPF No. 114 the action taken by him to the person who laid the first information.

(2) The charge should be brief but at the same time clear. The date, time and place of offence should invariably be mentioned in charge. In simple cases, the charge-sheets shall be prepared Sub Inspectors. In all important cases involving complicated points of law, the charge-sheets should be prepared in consultation with the Assistant Public Prosecutor and also the Public Prosecutor, where necessary. In important and complicated cases, it is advisable to consult the Assistant Public Prosecutor or Public Prosecutor, if necessary, even at the stage of investigation, in order to enable the investigating Officer to conduct the investigation on proper lines and to collect the type of evidence required by law to bring home the guilt to the accused.

Charge-Sheet to be accompanied by memorandum giving names and addresses of witnesses

349. When a charge-sheet in KPF No. 29 is sent to court, a separate memorandum giving the names and addresses of the witnesses cited and specifying clearly the points each witness is called upon to prove should be sent to the Magistrate. This memorandum of information is intended only for the use of the court.

Supplying copies of records to the accused persons

350. (1) Sub section (4) of Section 173 of the Code of Criminal Procedure, provides that, after forwarding the charge-sheet to the court, the officer in charge of the police station shall, before the commencement of the enquiry or trial furnish or cause to be furnished to the accused, free of cost, a copy of the charge-sheet, a copy of the First Information Report recorded under Section 154 of the Code of Criminal Procedure, and copies of all other documents or relevant extracts thereof, on which the prosecution proposes to rely, including the statements and confessions, if any, recorded under Section 164 of the Code of Criminal Procedure and the statements recorded, under sub section (3) of Section 161 of the Code of Criminal Procedure, of all the persons whom the prosecution proposes to examine as its witnesses.

(2) If the Police Officer is of opinion that any part of any statement recorded under sub-section (3) of Section 161 of the Code of Criminal Procedure is not relevant to the subject-matter of the inquiry or trial or that its disclosure to the accused is not essential in the interests of justice and is inexpedient in the public interests, he shall exclude such part from the copy of the statement furnished to the accused, and in such a case, he shall make a report to Magistrate stating his reason for excluding such part; that the Magistrate has the right to direct that copies of such parts should also be supplied.

Procedure when the accused is absconding

351. (1) Where an accused person against whom a charge-sheet being filed is absconding the officer in charge of the Police Station shall append a note on the charge-sheet itself requesting the Magistrate to issue a non-bailable warrant for the apprehension of the accused. If on receipt, the warrant is not executed within a reasonable time, the Station House Officer or the Investigating Officer shall move the court for instituting proceedings under Sections 87 and 88 of the Code of Criminal Procedure. If it is proved that there is no immediate prospect of arresting the accused even after action has been taken under Sections 87 and 88 of the Code of Criminal Procedure, the court may, in the absence of the accused, examine the witnesses produced on behalf of the prosecution and record their depositions under Section 512 of the Code of Criminal Procedure. The case shall then be entered by the Magistrate in a separate register of long pending cases. If, at any future time, accused person is apprehended or appears before the court, the case against him shall be treated as a new case and dealt with according to law. Any such deposition recorded in the absence of the accused may, on the arrest of such person, be given in evidence against him in the inquiry into, or trial for, the offence with which he is charged, if the deponent is dead or incapable of giving evidence or his attendance cannot be procured without an amount of delay expense or inconvenience which, under the circumstances of the case, would be unreasonable.

(2) When there are several accused persons in a case and only some of them have appeared or have been produced before the court, if the Magistrate is satisfied that the presence of other accused, cannot be secured within a reasonable time, having due regard to the right of such of the accused as have appeared to have the case against them inquired into without delay, he shall proceed with the case as against such of the accused as have appeared and dispose of it according to law. As regards the accused who have not appeared, he shall give the case a new number and enter it in the register of cases received, and if it remains pending for a long time and efforts to secure the presence of the accused who have not appeared have proved futile and the case against the accused who have appeared has been disposed of, the Magistrate may transfer the case against the absent accused to the Register of long pending cases".

(3) Proclamation orders under section 87 of the Code of Criminal Procedure can be issued against any person for whose arrest the Magistrate has issued a warrant. The investigating officer has to convince the court that the warrantee is evading arrest and has gone into hiding, and that the warrant could not be executed. Hence, the initiative has to be taken by the investigating officer. Once the proclamation orders are issued they should be immediately promulgated. Orders of attachment under Section 88 of the Code of Criminal Procedure can also be issued simultaneously along with the proclamation orders. The period of 30 days mentioned in section 87 of the Code of Criminal Procedure is the time allowed to the accused to surrender. The court issuing a proclamation under, Section 87 of the Code of Criminal Procedure may at any time order the attachment of any property movable or immovable or both belonging to the proclaimed person. Attachment should be carried out promptly after the proclamation has been properly made and the property of the proclaimed person seized before he has time to transfer, alienate, mortgage or conceal them.

(4) It is necessary that the proclamation order issued under Section 87 of the Code of Criminal Procedure should be widely published in the manner provided for in that Section. In order to facilitate the arrest of an absconding warrantee or a proclaimed offender it is also necessary that an effective watch

is maintained over his harbourers. Persons who willfully or knowingly harbour such offenders could be prosecuted under Section 216 of the Indian Penal Code. It is, therefore necessary that the widest publicity is given to the proclamation order issued under section 87 of the Code of Criminal Procedure so that its knowledge can be conclusively proved against the harbourer for his successful prosecution Under Section 216 of the Indian Penal Code.

(5) The station House officer should not be satisfied or rest content that the formalities under Sections 87 and 88 of the Code of Criminal Procedure have been gone through. As long as proclaimed offender's name is on the list of proclaimed offenders of his station, he and his station staff are responsible for finding where he is and who is harbouring him. If the proclaimed offender is learnt to be in the jurisdiction of another station, he should forthwith inform the Station House Officer of the other station to arrest him. Preferably, he can proceed himself or in unavoidable circumstances send his subordinates to proceed immediately to arrest the wanted person with the help of the other station staff.

Sanction to prosecute

352. (i) For certain offences it is necessary to obtain prior sanction of the competent authority to initiate criminal prosecutions. Sections 195 to 199 (b) of the Code of Criminal Procedure enumerates certain offences under the Indian Penal Code in which a court will take cognizance only if the requisite conditions stipulated there in are fulfilled. Some special Acts also provide that no court shall take cognizance of any offences under them unless there is a complaint or sanction as prescribed therein. Similarly, in respect of offences committed by Government Servants in the discharge of their duties or under colour of their office, the law prescribes that prior sanction of Government or other competent authority should be obtained for launching criminal prosecutions. Investigating Officers are, therefore, to see that such essential requisites under law are complied with by them before filing charge-sheets in such cases.

(ii) In addition to the stipulations under law mentioned above, Government have prescribed certain rules in respect of prosecutions against Government Servants for criminal offences alleged to have been committed by them in the discharge of their official duties. These rules have been framed in order that the finding of an investigating Police Officer may be scrutinised by a higher authority and as far as possible undue harassment to the Government Servant concerned may be avoided. It has been laid down that in Trivandrum City the prior concurrence of the concerned Head of Department should be obtained before such prosecutions are launched. In other localities the concurrence of the District Collector (Additional District Magistrate) has to be obtained. Collectors /Heads of Departments have been enjoined to send their replies within ten days to the Police Officer who makes such requisitions. In the event of a difference of opinion between the Police Officer who has sought permission for prosecution and the Collector /Head of Department, the Inspector General of Police may, if he deems it necessary, obtain orders of the Government in the matter.

(iii) If any Government Servant is arrested whether it is for an offence committed during the discharge of his official duties or not the Police Officer concerned should give prompt intimation of the same to that Government Servant's immediate official superior. So also the District Collector who gives administrative sanction for charge sheeting a Government Servant has to simultaneously inform the concerned Head of Department.

Prosecution for breach of rule made under 565 Criminal Procedure Code

353. Sanction of the Superintendent of Police or the Sub Divisional Officer should be obtained before prosecuting an ex-convict for a breach of the rules made under sub section(3)of Section 565 of the Code of Criminal Procedure.

Proceedings under Section 182 or 211 of the Indian Penal Code

354. Prosecutions under Section 182 or Section 211 of the Indian Penal Code should not be initiated without the orders of the Superintendent of Police or the Sub Divisional Officer.

Complainant under Section 195 of the Code of Criminal Procedure

355.(1) No prosecution for an offence punishable under Section 211 of the Indian Penal Code shall be launched, when such offence is alleged to have been committed in or in relation to, any proceeding in any court, except on the complaint in writing of such court or some other court to which such court is subordinate. Hence, a complaint in writing of such court is necessary in the following cases:

(a) When the original complaint was made to the Magistrate and referred to the police under subsection (3) of Section 156 Section 202 of the Code of Criminal Procedure;

(b) When the Magistrate has taken any judicial proceeding in a case in which the original complaint was made to the police the case was referred by them as false (The dismissal of a case under Section 159 of the Code of Criminal Procedure without investigation does not constitute a judicial proceeding);

(c) When a complaint has been given to the police as well as to a Magistrate.

(2) In the case of a complaint directly made to the police, police can themselves without a written complaint of a court under Section 195 of the Code of Criminal Procedure, launch prosecution under Section 211 of the Indian Penal Code, even though proceedings may have been issued by a Magistrate treating it as false.

Final Reports in referred cases

356. (1) If a case is refused investigation or after exhausting all efforts in an investigation, the investigating officer considers that in spite of all steps taken, there is no prospect of obtaining any further clue and that nothing more can be done in the case, he will submit a final report treating the case as undetectable. In instances where cases have to be referred as non-cognizable, mistake of fact, mistake of law, civil nature, false and/or further investigation has to be refused after a preliminary local enquiry, the final report should be submitted forthwith. Result of investigation will be reported to the person laying first information in KPF No. 114.

(2) Such final reports shall be in KPF No. 133 and should be sent to the magistrate having jurisdiction.

(3) In cases endorsed by the Magistrates for enquiry under Section 202 Cr. P. C. and in all cases of accidental death in which enquiries are continued after the submission of inquest reports, no final report in KPF No. 133 need be sent, but a report will however, be sent to the Magistrate concerned with all relevant facts.

(4) All final reports in crimes other than charge sheets, will be sent through the Circle Inspector and Sub Divisional Officer, who will forward them to the concerned Magistrate for orders, noting thereon his remarks if any. The Circle Inspector or the Sub Divisional Officer may if deemed necessary, order the Station House Officer to make further enquiries or may do so himself.

(IG's Circular 19/66 dated 18-4-1966).

Referring cases as false-Instructions

357. (1) Cases must not be reported as false unless clearly so. Mere probability will not suffice.

Delay in referring cases as false must be particularly avoided, and cases in which there has been serious delay must be reported as undetectable, unless fresh facts are elicited demonstrating them to be false.

(2) When the investigating Officer reports a case as wilfully or maliciously false, he should state in the final report whether he intends proceeding against the complainant or not, and in the latter event will give his reasons for not doing

Orders of Magistrates on final reports

358. On receipt of a final report under Section 173 of the Code of Criminal Procedure referring a case as false, mistake of fact or law, of civil nature or undetectable, the Magistrate may order further investigation, but it is not open to him to direct the Police to charge the case against their own report. The Magistrate has powers to take action himself under Section 190 or 204 of the Code of Criminal Procedure, if he is not satisfied with the report of the police in such a case.

Further investigation by Police in referred cases

359. The fact that a final report has been sent in a case reporting it as undetected should on no account lead to its being totally ignored in future. Investigation will be reopened in such cases as and when clues are forthcoming from any source. It is also necessary that the case should be kept under constant review by conducting bimonthly investigation for a period of one year.

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CHAPTER XII CASE DIARY

360 (1) Section 172 of the Code of Criminal procedure requires that the Police Officer making an investigation under Chapter XIV of the Code should enter day by day his proceedings in the investigation in a diary, setting forth the time at which the information reached him, the time at which he began and closed his investigation, the place or places visited by him and a statement of the circumstances ascertained through his investigation.

(2) The case diary proper, which should contain the details mentioned in sub-rule (1) above, should be written in K.P.F. No. 24.

(3) Statements of witnesses examined by the police during investigation may also be recorded in K.P.F. No. 24 and should be attached to the case diary for the day.

(4) There will be a docket sheet in K.P.F. No. 24 A for each case file.

361. The following instructions shall be observed in writing case diaries.

(1) The case diary of investigation should contain on the first page the following information noted in the margin:

- (a) date and hour of taking action,
- (b) date of report of the case at the station,
- (c) name and address of the complainant or informant,
- (d) names and address of accused known, if any, showing whether arrested, with age,
- (e) Nature and value of property lost,
- (f) Nature and value of property recovered,
- (g) date and last page of the previous case diary, if the case diary is not the very first one,
- (h) name of the deceased, if any, and
- (i) names, address with age of witnesses examined.
- (j) Places visited and time spent at each place.

(2) The first case diary should commence with a brief summary of the First Information Report, the time of receipt of the complaint, delay, if any, in starting for the scene, the time of departure for and arrival at the scene.

(3) The case diary should also contain the following, apart from the legal requirements stated in sub rule (1) above:

- The reference made to station crime records, such as Station Crime history, crime maps, gang chart, village crime notebook, as also the man-power required for assistance. Any other preliminary steps taken, such as information sent to the superiors about the occurrence (express report, telegraphic information, radio message; or telephone call) or the services of experts requisitioned (such as fingerprint expert, footprint expert, scientific experts, medical officer, Police dogs requisitioned if any, Photographers, plan drawers etc,) should all be specified. In short, it should be a complete record of whatever was done in the course of investigation
- (a)

A full and faithful description of the scene of offence and its surroundings including the

line of approach and retreat of the culprit or culprits. This should be furnished after a thorough observation of the place of occurrence in addition to traces noticed, significant absence of traces where they reasonably ought to be seizures made, photographs taken and sketch prepared of the scene, with the distance correctly measured.

(b) Steps taken in furtherance of the investigation, such as the issue of inquiry slips (Bad Character Rolls), 'Hue and cry notices (stolen property list), verifying the complicity of criminals addicted to similar modus operandi, and other probable criminals reference to the local crime bureaux (District Intelligence Bureaux) and the like, should all be indicated.

(c) Particulars of witnesses examined, suspects and accused questioned or informants contacted during the course of investigation.

(d) Any searches made, whether of persons or houses, with the grounds for the search and the results thereof, and if any property is recovered on these searches or otherwise, whether they were shown to the owners (complainants) and, whether they identified them or not should all be clearly specified.

(e) If any arrests were made, if so, by whom, at what place and time, and how the arrested person or persons were disposed of, whether admitted to bail or searched and locked up in the police Station, or sent up to the Magistrate for remand, should also find a place.

(f) The case diary should also contain all other facts pertaining to the case and ascertained during the course of investigation.

(g) It should include details of various theories formed as result of the investigation so far made, however trivial or improbable they may be, the steps taken to verify each and every one them and the result achieved.

(h) Any further line of investigation considered necessary or ordered by superiors must also find a place at the end of the day's case diary.

(i)

(4) The case diary shall invariably be written up embodying the investigation done on each day by the Investigating officer himself. Statements of witnesses should be reduced to writing on the spot. As far as possible, statements of witnesses should be recorded in the language known to them by the investigating officer himself. At the end of each statement, he shall furnish a certificate to the effect that the statement was recorded by him, read over to the deponent and acknowledged by the deponent to be correct. The Investigating Officer alone should sign the statement. Whenever any statement is typed by the Investigating Officer a certificate that the Investigating Officer knows typing and that it was typed by him should also be furnished.

(5) In the concluding diary, the investigating officer shall record a brief summary of the reasons which have guided his final decision in the case. If he considers that there is no case, his reasons will, of course, be fuller than if he sends the case up for trial.

(6) The names of informers need not be entered in the diary no court can compel an investigating officer to disclose the name of an informer.

(7)

(a) When a case is transferred from one investigating officer to another, the officer taking over the investigation shall take charge of the diary, noting therein the date of assuming charge of the investigation of the case.

The question whether it is necessary to re-examine the witnesses already examined and record their statements when a subsequent investigation is taken up by another officer,

(b) (i) is often raised. Ordinarily, such further investigation is taken up in the following instances.

(A) When a case was first investigated by a Head Constable or a Sub-Inspector and is later taken up by his superior officer, i.e the Sub-Inspector or the Inspector,

(B) When a case is reinvestigated by the Crime Branch, CID

In such cases, it is incumbent on the succeeding investigating officer to reexamine all the important witnesses already examined, as the object of an investigation into a case to ascertain the facts and circumstances. But, as regards recording of their statements, law does not require the investigating officers to reduce such statements into writing. It is, enough if the second investigating officer, in case he is the superior of first investigating officer, re-examines witnesses with reference their previous statements already on record and certifies their correctness on the previous statements. If any additional facts are spoken to by any witness, the second investigating officer will have to record those facts and note such other facts as may be necessary in clarification of the facts and omissions in the statement already recorded. However, in a case where the states recorded by the first investigating officer is bare of essential details or has omissions or defects, it is advisable for the second investigating officer to record the statement once again in detail.

(ii) In a case taken up by the C.I.D., the investigating officer of the C.I.D. is expected to reinvestigate the entire case and not to continue the investigation already done by the local police Officer. To that end, it is necessary that he should not only reexamine the witnesses but also record their statements in full. The fact that the recording of such statements may lead to multiplicity of contradictions and deviations in the statements of witnesses and may cause inconvenience to the Police in furnishing copies to the accused cannot be valid and lawful ground for evading it.

(iii) In a case taken up by the C.I.D., the investigating officer of the C.I.D. is expected to reinvestigate the entire case and not to continue the investigation already done by the local police Officer. To that end, it is necessary that he should not only reexamine the witnesses but also record their statements in full. The fact that the recording of such statements may lead to multiplicity of contradictions and deviations in the statements of witnesses and may cause inconvenience to the Police in furnishing copies to the accused cannot be valid and lawful ground for evading it.

(8) Those who, under the orders of the investigating officer, assist him by making any enquiries they are directed to make, do not thereby become investigating officers under Chapter XIV of Code of Criminal Procedure. Therefore, it is not necessary for them to write case diaries under section 172 of the Code of Criminal Procedure. The result of any enquiries such officers make or action they take pursuant to the orders or instructions of the investigating officer will be communicated by the former to the latter, by means of a special report. Head Constables and Constables will also make necessary entries in their note books. The investigating officer shall embody the gist of such special reports in his case diary under section 172 of the Code of Criminal Procedure.

(9) In enquiries under section 174 Criminal Procedure Code relating to suicide and accidental deaths, statements of witnesses examined during the inquest will be recorded separately and attached to the inquest report. No case diary need be written incorporating the statements of witnesses. But, if any important witness is examined subsequent to the inquest, a brief case diary should be written giving therein the reasons for not examining the witness during the inquest and other cognate details, and the statement of the witness recorded separately should be attached to the case diary. However, in a case where it has not been clearly established that it is a suicidal or accidental death, though the panchayatdars at the inquest have so opined, a case diary should be written discussing the evidence let in during the inquest and the arguments for treating the case as an accidental or suicidal death. When a Head Constable holds an inquest, the Sub-Inspector should subsequently verify the investigation and such verification and

the result thereof should be embodied by the Sub Inspector in a case diary. A case diary should also be written embodying the results of the post mortem examination, if one is conducted.

(10) Remands should be applied for on case diary forms Sub-section (1) of section 167 of the Code of Criminal Procedure requires a copy of the case diary to be sent when remand is sought. The investigating officer should, therefore, prepare an additional carbon copy of the case diary, when he is aware that he will have to send a prisoner for remand.

(11) Case diary forms should be used for applying to Magistrates for warrants of arrest or search, proclamations and other orders connected with investigation and for forwarding search lists provided these communications refer to registered cases. Otherwise, the memorandum form will be used. If no such additional copy is maintained the case diary in original will be forwarded to court along with remand application and got back.

(12) Case diaries should also be written in cases which have been referred by a Magistrate to the police for investigation under section 202 of the Code of Criminal Procedure.

- (a) Case diaries shall be written promptly, serially numbered and dispatched to the higher authorities without delay.

Case diaries and statements of witnesses will be duplicated by carbon process. In cases other than grave crimes the Station House Officers should keep the pencil copy of the case diaries in the station case file and send a carbon copy to the Circle Inspector who will scrutinise it

- (b) and send it to the sub Divisional Officer for disposal. The Sub Divisional Officer, after scrutiny will file it in his office. When the case is disposed of by the appropriate court the whole case file kept in the Sub Divisional Officer's office will be sent to the District Police Office for file, station war and year war.
- (c) Circle Inspectors shall forward to their immediate superior, with the diary of the day, case diaries in cases investigated by themselves. They shall send another copy of the case diary for file in the station in which the case is registered and retain a copy themselves.

If a Circle Inspector conducts investigation in a case other than a grave crime, a carbon copy of the Case Diary should be sent to the Sub Divisional Officer for disposal, retaining another

- (d) carbon copy in his office, after sending pencil copy for file in the station in which the case is registered. After disposal of the case copy of the case diaries kept in the Sub Divisional Officer's office should be sent to the District Police Office for file.

- (e) In grave crimes, which is normally investigated by the Circle Inspector three carbon copies should be taken one copy to be sent to the Superintendent of Police direct, the second copy to the Sub Divisional Officer and the third for retention in the Circle Inspector's office and the original in pencil to be sent to the concerned Police station.

- (f) Remarks, if any made in the case diaries will be communicated by crime memo in KPF 143, instead of returning the remarked case diaries.

(13) (a) Ordinarily there should be a separate case diary for each case. But when two or more allied cases against the same accused persons are investigated together, it will suffice if full particulars are recorded in one diary only and a reference made in the other case diary to the facts in question.

(b) Similarly, on no account should the diary relating to two or more days be written up on one sheet or despatched together.

Use of the case diary in court

362. (a) A case diary which does not contain any statement of witnesses is a privileged document

and the defence has no right to inspect or get a copy of it unless the officer making it refreshes his memory by reference to it while in the witness box, in which case the defence can also see it but not get a copy. The court can, however, under the provision of Section 172(2) Criminal Procedure code, call for the case diary and use it as an aid to the inquiry or trial. The defence has no right to see the case diary even if it is so used by the court. Care should be taken to see that it is not admitted in evidence or filed with the judicial records; or entrusted to the bench clerk who may at times be tempted to misuse it. It should be in the personal custody of the Magistrate or Judge or the Prosecutor. If not, only that part of the case diary which contains the statements of witnesses may be left with him.

(b) The case diary may also be used by the court to contradict the Police Officer who wrote it but the particular portion of it which was used to contradict partially loses its privilege and that portion used by the court has to be shown to the defence for the purpose of enabling it to cross-examine the Police Officer under Section 145 Evidence Act.

(c) Section 162 Criminal Procedure Code has undergone a change by the amending Act 26 of 1955. The prosecution now may use any part of the statement reduced to writing, if any proved, to contradict their witness with the permission of the court in cases where the witness has been treated as hostile (Section 145 Indian Evidence Act). The accused has the benefit of contradicting Prosecution Witness with his previous statement under Section 162 Criminal Procedure Code. When used for any of the above purposes, any part of it can also be used for re-examination, but only for the purpose of explaining away any matter referred to in his cross examination.

Case Diary-a confidential document

363. Case diary is a confidential document and has to be treated as such by all concerned. It may be seen only by the Investigating Officer, the Officer in charge of the Police Station, any Police Officer superior to such Officer, the Court Officer (i.e., the senior most prosecuting officer and his junior who may be deputed by him to prosecute the case), the Officer or clerk in the Superintendent's office especially authorised to deal with such diaries and any other officer authorised by the Superintendent of Police.

364(a) Custody--Every Police Officer is responsible for the safe custody of any case diary in his possession. When the case diary is sent by one officer to another, whether by registered post or otherwise, it shall be sent in a sealed cover directed to the addressee by name. Instances of Investigating Officers misplacing case diaries specially when they travel about and their subsequent discovery in trains, buses and hotels are not wanting, with consequent adverse effects. They should always be careful about case diaries written by them and other papers entrusted to them.

(b) Every case diary should be treated as confidential until the final disposal of the case, including the appeal, if any, or until the expiry of the period of appeal.

(c) Case diaries should be kept in the personal custody of the Investigating Officer and he or any Police Officer deputed by him should take it to the court on the dates of hearing. Of course the Prosecutor would have perused it either at the time of preparing the charge-sheet, or it will be sent to him for perusal before or on the hearing date.

(d) In cases committed to the Court of Sessions, the diary should be sent to the Public Prosecutor under acknowledgement. On the disposal of the case in the Court of Sessions, the diary should be returned to the Station House Officer by the Public Prosecutor through the Court Officer. Investigating Officer may also take the case diary in person to the Public Prosecutor for briefing him with reference to the case either before or on the date of hearing.

365. Case diaries of cases disposed of in court are usually destroyed after three years. In very

important cases, the diaries are retained for longer periods also. If the accused is absconding, it is retained till the case is finally disposed of in any manner.

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CHAPTER XIII

PROSECUTION OF CASES IN COURTS, WITHDRAWAL OF CASES AND AGAINST ACQUITTALS APPEAL

prosecution of cases in Courts

366. When a case is posted for hearing, the Magistrate should be requested to issue summonses only to such of the witnesses as could be examined on the day in consultation with the prosecutor in charge of the case. When summonses are received they should be served on the witnesses in good time and the served summonses returned to reach the court at least a day before the date of hearing. Posting should be so arranged as to avoid witnesses not likely to be examined being made to attend the Court on a particular date of hearing. Similarly postings should also be so arranged as to avoid a number of officers of the same department being required to attend the Court on a given date.

Examination of witnesses in Court

367. (1) The handling of witnesses in Court calls for a technique different from that employed in the interrogation of persons during an investigation. While the investigator seeks to discover the author of a crime and the manner of its perpetration, the prosecutor aims at establishing the guilt of the person known to be the culprit as the result of the investigation. His true function is to assist the Court in administering justice on the basis of admissible legal evidence.

(2) Examination of witnesses in Court is governed by the provisions of the Indian Evidence Act. A witness is first examined by the party that calls him and this is called his examination-in-chief. The opposite party is then entitled to cross-examine him, after which he may be re-examined by the party calling him, if it so desires.

(3) Examination and cross-examination must relate to relevant facts, but the cross-examination need not be confined to the facts to which the witness testified in his examination-in-chief. The re-examination should be directed only to the explanation of matters referred to in the cross-examination. If, however, any new matter is by the permission of the Court, introduced in the re-examination the opposite party has the right to further cross-examine the witness upon that point.

(4) It is essential that the prosecutor must "prepare" witnesses before the trial begins. The preparation should consist in refreshing the memory of each witness and in instructing him how he should behave in Court and how he should answer questions that may be put to him by the defence lawyer in cross-examination. He should be cautioned to keep his temper, to answer questions distinctly and in a natural manner, and not to volunteer more information than is asked of him. A timid or nervous witness would need encouragement, while a self-opinionated, loquacious one must be warned against making his answers unnecessarily long or speaking about matters regarding which he has not been questioned.

(5) During this preliminary interview, the prosecutor must make it a point to put cross-questions to his witnesses. This would help them to face the defence lawyer's cross-examination in Court with confidence.

(6) There should, however, be no attempt to tutor witnesses, A tutored witness is apt to perjure himself in Court and damage even a good and true case. But, if a witness is merely prepared that will advance the cause of justice. No complainant or witness on his way to the Court of the Magistrate shall be required to accompany a Police Officer.

(7) The prosecutor must not cite or examine in court more witnesses than are actually essential to prove his case. No particular number of witnesses is required for the proof of any fact (section 134 of the Evidence Act). It is the quality and not quantity that matters.

(8) After a prosecution witness has entered the box, the very first thing that the prosecutor should do is to put him at ease. It must be realised that few persons will be free from flurry when figuring as a witness in Court. It is, therefore, essential that the prosecutor should create confidence in his witness by his demeanor, by the form in which he frames his questions and by the manner in which he asks them. His tone should be modulated and re-assuring. The witness should, as a rule, be permitted to tell his own story but the prosecutor should make sure that all relevant facts are clearly brought out. He should avoid technical terms as well as difficult and high sounding words.

(9) The prosecutor should handle his witnesses according to their nature. An over-zealous, garrulous witness, for example, should never be allowed to tell his own story, for, by so doing, he is likely to expose himself to severe cross-examination. The effort should be to keep such a witness well to the points that are put to him. A stupid or timid witness will require great patience and good humor. Any display of anger will only add to his confusion.

(10) It is a rule of evidence that no leading question should be put to a witness in the examination-in-chief, except with the permission of the Court. This does not apply to matters which are introductory or undisputed or which have been already sufficiently proved (section 142 of the Evidence Act). In fact, questions in respect of introductory and undisputed matters are best asked in the form of leading questions, as it will expedite the trial and tend to infuse confidence in the witness. Thus, instead of asking "What is your name?", "Where do you live?", "What is your business?", etc., it is admissible to ask "Shri A, you are a teacher in an elementary school in the Village B?" and so on. When, however, the main issues of the case are reached, the rule against leading questions should be strictly adhered to.

(11) When a witness shows himself to be opposed to the side which has called him or adopts an attitude contrary to the truth, the Court may, in its discretion, permit the side to treat him as a hostile witness and cross-examine him (Section 154 of the Evidence Act). But this permission will not be lightly given. The general attitude of the witness and his demeanour, and the trend of his evidence as a whole must indicate his hostility to his side or desire to conceal the truth. If the Court gives the permission, the side that called him may cross-examine him and may put him even leading questions to contradict him and impeach his credit.

(12) The prosecutor must closely follow the cross-examination of his witnesses by the opposite side, as that would often enable him to discover the accused's line of defence. He must take exception in time to any improper questions that might be put by the defence lawyer.

(13) If the prosecutor finds that any of his witnesses has been made to give any misleading statement during cross examination or that any point has been purposely left obscure, he should clear it in re-examination.

(14) After the examination of his witnesses is over, the prosecutor has to prepare himself for the cross-examination of defence witnesses to destroy the effect of the evidence tendered on behalf of the opposite side in their examination-in-chief. This may be achieved by discrediting the witness himself or his testimony. Leading questions are permissible in cross-examination.

(15) There is a marked distinction between discrediting the testimony and discrediting the witness. The methods in cross examination in the two instances would naturally be very different.

(16) The testimony of a witness may be impeached by showing the scanty means he had for

obtaining the correct knowledge of the facts spoken to by him or by showing that, though he had the best possible opportunity, he has not the intelligence necessary to observe them correctly or the power or memory required to retain them so long. Again, two persons may witness an occurrence but give inconsistent versions of what they observed. Further, many persons enrich their personal experiences with the fabrications of their imagination or with what they have heard from others. It is one of the objects of cross-examination to separate fact from imagination and the personal observation of the witness from that of others.

(17) The credit of a witness may be impeached,

- (a) by the evidence of persons who testify that they, from their knowledge of the witness, believe him to be unworthy of credit;
- (b) by proof that the witness has been bribed, has accepted the offer of bribe or has received any other corrupt inducement to give his evidence;
- (c) by proof of his former statements' which are inconsistent with his present evidence;
- (d) by showing, when a man is prosecuted for rape or an attempt to ravish, that the prosecutor was of generally immoral character.

(18) It is not necessary to cross-examine every witness. When the prosecutor rises to cross-examine a witness, he should first ask himself the question, "Has the witness testified to anything that is materially against him? Is it necessary to cross-examine him at all? " The cross-examination of a witness, when it is not really necessary, may go to elicit certain facts which are favourable to the opposite party.

(19) Making much of trifling discrepancies should, for the same reason, be avoided.

(20) The cross-examiner must be clear in his mind on his line of cross-examination and the facts he wants to elicit Fishing question are very apt to catch wrong answers.

(21) A skilful cross-examiner seldom takes his eyes from an important witness, while he is being examined by his adversary. His bearing, his manner of expressing himself, his movement of hands-all help any intelligent and experienced observer to arrive at an accurate estimate of his integrity. During the examination-in-chief of a defence witness, the prosecutor should always be on the alert for an opening for his cross-examination and should try to detect the weak spots in his narrative.

(22) Bullying or threatening the hostile witness seldom pays. It will often make the witnesses mentally defy the cross-examiner at once. If, on the other hand, the prosecutor's manner is courteous and conciliatory, the witness will soon lose the fear all witnesses have of the cross-examiner and can almost imperceptibly be induced into revealing true facts.

(23) The mistakes of a hostile witness should be drawn out more often by inference than by direct questioning, because all witnesses have a dread of self-contradiction. The loquacious witness should be allowed to talk on, and he will be sure to involve himself in difficulties. He should be encouraged and led by degrees into exaggeration that will conflict with commonsense.

(24) The down-right liar should be encouraged to exaggerate the way he thinks the prosecutor does not want him to. He will soon be found stretching his imagination to such an extent that nobody will believe a word of what he says.

(25) If the manner of the witness and the wording of his testimony bear the marks of fabrication, it is often useful to ask him to repeat his story. He will usually repeat it almost identically the same words as before, showing that he has learnt it by heart. Of course, it is possible, though not probable, that he had

done this and is still telling the truth. An examiner should then test him by taking him in the middle of his story and jumping him quickly to the beginning and then to the end of it. If he is speaking by rote he will be sure to succumb to this method.

(26) If the prosecutor obtains any favourable answer from a witness, he should leave it there and pass quickly to some other question. The inexperienced examiner who repeats the questions, with the idea of impressing the answer upon his hearers, will have to blame himself if the witness corrects or modifies his answer.

Examination of Investigating Officer when accused is absconding

368. When in a case an accused is absconding and is subsequently arrested, it is not enough to merely elicit from the Investigating Officer about the fact of his absconding and subsequent arrest. Witnesses should be examined to prove the absconding of the accused and the Police Officer who subsequently effects his arrest should also be examined as a witness.

Public Prosecutor and Assistant Public Prosecutor-Instruction by Police

369. (1) The Public Prosecutor appears for the State and conducts prosecution in all sessions cases, contests' bail applications and argues appeals and criminal miscellaneous petitions in Sessions Court and gives advice on legal matters. Besides, there is in each district one Assistant Public Prosecutor, Grade I, assisted by Assistant Public Prosecutors, Grade II, to conduct prosecutions in Magistrates' Courts. These Assistant, Public Prosecutors are under the administrative control of the District Collector.

(2) In a case in which the services of an Assistant Public Prosecutor are sought, the investigating Officer should send the case diary file in advance to him and also give him the necessary personal instructions. He should personally attend Court on all dates of hearing unless he is, held up on any other urgent duty in which case one of the competent Head Constables should be sent with the case diary in time to meet the Assistant Public Prosecutor. The investigating Officer should assist the Assistant Public Prosecutor in briefing witnesses, conducting the prosecution, filing documents and exhibiting the various items of property, and see that the prosecution case is presented in the best possible manner. He must also make enquiries and furnish material to the Assistant Public Prosecutor for the cross-examination of defence witness.

(3) If the records of the case and instructions are not received at least a week before the date of posting, the Prosecuting Officer should inform the Superintendent of Police or other District Officer concerned, who will take steps to expedite action and to deal with the defaulters.

(4) Apart from the investigating Officer, another Police Officer, fully acquainted with the facts of the case, shall be deputed to instruct or assist the Public Prosecutor in Sessions and in other important cases, since the Investigating Officer, as a witness to be examined, will not be able to assist the Public Prosecutor or other prosecuting Officer during the proceedings in court.

(5) The Superintendent of Police may also arrange with Additional District Magistrate to depute the Assistant Public Prosecutor, who handled the case in the lower court to assist the Public Prosecutor in important cases in which a large number of witnesses have been examined in the lower court or when the services of the Assistant Public Prosecutor are requisitioned by the Public Prosecutor.

(6) The Station House Officer should request the prosecuting Officer to examine all the witnesses attending the Court. He should be very vigilant and take suitable action against those tampering with Prosecution witnesses. He should promptly attend to the grievances or complaints of the prosecution witnesses against the accused or their associates viz., threats or mischief to their person or properties. In appropriate cases, they should request the prosecuting Officers to move the court to take 'action against

hostile witnesses. The prosecution witnesses should also be helped to get batta (if any) due from Court then and there.

Attendance at Sessions

370. (1) The investigating Officer should, as a rule, attend Sessions during the trial of the case investigated by him. In important cases, the Circle Inspector even if he is not the investigating Officer, should attend Sessions and give necessary assistance to the prosecuting Staff.

(2) Probationary Officers under training should be made to attend Sessions trials as many times as possible. It is desirable that Deputy Superintendent of Police and Superintendent of Police should attend at least a few Sessions trials a year. In all sensational or important cases the Sessions trial should be attended and watched by Sub-Divisional Officers and Superintendents.

Privilege in respect of Official records

371. The following procedure may be adopted when a Government servant is summoned by a Court to produce Official documents for the purpose of giving evidence.

(1) The law relating to the production of unpublished official records as evidence in courts is contained in sections 123, 124 and 162 of the Indian Evidence Act, which are reproduced below for easy reference.

"123. No one shall be permitted to give any evidence derived from unpublished Official records relating to any affairs of State except with the permission of the Officer at the head of the Department concerned, who shall give or withhold such permission as he thinks fit"

"124. No public Officer shall be compelled to disclose communications made to him in official confidence, when he considers that the public interests would suffer by the disclosure."

"162. A witness summoned to produce a document shall, If it is in his possession or power, bring it to court, notwithstanding any objection which there may be to its production or to its admissibility. The validity of any such objection shall be decided on by the Court."

The court, if it sees fit, may inspect the document, unless it refers to matters of State, or take other evidence to enable it to determine on its admissibility.

If for such a purpose it is necessary to cause any document to be translated, the court may, if it thinks fit, direct the translator to keep the contents secret, unless the document is to be given in evidence; and if the interpreter disobeys such direction, he shall be held to have committed an offence under section 166 of the Indian Penal Code".

(2) (a) For the purposes of section 123, the expression Officer at the head of the Department may be held to mean the Officer who is in control of the Department and in whose charge the records of the department would remain. Ordinarily, such an Officer would be the Secretary to the Government in the Secretariat or other heads of departments, like, the Board of Revenue, the Inspector General of Police, etc. Before claiming privilege, the head of the Department should examine the relevant document carefully and his affidavit should contain an indication as to the nature of the document, as to why privilege is claimed, what injury to public interests is apprehended by its disclosure or what affairs or State are involved. A bare statement by the head of the department that, in his opinion, the disclosure would be against public interests is not enough. He should indicate the nature of the suggested injury to the interests of the public, and also put in a statement saying that he has considered the document carefully and has come to the conclusion that it cannot be produced without injury to public interest.

(b) The mere fact that the Officer at the head of the Department concerned does not wish the

documents to be produced is not an adequate justification for taking objection to their production. Production of documents should be withheld only when the public interest would by their disclosure be injured, as where disclosure would be injurious to national defence or to good diplomatic relations or where the practice of keeping a class of documents secret is necessary for the proper functioning of the public service. Privilege is not to be claimed on the mere ground that the documents are State documents or are official or marked confidential or, that their disclosure, would result in Parliamentary discussion or public criticism or would expose inefficiency in the administration or tend to lay a particular department of the Government open to a claim for compensation.

(c) It has been held that it is desirable, but not indispensable that the records should be sent in a sealed cover through an Officer of the department claiming privilege and that the statement of the head of the department would be considered conclusive and the privilege upheld, except for compelling reasons to the contrary. So, the safe working principles' under section 123 is to produce the records in question in a sealed cover and raise the claim of privilege, setting out, the grounds in an affidavit in the Form in Appendix VII. The Court will generally accept the statements in the affidavit and uphold the privilege claimed.

(d) A Government servant other than the head of a department who is summoned to produce an Official document, should first determine whether the document is in his custody and he is in a position to produce it. All Official records are normally in the custody of the head of the department or the Head of an Office and it is only under special circumstances that an Official document can be said to be in the custody of an individual Government servant. If the document is not in the custody of the Government servant summoned, he should inform the court accordingly. If, under any special circumstances, the document is in the custody of the Government servant summoned, he should next determine whether the document is an unpublished official record relating to affairs of State and whether privilege under section 123, should be claimed in respect of it. If he is of the view that such privilege should be claimed or even if he is doubtful of the position, he should refer the matter to the head of the department who will issue necessary instructions and will also furnish the affidavit in the Form in appendix V. The Government servant, who is to attend a Court as a witness with official documents, should, where permission under section 123 has been withheld, be given an affidavit in the Form duly signed by the head of the department. He should produce it when he is called upon to give his evidence, and should explain that he is not at liberty to produce the documents before the court or to give any evidence derived there from. He should, however, take with him in a sealed cover the papers which he has been summoned to produce.

(3) (a) A Government servant who is summoned to produce an Official communication which is made to him in Official confidence should first determine whether the public interests would suffer by its disclosure. If he considers so, he should claim privilege under section 124 in the Form in Appendix VI. In case of doubt, he should seek the advice of the head of the department. When he is not attending the court himself to give evidence, he shall have the claim of privilege in the above Form sent to the court along with the document. The person, through whom the document is sent to court, should submit the affidavit to the court when called upon to produce the document. He should take with him the document which he has been called upon to produce but should not hand it over to the Court unless the Court directs him to do so. In such a case privilege should be claimed under section 124 and the document should not be shown to the opposite party, nor should it be marked as exhibit in any proceedings. If the document is not in his custody, he should inform the court accordingly.

(b) The basic principle for deciding whether a particular document is a communication made in Official confidence to a public Officer or not, is whether the document produced or the statement made was under the process of law or not. If the former is the case it would be difficult to say that a document

produced or statement made under the process of law is a communication made in Official confidence. If, on the other hand, a document is produced or a statement is made in a confidential departmental enquiry not under the process of law but for the gathering of information by the department for guiding them in the future action, if any, they have to take, it would be a case of communication made in Official confidence. The question whether a communication was made in Official confidence is for the Court to decide but the public Officer concerned is the sole judge whether it should or should not be disclosed.

(4) The legal position with regard to section 162, is as follows:

It is obligatory for a person who has been summoned to produce a document in his possession or control to bring it into Court even if there is any objection to its production or to its being admitted in evidence under section 123 or 124 of the Evidence Act. The court will decide on the validity of his objection and he is not entitled to withhold the evidence if the objection is over-ruled. In enquiring into the validity of the objection, the Court will, of course, bear in mind that it should not exercise its powers in such a way as to occasion the mischief, which the law providing for the objection is designed to guard against. If the objection is a claim of privilege under section 123, the court has no power to inspect the document but may only take other evidence for the purpose of deciding on the objection. If it is a claim of privilege under section 124, the Court may inspect the document in its discretion. If the Court comes to the conclusion that the evidence proposed to be given will be derived from an unpublished record relating to the affairs of the State will have to uphold the privilege under section 123. Then it will be left to the head of the department to give or withhold permission for giving of the evidence. Similarly, if the court comes to conclusion that the communication in question was made to public Officer in official confidence, it will have to uphold the privilege claimed under section 124 and leave the public Officer concerned to decide whether or not to disclose the communication. The criterion for the head of the department and the public Officer is whether or not the disclosure would cause injury to public interest. But they are the sole judges of the matter and the court cannot interfere with their discretion once, it upholds their claim of privilege either under section 123 or 124 of the Evidence Act.

Action on breach of a security bond

372. When a person on a security bond of any kind is prosecuted for an offence involving a breach of the conditions of the bond, report in that regard should be made to the Court in writing, so that it may, in the event of conviction, order the confiscation of the security.

Action in certain compoundable offence

373. (1) When a habitual cheat or professional swindler put up before court in a case of cheating under Section 420 of the Indian Penal Code, or when an old offender is prosecuted in a case of theft involving property worth less than Rs. 250, representation must be made to the Court against sanction of permission to compound the offence, on the ground that the accused is more a danger to the larger public than to the complainant in the case.

(2) Similarly if in the second or subsequent commission of such offences a petition for compounding is moved before the court, it should be opposed by the prosecution. If compounding is allowed by the Court in spite of the objection by the prosecution the matter should be taken up on revision, on the ground that concession already given for compounding such offences has not been effective in the case of that particular offender and he has proved himself not likely to be reformed.

(IG's memo No. D4-3313/66-1 dated 20-1-1966).

How to give evidence in Court

374. Police Officers should always appear in uniform when giving evidence in court and should

salute the Court, both when entering and leaving the witness-box. Some hints for the guidance of Police Officers in the matter of giving evidence in courts are given in Appendix IV.

Delay in the disposal of cases in Courts

375. (1) Delays in the disposal of criminal cases are mainly caused by

(a) piecemeal examination of witnesses and failure to hear the case, as far as practicable, from day to day, and

(b) absence of Police or prosecuting staff or witnesses on the date fixed for hearing.

(2) Police Officers should be punctual in attending Court. If the Sub-Inspector is unavoidably detained on any other important work, he should arrange to send one of his' Head Constables with the case diary to attend the Court in time. There can generally be no excuse for the absence of prosecuting Officers, as dates of hearing are fixed by courts in consultation with them, having due regard to their work in other courts. Reasonable time should be allowed for service of summonses issued by courts, and Police Officers on their part should see that summonses are served on the witnesses and they appear in court on the date fixed for hearing in addition to returning the served summonses to court at least a day before that date. Action should also be taken under section 174 of the Indian Penal Code, against witnesses who fail to attend the court in spite of the service of summonses. Preference should always be given to committal work over other work. Pendency can be considerably reduced and disposal of cases expedited by co-operation with the magistracy.

Withdrawal of Prosecutions

376. (1) In petty cases Superintendent of Police concerned may accord administrative sanction for withdrawal of cases, subject to the general control of the Inspector General of Police.

(G.O.R.Dis. 22460/57/HOME dated 29-7-1957).

(2) In cases of offences triable, whether exclusively or otherwise by a Court of Session, or in cases where prosecutions are launched at the instance of the Government, administrative sanction for the withdrawal of the cases will be accorded by the Government only.

(G.O. (MS) 334/60/Home dated 30-5-1960).

(3) In cases where the prosecutions are launched at the instance of a Head of the Department and which do not relate to the offences triable, whether exclusively or otherwise, by the court of Sessions administrative sanction for the withdrawal of the cases may be accorded by the Additional District Magistrate (Collector) with the concurrence of the Head of the Department concerned.

(G.O.R.Dis. 22460/57/Home dated 29-7-1957).

(4) In all other cases administrative sanction for withdrawal of cases may be accorded by the Additional District Magistrate (Collector).

(G.O.R.Dis. 22460/57/Home dated 29-7-1957).

(5) Government, may however, give administrative sanction for the withdrawal of any case. When Additional District Magistrates accord sanction for withdrawal of cases, they should record their reasons therefore. In cases of agrarian or industrial disputes giving rise to proceedings in criminal courts, they may be withdrawn only after the disputes have been satisfactorily settled.

(Govt. .Memo 7962 B3/64-1/Home (B) dated 20-4-1964).

(6) All applications for withdrawal of cases in Courts should be presented to courts by the Public Prosecutor or the Assistant Public Prosecutor as the case may be.

Appeal against acquittals and revisions

377. (1) In a Sessions Case the Public Prosecutor in charge of the case will report to the Collector and to the Superintendent of Police soon after the judgment is pronounced with his recommendation for further action, if any, to be taken. In cases of acquittal, if the Public Prosecutor considers that an appeal or revision should be filed he will obtain copies of the necessary records and forward them with his report direct to the Advocate General for filing an appeal. The Public Prosecutor will send a copy of that report simultaneously to the Collector of the District. On receipt of the Public Prosecutor's report, the District Collector shall promptly address the Government, Home Department for the issue of necessary instructions to the Advocate General for filing an appeal in the High Court. In hopelessly weak cases, the Public Prosecutor can exercise his discretion in deciding upon appeals and keep back the records.

(2) In cases of acquittal by Magistrates the Assistant Public Prosecutors must send up proposals, if any, to the District Collector through the Superintendent of Police for filing appeal in time. The Assistant Public Prosecutors concerned must obtain certified copies of deposition of witnesses and other relevant records from the court promptly and forward them to the Collector through the superintendent of Police. The District Collector after consultation with the Public Prosecutor, if necessary, will send a report to Government in Home Department and at the same time sending a copy of his report to the Advocate General. Report of the District Collector should reach the Government within 45 days of the judgment. In cases where the Collector decides that no appeal or revision need be filed, he will immediately inform the Superintendent of Police. If the Superintendent of Police is of the view that there are grounds to file an appeal or revision he will send a report to the Inspector General of Police to move the Government in the matter.

(Govt. Memo A1-3006/56 Law dated 29-12-1956).

(Govt. Memo 24280/C5/62-1 Home dated 25-7-1962).

(I.G's Memo D2-69232/65 dated 14-3-1966).

Grant of plain paper copies of Judgments by Magistrates to Assistant Public Prosecutors and Police

378. Subordinate Criminal Courts will supply Assistant Public Prosecutors and Station House Officers concerned copies of judgments, orders, etc., on white paper free of cost, immediately after the disposal of the cases for taking prompt and effective action regarding appeals or revisions.

(Circular Number B1-308061 dated 21-04-1961 of the High Court of Kerala)

APPENDIX IV

How to give evidence in Court

The following are some hints for the guidance of Police Officers in the matter of giving evidence in courts:

- (a) Always appear in uniform when giving evidence in Court.
- (b) Always salute the court, both when entering and leaving the witness box.
- (c) Be attentive, never fidget.
- (d) Be calm and dignified while giving evidence, so as to impress the court and the counsel favourably.

- (e) In giving evidence, look straight towards the Court.
- (f) When questioned by the adverse party, never turn towards the prosecution counsel.
Answer no question without understanding it. If the question is not clear enough to be understood, say so and politely ask the counsel to repeat it in a simpler form.
- (g) Do not answer a question with a counter question.
- (h) If you do not remember any fact, say so at once rather than attempt a random answer.
- (i) Never show irritation and do not be offended if the cross-examiner questions you in a way you do not like.
- (j) If questions are unnecessarily vexatious or obnoxious, represent the matter to the court and seek its protection. Above all, do not quarrel with the counsel.
- (k) Carefully distinguish between what you know personally and what you may have heard from others.
- (l) In answering a question, do not give unnecessary information, etc., if asked whether the colour of a certain article is white, do not say "No, it is black", say simply "No" or "Yes".
- (m) if you consider that some of your answers require an explanation which the counsel failed to elicit, you may, when both the sides have finished, represent the matter to the court.
- (n) Remember that all that the court wants to ascertain is the guilt or innocence of the accused, and not your intelligence.
- (o) Give no more details regarding the source of your information than that 'From information received, I did this or that'.
- (p) Avoid lengthy answers, as they furnish more material for cross-examination. Your replies should be concise.
- (q) Do not leave the court without its permission.
- (r) Study the case minutely before entering the box and as far as possible never refer to the case diary on your own accord while in the box, for refreshing your memory.
- (s)

APPENDIX V

Vide para 371(2) (c)

AFFIDAVIT IN RESPECT OF A CLAIM OF PRIVILEGE
UNDER SECTION 123

IN THE COURT OF.....

Writ Petition No.

_____ of 19

Suit No.

I..... (here insert the name, designation and address of the person making the affidavit), do hereby solemnly affirm and state as follows:

A summons bearing No.datedissued by the Court ofin Writ Petition/Suit. No.of 19 , (.....Vs.....) has been received on 19 , requiring the production in the said Court on 19 , of document stated below, I, as the head of the department/office, am in control of, and in charge of, its records. I have carefully considered them and have come to the conclusion that they are unpublished official records relating to affairs of State and their disclosure will be prejudicial to public interest for the following reasons.

LIST OF DOCUMENTS SUMMONED

I do not, therefore, give permission to anyone under section 123 of the Indian Evidence Act, 1872, to produce the said documents for inspection or to give any evidence derived there from.

Solemnly affirmed at this day of 19 .

Name and designation of the person making the affidavit.

APPENDIX VI

AFFIDAVIT IN RESPECT OF A CLAIM OF PRIVILEGE

UNDER SECTION 124

IN THE COURT OF.....

Writ Petition No.

..... of 19

Suit No.

I..... (here insert the name, designation and address of the person making the affidavit), do hereby solemnly affirm and state as follows:

A summons bearing No.dated.....issued by the Court ofin Writ Petition/Sum. No.of 19, (.....Vs.....) has been served on me on 19, requiring the production in the said Court on 19, of the document stated below. I have carefully considered them and have come to the conclusion that they contain communications made in official confidence and I consider that the public interest would suffer by their disclosure for the following reasons:

LIST OF DOCUMENTS SUMMONED

I therefore, claim privilege under section 124 of the Indian Evidence Act, 1872.

Solemnly affirmed at etc., this..... day of
..... 19.

Signature and designation of the Officer making the affidavit.

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CHAPTER XIV CRIME SUPERVISION-DUTIES OF SUPERIOR OFFICERS

Deputy Inspector General

379. (a) It is the duty of the Deputy Inspector General to superintend carefully, the prevention, registration, investigation and detection of crime occurring within his jurisdiction. He is responsible for ensuring that all necessary measures are taken by the police for prevention and detection of crime occurring within his range, particularly that adequate arrangements are made for dealing with any outbreak of crime, that investigation of serious cases is properly supervised and that the Gazetted Officers play an adequate part in this work. He should particularly watch the investigation of complicated or important cases and for this purpose he shall on receipt of grave crime reports in such cases, invariably call for progress reports and prescribe the interval at which the reports should be sent.

Superintendent of Police

380. (1) The Superintendents of Police will ensure by constant supervision that the prevention, investigation and detection of crime in their districts are properly and efficiently dealt with by the Police force under their command. The Superintendents of police will visit the scenes of really serious offences where organised crime is indicated or organised gangs are at work, as well as offences which affect markedly the general peace and quiet of the District.

(2) In addition, they will supervise investigation of crime of a sensational nature or which greatly agitate the public mind or in which prominent persons politically or otherwise are involved.

Sub Divisional Officers and Superintendents of Police in charge of Sub Divisions

381. (1) Sub Divisional Officers in charge of Sub Divisions will be responsible for all Crime work in their charge. They shall visit scenes of all grave crimes, camp at the spot and supervise the investigation till it is concluded. However, if a case comes within the category of a grave crime merely for technical reasons or if a murder is followed by the accused committing suicide, or in a case already charged under section 325 or 326 Indian Penal Code and the injured dies later and the charge is modified to murder or culpable homicide, personal supervision is a waste of an Officer's time and need not necessarily be done.

(2) They shall also visit the scenes of, and enquire personally into, serious occurrences endangering life and property such as heavy floods, and train or boat disasters, or fires in respect of which the commission of a cognizable offence is reported or suspected and which involve heavy loss of life or property. Detailed instructions regarding the measures to be taken by the police in regard to natural calamities and other disasters are contained in Appendix XV.

(3) (a) A Sub Divisional Officer shall, after reaching the scene of a crime, inspect it and examine all witnesses in the presence of the Sub Inspector and the Inspector. He will then, along with the Sub Inspector and the Inspector, study the case thoroughly and discuss the evidence available and further evidence to be collected and see that the case diaries are written promptly and correctly under his supervision. The Sub Divisional Officer should normally remain in the village with the Inspector till the investigation is practically completed.

(b) In cases where definite clues are not forthcoming, Sub Divisional Officer and the Inspector should camp in the village of occurrence till the case is detected or till, after long and strenuous efforts, it

is decided for want of clues to leave the further investigation to the local officers.

(c) In case the Sub Divisional Officer receives information about the occurrence of another grave crime while engaged in the investigation of a case, he should decide whether the second case requires his immediate attention and if he feels that it is necessary for him to proceed for the investigation of the second case immediately, he should, before leaving the place, give detailed instructions to the Circle Inspector and the Sub Inspector regarding the lines of further enquiry to be pursued and further action to be taken. Unless there are special circumstances; it is better to continue with the first case, and leave the Circle Inspector to deal with the other case. Such cases need not be visited if considerable time has elapsed.

Grave Crime Reports-Submission of

382. (a) Immediately after visiting the scene and investigating a grave crime, and in any case not later than the date on which the diary for the week is submitted the Sub Divisional Officer should send a detailed grave crime report in K.P.F. No. 60. These will be submitted to the Superintendent of Police, the Collector and the Deputy Inspector General of Police of the Range. Grave Crime Report should be sent by the Superintendent of Police or the Sub Divisional Officer as the case may be in a grave crime even if it has not been investigated by him and even if it is treated as false or mistake of fact.

Grave Crime reports should be arranged in the following sequence:--

Receipt of first information by the Police and telegram by the Sub Divisional Officer and any delay to be explained. Brief facts of the case and gist of evidence so far collected, other section like arrests, searches etc.

Brief review by the Sub Divisional Officer whether all available evidence is collected and is satisfactory and cogent. Versions of eyewitnesses, and whether they are in agreement with one another, with the facts of the case, with the nature of injuries and the weapon used in offences against person etc.

Work done by the Sub Divisional Officer to include verification of 'Mahazars', statement of all witnesses examined, presence at searches and arrests, and part played by him including instructions given.

Last para on any delay in visiting the scene or on leaving the scene before investigation was completed.

Further report on separate page (K.P.F. No. 191 A) must be sent on all grave crimes showing the disposal of the case detected and charged or undetected and if so, the reasons therefor. The Dy. Inspector General of Police may call for weekly reports in any particular case.

The Superintendent of Police should likewise send grave crime and progress reports in grave crimes in the circle, if any, in his direct charge.

Reports received by the Deputy Inspectors General should be scrutinised carefully by the Deputy Inspectors General and suitable instructions issued.

Perusal of case diaries by Superintendents of Police or Sub Divisional Officers

383. (1) All case diaries should be studied by the Sub Divisional Officer and the necessary instructions or orders should be passed on them. Check Register of case diaries in K.P.F. No, 24 B shall be maintained by Sub Divisional Officers and Superintendents of Police who have direct charge of Stations.

(2) The remarks made in the Case diaries should be communicated to the Inspector or the Station House Officer, as the case may be, by crime memos in K.P.F. No. 58 instead of returning the remarked case diaries in original.

(3) Superintendents of Police and the Sub Divisional Officers as the case may be, should go through the crime memo book at regular intervals, or at least once in a fortnight to see whether replies to their memos have been received and take further action if necessary.

(4) Case diaries received by the Sub Divisional Officer should be sent to the District Police Office after the final disposal of the case, with a memorandum and the District Police Office should check it and acknowledge the receipt of the case diary files.

(5) Entries in the crime register will be made by the Sub Divisional Officer in his own hand.

Duties of Circle Inspectors in regard to crime

384, (1) The Circle Inspector is usually an officer who has risen to that position owing to his ability to deal with crime and criminals. He should therefore be employed practically entirely on crime work and supervision of bad characters and gangs in the circle. Thereby he will be supplying a much needed check in supervising, and co-ordinating the crime work of the different Police stations in his circle. To achieve this objective he will visit the different Police stations and Out-posts frequently to see that surveillance registers etc. are properly kept, the Police are acquainted with bad characters, their places of abode and manner of living and that crime is being properly reported, registered and investigated. He will also educate his subordinates to realise that old, time worn methods in preventive and detective work will not now-a-days suffice in dealing with crime and that no amount of surveillance over local bad characters will make up for failure to cope with criminals from outside the Police station limits.

(2) (a) On the occurrence of grave crimes (See Rule 309) the Circle Inspector should proceed to the spot without delay and take up investigation himself and if necessary take steps to secure the co-operation of the Police of the neighbouring Stations. He will investigate personally other cases, if the Superintendent of Police or the Sub Divisional Officer orders him to do so. He must write case diaries in all cases investigated by him.

(b) In addition he will visit the scenes of the following crimes and supervise the investigation.

(1) Any disturbance, riot or affray of a serious nature.

(ii) Assault on Police Officers.

(iii) Cases of suspicious death.

(iv) Escape of prisoners from lawful Police custody.

(v) Church thefts and temple thefts.

(c) He will also assist the C.L.D. who may be conducting any investigation in his area.

(d) In regard to outbreaks of a particular type of crime within his circle, he should personally, take charge of the direction and co-ordination of all work. He will be held responsible to see that all information is examined, compared and collected that every clue is followed up and that there is no duplication of work by different stations.

(e) When the Inspector takes up the investigation of a case, he must continue it till it takes a definite shape. If, however, he has to leave the investigation for some unavoidable reasons, he must come back as soon as possible and continue the investigations till it is over.

(f) If the Inspector has to leave a case he has been personally investigating he should get orders from his Sub Divisional Officer or the Superintendent of Police to do so. He should, however, record in his case diary the opinion he has formed of the case so far as well as detailed instructions regarding the

line of further action to be taken.

(3) In a purely town circle the Inspector should take an active part in the investigation of cases even if they are not crimes coming under this rule.

Circle Inspector's case diaries

385. (a) The Circle Inspector shall forward to his immediate superior case diaries in cases investigated by him. He shall send another copy of the case diary for file in the station in which the case is registered and retain a copy himself.

(b) In grave crimes, investigated by the Circle Inspector three carbon copies should be taken, one copy to be sent to the Superintendents of Police direct, the second copy to the Sub Divisional Officer, the third for retention in the Circle Inspector's Office and the original in pencil to be sent to the concerned Police Station.

Crime Register of Circle Inspectors

386. All cases registered in Police Stations under the Indian Penal Code and also cases under the special and local laws which need investigation, shall be entered in the Circle Inspector's Crime Register K.P.F. No. 39 to enable him to maintain a check over their investigation and disposal by Station House Officers. A separate register should be maintained for each station. Entry shall be made in the crime register by the Inspector himself.

Forwarding of case diaries by Circle Inspectors

387. The Circle Inspector shall transmit to his immediate superior case diaries received from his subordinates. He will communicate his remarks and instructions on case diaries to the Station House Officers by crime memos. He should see that his instructions are carried out by Station House Officers and their replies are obtained without delay.

Annual review of crime in Station Crime History Part I-Circle Inspector's responsibility

388. (1) At the end of each year the Circle Inspector must himself prepare the annual crime review of each station in Part I of the station Crime History.

(2) The annual crime review is an important item of work of the Circle Inspector and it is essential that he should give it his close and careful attention. The main objects of the annual crime review are to give a brief but comprehensive account of the salient features of the crime of the year in the stations of his circle to estimate the sources of undetected crime and indicate to his Sub Inspectors ways and means of dealing with it. The review should furnish a concise appreciation of the year's crime for the benefit of superior officers and directions and suggestions that are likely to be of value to the Station Police. For the review to be effective, a careful and methodical study of the year's crime is needed. Fluctuations in the total crime or under the different heads when marked, special outbreaks of crime, activity of particular criminals or criminal organisations, towns and villages specially affected, incidence of crime on gang routes are among the items that should receive attention. The possibility of the cases occurring in different areas of his circle forming a series and being connected should be carefully scrutinised and commented on. The nature of the work under the security sections done during the year and the results achieved should be briefly stated and directions in regard to future action under the sections should be recorded. The review should be of practical value and not mere a catalogue of the crime in the year. The close personal interest and application of the Inspector are essential in the preparation of this review. The review should indicate a programme for the future to deal with crime and criminals.

(3) Inspectors' Annual Crime Reviews of the Stations in their charge should be routed through Sub Divisional Officers and approved by the Superintendent of Police, before 15th January, before they are

entered in Part I of the Station Crime History of the Stations concerned.

(4) A copy of the annual crime review of all stations in the Circle should also be kept in the Circle Inspector's Office for a period of three years. There should be one file every year.

(5) The Circle Inspector should also see that entries Part IV of the Station Crime History (Village Crime Note Books) are properly made. He should enter in the Circle Information Book a gist of the entries made in Part IV of the Station Crime History of each Station.

Delay in taking prompt action in the investigation of cases, attempts to shape cases according to their own intention or imagination without presenting the truth, lack of adequate knowledge of rules and procedures etc. makes investigation a farce. There should be no hesitation on the part of superior Police Officers to proceed against such investigating officers for slackness of official duty. It is also the duty of Superior Police Officers to advise and supervise crime investigations or they may themselves take upon investigations of important cases.

APPENDIX XV

ORDERS TO POLICE IN DEALING WITH NATURAL CALAMITIES

I. Natural calamities or catastrophies like floods and earthquakes occur without warning. For dealing promptly and effectively with sudden situations it is necessary to have an organised plan, designed to:--

- (1) Prevent avoidable loss of life.
- (2) Prevent avoidable loss of property.
- (3) Provide for swift mobilisation of a Disaster Force, capable of coping with the situation, and to co-ordinate the work of the various agencies.

II. The following departments and agencies, besides the Police can render assistance during calamities:--

- (1) Fire Services.
- (2) Public Works Department.
- (3) Medical Department.
- (4) Red Cross.
- (5) P. and T. Department.
- (6) Organisations like Boy Scouts, N.C.C., etc.
- (7) Civil Defence Services.
- (8) Defence Services.
- (9) Non-Official Relief Organisation.

III. There is a "State Emergency Relief Organisation Scheme" issued by Government. These orders are supplementary to this scheme and deal in detail with the role of the Police.

IV. The first requirement for prompt and effective mobilisation and utilisation of resources in relief operation is that there should be a correct and easily accessible record of relevant information. Instructions for recording such information are appended as shown below:--

Annexure A-For the District Police Offices.

Annexure B-For Police stations or other convenient local units.

V. Instruction regarding particular calamities.

A. Floods.

1. Action by Police in general:

Heavy local rains, rains in the upper reaches of a river passing through a locality, or a breach in the embankments of a river are the main causes which bring about a flood disaster. The following action is to be taken when flood is threatened or materialised:--

(1) In cases of danger to the embankments the local population could be mobilised to help in strengthening the bunds, etc. by putting more earth or stones on the embankments.

(2) The situation as it develops should be regularly every hour or two hours-conveyed to the District authorities by telephone, telegram, radio or other available means.

(3) In the event of a river bursting or overflowing its banks and causing floods endangering life and property, the senior most Police Officer should immediately take measures for dealing with the situation.

(4) People in the danger area should be advised and helped to move to safer zones with their valuable articles, cattles, etc.

(5) Calls for help should be sent out to the army or any other service formations which may be situated nearby.

(6) All available boats and other means of transport should be collected.

(7) Rescue parties should be organised and sent to remove the people from the most threatened areas to safety.

(8) Persons trapped in fallen houses, etc., should be rescued with the help of the Fire Services or P.W.D.

(9) Reception centres for homeless and evacuated persons should be set up at clean and open places like school buildings.

(10) Public agencies should be requested to look after food water and clothing problems of the evacuated.

(11) Lost children should be cared for by a female Police Officer and some reliable member of the Public.

(12) The Medical authorities should be asked to render First Aid and other treatment of the Public.

(13) A register of incoming and outgoing evacuees, showing date of departure and place of destination should be maintained, at the Reception Centres.

(14) The following should be attended to:--

(a) All dead bodies should be recovered and transported in covered vehicles to a temporary or regular morgue.

(b) Separate bodies by sexes, except where identification of one might lead to the identification of others.

(c) Be responsible for identification of dead bodies and unconscious persons.

Note:-If the area of disaster is very extensive, Police posts and temporary or mobile Police Stations could be set up.

(d) Camps:--Until Red Cross has established camps, the Police have to establish centres to serve the needs of control personnel, refugees, evacuees, lost children and casualties.

- (e) Guards-Make arrangements to guard jails, or other places where convicts or under-trial prisoners are kept.

(15) General Instructions:--

(a) The provisions of law relating to the requisitioning of boats, transport or other machinery bull dozers, cranes, etc., during an emergency should be studied.

(b) The maintenance of communications with the theatre of operations, the reception centre for evacuated persons, and the parties engaged in rescue operations is most essential for the proper control of operation. In such disaster the normal telephone and telegraph connections will very often be dislocated. The P. and T. Department should be contacted and orders obtained in advance to arrange for a number of emergency lines to the Police and reception centres, and the headquarters of the Central organisations. Two way radio communications should if possible be established even between hospitals, so that the injured persons can be sent to proper places without overcrowding the nearest hospitals.

(c) The timing of Press and Radio release is most important; so the following measures should be taken to give correct and up to date information to the people concerned.

- (i) All information regarding disasters should be broad cast by Officials in charge of operations.
- (ii) To prevent any false reports, keep the Press and Radio supplied with factual information.
- (iii) Above all do not cause alarm among the population.
- (iv) Instruct the people to keep away from the scene of disaster and avoid unnecessary confusion and congestion.
- (v) Information about missing persons should also be broadcast to enable them to contact their families or others seeking information about missing persons.
- (vi) Radio cars equipped with a public address system will be very useful.

(d) If floodlights could be arranged even to be worked with a portable power unit, these could help to carry out rescue operations even at night.

(e) During salvage operations local residents could be given Gasses to enter the cordoned area and recover their property. When leaving the area, these persons will return their passes together with a list of the property recovered by them. No salvage operations should be permitted after dark.

(f) It may be kept in mind that the Armed Forces could help with man power as well as equipment like radio sets, mobile water tanks, canteens, amphibian cars, and even helicopters to rescue stranded people or to drop' food and clothings to them.

(g) The Police Officers should themselves thoroughly acquainted with the Emergency Relief Organisation in their jurisdiction and help and assist that organisation in every possible way

(16) Action by Superintendents of Police:

Under normal conditions the Collector, in his capacity as head of the administration, would be the authority to co-ordinate the work of the various departments and agencies. But emergencies may arise in a major disaster when the administrative machinery might get out of gear. It is therefore necessary that the Superintendent of Police should keep the records mentioned in Annexure B and take the following

measures in consultation with the Collector concerned :--

(a) On receiving information about heavy floods the Superintendents of Police should ascertain the extent and intensity of the disaster so that information could be sent to the State Government, and neighbouring districts could be requested for the kind of help and assistance needed. The extent of disaster could be ascertained by sending out radio patrols, or by arranging reconnaissance from the air with the help of the Air Force of the Civil air lines. If necessary air photographs should be taken of the disaster.

(b) All the other departments and organisations which can assist in such cases should be informed.

(c) A Disaster Force should be mobilised and deployed to places where they can help.

(d) Request for help may be made to the neighbouring unaffected districts in anticipation of the sanction of higher authority.

B. Earthquakes

1. The earthquake disaster is different in many ways from the flood disaster and even the arrangements to meet such an emergency will be somewhat different in character. An earthquake comes suddenly, and there is no chance of forecasting it like the floods. An earthquake is likely to cause less damage to life and property in rural areas where the houses and other buildings are smaller and not made of massive structure, and as such rescue of person and property from wreckage will not have the same difficulty. The changes of unsocial elements trying to steal or loot property are also less in villages and rural areas. Even if some building catches fire, it is usually easier to obtain local water supply to deal with it. Schemes for meeting earthquake disaster have therefore to concentrate on the problems in cities and the bigger towns.

2. The Police should make necessary arrangements to:--

(1) Send information about the disaster to the District Headquarters or other nearest place from where the information can be sent to the unaffected parts of the State,

(2) Summon outside help,

(3) Rescue persons who have been trapped under the ruined buildings,

(4) Stop thefts and looting by unsocial elements,

(5) Make available first aid and other treatment of the injured,

(6) Supply clean water,

(7) Put out fires and conflagrations,

(For fire fighting the Police could be guided by the Fire Alarm Orders).

(8) Cordon off the affected area, send out patrols who should take stern measures against persons found stealing and looting property (Such measures should be especially taken at treasuries and banks and at markets where valuable merchandise is stored) and

(9) Establish rescue centres under the charge of public bodies.

3. The Station House Officer, with the help of other local authorities, must mobilise all his men, as well as the voluntary workers and local inhabitants, and start operations for moving the refugees to an open area where there is no danger of buildings falling on them, and to rescue the persons who have been trapped in fallen buildings or are unable to get out of their houses.

4. At District Headquarters similar arrangements as mentioned in para 2 will be made in case of earthquake also.

ANNEXURE A
RECORDS TO BE MAINTAINED IN DISTRICT
POLICE OFFICES

- (1) A list of the Departments and organisations which could be mobilised to meet the disaster.
- (2) A list of places from where ambulances, trucks, boats and amphibian cars could be collected in emergency.
- (3) A list of Police wireless sets, walkie-talkies sets, Public Address Equipment fitted in Radio cars, and similar communication aids which could be obtained at short notice.
- (4) A list of places or agencies like P.W.D. from where emergency equipment including heavy evacuation machinery like bulldozers, cranes and wrackers, portable electric generators, water pumping sets, and flood lights could be obtained.

ANNEXURE B

A Form for the collection of data for fighting against Calamities such as Flood and Earthquake

The following data will be collected and maintained, up-to-date, by a regular check, as a permanent record of the station for ready reference and immediate action.

1. List of low lying areas in their jurisdiction which could be affected by river floods, with a note against each showing whether the people of the place can be evacuated, and, the routes they will have to take:--

Low lying areas.

Notes.

- (i)
- (ii)
- (iii)

2. List of high level grounds, or safe buildings with high plinth areas which could withstand the floods and which could be used as emergency places of shelter in the threatened areas:--

High level grounds.

Notes.

- (i)
- (ii)
- (iii)

3. List showing Hospitals, Fire Services, Educational and P.W.D. Authorities and service formations such as N.C.C., Scouts, etc., who could be asked to co-operate in the event of a flood disaster :--

List of hospital, fire services, etc.

Notes.

- (i)
- (ii)

(iii)

4. Arrangements made to get advance information about rivers or rivulets rising abnormally and threatening to overflow or burst their banks:--

River Rivulets

Notes.

(i)

(ii)

(iii)

5. Means of sending information about any impending danger to the Collector and Superintendent of Police by the fastest means available:--

Means of communications.

Notes.

(i)

(ii)

(iii)

6. Means of warning the people living in the low lying areas about such danger:--

Means of warning.

Notes.

(i)

(ii)

(iii)

7. Means of sending immediate information to the local Medical, P.W.D. and Educational authorities, of the danger, so that they could mobilise their resources:--

Communication for mobilisation.

Notes.

(i)

(ii)

(iii)

8. List of Reception centres for homeless and evacuated persons (For this, clear and open building such as school building, sathrams, etc., are to be selected and the consent of the custodians, previously obtained):--

List of Reception Centre.

Owners

(i)

(ii)

(iii)

9. Officers or responsible persons assigned to be in charge of such reception centres:--

Reception Centers.

Persons to be in charge.

(i)

(ii)

(iii)

10. Public agencies near each of such reception centres to be previously obtained to take up the

responsibility of looking after their food, water, clothing and other requirements:--

Reception Centres.

Agencies agreed to supply food, etc.

- (i)
- (ii)
- (iii)

11. Arrangements made for taking care of lost children. This can be done by entrusting them to philanthropic institution or to respectable persons of the locality. A list of such institutions and persons is to be recorded:--

Institution or person

Instructions.

- (i)
- (ii)
- (iii)

12. Accessories, furniture and registers required for rescue centres and means of supply to such centres:--

Accessories etc.

Means of supply.

- (i)
- (ii)
- (iii)

13. Police Officers required for guard and other duties at the morgue, and at places where theft and other offences and disorder are likely to occur and the source to meet such requirements:--

Place of duty.

Nature of duty.

Source.

- (i)
- (ii)
- (iii)

14. Traffic Officers required for traffic control in places where sight seers are likely to crowd and the source to meet the requirements:--

Place of duty.

Sources.

- (i)
- (ii)
- (iii)

15. Police Officers needed, if any, for special duty for investigation of crimes connected with the emergent situation:-

Name of the S.H.O. regarding service, etc.

- (i)
- (ii)
- (iii)

16. Special staff required to serve the needs of control personnel, refugee, evacuee, etc.:--

Notes of the S.H.O.

Nature of duty.	Place of duty.	Staff required.	Service.
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- (i)
- (ii)
- (iii)

17. Places from where boats, trucks, amphibian and other transport facilities may be collected in case of emergency:--

Place	Instructions.
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- (i)
- (ii)
- (iii)

18. List of Police Radio sets, Walki-Talki sets, public address equipment. Radio cars and similar communications:--

Name of communication aids.	Service.
-----------------------------	----------

- (i)
- (ii)
- (iii)

19. List of places or agencies like P.W.D. from where emergency equipment including heavy evacuation machinery like bulldozers, cranes and wrackers and portable electric water pouring sets and flood lights could be obtained.

List of places and agencies.

- (i)
- (ii)
- (iii)

20. Probable places where danger to embankment can happen are the following and methods which can be adopted for protection:--

Places	Method of protection
--------	----------------------

- (i)
- (ii)
- (iii)

21. List of Central and State Acts which empower Police Officers and Executive Magistrates to command transports and buildings, etc., in a major disaster:--

Act.

- (i)
- (ii)
- (iii)

22. Action taken to get the services of P. and T. Department to arrange for a number of emergency lines to the Police Officers Reception Centres, and Headquarters of the centre organisation and also to the theatre of operation:-

Notes of S.H.O.

Places to where emergency has needed.

Action taken to make available.

- (i)
- (ii)

23. Arrangements to be made to collect and disseminate factual information on the situation:--

S.H.Os. Notes.

- (i)
- (ii)
- (iii)

24. Measures taken to acquaint the Police Officers and men with the relief organisations of the locality and to help and assist the organisations in various ways.

S.H.Os. Notes.

- (i)
- (ii)
- (iii)

(C2. 23135/59)

CHAPTER XV

DIARIES AND THEIR SCRUTINY Etc.

Case Diary of the Investigating Officer

389. (1) With regard to the writing up of the case diary and its contents, detailed instructions have been given in Chapter "Case Diary".

(2) Investigating Officer must write the case diary and despatch it promptly to the Sub Divisional Officer through the proper channel. If the Sub Divisional Officer himself writes case diary, he must send it to the Superintendent of Police. Inspectors and Sub Divisional Officers should scrutinise all case diaries received by them in the usual manner. Instructions regarding the scrutiny of case diaries and the issue of instructions as well as its disposal, have been given in Chapter "Crime Supervision and Duties of Superior Officers".

Station General Diary

390. (1) The General Diary in KP.F. No. 57 is the record prescribed by the Police Act and by the Criminal Procedure Code for the recording of cognizable and non-cognizable cases and details of the daily events of the Station.

(2) The main object of the Station General Diary is to safe guard the interests of the public by chronicling briefly at the time they arise all important occurrences affecting the Police and the public. A further object of the diary is to keep the superior Police Officers informed of such occurrences.

(3) The entries in the diary should be as brief as possible consistent with the objects of the diary. The entries should be regarding the following among other occurrences reported at the Police Station limits.

Charge of Police Station

(a) The taking and handing over charge of the Police Station House.

Information of Crime etc.

(b) The receipt and manner of immediate disposal of all information and Magisterial directions or directions received under sections 154, 155, 156, 159, 174 and 202 of the Criminal Procedure Code.

Arrests

(c) The effecting and reporting to the Magistrate of all arrests by the Police with or without warrant and the disposal of the arrested persons.

Searches.

(d) The effecting and reporting to the Magistrate of all searches of persons or places by the Police.

Seizures

(e) The effecting and reporting to the Magistrate of all seizures of property by the Police and the disposal of such property.

Complaints

(f) The lodging of all complaints by the Police to the Magistrate under the Indian Penal Code, special and local laws, or otherwise.

Miscellaneous information

(g) The receipt of important information regarding the disappearance of persons, anticipated offences and nuisances etc Names of all private persons who visit the stations and the purpose of such visit.

Miscellaneous Occurrences

(h) The receipt of information regarding local occurrence of importance, such as fires, accidents, fairs, processions, public meetings, unlawful assemblies, epidemics, wandering gangs, the time of registration of all cognizable and non-cognizable cases, showing the sections of law under which recorded; departure from the Police Station of arrested persons for enquiries or for courts quoting the Nos. of the Policemen in charge of each prisoner, time of departure and the name of the court to which sent, time of return of prisoners from Courts or from enquiries with results, action taken on broadcast messages relating to missing motor cars, murders, riots etc., affrays between civilians and members of the Armed Forces or the Police, reports from outside Policemen requesting assistance or reporting for any duty, misconduct of Police Officers and men calling for disciplinary action.

Departmental duties

(i) The performance of Departmental duties of the Station House Officer such as parades and inspection held or attended, attendance at Courts, town patrols, night rounds, assistance to Officers of other Police Stations etc.

The return and despatch of Constable on beat duty, a brief note of the information brought by them, and the result of the checking of their beats and their note books should also be entered in the General Diary.

(j) Entries relating to any person made in the General Diary should invariably be got attested by such person. When he is physically present in the station, except where the entry would render the person concerned liable for a criminal charge against him. This procedure will apply to entries made about all Police Officers also, both subordinate and superior.

(4) General diary will cover 24 hours and will be closed at such time as will permit of immediate despatch of a carbon copy to the circle Inspector of Police with an abstract in K.P.F. No. 57-A. In the case of general diaries of Railway Police Stations, abstract in K.P.F. No. 74 -A will be used. The General diary is on no account to be removed from the police station except on the orders of permission of higher authority.

Scrutiny by Circle Inspectors and Sub Divisional Officers

(5) The Circle Inspector shall examine the general diary received. If he has any remarks to make, it will be recorded and the original diary will be returned to the S.H.O. and a reply obtained. The receipt and disposal of General Diaries will be recorded in the check register to be maintained by the C.I., and the filed copies shall be sent to the District Police Office before the 15th of the succeeding month. Along with the filed copies a list of G.Ds. not yet filed will also be furnished to the District Police stating the reason for the delay in filing. Pending G.Ds. of any month earlier than the previous month which have since been filed will also be forwarded with a supplementary list of such G.Ds., at the same time. Inspecting Officers shall ensure during their inspection that these orders are complied with strictly.

(6) The following procedure shall also be adopted by the C.I. and S.D.O. to ensure that due control over General Diaries is exercised by the S.D.Os.

(a) Every General Diary in which there is a record of the registration of a 'Grave Crime' or any other specially important incident shall be sent by the C.I. to the S.D.O. for perusal and return, marking the particular portion in red ink in the margin. The S.D.O. shall scrutinise such G.Ds. and return them with instructions as found necessary.

(b) The S.D.O. may also at random call for general diaries of one week from the C.I. and make a test check of their correct receipt and scrutiny by the C.I.

Note Book of Constabulary

391. (1) Every Constable and Head Constable of the District Police will maintain a note book which should contain an account of the duty done and places visited by him daily in sequence of time. Information picked up concerning crime and bad characters and other matters of interest to the Police should be entered therein. A full account of his doings on beat or any other special duty will also be entered.

(2) The Sub Inspector should frequently peruse the note books of Head Constables and Constables, initialling the entries and recording remarks or instructions, where necessary.

(g) Whenever a Constable or Head Constable is questioned as a witness in the course of investigation, he should write the full statement made by him before the investigating Officer, in his note book.

Weekly Diaries of the Sub Inspector

392. The Sub Inspectors shall maintain pocket note books in K.P.F. 59 to enable them to keep proper note of investigation or enquiry in crimes, accidents etc. They should always carry the pocket note books with them while on duty. Superior Officers should scrutinise the entries in the note books and initial as often as possible.

Weekly Diaries of the Circle Inspector

393. The Circle Inspectors should also maintain note book in K.P.F. 59 in which they will write then and there, their daily movements and activities in the discharge of their duties. When a note book is completed it will be filed with the Office records and retained for 3 years. At the end of each month the Circle Inspectors will send itinerary reports in K.P.F. 73 regarding their visits to courts, stations, out-posts, villages, check of bad-character, guards, beats etc., and the cases personally investigated by them, before the 5th of the succeeding month to the Superintendent of Police concerned through the Sub Divisional Police Officers.

Weekly Diaries of Superintendent of Police and Sub Divisional Officers

394. (1) At the close of the week the Superintendents of Police and the Sub Divisional Officers will submit weekly diaries in K.P.F. No. 191. In it should be entered the work done by the Officer, any matters of departmental interest, and any information concerning the district or Sub Division, as the case may be, likely to be useful. When an Officer is on tour, his halting places, the village visiting done, the distance travelled and the manner of performing marches should always be given.

(2) Weekly diaries of Superintendents of Police will be submitted in duplicate, one copy direct to the Deputy Inspector General of police and the other copy through the District Collector and Deputy Inspector General of Police to the Inspector General of Police. A third copy will be retained as office copy in the camp office of the Superintendent of Police. Copy received by the Deputy Inspector General of Police will be filed in his Office and the other received by the Inspector General of Police will similarly be filed in the confidential section of the Chief Office. Any remarks on the diaries will be sent separately on memos to the Superintendent of Police concerned. If the Deputy Inspector General of Police makes any remarks on the diary of the Superintendent of Police, a true copy of it will be copied out in the diary that goes to the Inspector General for his information. Remarks made by the Inspector General of Police will be communicated to the Superintendent of Police through the Deputy Inspector General of

Police.

(3) Similarly Sub Divisional Officers will prepare three copies of their weekly diaries and submit one copy to the Superintendent of Police, the second copy to the Deputy Inspector General of Police through the Superintendent of Police and the District Collector and retain the third copy in their offices as office copy. Copies received by the Superintendent of Police and the Deputy Inspector General of Police will be retained in their respective offices. Remarks made on diaries will be communicated to the Sub Divisional Officer concerned only on memos. Remarks made by the Superintendent of Police will be copied out in the diary submitted to the Deputy Inspector General of Police.

(4) Diaries of Superintendents of Police and the Sub Divisional Officers will be treated as confidential.

(I.G's Circular 80/66 dated 9-12-1966).

Weekly diary of Asst. Commandant Armed Reserve, Reserve Inspector, Reserve Sub Inspector and Officers of similar rank working in the Armed Police Battalions and other units.

395. (1) Every Reserve Inspector, Reserve Sub Inspector and Officers of similar rank working in other units will maintain a diary in a bound book commencing on Monday and ending up on Sunday. The diary should mention concisely every duty performed, parade attended, places visited, if any, etc. A copy of the Weekly diary will be submitted through proper channel to the Superintendent of Police or Commandant as the case may be, on the following Monday. After scrutiny the diary will be filed in the District Police Office/ Unit Office. Remarks made on the diary, if any, will be communicated to the Officer concerned on memos.

Similarly, Asst. Commandants, Armed Reserve or Officers of similar rank working in other units will submit weekly diaries to the Deputy Inspector General of Police concerned through Superintendents of Police/Commandants. The diaries will be filed in the Office of the Deputy Inspector General of Police.

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**CHAPTER XVI
INSPECTIONS,****General Principles to be observed regarding inspections**

396. (1) All Officers and men present must be in uniform during the inspection.

(2) Inspecting Officers, should on joining a new office, read over the inspection notes of the superior officers, and see that instructions therein given are being duly attended to.

3. Long journeys should not be undertaken solely for the purpose of inspecting a single Police station or outpost unless there are some special reasons.

(4) Sub Divisional Officers and above should see that the inspection work is taken up early in the year so that most of the inspection work is completed by the time the rainy season sets in. During the rainy season, inspections of those units, which do not require outdoor work, e.g., Offices of the Sub Divisional Officer, Headquarter Police stations, Circle Offices etc., may be taken up. Thus number of units remaining uninspected by the end of monsoon will be small. The inspection of these units should therefore be taken up as early as possible thereafter. It is the responsibility of the inspecting officers to finish their inspections before the end of the year and this can be done, if the above directions are carried out and the last minute rush avoided.

(5) The inspecting Officers should not feel contented by inspection of Police stations only but should visit villages and make themselves acquainted with village officials and principal inhabitants endeavouring to gain their confidence and co-operation, at the same time ascertaining the state of crime and enquiring into the work of their subordinates. These can be part of normal journeys undertaken for other purposes and special journeys need not be made.

(6) The inspecting officers should remain long in disturbed areas and crime centers once they visit it. They should not rush away after giving a few instructions to their subordinates but should continue their stay till conditions and crime return to normal.

(7) The tours of the inspecting officers should not be hurried journeys; but should be so regulated that they may have scope to make leisurely enquiries and become acquainted with condition in all important villages. During their visits to villages, they should also make enquiries about the mode of life of the local bad Characters.

(8) Inspections of outposts, Police stations, Circle Offices and Sub Divisional Offices should be conducted at the respective offices.

(9) Sub Divisional Officers and Superintendents of Police should carry out inspections, by Circles.

(10) During December every year each Superintendent of Police and Sub Divisional Officer will draw up a programme of inspections and visits for the coming year and submit it to the Dy. Inspector General of Police and the Superintendent of Police respectively for approval. This should be done before the end of the year.

(11) In matters which demand personal attention of the Dy. Inspector General of Police the inspections should be directed towards discovering errors in the broad features of administration of the District as a whole and giving instructions and guidance to the Superintendents of Police on matters on which the same are found on inspection to be necessary, the discovery and correction of petty errors or omissions being left to be done by inspecting officers at lower levels like Sub Divisional Officers.

(12) Inspection Register will be maintained in all offices in the Police Department for recording the remarks of the inspecting officers.

Object and frequency of inspection of Police Stations and outposts.

397. (1) The object of inspection is not merely criticism or the correction of faults. It should be treated as an opportunity to ascertain what is wrong and giving instruction as to better methods. In the first place the inspecting officer is responsible for the administration of his charge and he can obtain good results only by organisation and by making the best possible use of the material at his disposal. Inspection is a means to this end and should not be looked upon as a routine or the satisfying of a statistical test for the purpose of his annual report.

(2) No officer can administer his charge properly until he knows his men and the conditions under which they live and work. Therefore, the sooner he inspects, the better. It is advisable that in his first year a Superintendent of Police should inspect, his whole district as soon as possible, to get a general idea of local conditions. After that he can go more slowly and concentrate on the weak spots. The maintenance of law and order and the prevention and detection of crimes depend largely on the efficiency of the subordinate ranks, and consequently it is necessary to see that, as far as possible, every man is in the right place. An officer is dependent for his success upon his subordinates and he cannot run all over the district, attending to every individual case himself. So, except for personal investigation of important cases, he should spend the touring in inspection viz., correction, instruction and stimulation. The more personal the inspection is, the greater the benefit to all concerned, and much of the inspection can be personal.

Statistics as an index of efficiency

398. (1) Although statistics are essential to the maintenance of due control and supervision over Police work, they should be used with judgment and discrimination, not as a standard to be worked up to, but as a test for indicating where defects in work is to be looked for, their chief purpose being to direct attention to particular points of working and to indicate where further enquiry is necessary. Police work should be judged not by statistical results but upon the facts elicited by these enquiries. A relatively high rate of criminality or a low rate of detection does indicate that something is wrong; but it does not in itself justify the conclusion that there is undoubted administrative failure on the part of the local Police. Police Officers must not put pressure on their subordinates by injunctions to detect particular case or cases generally.

(2) Inspecting Officers should particularly eschew any action and avoid the use of any language, which may lend colour to the impression that the work of their subordinates will be judged by an arithmetical standard and not according to merit.

(3) Officers in charge of Police Stations should also be made clearly to understand that neither pecuniary rewards nor promotion will be given in consideration of high percentage of conviction and that merit will be judged solely with reference to actual work performed by them in particular cases.

General instructions regarding Crime Inspections

399. All Officers from the Deputy Inspector General of Police down to Circle Inspector inspect various subordinate offices and quite often there is considerable over-lapping in the inspection notes on crimes prepared by them. While it may not be possible to avoid this completely, the following broad guide lines are indicated so that inspections conducted may be purposeful to see whether instructions

issued are being followed properly and understood clearly and whether the work of the subordinate office is proceeding on proper lines.

Circle Inspectors

(1) He will concentrate mostly on actual day to day working of the Station with respect to crime investigation and crime prevention. He will study all the cases reported and see whether they have been dealt with properly, and keeping in mind his local knowledge on criminals see whether in the investigation of all important cases probable criminals are being checked and interrogated. Where there are omissions or defective interrogation he will issue suitable instructions and see that right type of criminals are questioned in the proper manner and keen interest is taken by the subordinates for the detection of crime. In the field of preventive action the Inspector will study the Crime History Part IV, applications Register, Non-cognizable Register, Note books of the beat officers and assess whether proper preventive action has been taken wherever called for. He will also take into consideration the motives in reported offences against persons rioting, cases of Arson, trespass etc., which may indicate dispute likely to flare up into cognizable offences. He will also study the situation in respect of preventive action being taken and preventive action already taken and arrive at a conclusion whether action is satisfactory. He will give clear instructions as to the cases and persons against whom preventive action is necessary and also the lines along which evidence is to be collected against such persons.

Sub Divisional Officers

(2) Crime supervision is primarily the duty of the Sub Divisional Officer. He will therefore study all records relating to crime, see whether they are all written up satisfactorily and whether investigation is conducted day to day and proper initiative shown. He will also make sure that all important offences are dealt with by the Circle Inspector or the Sub Inspector as the case may be and they have instructed their subordinates suitably in other cases. He will check whether cases are registered promptly, investigated thoroughly and final reports or charge sheets sent in proper time. While unnecessary delay in disposal of cases is to be avoided he should also discourage hasty closure of cases for statistical purposes. He will follow the progress of cases in courts. He will also see that all the criminals who are convicted, suspected or even acquitted are included in various registers meant for criminals and issue suitable orders. He will study Dossier Criminals, the nature of surveillance maintained over them and also decide whether such surveillance is necessary in all such cases. He will meet such criminals if they desire to represent any matter to him. He will take steps to see that investigation is made in an intelligent manner and not in order to comply with the various instructions on the subject. In the field of preventive action he will study how far the instructions given by the Inspector have been carried out, supplement them if necessary and take suitable action when there has been negligence.

Superintendents of Police

(3) As he is in receipt of Grave Crime Reports with follow up sheets, he should study it carefully and issue suitable instructions from time to time. At the time of inspection he need not study cases in detail, but study the total Crime, statistically comparing them with incidence in the previous year and go into detail where he feels that the position of crime calls for detailed inspection. Wherever there is crime increase a detailed study will be made and remedial measures taken. In addition, the Superintendent of Police will conduct case study of certain types of crimes, particularly those which may show increase. Generally case study of all undetected burglary cases will be fruitful. But in addition cases like hurt, mischief, trespass and riots are worth study, if there is significant increase.

Deputy Inspectors General of Police

(4) In addition to the statistical analysis of crime and the major fluctuations they will specially study

cases pending investigation for more than 6 months, preventive action cases pending more than 6 months and cases pending long in Courts. They will also make case studies, of at least 10 undetected cases not included as Grave Crime, Section 107 Criminal Procedure Code cases, which are discharged and at least 12 judgments of acquitted cases. Such case studies should be in detail and will indicate lapses at various stages of investigation and at various stages of supervision also.

Instructions as to the method of Inspecting Police Stations and Outposts

400. The following are ordinarily, the items for inspection at a Police Station. A questionnaire, though not exhaustive, for the guidance of inspecting officers (Sub Divisional Officers and above) is given in Appendix VII.

A. CRIME

General Statistics

- (1) (a) Convicted cases.
- (b) Acquitted or discharged cases.
- (c) Compounded cases.
- (d) Pending trial cases.
- (e) Referred cases.
- (f) Cases in which investigation was refused u/s 157 (b) Criminal Procedure Code.
- (g) Under investigation cases.
- (h) Gaming Act and other cases under special and local laws.
- (i) Sudden and unnatural death cases.

It is useful for all officers who keep Crime Registers to enter on the inside of the front cover a record of the usual crime statistics of their charges collected from Crime Registers or annual reports for the previous five or more years. The statistics generally useful for inspection and reference purposes could be decided by the Superintendent of Police. The figures will always be useful not only for the testing of a subordinate's work, but as a basis on which general reorganisation requirements can be determined. An intelligent scrutiny of cases should reveal who did good work, who is responsible for failure or wrong registration, and whether activity or slackness was displayed and what methods of investigation were employed by the Sub Inspector and his subordinates. Particular attention should be paid to the delay in visiting scenes of offence and to ascertaining whether the Sub Inspector went himself or sent a Head Constable and whether he was justified in so doing. A perusal of the case diaries should show how far detection depended upon confessions, in how many cases property was recovered by searches, how house-breakings were committed and how the different methods can be classified and consequently who was responsible for them. The general effect on cases by delay in Police investigations or on the part of Magistrates requires looking into. When examining cases sent for trial, particular attention should be paid to the reasons for cases ending in acquittal or discharge; a perusal of the judgment will often be found helpful. The inspecting officers should see whether sufficient attention is being paid to the preparation of sketches of scene of offences and the use of photography.

Cases of special importance i.e., any case presenting special features

(2) Outbreak of special types of crime, such as dacoities and robberies (highway or otherwise), house-breaking, riots, etc., require organised efforts directed by the Superintendent of Police the Sub

Divisional Officer.

Preventive action

(3) Preventive action is the most important and in this connection, special attention and efforts must be directed towards resident criminals, wandering gangs, professional criminals and receivers of stolen property. The attention paid to preventive action will be revealed by the thoroughness with which the Sub Inspector has written up History sheets, the use he has made of the provisions of Chapter VIII of Criminal Procedure Code, his knowledge of the movements of notorious criminals after their release from jail and the efforts he has made to arrest absconding offenders, all of which should be tested. All inspecting officers (including Circle Inspectors) should personally go through registers on criminal matters and leave their personal remarks, especially on History Sheets, registers maintained under the Habitual Offenders Act, Notes on Crime in Part I Station Crime History etc. In the case of absconders, action should have been taken under Section 87, Criminal Procedure Code, within a month, under Section 88, within two months and under Section 512, within three months from the date the person is shown as absconding. Sub Divisional Police Officers, Superintendents of Police and also the Range Deputy Inspectors-General of Police should take personal interest in this matter and see that Sub Inspectors and Head Constables are up-to-date in their own information about the absconders and Bad characters in their charge.

B. PERSONNEL

Distribution and Organisation

401. (1) The distribution of the Police and the number of villages under the Police Station and Outpost should be considered in the light of the current crime statistics. As times change, there is nearly always scope for local adjustments, and unless, this matter is constantly borne in mind, the Superintendent of Police will not be able to supply the Inspector General of Police with sound advice for the drawing up of a reorganisation scheme.

Drill, Musketry and Kit inspection

(2) (i) Drill, Musketry and Kit inspection are tests of general discipline and supervision.

(ii) Inspecting officers should pay attention to testing the knowledge of the Sub Inspectors and Head Constables of drill, physical training and the use of the lathi.

(iii) Particular attention should be paid to the condition of all fire-arms.

(iv) At kit inspection, in addition to replacing immediate requirements, the inspecting officer should make a note of the general condition of the clothing and accoutrements.

Beats and Patrols

(3) The system of beats and patrols in existence in each Police Station should be examined in detail and modified where necessary. In connection with the patrolling, inspecting officers should make a point of seeing as many leading men of the village as possible.

Catechism

(4) Catechism by means of question and answer from the book is particularly valueless, especially if the men are examined as a class. Each man should be examined in conjunction with beat books, with a view to estimating his efficiency and fitness for promotion.

Orderly rooms

(5) Orderly room should be held at all Police Stations and all applications, reports and complaints dealt with on the spot. The small service book (KPF No. 152B) of all men present should be carefully

checked and written up after the men have been personally examined in general work, law and efficiency.

Health, rewards, allowances etc.

(6) Matters relating to health, comfort, local allowances, etc., should be gone into at each Police Station and Outpost. As a man's promotion depends largely upon remarks made in his sheet (Service Sheet), it is absolutely essential that a Superintendent of Police should see every man in his district once a year, and if circumstances and time do not permit of a regular inspection of any Police Station or Outpost, every man from such Police Stations and Outposts should be specially called to headquarters or other convenient place for the purposes of sheet inspection (Service Book inspection) once a year and remarks made in his sheet after a proper drill test, indicating the man's personal smartness, ability to perform drill smartly and to command a squad on the parade ground. The Deputy Inspectors-General of Police should during their inspections see, on a check of the travelling allowance bills, diaries and statements of movements etc., and of 10 per cent of the service sheets, (service books) that these orders are being carried out. It is interesting to question men who have earned rewards as to the actual work performed in earning them. Similarly the reward rolls submitted by the Sub Inspectors require examination in conjunction with the case diaries to determine whether the right persons have been rewarded. Sub Inspectors have a tendency of submitting vague recommendations for rewards and this tendency can best be checked at inspection.

The Sub Inspector should be carefully questioned as regards his knowledge, comprehension and observance of standing orders.

Superintendents should make it a point either themselves to see or to ask their Sub Divisional Officers to see, during their inspections whether the officers who draw conveyance allowance actually maintain the particular kind of conveyance, which is certified by them to have been kept and take suitable action in cases of default.

C. RECORDS

402. (a) In addition to the usual inspection of registers, following items should be seen in particular.

1. First information book.
2. Non-cognizable Crime Register.
3. Case Diaries.
4. Station General Diary.
5. Station Crime History including Village Crime note books.
6. Arms License Register and Arms Deposit Register.
7. Register of property sent to court.
8. Cash book.
9. Special rewards account book.
10. Arms, ammunition and accoutrements.
(Government property register).
11. Bus warrants and Railway warrants.
12. Hough T.A. register.
13. List of absconders (A. list).
14. Check Register of bad characters.
15. Ex-convict Check Register.

(b) It should be seen that registers at Nos. 3, 5, 8 and 9 mentioned above have been written up

Sub Inspector himself in every case or, in his absence, by the senior officer present.

- (c) Property in the hands of the Police should be checked personally.
- (d) Particular attention should be paid to regular and prompt disbursement of pay and allowance to the punctual submission and return of traveling allowance bills.
- (e) A few traveling allowance bills should be checked with the entries in beat books. Stress should be laid on the necessity of neatness and system in keeping accounts and filing papers. The cash book should be examined and checked carefully. The balance of the permanent advance in hand should be noted and, as regards sums to be recouped it should be ascertained whether expenditure was incurred and whether bills have been punctually preferred. In the case of delay in the payment of bills, steps should be taken to expedite payment.
- (f) Arms, ammunition, Finger Print box and accessories and service stamps should be checked personally.
- (g) Pending correspondence should be disposed of.

D. BUILDINGS

403. (a) Besides inspecting quarters whilst on inspection, it is as well to ascertain who are actually living in the Police lines, to prevent overcrowding and for the eviction of undesirable visitors. Lock-ups should be examined with respect to faulty construction facilitating escape or suicide. It should be seen whether money sanctioned for construction and repairs has been laid out to the best advantages. All new works in the course of construction should be inspected not only as regards method. A whole block of rooms will sometimes be kept hung up for months merely because some small detail is missing. The result is waste of house rent allowance.

(b) In order that he may be in a position to dispose of reference in connection with the provision of new buildings or alterations to old ones, every Superintendent of Police should maintain a set of ground plans of the land in the possession of the Police at all Police Stations and Outposts showing the layout of the buildings. These plans should be consulted at inspection.

Suggestions for writing inspection reports

404. (1) The inspecting officers should make a thorough study of the incidence of crime, detection and state of discipline. They should discuss and comment on crime in the inspection notes, furnishing crime figures for the previous three years and comparing them with the trend of crime during the current year, analysing the fluctuations and giving reasons for the variations. They should also comment on crime figures especially with reference to cases which are not detected. In discussing crimes, offences against persons and against property, should be commented on separately, and theft of, and illicit traffic in cattle and other animals, vehicles, Care food articles etc., should be dealt with separately from offences against other classes of property.

(2) Inspection report should show the duties performed by officers and men and also wastage of man-power, if any.

(3) Attention should be paid to the technical and scientific efficiency of investigating officers and co-operation with neighbouring Police Stations and the District Intelligence Bureau, and the fact noted in the inspection report.

(4) In commenting on the working of Police Officers in inspection reports, care should be exercised to avoid basing an opinion merely on statistical results, percentage of detection and conviction and similar data which are apt to be misleading.

(5) Reports of inspecting officers should be written with a view to convey instructions and

guidance for the future to officers, whose work has been inspected.

(6) Inspection notes should be helpful and constructive and these notes should be carefully studied and acted upon by the officers.

Inspection by the Inspector General of Police

405. (1) The Offices of the Deputy Inspectors General of Police will be inspected by the Inspector General of Police periodically.

(2) Inspector General of Police may inspect an unit at any time, whenever time permits.

(3) Inspection of a District or Railway charge:--

(a) Inspection may extend to all branches of Police work including accounts.

(b) In order to enable the Inspector General of Police to gauge the general situation of a District or Railway charge, when he visits the headquarters thereof, information such as sanctioned strength, its distribution, number of quarters etc., crime figures showing disposals also for the previous two years and the current year up to the end of the previous month, preventive action under various heads for the previous two years and current year up to the end of the previous month, disposal of the offences under Penal Code, Gaming Act, for the previous year and the current year should be supplied separately in the Forms 1 to 5 given in the Appendix VIII.

(c) Similar statements should also be available at all times with the Station House Officer for his Police Station, with the Inspector, for all Police Stations in his circle, with the Sub Divisional Police officer for all Police stations in his Sub Division, with the Superintendent of Police for the whole District or Railway charge, as the case may be, with the range Deputy Inspector General of Police for his range and the Deputy Inspector General of Police CID and Railways for the whole State, district by district. The, Deputy Inspector General of Police, CID and Railways should prepare statements for the whole State for the year and furnish them to the Inspector General of Police early in January each year. The statements should be renewed every year. Figures relating to the current years, which should be entered in the statements in pencil should be brought upto date at the end of every month.

(d) The information required above should be kept ready on the first day of the Inspector General's inspection visit so that the Inspector General of Police can discuss crime matters with the Superintendents of Police and Sub Divisional Officers, whenever time permits.

(e) All Officers of and above the rank of Inspectors, of the District or Railway under inspection, and Officers of similar ranks stationed at the place of inspection should be called in to see the Inspector General of Police. The service and confidential records of all officers called for interview should be produced before the Inspector General of Police. When the Inspector General of Police holds an orderly room, the service sheet (Small Service Book) of each man making a complaint and any papers relating to the complaint should be produced. The Superintendent of Police of Districts may inform Police Pensioners that the Inspector General of Police would be happy to meet them.

(f) The Inspection notes of the Inspector General of Police will be read in the presence of the Superintendent of Police and later sent to the Superintendent of Police concerned direct for guidance, explanation or action, as the case may be.

(I.G.'s Circular No. 78/65 dated 22-12-1965).

Inspection by range Deputy Inspector General of Police.

406. Range Deputy Inspectors General of Police will inspect thoroughly all Districts in there ranges, once a year. The inspection of a District will cover that of the Headquarters, the Sub Divisional

Offices, two circle offices and at least one station in each circle. The same station should not be inspected repeatedly year after year. In addition, Deputy Inspector General of Police will inspect each year the units directly under the Superintendent of Police viz., the District Police Stores, District Intelligence Bureau, District Special Branch, District Armed Reserve, and the Confidential records maintained by the Superintendent of Police. He should examine the state of crime and general Police work and also discuss current matters of interest and importance with the Superintendent of Police, giving him the benefit of his advice and instructions.

(I.G.P's Circular 48/65 dated 4-8-1965).

Inspection by Dy. Inspector General of Police in charge of C.I.D. and Railways

407. (1) The Deputy Inspector General of Police in charge of C.I.D. and Railways will make an inspection of Railway Police District, once a year. The Inspection of the Railway Police District will cover that of the Headquarters, the Railway Sub Divisional Office and one of the two Railway Circle offices and at least two stations in that circle. He will also inspect the Railway Police stores, and Railway Intelligence Bureau.

(2) In addition, he should also inspect various units under his control, such as Forensic Science Laboratory, Crime Branch Office, Special Branch Office, Police Radio Unit and Finger Print Bureau, each year.

(3) Whenever he visits a District, he should inspect the District Intelligence Bureau and the District as Special Branch as well as Special Branch records maintained by the Superintendents of Police concerned.

(I.G.'s Circular No. 18297/63-1 dated 24-3-1963).

Inspection Notes-- Submission of by the Dy. Inspectors General of Police

408. (1) Whenever a Dy. Inspector General of Police inspects a District he will write detailed notes in respect of the sub units inspected by him and send the Inspection notes in 15 days after completion of each sub unit, and forward a District review with the last part of the inspection notes to the Inspector General of Police. The following special points should be mentioned in the covering note to be sent along with the Inspection notes:

- (a) State of crime (including a detailed analysis) in the District and whether detection is satisfactory.
- (b) Preventive measures taken and if satisfactory.
- (c) Training, recruitment and standard of efficiency and Drill of the Police.
- (d) Law and order problems of the District and whether they are being properly handled.
- (e) Touring by senior Officers; whether satisfactory and economically performed.
- (f) The working of the District Police Office and the Reserve units and any unsatisfactory aspects noticed. The Personal Assistant's efficiency.
- (g) The building needs of the District with a priority list and if land is

available or secured.

- (h) The work and calibre of the officers to include of all in the rank of Circle Inspector and above.
- (i) Any other point which the Dy. Inspector General of Police considers should be brought to Inspector General's notice.

(2) The Deputy Inspector General of Police shall send the extracts of his inspection reports, pertaining to crime, and law and order matters to the Collector of the District concerned.

Inspection by Superintendents of Police

409. The Superintendents of Police should conduct inspections as detailed below:--

- (1) Every seat of his own office-once a year. This should be done progressively, taking suitable number of sections in each quarter.
- (2) District Armed Reserve Stores and Motor transport-once a year.
- (3) All Sub Divisional Police Offices-once a year.
- (4) All Circle Inspectors' Offices once a year.
- (5) All Stations and Outposts in the District or of 15 stations and all outposts attached to them, whi once a year.
- (6) All stations not inspected, or are not to be inspected during the year, will be visited once and a d made of selected records and aspects of work.

Inspections of stations should be undertaken and completed Circle-wise where the number of stations in a District is more than 15, the Superintendent of Police will give priority for inspection to stations not inspected in the previous, year.

Inspection by Sub Divisional Officers

410. (1) Sub Divisional Officers. should hold detailed inspection of Police Stations, Outposts and Circle Offices, at regular intervals, once a calendar year. It should be ensured that there is sufficient interval between the inspections by the Superintendents of Police and Sub Divisional Officer. They should spend at least 4 days for inspecting a Police Station.

(I.G.'s Circular No. 40/65 dated 16-6-1965).

(2) Inspection reports of the Sub Divisional Officer on stations, Outposts and Circle Offices will be forwarded through the Superintendent of Police to the Deputy Inspector General of Police. Remarks as found necessary, for further action, will be communicated to the Sub Divisional Officer.

Inspection by Circle Inspectors

411. (1) Crime Inspectors will hold exhaustive inspection of stations and outposts. at least once a half year. Inspection of a station and its outpost should go together.

(2) The Circle Inspectors should record their remarks on the inspection of a station outpost in the Inspector's visiting Book (KPF No. 70). His remarks on the inspection of a station should he directed principally towards pointing out errors and giving instructions. It should not be allowed to take the form of a review or criticism of the various branches of the Police work. He should check and certify to the correctness of the entries in the cash book and make a note of it in his inspection report.

(3) A copy of the Inspection report of the Circle Inspector should be sent to the Superintendent of

Police through the Sub Divisional Officer. Remarks as found necessary, for further action, will be communicated to the Circle Inspector.

Inspection of Outposts by Sub Inspectors

412. (1) A Sub Inspector should visit Outposts within his charge from time to time, at least once a month. He will inspect the registers maintained in the Outpost, point out irregularities to the officer in charge and record the results of his inspection in the inspection book kept for the purpose in the Outpost.

(2) All serious irregularities coming to light in the course of a Sub Inspector's inspection should be reported at once to the Sub Divisional Officer through the Circle Inspector, so that the Officer in question may take notice of them and do the necessary.

Inspection of Armed Police Battalions by Range Deputy Inspectors General of Police

413. (1) The Deputy Inspector General of Police in charge of a range will inspect all Companies in Armed Police Battalion once in five years. For this purpose he should inspect 1/5 of the total number of Companies in the Battalion in his range every year. He will also inspect the Battalion Office, Battalion Stores, Motor transport Branch, Wireless Branches, etc., each year. The Battalion stationed outside the State need not be inspected.

(2) The points on which the inspection reports of Armed Police Battalions should be prepared are given in Appendix IX. The Inspection programme may spread over to a period of 5 days at a stretch.

APPENDIX VII

QUESTIONNAIRE FOR THE GUIDANCE OF OFFICERS INSPECTING A POLICE STATION

I. Personnel

- (i) Have absentees from inspection been accounted for.
- (ii) Have you tested the men in--
 - (a) Squad Drill with arms.
 - (b) Lathi action.
 - (c) Street lining.
 - (d) Mob firing.
 - (e) Artificial respiration.
 - (f) Education.
 - (g) Whistle calls and bugle calls.
 - (h) Queue system.
 - (i) Holding up motor vehicles.
- (iii) Are the kits complete?
- (iv) Is the clothing properly fitted?
- (v) Do any belts or other articles need condemnation and replacement?
- (vi) Have you inspected the personal records including those of the absentees?

- (vii) Have you enquired whether intelligent and well conducted men have presented themselves for the promotion examination?
Are those already on the promotion list of real use to the Sub Inspector
- (viii) and are they justifying their continuance on the list?
- (ix) Have you heard petitions from the men?
- (x) Have you explained the benefit of the State Provident Fund and the State Life Insurance to the men who have not joined them?
Have all permanent incumbents joined the Provident Fund?
- (xi) Are the men medically examined once in two years?
Are medical sheets maintained properly as per P.S.O 252
Do the men get proper medical Aid?
- (xii) Are any transfers called for on account of prolonged service, nativity or for any other reason?
- (xiii) Are the note books of men regularly scrutinised by the Sub Inspector?
- (xiv) Have all members of the station fired the practice, and if so a note on the result and if not, the reasons therefore?

II. Government Property

- (i) Have you checked the identification number of the muskets and Rifles and their bolts and the revolver with the numbers on the list of Government property?
- (ii) Do clip and rod-locking device exist for musket?
- (iii) Are the arms well kept? Is there a supply of G.S. lubricating oil and flannelette for cleaning them? Have you counted the ammunition?
- (iv) Have you checked all important items in Government Property and noted any for condemnation?
- (v) Is the station furniture adequate and in good repair?
- (vi) Are there good mattresses for fatigue duty around the Station and lines, if any?
- (vii) Are the finger print roller and slab in good order and well kept?
- (viii) Is the station supplied with the necessary equipment for developing finger prints and is the Sub Inspector competent in this work?
- (ix) Are any repairs required to the station house or Police lines or quarters?
- (x) Are the scavenging arrangements for the station and lines latrines satisfactory?
- (xi) Is the cycle supplied to the station kept in working order?

III Cash and Cash Accounts

- (i) Have you checked the cash with the balance as per the cash book?
- (ii) Is the Sub Inspector keeping this record personally when at Head Quarters or has he improperly

entrusted the work to a subordinate?

Is there a satisfactory receptacle for safe custody of cash?

- (iii) Have you checked the cash book with the money memos, the Treasury bill register and acquittance registers?
- (iv) Have the entries in small service books regarding pay, leave, increment, punishment etc., been duly made.

IV. Duty Roster

- (i) Have duties been evenly distributed?
- (ii) Has special duty been accounted for?
- (iii) Is distribution of arduous duty fair and even?
- (iv) Have important duty been neglected in favour of light ones?
- (v) Has the Station House Officer as far as practicable checked the regular duties and beats?
- (vi) Are meeting beats served regularly?
- (vii) Does this record show that off duty has been granted?

V. Village Roster

- (i) Have the Villages been grouped into beats satisfactorily and point books or patta books kept in selected places for the visiting Police Officers to sign?
- (ii) Do the roster and connected records show that the Sub Inspector has visited and halted in important villages on occasions other than when investigating cases?
- (iii) Has the Sub Inspector visited every village limit in his limit at least once in a quarter?
- (iv) Do the following records bear out the usefulness of the Sub Inspectors village visiting:
 - (a) Village check register of ex-convicts.
 - (b) Check register of K.Ds. and suspects.
 - (c) Arms licence register.
 - (d) Part V Station Crime History.

VI. General Diary

- (i) Does this important record give an honest story of the duties done and the events which have made up the work of the day in the Station?
- (ii) Are the men proceeding on duty from the Station or from their residence?
- (iii) Are the Constable being sent for roving enquiries on petitions, and complaints? Is there delay in enquiring into petitions?
- (iv) Has the Sub Inspector scrutinised the work of Head Constables and Constables and satisfied himself that his orders have been carried out correctly and promptly?

VII. Tappal Book

Has the Tappal Book been properly kept and is the balance of stamps correct?

VIII. Process Register

- (i) Are process registers maintained court war and periodically verified with the court registers and certified?
- (ii) Have summons been promptly served?
- (iii) Have genuine efforts been made to execute pending warrants?
Have rewards been offered for information leading to arrest in important cases?
- (iv) Have courts of law had occasion to complain of delay in the service and return of processes?
- (v) Are all unexecuted warrants shown on the register?
Have adequate steps been taken to execute them?
- (vi) Have the trial absconding warrants been published?
- (vii) Have the abstract for each month been drawn up correctly?

IX. Arrest Card, Prisoner's search and Bail Bond

- (i) Has arrest card been sent in all cases of arrest without warrant?
- (ii) Are the Prisoner's Search Register filled up correctly?
- (iii) Are the properties sent to Court correctly and are acknowledgements obtained from Court and filed properly?
- (iv) Is discretion used wisely in ,subjecting prisoners to handcuffs and are the orders in the matter obeyed?
Are corresponding entries made in general diary?

X. Arms Register

- (i) Have all licences been renewed? Have the weapons of persons who have failed to renew the licences been seized promptly?
- (ii) Has the description of arms fully entered? Are the descriptions sufficient to identify the weapon?
- (iii) Has the register been compared with the Register in the Taluk Office?
- (iv) Have deposited arms been sent to stores a month after seizure?
- (v) Have all arms been confiscated, two years after seizure?
- (vi) When arms are returned to owners, are clear receipts obtained from them?
- (vii) Have orders regarding checking of arms and explosives been properly complied with?
- (viii) Have the defaulters been prosecuted?

XI. Railway, Bus, Boat warrants

- (i) Are these warrants kept under lock and key in the personal custody of the Sub Inspector?
- (ii) Are the issue of warrants noted in the General Diary?
- (iii) Are these warrants used for legitimate purposes?
- (iv) Have you checked the counterfoils of all the used and unused warrants to see that the printed

numbers run consecutively?

XII. A. & B Lists

- (i) Have absconding warrantees of the Station been published?
- (ii) Are the Manuscript lists in KP.F. No. 20-B always kept up-to-date and hung up in Police Stations.

XIII. Rewards and Special Rewards

- (i) Have Police Officers and Private persons responsible for good work and co-operation with the Police been duly rewarded?
- (ii) Does the Sub Inspector understand the use of the special Rewards and has any use been made of them?

XIV. Petty cases

- (i) Is work under the various special and Local Laws receiving attention commensurate with local conditions?
- (ii) Have you checked whether the sentences imposed by Courts are adequate?
- (iii) Have free registration of petty cases tended to work hardship on the public?
- (iv) Is the Register in K.P.F. 123 kept up-to-date?

XV. Motor Vehicles cases

- (i) Does the number of cases charged under the Act and rules reflect the State of traffic in the Station limits?
- (ii) Are timings of transport vehicles being reasonably offered?
Does the Sub Inspector ever check the times of arrival and departures personally?
- (iii) Are private cars plying illicitly for hire and have steps been taken to stop this?
- (iv) Is overloading of buses and lorries receiving the attention of the Station Staff?
- (v) Are previous convictions being taken into account in deciding action against offenders?
Has any departmental action been initiated against such recalcitrant elements?
- (vi) Does competition amongst transport vehicles lead to over loading, over speeding and such irregularities?

XVI. Crime

- (1) Have you compared the figures for crime for the present with those of the preceding years?
- (2) How are the variations accounted for?
- (3) Has the percentage of false cases increased? Have proper steps been taken to prosecute the false complainant or informant?
- (4) Has proper use been made of S. 157(b)Cr.P.C. or are vexatious or frivolous complaints being investigated?
- (5) Have you selected and gone through some important cases and assessed the Sub Inspector's competence in detection and investigation.
- (6) Has the Sub Inspector made an intelligent use of his Station Crime History Records?
- (7) Has he sought the help of D.I.B. in difficult cases?

- (8) Have investigations as far as practicable been taken up promptly and pursued with vigour, persistence and resource?
- (9) Have investigations under S. 174 Cr.P.C. been conducted as far as practicable by the Sub Inspector himself? Where such investigations have been entrusted to Head Constables, has the Sub Inspector verified the results?
- (10) Are the investigations left by the Sub Inspector to his subordinates?
Are any useful instructions given to the Subordinates by the Sub Inspector when they are deputed for such investigations?
- (11) Are observations of the Sub Inspector at the scene of crime of a routine character or does his diary show that he has seriously addressed himself to the discovery of material clues at the scene of the crime?
- (12) Has the possession of local knowledge been displayed and has use been made of the information compiled in the Station records?
- (13) Have investigations in cases suspected to be the work of habituals been merely local or has the Sub Inspector looked beyond his jurisdiction and given thought to possible connected crimes in other stations?
- (14) Does the investigation of cases show that the Sub Inspector has his own channels of information or reliable sources?
- (15) Is the Sub Inspector taking proper personal interest in the investigation of cases?
- (16) Have crime cards been properly circulated?
- (17) What errors and delays in investigations have you discovered?
Have you looked into the progress of pending cases and issued instructions.
- (18) Has the Sub Inspector maintained an attitude of strict impartiality and fairness towards all parties connected with cases and particularly towards suspected or accused persons?
- (19) Have the accused been promptly arrested? or the actual culprit been secured? Are S. 87 and 88 Cr. P.C. enforced?
- (20) Are the arrested persons unduly harassed? Has property seized been duly entered and sent to Court in time?
- (21) Have Finger prints been duly recorded and sent for search?
- (22) Have the case diaries been written up correctly?
- (23) Are final reports drawn up after serving notices on the complainant or informant? Are the Final reports properly drawn up?
- (24) Have the witnesses been bound over?
- (25) Have prompt and intelligent steps been taken to prevent any outbreak of crime?
Has information regarding Crimes been disseminated and co-operation of neighbouring stations secured?
- (26) Have copies of records under Section 165(1) and (3) Cr.P.C. sent to the Magistrate under Section 165 (3) Cr.P.C. ?
- (27) Have trials of cases been unduly prolonged? Have the Police obtained adjournments unnecessarily?
- (28) Has the Circle Inspector undertaken prosecutions in the absence of the Prosecuting Staff?

- (29) Are the F.P's and Conviction memos send in time and acknowledgments obtained from the Finger Print Bureau? Is there delay in getting the acknowledgment slips from the F.P. Bureau and if so, what action has been taken in the matter?
- (30) Has proper rewards been recommended in deserving cases or to informants?

XVII. Station Crime History

A. PART-I

- (1) Are all true cases entered in order in Part I?
- (2) Are the entries made with forethought so as to be a precis of necessary and useful information only?
- (3) Is the Inspector's Annual Review cogent and instructive?

B. PART-II

- (4) Is Part II indicative of interest in Habitual Crime? Is it prepared only to satisfy the inspecting Officers? Have crimes in the bordering stations been shown?

C. PART-III AND G.C.R.

- (5) Are convictions entered in Part III and G.C.R. as per Police Standing Orders 492?
- (6) Have convictions of persons resident in other station limits been communicated by bad character rolls?
- (7) Is Alphabetical index of persons maintained in K.P.F. 7 A as per orders?
- (8) Is the Alphabetical loose leaf Crime Classification Index to Parts I and III and G.C.R. maintained in K.P.F. 7.
- (9) Has use been made of this record in the investigation of cases?
- (10) Has time expired entries been struck off from the Register?
- (11) Is the Village-war check Register of ex-convict maintained in the Alphabetical order of Villages?
- (12) Is the progress in the Annual check satisfactory?
- (13) Have genuine efforts been made to trace out of view ex-convicts?
Have the results of checking of ex-convicts in other station limits been called for from outside stations and noted in the registers?
- (14) Has the Sub Inspector interested himself in the checking of ex-convicts or has he left the work to constables and Head Constables?
- (15) Have any names of unconvicted persons been entered without the specific orders of superior?

PART IV

Village Crime Note Books

- (16) Are all the entries correct and up-to-date?

PART V

- (17) Have History Sheets (Part V) been opened for all active criminals, abettors and receivers?
- (18) Have orders been received for retention of History Sheets in proper time?
- (19) Have orders or closure been recorded by Superior Police Officer?
- (20) Have closed History Sheets been filed?
- (21) Have the History Sheet of persons who have died been destroyed?
- (22) Are the entries in the current History Sheets regarding relations, associates, means of livelihood and present conduct full and up-to-date?
- (23) Have information favourable to the Criminal entered in the History Sheet?
- (24) Is retention of history sheet justified on the basis of information recorded in the Sheets?
- (25) Have instances of misconduct been promptly recorded?
- (26) Has the Sub Inspector interested himself regarding the character and conduct of the K.Ds and suspects?
- (27) Are proper inquiries made about the Out of view K.Ds?
- (28) Have any definite plans of campaign against criminals been arranged and carried out?
- (29) Are History Sheets to be opened for any new person?
- (30) Have the principles of close watch and non close watch enunciated been followed?

XVIII. Checking of bad characters and Preventive work

- (1) Is annual checking of ex-convicts done personally by the Sub Inspector according to orders?
- (2) Have rules regarding ex-convicts ordered to notify residence under S. 565 (3) Cr.P.C. been carried out?
- (3) Has bad character Roll Form A been freely used to communicate movements of 'Close Watch' persons?
- (4) When any person in the register goes out of view, are warning or look out notices sent out to appropriate places by means of O.V. Cards.
- (5) Have receipts of bad character rolls been promptly returned and have proper replies been returned?
- (6) Has preventive action been taken against persons reasonably suspected?
- (7) Has History Sheets existed in the cases of persons so dealt with under preventive sections?
- (8) Was the preventive work systematic? or was it only for statistical purposes?
- (9) Have the sureties, offered, if any, and accepted, been persons of position who can control the criminal and have the sureties been made to realise their responsibilities?

- (10) Is the Sub Inspector conversant with the principles governing action under the preventive sections of the Cr.P.C. ?

XIX. Work under special and Local Laws

- (1) Are the instructions regarding checking of Arms and Explosives published in the Police Gazette No. 10 dated 6th March 1959 followed?
- (2) Are the Inspections under the Explosives Act done by the Inspectors?
- (3) Is the Sub Inspector interesting himself in cases under the Cinema Regulations and other special laws?
- (4) Are the Station Staff being deputed for detection of such cases?

XX. General

- (1) Are the guard rules, mobilisation rules maintained correctly?
- (2) Are the Station House and accoutrements in good order?
- (3) Are the petty Construction Repairs to the Station Building and lines done properly?
- (4) Has the Station Houses Officer checked the Out-post regularly and are his visits adequate and useful?
- (5) Has the Station House Officer kept up best of relations with the Public as well as the Magistracy?
- (6) Has the Sub Inspector conducted the Frontier meetings regularly and with a useful purpose?
- (7) Is the Station Jurisdiction quiet? If not, what efforts have been made by the Station Staff to restore peace and order?
What further instructions have you to give?
- (8) Has the Inspector inspected the Station and given proper instructions? Have these been given effect to by the Sub Inspector.

APPENDIX VIII

Form No. 1

Sanctioned strength, distribution and Quarters of.....
District as on.....

<i>Details</i>	<i>Sanctioned strength Officers CI. SI. HC. PCs.</i>	<i>Total Government Quarters Officers Men</i>
----------------	--	---

1. District Headquarters
2. District A.R.
3. District S.B.
4. Dt. Intelligence Bureau
5. Traffic
6. Sub Division
 - Circle
 - Station
 - Outpost

Total

Sub Division
Circle
Station
Outpost

Total

Grant Total

- (A) 1. Area of the District
- 2. Population
- 3. No. of Villages
- 4. No. of beats

(B) Information of Motor Vehicles (Item war)

- Lorries
- Jeeps
- Pick up Vans
- Station Wagon/Staff Car
- Motor Cycles
- Drivers

(C) Wireless. Set (kind of)

- Wireless Operators
- Radio Mechanic

Form No. 2

District

Crime figures for the previous two years and the current year up to

<i>Sl. No.</i>	<i>Nature of Crime</i>	19.....	19.....	19..... up to.....
		R./D.	R./D.	R./D.
(1)	(2)	(3)	(4)	(5)

Class I to V. I.P.C.

- 1. Murders including attempt to murder and culpable homicide
- 2. Dacoity
- 3. Robbery:---
 - (a) Highway robberies
 - (b) Other robberies
- 4. House breaking by day
- 5. House breaking by night
- 6. Cycle thefts
- 7. Cattle thefts

8. Thefts by pick pockets
9. Thefts by servants
10. Other thefts under Section 379 I.P.C.
11. Other thefts under Section 380 I.P.C.
12. Receiving Stolen property
13. Cheating
14. Criminal breach of trust
15. Mischief
16. Rioting
17. Hurt cases
18. Kidnapping
- Other Offences

19. Total

<i>Sl. No.</i>	<i>Nature of Crime</i>	19.....	19.....	19..... up to
		R./D.	R./D.	R./D.
(1)	(2)	(3)	(4)	(5)

Class VI

1. I.P.C. Class VI
2. Gaming Act
3. Prohibition Act
 - (a) Distillation of illicit liquor
 - (b) Possession of illicit liquor
 - (c) Transport of illicit liquor
 - (d) Sale of illicit liquor
 - (e) Other cases
4. M. V. Act
5. Miscellaneous

Total

Grand Total

Note:- Incidence of Crime up to and including the month preceding the inspection to be given in the col. for Crime for Current year.

FORM No. 3.

District.

Preventive action-figures for the previous two years and the

current year Up to

Sl. No	Act and Sections under which action taken	19... ..	19... ..	19... .. up to
		R/.D.	R/.D.	R/.D.
1	2	3	4	5
1	Criminal Procedure Code 106			
2	Criminal Procedure Code 107			
3	Criminal Procedure Code 109			
4	Criminal Procedure Code 110			
5	Kerala Police Act - 48			
6	Habitual Offenders Act, 1959			
7	Preventive Detention Act.			
	Total....			

Form No. 4

District

Disposal of Offences under the Penal Code

Sl. No.	Offence	19		19 up to	
		Total No.	Disposal	Total No.	Disposal
(1)	(2)	(3)	(4)	(5)	(6)
			N.I.		N.I.
			F.		F.
			A.T.F.		A.T.F.
			M.		M.
			N.C.		N.C.
			A.T.M.		A.T.M.
			A.T.N.C.		A.T.N.C.
1	Murder		R.		R.
			P.T.		P.T.
			U.I.		U.I.
			C.		C.
			Dis.		Dis.
			U.N.		U.N.
			R.C.R.		R.C.R.
			Com.		Com.
	Dacoity				
	Robbery				
	H.B. Theft				
	Theft				
	Riots				

2 Hurts
 Other Offences
 Gaming Act
 Prohibition Act 1950

Total _____

FORM No. 5

Statement showing information Regarding Police Firing fore Maintenance of public order for the period
 to

	1	Date
	2	Place
	3	Brief account of circumstances necessitating resort to firing indicating (a) A party or parties responsible for the situation, (b) Preventive and other steps taken before firing
	4	Number of times fires had to be opened and localities, etc.
	5	Type of weapon used.
	6	Type of ammunition used.
	7	Number of rounds fired from each weapon.
	8	Number of person killed.
	9	Number of person injured.
	10	Whether any Judicial Magisterial or Departmental enquiry was held and if so, what were the main findings.
	11	By whom firing was ordered.
	12	Number of Policemen or others on duty killed.
	13	Injured
	14	Political affiliation and the Community of persons killed or injured.
	15	Remarks

APPENDIX IX

Inspection report by Dy. Inspector General of Police

.....
 Date of Inspection.
 Name of the Commandant.
 Strength and Disposition.

- 1. Role**
- 2. Training**
 - (a) General.
 - (b) Drill.

- (e) Physical training.
- (d) Weapon training.
- (e) Signal training.
- (f) Specialist training.
- (g) Training area.
- (h) Recreational training.
- (i) Band.
- (j) Mob clearance operation.
- (k) Tactical Exercise.
- (l) Training of Unit instructors and facilities therefore

3. Discipline Security

- (a) General.
- (b) Quarter guard.
- (c) Arms and Ammunitions.

4. Administration

- (a) General.
- (b) Personnel and personal documents.
- (c) Accounts.
- (d) Stores and equipment.
- (f) Kit inspection.
- (g) Medical.
- (h) Motor transport.
- (i) Barracks.

5. Duty and Welfare

- (a) Duties.
- (b) Welfare and Amenities.
- (c) Kshema Niketan or other welfare centres.

6. Requests

7. General

Programme of inspection of an Armed Police Battalion by Dy. Inspector General of Police

1 st day	Ceremonial Drill, Company and Platoon Drill Inspection of Battalion Stores.
2 nd day	Inspect a company in tactical training Inspection of Transport group Inspection of Wireless group
3 rd day	Inspect a company in physical training (including ground and apparatus work) and weapon training. Inspect Battalion office.
4 th day	Inspect a company in unarmed combat, Mob dispersal and street lining. Inspect Battalion office. Inspect a company in games and athletics.
	Inspect company lines, Mess, dining hall, recreation room, canteen, Polish shop, Kshemaniketan and family lines. Complete inspection of Battalion office and hold conference of Commandant, Deputy

5 th day	Commandant and Assistant Commandants. Hear complaints and requests if any. Hold kit inspection. Hold Sabha.
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CHAPTER XVII
DUTIES OF D.A.R. AND ARMED POLICE
BATTALIONS

414. Duties of the Armed Police Battalions are given in Armed Police Battalion Standing Orders. Duties of the District Armed Reserves are given in this Chapter.

Ordinary duties of the District Armed Reserve

415. (1) The duties to be performed by each Armed Reserve will be classified as 'fixed' and 'fluctuating' duties. Men required for 'fixed' duties i.e., the duties the nature of which is such that the men performing them cannot be changed from those duties in times of emergency, e.g., armoury staff, motor transport staff; etc., are provided for outside the formation strength of platoons. Men required for 'fluctuating' duties, i.e., duties the nature of which is such that the men who perform them can and must be changed frequently, e.g., guards, escorts and other miscellaneous duties will be found from the formation strength of platoons.

(2) The duty platoon or Platoons will be employed as such for a month at a time in rotation, the other platoon or Platoons being mobilised and exclusively engaged in training when not called out for bandobust or maintenance of the peace or other definite duty of the kind.

(3) (a) The District Armed Reserve shall furnish guards and escorts at headquarters, and parties for preserving order at festivals and large public assemblies, and for maintaining the peace when disturbance is anticipated.

(b) The employment of the Reserve Police on outside routine duty should, however, be restricted as much as possible. They should be used freely in local Headquarters town for additional duty including night patrols.

Emergency Strength

416, (1) A minimum 'Emergency strength' will be laid down for each Armed Reserve and it must always be available and ready for immediate action. This will normally be one Platoon of three sections. Where local conditions require enhancement on a temporary or permanent basis, orders of the Inspector General should be obtained in this regard.

(2) From this emergency strength an 'Emergency party' will be detailed, which will be available in each camp to turn out at short notice. The strength of the 'Emergency party' will be proportionate to the strength of the camp, and the nature of local requirements. Vehicles, riot equipment, arms, ammunition and other stores, as necessary, will also be kept ready for use by Emergency parties. Emergency parties shall, as far as possible, be changed once in 24 hours.

(3) Men of the Armed Reserves for duty on emergency shall be deputed in complete sub-formations-platoons, sections or half sections as' the situation to be dealt with may require.

Duties of Armed Police Personnel

Reserve Inspector (or other higher Armed Reserve Officer in charge)

417. Reserve Inspector, (where no Armed Reserve Officer of higher rank exists) is in immediate charge of the Armed Reserve. The duties of the Officer in charge are (a) to keep the force under his control properly trained and efficient, (b) to draw up weekly programme for the training of men, in conformity with instructions issued from time to time and submit to the Superintendent of Police for advance approval, (c) to maintain discipline among his subordinates, (d) to see to the upkeep of arms, accoutrements, Motor Vehicles, other Government property and buildings under his charge, (e) to keep the

Armed Reserve camp in sanitary and hygienic condition, (f) to look to the welfare of his men and hear their grievance by holding 'Orderly rooms' regularly, (g) to supervise the work of Officers under him, (h) to report any negligence, misconduct or disobedience of orders, absence without leave or casualties among the members of the force under him, (i) to dispose of routine correspondence, (j) to check the platoon wise duty fosters daily and from them prepare his morning statement, (k) to maintain cash book and the registers and records prescribed for the District Armed Reserve and (l) to perform such other duties assigned to him by his superiors. Registers and records which are to be maintained in the District Armed Reserve 'are given in Appendix X; any other records of the Armed Police Battalions, if adopted by the Inspector General of Police for the better administration of the District Armed Reserve, should also be maintained.

Orderly Officer

418. (1)

- (a) The Orderly Officer (who will be one of the Jemadars or Reserve Sub Inspectors by turn every day) will be responsible for men employed on fixed duties and for the maintenance of duty roster, under the Reserve Inspector.
- (b) He will be in charge of all arms and ammunitions in the Armoury, the cycles in the cycle sheds, and the motor lorries, motor accessories and stores in the motor sheds. He shall satisfy himself that these are correct and complete according to accounts.
- (c) He will be responsible for the safe custody of the railway warrant and Bus warrant books.
- (d) He will be responsible for all working keys, while sealed covers containing duplicate keys will be in the possession of the Reserve Inspector.
- (e) He shall check the mileage done by the motor vehicles on each trip and verify the petrol in the tank before the departure of the Motor Vehicles from the sheds and on their return, and make a record of these matters.
- (f) He shall not leave the vicinity of the camp, except by permission of the Reserve Inspector and on temporary relief.
- (g) He will put the camp clock right daily.
- (h) He shall be present at the daily arms cleaning and shall be responsible for it.
- (i) He shall hold cycle cleaning parades weekly. The District Police Office cycles shall be produced at these parades.
- (j) He will be responsible for the maintenance of a General Diary, in which everything that happens at the camp shall be recorded. He shall exchange charge under record and signature in the General Diary, whenever he leaves the camp and returns to it. When he leaves the vicinity of the camp, he shall hand over charge by entry in the General Diary to the Guard Commander. He shall not leave the Reserve lines without written permission of the Reserve Inspector to be recorded in the General diary and when such permission is granted, he shall be regularly relieved by another officer.
- (k) He shall depute all escorts or parties of men and issue passports to them and note the departure and arrival of all escorts including escorts from other Districts and parties of men, in the General Diary. He shall inspect all men going out on escort or other duty both before they go on, and after they return from, such duty. He shall check all

equipment or stores or other materials issued to them or brought by them and make a record of such in the General Diary.

- (1) He shall mount and relieve the Armoury and Magazine guards.
- (m) On a call being received for emergency or other parties, he shall arrange to despatch them expeditiously.
- (n) He shall ensure that vehicles and staff are available for immediate use.

Reserve Sub Inspectors

(2) Reserve Sub Inspectors are responsible for discipline, training and efficiency of men under their charge. They should assist the Reserve Inspector with scriptory and general work of the platoons under them. They will also be responsible for keeping the parade grounds and the Reserve camp in a sanitary and hygienic condition. They should report any irregularity or misconduct etc., in the platoons under their charge, to the Reserve Inspector, for action. They may also be in charge of all refresher and other training classes that may be held from time to time. They will perform such other duties as are allotted to them by the Reserve Inspector.

Jemadars

(3) (a) Each Jemadar in charge of a platoon shall maintain the duty roster of his platoon. The Reserve Inspector shall communicate general orders for the deputation of men for duty to him.

(b) The platoon Commander Jemadar shall receive all sick reports of his Platoon and produce the men before the Orderly Officer to be passported to hospital. He shall form up his men on parade and have ready for presentation to the Reserve Inspector a parade statement showing details of the Head Constables, Naiks and constables who are present and accounting for absentees. He shall nominate Head Constables and men of his Platoons for duties as may be required and shall, if he is not himself orderly officer, inspect them before sending them to the Orderly Officer to be passported. He shall report on Head Constables and men who misbehave and he shall be responsible for producing them at Orderly Room. He shall be responsible for the carrying out of orders awarding extra-drill or guards to Head Constables and men of his Platoon. He shall serve orders received from the Reserve Inspector upon Head Constables and men of his Platoons and take their explanations for misconduct etc., as required.

Other ranks

(4) All orderlies not actually on duty and all other men will attend all alarms and morning parades on Tuesdays and Fridays.

(5) The orders relating to the grant of off-duty to all men should be complied with in the following manner.

Ordinarily the whole Armed Reserve except the emergency strength, the stand to, motor transport staff, guards, etc., will have its off-duty on Sunday. This emergency strength the stand to, motor transport staff, guards etc., which were on duty on Sunday will have their off-duty on Thursday. The Reserve Inspector of each Armed Reserve will draw up in advance a list of Head Constables, Naiks, Lance Naiks and Police Constables entitled to a day duty off in the ensuing week and post it on the Notice Board.

Annual Mobilisation

419. (1) All District Armed Reserves are to be mobilised once a year for fifteen days. The period will be chosen by the Superintendent of Police as convenient and so as to have no intervening public holidays, except Sundays. The men should be drilled thoroughly during mobilisation according to a programme approved by Superintendent of Police. The programme should also provide for security drill for visits of V.I.Ps. The Superintendent of Police should be present in headquarters and should take an

active part in the drilling of the men. He should arrange for the Sub Divisional Officers also being present. It is most important that Officers should not become rusty in their drill leading to their inability to command Armed Reserve men in the absence of the Reserve Inspector.

(2) The Deputy Inspector General of Police and Additional District Magistrate should be informed about the mobilisation of the Reserve.

Mobilisation Order

420. (1) Standing Orders for mobilisation shall be drawn up.

(2) In these shall be detailed the Standing duties of the District Armed Reserve and the Circle or Stations which will supply men to fulfil these duties. A copy of the orders shall be hung up in each station concerned.

(3) Instructions on the following points should be given in respect of the men to be sent in from the District:--

- (a) The number of men of each rank to be sent;
- (b) How their work will be carried on in their absence;
- (c) To whom and where they should report themselves;
- (d) What their duties will be;
- (e) What arms, if any, they should take with them, and
- (f) That full kits will be taken.

(4) It shall be laid down that men will be passported direct to the place where they are to do duty.

(5) Care should be taken, when drawing up mobilisation orders not to weaken unduly the important circles.

Armed Reserve on detachment duty

421. In the case of a sub-formation of an Armed Reserve on detachment duty:--

(1) The Senior Officer of the detachment should post up particulars of daily attendance for duty and absentees in his note book.

(2) An Officer in charge of a Platoon on detachment duty should submit daily a statement accounting for the daily employment of all ranks in his Platoon. If the detachment is employed outside the District to which it belongs, copies of the daily report should be sent to the Superintendents of Police both of the District in which the detachment is employed and of the District to which it belongs.

Curriculum for Training

422. The curriculum for training will be as follows:--

(a) From March to November inclusive

The weekly programme will provide for parades of one and a half hours duration each morning except Sunday and Thursday, parades of 45 minutes duration or out-door games each evening except Sunday or Thursday, with lectures five times a week between 10 & 10.45 a.m. by the Reserve Inspector or Reserve Sub Inspector. The annual musketry course should be fired during the months when rain will not interfere. Hours of work for men doing musketry on the range will be specially detailed. Due provision will be made for regular instruction and training in:--

Squad, Company and Arms Drill,
 Skirmishing (instructions),
 P.T., B.T., and Lathi Drill,
 Tactical schemes,
 Mob operations,
 House surrounding,
 Camp lay-out and discipline,
 Field firing,
 Bayonet Fighting,
 Construction of bivouac shelters (instructional),
 Tent-pitching,
 Musketry (instructional),
 Care of Arms,
 First-aid,
 Anti-malarial measures and sanitation,
 Care of clothing and equipment,
 Section-Leadership,
 Night marching compass,
 Cooking (selected men),
 Games and
 Regular route marches but only in the Town.

(b) December to February

Specially intensified training should be given to the mobilised portion of the Reserve in each of these three months.

The ordinary parade programme in December, January and February, should provide for two hour's work in the mornings and one hour's work in the evenings instead of the one and half hours and 45 minutes prescribed in the item (a) above, and for lectures on five days of the week. Superintendents of Police will attend as many parades as possible during this period and see that the training given becomes definitely intense so that the men are thoroughly tried out. Sub Divisional Officers should also be brought into headquarters at this time for a week each, as convenient, and should attend parades daily unless prevented by other really urgent work.

(c) Thursday will be general fatigue day for cleaning of arms equipment and camp premises.

APPENDIX X
List of Registers to be maintained by Reserve Inspector

1.	In K.P.F. No.	13	Arms Inspection Register
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2.	"	54	Firing Point Register
3.	"	57	General Diary
4.	"	61-D	Monthly returns from the Unit
5.	"	61-E	Morning Parade statement
6.	"	61-G	Morning Sick Register
7.	"	61-H	Pay Mess Book
8.	"	61-1	Personal Register of Mess Deposit Credit
9.	"	61-J	Permission Register for Armed Police
10.	"	88	Individual Mess Recovery Advance Recovery Card
11.	"	94	Local Issue Register of Ammunitions
12.	"	94-A	Local Issue Register of Arms
13.	"	95	Long Leave Register
14.	"	134	Register of Ammunition Boxes Received
15.	"	141	Register of Equipment issued.
16.	"	176	Stock Register of Ammunitions
17.	"	177	Stock Register of Armed Police Mess
18.	"	178	Stock Register of arms
19.	"	183	Training Check Register
20.	"	195	Prison and Treasury Guard Report
21.	"	198	Inoculation and Vaccination Register
22.	"	115	Orderly Officers Report
23.	"	222	Disposition Statement of District Armed Reserve (return of)
24.	"	36	Medical History Sheet
25.	"	88	Register of Government Property
26.	In KP.F. No.	170	Sentry Relief Book
27.	"	59	General Note Book
28.	"	189	Visiting Book of Superior Officers
29.	"	20	Character roll.
30.	"		List of men entitled to off duty
31.	"		Leave application with orders
32.	"		Notice Board
33.	"		Attendance Register
34.	"	117	Orderly room Register
35.	"	61-F	Morning Report and Present statement of reserves
36.	"	50	Emergency availability statement
37.	"	75	Kit deficiency Register.

CHAPTER XVIII GUARDS

Introductory

423. (1) A 'guard' means a body of persons deputed to keep watch over a place, person or thing; and 'sentry' means a person actually put on duty to keep watch over a place, person or thing.

(2) Guard Rules consist of two parts. Part I will contain general rules for guards and part II rules applicable only to particular guards.

(3) Printed guard rules in English and the regional language shall be kept with each guard and in the Police Station for the information and guidance of all men concerned.

(4) The strength and disposition of every standing guard shall be determined by an Officer not lower in rank than Circle Inspector and shall have the approval of the Superintendent or unit Commander concerned.

(5) For particular guards, special rules (Part II guard Rules) shall be prepared under the orders of the Officer authorising the posting of the guard. These rules shall cover (a) the strength of the guard, (b) the type and scale of arms and ammunition for the guard by day and by night, (c) number of the men to be present during the day and during the night, (d) the number of sentries required to be posted during the day and during the night, specifying their exact position, the extent of their beats and their duties and responsibilities; the duty and area of responsibility of each member of the guard while the guard "Stands to" at night, (e) the periods of sentry-go, (f) the posting and relief of sentries, (g) the premises and articles for which the sentry is responsible, (h) special duties for the guard and sentries, if any (i) instructions to report immediately to the Station House or other Officer any important occurrence and (j) inspection of the guard by the Station House and other Officers.

GENERAL RULES COVERING GUARDS

Armed Police to do guard duty

424. (1) Armed Police will be entrusted with guard duty. When Armed Police are not available either totally or in sufficient number, unarmed Police may be used.

Relief of guards and sentries

(2) (a) Guard shall be relieved daily whenever possible, and at regular and frequent intervals when daily relief is not practicable. When guard can be relieved daily the proportion of three men per sentry shall be maintained; but when the guard cannot be relieved daily, four men per sentry may be given.

(b) All sentries whether armed with fire arms or lathies should be relieved once in two hours.

(c) Day duty in the guard will be from 6 a.m. to 6 p.m. and night duty from 6 p.m. to 6 a.m.

(d) During the day members of the guard may leave the guard with the permission of the guard Commander, immediately on their relief from sentry duty, for a period equal to the duration of their sentry period.

(e) During night all members of the guard should be present in the guard. The guard Commander may however, allow a sentry relieved at 6 p.m. to be absent till 8 p.m., if he is unable to arrange his food being brought to the guard.

(f) The guard Commander shall on no account quit his guard except to obey calls of nature, and before quitting the guard he shall place the next senior Officer in charge. He shall also prevent any constable from quitting the guard without permission, which shall be granted only for answering calls of nature, bath, wash etc., and for the shortest possible period.

Postings of guards and sentries

(3) (a) The Commander of a guard which is newly posted, or which relieves another guard, shall carefully check and acknowledge receipt of arms, ammunition, prisoners, seals and other property which are entrusted to the care of the guard.

(b) The Guard Commander, shall personally post and relieve all sentries and examine the correctness of the seals, prisoners and other property entrusted to the charge of the sentry. Any defect noticed shall be immediately recorded in the sentry Relief Book. During nights the sentry on duty nearest to the Guard Room will be responsible for waking the Guard Commander, five minutes before he is due to be relieved.

Sentry Relief Book

(4) A sentry Relief Book in K.P.F. 170 shall be kept for every guard, in which each man shall sign just before taking over charge of his post. The Officer posting him shall also sign therein. No entry of posting shall be made in this book unless and until a sentry is actually posted. Any case of absence or neglect of duty noted shall be recorded in the sentry Relief Book. Details of prisoners and property entrusted to the care of the Guard or sentry shall be recorded in this book under the signatures of the sentry and the Guard Commander when the prisoner or property is received, and of the person taking over when the prisoners or property is taken off from the custody of the Guard.

Detailing for duty

(5) The men of the Guard shall be detailed for duty for the next twenty four hours by the guard officer at 6 a.m., when Guard Duty Sheet in K.P.F. No 163 will be filled up. When a constable is sick or absent, at the time of his turn of duty, another Constable shall be appointed, a note being made on the reverse of the Duty Sheet.

Attendance and alertness

(6) (a) In all guards the entire guard shall be present at night except as stated in para (2) (e) above.

(b) The Guard Commander and men shall always be in the guard in uniform. This rule does not apply to occasions when the guard Officer or Constable is taking his meals nor does it prohibit him from taking off his head dress or belt when lying down to rest during day or night.

(c) All guards shall turn out at the sounding of Reveille, Retreat and Tatoon or at the usual time for these and shall then be carefully inspected by the Guard Commander. Guards shall also turn out and be in readiness to meet any emergency when an alarm is sounded, or any other unusual occurrence takes place.

(d) Each man forming part of the guard shall carry in his pouch one packet containing 10 rounds of ball ammunition. The sentry on duty should carry cartridges loose in his pouch, which he shall wear open and in front to facilitate quick loading. These loose cartridges shall be handed over to the relieving sentry who shall exchange them for his closed packet of 10 rounds ammunition. When the guard is relieved, all the ammunition will be handed over to the relieving guard.

Compliments to be paid

(7) (a) At all times of the day (between "Reveille and Retreat") the guard will turn out and present arms to:--

- (i) The President and the Vice President of India and the Governor.
- (ii) Ministers, Central and State.
- (iii) Inspector General of Police.
- (iv) Deputy Inspector General of Police.
- (v) Uncased Colours.
- (vi) General Officers in Uniform.
- (vii) Judges of the Supreme Court and High Court.
- (viii) Armed parties of greater strength than the guard.

Note:- To officers and dignitaries of and above the rank of "General Officers" the bugle will sound a General salute.

- (b) The Guard will, once a day between "Reveille" and "Retreat" on their first appearance, turn out and present arms to:--
 - (i) District and other Superintendents of Police.
 - (ii) Commandant of Unit providing the Guard.
 - (iii) The Collector of the District.
- (c) Guards not armed with rifles will follow the same procedure for turning out, with the exception that the guard Commander alone will salute on the occasions when an armed guard will have presented arms.
- (d) Sentries will present arms to (unarmed sentries will salute).
 - (i) All dignitaries and Officers for whom a guard will turn out and present arms under the provisions in (a) and (b) above.
 - (ii) Sessions Judges.
 - (iii) District Magistrates.
 - (iv) Officers of Field rank in the armed forces, in uniform.
 - (v) Civil Officers of higher rank than Superintendent of Police who come to or pass the guard in the course of their official work.
 - (vi) Dead bodies.
 - (vii) Armed parties.
- (e) Sentries will slope arms and give the butt salute to (unarmed sentries will salute) other Magistrates, who come to or pass the guard in the course of their official work, Commissioned Officers of the Armed Forces, and Police Officers of and above the rank of Sub Inspectors and Officers of corresponding rank.
- (f) Notwithstanding the provisions in (d) above, a Sentry (armed with rifle or musket) posted at the residence of the President or the Governor, or any dignitary of and above the rank of a General Officer shall give only the "butt" salute to Officers' and dignitaries lower in rank to the Officer or dignitary over whose residence the sentry is mounted.
- (g) A guard stationed at any place in a former Indian State, which forms part of the State of Kerala, shall turn out and present arms, and sentries present arms, to the ex-Ruler of that Indian State.
- (h) A prison or jail guard shall in addition to others, turn out and present arms as prescribed in (h) above to the Inspector General of Prisons, and the Superintendent of the jail or prison when they visit the jail or prison.
- (i) A guard will not turn out when there is only one other man of the guard except the sentry. The sentry will pay appropriate compliments.

- (j) At night, sentries armed with rifles or muskets will 'Challenge' persons who approach the guard, according to the prescribed procedure. For the purpose of this rule, except as otherwise ordered, "night" shall be from "lightsout" (10 p.m.) to "Reveille".
- (k) Except as otherwise ordered, guards armed with rifles or muskets will "stand to" for inspection by Inspecting Officers at night. For the purpose of this rule "night" shall be the period specified in sub-para (j) above.
- (l) For inspection by "Grand Rounds" Guards will turn out and except as stated in sub-para (f) above, present arms for "visiting Rounds" Guards will turn out, by day. By night the appropriate procedures for challenging and standing to will be followed.
- (m) Between sun-set and sun-rise sentries will not pay compliments, but will come to "attention" (unarmed sentries will salute) when they recognise the Officer passing by. The prescribed procedures for challenging will be followed, as required.

Responsibilities of the Guard Commander

(8) The Guard Commander and every member of the guard will always bear in mind that the good reputation of their force depends on their discipline, smartness and good turn out.

The Guard Commander will be responsible for the following:--

- (a) To acquaint himself with all the orders for the guard and sentries and to ensure that the members of the guard understand and comply with the orders.
- (b) The Officer in charge of a guard that is being relieved shall point out to his successor all matters of special importance and explain any directions received from any superior officer connected with the discharge of their duty.
- (c) To see that all arms, ammunition, clothing and other stores in a guard room are arranged at all times in a tidy manner.
- (d) To visit sentries at intervals and to ensure that they are alert at their posts. When visiting sentries the Guard Commander will, as far as possible, be accompanied by a constable.
- (e) To post all sentries and ensure that they know their duties clearly. All static sentries will be relieved by the guard Commander once in two hours.
- (f) For the safety of all arms, ammunition and other stores belonging to the guard or entrusted to the care of the guard, all locks and seals will be checked to see that they are intact. A certificate as to the correctness of these articles and seals will be entered in the sentry relief book at 7 p.m. every day.
- (g) To ensure that orders regarding the security of arms and ammunition are strictly obeyed.
- (h) To ensure that proper compliments are paid and the guard turned out in accordance with the rules specified in this order.
- (i) To report all unusual occurrences in or in the vicinity of the guard immediately by telephone or other available means to the authorities concerned and to promptly direct practical action by members of the guard in the cases where such action is possible and desirable.
- (j) To check all arms and ammunition on the return of the Guard and to report correct or otherwise to the authority specified for the purpose before the guard is dismissed.
- (k) To ensure that all members of the guard know their alarm posts, when these have been allotted.
- (l) The guard officer shall send every morning to the Station House Officer or Unit Officer the Guard Duty Sheet K.P.F. No. 163. On the reverse of this form should be noted the number of prisoners in the case of sub-jail guards, the number of seals in the case of treasury guards and other particulars

remarks, if any, as well as the remarks of the visiting Officers. This report will be sent j with the General Diary.

Security of arms, ammunition etc.

(9) (a) All arms, ammunition, copies of orders, furniture and other stores will be handed over to the relieving Guard Commander, and a certificate entered to that effect in the Sentry Relief Book and signed by the relieved and relieving Guard Commanders. A list of all documents, stores, etc., to be handed over will be prominently hung up in the guard room.

(b) No person except on duty, will be permitted to enter the Guard room.

(c) The Fire Arms of the guard shall not be loaded, but shall always have the bayonets fixed if supplied, and shall remain in the guard room when not in use.

(d) Ammunition, other than what is issued as pouch ammunition will be kept under lock and key by the Guard Commander.

Responsibilities of Sentries

Sentry will be responsible for the safety of all arms ammunition, stores, buildings etc., over which (10)(a) is posted and to see that no unauthorised person gains access to them. It is also his duty to safeguard life and property in general.

(b) No sentry shall leave his beat or post in advance of due relief by the guard Commander

Sentries when stationary shall stand at ease correctly, when moving they shall do so in a brisk (c) soldier-like way, (with arms at the slope when the sentries are armed) and converse with no person except regarding matters of duty. Sentries armed with muskets shall have their bayonets fixed.

Sentries moving about on their posts shall turn outward when turning about, that is, keeping the front (d) their post in view, and shall not go beyond the extent of their beat, except in an emergency and in performance of duty.

(e) Sentries shall never quit their arms, or lounge, but shall always be vigilant and smart.

(f) They will pay proper compliments as prescribed in these rules.

(g) They will turn out the guard on the occasions prescribed in these rules.

Documents to be maintained in Guard Room

(11) The following documents will be maintained in every Guard Room. These will be handed over on relief by each Guard and the fact noted in the sentry Relief Book:--

- (i) Guard Rules Parts I and II.
- (ii) List of Arms and Ammunition.
- (iii) List of furniture and other stores.
- (iv) Sentry Relief Book.
- (v) Guard Duty Sheets.

List of Arms and Ammunition

425. (a) The list will show all arms and ammunition in the guard room which are to be handed over by the old guard to the new guard.

(b) This list will be signed by the Officer posting the guard. Alterations will be reported by the Guard Commander and will be recorded under the initials of the Officer responsible for furnishing the guard.

(c) Ammunition will be handed over from one person to another in the guard only under the supervision of the Guard Commander and each time this is done the details will be entered in the sentry Relief Book.

List of furniture and other stores

426. (a) This list will show all items of furniture and other movable property in each guard room which are to be handed over by the old guard to the new guard.

(b) This list also will be maintained up-to-date under the signature of the officer responsible for furnishing the guard.

Special instructions for Guards at sub-jails and lock-ups

427. (1) The guarding of the, prisoners in the sub-jails will be done by the Police. But the Warder Peon appointed by the sub jail will be in charge of it and he will be the custodian of the keys.

(2) The Officer in charge of the guard must be present with the guard constables when the prisoners are taken out of the sub jail for the purposes of cooking and taking their food and while they are removed for labour or for answering calls of nature, and he and the guard constables will be jointly and severally responsible for the custody of the prisoners taken out. In such cases the names and numbers of Constables deputed to assist must be entered in the Sentry Relief Book by the Guard Officer, the signatures of these constables being also taken therein.

(3) When prisoners are taken out for meals, to answer calls of nature or to attend court, etc., or when prisoners are in cells after 6 p.m. the Police Escort should carry muskets, with fixed bayonets and shall each carry ten rounds unpacked ammunition.

(4.) When the prisoners are taken out of lock-ups and sub-jails they shall be properly secured against escape and 'shall on no account be allowed to go out of sight or to communicate with any one.

(See Rules regarding securing of prisoners in Chapter 'Escorts')

(5) Attempt of prisoners to escape- When prisoners attempt to escape, the police must use all means in their power to prevent them, but they will not be justified in causing death, except:--

(a) In the lawful exercise of the right of private defence, or

(b) When the escaping prisoner is an individual accused of an offence punishable with death or imprisonment for life.

(6) Guarding prisoners-Constables guarding a gang of prisoners should remain at sufficient distance to enable them to use their arms, in the case of a rush.

(7) Superintendents of Police of the District and Sub Divisional Officers should check the sub-jails as frequently as possible, preferably during nights and when prisoners are let out of cells for food or ablution.

Police Guards for prisoners in Hospital

428. In the case of prisoners of a dangerous type, who are temporarily released and sent to a civil Hospital for medical treatment, a regular guard shall be arranged for, by the Superintendent of Police.

Special instructions for guards at Treasuries

429. (1) The Sentry at a treasury will be responsible for the correctness of the seals and for the security of the treasury room.

(2) Sentries shall be pasted by the Guard Officer. At each relief the Guard Officer shall go round the premises with the sentry on duty and the relieving sentry and examine them thoroughly noting whether seals are correct. A note of anything wrong shall be made at once in the Sentry Relief Book, which shall be maintained by the Officer in charge of the guard at the time.

(3) If at any time there is the least suspicion that any of the seals have been tampered with, immediate intimation must be given to the Treasury Officer and also to the Station House Officer.

(4) The Officer in charge of a treasury Guard shall be present every evening when the treasury is closed and every morning when it is opened, and shall examine the seals. The private seal of the 'Treasury Officer should be affixed to the outside of the Treasury door in addition to the official seal and this seal should not be broken except by that Officer's order. The Officer in charge of Treasury guards should also receive for safe custody when delivered, the sealed bag containing the keys of the record rooms of the respective treasuries and sign in the appropriate columns of the register maintained by the Revenue Department for the purpose.

(5) Besides the entries in the Sentry Relief Book at each relief as to the correctness of the seal, property, etc., the opening and closing of the treasury shall also be duly noted and when the treasury is closed the guard in charge shall acknowledge the fact in the Treasury Officer's Register.

(6) The lamps outside the Treasury shall be so placed as to throw a good light on the doors and seals.

Instructions for Guards at the residences of Governor and other high personages

430. The following shall be the duties of a Police Guard on duty at the residences of the Governor, and other high personages:--

(1) The Police shall protect the camp and will in no way be relieved of responsibility by the presence of a military guard.

(2) No unauthorised person shall be allowed in camp. Any beggars, fakirs, or other unauthorised persons who enter the camp shall after warning be dealt with as vagrants, or for criminal trespass, according to law.

(3) The Officer in charge of the guard shall make all necessary arrangements for keeping order in camp, and for regulating traffic on special occasions.

(4) Only men of reliable character shall be selected for duty in the camp of high personages.

Private Guards

431. (1) Police Guards applied for by private parties will be sanctioned under orders of Deputy Inspector General of Police.

(2) If a private 'guard is provided by the Superintendent of Police of the District in anticipation of the sanction of the Deputy Inspector General of Police, care must be taken to see that the strength of the guard is equal to the work demanded of it. A guard for duty throughout the day and night should never consist of less than four men.

Police Guards supplied to Central Government Offices located in the State

432. The Police Guards supplied by the State Government to Central Government Offices located in State are broadly divisible into the following two categories:--

(a) Police personnel deployed for guarding Central Offices on a regular and long term basis and

(b) Police personnel deputed for only occasional or casual duty for purposes such as escorting cash on pay days.

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CHAPTER XIX ESCORTS AND ORDERLIES

Escorts-General Rules

433. (1) Escorts by road by foot should report themselves at all Police Stations through which they pass.

(2) Escorts must return in a body in the charge of their officer.

Escort of Treasure by night

434. Police treasure escorts should travel by night on roads where travelling is usual, but should refuse to allow transshipment of treasure after dark except under special orders of a superior Police Officer not lower in rank than a Deputy Superintendent of Police.

435. (a) The following scale of the strength of escorts for treasure by foot by road is given as a general rule, to be varied as local experience may prove an increase or decrease necessary:--

Sums not exceeding Rs. 2,000	1 H.C.	2 P.Cs
Sums over Rs. 2,000 but not exceeding Rs. 6,000	1 H.C.	3 P.Cs
Do. Rs. 6,000 but not exceeding Rs. 10,000	1 H.C.	4 P.Cs
Do. Rs. 10,000 but not exceeding Rs. 20,000	1 H.C.	6 P.Cs.
Do. Rs. 20,000 but not exceeding Rs. 50,000	2 H.Cs	10 P.Cs
Do. Rs. 50,000 but not exceeding Rs. 1,00,000	2 H.Cs	12 P.Cs
Do. Rs. 1,00,000	2 H.Cs	15 P.Cs

(b) When the value of the remittance exceeds one lakh but does not exceed five lakhs, an officer not below the rank of Sub Inspector should be sent in charge of the escort. If the value exceeds five lakhs, a Circle Inspector or Reserve Inspector should invariably be sent.

(2) (a) Treasure escorted by the Police between places where bus services are regular, continuous and reliable and where there is no railway connection may be conveyed by motor but provided the Police Officer concerned considers it safe to do so. The following is the scale of the strength of escorts for treasure in one motor bus by day. The same scales may be adopted also for escorts by any other type of public or private transport. For transport by rail the order in sub-para (3) will apply.

Sums not exceeding Rs. 50,000-1 H.C. and 2 P.Cs.

Sums not exceeding Rs. 1,00,000-1 H.C. and 3 P.Cs.

Sums exceeding Rs. 1,00,000-A Sub Inspector, 1 H.C. and 4 P.Cs.

For sums exceeding Rs. 5,00,000 an Inspector should be in charge.

(b) As laid down in paragraph (1) above, the scale is a general one and should be varied when considered necessary. Each of the escort should carry fire arms.

(3) Escort on the scale prescribed above will rarely be necessary for remittances by rail. Two Constables for each wagon in addition to the Officer in charge as prescribed in 2 (a) 'will ordinarily be

sufficient. Timely information should, however, be sent to the Superintendent of Police of the destination about the requirements to strengthen the escort to the scale prescribed above if any road journey is involved at the destination.

Escorts for Postal Remittances

436. (1) Police escorts should, on requisition by the Postal authorities, be furnished for Postal remittances which exceed Rs. 1,000 in value, or which are to be conveyed over roads the safety of which the Police are unable to ensure.

(2) The following principles will be adopted for the recovery of charges from the Postal Department for Police escorts supplied to it:--

DEPARTMENT

(a) No charges will be claimed from the Postal Department for men who can combine the work of escorting a postal remittance with other work which they would be ordinarily performing.

(b) Full charges as calculated under order for private guards will be claimed in respect of daily escorts on which one or more men have to be exclusively employed.

(c) (1) As regards escorts which occur at more or less regular intervals, but not so frequently as to necessitate a special addition to the staff, only the travelling and other incidental expenses incurred by the escorts will be claimed.

(2) When recurring periodical escorts monopolise the services of police men for ten or more days during a month, additional staff will be engaged and charged for as in clause (b) above.

Escorts of Treasure by Rail

437. (1) (a) Before the treasure is loaded in a van, the Officer in charge of the escort shall examine the van and see that it is secure in every way. If any defects are found he shall immediately bring the matter to the notice of the railway station master and, if they are not remedied or another secure van is not provided, he shall decline to load the treasure reporting the grounds therefore to his superiors.

(b) The treasure must be deposited in the van in the presence of the whole guard, after which the van shall be locked on both sides. The guard will be furnished with an extra padlock of good quality for each door to be used in addition to any lock by the railway and the Station Master will give the officer commanding of the guard a paper notifying that the latter is in charge of the treasure loaded in so many wagons. If the wagon be secured by double locks, one key shall be held by the shroff and the other by the escort officer. If there be only one lock, the key shall be held by the shroff but the escort officer is responsible for not allowing the wagon to be opened before arrival at destination, save in the case of a breakdown, when the treasure must be moved to another wagon in his presence. In the case of remittances sent without shroffs single locks shall be used and the keys entrusted to the escort officer in a sealed cover which he should not open except when absolutely necessary in the case of a breakdown.

(c) If a break-down separates treasure loaded in more wagons than one, the Officer in charge shall divide his guard and make adequate arrangements to guard each part of the convoy attaching himself to the disabled portion.

(d) If for any reason a box is smashed in transit, the contents should immediately be shroffed under the close surveillance of the escort by the Shroff if he is present, otherwise by the officer in charge of the escort and the contents carefully recorded on the invoice.

(e) During the railway journey the escort will be accommodated in a brake van attached to the treasure van if the remittance is carried by goods train, or in the end compartment of the third-class

carriage nearest the van carrying the treasure. In the latter case the Officer in charge of the escort may travel in the nearest second-class carriage adjacent to the treasure van. Neither door of the compartment occupied by the escort should be locked.

(f) The Officer in charge of the guard shall, if he so requests, be provided with a lantern which will burn all night. He shall cause a sentry to alight at every stopping place and ascertain that the locks have not been tampered with. At every important railway station and at other stations where the train stops for any length of time, a Constable sentry shall be posted on the platform close to the treasure waggon or van. If there be several such waggons it will suffice to post two sentries one at each end of the waggons. The Officer posting the sentries shall at the time examine the waggan or waggons, or van or vans, care. fully with the aid of a lantern if necessary and verify that every thing is secure.

(g) An Officer in charge of a relieving guard shall see that the numbers of the waggons agree with those given in the receipt, to be furnished by him [vide para (5) below], that the locks and all openings or ventilators are secure, that the seals are unbroken and bear no signs of having been tampered with and that the locked doors of the van cannot be opened. If the seals an a waggon are broken or bear signs of being tampered with or if a waggon has not been sealed it is the duty of the escort Officer to insist on the waggon being opened and the number of boxes counted before he gives a receipt for the consignment. In such cases, the fact of the waggon having been opened and the number of boxes counted should be endorsed an the receipt.

The attention of the officer-in-charge of the escort shall be drawn by the treasury officer, despatching the consignment to the memorandum of instructions on the subject.

(2) Invoices should be prepared in triplicate in Treasury Code from No. 85, one copy should be retained, another should be despatched by post on the same day to the receiving treasury and the third made over to the escort officer. The weight entered in the invoice should be those ascertained by the weighment in the presence of the Escort Officer.

(3) The escort officer will see the bags of notes and coin weighed or in the case of chests containing bags of coin, will count the number of bags as they are being stowed in the boxes and will see the boxes weighed. He will sign the receipt at the foot of each copy of the invoice as responsible for the bags packed in boxes (the blanks will be filled up in words and if the Escort Officer be ignorant of English he would be required to write the numbers of the bags or boxes which he has received in the vernacular on the copy of the invoice to be retained by the treasury officer).

(4) The escort officer will wire to the receiving officer, the number of the train (passenger or goods) conveying the remittance, and its hour of departure and will also wire again enroute, if any change in the train has been made or if anything has occurred to delay its arrival.

(5) When the Escort Officer is relieved in the course of the journey, he will obtain a receipt for" sealed and locked chest in good order said to contain.. .. coins or notes to the value of Rs. When the remittance reaches the addressee, the latter will count the bags, weigh the boxes and give a receipt for" boxes of marks and weights

detailed in the invoice said to contain

coin or notes to the value of Rs. " If any box is of short weight, or shows signs of having been tampered with, it should be opened in the presence of the Escort Officer, otherwise he should be allowed to return at once.

Relief of inter-State Escorts of Treasure and of Prisoners

438. The following rules are prescribed for the relief of escorts in charge of prisoners or treasure coming into or going out of the State.

(i) (a) In all cases where relief of escorts is necessary three days' clear notice should be given by the despatching officer to the Superintendent of Police of the adjacent District in the neighbouring State. If a letter by post would not give 3 days clear notice the requisition should be telegraphed. The requisition should invariably furnish the following informations:--

(i) In the case of Prisoners

- (a) The number and class of prisoners.
- (b) whether dangerous, ordinary" under-trial, female, Juvenile etc.
- (c) The strength of the escort to be relieved.
- (d) whether demonstrations are likely to be made at stopping stations enroute.
- (e) The date and probable hour of arrival of the escort at the relieving station.

(ii) In the case of Treasure

- (a) The value of the treasure.
- (b) Whether in gold, silver, copper, nickel or currency notes.
- (c) The number of waggons in which treasure is loaded.
- (d) The number of boxes in which the treasure is contained in each waggon.
- (e) The strength of the escort to be relieved.
- (f) The date and probable hour of arrival of the escort at the relieving station to be specified.

(b) On receipt of the information referred to in clause (i) (a) above, the Superintendent of Police of the District concerned will put into force the escort rules of his own state, increase or decrease the strength of the escort in accordance with those rules and make any other arrangements he considers necessary.

(c) It should be clearly understood that reliefs for interstate escorts must always be provided and never refused or withheld on the ground that the men cannot be spared.

(2) The following arrangements apply to the relief of escort of Treasure and Prisoners from Madras to Kerala and vice versa.

Route	Direction of Journey	Place of Relief	Relief to be provided
(1)	(2)	(3)	(4)
South West line	From Madras to places on Nilambur, Kozhikode, Ernakulam, Cochin Harbour and Palghat sides	Olavakkide	Superintendent of Police, Palghat District of Kerala.
	From Madras to Palghat (metre gauge)	do	do.

	To Madras from places on Nilambur, Kozhikode, Ernakulam, Cochin Harbour and Palghat sides (Broad gauge)	Podanur	Superintendent of Police, Coimbatore
	From Palghat to Madras (Metre gauge)	Pollachi	do
	From Madras to places on Trivandrum and Quilon side (Meter gauge)	Shencottah	Superintendent of Police Quilon District of Kerala.
Southern	To Madras from places on Trivandrum and Quilon side (Metre gauge)	do	Superintendent of Police Thirunelveli District.

(3) Escorts coming from Mysore State to Kerala may be relieved at Kasargod and escort going out of Kerala may be relieved at Mallgalore. Superintendent of Police Cannanore is to provide escort for relief at Kasargod.

(4) Escorts for prisoners or treasure proceeding to any place in India outside the State of Kerala should, at their starting stations be provided with railway warrants up to the final destination. At the station where they are relieved, they will hand over the tickets to the relieving escort. Arrangements have been made with the railways to permit this transfer of tickets. Railway warrants for obtaining tickets for return journey of escorts from the station where they are relieved should also be provided to them at the time of their deputation. Similarly, escorts arriving from any place in India outside the State of Kerala will hand over their tickets which will be upto the final destination to the relieving escorts of this State who need be provided with railway warrants for their return journey to their own headquarters only. The cost of railway warrants issued under this rule be treated as a charge of the district in which they were issued.

ESCORT OF PRISONERS-INSTRUCTIONS

Composition and Arms of escort of Prisoners

439. (2) (a) On escort duty with prisoners the Head Constable or Head Constables in the escort should not carry any arms. Of the constables forming the escort, not more than one half shall carry arms. In a party of one Head Constable and three constables, two Constables only should have firearms and in a party of one Head Constable and six Constables, three Constables will have fire arms. The others may be armed with lathies. Each Constable armed with a fire arm should carry ten rounds of ball ammunition in his pouch.

(b) In such parties one armed Constable will walk in front of the party. When there are several armed Constables there should be one in front, and the others divided on either side of the prisoners. It will be the duty of the Constables without arms to hold the prisoners chains, if secured by chains or ropes, to prevent their escapes.

(c) The above Sub Rules regarding arms to be carried by escort party, apply when normal

conditions exist. When disturbances occur or are apprehended, the arms carried should be increased at the discretion of the Officer despatching the escort party.

Strength of escort of Prisoners

(2) The minimum strength of the Police guard shall be as follows:-

For a single prisoner-Two Constables.

For two and not more than four prisoners-Two Constables.

For more than four and not more than six prisoners-One Head Constable and 3 Constables.

For more than six and not more than ten prisoners-One Head Constable and four Police Constables.

A female warder or a woman Police Constable shall whenever possible accompany a female prisoner instead of one of the Constables.

When prisoners are of desperate character or are likely to attempt to escape or when the number exceeds ten the strength of the guard shall be increased at the discretion of the officer in charge of the - escort.

(3) Whenever an order for the production of a prisoner to give evidence or to answer a charge is received from a competent court by the Officer in charge of a jail, such officer shall send a copy of the Court's order to the head of the local Police, who thereupon shall cause the necessary Police guard to be detailed in accordance with the terms of the order and the prisoner shall be made over to the custody of this guard.

(4) A Police Officer who despatches an escort shall be held responsible, that a proper and sufficient escort is sent, that the men are provided with the necessary arms and accoutrements, and money for expenses, that proper discretion is used in regard to increasing the escort under special circumstances, that clear instructions are given to the Officer in charge of the escort about the production of prisoners before Courts and their disposal, in case they are released by Court but are wanted in connection with other cases, and that a full and detailed record in the matter is made in the Station General Diary.

(5) Whenever a prisoner is sent for examination to, or has to halt at night enroute at a Station, where there is a central jail; he shall be confined therein; where there is no central jail, he shall be confined in the Subsidiary jail, and where there is no subsidiary jail, he shall be confined in the Police lock up.

(6) If the escort is unable to reach a central or subsidiary jail or Police lock-up before sunset, the Police shall make the necessary arrangements for the safe custody of the prisoner.

(7) If the prisoner is taken to a central or subsidiary jail, the jail or Police establishment guarding it shall be responsible for the custody of the prisoner. Whenever the escort desires to proceed, the prisoner shall be handed over for that purpose. No prisoner escorted under these rules shall be admitted into a jail after sunset, nor handed over to the escort before sun rise.

(8) If the prisoner is taken to a Police lock-up in which there are no other prisoners, the Police in charge of the lock-up shall permit the prisoner escorted under these rules to occupy a ward in the lack-up, the key of which shall be handed over to the escort and the prisoner shall be entirely under the charge of the escort as regards safe custody, supply of food, etc. On the departure of the escort with its prisoner the key of the ward occupied shall be returned to the Police in charge of the lock-up. In case any prisoner commits damage to the ward occupied by him, the fact shall be reported to the Officer in charge of the jail from where the prisoner was brought, and the cost for repairing the damage shall be defrayed by the Officer of the jail.

(9) In the event of a Police lock-up being occupied by other prisoners, the prisoner shall be confined with them, the Police in charge of the lock up being then responsible for his safe custody. The duty of supplying the prisoner with food and of watching him cook and eat, shall rest with the Police escorting him.

(10) Police escorts shall conform to the rules in force at lock ups as regards hours for cooking and meals e.g., when the custody of the prisoner devolves upon the Police in charge of the lock-up the escort shall not demand that he be let out at unauthorised hours to cook his food etc.

(11) Every prisoner shall receive enroute two meals per diem. When a prisoner enroute is halted for the night at a place where there is no sub jail, the Police escort shall provide him with necessary meals. For this purpose, batta for the journey shall be given to the Police escort before the prisoner leaves the sub jail from which he is originally transferred.

(12) When a prisoner enroute is halted for the night at a place where there is a sub jail, he shall be confined in the sub jail, and the Officer in charge of the sub jail shall then be responsible that the prisoner receives the prescribed rations, the cost of which shall be debited to the sub jail. In cases of doubt enquiry shall be made of the Police escort by the Officer in charge of the sub jail regarding the food which the prisoner has already received.

(13) No prisoner's batta shall be given to Police escort for any day or part of a day which a prisoner enroute should spend at a sub jail under sub paragraph (5). No prisoner's batta shall be paid by the Police escorts to sub jail officers for food supplied at the sub jail. Any unexpended batta shall be refunded by the Police Escort to the Officer from whom the batta was received.

(14) Prisoners who are to travel shall, whenever possible be transferred so as to reach the next halting place by 5 p.m.

(15) The Station House Officers and other officers providing escort should give instructions to the escort party regarding its duties in respect of the safe custody and supply of meals of the prisoners.

Escort of prisoners-Mode of conveyance

440. (1) A prisoner shall ordinarily be sent by rail or by water. When travelling by rail, the accommodation to be provided shall be of the lowest class in the case of 'C' class prisoners and second class or if no second class is available first class in the case of 'A' and 'B' class prisoner.

(2) At District Headquarters, prisoners should be conveyed from jail to court and back in a Police van, where such has been provided. In place where there are no Police vans but where motor bus is available, under trial prisoners shall be conveyed by motor bus irrespective of the distance to be travelled provided that the number of prisoners to be taken at a time is small and can be easily accommodated and provided also that their presence in the bus does not cause inconvenience or annoyance to members of the public using it. In places where none of the above modes of conveyance is available under trial prisoners who are persons of good social position and are accustomed to use a conveyance may be allowed to use a conveyance at their cost, provided their safe custody is not endangered.

(3) The above rule should be followed also in the case of prisoners who are certified by the Medical Officer to be physically unfit to walk. In other cases prisoners should go on foot except in the cases noted below. No prisoner should, however, be compelled to march on foot more than fifteen miles in 24 hours.

(i) When convicted prisoners are escorted along with undertrial prisoners, the former may be conveyed by the motor bus in which the latter are conveyed, irrespective of the distance to be travelled in

order to avoid the inconvenience and expense of providing a separate escort for them.

(ii) Whenever women prisoners have to be escorted by road, they shall be provided a conveyance, where the distance to be traversed by them exceeds one mile. Conveyance may also be provided for shorter distance in cases in which, for reasons of health, or custom or other valid reasons failure to make such a provision would cause undue hardships to them.

(4) The cost of conveyance, if any, and of feeding prisoners while absent from the jail shall be advanced by the officer in charge of the jail to the officer in charge of the escort.

(5) The conveyance charges of remand prisoners produced before courts should be met by the courts concerned.

Journeys by Rail and Bus-Instructions

441. (1) When prisoners are taken by rail or motor bus a railway warrant or bus warrant will be issued for the prisoners and the Police men who escort them. The entire cost of railway or bus warrants will be borne by the Police Department.

(2) Police escorts for 'A' and 'B' class prisoners should travel in the class of railway accommodation in which the prisoners in their charge are allowed to travel. The railway accommodation to be provided for 'A' and 'B' class prisoners shall be second class or if no second class is available, "first class".

(3) Prisoners should not be sent by mail trains except for special reasons. In the event of their being sent by mail train, the higher fares chargeable on the railway concerned for journeys in such trains must be paid.

(4) In no circumstances may a prisoner be taken to the railway station more than three quarters of an hour before the departure of the train by which he is to travel.

(5) Prisoners in transit by rail should not be detained in railway Police Stations but should, unless there are special reasons to the contrary, be taken for safe custody to the nearest local Police Station, provided there is such a station within two miles from the railway station.

(6) An escort in charge of prisoners, halting at a Station on its route, is for the time being under the immediate orders of the Sub Inspector or Station House Officer of the Station, who is responsible for posting a guard, consisting of the escort and so many men of the station as are necessary to bring the escort up to a sufficient strength to furnish four sentries.

(7) Reserved accommodation should be obtained for the conveyance by rail of all parties conveying prisoners who number over five, including the prisoners, of parties conveying military prisoners and of persons in the custody of the Police who are insane, violent and dangerous. Reserved accommodation is not required for parties numbering five or under, unless the prisoner is a military prisoner, or insane, violent or dangerous.

(8) When a journey by train will take more than twelve hours or will take place at night, regular sentries will be posted, while others take rest. In such cases the escort commander must maintain his note book in Sentry Relief Book Form containing details of sentries (the period should be as a general rule two hours) as well as their acknowledgements of being posted and taking charge of the particular number of prisoners.

Escort of Soldiers

442. (1) A military escort should be applied for, for the purpose of escorting Soldiers still in

service who are in the custody of the civil power from one place to another before or after sentence. Police escorts should not be furnished for the purpose.

(2) In cases however, where ex-military convicts have to be escorted, a Police Guard should be furnished.

Escorts for Arms and Ammunition

442A. (1) (a) All Consignments of arms and ammunitions should be sent or taken delivery of under Police escort. The scale of escorts by rail will be as under:--

Number of Arms	Scale of Police Escort.	
	Head Constables	Constables
(1) Up to 50	Nil	2
51 to 100	1	2
101 and above	1	3
Ammunition.		
(ii) Up to 5000 rounds	--	2
Over 5000 rounds z	1	2

(b) The scale should be increased if the internal security situation demands it. The same scale may be adopted for escort by road also, but it should be varied, if necessary according to local condition.

(2) The Ordnance authorities will issue the packages intended for each consignee and furnish in time the following particulars to the Police Officers concerned:--

- (i) The date on which the consignments will be ready for delivery.
- (ii) Designation of the officer for whom the consignment is intended.
- (iii) Number of arms to be issued to each officer.
- (iv) Quantity of ammunition to be issued to each officer.
- (v) Other instructions, if any.

(3) On receipt of intimation from Ordnance Depots that the stores are ready for collection, immediate arrangement should be made to depute necessary escorts on the prescribed scale to take delivery of the consignments. A separate escort party should be sent to each Ordnance Depot.

(4) At least 24 hours notice of the date of arrival of escorts should be given to Chief Ordnance Officers so that arrangements may be made for the transport of consignments at the other end.

(5) The packages are booked by Chief Ordnance Officers 'Freight to pay'. As soon as the stores reach the destinations the officers concerned should arrange for the payment of railway freight charges by drawing the required amount on a contingent bill, or by the issue of credit notes as the case may be. The railway receipts will be the necessary vouchers required for the bill.

(6) On receipt of the articles, the officers will check them and bring deficiencies, if any, to the notice of the Chief Ordnance Officer. The priced vouchers which will be received by the officers from the Ordnance Depots should be duly countersigned and returned without any delay, if the articles are correctly received.

(7) The following particulars should be furnished in the case of all indents for arms and ammunition on the Ordnance Depots:--

Consignment instructions:- (i) The designation of the Officer and the Railway station to which the articles should be booked, and (ii) the designation and address of the officer to whom due intimation should be sent by the Ordnance Depot for detailing Police escorts to collect the stores ready for issue in cases where the provision of an escort is necessary.

(8) A memorandum of instructions in the form given at the end of this order in English and in the regional language and as many blank receipts as there will be reliefs will be handed over to the escort officer when he is detailed for escort.

(9) The escort officer will be provided by the consignee with a list of packages showing their serial numbers and connected voucher numbers. This list will be handed to the consignee to enable a check to be made that all packages have been delivered.

(10) The stores may be loaded in sealed wagons of a goods train or in the brake van of a passenger train or may be kept in the personal custody of the escort in the compartment in which the escort is traveling, depending on the quantity and nature of the stores to be escorted.

(11) Before the stores are loaded in a van, the officer in charge of the escort shall examine the van and see that it is secure in every way. If any defects are found, he shall immediately bring the matter to the notice of the Railway Station Master and if they are not remedied or another secure van is not provided, he shall decline to load the stores reporting the grounds therefore to his superiors.

(12) The stores must be deposited in the van, and the van padlocked and sealed by the Railway authorities, in the presence of the guard. If for any reason, the stores have to be loaded in more than one wagon, the officer in charge shall divide his guard and make adequate arrangements to guard each part of the convoy.

(13) During the railway journey, the escort will be accommodated in a van attached to the sealed wagon in which the stores are loaded. On occasions, the consignment may have to be loaded in the brake van and it may not be possible to accommodate the escort in compartment along side, or the wagon may have to be attached next to the brake van, but the escort of the vehicle can not, for the operating reasons be accommodated next to it. In such cases, the sentry will, after obtaining the guard's permission, travel in the guard's compartment. In any case the escort should always be near enough to the consignment to prevent any possibility of tampering with it.

(14) When the consignment is in an unsealed compartment or wagon, the sentry or sentries on duty will invariably travel in the same compartment or wagon.

(15) A strict watch must be kept for fire and should an outbreak of fire occur, the alarm must be raised at once. If necessary, the wagon (s) will be detached from the rest of the train. Should a fire break out in the wagon (s) which is being escorted, the escort officer will open the wagon (s) in the presence of the railway officials, or if enroute in the presence of the train guard. He will make a note of the article destroyed or damaged by fire on the list provided by the consigner, and he will as far as possible obtain the signature of the railway officials/train guard against such entries.

(16) All escort should apprise the guard of the train or coach in which they are traveling and advise him also of the wagon or wagons for which they are providing escort. This will ensure that in the event of anything unforeseen happening which necessitates the cutting off of one of the wagons in question, they may be immediately informed and so enabled to take suitable action to safeguard the consignment.

(17) If for any unavoidable reason, it is necessary to detach a wagon over which an escort has been placed the station master of the station at which the detaching takes place will issue a certificate to this effect stating reasons for detaching the wagon. The escort in such cases will detail guard for the detached wagon and ensure that the detached wagon is sealed irrespective of whether or NOT it is filled to

capacity.

(18) Memorandum of instructions to be given to the Police in charge of the escort of arms and ammunition by rail is given in Appendix XI.

Hand-cuffing of persons in custody

443. (1) The use of hand-cuffs or ropes causes humiliation to the person subjected to the restraint, and is contrary to the modern policy regarding treatment of offenders. Therefore, hand cuffing and/or binding shall be restricted to cases where a person in custody is of a desperate character, or where there are reasons to believe that he will use violence or attempt to escape, or where there are other similar reasons necessitating such a step.

(2) Police Officers in charge of prisoners will not keep them hand-cuffed in Court except under specific orders or directions from the Court.

(3) In dealing with juvenile offenders, Police Officers escorting them to and from Courts should appear in mufti without any arms. The security of juvenile offenders who are likely to be troublesome shall be safeguarded as far as possible by increasing the strength of the escort.

(4) No prisoner, convicted or undertrial, shall be hand-cuffed while in bed in any circumstances, when under treatment in a civil hospital.

(5) Hand-cuffs shall not be imposed on any prisoner convicted or under-trial, while under treatment in a civil hospital except where the prisoner is known to be refractory, violent or dangerous. In such cases, the handcuffs shall be frequently removed to give relief to the arms.

(6) Sick prisoners under treatment in a civil hospital or dispensary shall never be fettered, unless absolutely necessary for their safe custody and with the concurrence of the Medical Officer in charge.

(7) Sub Rules (5) and (6) do not apply to female prisoners who may in no circumstances be hand-cuffed or fettered.

(8) In cases not covered by the above sub-rules, the hand-cuffing of persons in custody is a matter which shall be left to the discretion of the senior responsible Police Officer concerned, as much depends on the character, disposition and behaviour of such persons. In some cases, such as of feeble old men, women or children hand-cuffs may be dispensed with; in others they are necessary and in cases of desperate character, even greater precautions, such as tying the prisoner or prisoners with a rope in addition to hand-cuffing, may be necessary to prevent escape. The responsible officer in all cases shall use his discretion, taking every necessary precaution to prevent escape without inflicting unnecessary harshness or indignity on the person in custody.

(9) In every case in which a person is hand-cuffed or bound the reasons for doing so shall be recorded in the register prescribed in sub-rule (11) below. Where such hand-cuffing binding is done otherwise than on the orders of the "Officer in charge of the Police Station or Superintendent or Officer in charge of the jail/ sub-jail" the reasons for doing so shall be immediately recorded in the note book of the Officer ordering it and shall be reported by him in writing as soon as possible to the Officer concerned for making necessary entries in the register prescribed in sub-rule (11) below.

(10) In exercising the discretion vested in him, the officer in charge of the Police Station or Superintendent or Officer in charge of jail or sub-jail should issue clear written instruction for the guidance of the escort party in every case, definitely stating whether the prisoner concerned in that case should be hand-cuffed or not. Such instructions should make it clear that the escort Commander is nevertheless expected to use his own discretion and to take additional precautions, should the conduct of the prisoners or of persons sympathising with them render such precautions advisable. When the Head

Constable in command of an escort takes such additional precautions, he should invariably report the fact that he has done so to the Officer in charge of the Police Station, or Superintendent or Officer in charge of jail/sub jail, stating his reasons for so doing.

(11) (a) In order that it may be known whether hand-cuffs are being properly used as required by rules, all officers in charge of Police Stations, and Officers in charge of Armed Reserve Camps which provide escorts for prisoners, shall maintain a "Register of persons in custody hand-cuffed /bound" in K.P.F.No. 150. A monthly extract of the entries in this register shall be sent to the Superintendent of Police of the District so as to reach him before the 10th of the succeeding month.

(b) Even when a prisoner is hand-cuffed or bound while being taken from a jail or sub jail to a Court or vice versa his case should be recorded in the register.

(c) Superintendent of Police shall check the monthly extracts and take disciplinary action against any Police Officer who may be found to have misused the provisions for hand-cuffing/binding.

Method of using band-cuffs and ropes

444. In securing a person under escort, the primary issue is that the Policemen in charge should remain alert. If there be negligence in this respect, no amount or method of tying or handcuffing will prevent a person's escape. For securing a person in custody, the following methods should ordinarily be adopted:

(1) If it be necessary to use hand-cuffs, the key holes of the hand-cuffs should be kept uppermost, as in this position it is not easy to open them by striking on some hard substance. Care should also be taken that the hand-cuffs are not too large; otherwise, the person can slip his hand through them.

(2) It is sometimes advisable to hand-cuff a person with his arms behind his back. He can then walk quite comfortably but cannot run fast; at the same time he cannot strike the hand-cuffs on some hard substance to break them open. When traveling by train, a person who is hand-cuffed behind cannot easily escape, as he finds it difficult to fall out and then pick himself up again.

(3) When there are two or more persons in custody, it is advisable to hand-cuff them by couples. While thus secured, they can walk in comfort but if they attempt to escape, they are handicapped and cannot run fast.

(4) If the above precautions be taken regarding hand-cuffs, the use of a rope can often but not always, be avoided; if however, it is necessary to rope a person in custody, the ends of the rope should be tied securely (but not too tightly) to each upper arm. In the middle of the rope there should be a loop through which the Constable can pass his hand and hold the rope. In the case of two persons in custody, one end of the rope should be tied to the left upper arm of one person and the other end to the right upper arm of the second person. If the rope is used in addition to handcuffs, it should be tied to the outer or free arms of each person; in this way with one hand hand-cuffed, it would be difficult for a person to untie the rope.

(5) If the person in custody be particularly dangerous or trouble some, it will rest with the Officer arranging for the escort to give specific orders to the Head Constable of the party as to the additional precautions necessary. It is the duty of the Officer in charge of the Police Station or Superintendent or Officer in charge of jail/sub jail to see that prisoners are properly secured.

Scale of Orderlies

445. The following is the scale of orderlies prescribed :-

	Constables
Inspector General of Police	2
Deputy Inspector General of Police	2
Superintendent of Police of the District and Officers of corresponding ranks	2
Assistant or Deputy Superintendent of Police and Officers of corresponding rank	2
Circle Inspector and Officers of corresponding ranks	1

The Inspector General of Police and Deputy Inspector General of Police, Railways and Criminal Investigation Department may take when necessary, as an orderly, a Head Constable in place of a Constable from the District Armed Reserve.

Court Orderlies in Sessions

446. Police should be in attendance in Courts on all days when judgments in Criminal appeals are to be delivered, and on all days when a Sessions trial is in progress or judgment in a Sessions case is to be pronounced. When the accused is in remand, the Police will be available in court to produce him and to take him back.

Relief of Orderlies

447. (1) Orderlies other than those of Circle Inspectors must be relieved once in three months, or often if the Superintendent of Police of the District thinks proper.

(2) Superintendents of Police of the District and Deputy Superintendents of Police can take with them to camp only one orderly each. They can utilise Taluk Police men at the places of tour for doing duties such as sending express messages from camp, etc.

APPENDIX XI

Referred to in Rule 442

Memorandum of instructions to be given to the Police in charge of the Escort of Arms and Ammunition by Rail

Specimen orders to escort officers.

Office.

Place.




































Date.

To

(Insert name of escort officer)

1. You with      will escort from      to               the following stores.

2. Your tasks are:-

- (a) To prevent interference with sealed wagons through out the journey.
 - (b) To safeguard stores in brake vans or in personal custody from pilferage or damage enroute.
(delete(a) or (b) if irrelevant).
 - (c) To ensure that stores reach their destination as quickly as possible.
3. (This paragraph will contain any special orders as to the property to be escorted).
 4. You will dispose your escort in the best manner possible for the protection of the stores entrusted to you.
 5. On arrival of the train, you will tell the guard the coach in which you are travelling and ascertain from him which sealed wagon or wagons you are to prevent interference with. You will also advice him of any unsealed wagon or wagons for which you are responsible.
 6. In the event of it being found necessary to detach any of these wagons, you will obtain a certificate to this effect from the station master of the station at which the detaching takes place and detail a guard for the detached wagon(s) if practicable, otherwise ensure that the wagon(s) is/are sealed and report to the nearest local Police Officer for assistance.
 7. If on your way you think that the stores have been tampered with or damaged or that they are NOT being sent forward as quickly as they should, you will, in addition to doing all that you can to protect them, report the matter to the nearest Superintendent of Police of the District.
 8. On arrival at    .     ..   .. you will          
- (a) Ensure that the sealed wagon or wagons are unsealed in your presence by the competent railway authority.
 - (b) Hand any other stores over to       together with the list of packages provided by the despatching authority. If there are any packages deficient, you will explain the discrepancies as far as possible and sign a written explanation if called upon to do so     .    

Signature and designation of the officer deputing the
escort.

CHAPTER XX

Duties and Powers of the Police under Special and Local Acts, and other miscellaneous Rules

448. All Police Stations and higher Police Officers are ordinarily supplied with copies of all important Special and Local Acts which impose duties or confer powers on the Police. This Chapter contains the important powers and duties under the various Acts and rules and Officers are expected to study these Acts in detail.

SECTION I-CENTRAL ACTS

The Indian Arms Act 1959**Powers and Duties**

449. The following are the powers and duties of all Police Officers under the Indian Arms Act, 1959.

(1) to arrest any person found carrying or conveying any arms or ammunition whether covered by a licence or not, in such manner or under such circumstances as to afford just grounds of suspicion that they are being carried by him with intent to use them or that they may be used for any unlawful purpose;

(2) to seize such arms or ammunition from him;

(3) to take without unnecessary delay such persons, arms or ammunition before a Magistrate; and

(4) to disarm any person going armed without a licence or in contravention of the terms of a licence. (Section 20).

(5) Any Police Officer or any other officer specially empowered in this behalf by the Central Government may demand the production of the licence from any person who is carrying any arms or ammunition.

(6) If the person upon whom a demand is made refuses or fails to produce the licence or to show that he is entitled by virtue of this act or any other law for the time being in force to carry such arms and ammunition without a licence, the officer concerned may require him to give his name and address and if such officer considers it necessary, seize from that person the arms or ammunition which he is carrying.

(7) If that person refuses to give his name and address or if the officer concerned suspects that person of giving a false name or address or of intending to abscond such officer may arrest him without warrant.

(8) Any Magistrate, any Police Officer or any other officer specially empowered in this behalf by the Central Government, may for the purpose of ascertaining whether any contravention of this Act, or the rules made there under is being or is likely to be committed, stop and search any vessel, vehicle or other means of conveyance and seize any arms or ammunition that may be found therein along with such vessel, vehicle or other means of conveyance.

450. (1) All offences under the Arms Act are cognizable (Section 38).

(2) The sanction of the District Collector (Additional District Magistrate) is necessary for a prosecution in respect of offences under Section 3 of the Act, namely acquisition, possession and carrying of firearms and ammunition without a licence. (Section 39).

(3) Under section 36 of the Act all persons are bound to give information of offences under the Act, which comes to their knowledge.

Exempted Officers.

451. (1) Licences need not be taken out to cover the carrying or possession of arms in the following cases:-

(a) Arms carried and possessed by Officers of Government as part of their equipment.

(b) Arms supplied by Government to subordinates of the Police Department to be carried or possessed by them in the execution of their duty.

(Government memo. GII No. 19/1961 dated 12-5-1961).

(2) An Inspector or a Sub-Inspector is entitled in the course of his duty as public servant to bear or possess either a revolver supplied to him by the Government, or a private revolver or automatic pistol of suitable pattern and ammunition for it. But intimation of such possession should be given to the District Collector concerned and to the immediate superior who will take necessary action to see that provision of the Arms Act Rules and Orders issued there under are not infringed by any such possession.

Licensed Dealers-Responsibility-Police supervision

452. Licensed dealers in arms and ammunition are bound to ascertain that the persons to whom they sell arms or ammunition are legally authorised to possess them. Any tendency on the part of dealers to evade this obligation should be checked by the Police by their constant strict supervision over the trade in arms and ammunition. The Police should also exercise constant and vigilant supervision over the registers maintained by licensed dealers, in order to ensure that arms and ammunition are not sold to persons other than those legally authorised to possess them. If, on inspection, they find that arms and ammunition are supplied to persons whose exemption seems to be doubtful, they should take steps to ascertain whether such persons are really exempt from the provisions of the Arms Act, and if not, to report the matter to the District Collector (Additional District Magistrate). In doubtful cases of sales to persons said to possess licences under the Arms Act and Rules, a reference to the registers maintained in the Police stations will show whether the purchasers are bonafide licensees or not.

Grant and renewal of licences-Police to report

453. (1) Applications for new licences are made to the Collectors in the District, (Additional District Magistrates) who are the authorities empowered to grant licences for the possession of Weapons other than automatic/semi automatic revolvers and pistols. The District Collector (Additional District Magistrates) after getting a report from the Police, issues or refuses to issue a licence. Verification for purposes of issue of a licence is made by the Sub Inspector, who submits his report of enquiry through the Inspector. The report of the Sub Inspector should show whether there is any objection to the grant of the licence from the security point of view.

(2) Applications for renewal of licences should be submitted to the licensing authority at least a month previous to the date on which the licence is due to expire.

(3) All weapons for which renewal of licences has been refused must be deposited in the Police Station or with a licensed dealer.

(4) If the licensee has applied for renewal of his licence not later than 30 days before the expiry of his licence, the weapon should not be taken away from him and brought to deposit, until and unless he is informed of the refusal to renew his licence. The licensee, however, will have to produce proof on demand by an authorised Officer of having made the application for renewal of licence, within the period specified above.

[G.O. (MS) 848 Home. dated 10-7-1958].

(5) Before the 15th November each year, Station House Officers will forward a list of all licences in their respective Stations"1 through proper channel, to the Superintendent of Police, noting against each

licence whether there is any objection for its renewal; for the succeeding year. Objection to the renewal of licence should be supported by adequate reasons. The Superintendent of Police will scrutinise such reports and forward the list to the District Collector (Additional District Magistrate) with his remarks before the 1st December. In case no such report is sent by the Superintendent of Police, before the time prescribed, it will be presumed by the District Collector (Additional District Magistrate) that there is no objection to renewal.

(6) When the District Collector (Additional District Magistrate) grants, cancels or refuses to renew a licence, he will intimate the fact to the Station House Officer concerned. The Station House Officer should, on receipt of the intimation, report promptly to the District Collector (Additional District Magistrate) through the Superintendent of Police the action taken in the case of a licence which has been cancelled or refused renewal.

Rules for the maintenance of Arms licence registers

454. (1) All Station House Officers will keep in K.P.F. No. 144 decennial registers of arms licences relating to licences granted for the possession of arms and ammunition and for going armed, to persons residing in their jurisdiction. Similar registers are maintained in the Offices of the District Collector (Additional District Magistrate) and the Tahsildar also. A page or more will be allotted to each village, as may be found necessary, no village being omitted although no licensee resides therein. Entries relating to hamlets will be placed under the parent village. The page numbers of each Taluk register will be consecutive throughout the register. An index of villages arranged in alphabetical order will be placed at the beginning of the register.

(2) In the second fortnight of the first month of every quarter each Station House Officer will take or send his register to the Taluk Office through his Head Constable, have it checked with the register maintained in that Office, corrected and brought upto date. The Taluk Office clerk who keeps the register and the Station House Officer or his representative shall certify to this effect in the Station Register. Circle Inspectors and senior Officers during their Inspections of Police Stations shall ensure that the Station register is maintained properly according to these instructions.

(3) At the end of each register maintained in the Station, an abstract will be made in K.P.F. No. 144 P, showing the number of weapons of each kind licensed in the Station. A fresh abstract will be opened at the beginning of each year by counting the licences already granted or renewed for the year by the 1st January. Whenever an alteration is made in the body of the register either by reason of the grant of new licence or the cancellation of, or refusal to renew an old one, a corresponding entry will be made in column (1) of the abstract by quoting the register number of the licence preceded by a plus (+) sign in the case of a new licence and minus (-) sign in the case of a cancellation of or refusal to renew a licence. The necessary entries in columns II, III and IV of the abstract will be made whenever it is desired to bring the abstract upto date and whenever a line in column I is complete and the net total should then be struck in column II of the abstract.

(4) By the 15th of January of each year, the District Collector (Additional District Magistrate) forwards to the Superintendent of Police of the District, lists in K.P.F. No. 144 B of licensees who have not applied before the 1st January for the renewal of their licences. The Superintendent of Police of the District will ascertain and report the causes of the omission, whether the arms have been deposited in the Police Station, and whether a prosecution has been instituted in each case in which the arms were not duly deposited in the Police Station. A separate list will be sent for the villages in each Police Station. The lists should be returned to the District Collector's (Additional District Magistrate) Office not later than the 15th March by the Superintendent of Police with his report and recommendation whether the unrenewed licence should be renewed or not.

(5) The Superintendent of Police will report annually, not later than the 1st February, to the District Collector (Additional District Magistrate) on the maintenance of the registers by Station House Officers during the previous year.

Register of fire-arms forming part of equipment of Officers

455. (1) A register in KP.F. No. 136-A, will be maintained in each District Police Office and in the offices of the Commissioner of Police, Deputy Inspectors General, Principal, Police Training College, Commandants and Armed Police Battalions in respect of all revolvers, pistols and ammunition in the possession of gazetted and non-gazetted Officers of the department, whether supplied or loaned by the Government or privately owned by them in the course of their duty. In the case of transfers of subordinate officers possessing private weapons the particulars of the weapons should be communicated by the Superintendent of Police or other officers concerned to the Superintendent of Police of the district or other Officers to whose administrative control the officers are transferred.

(2) Any change in this register consequent on the transfer of Officers or the disposal of the weapons owned by them or purchase of new weapons shall be reported quarterly to the Inspector General for communication to the District Collector (Additional District Magistrate). For this purpose, changes in the register up to the end of a quarter shall be consolidated in the prescribed form and communicated to the Inspector General of Police in duplicate so as to reach him by the 5th of the month, succeeding each quarter.

The nature of the change should be briefly indicated in the remarks column against such item, eg; "New Supply" "New purchase", and "Transfer to or from another place".

Production of pistols or revolvers possessed by Police Officers

456. The Police Officers concerned should produce their Revolvers/Pistols once a year, preferably in December, before the nearest Revenue Divisional Officer, for inspection.

Maintenance of descriptive details in respect of Arms

457. In order that a proper description may be available in case of loss, the general description and District/Unit number of each fire arm in the Station or sub-unit should be recorded in the fly leaf of the register of Government property. Entries should be made in the following manner.

"The muskets/rifles at . Station/Unit are .410 bore/ .303, numbers 20 to 35". "Inspector's/Sub-Inspector's revolver is Webby and Scot, .38 bore No etc." Reference to the Arsenal number or the manufacturers number stamped on all fire-arms supplied by Government, should be given in the following registers in which they are accounted for:- (1) Register of Government property in Stations (K.P.F. No. 88) and (2) Distribution register of Government property in the District Head quarters (K.P.F. 47 A).

Inspection of shops and premises licensed under the Arms Act, and checking of licensed fire-arms etc., by the Police

458. (1) Every shop and premises licensed to manufacture, repair, convert, test, keep for safe custody and sell arms and ammunition (i.e., licensed in Forms IX, X, XI, XII, XIII and XIV in schedule III to the Arms Rules, 1962), should be inspected once in every half year by the Sub-Divisional Officer in whose jurisdiction such shop is situated. In the case of shops and premises situated in areas (Sub-Divisions) under the direct charge of the Superintendent of Police, such inspection should be conducted by the Superintendent of Police himself. These inspections are to find out whether the room in which the arms and ammunition are kept is reasonably safe. During the second inspection in each Calendar year, the inspecting Officer should also examine the stock and accounts of receipts and sales of arms and ammunition, and see whether all the conditions stipulated in the licence forms are observed. A report on

the results of each inspection should be forwarded to the District Collector (Additional District Magistrate) in K.P.F. No. 128 before the 15th January of the succeeding year. The Sub-Divisional Officers will submit their reports through the Superintendent of Police of the District concerned.

(2) Circle Inspectors are required to inspect once in a quarter of an year the books, shops and premises, and stocks of all licensed manufacturers and dealers of arms and ammunition i.e., licensed in Forms IX, X, XI, XII, XIII and XIV in schedule III to the Arms Rules, 1962, with a view to seeing whether the conditions mentioned in the licences are observed and send a report in KP.F. No. 128 to the District Collector (Additional District Magistrate) through the Superintendent of Police so as to reach the former before the 15th January of the succeeding year.

(3) In the District Police office, a register in KP.F. No. 128 should be maintained. The columns in this register should be filled in on receipt of the reports of inspections of arms and ammunition shops.

(4) Inspection of arms and ammunition shops should be carried out during inspection of Police Stations.

(5) The Superintendent of Police of the District will check at least 5 per cent of the arms and explosive shops within the limits of Police Stations, inspected by Sub-Divisional Officers or Circle Inspector of Police.

Check of licensed fire-arms, pistols and revolvers

(6) (a) All licensed arms other than pistols and revolvers have to be inspected preferably by surprise visits to residences of licensees by the Station House Officer once in a calendar year. The fact of checking having been made should be noted against the relevant entries in the Arms licence Register of the Police Station. The result of checking should be reported to the Superintendent of Police before the 10th January of the succeeding year.

(Government Memo 16703/C1/66 Home dated 5-7-1966)

(b) Similarly, all licensed revolvers and pistols have to be inspected once in a Calendar year by the Circle Inspector at the licensees residences. The report of inspection should be submitted to the Superintendent of Police of the District before the 10th January of the succeeding year.

(c) The Superintendent of Police should report the result of inspections of all fire-arms, pistols and revolvers to the District Collector (Additional District Magistrate), who will then take necessary steps with regard to irregularities if any" brought to his notice.

(d) In the case of arms in the possession of the licensees residing outside India, the District Collector (Additional District Magistrate) who has issued the licences, should be asked to require the licensees under Rule 63 of the Arms Rules, 1962, to produce their weapons before the Police at a convenient centre.

Deposit of Arms

459. (1) Arms, the possession of which is unlawful owing to the cancellation, suspension or expiry of licences or otherwise, must at once be deposited in the nearest Police Station or with a licensed dealer. The arms so deposited at a Police Station should be shown in the "Register of Arms Deposited" (K.P.F. No. 136). An accurate description of each arm, with the maker's name and number, if given, and actual measurements, if a country gun, should be given in column 3. The Station House Officer is responsible for the safeguarding of all arms deposited in the Station. The arms should be kept under lock and key.

(2) Arms in deposit in stations shall, if not returned or otherwise disposed of, within one month from the date of their deposit, be removed to and lodged in the District Police Office stores. The Station

House Officer will send such arms with an extract from the "Register of Arms Deposited" in K.P.F. No. 106 (which is in duplicate with a trifoil for the Station record). This form will be made out by carbon process. One copy will be retained in the District Police Office stores and the other returned to the Station House Officer as an acknowledgment. This acknowledgment should be pasted with the corresponding trifoil in the Station, and the number allotted for each weapon in the District; Police Office stores should be noted against the respective entry in the "Register of Arms Deposited" (K.P.F. No. 136).

(3) (a) Arms received in the District Police Office stores after the expiry of the periods prescribed under rule 46 of the Arms Rule have to be forfeited to the Government. Such arms shall be shown in the "Register of Arms Deposited" (K.P.F. No. 136), maintained by the Reserve Inspector in charge of the stores. An extract from this register shall be sent monthly in K.P.F. No. 106 A (which is in duplicate with a trifoil for the District Police Office record) to the District Collector (Additional District Magistrate) for orders declaring the arms forfeited to the Government. The District Collector (Additional District Magistrate) will return the duplicate of the extract with his orders, and on its receipt, the arms shall be sent to the District Collector's (Additional District Magistrate) Office accompanied by the above said duplicate of the extract. An acknowledgment shall be obtained on the extract for the arms so delivered from the District Collector (Additional District Magistrate) or some responsible Officer in the District Collector's (Additional District Magistrate) Office.

(b) The confiscated weapons will be kept in the District Treasury pending their sale. The Treasury Officers will be entrusted with the work of sale of weapons.

(4) Inspecting Officers should, during the inspection of Police Stations and District Police Offices, check all arms in deposit with the "Register of Arms Deposited" and see that an accurate description of every arm is entered in the register. They should report compliance of this in their inspection reports.

Arms deposited in Police Stations-Levy of fees

460. (1) A fee of Rs. 5 per fire-arm for a year or part thereof should be levied for the maintenance of fire-arms deposited in Police Stations in any of the following cases:-

- (a) When a licensee goes on leave or on duty out of India,
- (b) When a licensee makes a long tour of pilgrimage,
- (c) when a licensee is sick and cannot use his weapon,
- (d) when a licensee dies,
- (e) when a licensee goes in for a new weapon,
- (f) in the event of the loss of a license until a fresh one is obtained,
- (g) when a licensee goes out of the jurisdiction of the area for which the license is granted,
- (h) when there are internal differences in the licensee's family and the arms are deposited voluntarily, and
- (i) when the licensee has no further need for a weapon.

(2) The above rate of Rs. 5 for the maintenance of fire arms in good condition will be over and above the rate fixed under Rule (47) (4) of the Arms Rules, 1962 for the custody of weapons,

(3) According to Rule 47 (4) of the Arms Rules, 1962 a fee for the custody of articles deposited at the rate of (i) one Rupee per year or portion thereof for each fire arm and (ii) 50 paise per year or portion thereof for every other weapon or package of ammunition, should be collected.

(4) The fees should be collected at the time the weapon is deposited and it should be credited into the Treasury under head XXIII- Police under minor head (g)-Cash receipt under the Arms Act, and chalan receipt forwarded to District Police Stores along with the weapon.

(5) No fee should be levied on arms deposited by serving members of the armed forces.

Rules for the disposal of confiscated arms and ammunition

461 (1) Arms and ammunition which can be utilised by the Police or any other Government department may be retained and brought into use with the sanction of the State Government. Pistols, revolvers, rifles and muskets of the prohibited bores, which may thus be acquired, may be loaned to Government servants who are authorised to keep them as part of their equipment or who by the nature of their duties require a weapon for protection. These should not however, be allowed to become the property of the persons to whom they are issued.

(2) Arms and ammunition not so retained shall be disposed of in the following manner:

(a) All revolvers, pistols, rifles and ammunition of prohibited bore shall be sent to the appropriate ordnance depot, if they are of service pattern, and to ordnance depot Allahabad, if of non-service pattern. Small arms, and ammunition similar to service type of ammunition and prohibited bore shall be sent to the nearest ammunition Depot. All other ammunition of prohibited bore may be disposed of in consultation with Chief Circle Inspector of Explosives.

(b) Pistols and revolvers of non-prohibited bore may be sold to Government servants and others, who are duly licensed. Government servants should, however, be given preference over others according to the needs of each category.

(c) Arms, ammunition and stores other than those described under (a) and (b) above may be sold to licensed dealers or other persons entitled to possess them.

(d) Arms not disposed of under (b) and (c) shall be broken up locally and the materials sold unless they are rifled fire-arms or rifle barrels, in which case they should be sent to the appropriate Ordnance Depot. Ammunition and stores not disposed of under (b) and (c) shall be destroyed. Alternatively, all arms, small arms ammunition similar to service patterns and store which cannot be disposed of under (b) and (c) may be sent to the appropriate Ordnance Depots or Ammunition Depots.

(3) An acknowledgment of the receipt of arms and ammunition sent to him under (2) above should be obtained from the Officer in charge of the arsenal concerned.

(4) Such of these arms as are intended for destruction locally will be forwarded to the District Police Office for destruction by the Police Armourer in the presence of the Reserve Inspector, who should certify to the Additional District Magistrate that the arms have been properly broken up.

(5) A committee consisting of the Additional District Magistrate, the Superintendent of Police and the Reserve Inspector in each District may meet and fix up the upset price of the confiscated arms and ammunition.

Indian Explosives Act IV of 1884

Duties and Powers

462. (1) The Explosives Rules, 1940, confer on Police Officers not below the rank Sub-Inspector certain powers of inspection, search and seizure and enjoin that these Officers should exercise in full their powers in connection with licences issued under the Rules. (Rule 106 of the Explosives Rules).

(2) A Police Officer can arrest any person who is found committing any act punishable under the

Explosives Act or the rules under the Act and which tends to cause explosion or fire in or about any place, where any explosive is manufactured or stored in any Railway or Port or any carriage, ship or boat. The person arrested should be taken without delay before a Magistrate. (Section 13 of the Indian Explosives Act).

(3) Every person holding or acting under a licence granted under the Explosives Rules, shall, when required by a Police Officer of and above the rank of Sub-Inspector, produce the licence or an authenticated copy of it at the place to which the licence relates. (Rule 102 of the Explosives Rules 1940).

(4) Every person in charge of a consignment of explosives in transit under cover of a pass issued under the Explosives Rules, shall produce it when required to do so by any Police Officer of and above the rank of Sub-Inspector. (Rule 102).

Power of search and seizure of explosives.

(5) Any Police Officer of and above the rank of Sub-Inspector May-

(a) enter, inspect and examine any place, carriage or vessel in which an explosive is manufactured, possessed, used, sold, transported, or imported under a licence, or in which he has reason to believe that the explosive has been or is being manufactured, possessed, used, sold, transported or imported in contravention of the Act and of the Rules.

(b) to search for explosives therein;

(c) to take samples of any explosive found therein on payment of the value thereof, if demanded at the time; and

(d) to seize, detain or remove any explosives found therein in respect of which he has reason to believe that any of the provisions of the Act or Rules have been contravened. (Rule 106 of the Explosives rules).

(6) Inspection of Explosives shops

(a) Circle Inspectors of Police should inspect once a quarter the books, premises and stocks of all licenced manufactures and vendors of explosives, that is licenced in Forms I, K, Land M in schedule IV of the Explosives Rules 1940, with a view to see whether the conditions mentioned in the licences are observed. They should send a report in K.P.F. No. 128 to the Additional District Magistrate through the Superintendent of Police of the District, before the 15th of the succeeding month of the quarter.

(b) In the case of match factories, where the Central Excise Officers are stationed, it will suffice if during their quarterly inspections, Circle Inspectors see whether the conditions of licence are generally observed, but once in six months, they should make a thorough inspection of such factories by a detailed examination of the stock and accounts to see whether all conditions of licence are followed.

(c) Sub-Divisional Officers or the Superintendent of Police as the case may be, should conduct similar inspections, once a calendar year. The Sub Divisional Officers should also sent similar reports in K.P.F. No. 128, before the 15th January of the succeeding year, to the Additional District Magistrate through the Superintendent of Police.

(d) Inspection of shops licensed to sell only country gun powder, fuses and fireworks may be carried out by Circle Inspectors alone.

(e) Shops licensed for a period not exceeding four months need not be inspected by the Superintendent of Police or Sub-Divisional Officer, as the case may be.

(f) The inspection of shops should be carried out during inspection of Police Stations.

(g) In the District Police Office, a register in K.P.F. No. 128 should be maintained. The columns in this register should be filled in on receipt of the reports of inspections of the explosives shops.

Accidents in connection with explosives and inflammable Oils- Telegraphic reports etc.

463. (1) On the occurrence of any accident of the nature referred to in section 8 of the Indian Explosives Act 1884, or section 27 of the Petroleum Act 1934, the Station House Officer should immediately make a report of the accident to the Superintendent of Police of the District either by telephone or wire followed by a detailed report and the Superintendent of Police will then expeditiously convey the facts direct to the Chief Inspector of Explosives, in India, at Imperial Secretariat Buildings, North Block, New Delhi with a simultaneous copy to the Inspector of Explosives, South Circle, Madras to the Deputy Inspector General C.I.D., range Deputy Inspector General and to the Additional District Magistrate of the District.

(2) If the accident involves any loss of life or is on a large scale, the Station House Officer should send an urgent telegraphic report of the facts direct to the Chief Inspector of Explosives in India, New Delhi, to the Inspector of Explosives, South Circle, Madras, to the Superintendent of Police and to the Additional District Magistrate of the District. The Superintendent will then send a W/T message to the range Deputy Inspector General and the Deputy Inspector General C.I.D.

(3) In the case of a serious accident, all wreckage and debris should, if practicable, be left in position under guard, and not removed, until information is received from the Chief Inspector of Explosives that he does not wish any further investigation or enquiry to be made.

(4) (a) All exhibits and substances suspected to be explosives or connected with an explosion not involving the death or grievous hurt to any person or persons, or serious damage to property should be sent to the Inspector of Explosives, South Circle, Madras, with a copy of the report sent to the Chief Inspector of Explosives, New Delhi.

(b) In the case of explosions involving death or grievous hurt to any person or persons or serious damage to property, the Police will not handle or remove any exhibits or substances suspected to be explosives or connected with the explosion. Such exhibits and substances will be handled only by the Inspector of Explosives on his arrival for investigation. The Police should not send any such samples for examination, but only a copy of the report sent to the Chief Inspector of Explosives, New Delhi should be sent to him.

(5) A Magisterial enquiry is prescribed by section 9 of the Indian Explosives Act into all accidents referred to in section 8 of the Act, other than those which occur in, or about, or in connection with, any place, carriage or vessel under the control of any of the Indian Armed Forces. Intimation of all such accidents should, therefore, be also sent to the Revenue Divisional Officer.

(6) In forwarding articles suspected to be of an explosive nature, special precautions should be taken to avoid risk of their exploding in transit or when being unpacked. Anything of the nature of a live bomb should, therefore be thoroughly wetted with water, packed in such a way that it will not dry in transit and sent through a messenger, and not by Railway parcel or post, to the Inspector of Explosives.

(7) In respect of all service bombs and shells recovered by the Police, they shall contact the nearest Inspector of Explosives. The latter would be at liberty to seek assistance from the Inspecting Ordnance Officer at the nearest Ammunition Depot for identification and disposal etc. Should this Officer be unable to identify the exhibit, he will send it to the Chief Superintendent of Development (Ammunition) Kirkee. In all court cases the Inspector of Explosives will testify when necessary. Under this arrangement, request for examination of service bombs and shells to the inspecting ordnance Officer at the nearest Ammunition

Depot would go through the Inspector of Explosives and not from the Police direct.

(8) In respect of the identification of weapons and bullets seized by the Police and coming within the purview of the Arms Act and Rules, the Police will contact, the Chief Superintendent of Development (Ammunition). He should not be cited as a witness in any case, unless either the Court insists upon it or the success or failure of the case depends entirely on his evidence. Even in such cases attempts should be made to have his evidence taken on commission at Kirkee.

(9) According to sections 3 to 6 of the Explosive substances Act, 1908 (Act VI of 1908) unlawfully and maliciously causing or attempting to cause explosion likely to endanger life or property, unlawfully and maliciously making or keeping explosives with intent to endanger life or property, making or possession of explosives under suspicious circumstances, and abetment of the above are offences under the Act.

(10) For prosecutions under the Explosive Substances Act, sanction of Government is necessary under section 7 of the Act.

(11) **Bombs-** In cases involving prosecution of persons for illegal possession of unexploded military grenades, mortar bombs, etc., the Inspector of Explosives, South Circle, Madras, should be armed by wire and his arrival awaited. If the bomb has exploded and it is desired to prosecute a surviving person, the Inspector Explosives, South Circle, Madras, and the Chief Inspector of Explosives, New Delhi, should be informed by wire. In other causes, the remnants of the exploded bombs should be sent to the Inspector of Explosives, South Circle, Madras.

Instructions in the matter of dealing with Dangerous Explosives are given in Appendix XVII.

The Petroleum Act XXX of 1934

Duties and Powers

464. Circle Inspectors should inspect once a quarter all licensed places where petroleum is imported or stored and all receptacles, plants and appliances used in connection with petroleum with a view to seeing that the provisions of the petroleum Act and the rules made thereunder are not contravened. In addition, surprise Inspections should be undertaken by Circle Inspectors as often as possible, in order to ensure that the conditions mentioned in the licence are generally observed. The result of such quarterly and surprise inspections should be reported to the District Collector through the Superintendent of Police. Under section 27 of the Act, persons in charge of petroleum are bound to inform the nearest Magistrate or officer in charge of the nearest Police Station about accidents with petroleum attended with loss of human life or serious Injury to person or property. Failure to give such information is an offence under section 23 (f) of the Act punishable with fine upto Rs. 500 in the first instance and upto Rs. 2,000 for every subsequent offence, vide Government of India Notification dated 22-3-1937 published in Government of India Gazette dated 27-3-1937 and amendment given in Notification of the Ministry of Works production and supply dated 7-3-1952. Copies of the Notification are reproduced below:--

Government of India Gazette dated 27-3-1937/22nd March 1937

No. M. 826 (3) In exercise of the powers conferred by sub-section (1) of Section 26 of the Petroleum Act 1934 (Act XXX of 1934) read with Section 22 of the General Clause Act 1897 (Act X of 1897), the Governor General in Council is pleased to authorise the officers specified in the 1st column of the annexed schedule to exercise the powers mentioned in the said sub-section in the areas specified in the corresponding entry in the second column of that schedule.

(1) Chief Inspector, Inspectors and Asst. Inspectors of Explosives.	All parts of British India.
(2) All Dist. Magistrates.	Their respective Districts.
(3) All Magistrates subordinates to the Dist. Magistrates.	Their respective jurisdiction.
(4) The Commissioner of Police and all Police Officers of rank not below that of Inspectors.	Presidency Towns and their suburbs.
(5) All Police Officers of rank not below that of Sub Inspectors.	The respective areas over which their authority extends.

**MINISTRY OF WORKS, PRODUCTION AND SUPPLY
NOTIFICATION**

New Delhi, the 7th March 1952

No. M. 108 (1)/52-In exercise of the powers conferred by Sub Section (1) of Section 26 of the Petroleum Act, 1934 (XXX of 1934), the Central Government hereby directs that the following further amendment shall be made in the Schedule annexed to the Notification of the Government of India in the late Department of Industries and Labour No. M. 826 (3) dated the 22nd March 1937 namely:-

1. For the entry in the second column, against item 1, the following entry shall be substituted, namely:-

"All the territories to which the Act extends".

2. For the entry in the first column against item 4, the following entry shall be substituted namely:-

"The Commissioner of Police and all Police Officers of rank not below that of Sub Inspector.

Indian Air Craft Act (XXII of 1934)

Duties and Powers

465. (1) On receipt of information of an air craft accident, the Sub Inspector of Police or in his absence the senior Head Constable of the Station should at once send reports by telephone or telegraph to the Circle Inspector, Sub Divisional Officer, Superintendent of Police, range Deputy Inspector General, Deputy Inspector General C.I.D. and the District Collector, and proceed to the scene of accident.

(2) The Indian Air Craft Act 1934 or the Rules made there under do not lay down the duties and responsibilities of Police Officers. They are defined in Chapter V of the pamphlet issued by the Director General of Civil Aviation, New Delhi. The pamphlet is given in Appendix XII.

(3) The Police should communicate the information relating to any air craft in danger or distress or of any accident, to the nearest Rescue Co-ordination Centre or alerting post without any delay. The contents of the message should so far as possible conform to the specifications laid down in Chapter IV of the instructions given in the Appendix. Address of the Rescue Coordination centres and alerting posts are also given in the Appendix. The Police should also send messages by telegram or telephones to the Medical and District authorities for rushing help etc.

(4) On a request from the Rescue Co-ordination Centre and/or alerting post, Police authorities should send a search party to locate the missing air craft.

(5) The Police Officials on duty should on their own initiative render all possible help to the air

craft and its survivors. They shall guard and protect the wreckage or air craft, and if necessary arrange for removal of air craft or contents there of to such an extent as may be necessary for bringing it to a place of safety. Marks in the vicinity of the accident should not be obliterated by foot prints.

(6) Mails, if any, removed from the wreckage should be made over to the representative of the Post Office. All documents and goods removed from the air craft should be held in safe custody, pending arrival of the Inspector of accidents.

(7) Police may institute prosecution against any person acting in contravention of the Rules.

(8) All evidence collected by the Police authority should be made available to the Inspector of accidents.

The Ancient Monuments and Archaeological Site and Remains Act (XXIV of 1958)

466. (1) All Police Officers are expected to protect Archaeological remains (Protected Monuments) from wanton destruction and mischief, within their jurisdiction. This is confined to the prevention of removal from a Protected Monument, any sculpture, carving, image, inscription or other like object. It is an offence under Section 30 of the Act to do an Act which will imperil the monument and the offence so committed is cognizable by the Police.

(2) Offences under the Act are triable by the First Class Magistrates (Section 31)

The Dangerous Drugs Act (II of 1930)

Duties and Powers

467. (1) Dangerous drug includes coca leaf, hemp and opium and also all coca-derivatives, medicinal hemp and opium derivatives and any other narcotic substance declared as a dangerous drug by the Central Government.

(2) Under sections 23 and 24 of the Act, Police Officers not below the rank of Head Constables are empowered to enter and search a private place and seize any incriminating articles under this Act. They can search and arrest any person committing offences under the Act and are required to assist the officers of other departments acting under it. (Section 26).

(3) When seizures of drugs suspected to be of foreign origin etc., are made, immediate information should be given to the Circle Inspector, Sub Divisional Officer, Superintendent of Police and Deputy Inspector General C.I.D. with detailed particulars.

The Indian Air Force Act (XLV of 1950)

Duties and Powers

68. Whenever any person subject to this Act, who is accused of any offence under this Act, is within the jurisdiction of any Police Officer, such Police Officer shall aid in the apprehension and delivery to Air Force custody of such person upon receipt of a written application to that effect signed by his commanding Officer. (Section 105). Any Police Officer may arrest without warrant any person reasonably believed to be subject to this Act, and to be a deserter or to be travelling without authority, and shall bring him without delay before the nearest Magistrate to be dealt with according to law (Section 106).

The Army Act (XLVI of 1950)

Civil Offences not triable by Court Martial

469. (1) When any Army Personnel as defined in section 2 of the Act commits offences of murder,

culpable homicide not amounting to murder, or of rape against a civilian, he shall not be deemed to be guilty of an offence against that Act unless he has committed the offence while on active service or at any place outside India or at a frontier post specified by the Central Government by notification (Section 70).

(2) All Police Officers should assist the Army Officers in arresting and delivering of all Army personnel accused of offences under the Army Act, on written application from the Commanding Officer of such person, within their jurisdiction (Section 104).

(3) Any Police Officer may arrest without warrant any person suspected to be a deserter from the Army and others who are found travelling without authority from their Army Units. The persons so arrested, will be sent to the nearest Magistrate [Section 105 (2)]. The Army unit of such person will be ascertained and information given, for their disposal. If this is not possible, the nearest Army Unit will be intimated about the arrest for further action.

(4) When a deserter is arrested by the Police on a warrant issued by the concerned Officer Commanding, the Police should produce the deserter with the deserter warrant, at the nearest Army Unit.

(See Rules regarding arrest and disposal of deserters in Chapter "Arrest and Custody").

The Cantonment Act (Act II of 1924)

Duties and Powers

470. It shall be the duty of all police Offices to give immediate information to the cantonment board of the commission of any offence against the provisions of this Act or of any Rule or Bye-law made thereunder, and to assist all Cantonment Officers and servants in the exercise of their lawful authority (Section 251).

The copy right Act (XIV of 1957)

Duties and Powers

471. (1) Meaning of copyright is given in section 14 of the Act. The ownership of copy right and the rights of the owner are defined in Section 17. Under section 30 of the Act, the owner of the copy right or the prospective owner of the copy right in any future work may grant any interest in the right by licence in writing signed by him or by his duly authorised agent. Section 32 deals with the licence to produce and publish translation of original works and section 44 of the Act deals with the registration of copy right. Section 52 of the Act deals with what is infringement of copy right.

(2) Section 63 of the Act is the penal section against persons committing infringement of copy right conferred by the Act. It is not cognizable by the Police and offences under the Act are triable only by a Magistrate of the First Class (Section 70).

(3) Where a Magistrate has taken cognizance of any offence under section 63 of the Act in respect of the infringement of copy right, in any work, any Police Officer of and above the rank of Sub Inspector can seize without any warrant from the Magistrate, all copies of the work wherever found of such infringing copies. All copies so seized, should be produced before the Magistrate concerned (Section 64).

The Indian Emigration Act (VII of 1922)

Duties and Powers

472. "Emigrant" means any person who emigrates or has emigrated or has been registered as an emigrant under this Act, and includes any dependent of an Emigrant, but does not include-(i) any person emigrating to a country in which he has resided for not less than 5 years or the wife or child of such person, or (ii) the wife or child of any person who has lawfully emigrated when such wife or child departs for the

purpose of joining such person.

"Emigrate" and "Emigration" means the departure by sea out of India of- (i) any person who departs under an agreement to work for hire in any country beyond the limits of India, and (ii) any person who is assisted to depart, otherwise than by a relative, if he departs, for the purpose of or with the intention of working for hire or engaging in agriculture in any country beyond the limits of India (Section 2).

Whoever, except in conformity with the provision of this Act, emigrates or attempts to emigrate, commits an offence under sub section (1) of Section 25 of the Act. Whoever, except in conformity with the provision of the Act, or of the Rules made under the Act; makes, or attempts to make, any agreement with any person purporting to bind that person, or any other person, to emigrate, or causes or assists or attempts to cause or assist any person to emigrate or to attempt to emigrate or to leave any place for the purpose of emigrating, or causes any person engaged or assisted by him, after the grant of the permission referred to in section 17 of the Act, to depart by sea out of India without registration of the particulars required by sub-section (2) of Section 18 of the Act, commits an offence under sub-section (2) of Section 25 of the Act.

Whoever departs or attempts to depart out of India in contravention of the notification issued under sub-section (1) of Section 30(A) of the Act, commits an offence under sub-section (3) of Section 30 (A). Similarly, whoever causes or assists or attempts to cause or assist any person to depart out of India in contravention of the notification issued under sub-section (1) of Section 30 (A) of the Act, commits an offence under sub-section (4) of Section 30 (A) of the Act.

If any person commits an offence under the section mentioned above, any Police Officer may arrest him without a warrant (sub-section (5) of Section 30 (A)).

The Indian Fisheries Act (IV of 1897) (Applicable to Malabar area only).

Duties and Powers

473. (1) Any Police Officer may arrest without warrant any person committing in his view any offence of catching or destroying fish by use of dynamite, poison, lime or noxious material in water under the Act if the name and address of the person are unknown to him and if he declines to give his name and address or give name and address which are doubtful that person will be detained till his name and address are correctly ascertained (Section 7).

T. C. Fisheries Act-1950

(2) Any Police Officer or other person specially empowered by the State Government in this behalf may without a warrant arrest any person committing in his view a breach of any of the provisions of this Act, or any rule made thereunder if the name and address of such person be unknown to him and if such person declines to give his name and address or if the Police Officer or any person empowered as aforesaid shall have reason to doubt, the accuracy of such name or address, if given, such person may subject to the Code of Criminal Procedure for the time being in force, be detained at the Station house until his name and address shall be correctly ascertained. (Section 21 of T. C. Fisheries Act, 1950).

The Glanders and Farcy Act, (XIII of 1899)

Duties and Powers

474. (1) If a horse in the possession of any person is suffering from Glanders, Farcy or any other dangerous epidemic as notified by the State Government in the Official Gazette under the Act, he shall (1) keep such diseased horse away from other horses not diseased, and (2) give information of the fact, as soon as possible to the Inspector appointed under the Act, or if there is no Inspector at any place nearer than the nearest Police Station, to that Police Station, and the Officer in charge of that Station shall

forthwith send a report of the same to an Inspector under the Act.

(2) If a Veterinary Practitioner certifies under Section 8 of the Act that a horse is diseased, it shall be destroyed humanely in the presence of an Inspector; provided that in the case of diseases other than Glanders or Farcy, a horse certified to be diseased as aforesaid may either be destroyed or otherwise treated or dealt with as the veterinary Doctor may deem necessary. If the Inspector decides that the horse should be destroyed by shooting he may if necessary send a requisition in writing to the Officer in charge of the nearest Police Station to depute a Police Officer for the purpose and the Station House Officer shall comply with the requisition. The Police Officer deputed shall shoot the horse under the orders of the Inspector.

Note :- This Act is in force only in the erstwhile Malabar Area.

The Lepers Act (III of 1898)

Arrest of Lepers

475. (1) (a) Any Police Officer may arrest without warrant any person who appears to him a pauper leper and forthwith take or send the person to the nearest convenient Police Station, where from such person without unnecessary delay be taken before an Inspector of Lepers (Medical Officer) for further action. Any Police Officer may also arrest any person who having been lawfully sent to a leper Asylum under orders escapes from or leaves the asylum without the written permission of the Superintendent thereof. Such person, upon arrest, shall forthwith be taken back to the asylum.

(b) Lepers should, as far as possible be picked up in the mornings, so that necessary formalities may be gone through without detaining them in the Station during night.

Note :- This Act is in force only in the erstwhile Malabar area.

(2) Lepers Act (Travancore-Cochin).

Under sub-section (1) of Section 6 of the Travancore Lepers Act Police Officers of and above the rank of Sub Inspectors may arrest without warrant, any person who appears to him to be a pauper leper and under sub-section (2) of Section 6 such Police Officer shall forthwith take or send the person so arrested to the nearest convenient Police Station unless he gives bail for his appearance before the Inspector of Lepers within 48 hours and when bail is taken such Police Officer shall send immediate intimation of the fact to the Inspector of lepers. Under section 7 (1) of the above said Act, every person brought to the Police Station under section 6 shall without unnecessary delay be taken before the Inspector of lepers. Under the Cochin Lepers Act (4 of 1084) which is in force in the erstwhile Cochin area under section 6 any Police Officer not below the rank of the Inspector may arrest without a warrant any person who appears to him to be a pauper leper within any local area which has been specified under section 3 of this Act. Under sub-section (2) of section 6 such Police Officer shall forthwith take or send the person so arrested to the nearest convenient Police Station. Under section 7 of the above Act every person brought to the Police Station under section 6 shall without unnecessary delay be taken before the Inspectors of lepers.

The Indian Lunacy Act (IV of 1912)

Duties and Powers.

476. (1) (a) Under Section 13 (1) of the Act every Officer in charge of a Police Station may arrest or cause to be arrested all persons found wandering at large whom he has reason to believe to be lunatic and shall arrest or cause to be arrested all dangerous lunatics within the limits of his Station. Every

lunatic so arrested shall be taken forthwith to a first class Magistrate. There are three classes of lunatics who are to be dealt with by the Police:--

- (i) those who are homeless and wandering at large,
- (ii) those who are believed to be dangerous on account of their lunacy, and
- (iii) those who are not under proper care and control.

(b) By "at large" is meant that they are found at a distance from their residence, and obviously uncared for and uncontrolled by their proper guardians.

(c) "Criminal lunatic" means any person for whose "detention" in, or removal to an asylum, jail or other place of safe custody an order has been made in accordance with the provisions of section 466 or section 471 of Criminal Procedure Code, or of section 30 of the Prisoners Act or under section 130 A of the Indian Army Act.

(2) Under section 13 (2) of the Act, it is the duty of every Officer in charge of a Police Station immediately to report to a First Class Magistrate any instance of a lunatic within the limits of his Station not being under proper care and control or being cruelly treated or neglected by any relative or other person having the care of such lunatic.

(3) When a person arrested as a lunatic is being taken to the Magistrate, he may be confined in lock-ups or sub-jails if no other place of safe custody is available. After his production, it will rest with the Magistrate to prescribe the place of detention.

(4) Criminal lunatics should be confined in sub-jails or district jails according to the stage of enquiry.

(5) (a) When a lunatic is sent to a Mental Hospital, the Magistrate who despatches the person is responsible that the escort is provided with sufficient means to provide such articles as milk, coffee, biscuits or any other suitable cooked food for the use of the insane during his journey to the Hospital. In case the insane refuses food or becomes sick, he should be taken to the nearest Hospital. Every female insane should be accompanied by a female attendant or relative, in addition to the usual Police escort.

(b) Criminal lunatics, recovered and unrecovered, when sent by Rail should not be allowed to mix with other passengers, but should be placed with the escort or attendants in a separate compartment.

(c) Police escort accompanying a mental patient for any purpose should wear plain clothes and be unarmed and provided with hand-cuffs to be used, when necessary.

(6) When required by a Magistrate, the Police shall obtain and furnish the information necessary for the compilation of a lunatic's mental history sheet. The Police should furnish the Medical Officer to whom a lunatic is sent for observation, all available details as to his previous history and the alleged causes of his insanity.

(7) Every Police Officer may recapture any lunatic who escapes from a Mental Hospital, provided that in the case of lunatic not being a criminal lunatic, the power of re-capture shall be exercisable only for a period of one month from the date of escape.

(8) When required by the Superintendent of the Mental Hospital, the Police shall take such steps as are necessary to bring to the Mental Hospital, the mental patient temporarily discharged there from, who is not produced before the Superintendent of the Mental Hospital whenever he is required to be produced or on the date of termination of the period of temporary discharge.

(9) The term 'Magistrate' for the purpose of the Act means a Presidency Magistrate, District Magistrate, Sub Divisional Magistrates or Magistrates of the First Class specially empowered by the State Government to perform the functions of a Magistrate by the Act.

The Indian Post Office Act (VI of 1898)

Duties and Powers

477. Police may take note of theft, dishonest misappropriation, secretion, destruction or throwing away of postal articles.

The Police incitement to disaffection Act (XXII of 1922)

Duties and Powers

478. Section 3 of this Act provides penalty for intentionally causing or attempting to cause or doing an Act which one knows is likely to cause disaffection towards the Government 'established' by law in India, among the members of the Police Force, or induces or attempts to induce or does any act which one knows is likely to induce any member of a 'Police Force to withhold his services or to commit a breach of discipline. Under section 5, no court shall proceed with the trial of any offence under this Act, except with previous sanction, or on the complaint of the District Magistrate.

Note:- This Act is in force in the erstwhile Malabar area only.

The Railway property (unlawful possession) Act 1966

Duties and Powers

479. The Railway Property (unlawful possession) Act 1966 has come into effect with effect from 1-4-1968. The duties and powers of the Police Officers are detailed below:

- (i) As the powers of enquiry relating to offences falling under the said Act have been vested in the Railway Protection Force, the Police Authorities in the State shall not investigate cases under the said Act. If such authorities get any information about the commission of such offences, they shall pass on the same to the appropriate officer of the Railway protection Force.
- (ii) As a working arrangement, if the Railway Protection Force Officers during the course of investigation under the said Act incidentally get information about cognizable offences like thefts, they shall pass on the information about the same to the concerned Police Station.
- (iii) Any inter departmental transfer of the case as between the Railway Protection Force and the Police will be arranged at the Station House Officers' level (so far as the Police is concerned) and Sub Inspectors' level (so far as the Railway protection force is concerned) directly and the Court informed accordingly.
- (iv) Close cooperation and coordination between the Railway Protection force and the Police shall be maintained particularly in organising searches and raids, etc.
- (v) Escorts and vehicles with the Police will be made available to the Railway Protection Force on payment, as and when requisitioned, subject, of course, to their availability.
- (vi) The Railway Property (Unlawful Possession) Act cases will be added in the list of offences in the State Finger Print Manuals for taking finger prints of convicted persons. Necessary assistance will also be rendered to the Railway protection Force Officers by the Station Finger Print Bureau in this connection.
- (vii) Proposals in connection with revisions/appeals against judgments in the Railway Protection (Unlawful Possession) Act cases submitted by the Chief Security Officer (Heads of Department of Railway Protection Force on the zonal Railways) shall be entertained in the same manner as those received from the State Police.

The Customs Act, 1962 (Act 52 of 1962)

Duties and Powers

480. (1) (a.) "Prohibited goods" under the Act, means any goods the import or export of which is subject to any prohibition under this Act or any other law for the time being in force but does not include any such goods in respect of which the conditions subject to which the goods are permitted to be imported or exported have been complied with.

(b) 'Goods' includes:--

- (1) Vessels, aircrafts and vehicles;
- (ii) Stores;
- (iii) Baggage;
- (iv) Currency and negotiable instruments; and
- (v) Any other kind of movable property.

(2) In exercise of the powers conferred by Section 6 of the Customs Act, 1962 (52 of 1962) the Central Government have entrusted the Police Officers in the State of Kerala specified below, within the limits of their respective jurisdiction but excluding the customs areas therein, the functions of an officer of customs under Section 100 (Power to search suspected persons entering or leaving India etc), Section 101 (Power to search suspected persons in certain other cases). Section 102 (Persons to be searched may require; to be taken before gazetted officer of Customs or Magistrate), Section 104 (Power of arrest), Section 106 (Power to stop and search conveyances) and Section 110 (Seizure of goods, documents and things--any goods which are liable to confiscation under the Act) of the said Act provided:

(a) that only Police Officers of and above the rank of Sub Inspector shall discharge the functions under Section 101 of the said Act, and

(b) that only Officers of and above the rank of Station House Officer shall discharge the functions under Section 104 of the said Act.

Trivandrum District

(3) (a) Sub Divisional Officers of Police, Trivandrum City, Rural and Railways, Ernakulam.

(b) Assistant Commissioner of Police, Law and Order and Crime and Intelligence.

(c) Divisional Inspector of Police, Fort and Inspector of Police, Neyyattinkara and Attingal, Nedumangad and Railway Police, Shorannur and Trivandrum.

(d) Station House Officers of all the Police Stations in Trivandrum City and Rural, Head Constables and Constables (including those on Coastal patrol duty) except those of the Armed Reserve Police, Malabar Special Police and Special Armed Police stationed within the limits of the following Police Stations.

(i) Neyyattinkara, (ii) Nemom, (iii) Poonthura, (iv) Pettah, (v) Kazhakuttom, (vi) Attingal, (vii) Kadakavoor, (viii) Varkala.

Alleppey District

(4) (a) Sub Divisional Officer of Police, Alleppey.

(b) Inspector of Police, Alleppey Circle.

(c) Station House Officers, Head Constables and Constables (including those on Coastal patrol duty) except those of the Armed Reserve Police, Malabar Special Police and Special Armed Police

stationed within the limits of the following Police Stations.

- (i) Alleppey South, (ii) Alleppey Beach Out post.

Quilon District

(5) (a) Sub Divisional Officer of Police, Quilon Sub Division, Quilon.

(b) Sub Divisional Officer of Police, Adoor Sub Division and Officers of and above the rank of Deputy Superintendent of Police of Quilon District.

(c) Inspector of Police, Quilon Circle.

(d) Inspector of Police, Karunagapalli Circle.

(e) Station House Officers, Head Constables and Constables (including those on Coastal Patrol duty) except those of the Armed Reserve Police, Malabar Special Police and Special Armed Police stationed within the limits of the following Police Stations.

- (i) Quilon West, (ii) Quilon East, (iii) Paravoor, (iv) Chavara, (v) Karunagapally.

Ernakulam District

(6)(a) Sub Divisional Officers of Police, Law and Order and Traffic, Ernakulam City, Crime Ernakulam and Deputy Superintendent of Police, Railway, Ernakulam.

Divisional Inspector of Police, Law and Order Ernakulam and Law and Order, Mattancherry,

(b) Inspector of Police, Special Branch, Ernakulam" Crime Branch, Ernakulam, Traffic, Ernakulam, Inspector of Police, Alwaye.

Station House Officers, Head Constables and Constables except those of the Armed Reserve Police, Malabar Special Police and Special Armed Police stationed within the limits of the following Police Stations.

(d) Ernakulam Town North Police Station,

(e) Ernakulam Town South Police Station.

(f) Ernakulam Cusba Police Station.

(g) Mattancherry Police Station.

(h) Fort Cochin Police Station.

(i) Cochin Cusba Police Station.

(j) Narakkal Police Station.

(k) Munabam Police Station and Out posts.

(l) Pizhala, (ii) Cheranalloor, (iii) Chellanam, (iv) Malipuram and (v) Muthakunnam (including

(i) those on Coastal Patrol duty).

Trichur District

(7) (a) Sub Divisional Officers of Police, Trichur and Irinjalakuda.

(b) Inspectors of Police, Irinjalakuda and Kunnankulam Circles,

(c) Station House Officers, Head Constables and Constables (including those on Coastal patrol duty) except those of the Armed Reserve Police, Malabar Special Police and Special Armed Police Station within the limits of the following Police Stations.

(i) Cranganore, (ii) Valappad, (iii) Mathilakam, (iv) Chowghat.

Palghat District

(8) (a) Sub Divisional Officer of Police, Shoranur.

(b) Inspectors of Police, Ponnani and Special Branch, Palghat.

(c) Station House Officers, Head Constables and Constables (including those on Coastal Patrol duty) except those of the Armed Reserve Police, Malabar Special Police and Special Armed Police, stationed within the limits of the following Police Stations.

(i) Ponnani and (ii) Andathode.

(iii) Sub Inspector of Police, Special Branch, Shoranur.

Cannanore District

(9) (a) Sub Divisional Officers of Police, Tellicherry and Kasargod.

(b) Inspectors of Police, Tellicherry, Cannanore, Thaliparamba, Hosdurg and Kasargod.

(c) Station House Officers, Head Constables and Constables (including those on Coastal Patrol duty) except those of the Armed Reserve Police, Malabar Special Police and Special Armed Police stationed within the limits of the following Police Stations.

(i) Tellicherry, (ii) Dharmadam, (iii) Chockly, (iv) Edakkad, (v) Cannanore, (vi) Baliapattam (vii) Pazhayangadi, (viii) Payyannur, (ix) Chandera, (x) Neeleswar, (xi) Hosdurg, (xii) Kaargod, (xiii) Bekal, (xiv) Kumbla and (xv) Manjeswar.

Kozhikode District

(10) (a) Sub Divisional Officers of Police, Kozhikode and Malappuram.

(b) Inspectors of Police, Tirur, Calicut Taluk, Calicut Town, Quilandy and Badagara.

(c) Station House Officers, Head Constables and Constables (including those on Coastal Patrol duty) except those of the Armed Reserve Malabar Special (Police and Special Armed Police, stationed within the limits of the following Police Stations and Out Posts.

(i) Tirur, (ii) Tanur, (iii) Feroke, (iv) Meenchanda, (v) Panniankara, (vi) Calicut Cusba, (vii) Calicut Town, (viii) Nadakavu, (ix) Elathur, (x) Payyoli, (xi) Quilandi, (xii) Badagara. (xiii) Edachery and (xiv) Chombal Out post.

(No. 195. F. No. 7/42/63-LC. II.).

(The Gazette of India October 29, 1966) copy of the Notification is given in Appendix XVIII.

(11) Under Section 151 of the Act, Police Officers have been empowered and are required to assist officers of the Customs in the execution of their duties under the Act.

The Telegraphic Wires (Unlawful Possession Act), (LXXIV of 1950)

Duties and Powers

481. (1) Section 5 of this Act lays down that possession of any quantity of telegraph wire having gauges commonly used in telegraph lines viz., copper wires the gauges of which as measured in terms of pounds per mile is between 147 and 153 or between 196 and 204 or between 294 and 306, is an offence punishable with imprisonment for a term which may extend to 5 years, or with fine or with both. According to Section 7 of the Act it is obligatory that sanction from the Central Government or by an officer specially empowered in that behalf by that Government is necessary before launching the

prosecution to enable the Courts to take cognizance.

(2) The Central Government have empowered all Superintendents of Police and Sub Divisional Officers of the Telegraph and Telephone department to give their formal complaints in the Court so that there would be no necessity to obtain the sanction from the Central Government. The Sub Divisional Officers of the Telegraph and Telephone Department can be examined in the Court with advantage as experts to prove ownership of such wires.

Vide GSR 1512 dated 24-12-1960 of the Government of India given below:-

G.S.R. 1512. In exercise of powers conferred by Section 7 (1) of the Telegraph Wires (unlawful possession) Act 1950 (74 of 1950) and in, super session of all previous notification on the subject the Central Government, specially empowers each of the officers specified in the schedule below to make complaints in respect of offences punishable under the said Act.

Designation of officer	Headquarters of officer.
1 Divisional Engineer, Telegraph, Trichur Division.	Trichur.
2 Divisional Engineer, Telegraph, Trivandrum Division.	Trivandrum.
3 Sub Divisional Officer, Telegraphs, Kozhikode.	Kozhikode.
4 Sub Divisional Officer, Telegraphs, Trichur.	Trichur.
5 Sub Divisional Officer, Telephones, Kozhikode.	Kozhikode.
6 Sub Divisional Officer, Telephones, Trivandrum.	Trivandrum.
7 Sub Divisional Officer, Telephones, Kottayam.	Kottayam.
8 Sub Divisional Officer, Telephones, Quilon.	Quilon.
9 Sub Divisional Officer, Telephones, Ernakulam.	Ernakulam.
10 Superintendent of Police, Trivandrum.	Trivandrum.
11 Superintendent of Police, Quilon.	Quilon.
12 Superintendent of Police, Kottayam.	Kottayam.
13 Superintendent of Police, Trichur.	Trichur.
14 Deputy Superintendent of Police, Trivandrum.	Trivandrum.
Do. Quilon.	Quilon.
Do. Kottayam.	Kottayam.
Do. Trichur.	Trichur.
15 Collector of Malabar, Kozhikode.	Kozhikode.
16 Dy. Superintendent of Police South Malabar.	Kozhikode.
17 Police Officer in charge, Ernakulam.	Ernakulam.

(3) A special report of this type of crime with its developments and action taken should be made to the Deputy Inspector General C.I.D. and Railways.

The Untouchability (Offences) Act, (XXII of 1955)

Duties and Powers

482. (1) All offences under this Act are cognizable and compoundable (Section 15). The acts of enforcing religious or social disability or refusing to admit in the Hospitals, Dispensaries, Educational Institutions and Hotels or to sell goods or render services or any other act arising out of "untouchability"

are punishable under this Act. This Act enjoins on the part of the Courts to presume that the act complained of is committed on the ground of "untouchability". It is the duty of every Police Officer in charge of Police Station to act and proceed according to the provisions contained in Chapter XIV of Criminal Procedure Code on receiving information of the commission of an offence under the Act. Preventing one from, worshipping in any place of public worship, bathing or using waters of a sacred tank or well, is not an offence cognizable to the police in the ordinary course, but if committed in the exercise or practice of untouchability it becomes cognizable. Similarly enforcing social disabilities, refusing admission to places where the public have a right to be admitted, and refusing to sell goods or render any service, in the practice of untouchability are cognizable offences under this Act.

Information to the Assistant Commissioner of Scheduled Castes regarding untouchability Offences

(2) All Superintendents of Police should furnish direct to the Assistant Commissioner of Scheduled Castes and Tribes, Trivandrum, factual information regarding cases of untouchability as and when required by him.

The Spirituous preparations (Inter-State Trade and commerce) Control Act (XXXIX of 1955)

483. (1) Spirituous preparation means any medicinal preparation containing alcohol, whether self-generated or otherwise; or any mixture or compound of wine with medicinal substances; whether the wine is fortified with spirit or not. Any other substance can also be notified as a spirituous preparation by the Central Government under Section 4 of the Act.

(2) Under Section 7, all offences under this Act and Rules made thereunder are cognizable. Under Section 8, any Police Officer authorised in this behalf by the State Government who has reason to believe from personal knowledge or upon information given by any person and taken down in writing that any spirituous preparation in respect of which an offence punishable under Section 5 of the Act has been committed is kept or concealed in any house, building or enclosed space, or is being transported in vehicle, vessel or air craft to any place, or is in transit, may enter such places, seize such preparations and documents or other articles and detain and search any person whom he has reason to believe to be guilty and if any spirituous preparation is found, to arrest him.

Prevention of Cruelty to Animals Act (LIX of 1960)

Duties and Powers

484. (1) This Act has been promulgated in order to prevent the infliction of unnecessary pain or suffering on animals. The term 'animal' has been defined in the Act to mean any living creature other than a human being. The duties and powers of the police have been dealt with in the Act in detail according to the rank of the Officer exercising the powers.

2. Powers of Head Constables

Under Sub section (3) of Section 13 any Police Officer above the rank of a Constable, who finds any animal of such a physical condition that it cannot be removed without cruelty may if the owner is absent or refuses to consent to the destruction of the animal, can after obtaining a certificate from the Veterinary Officer and orders from a Magistrate cause the destroyal of the animal.

Any Police Officer of and above the rank of Head Constable who has reason to believe that an offence under this Act has been, or is being committed in respect of any animal, may, if in his opinion the circumstances so require, seize the animal and produce the same for examination by the nearest Magistrate or by such Veterinary Officer as may be prescribed, and such Police Officer may, when seizing the animal, require the person in charge thereof to accompany to the places of examination. (Section 34).

3. Powers of Sub Inspectors

If a Police Officer not below the rank of Sub Inspector has reason to believe that an offence under clause '1' of Sub section (1) of Section 11 namely mutilating or killing any goat, cow or its progeny in an unnecessarily cruel manner, is being or is about to be, or has been committed in any place or that any person has in his possession the skin of any such animal with any part of the skin of the head attached thereto, he may enter and search such place or any place in which he has reason to believe any such skin to be and may seize such skin or any article or thing used or intended to be used in the commission of such offence. Such Police Officer has powers also to enter any place in which he has reason to believe that Phooka or Doomdev has been performed on any such animal and to seize the animal and produce it for examination by the local Veterinary Officer (Section 32). In a prosecution for the offence under clause '1' of Sub section (1) of Section 11 there is a presumption to be drawn against the accused under Section 30, in that if he is found to be in possession of the skin of a goat, cow or its progeny with any part of the skin of the head attached thereto it shall be presumed until the contrary is proved that, such animal was killed in a cruel manner.

4. Powers of Superintendents of Police

When a Superintendent of Police has reason to believe that an offence under Section 11 (treating animals cruelly) has been committed in respect of any animal, he may direct the immediate destruction of the animal, if in his opinion it would be cruel to keep the animal alive. (Section 127).

If a Superintendent of Police upon information in writing and after such enquiry as he thinks necessary, has reason to believe that an offence under this Act is being or is about to be, or has been committed in any place he may either himself enter and search or by his warrant authorise any Police Officer not below the rank of Sub Inspector to enter and search the place (Vide Section 33).

5. The following offences are cognizable under the Act.

(1) Needlessly mutilating or killing any animal in an unnecessarily cruel manner [Section 11 (1)].

(2) For the purposes of business, organising, keeping, using or acting in the management of any place for animal fighting or for the purpose of baiting in animal or permitting or offering any place to be so used or receiving money for the admission of any person to any place kept or used for any such purpose [Section 11 (1)(n)].

(3) Promoting or taking part in any shooting match or competition wherein animals are released from captivity for the purpose of such shooting [Section 11 (1) (0)].

(4) Practising Phooka or Doomdev on cow or other milch animal (Section 12) (Section 31).

The Prize Competition Act, (XLII of 1955)

Duties and Powers

485. (1) Prize competition is a competition in which prizes are offered for the solution of any puzzle based upon the building up, arrangement, combination or permutation, of letters, words or figures. A cross word prize competition, a missing word prize competition and a picture prize competition come under this category.

(2) Any Police Officer of and above the rank of Sub Inspector authorised by the State Government by general or special order in writing, may enter, if necessary by force, whether by day or night, with such assistance as he considers necessary, any premises which he has reason to suspect of being used for purposes connected with the promotion or conduct of any prize competition in contravention of the

provisions of this Act, and search and take into custody the persons and material etc., found therein. (Section 14).

(3) No Court inferior to that of the First Class Magistrate shall try any offence under this Act. (Section 18).

(4) The Government of Kerala have authorised all Police Officers not below the rank of Sub Inspector to perform all or any of the functions mentioned below and contained in Section 14, Sub section (1) clauses (a), (b), (c) and (d) respectively.

(a) To enter by force if necessary, at any time, any premises suspected as being used for prize competition in contravention of the Act.

(b) To search such premises and persons found therein.

(c) To apprehend all persons found therein participating in the offence and to produce them before a Magistrate.

(d) To seize articles intended to be used or suspected to have been used in the commission of the offence and found in such places.

(G.O. Ms. No. 166 dated 19-2-1958 Gazette dated 25-2-1958 Part I Page 512).

The Indian Official Secrets Act, XIX of 1923

Powers under the Act

481). (1) Opinions expressed by the Remembrancer of Legal Affairs on cases are confidential and hence copies of opinions tendered by the Remembrancer of Legal Affairs on current or lately recorded cases should not be supplied or allowed to be obtained or divulged to non-officials under any circumstances. Similarly copies of Government Resolutions etc., containing such opinions of Remembrancer of Legal Affairs should be refused to them. Any breach of these instructions should be regarded as divulgence of official secrets and dealt with as such. These instructions do not apply to opinions that have been directed to be communicated for general information.

(2) If any person for any purpose prejudicial for the safety or interests of the State (a) approaches, inspects, passes over, or is in the vicinity of, or enters any prohibited place, or (b) makes any sketch, plan, model or note which is calculated to be or might be or is intended to be directly or indirectly, useful to the enemy, or (c) obtains, collects, records or publishes or communicates to any other person any secret official code or any pass word, or any sketch, plan, model, article or note or other documents or information which is calculated to be or might be or intended to be, directly or indirectly, useful to an enemy, commits the offence under Section 3 and its attempts and abetments are punishable under Section 9, and they are cognizable and non-bailable under Section 12 of the Act.

(3) (a) Notwithstanding anything in the Cr. P. C. an offence punishable under Section 3 or under Section 3 read with Section 9 with imprisonment for a term which may extend to 14 years shall be a cognizable offence and non-bailable offence. (Section 12).

(b) An offence under clause (a) of Sub section 1 of Section 6 shall be a cognizable and bailable offence, under (Section 12).

(c) And every other offence under this Act shall be non cognizable and bailable offence, in respect of which a warrant of arrest shall ordinarily issue in the first instance. (Section 12).

The Young Persons (Harmful publications) Act, (XCIII of 1956)

Duties and Powers

487. (1) "Harmful publication" has been defined as any book, magazine, pamphlet, leaflet, newspaper or other like publication consisting of stories told with or without the aid of pictures portraying wholly or mainly (a) the commission of offence or (b) acts of violence or cruelty or (c) incidents of a repulsive or horrible nature; in such a way that the publication as a whole would tend to corrupt a young person into whose hand it might fall.

(2) Any Police Officer may seize any harmful publication defined in this Act. [Section 6 (1)].

(3) Any Magistrate of the First Class may, by warrant authorise any Police Officer not below the rank of Sub Inspector to enter into and search any place where any stock of harmful publications may be or may reasonably suspected to be, and such Police Officer may seize any publication found in such place if in his opinion it is a harmful publication. [Section 6 (2)].

(4) Any offence punishable under this Act shall be cognizable (Section 7).

The suppression of Immoral Traffic in Women and Girls Act, 104 of 1956

Duties and Powers

488. (1) (a) The word 'prostitute' has been defined in the Act as a female who offers her body for promiscuous sexual intercourse for hire, whether in money or in kind. Under the Act 'prostitution' means the Act of a female offering her body for the purpose mentioned above. The Act has provided for starting Protective Homes by Government or if they are started by private persons, they can do so under licences issued by State Government. Persons have been prohibited from establishing or maintaining protective homes without a licence from the Government [Section 21 (2)]. A breach of this provision is made punishable under Section 21 of the Act.

(b) Section 10 of the Act provides that where a person (woman or a girl) is convicted under Section 7 and 8 of the Act, the woman or the girl may be detained in protective home instead of undergoing sentence.

(c) Section 19 provides that any woman or girl may make an application to a Magistrate requesting that she may be kept in a protective home. The Magistrate may make an order to keep her in protective home after making necessary enquiries in the matter.

(d) Section 11 of the Act provides that when persons who are previously convicted for offences punishable under Sections 363, 365, 366, 366A, 366B, 367, 368, 370, 371, 372 and 373 I.P.C. are again convicted within a period of five years after their release for offences of the same nature, they can be directed to notify their residence. Similarly, Section 12 provides that if when convicting a person, the Court finds that he is in the habit of committing or attempting to commit offences under this Act, that Court may direct him to execute a bond for good behaviour. Similarly, the Court also is empowered to start proceedings for security for good behaviour if a complaint is lodged with the Court that the person within its jurisdiction habitually commits or attempts or abets the commission of any offence under this Act. These provisions will enable the Police to enforce the provisions under the Act, as security can be taken from the persons who are habitually committing offences under this Act. Similarly, provisions under Section 11 will be useful to know the whereabouts of the persons who are habitually committing offences in respect of women and girls.

(e) Section 13 of the Act provides for the appointment of Special Police Officers and the State Government can also appoint an advisory body separately for every Sub Division and consisting of persons of that particular area to advise the Special Police Officer on questions of general importance regarding the working of this Act. Special Police Officers so appointed, are empowered under

Section 15 to search without warrant, a place where the Police reasonably believe that an offence in respect of women and girls is likely to be committed. The Special Police Officers are also empowered to rescue girls from those places if they are under age of 21. All offences under this Act are made cognizable by Section 14 of the Act. A proviso has, however, been added that if the arrest is to be effected by an Officer other than a Special Police Officer, the Special Police Officer should give a written authority. The Officer arresting the person must show the authority to the person to be arrested and explain its substance.

(f) Sections 16 and 17 provide for rescue of girls under the age of 21 years if they are carrying on prostitution etc. If information is lodged with a Magistrate in respect of such girls, the Magistrate can direct the special Police Officer to enter the brothel and remove the girl concerned from the brothel.

Pending a decision about her, the Magistrate can detain her in a protective home or he can make suitable arrangements for their custody. When the Magistrate acts under Section 16 and 17 he can take assistance of five respectable persons, who are social welfare workers particularly in this Branch. The section also provides that out of the five, three shall be women.

(2) Assistant/Deputy Superintendents of Police of Sub Divisions of Districts have been appointed as Special Police Officers for the purposes of this Act. The Special Officers so appointed shall be assisted by all their subordinate Police Officers including Women Police.

(3) In every Police Sub Division in the State, Advisory Committee have been constituted for enforcement of this Act.

Central Excise and Salt Act 1944 (Act I of 1944)

Duties and Powers

Seizure of Excisable Goods by Police-Instructions

489. (1) When a Police Officer armed with a proper warrant, makes a search of any premises and seizes non-duty paid excisable goods, the following procedure will be followed. (Section 18).

(2) He will prepare and deliver under Section 103 of the Criminal Procedure Code a list of all the things seized in the course of the search and hand over a copy of the list to the occupant. If the goods are non-duty paid the Police Officer will deliver a copy of the list of the seized good to the nearest Central Excise Officer who upon receipt of the list shall inform the Police Officer that duty on the goods seized by him was not paid and that an intimation should therefore be sent to him in due course when the goods are intended to be disposed of Section 15 of the Central Excise and Salt Act, 1944 requires all Police Officers to assist the Central Excise Officers in the execution of the provision of that Act.

The Drugs and Magic Remedies-(Objectionable advertisements),

Act (XXI of 1954)

Duties and Powers

490. (1) This Act provides for prohibition of taking part in the publication of any advertisement referring to any drug in terms which suggests or are calculated to lead to the use of the drug for procurement of miscarriage or prevention of conception, in women or the maintenance or improvement of the capacity of human beings for sexual pleasure or correction of menstrual disorders in women or the diagnosis, cure, mitigation, treatment or prevention of any venereal disease or any other disease or condition which may be specified under the rules made under the Act. It also prohibits taking part in publication of any misleading advertisement relating to drugs and also prohibits import and export of documents containing such advertisements. (Sections 3, 4 and 5).

(2) Under Section 8, the Government may empower any Officer to seize and detain any document

article or thing which he has reason to believe contains any advertisement which contravenes any of the provisions of this Act.

Indian Electricity Act (IX of 1910)

Duties and Powers

491. (1) 'Energy' means electrical energy

- (i) generated, transmitted or supplied for any purpose, or
- (ii) used for any purpose except the transmission of a message.

(2) Whoever dishonestly abstracts, consumes or uses any energy shall be deemed to have committed theft within the meaning of the Indian Penal Code; and the existence of artificial means for such abstraction shall be prima facie evidence of such dishonest abstraction. (Section 39 of the Act). This offence is cognizable.

(3) No prosecution shall be instituted against any person for any offence against this Act or any Rules licence or other order thereunder except at the instance of Government or Electrical Inspector or of a person aggrieved of the same. (Section 50).

The Indian Opium Act 1878, (Kerala Opium Rules, 1960)

Duties and Powers.

492. (1) Police Officers of and above the rank of Head Constable have been empowered to exercise the power provided for in Section 14 of the Opium Act, 1878.

(Government notification No. 1/G4-2441/ 59-1/RD, dated 21-3-1960-Rev. G. Dept.)

(2) Officers of and above the rank of Head Constable may at any time examine any consignment of raw opium or opium mixture in transit. If on such examination, such Officer finds that the quantity of raw opium or opium mixture in transit corresponds to the quantity specified in the permit, the consignment shall be allowed to proceed, otherwise the consignment shall be detained, pending orders of Collector, who may on proof of misconduct cancel the licence of the person concerned. (Rule 14 of the Opium Rules).

(3) Cancellation of the licence shall not operate as a bar to the prosecution of the licensee for any offence which may have been committed against any provisions of the Act. (Rule 14).

Essential Commodities Act, 1955 (Act X of 1955)

Inorganic Fertilizer (Movement Control) Order, 1960

Duties and Powers

493. (1) In-organic Fertilizer includes Sulphate of Ammonia, Urea, Ammonium Sulphate Nitrate, Calcium Ammonium Nitrate, Ammonium Nitrate and any other fertilizer which may be notified by the Central Government in the Official Gazette. [Rule 2 (c)].

(2) Any Police Officer of and above the rank of Head Constable may stop and search or authorise any person to stop and search any person, boat, motor or any vehicle or receptacle used for the purpose of export of Fertilizer; enter and search or authorise any person enter and search any place; seize or authorise the seizure of any article in respect of which he suspects any provision of this order has been is being or is about to be contravened along with the packages, coverings, or receptacle in which such article is found or animals, vehicles, vessels, boats or conveyances used in carrying such articles and thereafter take or authorise the taking of all measures necessary for securing the production of the packages, coverings, receptacles, animals, vehicles, vessels, boats or conveyances so seized in a Court

and for their safe custody pending such production. (Rule 4).

Poisons Act XII of 1919 (The Kerala Poisons Rules 1960)

Duties and Powers

494. (1) All shops and premises licensed to sell poisons under the Poisons Act shall be inspected at all reasonable times by a Police Officer not below the rank of Sub Inspector. The shops or premises, the stocks and registers of licence holders shall be examined with a view to finding out whether the conditions of the licence are observed. (Rule 11).

(2) Under Section 7 of the Act the District Magistrate or the Sub-Divisional Magistrate may issue a warrant for the search of any place in which he has reason to believe or to suspect that any poison is possessed or sold in contravention of the Act or any rule thereunder, or that any poison liable to confiscation under this Act is kept or concealed.

SECTION II-LOCAL ACTS

The Kerala Cattle Trespass Act, 1961 (Act 26 of 1961).

Duties and Powers.

495. (1) All Police Officers shall, when required, aid in preventing—

(a) Resistance to the seizure of cattle trespassing on lands and doing damage thereto or to any crop or produce thereon, and

(b) Rescues from persons making such seizures Sec. 9 (2).

(2) Police Officers may seize or cause to be seized, any cattle doing damage to roads, grounds, plantations, canals, drainage works, tanks, embankments and the like or the sides or slopes of such roads, canals, etc., or found straying thereon, and shall send them or cause them to be sent to the nearest pound (Section 10).

(3) No Police Officer should either directly or indirectly purchase any cattle at a sale under this Act (Section 18).

(4) Any Police Officer may investigate without the order of a Magistrate into an offence under Section 24 of this Act as if it were a cognizable case, but he shall not arrest without warrant from a Magistrate any person accused of an offence under Section 24 (Section 26).

The Kerala Borstal Schools Act 1961 (Act 31 of 1961)

Duties and Powers.

496. If any inmate escapes from a Borstal School or removes himself from the supervision of the society or person in whose charge he is placed, or fails to return from such supervision to the Borstal School, a Police Officer not below the rank of a Sub-Inspector of Police may arrest him without a warrant or orders from a Magistrate, and take him back to the Borstal School. (Section 16). If any inmate fails to return to the Borstal School from parole any Police Officer not below the rank of Sub-Inspector may arrest him and take him back to the Borstal School. [Section 17 (3)].

The Kerala Cinemas (Regulation) Act, 1958

Duties and Powers.

497. (1) Any Police Officer not below the rank of a Sub-Inspector may enter any place licensed under the Act for the purpose of seeing that the provisions of the Act and Rules are being carried out.

(2) Smoking is not permitted within the "auditorium.

The Kerala Forest Act, 1961 (Act 4 of 1962).

Duties and Powers.

498. (1) It is the duty of the Police to render assistance to the Forest Department in the detection or prevention of crime.

(2) Any Police Officer may when there is reason to believe that a forest offence has been committed in respect of any timber or other forest produce seize any timber or other Forest produce together with tools, ropes, chains, boats, vehicles, and cattle used in committing the offence. Every Police Officer seizing such property shall place on such property or the receptacle, if any in which it is contained a mark indicating that the same has been seized, and shall, as soon as possible make a report of such seizure to the Magistrate having jurisdiction to try the offence on account of which the seizure has been made. When the seized property is of Government and the offender is unknown, the Officer shall make a report of the circumstances to his Official Superior. (Section 52).

(3) Any Police Officer without orders from a Magistrate or without a warrant, may arrest any person reasonably suspected of having been concerned in any forest offence, if such person refuses to give his name and address, or gives his name and address which there is reason to believe to be false, or if there is reason to believe he will abscond (Section 63).

(4) Every Police Officer shall prevent, and may interfere for the purpose of preventing the commission of any forest offence and shall have power to evict all encroachers and squatters from reserve forests or other lands under the control of the Forest Department and to confiscate or to demolish any sheds or other structures put up in such lands (Section 66).

Kerala Gaming Act, 1960.

Duties and Powers.

499. (1) If any Police Officer not below the rank of a Sub-Inspector upon credible information and after such inquiry as he may think necessary, has reason to believe that any place is used as a common gaming house, he may—

(a) after recording his reasons for such belief, either himself enter, or by his warrant authorised any Officer of Police not below the rank of a Head Constable to enter, with such assistance as may be found necessary, by night or day, and by force, if necessary, any such place;

(b) either himself take into custody or authorise such officer to take into custody all persons whom he or such officer finds therein whether then actually gaming or reasonably suspected to have been present for purposes of gaming;

(c) seize or authorise such officer to seize all instruments of gaming, and all moneys and securities for money and articles of value reasonably suspected to have been used or intended to be used for the purpose of gaming, which are found therein;

(d) search or authorise such officer to search all parts of such place, which he or such officer shall have so entered, when he or such officer has reason to believe that any instruments of gaming are concealed therein and also the person of those whom he or such officer so takes into custody; and

(e) seize or authorise such officer to seize and take possession of all instruments of gaming found upon such searches. (Section 5).

(2) Any instruments of gaming found in any place so entered and searched or found on any person therein shall be evidence until the contrary is proved. It is not necessary that the persons found in the common gaming house be actually in the act of gambling when entered into by Police Officers. (Section

6).

(3) Any Police Officer may arrest any person found playing for money or valuable thing with dice instruments of gaming etc., any game, not being a game of skill in any public street, road or thorough fare or in any place to which the public have or are permitted to have access. (Section 15).

(4) Any Police Officer may arrest without warrant any person committing in his view any offence made punishable by this Act. (Section 19).

Kerala Lime Shells (Control) Act 1958 (Act 18 of 1958)

Duties and Powers.

500. (1) Police Officer of and above the rank of an Inspector of Police is empowered to investigate any offence under this Act. (Section 13). He may search any place in which he has reason to believe that an offence under the Act has been, or is being, or is about to be, committed, and that possession of any stock of lime shells in respect of which the offence has been, or is being, or is about to be, committed and any property involved in or utilised for the commission of such offence. (Sections 14 and 15).

(2) The provisions of this Act shall not apply to the collection, stocking or selling, of lime shells by any person as curios or for making ornaments. (Section 16).

(3) All offences under this Act are cognizable. (Section 12).

The Kerala Prevention of Disturbances of Public Meetings Act-1961 (Act 35 of 1961).

Duties and Powers.

501. (1) If any person, at a public meeting, acts in a disorderly manner for the purpose of preventing the transaction of the business for which the meeting was called together shall be guilty of an offence under this Act. (Section 2).

(2) Any person who incites others to commit an offence under Section 2, shall be guilty of a like offence.

(3) Any Police Officer may arrest without warrant a person who commits an offence under Section 2 of the Act.

The Kerala Habitual Offenders Act, 1960 (Act 28 of 1960).

Duties and Powers.

502. (1) If any person (a) is found outside the area to which his movements have been restricted under the Act, in contravention of the conditions under which he is permitted to leave such area, or (b) escape from any corrective settlement in which he is placed, he may be arrested without warrant by a Police Officer and taken before Magistrate, who, on proof of the facts, may order him to be removed to such area or to such corrective settlement, there to be dealt with in accordance with this Act and the Rules made thereunder, (Section 17).

The Kerala Municipalities Act" 1960 (Act 14 of 1961).

503. It shall be the duty of every Police Officer—

(a) to communicate without delay to the proper Municipal Officer any information which he receives of the design to commit or of the commission of any offence under this Act or any Rule, Bye law or Regulations made under it and

(b) to assist the Chairman, the Commissioner or any Municipal Officer or servant reasonably demanding his aid for the lawful exercise of any power vesting in the Chairman or the Commissioner or

any such Municipal Officer or servant under this Act or any such Rule, Bye-law or Regulation. (Section 399).

The Kerala Gift Goods (Unlawful possession) Act, 6 of 1963

Duties and Powers.

504. (1) Offences under the Act are cognizable. (Section 4).

(2) If any person is found, or is proved to have been, in possession of any 'Gift Goods', reasonably suspected of being stolen or unlawfully obtained, and cannot account satisfactorily how he came by the same, he shall be punished with imprisonment for a term which may extend to 2 years, or with fine, or with both. (Section 3).

(3) "Gift Goods" means any of the following goods, namely:--

(a) Corn-meal;

(b) Milk-powder;

(c) Vegetable Oil (Soyabean oil or Sun-flower seed oil) supplied, by way of gift, by any relief organisation to any State Government or to the Central Government or to any other person on behalf of such Government.

(4) No Court below that of a Magistrate of the First Class shall try any offence under the Act. (Section 4 (2)).

SECTION III-OTHER MISCELLANEOUS RULES

Discharged Prisoner's Aid Society and Rescue Homes.

505. Superintendents of Police are desired to become members of Social Welfare Organisations relating to discharged prisoner's Aid Society and Rescue Homes in their respective districts and take an active interest in the working of the Society. There is no objection to their accepting a position on the Committee, if offered. No expenditure to the Government on this account is allowed.

Services of Police at Public and Private Entertainment.

506. The Superintendents of Police of the Districts are empowered to levy fee for the services of the Police at public and private entertainments at which their presence is requisitioned subject to the rules made thereunder from time to time. The Rules now in force are given in Appendix XIII.

Report of casualties among Inspectors and Sub Inspectors, etc.

507. Casualties among Inspectors and Sub-Inspectors and Officers of the corresponding rank will be reported to the Chief Office, as and when they are caused by discharge or death.

The Custody of Keys of confidential almirahs and boxes.

508. The confidential almirahs and boxes of all gazetted Officers should be provided with keys in duplicate. The duplicate keys should be placed in a sealed cover and lodged for safe custody in the treasury. A manuscript register of duplicate keys should be maintained, and once a year, in the month of April, the keys should be sent for, examination and returned to the Treasury under a fresh seal, a note to this effect being made in the register. Superintendents of Police are personally responsible to see that these orders are carried out. Similar action should be taken by other Officers in respect of such keys held by them.

Grant of documents or copies.

509. No document or official paper of any kind, or any copy of such paper belonging to or in the, custody of the Police, shall be furnished to any private individual or other person not authorised by law to obtain it, except under the direction of a competent court or a Superintendent of Police. In cases of a regularly occurring nature Standing Orders can be issued.

Protection of secret information.

510. No secret information and no record or document or information which leads or may lead to the disclosure of the identity of the source from which or the agent or information from whom such secret information was obtained, or to the disclosure of the identity of any Police Officer through whom it was obtained, or to the disclosure of the source from which or the agent or informer from whom it is intended or hoped to obtain secret information or to the disclosure of the identity of any Police Officer employed on any particular secret enquiry, shall be disclosed, by any Police Officer to any other person whether a member of the Police force or not except under the direction of the Inspector General of Police. No report containing secret information received from an agent or informer or from a source shall be transmitted either in original or by copy. When the substance of such a report has to be communicated to authorised persons it should be paraphrased or written in précis or summarised as may be necessary, the greatest care being taken to ensure that its source is not indicated by anything in the paraphrase, précis or summary.

Protective arrangements for V. I. Ps.

511. Comprehensive instructions have been issued by the State Government and the Inspector General in the matter of protection to be afforded to V. I. Ps. during their journey through and stay in this State. These instructions are contained in the several booklets issued from time to time. All Officers having occasion to arrange and supervise bandobust for V. I. Ps. should make themselves fully conversant with these instructions. When necessary, the Inspector General may call for schemes of bandobust for the protection of particular V. I. Ps. and approve of them. In all cases of doubt, officers should not hesitate to seek orders from the Superintendent of Police or the Inspector General.

Destitute person-care of.

512. Destitute persons found lying of disease or starvation in towns must be taken to the nearest Hospital. If refused admissions, the orders of the First Class Magistrates, if present, or in his absence of the Sub-Magistrate should be obtained.

Maintenance of Conveyances.

Scale of conveyance to be maintained by Gazetted Officers.

513. Every Officer of and above the rank of Sub-Divisional Officer should maintain a thoroughly serviceable motor car or motor cycle.

Officers exempted from maintaining a conveyance.

514. The Officers mentioned below need not maintain a motor vehicle.

- (1) Assistant Inspector General,
- (2) Vice Principal of the Police Training College and Recruits School,
- (3) Officers of the Railway Police,
- (4) Superintendents of Police of Special Branch and Crime Branch C.I.D.,
- (5) Officers of the Armed Police Battalions,

- (6) Officers of the Police Radio Organisation,
- (7) Personal Assistants to Superintendents of Police and
- (8) Deputy Superintendents attached to the Offices of the Inspector General of Police and C.I.D.

Conveyance--period within which to be obtained or replaced.

515. (1) Every Probationary Assistant Superintendent, Probationary Deputy Superintendent and Officiating Deputy Superintendent must maintain a thoroughly serviceable motor car or motor cycle within three months of his being posted to hold charge of a Sub-Division.

(2) An Officer is allowed one month to replace a motor vehicle sold.

(3) An Officer on return from long leave should provide himself with a motor vehicle within one month after his arrival.

Exemption from maintaining a conveyance-Authority competent to grant.

516. (1) The Inspector General is empowered to grant Officers temporary exemption from the obligation to maintain a motor vehicle for not more than six months. If the Officers do not provide themselves with a motor vehicle within the time allowed, the Inspector General should address the Government for orders in the matter.

(2) An Officer who does not provide himself with the required means of conveyance within the prescribed period and has not been exempted in the manner indicated above, is liable to have his traveling allowance reduced.

Certificates and reports regarding maintenance of conveyance by Gazetted Officers.

517. (1) Every Officer will certify in his traveling allowance bills that he has maintained a motor vehicle and that it is in running order.

(2) When an Officer's motor vehicle is sold or becomes unserviceable, he must report the fact officially at once to the Officer who countersigns his traveling allowance bills.

(3) Deputy Inspector General, when on tour, should see that Officers have the required means of conveyance and report in their notes of inspection.

APPENDIX XII

(Referred to in Para 465)

INSTRUCTIONS ON ORGANISATION AND PROCEDURE FOR SEARCH AND RESCUE OF AIR CRAFT IN DISTRESS

CHAPTER- I

General

Introduction -- The control over manufacture, possession, use, operation, sale, import and export of Civil Air craft in India, is provided by the Indian Air craft Act, 1934, and the Indian Air craft Rules, 1937, made there under. These rules are made to maximize public safety and safety of air operations.

The control over civil aviation in the country is exercised through the authority of the Director General of Civil Aviation. He is responsible for ensuring enforcement of the Indian Aircraft Rules, for providing aerodromes, aeronautical tele-communications, radio navigation aids and other facilities to promote safe and orderly flow of air traffic and for maintaining an efficient search and Rescue Organisation capable of providing assistance to aircraft in distress.

The organization and procedure for search and rescue of aircraft in distress are detailed in this pamphlet. This, however, only lays down broad outlines of action. Details will vary in different cases and success in each case will, to a great extent, depend on the co-operation and initiative of the individual and the speed with which action is taken.

All enquiries relating to this pamphlet may kindly be addressed to the Director General of Civil Aviation, Talkatora Road, New-Delhi-1

CHAPTER II

Search and Rescue Organisation

Search and Rescue Areas:- With a view to promote efficient organisation of search and rescue of aircraft reported as in distress or missing, the country has been divided into four Search and Rescue Areas. Delineation of these areas is shown on the map at Appendix 1.

A. Rescue co-ordination Centre has been established in each area to co-ordinate search and rescue operations. These centres are located at New Delhi, Bombay, Madras and Calcutta. Two sub-centres have been established at Allahabad and Cochin in the Delhi and Madras areas, respectively.

Each Search and Rescue Area has been placed in the charge of a Controller of Aerodromes who is directly responsible to the Director General of Civil Aviation.

Postal and Telegraphic addresses and Telephone numbers of the four Controllers of Aerodromes and the authorities in charge of Sub Centres of Allahabad and Cochin are given in Appendix II.

Rescue Co-ordination Centre- Functions- Each Rescue Co-ordination Centre is responsible for drawing up a detailed plan for the conduct of search and rescue in its area, which included the-

- (a) Organisation of the quickest possible means of communication in the area and with the adjacent areas, for exchange of search and rescue information;
- (b) organisation of rescue units and designation of alerting posts;

- (c) co-ordination with services and organizations likely to be useful;
- (d) responsibilities of personnel assigned to search and rescue;
- (e) location call signs, hours of watch and frequencies or radio stations maintaining watch or available for the purpose;
- (f) manner in which search and rescue is to be conducted;
- (g) actions planned jointly with adjacent Rescue Co-ordination Centres;
- (h) record of objects which it is known might be mistaken for wreckage of aircraft when viewed from the air; and
- (i) any special provisions necessary or incidental to the conduct of search and rescue.

Each Rescue co-ordination centre shall also keep itself posted with the latest information on the following aids to search and rescue in its area:-

- (a) rescue units and alerting posts;
- (b) all other private and public resources (including transport) that are likely to be used for search and rescue;
- (c) means of communication in search and rescue area; and
- (d) telegraphic addresses and telephone numbers of all the operators or of their designated representatives engaged in air navigation over the area.

A Rescue co-ordination Centre sets in action all the services of Central and States Governments that can usefully assist in search and rescue (e.g. Air Force, Army, Navy and local authorities), and will co-ordinate their action. The Centre shall, as far as possible, inform these services before hand, that they may be required to cooperate in search and rescue and also of the extent to which their co-operation is likely to be sought.

Alerting post:- Alerting post is an agency designated primarily to serve as an intermediary between a person reporting an aircraft in distress and a Rescue Co-ordination Centre. Its main task therefore, is to convey by the most expeditious means available, information to the nearest Rescue Co-ordinating Centre regarding any aircraft which is reported or believed to be in distress or in danger.

Alerting posts have been established throughout the length and breadth of the country and their locations are indicated in Appendix I and their postal and telegraphic addresses and telephone numbers are shown in Appendix II. Each Alerting Post has been placed under the charge of an Officer who is directly responsible to the Controller of Aerodromes concerned.

Although the main responsibility for conducting and guiding search and rescue operations devolves on the Rescue Co-ordination Centre, alerting posts are required to play an important part in assisting these operations if the distress incident has occurred in their vicinity. Also in an emergency, when it is apprehended that the transmission of information to the Rescue Co-ordination Centre will be delayed the Altering Post is expected to initiate all possible action for search and rescue till such time as the Rescue Co-ordination Centre is able to take over.

CHAPTER III

Procedure for Rescue Co-ordination Centre

Introduction:- The main objective of this Chapter is to draw up a broad frame work of a plan for search and rescue operations for the guidance of authorities in charge of Rescue Co-ordination Centres and Alerting posts. No two search and rescue operations follow the same pattern. For this reason, it

is impossible to produce a comprehensive procedure which would be applicable at all times. However, certain basic procedures are normally adopted and these are outlined in this Chapter. These may be interpreted with a measure of flexibility and it should be clearly understood that many of the sequential actions which follow may, on occasions, have to be performed simultaneously or even in reverse, to suit a particular emergency.

Notification of emergency-Alerting Posts and Air or Traffic Service Units shall notify the Rescue co-ordination Centre concerned immediately an aircraft is believed or reported to be in a state of emergency and also the phase of emergency.

The three phases of emergency-Three phases of emergency in order of progression are

(a) Uncertainty phase when:-

(i) no communication has been received from an aircraft within a period of thirty (30) minutes after the time a scheduled position report should have been received, or when

(ii) an aircraft fails to arrive within thirty (30) minutes of the estimated time of arrival last notified to or estimated by Air Traffic Service Units, whichever is the later except when no doubt exists as to the safety of the aircraft and its occupants.

(b) Alert phase when:-

(i) Following the uncertainty phase, subsequent communication checks have failed to reveal any news of the aircraft, or when

Note :-In the case of Police Wireless the names, designations, addresses and Telephone Numbers of persons who should be contacted for its use need only be kept.

(ii) an aircraft has been cleared to land and fails to land within five minutes of the estimated time of landing and communication has not been re-established with the aircraft, or when

(iii) information has been received which indicates that the operating efficiency of the aircraft has been impaired, but not to the extent that a forced landing is likely, except when evidence exists that would allay apprehension as to the safety of the aircraft and its occupants.

(c) Distress phase when:-

(i) following the alert phase the absence of news from widespread communication checks under the circumstances point to the probability that the aircraft is in distress; or

(ii) the fuel on board is considered to be exhausted, or to be insufficient to enable the aircraft to reach safely, or when

(iii) information is received which indicate that the operating efficiency of the aircraft has been impaired to the extent that a forced landing is likely; or when the aircraft is about to make or has made a forced landing

(iv) information is received or it is reasonably certain that landing; except when there is reasonable certainty that the aircraft and its occupants are not threatened by grave and imminent danger and do not require immediate assistance.

Message to Rescue Co-ordination Centre-Contents- Notification from an Alerting Post and/or Air Traffic Service Unit to the Rescue Co-ordination Centre shall commence with a statement of the phase of emergency in effect and will contain additionally as much of the following information as is available:-

(a) Agency and person calling;

Significant information from the flight, plan and colour and distinctive

- (b) marks of aircraft;
- (c) Time last communication received, by whom and frequency used;
- (d) Lost position report and how determined;
- (e) Number of persons aboard;
- (f) Time fuel expected to be expended;
- (g) Whether or not two way communication is available;
- (h) Any action taken by reporting Office;
- (i) Other pertinent remarks.

Further, Alerting Posts, and/or Air Traffic Service Units, shall without delay, inform the Rescue Co-ordination Centre of.

- (a) any useful additional information, especially on the development of the state of emergency through subsequent phases; or
- (b) that the emergency situation no longer exists.

Rescue Co-ordinating Centre.

On receiving information concerning an aircraft accident or presumed accident, from a source other than an Alerting Post and/or Air Traffic Service Unit the Rescue Co- ordination Centre shall determine;

1. the genuineness of the report;
2. phase of the emergency identifying the incident; and
3. the extent and urgency of the assistance required.

The Centre should always endeavour to obtain full particulars including name and address of the informant and if there is any reason to doubt the information given, should, if possible, obtain a check on the report from a reliable source. Little guidance can be given. Many people are prone to exaggerate.

It must be realized that human lives are at stake and it is advisable to act upon a doubtful message than to do nothing. Verification of reports is important but in no case, should be permitted to delay the initiation of search and rescue.

Sequence of events – On receiving information that an aircraft is considered to be in a state of emergency the Rescue Co-ordination Centre shall forthwith take the following action—

- (a) Details of information received shall be entered in a log book which shall also be used for recording subsequent developments.
- (b) When a flight plan has not been filed an attempt shall be made to reconstruct the flight as to route, stopping places and times of departures and arrivals.
- (c) A communication check shall be conducted. It shall consist of-
 - (i) endeavouring to establish contact with the aircraft in question;
 - (ii) making enquiries at all aerodromes where it could have landed; and
 - (iii) requesting information from appropriate sources such as other aircraft believed to be on the same route or within communication range.

(d) If the aircraft, presumed to be in distress, belongs to an air transport company, they should be informed and their advice or suggestions for locating the aircraft may be taken into account.

(e) The Director General of Civil Aviation shall be informed.

(f) Adjoining Rescue Co-ordination Centres whose help may be required, shall be notified.

Note:- At this point the uncertainty phase normally progress to the Alert Phase.

(g) If the communication check proves to be unproductive appropriate authorities which are expected to assist in search and rescue operations should be alerted. These may consist of—

(i) the ground communication stations with which the aircraft might communicate and direction finding stations. The Rescue Co-ordination Centre shall request these units to guard specified radio frequencies;

(ii) Police, Railways, Post and Telegraph authorities, Navy, Port Officers and Principal Officers of the Mercantile Marine Department. Air Force, Air Transport Companies, Flying Clubs and Private Pilots; Chief Secretary to the State Government, District Magistrates, District Collector, Municipal and local authorities;

(iii) Local A.I.R. station should be requested to broadcast the news for assistance in locating the missing aircraft.

Note:--At this stage, the alert phase normally progresses to the Distress phase.

(h) Should the communications check and other efforts fail to disclose the whereabouts of the missing aircraft, and should the incident have entered the Distress phase, the Rescue Co-ordination Centre shall ascertain the probable position of the aircraft, estimate the degree of uncertainty of this position and on the basis of this data and the circumstances determine the extent of the search area.

In determining the search area, the first presumption should be that the aircraft has met with an accident on the course on which it was flying or has been lost or forced down due to an error in navigation and the search will have to be confined initially to the intended track and its immediate surroundings.

Thus the most likely area within which a missing aircraft may be expected to be located is the area along the intended track from the last known position to the intended destination and within a distance of twenty miles on either side of this area. The search area will have to be widened if the search within the smaller area, chosen at first, has not proved fruitful. It is also pertinent to mention that in determination of search areas, many factors have to be taken into account such as, weather conditions prevailing at the time the distress incident is presumed to have occurred, the nature of the tarrain, the performance of the aircraft concerned, the proximity of aerodromes to the intended route, experience of the aircrew and fuel on board the missing aircraft. These and various other factors which influence flight have to be given due consideration in determining the search area.

(i) The Rescue Co-ordination Centre, shall then determine how search and/or rescue is to be conducted, i.e., decided the rescue units and services to be called upon and whether one or more of the services namely aerial, ground or marine should participate in the search.

(j) The Rescue Co-ordination Centre shall initiate action in accordance with the plan of operations envisaged in (i) above,

(k) The services and authorities who are called upon to assist in search and rescue shall be briefed by the Rescue Co-ordination Centre to assume their responsibilities.

(l) The Director General of Civil Aviation shall be kept informed of the developments.

- (m) The State of Registry of the aircraft is notified.
- (n) The Rescue Co-ordination Centre shall co-ordinate activities of the various services and authorities assisting in search and rescue until the termination of operations.

- As soon as definite information is received that the missing aircraft has landed safely, or has been located, all persons, agencies, services and authorities who were requested to assist in locating the aircraft shall be notified. Director General of Civil Aviation and the air transport company to whom the aircraft belongs shall be informed.
- (o)
 - (p) The Rescue Co-ordination Centre shall thank all concerned, in writing for their assistance.

General:-- Each Rescue Co-ordination Centre is responsible for drawing up a detailed plan for the conduct of search and rescue in its area on the basis detailed in the previous Chapter. As this plan must formulate the basis of Search and Rescue organizations, within the area for which the Centre is responsible its importance cannot be over-emphasised. The plan should be precise in respect of the authorities responsible for search and rescue in all parts of the area and the methods of communication with them. Every efforts shall be made by the Controller of Aerodromes to inform these authorities beforehand that they may be required to co-operate search and rescue. The extent of co-operation likely to be sought from them should also, as far as possible, be made known to them. As the efficiency of search and rescue operations will depend upon the degree of co-operation existing between the Rescue Co-ordination Centre and the authorities concerned, joint discussions should be held at regular intervals and when necessary to

- (a) review the plan which has been drawn up,
- (b) test the means of communication,
- (c) conduct exercises,

The need for co-operation between the Rescue Co-ordination centre and the various authorities which can usefully assist in search and rescue merits no stressing. It shall be a constant endeavour of the Controller of Aerodrome to maintain close and cordial relations with these authorities.

All Officers detailed for Air Traffic Control duties are expected, be thoroughly conversant with the standards, recommended practices and procedures for Search and Rescue evolved by the International Civil Aviation Organisation.

In conclusion, it must be mentioned, that on the keenness, alertness, resourcefulness and initiative of the Civil Aviation Officers will depend the success of Search and Rescue operations. Every factor, however, remote or small, has to be taken into account, weighed and considered in order to reconstruct what has actually happened, accidents are rarely confined to any particular area; they may occur anywhere; at airports, on mountain tops, in swamps, in wooded areas, in deserts or in mid-ocean. The hardships encountered even in reaching the scene of the accident may be many, co-operation from the public may not be readily forthcoming; assistance from various organisations may be delayed; blind leads and conflicting evidence may accumulate; these and many other discouragements will often have to be faced. Their work has, therefore, to be painstaking and thorough. It is a difficult assignment but its successful accomplishment will make an important contribution to the saving of human lives. Often, the difference between rescue and tragedy will depend upon the determination of those concerned to carry the operations through to ultimate success. No trouble is too great, if only a single life is saved.

CHAPTER IV

Co-operation with Search and Rescue Organisation.

General.

The success of search and Rescue Organisation, must necessarily, to a large measure, depend upon the extent to which the assistance and co-operation of various, authorities, organisations, bodies and services such as, Air Force, Navy, Army, Police, Postal, Railway and Port Trust authorities, Mercantile Marine, Air Transport Companies and State Government, are made available to the Civil Aviation authorities including Alerting Posts and Rescue Co-ordination Centres. It is not possible to enumerate or even foresee all the situations resources can prove useful. Every person, what ever be his or her profession, vocation, trade or calling can assist the Search and Rescue Organisation in this humanitarian task.

The following paragraphs and subsequent chapters outline procedures for guidance of all those who witnesses or become aware of any accident, mishap, incident, or a situation in which safety of an aircraft or its occupants is threatened or jeopardised. It is, however, intended that whenever the interest of search and rescue operations so demand, these procedures shall be interpreted with a measure of flexibility so as to accord with the particular circumstances of each individual case.

Information to search and Rescue Organisations-To enable Search and Rescue Organisation to act promptly, it is of utmost importance that information relating to any aircraft in danger or in distress be conveyed immediately to the nearest Rescue Co-ordination Centre or to the Alerting post. In case any difficulty is expected in transmitting the message to the Centre or to the Alerting post, the information can be channelised through the nearest Police Station or Railway Station which shall take immediate steps to report forthwith to the Rescue Co-ordination Centre.

Addresses

A list of Rescue Co-ordination Centres and Alerting Posts together with their telegraphic and postal address and telephone numbers, is given in Appendix II.

Contents of message reporting the incident--Message to the Rescue co-ordination centre or to the Alerting Post, reporting an aircraft in danger or in distress should contain all the particulars which are expected to assist in the initiation or Search and Rescue operations. As far as possible, information on the following points should be included in the message:--

- (a) Nationality and registration marks of aircraft and its colour. (See Notes 2 and 3).
- (b) Type of aircraft. (See Note 4).
- (c) Name of the Pilot and the owner (or of operator) of the aircraft.
- (d) Location of the place where distress incident has occurred and the date and time of incident.
- (e) Whether death or personal injury has been caused and if so to whom.
- (f) A brief statement of the nature of assistance required.(See Note 5).
- (g) Nature of flight, if known (Scheduled, non-scheduled, training or private flight).
- (h) Information regarding the cause of the distress incident in general terms.
- (i) A brief statement of the extent of damage.

Note:-(1) In majority of cases it will not be possible to furnish information on all the points. However, an attempt should be made to include information on as many of the points indicated above as possible.

Note :-(2) Nationality and registration marks of aircraft-The nationality and registration marks, consisting of group of capital letters in Roman characters, are painted on all aircraft. The nationality marks of aircraft are denoted by letters preceding a hyphen and the registration marks by following the hyphen. Thus, in a group of letters "VT-AUS", the first two letters VT will represent the nationality

marks, while the registration marks will be represented by the last three letters. Aircraft registered in the same State use the same nationality marks. For instance, nationality marks "VT" will be painted on all aircraft registered in India. Similarly letter "PH" represent the nationality mark of all aircraft registered in Netherland; letter 'N' stands for the nationality mark of aircraft registered in U.S.A.

Aircraft nationality marks assigned to various States are given at Appendix IV.

Note:- (3) Nationality of aircraft-It is important to note that assistance is to be provided to aircraft in distress and to the survivors of the aircraft involved in accident regardless of the nationality of such aircraft and the survivors.

Note:- (4) Type of aircraft-All aircrafts having the same basic design belong to the same type. In a majority of cases, however, it will not be possible for a lay man to be able to distinguish between the various types of aircrafts such as Dakotas, Constellation, etc. In that case, particulars which might assist the Rescue Co-ordination Centre in identifying the aircraft should be furnished. Information on whether the aircraft is single-engined, twin-engined or multi-engined would be of valuable assistance in absence of information on the type of aircraft.

Note:- (5) Nature of assistance required--Survivors of an aircraft accident may have suffered injuries which require immediate medical attention. This should be arranged without any authorization from the Rescue Co-ordination Centre. Any other assistance required for the preservation of aircraft, prevention of any damage, injury or harm should also be provided immediately.

CHAPTER V

Police and District Magistrates/ District Collectors

The assistance which may be rendered, and the functions which may be assumed by District Magistrates/District Collectors and Police Officials, in aiding Search and Rescue Operations, are almost unlimited and it will not be possible to specify exactly the extent to and the manner in which, they will be called upon to provide help in these operations. Some of their more important functions are however, indicated hereunder:--

- (a) channelisation to the rescue Co-ordination Centre or the Alerting Post of information received from pilots, public or other sources, relating to aircraft in distress;
- (b) assistance in location of a missing aircraft.
- (c) assistance, at site, to aircraft in distress;
- (d) guarding the aircraft and its wreckage; and
- (e) assistance in investigating the cause of accident.

Channelisation of information- Information relating to an aircraft accident may be received by Police authorities from various sources. The first reaction of a member of public who has observed an aircraft in a perilous situation, would be to inform the nearest Police station. Pilots have from time to time, been instructed by the Director General of Civil Aviation to furnish immediately a report to the District Magistrate and the officer in charge of the nearest Police Station in case they have forced-landed at a place which is not a controlled aerodrome or if they meet with an accident which involves death or injury to any person or serious structural damage to the aircraft.

It is imperative that any information received by Police authorities relating to an aircraft in danger or distress should be communicated to the nearest Rescue Co-ordination centre or the Alerting Post without any delay. The police Official on duty should endeavour to obtain full particulars including the name and address of the informant and if he has any reason to doubt the information given to him, he should, if it can be done without any delay, obtain a check on the report from a reliable source. But it must

be remembered that human lives are at stake and it is advisable to act even on a doubtful message than to do nothing.

Contents of the message furnished to the Rescue Co-ordination Centre or the Alerting-Post should as far as possible conform to the specifications laid down in the preceding chapter. Addresses of the Rescue Co-ordination Centres and Alerting Posts are given I in Appendix II.

It would prove helpful to each Police Station to know before hand which are the nearest Alerting Post and Rescue Co-ordination Centre to which it has to send messages and the mediC'al and district authorities who are to be informed for rushing help etc.

Assistance in location of the missing aircraft- Some search and rescue operations involve little or no difficulty as regards the location of the missing aircraft. The incident may have been witnessed or the pilot may have signalled his exact position or the whereabouts of aircraft may be related to something of a definite nature such as particular land marks. In these cases, the position of the aircraft will be known with sufficient accuracy so as to preclude the need for search. However, when there is no news of an air craft and it has become so overdue that the occurrence of an accident is to be apprehended the problem of locating it assumes a very different character and it is in this case that the Rescue Co-ordination Centre may call upon the Police authorities to render help in locating the aircraft.

On a request from Rescue Co-ordination Centre and/or Alerting Post, Police authorities shall send a search party to locate the missing aircraft. It is impracticable to attempt to include here detailed guidance on the methods to be adopted by these search parties in reaching their objective as this is essentially a problem dictated by local conditions. The Search parties will, as far as possible, be briefed fully by the Rescue Co-ordination Centre and/or the Alerting Post and will conduct the search in accordance with the directions received by them from the Co-ordination Centre or the Alerting Post. Equipment carried by search parties should include first aid kit and large scale maps of the area.

Assistance, at site, to aircraft in distress- When the place of accident is known, the Police Official on duty shall, on his own initiative organize a party which shall proceed forthwith to the scene of accident to render all possible help to the aircraft and the survivors. He shall also simultaneously take action to transmit or despatch a report to the Rescue Co-ordination Centre or the Alerting Post and obtain instructions.

Assistance by Police, at site, to aircraft in distress shall be rendered in response to and in accordance with the request from the Rescue Co-ordination Centre or the Alerting Post. While the extent of assistance required from Police will depend upon the nature of the accident, their preliminary duties shall be as follows :-

- (i) to extricate persons from the aircraft;
- (ii) to arrange for immediate first aid and medical attention to the survivors; and
- (iii) to guard and protect the wreckage or aircraft and if necessary to arrange for removal of aircraft or contents thereof to such extent as may be necessary for bringing it or those to a place of safety. It should be particularly noted that the wreckage should be disturbed only to the minimum extent necessary for this purpose and that no articles should be removed from the wreckage unless such removal is necessary for their preservation. Mails, if any, removed from the wreckage should be made over to the representative of the Post Office. All documents and goods removed from the aircraft should be held in safe custody, pending arrival of the Inspector of Accident.

The Police official shall initiate and set in action all the activities necessary for rendering search and rescue aid, until the Rescue Co-ordination Centre is able to take over. The Police officials shall

continue to assist the Rescue Co-ordination Centre until the termination of Search and Rescue operation.

Guarding the aircraft or wreckage--The police shall be responsible for guarding the aircraft or wreckage so as to ensure that it is not interfered with in any way.

The scene of accident, inevitably attracts an inquisitive crowd the majority of whom may have never seen an aircraft at close quarters and therefore, would want to touch it. This crowd can constitute a serious menace to the aircraft.

The wings and control surface of some aircraft are covered with fabric. It is quite easy for holes to be bored in the fabric. Damage may also be caused by unfamiliar persons who attempt to climb on the wings or any other part of the aircraft.

An aircraft carries large quantities of petrol in its tanks and particular care should, therefore, be taken to prevent smoking or carrying naked fire in the vicinity of the aircraft. It is particularly important that during refuelling operations, all the necessary precautions are taken to prevent an out-break of fire.

Propeller of an aircraft is a source of serious danger to bystanders. Even persons quite familiar with aircraft, have, in the past, inadvertently, walked into rotating propellers and received fatal injuries. A propeller may start rotating without any visible or noticeable provocation. It should, therefore, be noted that even when the engines are not running, an aircraft propeller should be treated with utmost caution and no one should be permitted to touch or go near it.

It is necessary to explain to the crowd that in their own interests they must remain at a safe distance from the aircraft. Fatal accidents have occurred when individuals have rushed out from the crowd to gain a better view of an aircraft.

Interference with the pilot or tampering with the aircraft or its equipment is an offence under rule 29 of the Indian Aircraft Rules, 1937, which is reproduced hereunder:-

Acts likely to imperil the safety of aircraft:-

No person shall interfere with the pilot or with a member of the operating crew of an aircraft, or tamper with the aircraft or its equipment or conduct himself in a disorderly manner in an aircraft or commit any act likely to imperil the safety of an aircraft or its passengers or crew.

Police may institute prosecution against any person acting in or its passengers or crew".

Assistance in investigating the cause of accident-Accident investigation is recognized today as one of the fundamental elements of a sound programme of improving the safety of aircraft operation. The high quality of accident investigation necessary to make the programme a success can only be achieved with the fullest co-operation from the Police authorities.

The wreckage of a crashed aircraft will invariably contain evidence which, if correctly identified and assessed, will enable the cause of accident to be determined. Every failure, smear, scratch, tear, buckle or other damage must have been made by some specific object or under certain set conditions or circumstances which always leave their traces behind. Just as there is no perfect crime, there is also no perfect accident and traces and clues will always be available to assist in the determination of the cause of accident. The need for preservation of evidence to help in formulation of conclusion regarding the cause of accident, cannot, therefore, be over-emphasised.

The Director General of Civil Aviation may order the investigation of any accident, and may, by general or special order appoint any person for the purpose of carrying out such investigation. It shall be the duty of the Police to co-operate with the person (hereinafter referred to as Inspector of accidents) so appointed. Considerable spade-work has also to be accomplished by the Police before the Inspector of

accidents is able to arrive at the scene of accident.

Preservation of evidence-Preservation of evidence which may assist the Inspector of Accidents in ascertaining the cause of accident is of prime importance and (Police authorities should take all possible steps to ensure that marks on the ground in the vicinity of the accident are not obliterated by footprints. Any part of the aircraft or other objects picked up away from the wreckage should be preserved and handed over to the Inspector of Accidents. The position in which they are found should be recorded on a suitable sketch. The names and addresses of persons finding them should be recorded.

Eye witness- Locating witnesses to an accident is best done among spectators at the scene. Prompt action in obtaining their names, addresses, telephone numbers and a brief resume of their story is essential. It should be borne in mind that statements made soon after the incident are often more accurate than those obtained later. It is also sometimes difficult to secure statements from some witnesses at a later date. Moreover, impressions of witnesses, after they have had an opportunity to discuss the accident with others,, get coloured and a greater reliance has, therefore to be placed on a statement obtained immediately after the accident. If possible, the Police Officer should question the witness as early as possible in presence of one or two other persons and the signature or thumb-impression of the witness and these persons should be affixed to the statement. It is important to note that a witness should be examined in presence of only those persons who are not connected with the accident and whose testimony will not be required for the purpose of investigating the cause of accident.

Sketches and photographs--Sketches properly prepared and containing appropriate notations are excellent aids to accident investigation. These will ordinarily present information more clearly than lengthy word-picture. A general sketch of the accident locality is highly desirable in all accidents but particularly in the more serious ones. This sketch should portray the general site of the accident and the relative location, bearings and distances of the following items from the centre of the wreckage or from some other stationary reference point:--

- (a) deceased or injured persons;
- (b) objects suspected to have fallen out from the aircraft before its contact with the ground;
- (c) marks on the ground having a bearing-direct or indirect on the accident; and
- (d) objects struck by the aircraft.

Photographs of the scene of the accident are also valuable aid and should, if possible be taken by the Police.

Aircraft documents- The Police shall also collect, seal and keep in safe custody documents concerning aircraft as may be found and hand them over intact to the Inspector of Accidents on his arrival.

All the evidence collected by the Police authorities should be made available to the Inspector of Accidents. In the absence of the Inspector of Accidents, information which is considered of importance, should be telegraphed to the Director General of Civil Aviation.

CHAPTER VI

State Governments Municipal and Local Bodies

It is of utmost importance that State Governments, Municipal and Local Bodies should be familiar with the Search and Rescue Organisation in India. They should particularly note the functions and duties

of the Police authorities outlined in the preceding chapter. 'The measure of assistance that is required from the Police is also expected from these authorities.

Officers serving under State Governments, Municipal and Local Bodies should take immediate steps to transmit information relating to any aircraft in distress to the nearest Police Station which, in turn, shall alert the Rescue Co-ordination Centre. If for any reason, it is not possible for rescue parties sent either by the Rescue Co-ordination Centre or by the Police to arrive immediately on the scene of accident, the responsibility for rendering aid to survivors, preserving evidence guarding aircraft or wreckage and performance of all sections necessary or incidental to search and Rescue Operations shall rest with the Officers of the State Governments, Municipal or Local Bodies.

Then resources which the State Governments, Municipal and Local Bodies are able to command are, in most cases superior to and more numerous than those that are available with the Police. These should be placed at the disposal of the latter or the Rescue Co-ordination Centre in time of need. Transport, first aid kits, maps, photographic equipment, provisions and personnel for search parties are only some of the many demands that the Rescue Co-ordination Centre or Police may make upon these authorities.

The Government of States may consider the question of authorising their officers to incur expenditure on search and rescue of air craft and issue necessary orders as early as possible. While the Government of India is agreeable in principle to reimburse the State Government all reasonable expenditure, which they might incur in rendering assistance in search and rescue measure, the Government of India feel that the State Government should not object to bear themselves the expenditure on these operations on humanitarian grounds, unless the expenditure, is really very heavy. Each such request for reimbursement, where expenditure incurred by a State Government is sufficiently heavy, will be considered by the Government of India on its own merits.

CHAPTER VII

Mercantile Marine and Port Trusts

Merchant ships may sometimes be in a position to render the most valuable aid by virtue of the fact that they represent the nearest source of assistance. The International Convention for the Safety of Life, at Sea, 1948, contains an obligatory provision requiring the master of a ship at sea to proceed, on receiving a signal, 'with all speed to the assistance of an aircraft in distress.

The International Commission for Air Navigation adopted the following resolution at its 19th Session held at London in June 1931:-

The Commission considering that the salvage operation in respect of aircraft in distress on the high seas might frequently be facilitated if every master of a ship was required to record in his log book any aircraft in flight sighted at sea, with the time of observation and if possible the position, direction call-sign and any other particulars likely to facilitate the identification of the aircraft, decided to recommend to all the contracting States to introduce provisions to this effect in their maritime regulations".

Shipping companies are requested to carry out the intention of the resolution quoted above by issuing necessary instructions to masters of their ships to enter in the ships deck log the following particulars of aircraft sighted by them:-

- (a) time of observation;
- (b) position of aircraft;

- (c) course of aircraft;
- (d) height of aircraft;
- (e) registration markings;
- (f) characteristics to assist identification;

(g) whether at the time of observation with particular reference to wind, height of clouds and visibility; and

- (h) any obvious indication of defect, danger or distress, such as, irregular running of the engine, etc.

Note:- If answer to (e) is definite, information on (f) is not required.

In case of aircraft missing over the sea, the Rescue Co-ordination Centre or any officer of the Civil Aviation Department may call for information by wireless telegraph preferably in the form of a broadcast message. Ships fitted with wireless telegraph installations will, if they have any information make it available to the officer for it. In case of ships not fitted with wireless telegraph installation, the information, shall be furnished on arrival in port.

Masters of ships are requested to transmit immediately to the Coast Wireless Station information relating to any aircraft in distress and to render all possible assistance to such aircraft.

Co-ordination of Search and Rescue at Sea - The Indian Air Force has assumed responsibility for the Co-ordination of Search and Rescue operations in the waters adjoining the Indian subcontinent. The details are contained in Air Force Order No. 4-54, the Indian Navy Fleet Order No. 345-55 and Director General of Civil Aviation Circular No.1 of 1954.

Even though the overall direction is the responsibility of the I.A.F., the executive conduct of operation will be undertaken by the Joint IAF/IN Organisation in conjunction with the local Civil Aviation and Port authorities. For effective control the area has been divided into four sectors as detailed hereunder and shown in Appendix III:--

(a) Bombay Sector - This sector covers the area between latitude 14°N and 23°N along a distance of 250 miles to the west from the Indian Coast line. The operations in this area will be controlled by the Joint Operations Room at Bombay in conjunction with the local Civil Area Control Centre and Port authorities.

(b) Cochin Sector - This sector covers the area between latitude 8°N and 14°N along a distance of 250 miles to the west from the Indian Coast line. The operations in this area will be controlled by the joint Operations Room at Cochin in conjunction with the Port authorities.

(c) Madras Sector - This sector covers the area between latitude 8°N and 17°N along a distance of 250 miles to the east from Indian Coast line. The operations in this area will be controlled by O.C., I.A.F. Tambaram, in conjunction with the Naval Officer-in-charge, Visakhapatnam, Resident Naval Officer, Madras, Port authorities and the local Civil Aviation authorities.

(d) Calcutta Sector-This sector covers the area between the latitude 17°N and 23°N along a distance of 250 miles to the east from the Indian Coast line. The operations in this area will be controlled by O.C., I.A.F., Barackpore, in conjunction with the Naval Officer-in-charge, Visakhapatnam, Resident Naval Officer, Calcutta, the local Civil Aviation and the Port authorities.

On receipt of information regarding any aircraft in distress, this should be passed on to the sector Search and Rescue Co-ordination Centre as detailed above by the quickest possible means available with the highest precedence as 'Life Saving Call' giving all known details.

The joint Operations Poona will, on receipt of a call, take action as indicated in the order mentioned in paragraph 1 above.

The above order covers the area approximately 250 miles, to the west and east from the Indian Coast line. Beyond this area, the task of co-ordination of all work in connection with search and rescue of aircraft in distress at sea is entrusted to the Principal Officers, Mercantile Marine Department, as shown in Appendix III.

Port Officers shall co-operate fully with the Principal Officers of the Mercantile Marine Department in the conduct of search and rescue. A message relating to an aircraft in distress received by the Coast Wireless Station from ships of aircraft at sea is to be communicated to the following Officers:--

Bombay—

1. Principal Officer, Mercantile Marine Department.
2. Deputy Conservator, Bombay Port Trust.
3. Area Control Centre, Bombay Airport.

Calcutta —

1. Principal Officer, Mercantile Marine Department.
2. Deputy Conservator and Assistant Conservator, Calcutta Port Commissioner.
3. Resident Naval Officer.
4. Area Control Centre, Calcutta Airport, Dum Dum.

Madras —

1. Principal Officer, Mercantile Marine Department.
2. Deputy Conservator, Madras Port Trust.
3. Resident Naval Officer.
4. Area Control Centre, Madras.

Cochin —

1. Commodore-in-charge, Indian Navy.
2. Deputy Conservator, Cochin Port. (C. No. 4601/C-1/58).

Visakhapatnam —

1. Naval Officer-in-charge.
2. Aerodrome Officer, Visakhapatnam.

Port Blair —

1. Chief Commissioner, Andamans and Nicobar Island.

On receipt of message that an aircraft is in distress in the sea areas for which he is responsible, the Principal Officer shall ensure that all interests concerned are informed without delay, and he shall, in consultation with the local Port authorities and the interests concerned including Air Force and Civil

Aviation authorities, and if a ship of the Indian Navy is in port with the Senior Naval Officer, organise necessary assistance.

In such cases the Principal Officer is authorised to issue such broadcast messages or radio messages to individual ships or stations as may seem to him necessary and desirable in order to expedite assistance or to warn shipping. He is also authorised to issue S.V.R. trunk telephone calls to Officer-in-charge, of minor ports for rendering assistance to aircraft in distress.

The Principal Officer shall keep the Rescue Co-ordination Centre informed of the progress for search and rescue operations conducted by him.

It should be understood that the boundaries of the areas as shown in Appendix III have been defined only for the purpose of administrative convenience. No rigid adherences to these boundaries is expected and the object that assistance is to be provided as possible from the nearest source is always to be kept in view.

CHAPTER VIII

Defence Service

Defence Services have in the past, furnished extreme valuable help in search and rescue operations. Assistance from the Army is not normally required. However, it is expected, that should a contingency arise when their help might be needed, they will co-operate fully with the Rescue Co-ordination Centre.

Navy.- For search and rescue operations over the high seas. Civil Aviation Department relies to a very great extent on the co-operation and assistance of the Naval authorities.

In the event of an emergency, anyone of the Rescue Co-ordination Centres or the sub-centre will request the nearest Naval authority to render all possible assistance. Information relating to an aircraft in distress may also be conveyed to Naval authorities by the Principal Officer of the Mercantile Marine Department, or from these Coast Wireless Station. On receiving such information, the Naval authorities shall forthwith take all steps to render immediate aid and assistance to the aircraft or its survivors.

Air Force.- Indian Air Force are maintaining an organisation for search and rescue which is intended to work in close co-operation and liaison with the Civil Aviation Department. Station Commanders have been directed to furnish at the request of the Rescue Co-ordination Centre, all possible assistance in search and rescue of aircraft in distress.

All reports received by Air Force Units concerning an aircraft in distress are to be communicated to the nearest Rescue Co-ordination Centre.

At every flying station of the Indian Air Force, an Officer has been appointed to act as the Station Air/Land Rescue Officer who is responsible for Co-ordination of all search and rescue operations at the station including the training of personnel in distress procedure, parachute and crash landing drills, search methods and rescue procedures. He is responsible for ensuring that all posters instructions and latest information on search and rescue is brought to the notice of all flying personnel. Station Air/Land Rescue Office have been charged to form trained rescue teams which should be responsible for immediate search and rescue operation in respect of any air-craft-civil or service-in distress.

Vehicles and other equipment, food and medical supplies, arms and ammunition and other necessary aids to search and rescue are available at every flying station of the Indian Air Force. All necessary and ancilliary equipment which can be carried in an aircraft and dropped to survivors is also held at all flying stations. Request for assistance in search and rescue operations will be made by the Rescue Co-ordination Centre to the Air Force Commander nearest to the last known position of the missing aircraft. Air Force Commanders have been authorised to organise an Air Search if necessary.

Indian Air Force have based a Liberator aircraft fitted with the necessary equipment at Poona. This airport will be utilised by Indian Air Force for search and rescue of aircraft in distress over the high seas.

CHAPTER IX

Air Transport Companies, Flying Clubs and Private Pilots

Airlines, flying clubs and pilots can render timely assistance in locating missing aircraft.

Air transport companies-Assistance which may be provided by air transport companies is briefly outlined hereunder: —

(a) Diversion of their aircraft to assist an aircraft in distress — An airliner in the vicinity of the aircraft which is threatened with danger should divert from its course, if such diversion is necessary for rendering assistance to the threatened aircraft. When requested by a Rescue Co-ordination Centre to search for a missing aircraft the pilot shall deviate from his course to cover the presumed route of the missing aircraft provided that the detour can be made without any hazard to safety.

(b) Information to Rescue Co-ordination Centre or Alerting post - The Radio Officer of an aircraft on intercepting any distress signals should in addition to taking appropriate action in accordance with the national and international regulations in force, endeavour to communicate the same to the nearest Rescue Co-ordination Centre or the alerting post.

(c) Making aircraft and crews available for search operations —Chartering of aircraft for search and rescue purposes will not normally be resorted to as the net work of other facilities is considered to be sufficiently effective for locating the missing aircraft.

However, on a request from the Rescue Co-ordination Centre, an air transport company shall endeavour to make available aircrafts and crew for search operations. The aircraft which is chartered will conduct search in accordance with directions and instructions of the Rescue Co-ordination Centre.

Flying Clubs-Flying Clubs operate aircraft which are ideal for certain types of air search and they are therefore, in a position to furnish valuable aid to the Rescue Co-ordination Centre. On request from the Rescue Co-ordination Centre or the Alerting post. Flying Clubs shall endeavour to provide both aircraft and pilots.

Private Pilots-Private pilots are requested to assist Rescu6 Co-ordination Centre in search and rescue of an aircraft in distress.

Action of pilots in case of forced landing — Pilot in Command or any other member of the aircrew of the aircraft obliged to make a forced landing or a no-scheduled landing at place which is not a controlled aerodrome should communicate by W/T., R/T or any other quickest means available, to the aerodrome of

destination or to the nearest controlled aerodrome or to the Area Control, following information:—

- (a) Registration marking of the aircraft;
- (b) Pilot's name;
- (c) Position of aircraft (distance and bearing from a railway station or any other place marked prominently on 1/1,000,000 map);
- (d) Cause of forced landing; and
- (e) Nature of assistance required.

In addition, he should also notify the District Magistrate *District Collector or the local Police Office of the occurrence indicating whether a report has been transmitted to the nearest controlled aerodrome or the Area Control.

* In states where District Magistrates attend to Judicial work only.

CHAPTER X

Department of the Central Government

Several Departments of the Central Government have large Organisations that extend to every nook and corner of the country. These Departments can render timely and valuable help in search and rescue of aircraft in distress.

Railway Officials —Railway Officials can play an important role in assisting the search and rescue organisation by ensuring speedy transmission of information relating to aircraft in distress to the Rescue Co-ordination Centre through the Railway Control room for taking appropriate action.

Railway Controls, when requested by the Rescue Co-ordination Centre or Alerting post to assist in locating a missing aircraft shall direct all stations and staff in the area to be on the lookout.

Posts and Telegraphs Department—The Posts and Telegraphs Department as a vast Organisation with a net work of Post Offices throughout the length and breadth of the country. The active co-operation of the officers of this Department in alerting the Police or the Rescue Co-ordination Centre in case of any accident or danger to aircraft will be of great value. Officers of this Department are to ensure that a high priority is accorded to telegrams and trunk calls relating to aircraft in distress. Normally, such telegrams should take precedence over all other "Express" telegrams and trunk calls over all other "Immediate" calls.

APPENDIX I

(Sketches)

APPENDIX II

Rescue Co-ordination centres and Alerting Posts

❖	Postal address	Telegraphic address	Telephones	
			Office	Residence
(1)	(2)	(3)	(4)	(5)
<i>Rescue Co-ordination</i>				
New Delhi	The Controller of Aerodeomes, Delhi Region, Safdarjung Airport, New Delhi-3	Regairm New Delhi-3	40657 40171-18	40402
Bombay	The Controller of Aerodromes, Bombay Region Bombay Airport (Juhu) Bombay -23 (Bombay)	Regair Santha Cruz (Bombay)	86411 88211	86211
Madras	The Controller of Aerodromes, Madras Region, Madras Airport, Madras -27(Madras)	Regair Madras	80760 80781-36	80781-37
Calcutta	The Controller of Aerodromes, Calcutta Tegion, Calcutta Airport (Dum Dum), Dum Dum (W.Bengal)	Regair Dum Dum	Dum Dum 143 Dum Dum 261-1	Dum Dum 261-46
<i>Sub Centers</i>				
Allahabad	The Aerodrome Officer, Civil Aerodrome (Bamrauli), Allahabad (Uttar Pradesh)	Aerodrome, Allahabad	2601-67	2601-12
Cochin	The Commondore in-charge, Indian Navy, Cochin	Navy Air Cochin	Cochin Naval Cochin Cochin Navy Eschange 91	Air Station Cochin Navy Eschange 91
Allahabad	The Aerodrome Officer, Civil Aerodrome (Bamrauli), Allahabad (U. P.)	Aerodrome, Allahabad	2601-67	2601-12
Amritsar	The Aerodrome Officer, Civil Aerodrome, Amritsar (Punjab)	Aerodrome, Amritsar	600A	600 B
Agarthala	The Aerodrome Officer, Civil Aerodrome, Agarthala (Tripura)	Aerodrome Agarthala	Agarthala 34	Agarthala 34 A
Asansol	The Officer -in-charge, Civil Aerodrome , Asansol (W. Bengal)	Aerodrome Asansol	Asansol 304	❖
Ahmedabad	The Aerodrome Officer, Civil Aerodrome, Ahmedabad-12 (Bombay)	Aerodrome, Ahamedabad	2877-1	2878-2
Akola	The Officer -in-charge, Civil Aerodrome, Akola (Madhya Pradesh)	Aerodrome Akola	280	186 A
Aurangabad	The Officer-in-charge, Civil Aerodrome, Chikalthana Aurangabad (Hydrabad)	Aerodrome, Chikalthana	97	--
Banaras	The Aerodromme Officer, Civil Aerodrome, Banaras (U. P)	Aerodrome Banaras	186	186 A
Baghdogra	The Aerodrome Officer, Civil Aerodrome, Baghdogra (W. Bengal)	Aerodrome, Baghdogra	Silinguri 22	Silinguri 22A
Balurghat	The Officer-in-charge, Civil Aerodrome, Balurghat (W. Bengal)	Aerodrome, Balurghat	Balurghat 40	❖
<i>Alerting Post</i>				
Belonia	The Officer -in-charge Civil Aerodrome, Belonia (Tripura)	Aerodrome, Belonia	--	--
Bhubaneswar	The Aerodrome Officer, Civil Aerodrome, Bhubaneswar (Orissa)	Aerodrome, Bhubaneswar	Bhubaneswar 34	Bhubaneswar 34 A

Begumpet	The Aerodrome Officer, Civil Aerodrome, (Bhegumpet) Hydrabad (Hyderabad)	Aerodrome, Hyderabad	6915	7267
Baroda	The Officer-in-charge, Civil Aerodrome, Baroda (Bombay)	Aerodrome, Baroda	2618	2878
Belgaum	The Officer-in-charge, Civil Aerodrome, Belgaulm (Bombay)	Aerodrome, Belgaum	180	180
Bhavanagar	The Officer -in-charge, Civil Aerodrome, P.B . No. Bhavanagar, (Saurashtra)	Aerodrome,Bhavanagar	213	213
Bhopal	The Aerodrome Officer; Civil Aerodrome, Bhopal (Bhopal)	Aerodrome, Bairagarh	Bairagarh 530	Bhopal 372
Bhuj	The Officer -in-charge, Civil Aerodrome, Bhuj (kutch)	Aerodrome Bhuj	20	20-Jan
Chandigarh	The Officer -in-charge, Civil Aerodrome , Chandigarh (Punjab)	Aerodrome, Chandigarh	473	..
Chakulia	The Officer-in-charge, Civil Aerodrome, Chakullia (Bihar)	Aerodrome, Chakulia
Cooch-Behar	The Officer -in-charge, Civil Aerodrome, Cooch-Behar (West-Bengal)	Aerodrome Cooch-Behar	Cooch Behar 21	..
Coimbatore	The Aerodrome Officer, Civil Aerodrome, Peelamedu, Coimbatore (Madras)	Aerodrome, Coimbathore	317	317 A
Cuddapah	The Officer-in-charge, Civil Aerodrome, Cuddapah (Andra)	The Officer -in -charge, Civil Aerodrome, Cuddapah	16	..
Dum-Dum	The Aerodrome Officer, Calcutta Air Port (Dum-Dum), Dum-Dum (West Bengal)	Aerodrome, Dum-Dum	Dum-Dum129	Dum-Dum 261-35
Donakonda	The Officer-in-charge, Civil Aerodrome, Donakonda (Andra)	Officer-in-charge, Civil Aerodrome, Donakonda
Gwalior	The Officer-in-charge, Civil Aerodrome, Maharajpur (Gwalior) (Madhya Bharat)	Aerodrome, Gwalior	247	..
Gauhati	The Aerodrome Officer, Civil Aerodrome, Gauhati (Assam)	Aerodrom, Gauhati	Gauhati 310 A	Gauhati 310 B
Gaya	The Aerodrome Officer, Civil Aerodrome, Gaya (Bihar)	Aerodrome, Gaya	Gaya 27 B	Gaya A
Gorakhpur	The Officer-in-charge, Civil Aerodrome, Gorakhpur	Gorakhpur	Gorakhpur 31	◆
Imphal	The Officer-in-charge, Civil Aerodrome, Koireugie, Imphal (Assam)	Aerodrome, Imphal	Imphal 19	..
Indore	The Officer-in-charge, Civil Aerodrome, Indore	Aerodrome, Indore	6161	6262
Jaipur	The Aerodrome Officer,Civil Aerodrome Jaipur (Rajasthan)	Aerodrome Jaipur	2241-A	339
Jharsuguda	The Officer-in-charge, Civil Aerodrome Jharsuguda (Orissa)	Aerodrome	Jharsuguda 12	Jharsuguda 12
Jubbulpore	The Officer-in-charge, Civil Aerodrome, Jubbelpore (Madhya Pradesh)	Aerodrome, Jubbelpore	21	COD 21
Kanpur (Civil)	The Aerodrome Officer, Civil Aerodrome, Kanpur (U. P.)	Aerodrome, Kanpur	2956	2956 A
Kotah	The Officer-in-charge, CivilAerodrome, Kotah (Rajasthan)	Aerodrome, Kotah	57	..
Kailashabar	The Officer-in-charge, Civil Aerodrome, Kailashabar (Tripura)	Aerodrome, Kailashabar
Kamalpur	The Offier-in-charge, Civil Aerodrome, Kamalpur (Tripura)	Aerodrome, Kamalpur
Khowai	The Officer-in-charge, Civil Aerodrome,Khowai (Tripura)	Aerodrome, Khowai

Kumbhirgram	The Aerodrome Officer, Civil Aerodrome, Kumbhirgram (Assam)	Aerodrome, Kumbhirgram 78	Silchar 78 A	◆
Keshod	The Officer-in-charge, Civil Aerodrome, Keshod (Saurashtra)	Aerodrome, Keshod
Lalitpur	The Officer-in-charge, Civil Aerodrome, Lalitpur (U. P.)	Aerodrome, Lalitpur	6	..
Lucknow	Aerodrome Officer, Civil Aerodrome, (Amausi) Lucknow (U.P.)	Aerodrome, Lucknow	4850 A	3097
Noth Lakhimpur	The Officer-in-charge, Civil Aerodrome, North Lakhimpur (Assam)	Aerodrome, North Lakhimpur
Mohanbari	The Aerodrome Officer, Civil Aerodrome, Mohanbari (Assam)	Aerodrome, Mohanbari	Dibrugarh 137	Dibrugarh 137 A
Madras	The Aerodrome Office, Civil Aerodrome, Madras-27 (Madras)	Aerodrome, Madras	80781/28	80781/7
Madura	The Officer-in-charge, Civil Aerodrome, Madura (Madras)	Aerodrome, Madura	195	..
Mangalore	The Aerodrome Officer, Civil Aerodrome, Mangalore (Madras)	Aerodrome, Mangalore	254	254 B
Muzaffarpur	The Officer-in-charge, Civil Aerodrome, Muzaffarpur (Rewaghat)	Aerodrome, Muzaffarpur	Muzaffarpur 252	..
Mysore	The Officer-in-charge, Civil Aerodrome, Mysore (Mysore)	Aerodrome, Mysore	640	760
New Delhi	The Aerodrome Officer, Civil Aerodrome, Safdarjung, New Delhi	Aerodrome, New Delhi	40171/26	40171/36
Nagpur	The Aerodrome Officer, Civil Aerodrome,	Aerodrome, Nagpur	2025/24, 2147	2025/5
Pathankot	The Officer-in-charge, Civil Aerodrome, Pathankot (Punjab)	Aerodrome, Pathankot	CB 90	..
Pasighat	The Officer-in-charge, Civil Aerodrome, Pasinghat (Assam)	Aerodrome, Pasighat
Patna	The Aerodrome Officer, Civil Aerodrome, Patna (Bihar)	Aerodrome Patna	Patna 2555	Patna 2872
Porbandar	The Officer-in-charge, Civil Aerodrome, Porbandar (Saurashtra)	Aerodrome, Porbandar	147	156
Ranchi	The Officer-in-charge, Civil Aerodrome, Ranchi (Bihar)	Aerodrome, Ranchi	Ranchi 127	Ranchi 127 A
Rupsi	The Officer-in-charge, Civil Aerodrome Rupsi (Assam)	Aerodrome, Rupsi
Rammad	The Officer-in-charge, Civil Aerodrome, Rammad (Madras)	Aerodrome Uchipully	Direct line with Uchipully	Railway station
Raipur	The Officer-in-charge, Civil Aerodrome, Raipur (M.P.)	Aerodrome, Raipur	117	117 A
Rajkot	The Officer-in-charge, Civil Aerodrome, Rajkot (Saurashtra)	Aerodrome, Rajkot	592	592 A
Saharanpur	The Offiecer-in -charge, Civil Aerodrome, Saharanpur (U. P.)	Aerodrome Sarawa	57	..
Santha Cruz	The Aerodrome Officer, Bombay Air port (Santha Cruz), Bombay-29 (Bombay)	Aerodrome, Bombay	62291/22	62291/9
Tezpur	The Aerodrome Officer, Civil Aerodrome, Tezpur (Assam)	Aerodrome Tezpur
Tiruchirapalli	The Aerodrome Officer, Civil Aerodrome, Tiruchirapalli (Madras)	Aerodrome, Tiruchirapalli	361/5 and 46	96
Trivandrum	The Aerodrome Officer, Trivandrum (Kerala)	Aerodrome Trivandrum	2224	2515

Vellore	The Officer-in-charge, Civil Aerodrome, Vellore (Madras)	Aerodrome, Vellore	238	..
Vijayawada	The Officer-in-charge, Civil Aerodrome, Vijayawada (Andra)	Aerodrome, Vijayawada	49	..
Visakhapatnam	The Aerodrome Officer, Civil Aerodrome, Valtair, Visakhapatanam (Andhra)	Aerodrome, Visakhapatnam	781	782-A
Warangal	The Officer-in-charge, Civil Aerodrome, Warangal (Hyderabad)	Aerodrome, Warangal	31	3
Agra	Officer commanding, I. A. F. Station, Agra	Aeronautic, Agra	*	*
Barackpore	Officer Commanding, I. A. F. Station, Barackpore	Aeronautic, Barackpore	*	*
Cochin	Commander-in-charge, Indian Navy, Cochin	Navy Air Cochin	<i>Cochin Naval, Air Station, Cochin</i>	
			Cochin Navy Exchange 91	Cochin Navy Exchange 91
Hakimpet	Officer Commanding I. A. F. Station, Hackimpet	Aeronautic Hakimpet	*	*
Jammu	Officer Commanding I. A. F. Station, Jammu	Aeronautic Jammu	*	*
Jodhpore	Officer Commanding I. A. F. Station, Jodhpore	Aeronautic Jodhpur	*	*
Jorhat	Officer Commanding I. A. F. Station, Jorhat	Aeronautic Jorhat	*	*
Jamnagar	Officer Commanding I. A. F. Station, Jamnagar	Aeronautic Jamnagar	*	*
Kanpur (Chakeri)	Officer Commanding I. A. F. Station, Kanpur	Aeronautic, Kanpur	*	*
Palam	Officer Commanding I. A. F. Station, Palam	Aeronautic, Palam	*	*
Poona	Officer Commanding I. A. F. Station, Poona	Aeronautic, Poona	*	*
Srinagar	Officer Commanding I. A. F. Station, Srinagar	Aeronautic, Srinagar	*	*
Tambaram	Officer Commanding I. A. F. Station, Tambaram,	Aeronautic, Tambaram	*	*



*** There is an Air Force exchange at all these stations and the call should be booked for the Duty Officer through this exchange.**

APPENDIX III -- (Sketches)

APPENDIX IV

Aircraft Nationality marks

Afghanistan	YA	Jappan	JA
Argentina	LV	Jordan	TJ
Australia	VH	Korea (Republic of)	HL
Austria	OE	Libanon	OD
Belgium	OO	Liberia	EL
Belgium Congo	OO	Luxembourg	LX
Bolivia	CP	Libiya	5A
Brazil	PP, PT	Mexico	XA, XB, XC
Burma	XT, XZ	Netherlands	PH
Canada	CF	Netherlands Antilles	PJ
Ceylon	4R	Netherland Surinam	PZ
Chile	CC	Netherland New Guinea	JZ
China (Taipeh Taiwan)	B	New Zeland	ZK, ZL, ZM
Colombia	HK	Nicaragua	AN
Cuba	CU	Norway	LN
Czechoslovakia	OK	Pakistan	AP
Denmark	OY	Panama	HP
Dominican Republic	HI	Paraguay	ZP
Equador	HG	peru	OB
Egypt	SU	Philippine Republic	PI
El.Salvador	YS	Poland	SP
Ethiopia	ET	Portugal	CS, CR
Finland	OH	Saudi Arabia	HZ
France	F	Spain	EC
Greece	SX	Sweedan	SE
Gautemala	TG	Switzerland	HB
Haiti	HH	Syria	YX
Honduras	XH	Thailand	HS
Iceland	TF	Turkey	TG
India	VT	Union of South Africa	ZS, ZG, ZU
Indonesia	PK	United Kingdom Colonies and	G. VP, VQ. VR
Iran	EP	Protectorate	
Iraq	YI	United States	N
Ireland	EI, EJ	Uruguay	CX
Isreal	4X	Venezuela	YV

APPENDIX XVI

(Referred to in Rule 463)

Instructions in the matter of dealing with Dangerous Explosives

(1) The explosive most likely to be met with is the illegal mixture of a chlorate and arsenic sulphide, or of a chlorate and sulphur or of a chlorate and phosphorus or, again, of chlorates and aluminium. Explosives of this type can be so sensitive that the dropping of the receptacle containing them, friction such as can be caused by dragging a box over a stone floor, a blow or a spark or even undue pressure on a firework of the class consisting of the explosive and a few stones wrapped in paper and string can cause the most disastrous explosion. Mixtures of this sort are also unsafe in simple storage and, without being disturbed or handled may at any time spontaneously explode.

(2) When the presence of an illegal or unsafe explosive is suspected, the local Police Officer should not touch anything, but should at once arrange for the proper guarding of the premises or place containing any substance or object suspected of being explosive, and all unnecessary persons, whether Police or not,

should be sent away and no one allowed to enter the premises.

(3) The local Police Officer should communicate at once, by telegram, if necessary, with the Superintendent of Police, who should himself proceed or depute some responsible Officer to proceed, to the suspected place. Following are the instructions to be borne in mind by the Officer visiting the premises:

- (i) If you have any reason, however slight, to suspect that the substance or object with which you are dealing is dangerous then regard it as being highly explosive until such time as it is proved to be otherwise.
- (ii) Allow no smoking, lights, fire or matches in or near the premise.
- (iii) If the suspected substance is in any quantity, or the floor is dusty, or if any of the substance appears to have been split, remove your boots or shoes before entering the premises.
- (iv) Handle everything with the greatest care, slowly and deliberately.
- (v) Do not drag or roll any cases or articles about, but carefully lift and deposit them. Do not drop or throw anything down.
- (vi) If, after inspection, you suspect the substance or article to be dangerous and, if the quantity is small, put it in water, cover the vessel and send it by messenger to the nearest Chemical Analyser to Government.
- (vii) If, however, the quantity exceeds a pound or so in weight, send an express telegram to an Inspector of Explosives asking for his assistance.

(4) The presence of any of the following substances should be regarded with the gravest suspicion:-

- (i) Chlorates of soda or potash--May be found in clear crystals or as a white powder.
- (ii) Sulphide of arsenic--Generally found as a yellow or orange powder or in lumps,
- (iii) Phosphorus.
- (iv) Fireworks being made from a yellowish or orange powder.
- (v) Mixtures of sulphur with a white powder not being saltpetre.
- (vi) Mixture of aluminium powder with a white powder.
- (vii) "Phatakas" of all sorts and throwdowns etc., are very generally manufactured from illegal chlorate mixtures and should be treated accordingly, until the Officer is satisfied that they do not contain chlorates.

(5) (a) Country crackers or bombs, which are generally found on cloth or jute covered oval or circular objects, should be soaked well with preferably distilled water in a suitable vessel and the contents sent by messenger properly packed and if possible sealed taking care that the aqueous contents are not lost during transit.

(b) No glass container should be used, small enamel vessels or clean earthen pots with cotton wads inside are preferred.

(c) Under no circumstances, should these objects be sent in dry condition.

(d) Ordinarily not more than two representative samples I should be sent for Chemical examination. If large quantity is seized the assistance of Inspector of Explosives should be sought for its disposal.

(e) Country made bombs, military grenades, shells etc., should not be sent to Inspector of Explosives by messeng-BT. Instead an intimation should be sent by telegram to the Inspector of Explosives, requesting his assistance for their disposal. While doing so the full description of the object marking if any, observed on their exterior, size, shape, etc., should also be communicated.

(f) The preliminary examination, if any, should be done at the site without any disturbance to the objects concerned; if possible a photograph of the object should also be taken.

APPENDIX XVII
(Referred to in Rule 480)

Department of Revenue and Customs

New Delhi, 29th October 1966--S.O. 3258

In exercise of the powers conferred by Section 6 of the Customs Act 1962 (52 of 1962) and in supersession of the notification of the Government of India in the Ministry of Finance (Department of Revenue) No. 145-customs dated the 19th September 1959, the Central Government hereby entrust to the Police Officers in the State of Kerala specified in the schedule below, within the limits of their respective jurisdiction, but excluding the customs areas therein, the function of an officer of customs under sections 100, 101, 102, 104, 106 and 110 of the said Act provided.

(i) that only Police Officers of and above the rank of Sub Inspectors shall discharge the functions under section 101 of the said Act and

(ii) that only officers of and above the rank of S.H.Os shall discharge the function under section 104 of the said Act.

SCHEDULE

Trivandrum District

1. Sub Divisional Officers of Police, Trivandrum City, Rural and Railways, Ernakulam.
2. Assistant Commissioner of Police, Law and Order and Intelligence.
3. Divisional Inspectors of Police, Fort and Inspectors of Police, Neyyattinkara, Attingal, Nedumangad and Railway Police, Shornur and Trivandrum.
4. S.H.Os of all Police Stations in Trivandrum City and Rural Head Constables and Constables (including those on coastal patrol duty) except those of the Armed Reserve Police,

M.S.P. and S.A.P. Stationed within the limits of the following Police Stations.

1. Neyyattinkara.
2. Nemom.

3. Poonthura,
4. Pettah,
5. Kazhakuttom,
6. Attingal,
7. Kadakkavoor,
8. Varkala.

Alleppey District

1. Sub Divisional Officer of Police, Alleppey.
2. Inspectors of Police, Alleppey Circle.
3. S.H.Os, Head Constables and Constables (including those on special coastal patrol duty) except those of the Armed Reserve Police, M.S.P. and S.A.P., Stationed within the limits of the following Police Stations.
 1. Alleppey South.
 2. Alleppey Beach outpost.

Quilon District

1. Sub Divisional Police Officer, Quilon Sub Division.
2. Sub Divisional Officer of Police, Adoor Sub Division and officers of and above the rank of Deputy Superintendent of Police Quilon District.
3. Inspector of Police, Quilon Circle.
4. Inspector of Police, Karunagapally Circle.
5. S.H.Os, Head Constable and Constables (including those on coastal patrol duty) except those of the Armed Reserve Police, M.S.P. and S.A.P. stationed within the limits of the following police stations.
 1. Quilon west.
 2. Quilon East.
 3. Paravoor.
 4. Chavara.
 5. Karunagapally.

Ernakulam District

S.D.Os of Police, Law and Order and Traffic, Ernakulam City Crime Ernakulam City and Dy. Superintendent of Police, Railways, Ernakulam.

Divisional Inspectors of Police, Law and Order, Ernakulam and Law and Order, Mattancherry, Inspector of Police, Special Branch, Ernakulam, Crime Branch, Ernakulam, Traffic Ernakulam, Inspector of Police Alwaye and Railway Police Ernakulam.

S.H.Os, Head Constables and Police. Constables except those of the Armed Reserve Police, Malabar Special Police and S.A.P stationed within the limits of the following Police stations.

1. Ernakulam Town North Police Station.

2. Ernakulam Town South Police Station.
3. Ernakulam Cusba Police Station.
4. Mattancherry Police Station.
5. Fort Cochin Police Station.
6. Cochin Cusba Police Station.
7. Narakkal Police Station.
8. Munambam Police Station and outposts.

- (a) Pizhala.
- (b) Cheranellur.
- (c) Chekanam.
- (d) Malipuram and
- (e) Muthakunnam (including those on coastal patrol).

Trichur District

1. S.D.Os, of Police, Trichur and Irinjalakuda.
2. Inspectors of Police, Irinjalakuda and Kunnamkulam Circle,
3. S.H.Os, Head Constables and Police Constables (including those on coastal patrol duty) except stationed within the limits of the following Police Stations.

1. Cranganore,
2. Valappad,
3. Mathilakom,
4. Chowghat.

PALGHAT DISTRICT

1. S. D O. of Police, Shoranur:
2. Inspectors of Police, Ponnani, and Special Branch Palghat.
3. S. H. Os, Head Constables and Police Constables (including those on coastal patrol duty) except those of the Armed Reserve M. S. P. and S. A. P. stationed within the limits of the following police stations.

1. Ponnani.
2. Andathode.

4. Sub Inspector of Police, Special Branch, Shoranur.

CANNANORE DISTRICT

1. S. D. Os, of Police, Tellicherry and Kasargode.
2. Inspectors of Police, Tellicherry, Cannanore, Thaliparamba. Hosdrug and Kasargode.
3. S. H. Os, Head Constables and Police Constables (including those on coastal patrol duty) except those of the A. R. M. S. P. and S. A. P. stationed within the limits of the following police stations.

1. Tellicherry
2. Dharmadam
3. Chockly
4. Edakkad

5. Cannanore
6. Baliapattom
7. Pazhayangady
8. Payannur
9. Nileswar
10. Hosdurg
11. Kasargode
12. Bakal
13. Kumbala
14. Manjeshwar.

KOZHIKODE DISTRICT

1. S. D. Os, of Police, Kazhikode and Malappuram.
2. Divisional Inspectors of Police, Tirur, Calicut Taluk, Chevayur, Calicut Town, Calicut, Quilandy and Badagara.
3. S. H. Os, H. Cs, and P. Cs, (including those on coastal patrol duty) except those of the A. R., M. S. P. and S. A. P stationed within the limits of the following police stations and outpost.
 1. Tirur
 2. Tanur
 3. Feroke
 4. Meenchanda
 5. Panniankara
 6. Calicut Cusba
 7. Calicut Town
 8. Nadakkavoo
 9. Elathur
 10. Payyoli
 11. Quilandy
 12. Badagara
 13. Edacherry and
 14. Chombal out post.

APPENDIX XVIII

(Referred to in Rule 506)

Rules in regard to the levy of fee for services of Police at Public and Private entertainments

1. The Superintendents of Police of the Districts are empowered to levy fee for the services of the Police at Public and Private entertainments at which their presence is requisitioned subject to these rules.
2. (a) (i) The scale of fees payable for Police Officers for services at Private parties, entertainments, etc., are shown in columns (2) and (3) of the following table. A supervision fee of 10 per cent of the

amount payable to the Police Officers shall be levied in addition and be credited to the Government. Officers employed on such duty shall be relieved at the end of every four hours.

TABLE

Rank	Scale of fees payable 10 Police Officers for a period not exceeding 4 hours			
	By day		By night	
	Rs.	Ps.	Rs.	Ps.
Inspectors and Officers of corresponding rank	10.00		12.00	
Sub Inspectors and Officers of corresponding rank	7.00		10.00	
Jamdars of District Armed Reserve and other personnel of corresponding rank	7.00		10.00	
Head Constables and Personnel of corresponding rank	4.00		6.00	
Police Constables (including Naiks and Lance Naiks)	3.00		5.00	

Note:- In respect of "concerts" "at homes" and other such entertainments which terminate before midnight, day charges only will be made.

(ii) The scale of fees specified in paragraph (1) above should be levied in cases where only a single "relief" is provided for any period not exceeding four hours irrespective of the period of duration. Charges should, however, be levied *prorata* for a period of less than 4 hours' duration when more than one "relief" is provided.

(b) When replying to applications for individuals or Companies for the services of the Police at public or private functions, these fees should be quoted.

Note :-

1. Events like marriages, receptions, etc., are to be classed private.
2. Events like Cinemas, dances, shows, cricket, athletic matches, races, exhibitions, etc., are to be classed "Public" where the profit motive is usually present.

(c) (i) No fees should be levied when the entertainments are for charitable purposes.

(ii) No fees should be levied for the maintenance of order in connection with any public or quasi-public function organised by the Chairman of the Municipal Council or by the President of a local board in accordance with a resolution of such council or board, provided that the Police required for the purpose can be found from the local force.

(iii) Fees at the rates provided in clause (a) (i) will be levied for other public entertainments.

(d) Fees should be levied when police men are deputed to attend avenue sales by auction held by local bodies.

(e) Police Officers on duty at entertainments should not accept any remuneration. A person desirous of demonstrating the Police in instances when no fees are prescribed for in excess of the sanctioned scale of fees, should be requested to communicate with the Superintendent of Police of the District.

Note:-

1. The number of men to be deputed for the duty should be fixed by the Superintendent of Police according to the requirements and should be approved by the Deputy Inspector General if and when the arrangement is for a prolonged period or of constant recurrence.
2. Off duty men only should be employed for public events and "on duty" men should be employed for "private" events. Detailing of more men than are actually necessary to regulate traffic and maintain order at private or public events must be avoided as a rule.
3. Fees for the services of additional Police deputed for duty on the application of any private person or institution or authority shall be levied as follows.

(a) When "off duty" Police are deputed the scale of fees as in paragraph 2 (a) above shall be charged and the fees collected shall be paid in full to the men on duty. No off duty concession will be available for the Policemen so deputed.

(b) When Police of the local establishments are deputed and are for that purpose deflected from other regular duties, fees on the same scale as laid down in the last clause shall be charged and credited to Government.

(c) When Police additional to the local establishment are deputed, fees on the same scale as in clause (a) above, with travelling allowance of the Police so drafted, shall be levied and credited to Government.

(d) When Police in addition to the sanction-ed establishments are deputed the whole charges for such (Police, ie., pay and allowances, clothing charges, contribution for leave salary and pension, travelling allowance and rent, shall be charged as shown below and credited to Government.

(i) Pay and Allowances - The gross sanctioned cost of the additional establishment.

(ii) Clothing and supervision charges at 10 per cent on the sanctioned pay of the additional establishment. The demand should be made in whole rupees; a rupee should be charged where the fraction is half or over half a rupee and when the fraction is under half a rupee, it should be omitted.

(iii) Contribution for leave salary and for pension.- This will be worked out at 1/4 the of the total of the average cost, plus special pay/personal pay admissible on the average cost.

(iv) Contribution for pension-9.5 per cent of the maximum monthly pay of the grade substantively held. House rent shall be charged at the standard rent livable under the Kerala Financial Code when

(v) Government quarters are provided. When quarters are hired, the rent shall be the same as that actually paid by the Government for the quarters.

4. The cost of private guards must be paid monthly in advance.

[G.O. (MS) No. 3311Home (A) dated 8-9-66].

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AMENDMENT No. 1/70
(KERALA POLICE MANUAL VOL. II)

The following amendments are issued to Para 240 section 4 Chapter 1 of the Police Manual Vol. II on the authority of G.O. Rt. No. 1279/70/ Home (A) Department Dated 5-8-1970.

(1) The first sentence "Tear smoke may be used for dispersing mobs" occurring in para 240 will be substituted by the following:

"Tear smoke, where available, should ordinarily be used before a lathi charge unless the direction of the wind or/and the character and mood of the mob suggests that tear smoke would be ineffective and a lathi charge would be the only way to disperse a mob without recourse to firing".

(2) In the last sentence of the same para. "where the crowd is large it is necessary to use lathi after the crowd is tearsmoked". the words "it is" will be substituted by the words "it may be".

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**THE
KERALA POLICE
MANUAL
1971
VOLUME III
ADMINISTRATION**

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CHAPTER I
STATION ROUTINE RECORDS ETC

Duty Roster

- 518.** (1) A Duty roster in K.P.F. No. 164 should be maintained in all rural Police Stations and Outposts. In town stations, the Duty Roster should be maintained in K.P.F. No. 164-A and in Railway Police Stations, in K.P.F. No. 163-A. Duty Roster for Railway Police Outpost will be in K.P.F. No. 163-B. The main heads of duties to be performed in each station and out post should noted in the respective Duty Rosters. Other heads of duties may also be opened to meet local requirements and in compliance with any instructions issued by the superior officers from time to time. Care should be taken to avoid too many columns in the Roster.
- (2). Persons posted on duties involving use of some discretion should be continued in such duties for long periods. It is only in the case of duties which involve no discretion and which are allotted to the junior most constables that a regular change and allotment are called for. This will be done by the Station house Officer or the senior Head Constable in his absence.
- (3). Whether the men should start on their duties from the residence or the station depends on the nature of duties. As far as possible, they should start from the station and must report at the station, closing the work for the day.
- (4). The Duty Roster should be filled up immediately after daily duties are allotted to the Police Officers.
- (5). If any Police officer fails to perform his duty, the reason for the failure should be noted in the remarks column of the Duty Roster and also in the General Diary.
- (6). When a Police Officer is sent on detective duty, the Crime No., should be entered in red ink, under his general number, in the Duty Roster. But if he is the Investigating Head Constable of the station, such crime number need not be mentioned.
- (7). When Police officers proceed on any special duty, the nature of such duty should be clearly noted under a separate heading in the Roster.
- (8). The number of constables or Head constables detailed for a particular duty and their names and numbers should be mentioned under the date on which such duty was performed. In the case of Sub Inspector or additional Sub Inspector, the entries under the relevant dates will be "S.I.", "A.S.I." respectively.
- (9). Beat checks done by Sub Inspectors or other superior officers should be marked against the particular beat, noting the date and hour of check.
- (10). The new moon day should be marked on the particular date with a thick dot, and five days preceding and following, should be shaded with thin lines. This will enable the officers to find out whether beats are served properly during dark nights.
- (11). At the end of each month, an abstract of the duties performed should be made out on the back of the Duty Roster, where there are columns for it.

Village Roster.

519. (1). A register in K.P.F. No. 165 should be maintained in all rural Police Stations and

Outposts, in which should be entered the names of all villages in the jurisdiction, hamlets or desoms being noted immediately below the village to which they are attached. The names of villages (amsoms) should be written in red ink and those of hamlets or desoms in blue or black ink. The visiting of a Constable, Head Constable or the Sub Inspector on any duty to a Village should be noted against it by marking the date on which the visiting was done and the number of constable or Head Constable or the letters "S.I." as the case may be and night halt in the village should be indicated by the letter "N".

- (2). It is essential that every village in a station jurisdiction should be visited by the Sub Inspector at least once a quarter. He should visit important villages and make night halts as often as possible.

Petty Case Register.

- 520(1) A register in K.P.F. No. 123 A should be kept for entering petty cases charged under the Police Act, Motor Vehicles Act etc. Charge sheets in such cases will be sent in K.P.F. No. 123.
- (2). At the end of each quarter, an abstract will be made out showing the number of each category of cases detected during the quarter, numbers pending trial and numbers disposed of.
- (3). Entry regarding disposal of each case should be attested by the Station House Officer.

Process Register.

- 521.(1). A register of process in K.P.F. No. 149 should be maintained in each police station, in which should be entered all process received from courts for service or execution, as the case may be, and the disposal of such processes.
- (2). The register should be maintained in the form of a ledger. A separate section in the register, or separate registers, should be set apart for each of the Magistrate's courts from which the particular police station receives processes.
- (3). Every Inspector of Police of a circle should atleast once in two months, take the process registers of the Police station under him to the concerned Magistrate's courts, check the entries with the corresponding registers and, if necessary, with other records maintained by the court, and report any serious delays or omissions to the Superintendent of Police.
- (4). Unexecuted processes should be brought forward in the register at the beginning of the month.
- (5). Entry relating to all warrants should be made in red ink.
- (6). All non-bailable warrants issued at the instance of other departments, should be executed by the Police with the assistance of the concerned departmental officials if necessary to identify the accused.
- (7). **Monthly Abstract:-** At the end of the month, an abstract in K.P.F. No. 149-A should be entered in the register.
- (8). **Return of arrest warrants** – Warrants of arrest should not be transferred from one station to another or returned to court without the sanction of the Circle Inspector of Police or an Officer of higher rank. Unexecuted bailable warrants should only be returned to court through or under the orders of Sub Divisional Officer and above. It is not necessary to return warrants when applying for proclamation orders under section 87 of the Code of Criminal Procedure.
- (9). All processes issued by the High Court or Court of Session, for service through Magistrates' courts, also should be entered in this register.

- (10). At the close of each quarter, the Station House Officer should send through proper channel to the Superintendent of Police, a list of unexecuted warrants in K.P.F. No. 159.
- (11). Sub Inspectors in charge of police stations will personally take up at least 10% of the unexecuted processes for service, and Circle Inspectors during their inspection of Police Stations, will select at least 5% of unexecuted process for personal verification when they visit villages. The fact of such verification and result should be recorded in red ink in the Process Register. A Sub Divisional Officer or an officer above his rank will ensure that this test check is done regularly. Specific mention regarding this aspect of work should be made in their inspection reports.
- (12). **Execution of distress warrant-Money collected-Remittance of** – The Head Constable or the Police Constable who executes the distress warrant and collects money will immediately issue a temporary receipt to the party on plain paper for the amount received. On reaching the Police Station a formal receipt in Form No. TR.5 will be issued. In this receipt it will be legibly written on top 'in lieu of the temporary receipt' (if a plain paper receipt was given) so as to avoid duplicate receipt for the same amount. Cash thus realized will be entered in the Station Cash Book showing distress warrants No.etc. The entry will be made in red ink. The cash will be forwarded to the concerned court the next working day after realization. Money memo forms will be used for sending the money to the court. The date of realization of the amount from the parties will be clearly indicated in red ink both in the Money Memo and in the Process Register. Officers executing distress warrants will strictly follow the relevant orders contained in the Criminal Rules of Practice.

Government Property Register

522. (1). A Government Property Register in K.P.F. No. 88 kept in all Police Stations, will constitute the record of all property in the station in the charge of the Station House Officer.
- (2). Arms and ammunition in the stations should be kept under lock and key when not in use. Whenever the station House Officer leaves his headquarters, he should hand over the key to the Head Constable or the Station Writer.
- (3). The Station Writer will be responsible for the correct maintenance of the Government Property Register and also the properties entered therein, under the direct supervision of the Station House Officer.
- (4). Particular care should be taken with regard to the upkeep of arms and other accoutrements. Each police officer to whom a weapon is issued should be held responsible for its proper cleaning and maintenance. Every Police Officer should take pride in the proper and efficient maintenance of the arms issued to him. The Station House Officer should see that the men clean their weapons regularly. Instructions regarding the care and maintenance of arms and equipment are given in Appendix-I.

Petition Register

- 523.(1). All petitions, other than those which are registered immediately in the First Information Book, whether received direct or through superior officers, shall be entered in a register in K.P.F. No. 147.
- (2). Immediately on receipt of a petition, a number will be assigned and recorded on it. This number will be the serial number assigned in Col. (i) of the Register mentioned above.
- (3). When a petition is received in person an acknowledgement will be given to the person who

presented it, in the proforma prescribed. When a petition is received by post, the acknowledgement will be issued to the sender by post.

- (4). All petitions will be kept in the personal custody of the S.H.O. and will be taken out only on the day on which enquiry is to be conducted, and will be returned to the Station immediately on the return of the enquiry officer to headquarters. A record will be made in the G.D. of every petition both when it is taken out for enquiry and when it is returned.
- (5). The details of the enquiry made, of the findings, and of the nature of the further enquires, if any, to be made, will be recorded immediately after each enquiry on a sheet or sheets to be attached as 'Note file' to every petition under enquiry. The places visited and the persons questioned will be recorded also in the note book of the enquiry officer and in the station general diary. This procedure will be continued upto the final disposal of the petition.
- (6). The dates on which each enquiry is made in a petition, and the officer who made the enquiry will be recorded in Col.(9) "Action taken on each date" of the petition register (K.P.F No. 147). This will be done by the Station Writer each succeeding day, from the entries made in the General Diary according to the instructions in sub-paragraph (5) above.
- (7). Enquiries into petitions in which women are concerned must be made at the residence of the women or at any other place chosen by them, and not at the Police Station or Outpost.
- (8). In all cases of petition enquiry, written statements of the persons concerned should invariably be recorded, and attached to the petition file.
- (9). Petitions received from persons outside the department should not be returned in original.
- (10). The result of the enquiry should be communicated to the sender of the petition, within a reasonable period.
- (11). It is not necessary that the same individual should continue the enquiry every day. In fact the normal procedure in all petitions in which enquiries are prolonged should be to have the matter dealt with by different individuals.
- (12). The S.I. in the case of enquiries conducted by H.C.s and the C.I. in the case of enquiries conducted by the S.I., will conduct test verification of the enquiries made in selected petitions, particularly those not disposed of within ten days of the commencement of enquiry. The test check by C.I.s will be conducted during their inspections and visits to stations.
- (13). Files of enquiries completed will be forwarded by the 15th of the succeeding month to the D.P.O. with a list in duplicate. One copy will be acknowledged and returned to the station for record.

Current Register

524. All police stations should maintain 'Current Register' (Personal Register) in which all references received by them and started by them will be registered. Particulars such as serial number, the designation of the officer from whom received, date of receipt, reference number, purport of the reference, action taken, final disposal etc., will be noted in the current register. Similar register will also be maintained by the Circle Inspectors and Sub Divisional Officers.

Crime Abstract.

525. (1) An abstract of crime shall be made out quarterly in each station in K.P.F. No. 37 and a copy forwarded to the District Police Office for comparison with the crime ledgers, maintained there. Petty cases also should appear in the Crime Abstract.

- (2). The abstract should be prepared before the 5th of January, April, July and October for the preceding quarter or quarters of the Calendar year. The abstract prepared in January will thus be for the whole of the preceding calendar year. The abstract should show the actual state of crime as on the last day of the preceding quarter.
- (3). The copy of the abstract should be forwarded to the Superintendent of Police through the Circle Inspector and the Sub Divisional officer. The Circle Inspector should check and countersign the abstracts. The copies of abstracts should reach the Superintendent of Police before the 15th of the month in which it is due.
- (4). Detailed instructions for the preparation of crime abstract are given in Appendix II.

List of absconding warrantees.

526. (1) When a person for whom a warrant has been issued, is absconding and there is no immediate prospect of his arrest, the Station House Officer should send a descriptive roll of the individual in K.P.F. No. 20-A to the District Intelligence Bureau.
- (2). These rolls will be published in the Crime and occurrence sheet. These lists will be termed "A" lists and will be published once a month.
 - (3). In addition to absconding warrantees of the District, the Superintendent of Police (District Intelligence Bureau) will publish in "A" list the descriptive rolls of absconding warrantees of other Districts and of persons published in the Criminal Intelligence Gazette, who are natives of, or likely to come to, his District.
 - (4). The "A" lists will be filed separately in each station and from them the Station House Officer shall compile in K.P. Form No.20-A manuscript list of persons likely to come to his station limits, which will be hung up in the station. The officers in the station will be expected to learn the details of these persons.
 - (5). The names of persons who have been arrested or whose arrest is no longer required, will be published in the Crime and occurrence sheet in a list which will be known as "B" List, K.P.F. No. 20-B 'A' List and manuscript lists shall be always kept up-to-date from the 'B' lists.

Register of Persons involved in compoundable Offences.

527. (1) Station House Officers will maintain a register in two parts showing an alphabetical list of all persons involved in compoundable offences (See Section 345 Cr.P.C.), disposed of ultimately, by compounding with the permission of the Court. The first part relates to property criminals. When a potential or budding criminal is involved in property offences like offences under sections 379, 381, 406, 407, 408, 419, 420 Indian Penal Code and whose case was compounded once, repeats the same or similar offences and is charged again, that fact should be noted in the register and the Superintendent of Police of the District and the Superintendent of Police, Crime Branch, C.I.D., should be informed about it promptly. If in the second or subsequent commission of such offences, a petition for compounding is moved before the court, it should be opposed.

In the compounding is allowed by the court in spite of police objection, the matter should be taken up on revision under intimation to the Crime Branch, C.I.D., since the concession for compounding such offences has not been effective in the case of that particular offender and he has proved himself not likely to be reformed. Such a person should be treated on par with other criminals.

- (2) The second part relates to rowdies and bullies. When history sheeted rowdies or other rowdy elements who are likely to prove to be a menace to the public, are involved in cases of violence

like sections 324, 325, 337, 338, 343, 344, 346, 357, 428, 429, 430 and 451 Indian Penal Code, similar action as mentioned above should be taken, when an attempt is made to compound offences for a second time.

Sentry Relief Book.

528. (1) Usually spare men and off duty men should be posted as Station Sentries. The Sentry Relief Book in K.P.F. No.170 in a police station where there is no standing guard, should be entered up with reference to the Constables deputed on station sentry. When a prisoner is confined in the lock-up, a regular guard should be posted, and the necessary entries made in the Sentry Relief Book.
- (2) When there is a cash balance of Rs. 500 or above at night in a Police Station the same should be deposited in the guard, if there is one near by, and if not, a guard consisting of three men should be mounted so that one sentry is always on the alert during night.
- (3). The station sentry shall be responsible for all the property in the Station and the relieving sentry should invariably see that it is correct.

Tappal Book

529. (1) A Tappal Book in K.P.F.No. 180 should be maintained in all Police Stations. Description of paper dispatched, address of the person to whom the papers are dispatched, daily stamp account for the papers sent by post and also postage stamps, if any, expended on telegrams should be entered in the Book.
- (2) Each item of paper despatched should be assigned a serial number beginning from the 1st of every month.
- (3) All tappals for local delivery should be entered in a separate "Local Delivery Tappal Book" in K.P.F. No. 212.

Rough T.A. Bill Book

530. (1) A rough register of traveling allowance in the form of T.A. Bill should be maintained in each station with sufficient space between two names. This register should be written daily as soon as the men return from duty. At the end of the month this would be copied on regular. T.A. Bills and submitted to the District Police Office.
- (2). The Senior Station Writer will be held responsible for the correct maintenance of this register.

Register of Finger Print References & Visiting Book.

531. (1) A register in K.P.F. No. 3-N should be maintained in all Police Stations, in which all finger print slips sent for search and their disposal will be entered.
- (2). The visiting book in K.P.F. No. 189 is for the remarks of Sub Divisional Offices and above and K.P.F. No. 70 for the remarks of the Circle Inspector.

Registers, Records, etc., prescribed for Police Offices, Stations, Outposts, Circle Offices and Sub Divisional Offices.

532. Registers, records and files which are to be kept in sub Divisional Offices, Circle Offices, Police Stations and Outpost, in addition to any other books or registers ordered to be maintained, are given in Appendix III.

Station Name Board and Notice Board.

533. Every Police Station and Outpost should be provided with a Notice Board and a sign Board.

Each of these should be affixed in a conspicuous place outside the building.

Cash chests of Postal Departments.

534. Cash chests of the Post Offices of India may be embedded to the floor of Treasury Guard rooms with the District Magistrate's permission. The same course may be followed with regard to their location in Police Stations, if agreed upon by the Superintendent of Police and the District Magistrate in consultation.

Records-Period of retention and destruction etc.

535. (1) Station and Circle records, which have to be retained in the District Police Office, will be sent to the District Police Office by the Circle Inspector at the beginning of the year.
- (2). At the close of each year, the Inspector will prepare and forward to the District Police Office by the 15th January, for the orders of the Superintendent of Police, a list in duplicate, in respect of each station and of his office, of time expired records which need not be retained and other useless papers for destruction. On receipt of the orders of the Superintendent of Police, the Inspector should send them to the District Police Office for being either retained there or sold to approved contractors. Records sold to contractors should be torn to pieces.
- (3). Similarly, Sub Divisional Officers will follow the same procedure as stated above in respect of records in their offices.
- (4). Names of records, period of retention of each record etc., are given in Appendix IV

Out-post Routine Records

536. Records, registers and files which are to be maintained at Out-posts are given in Appendix III. These records should be maintained in the same way as in the Police Stations.

CHAPTER II

SECTION 1- PAY AND ALLOWANCES

Preparation of Pay Bill

537. Each Station House Officer shall prepare a monthly pay bill in K.P.F. No. 109 A and 109 A-1 for the staff of his station and forward it direct to the District Police Office by the 15th of the month for which pay is claimed. The abstract on the back of the bill will be filled up in the District Police Office.

Instructions for preparing Pay Bills

538. (1) Names will be entered in pay bills, firstly according to rank and secondly according to district number. Men employed as private guards must be shown separately in another bill.

(2). Alterations from the preceding month and casualties will be shown in ink in the remarks column.

Note:- In the case of Officers under temporary reduction, the remark "Reduced to..... for from....." should be entered in the pay bills of each month against the names of the Officers concerned until they are promoted.

(3). Certificates of maintenance of conveyance should be attached to pay bills in K.P.F. No.26 in support of claims for conveyance allowance.

(4). In the "Rate of pay" column, the pay of the appointment actually held, even officiating or provisionally permanent, and not of the substantive appointment, should be given.

(5). Each deduction will be shown separately, in the relevant columns.

(6) The pay bill of the Armed Reserve will be prepared and sent to District Police office by the Reserve Inspector concerned.

Disbursement

539. (1) The District Treasury will issue Cash Orders on sub-Treasuries in favour of Circle Inspectors or Reserve Inspector. The Cash Orders and pay bills will be forwarded by the District Police office to the Circle Inspectors and Reserve Inspector concerned and they will cash it. The Circle Inspectors will send the sheets of the pay bills and the requisite sum of money to the Station House Officer, who will pay the men of the station. In the case of the District Armed Reserve, pay will be disbursed by the Reserve Insepctor.

(2). If there is a Sub-Treasury disbursing money on Government account at the Headquarters of a Sub-Inspector, Cash Orders should be drawn in favour of the Sub Inspector concerned instead of the Circle Inspector. In this case, the pay bill of the Station will be sent direct to the station concerned.

(G.O. (MS) 47/66/Finance dated 09-02-1966)

(Chief Office F1-29604/65 dated 14-2-1966)

Return of Pay Bills

540. The Station House Officer will return the pay bills, signed by the recipients, to the district Police Office by the 15th of the month with a statement of undisbursed pay in K.P.F. No. 109 B he will retain the undisbursed pay with him. The district police office will deduct the amount of undisbursed pay in the next pay bill and advise the Circle Inspector of the amounts so deducted and the amount to be sent by him to each Station House Officer. Entries in K.P.F 109 B should be made chronologically by months and, under each month, according to classes of Officers.

Re-endorsement on Bills-Prohibition.

541. (1) Pay and travelling allowance bills and bills for Office contingencies are not negotiable instruments and re-endorsement on them are prohibited. In such cases the following procedure should be adopted.

- (2) Bills payable at the Bank or Treasury at the Headquarters will be endorsed by the Superintendent or his Personal Assistant to a subordinate selected by him. Those payable at out-stations will be endorsed to a subordinate specially selected by the Circle Inspector. All bills to whomsoever endorsed will be sent only to the Circle Inspector concerned wherever he may be and he should send it to the subordinate in whose name the bill is endorsed and should watch the actual encashment and subsequent disbursement.

Disbursement of last pay due to an Officer.

542. (1) Last payment of pay and allowances to a Government servant who is finally leaving the service of the Government on retirement resignation or dismissal or is placed under suspension will not be made until it is satisfied that no amount is due and outstanding from the Government servant and until the kit has been accounted for and deductions made for deficiencies.

Pay of deceased Officer.

- (2) The pay due to a deceased Officer will be paid to his legal heirs, after such inquiry into the right and title of the claimants and on production of legal heirship certificate issued by the Tahsildar, where the amount does not exceed Rs. 500. The sanction of the Inspector General must be obtained before any disbursement is made in all cases where there is doubt regarding the person entitled to payment. All claims involving payment of over Rs. 500 should be reported for the orders of Government through the Inspector General of Police.

Precaution in transmitting cash.

543. (1) When cheques or bills have to be cashed or when public money has to be sent or brought from one place to another the following scale of escort is laid down for the general guidance of all Officers for the safeguarding of Government money in its transmission in normal circumstances. These escorts are additional to any member of the staff who may be employed to encash the bills or cheques concerned:-

Scale of escort

Amount to be transmitted	Strength of escort
Below Rs. 500	1. Constable
Rs. 500-4999	2. Constables
Rs. 5,000-20,000	1. HC & 2 Constables

Above 20,000

One SI /RSI / APSI / One HC
/ Havildar and two
Constables

- (2) If conditions are in any way abnormal, as when the general tranquility is disturbed or when public money has to be transported a long distance or when crimes against property have been unusually life in any area. Officers will be expected to use proper discretion as to any additional precautions necessary.
- (3) The scale of escorts laid down above does not apply to treasure escorts which are governed by separate orders. See rule 435 of Chapter XIX Vol. II.

When a Head Constable or Constable is detailed to cash any bill at a place outside his own station, and owing to the distance from his own station is forced to halt either at the place of encashment before starting back or on the way, he shall make such halt at a Police Station and shall on reaching such stations immediately deposit the cash in his charge with the Officer in charge of the Station at the time. The latter shall record the fact in the General Diary noting the amount deposited, and also acknowledge the receipt of the amount on the passport of the Head Constable or the Constable as the case may be. Before he starts from the station the Head Constable or the Constable shall note in the General Diary the fact of the cash having been returned to him and the Officer then in charge of the Station shall note on his passport that the cash has been returned to him. The Officer in charge of the Station at the time shall keep the entrusted to him under lock and key and will be held responsible for its safe custody.

SECTION II – COTINGENCIES

Contingent expenditure.

544. The following instructions apply to particular items of contingent expenditure.

Cost of taking records and furniture on tour.

- (1) The cost of conveyance of Office records and furniture as are absolutely necessary on tour to the Superintendent or Sub Divisional Officer may be met from the Contingent appropriation.
- (2). (a) Inspectors will be allowed to take at the cost of Government such of the records and furniture belonging to Government as are absolutely necessary for the efficient discharge of their duties when on tour. The charges thus incurred will be debited to "tour charges", and the bills can be passed on proper vouchers by Superintendents of the District on their own responsibility.
- (b) Superintendent of the District will be careful to see that the concession is not abused.

Use of Service Postage stamps

- (3) The instructions regarding the name of service postage Stamps in official correspondence are contained in Article 132 of the Kerala Financial Code Volume I and Appendix in Volume II of the said code.

Telegram charges

- (4) (a) Telegram charges may be met either in cash payment or by deposit account system, whichever is economical.
- (b) Sub-Inspectors may make use of the permanent advance in the Station, for the payment of telegram charges and later recoup the expended amount by claiming the amount in contingent

bills.

[Government Endt. No. 61636-M1/65/PD/(Miscellaneous Department dated 14-3-1966)]

Station House Officers to send Contingent bills.

545. (1) Each Station House Officer shall submit direct to the District Police Office on the 20th of the month a bill for the contingent charges of his Station. The bill should include all fixed charges, such as rent of station, wages of station sweeper, etc., to be paid during the succeeding month, and also the expenditure actually incurred up to the date of submission of the bill under fluctuating items, such as stamps for which vouchers should be attached. For any charges of an unusual nature the previous sanction of the Superintendent should be obtained through the regular channel before the amount is included in the bill. The Inspector shall make out a separate contingent bill for charges incurred by himself and forward it to the District Police Office on the 20th of the month.
- (2) These bills will be scrutinized in the District Police Office and passed by the Superintendent. The money will be remitted to Inspectors or to the Station House Officers direct.

Indent for the supply of Service stamps.

- (3) Sub-Inspectors shall submit a monthly statement of expenditure of service stamps with an indent for stamps, to the District Police Office by the 5th of the month.

Expenditure under Secret Service Funds.

546. Separate rules regarding the procedure in the drawal and payment of the funds under secret service are sent to Superintendents of Police for guidance. The amount is to be drawn in contingent bill form No. 49 and should be limited to budget allocation.

SECTION III

TRAVELLING ALLOWANCE AND RAILWAY, BUS AND BOAT WARRANTS

Travelling allowance – General Principles.

547. (1) The grant of traveling allowance is regulated by the provisions in Part II of the Kerala Service Rules.
- (2) Officers should bear in mind that the question of traveling allowance is largely governed by one major rule that it should not be a source of profit and that it is entirely compensatory.
- (3) No tours should be undertaken without a definite purpose and the tours should not be mere aimless journeys on the score of vague Special Branch matters and surprise check. It should be undertaken only when there is absolute necessity.
- (4) All touring Officers should draw up regular advance programmes for their tours and submit the same for the approval of the controlling officers on or before the first of every month. In the case of Deputy Inspectors-General and Superintendents of Police, a copy of the tour programme will also be sent to the Collector concerned. The submission of advance tour programme will not apply to emergencies where journeys may be undertaken in anticipation of sanction of the immediate superior authority. In such cases separate procedures, as instructed by controlling officers will be followed.
- (5) In drawing up the tour programmes care should be taken to fix up the engagements in such a way

that several items of work are attended to in a single trip avoiding another trip for the same purpose on another occasion. Rush and return to headquarters will on no account be allowed.

- (6) In the case of subordinate staff when detailed for investigation, enquiry or arrest of absconding accused, tracing of Out of View Known Depradators etc., care should be taken that opportunities are not given for roaming about aimlessly. The movement of men deputed for confidential enquiries should also be strictly controlled by issuing proper instructions for the discharge of their duties without impairing their efficiency and success in their work.

Journeys in attendance upon a sick officer.

548. When a Police Officer is deputed by a Medical Officer to attend during a journey upon a Government servant who is so ill as to make it inadvisable for him to travel without attendance, he will be deemed to have been traveling on duty and will be entitle to traveling allowance for the journey both ways.

Preparation of Travelling Allowance Bills

549. (1) Travelling allowance bills will be prepared by the Station House Officer and forwarded direct to the District Police Office by the 5th of every succeeding month. Only one bill should be presented for each month after its close. In case of journeys by rail or by road the foils of the railway warrants and bus warrants marked "For the Superintendent of Police" should be attached to the bills. Bills relating to the claims of Sub Inspectors will be forwarded by the 5th of the succeeding month to the District Police Office.

- (2) Claims for traveling allowance must be supported by the passports of the men who traveled. These passports and railway warrants foils must therefore be attached to the traveling allowance bills. They will be filed in the District Police Office with the Office copy of the bills.

- (3) Before submitting the traveling allowance bills to the District Police Office, the Station House Officer should check the claims in the bills with the entries in the Rough Travelling Allowance Register maintained in the Station and the passport of the men concerned, and certify to that effect on traveling allowance bills.

- (4) The bills sent from each Station should be accompanied by a statement showing:
- (a) the number of the railway warrant and bus warrant foils attached to the bill;
 - (b) the numbers of the warrants already issued and to be accounted for with the bill of the following month; and
 - (c) the numbers of the warrants still in the custody of the Station House Officer. Superintendents should see that item (a) above agrees with the numbers of the warrants actually received by them and that the foils of the warrants mentioned in item (b) in the statement of the previous month have been sent.

Railway Warrants

550. (1) Railway warrants will be accepted by Station Masters or Booking clerks as cash payment for value of tickets supplied provided the rules printed on the reverse of the foil "for Railway" are observed.

- (2) Before Railway warrant books are issued to Stations, each of the three foils of the warrants should be clearly stamped in the District Stores with the name of the District in the space allotted for "Police Office" and "District" at the top.

Preparation and presentation of Railway Warrants at Railway Stations.

551. (1) Railway warrants shall be made out in English. The foil headed "For Office Record" will be retained in the Office of issue, and the remaining two foils handed over to the Officer in charge of the traveling party, who will fill up Coloum (4) in each, sign the Railway foil and present them both at the Railway Station. The Railway authorities will then issue the tickets required, and also return the foil "for the Superintendent of Police" with the blanks filled in. This foil will be sent by the Officer in charge of the party to the Officer in charge of his Station, who will collect together all the foils received in the course of the month and attach them all to the Travelling Allowance bill of the Station for the month.
- (2) Careful attention should be paid to the rules on the reverse of the foil headed "For Railway" of the form of Railway warrants.
- (3) Whenever possible, Railway warrants shall be issued at the Station of departure for the return journey also.
- (4) Railway warrants should be issued to all Head Constables and Constables, for journeys to and from Hospital and from one Hospital to another, and also for journeys to seek medical advice, provided they are eligible for Travelling Allowance for such journeys.
- (5) Railway warrants may be used for the conveyance of tappal to Officers in camp.
- (6) The following particulars should be invariably given on the Railway warrant:-
- (a) Name and number of Police Officer and nature of duty
 - (b) Reasons for traveling by main train.
 - (c) In the case of transfer, whether it was on public grounds or at the request of the Officer or for misconduct.
- (7) Railway warrants may be used by all Officers of and below the rank of Circle Inspectors for their journeys on Official purposes. If the cost of Railway fare is less than Rs. 5, Railway warrants should not be used.

Presentation of Warrants by Railway Administration for payments.

552. The foil headed "For Railway" will be presented by the Railway Administration to the Accountant General. The Accountant General will forward it to the Controlling Officer for scrutiny and countersignature. To enable the Railway Administration and the Accountant General to send the warrants to the proper officers, the officer issuing it will, when the party does not belong to the same State or District as that of issue, respectively endorse in red ink at the top of the foil headed "For Railway" as follows:-

"PAYABLE BY THE ACCOUNTANT GENRAL"
"TO BE SENT TO THE SUPERINTENDENT OF POLICE,
.....FOR ACCEPTENCE."

Safe Custody of Railway warrants and Bus warrants.

553. (1) The book must be kept under lock and key, in the personal custody of the Officer to whom it is supplied. In the absence of he Station House Officer from the Station, it will be in the charge of the Senior Police Officer present.
- (2) Whenever a Railway or bus warrant is issued its number is to be noted in the General Diary, wherein the duty on which the Officer is sent is noted.

- (3). At the back of the warrant counterfoil will be noted the General Diary page and date.
- (4) Whenever transfers of charge take place, the printed numbers of the Railway and Bus warrants transferred should be given in the charge list.

Bus Warrants.

554. Police personal on duty are allowed to travel in buses on the strength of the warrants issued by the Police Department. The cost on this account will be reimbursed to the Bus companies as per the procedure that may be adopted by Government from time to time.

(1). When bus warrants are issued for travel in Express buses the word "Express" should be noted by the Station House Officer himself and he should sign under the word "Express" with the date of issue.

(2) Every bus warrant shall contain the following particulars:-

(i) The bus warrant number.

(ii) The number and name of the Police Constable or Head Constable or the name of Sub-Inspector.

(iii) The Unit such as Traffic, Armed Reserve, Criminal Investigation Department, Criminal Intelligence Bureau, Finger Print Bureau, and the District to which such Police Constable, Head Constable or Sub-Inspector belongs (to be entered in red ink).

(iv) The date of travel

(v) Purpose of journey

(vi) Place from where the Police Constable or Head Constable or Sub-Inspector starts and the place to which police Constable or Head Constable or Sub-Inspector travels.

(vii) Station from where issued and the date of issue

(viii) The designation and signature of the issuing Officer

(ix) The stamp of the office of issue

(x) Bus warrants without page number are not considered as genuine.

Boat warrants

552. Boat warrants shall be issued to non-gazetted officers for travel by boat on duty. The procedure in the case of bus warrants will apply to the issue of boat warrants also.

Statement of Bus Warrants and Railway Warrants used by Sub Inspectors

556. A Statement of bus and Railway warrants used by Sub Inspectors in a month should be forwarded in K.P.F. No.113 to the District Police Office with their Travelling Allowance bill for the month. The statement should contain particulars of warrants used and the cost of each warrant. The counterfoils of the warrants marked for Superintendent of Police should be enclosed with the statement. Those having no Travelling Allowance claims to prefer will forward the statement separately with counterfoils of warrants.

SECTION IV- CASH ACCOUNTS

Cash Book – Maintenance of – Instructions

- 557.(1) The Cash book in prescribed form shall be maintained in Police Stations and all other Units dealing with receipt or disbursement of government money.
- (2) All Public money received should be brought to account immediately on receipt.
 - (3) Opening balance, receipts and closing balance shall be entered in red ink and all other entries shall be made in black or blue black ink.
 - (4) Each item of transaction, whether receipt or expenditure, should be entered separately. Item number should be separately given to each entry. Item number of corresponding expenditure entry should be noted against each receipt of entry and the item number of relevant receipt entry should be noted against each expenditure entry.
 - (5) Detailed particulars of each transaction such as from whom received, number and date of encashment of bill, date of money memo received, to whom disbursed with number and date of money memo sent should be entered in the cash book.
 - (6) The opening and closing balance should be struck on all days on which there are transactions.
 - (7) All amounts should be disbursed without any delay and no amount should be retained in Police Stations for over two months under any circumstances. A report should be sent to the Superintendent of all such pending items and orders of the Superintendent should be obtained for returning them to the District Police Office or remitting them into the Treasury under relevant head of accounts.
 - (8) Cash book in Police Stations should be personally maintained by the Station House Officer. If he is likely to be absent from the station for more than a day, the book may be handed over to the Station Writer with clear instructions as to its maintenance. When the Station House Officer returns to Station he should check the entries in the cash book and take charge of balance.
 - (9) On the last day of each month, the particulars of amounts working up to the cash balance with item number and date of receipt of each item should be entered in a separate statement in the cash book. If any permanent advance is allotted, the total permanent advance allotted, particulars of items pending recoupment and balance of permanent advance on hand should be furnished in a separate statement.
 - (10) All money memos (in K.P.F No. 105) received should be arranged and filed date-wise, after prompt dispatch of acknowledge item number in cash book, date and item number of disbursement and date of dispatch of receipts of parties.
 - (11) Circle Inspectors should verify cash book and cash balance in hand in Police Stations whenever they visit them for other purposes. In respect of their Headquarters Stations such verifications should be made at least once a week.
 - (12) The cash on hand in Stations shall be kept in a locked receptacle. No private money should be mixed up with Government cash. When the charge of cash book is handed over, the cash balance should also be handed over and acknowledged in the cash book and in the General Diary in words as well as in figure.

SECTION V – LEAVE PROCEDURE AND PENSION

Grant of leave.

558. (1) Leave will be granted to officers according to the Service Rules applicable to them.

(2). Superintendents of Police are empowered to sanction all kinds of leave except study leave and special disability leave to all officers of and above the rank of Sub Inspectors.

[G.O. (MS) 99/Home (A) dated 18-2-1963]

(3) The Superintendent may empower an Inspector to grant in anticipation of sanction, in urgent cases, leave other than casual leave subject to a limit of one month to Head Constables and Constables. The kind of leave admissible will be subsequent decided and the leave will be formally sanctioned by the Superintendent.

(4) Sub-Divisional Officers are empowered to sanction all kinds of leave other than study leave, special disability leave and leave preparatory to retirement, subject to a maximum period of 4 months to Head Constables and Police Constables within their jurisdiction. Before granting the leave eligibility should be got noted by the District Police Office on the leave rolls sent.

[G.O. (MS) 99/Home (A) dated 18-2-1963]

(5) Personal Assistants to Superintendents of Police are empowered to sanction all kinds of leave other than study leave, special disability leave and leave preparatory to retirement to Head Constables and Police Constables of District Armed Reserve, where there is no Assistant Commandant in charge of the District Armed Reserve.

[G.O. (MS) 93Home dated 2-3-1964]

(6) Circle inspectors are empowered to sanction leave except special disability leave to Police Constables and Head Constables after getting the eligibility of leave verified from the District Police Office and in urgent cases subject to eligibility.

[G.O. (MS) 308/Home dated 12-9-1967]

Leave Applications

559. (1) Gazetted officers should submit their leave applications in duplicate in the prescribed form to the Deputy Inspector General of Police in the case of Inspectors and to the Inspector General of Police through the Deputy Inspector General in other cases.

(2) Station House Officers will forward leave applications received from Head Constables and Police Constables with leave rolls in K.P.F. NO. 76, through Circle Inspectors to District Police Office; where the nature of the leave due will be entered. The District Police Office will forward the leave rolls to the Officers authorized to grant leave.

Departure on Leave

560. (1) Police Officers of and above the rank of Deputy Superintendents before proceeding on leave should communicate their address while on leave to the Assistant Inspector General.

(2) All subordinate Police Officers, before proceeding on leave, should communicate their address to their immediate superior and keep him informed of any change of address.

(3) No Police Officer may proceed on leave without sanction

(4) Head Constables and Constables proceeding on leave shall invariably be furnished with passports in K.P.F. No. 120. A man who was obtained a medical certificate recommending him leave should be given a passport in K.P.F. No. 121. Before proceeding on leave, it should be ensured that the leave has been sanctioned. If the medical certificate is given at the district headquarters, the passports may be granted by the Superintendent of Police if the District or, in his

absence, by the Manager Except in the case of men of the Armed Reserve to whom it will be given by the Reserve Inspector. In Circles, it should be given by the Inspector or Station House Officer.

To report 10 days prior to expiry of leave for permission to extend leave or to rejoin duty.

561. An application for extension of leave should be made at least 10 days prior to the expiry of the leave being availed. It is the duty of the Officers on the expiry of their leave to rejoin if they have not received formal intimation of the grant of extension. The incumbent in the Department on leave for more than one month should report his intention to resume duty not less than 10 days before the termination of the leave.

Rejoining duty after leave.

562. The authority competent to grant leave or the authority under whom the Government servant is to be employed on return from leave, as the case may should enforce the provisions of Service Rules regarding procedure for readmission to duty of officers returning after medical or any other leave.

Casual leave

563. Casual leave is a concession to enable Government servants in special circumstances to be absent from duty for short periods without such absence being treated as leave under service rules. Rules regarding casual leave to Officers are given in Appendix VII to Kerala Service Rules.

Special Casual Leave

564. Government servants are entitled to special casual leave as per Service Rules applicable to them. Rules regarding grant of such leave is given in Appendix VII to Kerala Service Rules.

Grant of Casual Leave

565. (1) Casual leave to officers of and above the rank of Sub Inspectors may be granted by their immediate Superior unless the applicant is working under the direct supervision and control of another officer competent to grant such leave.
- (2).The grant of leave by the Superintendent of Police should be communicated to the Deputy Inspector General of Police concerned, and the grant of leave by the Deputy Inspector General of Police should be communicated to the Inspector General of Police for Information.
- (3). The grant or refusal of the leave should be reported in the diaries of the officers and the General Diary if such a record is kept in the Office concerned. All cases in which leave is refused by them should be reported to the Superintendent or Sub-Divisional Officer for orders if any. The applications will be filed in Office of the granting authority with the orders thereon together with a note of the dates of availing of and return from the leave.
- (4) In emergencies, Head Constable in charge of Police Station or Outpost may grant to any of his subordinates casual leave and may also permit them to combine Sundays and other authorized holidays with it, subject to the limits prescribed, reporting the matter for confirmation of the Sub Inspector.
- (5). If an Officer wants to spend the leave, outside his jurisdiction, he should take the previous sanction of his immediate superior authority.

Register of Casual leave.

566. The register of casual leave in K.P.F. No. 135 should be maintained by the Officers competent to sanction the leave. The grant of special casual leave will also be noted in this register.

Pension

567. The pensions of all officers who have opted for Kerala Service Rules will be regulated by the Rules in Part III Kerala Service Rules. The rules in fundamental Rules, Travancore Service Rules and Cochin Service Rules will apply in the case of those governed by those rules.

Resignation –Effect of.

568. (1) If a Government Servant resigns his appointment, all his previous service under the Government-and not only service in the particular post which he held when he resigned-will be wiped out. If such a Government servant is appointed again to Government Service, he will not be entitled, to count any portion of his service prior to resignation for any benefit or concession under any rule or order.

(2) The effect of resignation of appointment by a Government Servant is contained in Rule 33 of Part III of Kerala Service Rules and in other Service Rules applicable to the Government Servants concerned.

Address to be furnished by retiring Officers

569. On retirement Officers should furnish their address in order that the authorities may communicate with them if necessary.

SECTION VI – BUILDINGS IN CHARGE

Upkeep of Compounds

570. (1) The occupant of a Government building or residence shall be responsible for the proper care and upkeep of the trees, shrubs and hedges in the compound and he will also see that the compound is kept in proper order.

(2) No tree or main branch of a tree shall be cut without the permission of the Inspector General of Police

(3) The grounds of the compound shall not be broken for any purpose except that of "gardening" in the ordinary sense of the word and this sense shall not include the digging of pits, ponds or wells for watering purposes.

Occupation and Petty Repairs of Lines.

571. (1) Where Police Quarters exist, Head Constables and Constables shall be bound to occupy them.

(2) Men must be required to execute such trifling repairs to their quarters as they would do if they were their own houses.

SECTION VII-TENTS

Scale of tents for different units is given in the Kerala Store Manual.

Tents-Storage of.

572. When not in use, tents should generally be kept in a dry place on stands about 46 C.M. high so as not be damaged by rats or white ants. But during the monsoon, when they are not in use, they should also be spread out in the sun to dry not less than once a month.

Instructions for pitching and striking of tents etc., are given in Appendix V

SECTION VIII-INDENT FOR STORES; CLOTHING ETC.,-DISTRIBUTION

573. Instructions regarding scale, supply of clothings, Stationeries, Arms, Ammunition and Accoutrements, etc., are given in Kerala Police Departmental Store Manual.

Indents for Store articles by the units to the Chief Stores.

574.(1) Each unit will forward to the Chief Office on the 30th December each year a consolidated list of stores required by it in a year, on the basis of indents received by it from its subordinate Officers. Only items of stores which are authorized for issue through Chief Stores according to general or special orders (or by precedent in the past) should be included in the list. Quantities mentioned in the list should also be within the authorized scale of entitlement, and the scale on which the demand is based should be clearly stated.

(2) On the indents being passed, the stores sanctioned will be packed and dispatched to the units concerned by the Assistant Store keeper by the cheapest possible conveyance.

(3) The passed indents with the acknowledgment foil will be forwarded to the concerned unit from the Chief Stores.

(4) On receipt of the stores in the unit stores, the articles will be verified by the Officer-in-charge of stores. The articles will be acknowledged in the acknowledgment foil of the indent and it will be returned to the Chief Stores.

[G.O. 408 (MS) Home (D) dated 18-10-1965]

Indents by subordinate Officers to the Units (D.P.O. etc).

575. Officers in charge of Sub-Division, Circles and Police Stations will forward indents showing their annual requirements of stores to the District Stores before the 15th of December each year.

Officers in charge of Police Stations will forward two separate indents one for articles issued by the Reserve Inspector and another for articles issued by the Store Accountant and items in each should be granted together under the sub-heads shown below:-

(a) Indents for articles issued by the Reserve Inspector:-

(i) Arms,

(ii) Ammunition, and

(iii) Accoutrements.

(b) Indents for articles issued by the Store Accountant:-

(i) Clothing,

(ii) Forms,

(iii) Stationery,

(iv) Books of instructions, and

(v) Furniture.

[G.O. 408 (MS) Home dated 18-10-1965]

Supply of Articles.

576. (1) The supply of clothing will be made half yearly from the District Stores to the Sub

Inspectors concerned by the 1st of December and 1st of June without indents from them. Acquittance roll for clothing in K.P.F. No. 5 will also be sent to the Sub Inspectors. The Sub Inspectors shall arrange supplies according to requirements and send the acknowledgment to the District Stores promptly returning surplus articles if any on invoices. The acquaintance roll of clothing with signatures and date of receipt entered therein will be completed, carefully checked and sent back to the District Police Office not later than 1st August.

(2) Check register of Indents

The Officer in charge of stores will keep a Check register of indents. Each indent will bear the District Serial number and also the indent number of the Sub-Divisional Officer, Inspector or Station House Officer as the case may be. No indents will be filed by the district Serial number alone.

(3) The book of receipt and issues of stationeries shall be balanced every quarter. A stock taking of stationery shall be made every year before the 25th February by the Officer in charge of stores and results recorded in a statement accompanying the annual stationery indent.

[G.O. 408 (MS) dated 18-10-1965]

Passing of indents.

577. (1) All indents will be passed for supply by the Superintendents of Police or the Personal Assistants to the Superintendent of Police. 85% of the annual requirement of stores in a station or in the Inspectors office or in the Sub-divisional Office according to authorized entitlement will be passed on the first indent. If an indent is not passed it will be returned to the concerned Officer stating reasons as to why it is not passed.

(2) On an indent being passed by the Superintendent of Police, the Store Accountant will pack the sanctioned articles and dispatch the same to the concerned officer by the cheapest possible means. The sanctioned indent with acknowledgment foil will also be forwarded to the concerned officer immediately. On receipt of the articles the concerned officer will check the store material with the passed indents sent to him and acknowledge receipt of the articles in the acknowledged foil of the indent. The acknowledged foil will be returned to the District Stores immediately.

(3) The remaining 20% of the annual requirements of stores in the Sub-Divisional office, Inspectors Office or the Stations will be sanctioned in the District Stores on proper indents on the last quarter of the financial year according to requirements. The stores so sanctioned will also similarly be dispatched to the concerned officer by the Store Accountant.

[G.O. (MS) 408|Home dated 18-10-1965]

Entry in the register of Government Property.

578. The Sub-Divisional Officer, Inspector or Station House Officer as the case may be who receives the stores will immediately bring the articles received by him to account in his register of Government properties.

[G.O. MS. 408|Home (D) Dept. dated 18-10-1965]

CHAPTER III
GENERAL CORRESPONDENCE

General Rules

579. (1) The use of facsimile signature stamps in lieu of signature in correspondence is forbidden. Official documents should be signed in a uniform and legible manner. Ball point pen also should not be used.
- (2) See paragraph 90 of the Manual of Office procedure for the Police Department for instructions on the method of dispatching papers to Departmental officers.
- (3) See Chapters III and IV of the Manual of Office Procedure for the Police Department for instructions relating to the receipt, numbering, distribution and registration of tappals.
- (4) Rules of procedure for offices below the District level shall be as prescribed in Chapter XVI of the Manual of Office Procedure for the Police Department. For other offices the provision in other chapters will apply.
- (5) The name as well as the Official designation of an Officer should be set out at the head of every letter or proceedings issued by him or from his office on his responsibility though it may be signed by an authorised subordinate Officer.
- (6) Initials and signatures should always be dated, the year as well as the date and month shown.
- (7) Letter form should be used for all correspondence to superior Officers, subordinate Officers and to other Officials and non-officials. The salutation "Sir" or "Madam" and the subscription "Yours faithfully" should also be used in all such letters.

(I.G.'s Circular 51| 66 dated 02/09/1966

- (8) Memo form will be restricted only to internal use namely to communicate and call for information between the sections of the same Office.

(I.G.'s Circular 51| 66 dated 02/09/1966

- (9) Language of correspondence : To communications received from public in Regional language, the replies should be given in the regional language itself.
- (10) Delay in disposal of official correspondence-Usually delay occurs due to the following reasons:
- (i) unnecessary movement of papers
 - (ii) Indifferent or incomplete reports from the Subordinate officers
 - (iii) Faulty office procedure
 - (iv) Inadequate control over work and proper application to it. Care should be taken to avoid such defects at all levels.

- (11) When a Personal Assistant signs a letter for the head of the department or Office, he is using the delegated power. Therefore in all Official correspondence to higher authority, if the letter involves a point of opinion or policy, the office copy must be signed by the Head of the Department/ Office. If, however, the letter is simply a recital of facts, it will suffice if the

Personal Assistant takes orders of the Head of the Department/Office in the Office note.

Officials communications.

- 580 (1) Envelopes or packets containing Official correspondence, which is not of a confidential nature, should be addressed by Official designation only, without the addition of an Officer's name.
- (2) Papers may be classified as (a) 'Confidential' (b) 'Secret' and (c) 'Top Secret' according to the nature, importance and degree of security which attaches to the matter dealt with in them.

The following rules of guidance will be helpful

- (a) **Top Secret.** This marking is reserved for papers containing information of such a nature that for reasons of national security it must only be disclosed to persons whose duty makes it essential that they should have knowledge of it. Such papers include references to current or future Military operations, impending movements or dispositions of the armed forces and shipping and secret method of warfare, to matters of high Political Policy and to methods of secret intelligence and cyphers.
- (b) **Secret.** This marking is reserved for papers other than those marked Top Secret, which are of such a nature that their disclosure to persons other than those whose duty is to have knowledge of them would cause administrative embarrassment or difficulty or would be helpful to the enemy, without being gravely dangerous to the national interest.
- (c) **Confidential:-** This marking is reserved for papers containing information the circulation of which, it is desirable to restrict for administrative reasons and which do not disclose such vital information as to warrant their inclusion in the Secret category.
- (d) **Private** means "Not to be placed on an Official file or referred to in Official correspondence". Papers so marked should be kept by the recipient so long as they are required and then destroyed.
- (e) **Personal (on a Cover)** indicates that it should be opened by only the Officer named on the cover or his successor, unless it is superscribed "Not to be opened by any one except the addressee". In the latter case no other Officer should open it and it should be sent to the person named wherever he is.
- (3) Confidential papers should be dealt with by the Section Heads concerned, and they should be kept in the custody of the section Head or the Superintendent, except in cases where the Superintendent, after due consideration, authorizes the paper in original to be dealt with by the subject clerk in the connected file.
- (4) Secret and Top Secret papers should ordinarily be in the custody of the Head of Office, and action on these should be taken by him personally, collecting information, if any, required from the Office, except where a relaxation of this rule is justified in individual cases.
- (5) Section Heads, Superintendent and other Officers who retain confidential, secret or top secret papers in their custody shall keep a register in which such papers and their disposal will be listed. Such papers, with the register, will be handed over on relief to the successor in Office.
- (6) The receipt of such papers will be recorded by the Superintendent, or other Officer concerned also in the Personal Register of the subject clerk, showing the outside reference number, and a catchword indicating the subject, but it should not reveal the confidential matter.
- (7) When such papers are put up for orders, a 'Confidential' slip should be attached to the file.
- (8) Communications bearing the classification "Secret" or "Top Secret" should always be dispatched

in double cover, the inner cover being sealed and addressed by name to the Officer concerned. The outer cover will not be sealed and will be addressed to the Officer by designation alone. The sealed cover with address duly return, and the appropriate security marking and the reference number noted outside, will be handed over to the dispatching clerk, who, after making necessary entries in his register, will put it in another cover addressed to the Officer by designation.

- (9) All papers with security Classification "Confidential" or above, when sent by post, shall be registered. "Top Secret" and "Secret" papers shall be sent "Registered-Acknowledgment Due".

Demi-Official communications.

581. (1) A demi-Official communication may be made when (a) the matter forming the subject of the communication is a stage of discussion and has not reached any Official finality; (b) the writer wants to express his personal views or any subject without allowing them to be treated as his final conclusions or opinions; (c) the writer desires that the contents of the communications should not be given any publicity beyond communication to the addressee; (d) the writer wishes to elicit the individual views or opinions of the addressee and desires it to be understood that such views or opinions will not be treated as final decisions or opinions and (e) when it is desired that a matter should receive the personal attention of the person addressed.
- (2) Envelopes containing demi-official letters shall be addressed to the Officer for whom they are intended both by his name and official designation. If the officer addressed by name has vacated his appointment, his successor or one in charge of the post should open such covers and deal with the communications enclosed, if he is competent to do so. If not competent, he should return them to the sender with an intimation to that effect and should treat any information thus obtained as confidential.
- (3) Demi-Official communications which are intended to be opened by the addressee and by no one else should be enclosed in covers addressed to him by name only, his official designation being omitted. If he has been transferred and they are delivered to his successor or locumtenens, they should be forwarded to him direct if his address is known, and if not, returned to the sender.

Forms of Address.

582. (1) the prefix "Shri" in respect of men and "Smt" in the case of married women and "kumari" in the case of unmarried women, shall be used as the form of address in official correspondence.

Correspondence with Police of other States in India.

- 583 (1) Inspectors and Sub-Inspectors in India may correspond directly with Police Officers of equal rank in other States on the following matters:-

Movements of criminals, enquiries as to antecedents and convictions of persons, circulating lists of property, information concerning crime committed, soliciting assistance in a case or requesting a statement of a person to be recorded.

- (2) The Police Officials of the Kerala State may correspond directly with the Police Officials of equal rank in these States on matters of routine or a non-controversial character.

correspondence with Foreign Police Forces.

- 584 (1) The State Police are not authorized to correspond direct with outside Police Forces. India is a member of the International Criminal Police organization and the intelligence Bureau, is the national Central Bureau of the International Criminal Police Organisation. Any information

required by a foreign Police Force concerning Police in India should be routed through the Director, Intelligence Bureau, New Delhi, and not sent direct.

- (2) The Police authorities in India on the one hand and Ceylon on the other can correspond directly in routine matters relating to the control of emigration or investigation of specific crimes of a non-political nature such as common crimes like murder, dacoity, robbery, burglary etc.

Corrections.

585. All corrections and alterations in Police records should be made by drawing a line across the original entry so as not to obliterate it and writing the required alteration above and initialing it.

Telegraphic communications-Instructions.

- 586 (1) Abbreviated telegraphic addresses of Police Officers are given in Appendix VI to this Chapter.
- (2) State messages may be sent as "Express" or "Ordinary" at the discretion of the sender. The principles to be observed are
 - (a) A Telegram should not be sent where a letter would serve the same purpose equally well.
 - (b) State telegrams should as a rule, be sent in the "Ordinary" class.
 - (c) Messages should be sent as "Express" only in cases of great emergency and in cases where the dispatching officer knows that the line is blocked and considers his message sufficiently important to take precedence over ordinary traffic.
 - (d) State telegrams should be couched in as few words as possible.
- (3) All telegrams and other communications from officers of Government regarding their leave, pay, transfer, leave allowances, fund subscriptions and analogous matters are private and not official and should not be sent at the public expense. If a telegraphic reply to any such communication is desired, it should be prepaid.
- (4) With a view to facilitate the detection of crime, the Central Government have authorized Police Officers of and above the rank of Station House Officer to send "Special Police" telegrams which should take precedence over other telegrams. To enable the telegraph authorities to distinguish the message in question and deal with them properly the senders should mark, them "Special Police".

Use of Telephones.

- 587 (1) Telephones may be used for communicating urgent messages in the course of official business.
- (2) A trunk call register in K.P.F. No. 156 R. shall be maintained for recording all trunk calls made. In it shall be entered the date of call, duration, name of the person who booked the call whether the call is personal, urgent, immediate or ordinary, purpose of call and the signature of the caller, in the prescribed columns. Whenever Police Officers use the Government telephones for private trunk calls, they should pay the schedules charges thereto Monthly trunk call bills should contain a certificate that charge on account of private calls have been recovered and credited to Government account.
- (3) Immediately on receipt of a trunk call bill from the telephone authorities the Officer-in-charge of the phone should be asked to give details of the trunk calls booked through his phone. i.e., whether private or official to the establishment section. The establishment section will enter the details received from the officers who are in charge of the phones in a register as detailed in Appendix VII. It will be the responsibility of the Head of the establishment section of every

office to maintain the register. This register should be inspected periodically by the head of the office or the Officer authorized to sign bills, as the case may be, to see that recovery has been effected promptly and that the register is maintained properly. Any laxity in following this direction will be viewed seriously.

[G.O. (P) 12|67|Fin. dated 4-1-1967]

- (4) In the case of Inland State telephones the Inspector General of Police and Deputy Inspector General of Police are authorized to use the priority indication "Important".

Use of Wireless grids.

588. Police Radio Stations are licensed primarily for passing messages connected with law and order. When communications by ordinary post will not meet requirements, radio messages may be sent. Instructions for the originators of wireless messages general instructions on message writing etc., and a list of "Law and order" messages outlining the subjects on which messages can be cleared on Police Wireless Grids are contained in Appendix XXIX to Chapter "Police Radio Organization".

Report to Government by Subordinate Officers.

589. Heads of Departments and other Officers should not correspond directly with Ministers, but all communications from them to Government should be addressed to the Secretary to Government in the administrative department concerned. When a Minister calls for any information directly from any Officer, his report should be sent direct to the Minister and at the same time a copy should be routed to Secretary to Government concerned, through the proper channel. In special circumstances, it may become necessary for the Head of Department or other Officer to enter into correspondence with a Minister, but if the Minister happens to be one other than the Minister, under whose administrative control he is working and the subject-matter of the correspondence the direct responsibility of the latter he should send a copy of the communication to the Minister concerned through his immediate superior or the Secretary, Home Department.

Correspondence from Government direct to officers subordinate to the Head of the Department Procedure.

- 590 (1) In cases where factual information available only at levels lower than the Head of a Department is required, Officers of the Secretariat of and above the level of Deputy Secretary may address Officers of and above the District level directly.
- (2) Such references will be confined to matters on which an expression of opinion by the Head of the Department is not considered necessary.
- (3) Government will mark to the Head of the department a copy of such references except routine endorsements made directly.
- (4) Regional and District Officers will send their replies direct to Government, with a copy to the Head of the Department.

Correspondence by Superintendents of Police with Chief Office.

- 591 (1) The Superintendents of Police should ordinarily send their reports on the following subjects to the Chief Office through the Deputy Inspectors General of Police concerned:
1. Re-allocation and change of Headquarters

2. Additions to or reduction of staff, and reorganization of Units
3. Application or interpretation of or amendments to rules and Police Standing Orders.
4. Recommendations for medals, honours and titles.
5. Reward Rolls
6. New buildings, telephones or Electrical installations and additions or improvements to them.
7. Extraordinary pension and injury gratuity
8. Reduction and with-holding of pension
9. Correspondence relating to the promotion of Sub-Inspectors, Circle Inspectors, etc.
10. Correspondence regarding Police Training College, Final and Supplementary Examinations.
11. Appeals and petitions
12. Prosecutions and withdrawal of cases relating to grave crimes.
13. Punishment of Gazetted Officers.
14. Periodical confidential reports (of Gazetted and non-gazetted Officers)
15. leave
16. Medical attendance
17. Reports of Death
18. Sanctions for contingent charges of all kinds in cases which are beyond the powers of a Superintendent of Police.
19. Proposals for the application of Acts
20. Papers regarding allegation of torture by the Police
21. Change in dress and equipments regulations
22. New or revised scale of supply of clothing or other store articles

23. Audit report on store accounts
24. Printing of new forms or revision of existing forms
25. Travelling allowance to gazetted Officers
26. Schemes for Railway protection, Railway strike, maintenance of essential services, riot schemes etc.
27. References of a general and unusual interest.

[I.G.'s Circular No. 53/66 dated 07-09-1966]

(2) When Demi-Official letters, wireless messages, or telegraphic messages are sent from the Chief office to the Superintendent of Police calling for reports or particulars on any matter, the Superintendents of Police will send their replies thereto, direct to the Chief Office. When such messages are marked to the Deputy Inspector General of Police, the Superintendents of Police will send a copy of their reply to the Deputy Inspectors General of Police also. If in the messages sent from the Chief Office, there is a direction to send replies through the Deputy Inspectors General of Police, the Superintendent of Police will send their replies through the Deputy Inspectors General of Police concerned.

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CHAPTER IV

WELFARE AND CONCESSIONS, BOY'S CLUB, SPORTS ETC.

The Kerala Police Welfare and Amenity Fund.

592. (1) In order to ameliorate the conditions of the lower ranks of the Police Force, the Kerala Police Welfare and Amenity Fund has been started in each district/ Unit. Inspectors and below, and members of the ministerial staff of the Police Department can become members of this fund. The Government will make an annual grant equal to the collections made by the committee, subject to a maximum of Rs. 10,000 only. The object of the fund will be to relieve distress among the subscribers who are Police Officers of and below the rank of Inspectors and members of the ministerial staff of the Police Department, and their families caused by death, disease or any other emergency which in the opinion of the committee require assistance, to provide scholarship and other assistance for the education of the subscribers' children in deserving cases, to provide medical assistance in cases of exceptional difficulties, to provide reading room, night schools, play and recreation facilities and generally to promote the welfare and amenity of the subscribers and their families.
- (2) The rules regarding the formation of committee, collection of subscription, conditional of grant from the fund etc., are given in Appendix viii.

Family Welfare Centres (Kshema Niketan)

593. Family Welfare Centres may be organized in each District for the benefit of the womenfolk of the Police Force. The rules on the subject are given in Appendix . ix.

Advance for immediate relief to families of Government Servants who die while in service.

594. In order that timely relief may be given to families of non-gazetted officers, who had rendered not less than 3 years of continuous service and who die, while in service (whether on duty or on leave with or without pay) in order to meet their immediate requirements, the Inspector General of Police or the Head of Office is empowered to sanction to the families of officers referred to above, an advance equal to three months' basic pay of the deceased or Rs. 300 whichever is less, if in their opinion, the family concerned has been left in indigent circumstances upon the death of the Police Officer on whom it was dependent and is in immediate need of financial assistance. The amount so advanced will be recovered from the gratuity of the deceased officer.

[G.O.P 550|63|fin. Dated 15-10-1963 and

G.O.P 484|65|Fin dated 30-12-1965.]

Rent free quarters and free electric charges.

595. (1) Officers of and below the rank of Sub-Inspectors are entitled to rent free quarters. Where Government quarters do not exist they are given house rent allowance as may be fixed by Government from time to time.
- (2) Head Constables and Police Constables are eligible for free supply of water and electric current charges as fixed by Government from time to time.

G.O. (MS) 90|Home dated 7-3-1968.

House Building Advance.

596. Police Officers are eligible for house building advance. Inspector-General of Police is the sanctioning authority for the non-gazetted Police Officers. In cases where the applicants do not have full proprietary right on the lands in which the buildings are proposed to be constructed sanction of Government should be obtained even in the case of N.G.Os. As regards gazetted officers, Government is the sanctioning authority. The maximum advance permissible is the sanctioning authority. The maximum advance permissible is Rs. 35,000 or 42 months' pay, whichever is less. The maximum period allowed for repayment of the loan with interest is 216 months.

Police Mess.

597. At the Head-quarters of every district or unit in which there is a demand, a Police mess or canteen or both will be opened with a view to afford nutritious and wholesome diet primarily to Police recruits and also for other members of the constabulary. Government will provide an advance of funds required for the purchase of utensils etc., and the staff required for the management at Government expense. The grant of advances vary according to actual requirements and strength of each unit.

Advance for the purchase of Motor car or Motor Cycle.

598. Government may sanction an advance for the purchase of motor car or motor cycle to officers who are getting Rs. 500 or more as pay. Officers who are getting Rs. 150 or more are eligible to get advance for the purchase of motor cycle/scooter.

(Article 252 of Kerala Financial Code, Volume I as amended by G.O.(P) 72167/Fin., dated 22.2.1967)

Advance for the purchase of bicycle.

599. Advance may be sanctioned by Inspector General of Police or by Superintendent of Police or officers of corresponding rank, to non-gazetted Police Officers and Ministerial staff including last grade employees for the purchase of bicycle. Maximum amount permissible is Rs. 200 recoverable in 20 instalments.

(Article 225 of Kerala Financial Code Volume I
G.O.(P) 499|66|Fin. Dated 16-11-1966)

Advances for journey on tour.

600. It is permissible to sanction an advance of travelling allowance on tour to Police Officers. These advances will be recovered by adjustment with the traveling allowance due for the journey.

(Article 99 of K.F.C. Volumes I and G.O.(P) 107|64|Fin. Dated 10-3-1964)

Advance for the purchase of Mosquito Nets.

601. (1) The advance for the purchase of mosquito nets can be granted to non-gazetted Police Officers. Such advances will be limited to an amount not exceeding Rs.50, or equal to the rate of pay or the cost of the net whichever is less. The controlling officers concerned can sanction the advance, which will be recovered free of interest from the pay of the officers concerned in 10 equal instalments.

(2) The advace should be subject to the following restrictions:

(a) The excess amount of advance after the purchase of net is effected should be refunded within 1 month of the drawal of advance.

(b) The advance is admissible only once in 5 years.

Pay Advance

602. (1) Police Officers are entitled to get one month's pay in advance on transfer, recoverable in 3 monthly installments.

(2) When religious festivals such as "Deepavali", "Easter", "Christmas" and "Bakrid" fall on any day after 28th of the month non-gazetted officers who celebrate the festivals according for their religious customs, are eligible for the pay and allowances for the month being drawn and disbursed on the last 2 working days prior to the festival. In case where such festivals fall after 15th of a month an advance of 50 percent of pay and allowances can be given to them.

(Article 87 Financial Code Volume I)

(3) An advance of 1 month's pay or Rs. 100 whichever is less will be paid to all officers who draw Rs.400 and below in connection with "Onam" festival. The advance will be recovered in 5 monthly installments.

(Article 259 financial Code, Volume I)

Concessions to Police Officers undergoing Anti-Rabie treatment etc

603. (1) A Police Officer undergoing anti-rabic treatment is eligible for 14 days special casual leave. He is also eligible for special casual leave for the days of journeys to or from the nearest Anti-rabic treatment centre.

(2) Police Officers are also eligible for 5 days' special casual leave for undergoing sterilization operation.

(3) When any member in his house is suffering from infectious disease, he is eligible for special casual leave for the period recommended by the Health authorities. This is for purposes of isolation only.

(4) Police Officers are also eligible for special casual leave when they participate in sports events of National and Inter-National importance.

Medical attendance for Government Servants and their families.

604. (1) Indian Police|Indian Police Service Officers are governed by the All India Services (Medical attendance) Rules, 1954 for receiving medical attendance and/or treatment for themselves on their families.

(2) Police Officers are entitled to free medical treatment and advice.

(3) Families of Police Officers are also entitled, free of charge, to medical attendance and treatment at Government Hospitals on the same conditions as are applicable to Police Officers. The concessions does not include medical attendance or treatment other than a Hospital at which the Police Officer himself is entitled to receive such medical treatment and attendance free of charge.

(4) The term family means a Government servant's wife, legitimate children, step children and parents wholly dependent on him.

(5) If drugs essential for effective treatment of a patient entitled for free medical attendance are not

available in the Government medical Institutions, they may be purchased from the open market and the expenditure incurred thereon, reimbursed to the Government servants.

[G.O.(P) No. 440 dt. 24-6-'64)

Boys Club.

605. (1) In order to afford all children an opportunity of participating in clean, healthy recreation to instruct them on the principles of good citizenship, to inculcate an appreciation of the need for observance of the laws of the State, to encourage music, literature, Art and Culture, particularly as regards such of those boys who by reason of their circumstances, may be unable to obtain or may need such benefits or advantages, and to awaken citizens to their responsibility towards adolescents, Government have formulated a scheme for the establishment of boys clubs by the police. Such clubs helps to prevent juvenile delinquency to some extent and also to develop a scheme of co-operation and friendship between the Police and the boys in the areas where such clubs are formed.
- (2) The rules relating to the establishment of such clubs, their activities, management etc., are given in Appendix X.

Police Clubs.

606. In order to provide temporary accommodation at district Head-quarters to Police Officers of the same or other districts visiting the place on duty or on transfer, and also to provide recreational facilities to Police Officers who have become members, Police clubs may be opened at the District Head-quarters in the State. Such Police clubs will be private Institutions and their internal management will be carried out according to their respective rules by managing committees. The management will, however, be subject to the following general conditions:-
- (a) No new club should be started without the previous permission of the Government.
 - (b) For the up-keep of each Police Club, voluntary subscriptions from Police Officers of and above the rank of Sub Inspector may be accepted. But nothing should be accepted from any other members of the force.
 - (c) Acceptance of subscription or donations from any member of the public is strictly forbidden either for starting a Police Club or for its up-keep.
 - (d) The Club must be managed by a committee of members of or above the rank of Sub-Inspector with the Superintendent of Police as president.
 - (e) After keeping a sufficient amount for current expenses on hand, balance should be kept in some recognized and safe institution viz., Post Office Savings Bank or other safe Bank.
 - (f) Regular accounts should be kept and proper receipts passed for all amounts received. The accounts should be inspected by the Managing Committee.

Police Sports and Duty Meets.

607. (1) The improvement of games and athletics is an important part of routine training of Police.
- (2) District Police sports are being conducted in every district including MSP and SAP each year. Selected competitors in the District Sports will be sent for competing in the Central Sports Meet which will be held at Selected places every year. Candidats who are selected in the Central Sports meet will be sent to compete in the All India Police Meet, which will be held at places fixed from time to time. The All India Police Sports Meet is under the control of the Central Board and rules regarding the same have been issued separately.

(3) Kerala Police Duty meet is being conducted every year. Police personnel of all units may compete in the meet. Competitions will be held in

- (a) Rifle shooting.
- (b) Revolver shooting
- (c) First Aid Ambulance Drill.
- (d) Wireless transmission, receiving and mechanics, Scientific aids to investigation of crime.
- (e) Police Photography, and
- (g) Motor Transport competition.

Selected competitors in the meet will be sent to compete in the All India Police Duty meet at places selected from time to time. A fee of Rs. 25 each has to be remitted to the Secretary of the All India Duty meet for participating in each of the items. Rules for All India Police duty meet have been framed separately.

Central Police Sports Funds Committee.

608 (1) The State Government have approved of Police Sports Fund Rules in G.O.Ms.No. 583 Home (A) dated 12-5-1958.

(2) Sports activities of the Police in the State will be controlled by the Central Police Sports Fund committee of which the President will be Inspector General of Police or an Officer nominated by him to hold the office for one year at a time or for a lesser period, and consisting of the office bearers and representatives nominated from the Unit Committees. The Committee will control the expenditure from the Central Police Sports Fund, encourage organization of sports and supervise the transactions of Unit Funds.

The Central Police sports Fund.

609. (1) The Central Police Sports Fund will have the following sources of income.

- (a) The annual grant from Government will be Rs. 10,500.

[G.O. 625 Home (A) dated 7-12-1962)

- (b) Monthly contribution of 40 percent of the subscriptions collected by the Unit Police Sports Fund Committees.

- (c) Other receipts authorized by the rules.

(2) The fund shall be utilized for the following purposes:

- (a) For the purchase of sports goods, trophies, medals and prizes.
- (b) For the repair and maintenance of sports articles coming under (a) above.
- (c) For organizing State Police Sports meets.

- (d) For the maintenance of Police Sports grounds
- (e) For providing extra nourishment to Police sportsmen while under active training for sports meets. (GO 625 Home (A dated: 7/12/62)
- (f) For meeting the expenditure connected with the feeding of the teams for the period of their halts at Trivandrum. (In such cases the members are not entitled to any D.A. for their halts at Trivandrum).
- (g) For meeting expenditure in the manufacture of Atheletic flags.
- (h) For any other purpose intended to promote sports activities of the Police Force, approved by the Central Police Sports Fund Committee.

Unit Police Sports Fund Committee.

610. There will be one Unit Police Sports Fund Committee for each District, for the Malabar Special Police, for the Special Armed Police and training institutions. The Head-quarters Office, Special Branch and Crime Branch, will form part of Trivandrum District for purposes of sports. The Committee will consist normally of seven members including the Superintendent.

Unit Police Sports Fund.

611. (1) Funds for the Unit Police Fund will consist of :

- (a) Collection from members.
- (b) Grant from the Government at the rate of Rs.1,500 for each District and Rs. 3,000 to each of the Armed Police Battalions.
- (c) Other sources of income authorized by rules.

The rates of monthly subscription will be as given below:

Inspector General of Police	Rs. 5
Deputy Inspector General of Police	Rs. 4
Superintendent of Police	Rs. 3
Sub Divisional Police Officers	Rs. 2
Circle Inspectors	Paise 50
Sub Inspectors	Paise 37

Note :- Superior Police Officers who do not draw the I.P.S. scales of pay need only half the rates

specified against each.

(2) The funds of the Unit Police Sports Committee may be expended for the maintenance of playing fields, purchase of sports equipment and entertainment of visiting teams. The I.G.P is competent to make Unit wise adjustments up to Rs. 500 in the annual sports Grants sanctioned by the Government among the various units according to the requirements of the units in each year.

[G.O. 625|Home (A) dated 7-12-1962]

[G.O. (Ms) 68|Home dated 3-31967]

Subscription for Sports Funds.

612. (1) Police Sports Fund subscriptions shall be purely voluntary. The collections of each month shall be transferred to the Treasurer of the Unit Sports Fund Committee. Gazetted Officers will send their subscriptions direct to the Treasurer.
- (2) The Treasurer of the Unit Sports Fund shall transfer each month 40 percent of the subscription to the Treasurer of the Central Police Sports Fund.
- (3) The yearly Government allotment under sports will be utilized according to a programme to be drawn up by mutual consultation between the Central Police Sports Committee and the Unit Committee concerned.

Miscellaneous.

613. Police personnel are eligible for various allowances such as day off allowance, Uniform allowance, smartness allowance, Reserve allowance etc., at the rates as may be fixed by Government from time to time. Library facilities are also available for them at a few centres at Government cost.

CHAPTER V
DISTRICT INTELLIGENCE BUREAU

Introductory.

614. There is a District Intelligence Bureau at the headquarters of each district with a staff consisting normally of one Sub Inspector, one Typist and Head Constables according to volume of work. The bureau is under the direct control of the Superintendent of Police. The functions of the bureau can be classified broadly as collection, recording and dissemination of information and assistance in the investigation of cases.

Collection.

615. The records and statements which are required to be collected by the District Intelligence Bureau from the Station House Officers and the instructions pertaining to the same are as shown in Appendix XI.

Recording

616. (1) the District Intelligence Bureau will maintain the records as shown in Appendix XII.
- (2) History sheets of dossier criminals will be opened by District Intelligence Bureau as indicate in para 256 of the chapter dealing with records of crime and criminals.
- (3) Except when a Dossier Criminal sheet is received by transfer from another Bureau, History sheets in K.P.F. No. 174-C shall be opened for all Dossier Criminals. Every Dossier Criminal shall be assigned a district serial number prefixed by the District letter. Where a Dossier Criminal of one District is registered in one or more other Districts, other District letters and serial numbers shall be noted in records within brackets against the serial number of the District. The Sub Inspector, district Intelligence Bureau, shall send memo in K.P.F. No. 100 and obtain all necessary information for opening the History sheet from the Station House Officers concerned, and also verify these with the records in the Bureau.
- (4) The Sub Inspector, District Intelligence Bureau, shall send a memo in K.P.F. No. 101 with a copy of the History sheet of every Dossier Criminal residing in the District, as soon as it is opened in the Bureau, to the Station House Officer within whose jurisdiction the Dossier Criminal resides. This copy will be filed along with the History Sheet maintained in the Station previously in respect of the same individual.
- (5) Dossiers need not necessarily be maintained for the life time of the criminal concerned, but may be closed under the orders of the Superintendent of Police of the District if the criminal is:
- (a) too old to commit crime.
 - (b) unable from any disability or other reason to commit crime, or
 - (c) is shown beyond doubt to have reformed and abandoned his criminal life.
- (6) When a Dossier is closed in the District Intelligence Bureau intimation of the fact shall be given to the Station House Officer concerned and all other District Intelligence Bureau where dossiers are maintained. This is important because the History sheets (and entries in Station Crime History Part III and General Conviction Register) are to be retained in the station as long as dossiers are retained in District Intelligence Bureau. A permanent register of dossiers closed in K.P.F. No. 238 will be maintained, showing the Dossier Criminal number, name and address,

date of closing and authority.

- (7) Dossiers closed in accordance with sub-clause (6) above should be removed from the main collection and kept in numerical order until the subjects die. When any subject dies, his sheet should be destroyed. Name index cards for closed sheets should be removed from the index drawers to a separate drawer where they will be retained until the death of the subject.
- (8) If a Dossier Criminal whose sheet has been closed reverts to crime, the closed sheet will be re-opened under the orders of the Superintendent of Police.
- (9) The Sub Inspector, District Intelligence Bureau, will check once a year all sheets for Dossier Criminals who belong to his District. The following arrangements will be made in this connection.
 - (a) In December each year, the Sub Inspector of Police, District Intelligence Bureau, will prepare a roster for the checking of sheets of Dossier Criminals with the History Sheets of Stations. Normally the Sheets of one Station should be checked in one session but when the number of sheets in a Station is large, the checking may be spread over to two or more sessions as necessary. The programme for checking, after approval by the Superintendent of Police, will be circulated to the Station House Officers.
 - (b) The Station House Officers will go to the District Intelligence Bureau with their History Sheets according to the programme and complete the checking. The occasion will be made use of also for other discussions and exchange of information.
 - (c) Entries in all connected indices should also be verified and omissions rectified when History Sheets are checked.
 - (d) Descriptive particulars should be checked with photographs and all entries should be compared, corrected and brought up-to-date.
 - (e) Alterations and additions made in sheets of persons for whom such sheets are kept in other districts also, will be communicated to the District Intelligence Bureau concerned.
- (10) The Sub Inspector, District Intelligence Bureau, shall put up to the Superintendent of Police regularly according to a programme the History Sheets maintained in the Bureau. The Superintendent of Police shall peruse the sheets and issue necessary orders about particulars which may be found wanting.
- (11) It is essential that the information contained in the various indices in the Bureau should tally with the particulars in the relevant History Sheet dossiers. A systematic and comprehensive check of the indices in conjunction with the dossiers will be conducted by the Sub Inspector of the Bureau at least once a year, when putting up the dossiers to the Superintendent of Police as laid down in Sub-paragraph (10) above.
- (12) The District Intelligence Bureau shall keep a check on the activities of Dossier Criminals of other Districts in its jurisdiction, and see that History Sheets are opened for them duly if they operate in the District.
- (13) Transfer of dossiers of Dossier Criminals shall be effected through the Superintendent of Police concerned.

Indices.

617. Card indices shall be maintained for facilitating reference to the records in the Bureau. Cards for each set of index shall be arranged in the prescribed order in cabinets of approved type. The

main indices to be maintained in the Bureau are given in Appendix XIII.

General Subject Files.

- 618 (1) Information of permanent value about important classes of crimes and criminals will be maintained in General subject file or folios. Materials for these files will be got from weekly crime and occurrence sheets, case diaries special reports and from any other information obtained or records available. The files should cover all subjects of importance affecting the criminal history and administration of District, and should be carefully maintained and kept up-to-date.
- (2) A sample list of subjects for which General subject file may be maintained is given in Appendix XIV.

Photographs.

619. (1) All criminals for whom history sheets are maintained in the District Intelligence Bureau shall be photographed.
- (2) Photographs will be taken in the following position:
- (a) full face, including the head and shoulder.
 - (b) one profile.
 - (c) full length.
- (3) Unmounted copies of the photographs of District criminals will be prepared on the following basis:- (a) For the District Intelligence Bureau record-one set (b) For the History sheet of the criminal in the police station-one set (c) For supply to the District Intelligence Bureau concerned in the case of inter-district criminals-one set for each District Intelligence Bureau concerned.
- (4) The negative of photographs taken for the District Intelligence Bureau will be retained in boxes in the Bureau, properly indexed so that further prints of any negative may be taken according to requirements. Each negative must be kept carefully wrapped in soft paper and the box must be kept safe from moisture and undue heat.
- (5) Every Dossier Criminal should be rephotographed once in five years. A register in K.P.F. 235 showing the date on which he was photographed and the due date on which he should be rephotographed should be maintained.

History of Crime.

620. (a) (1) A list of cases of all Stations in the District involving property offences, published in Part I in the weekly crime and occurrence sheet (vide Appendix XV) will be maintained in K.P.F. No. 174 (Station Crime History Part I) in the order of their occurrence.
- (2) The above list will be in separate registers to be maintained for each major class of crime.
- (3) Time and space may be saved by pasting in the appropriate register cuttings from the crime and occurrence sheet with space provided in the register for briefly entering later information and disposal.

Crime Classification Index to History of Crime.

- (b) An index in K.P.F. No. 231 will be maintained for the history of crime. Separate sheets shall be maintained for each minor class of crime detailed in rule 252.

Crime Clocks

621. Crime clocks with three distinctive adjustable pointers will be used to show the figures marked on the face of the dials of the clocks, for the current year, for the whole of the preceding year, and for the corresponding period of the preceding year. Separate clocks will be kept for the following groups of offences. These may be changed or supplemented as necessary on the order of the Superintendent of Police.

- (1) Crime (Classes I to IX as per list in Part I in Appendix XV)
- (2) Prohibition (in districts where enforcement is by Police)
- (3) Security cases (u/s 109 and 110 Criminal Procedure Code)
- (4) Rioting and unlawful assembly
- (5) Murder and attempts (other than for gain, culpable homicide and grievous hurt).
- (6) Rashness and negligence involving danger to person.

Crime Charts.

622 (1) Crime Charts will be maintained for such periods and for such types of crime as the Superintendent of Police may decide, the main object being that the chart should be of real practical value. Cases of border stations of neighbouring districts up to a distance of ten miles from the District boundary should also be charted in the Bureau.

(2) Crime charts for the current and the preceding year should be displayed in the Bureau.

(3) In addition to charts for the whole District, separate charts will be maintained also for selected important towns in the District, to keep a watch over the incidence of crime and other occurrences in particular localities.

(4) The following groupings will be used. Different coloured ink will be used as shown against each type of crime. As far as possible the same colour inks will be used for Station charts and District Intelligence Bureau charts. The charts will be plotted as in the case of Station Crime History Part II.

(a) Chart No. 1

Murder for gain.

Dacoity, Robbery.

(b) Chart No. 2

House breaking and theft.

Cattle theft

House theft

Ordinary theft

Receiving stolen property, Cheating and Counterfeiting.

- (c) **Chart No. 3.**
Vehicle occurrences involving death (relating to offence of rashness or negligence and accidents).
Other vehicle occurrences.

(d) **Chart No. 4**

Wandering Group Charts. Showing the movements of wandering groups having criminal tendencies.

Note:- This chart should be used for studying the incidence of crime on their routes, crime, both before and after the passage of such groups, should be carefully considered, and the area of not less than 10 miles either side of their route examined.

Pillargraphs.

623. (1) Pillargraphs will be maintained to assess the comparative study of crime trends and the progress of detection over a period of years (Minimum of five years).
- (2) The graph in respect of each year should have two pillars, one denoting total number of reported true cases, and the other the total of detected i.e, (charged cases) cases.
- (3) The Superintendent of Police of the district shall decide the classes of crimes for which separate pillar graphs are to be maintained. The following list may be adopted as a guide:
- (a) Murder for gain.
 - (b) Dacoity
 - (c) Robbery
 - (d) House-breaking and theft
 - (e) Ordinary theft
 - (f) Cattle theft
 - (g) Security cases (Sections 109 and 110 Cr.P.C)
 - (h) Rioting and unlawful assembly
 - (i) Murder an attempts)other than for gain culpable homicide, and grievous hurt)
 - (j) Rashness and negligence involving danger to person.

Register of Out of View Bad Characters and Wanted Persons.

624. (1) A register of Out of View Bad Characters and wanted persons will be maintained in K.P.F. No. 236.
- (2) The register will be prepared from the weekly statement of Dossier Criminals, Known Depredators and suspects (passing Out of View and traced) received from Station House Officers.
- (3) Abstracts will be prepared as follows in the register, and published as a supplement to the crime and occurrence sheet for the first week of January and July, under the following heads:
- (a) Dossier Criminals who are Out of View.

- (b) Known Depredators and suspects who are Out of View
- (c) Persons against whom warrants for arrest are pending
- (d) Persons wanted in connected with Police investigation.

District Office Finger Print Register.

625. The duties of the District Intelligence Bureau in connection with the maintenance of the District Office Finger Print Register in K.P.F. No. 3B and in connection with the disposal of Finger Print Slips are laid down in Chapters on "Finger Print Bureau" and "Photography".

Finger Prints to be sent to the Central Finger Print Bureau.

626. The duties of the District Intelligence Bureau in respect of Finger Print slips to be sent to the Central finger Print Bureau and the maintenance of the "Register of Finger Prints" sent to the Central Finger Print Bureau in K.P.F. No.3P1 are also laid down in Chapters on "Finger Print Bureau" and "Photography".

Register of Prisoners to be shadowed on release.

627. The District Intelligence Bureau will maintain in K.P.F. No.44, a register of prisoners to be shadowed on release from jail. See instructions in Chapter on "Police Register system. Transfer of convicts to jails and /Shadowing of Convicts on release from Jail. Release of convicts on medical grounds and parole."

Weekly Crime and Occurrence Sheet.

628. The District Intelligence Bureau shall publish before Wednesday each week a "Weekly Crime and Occurrence Sheet" Instructions for the preparation and publication of this sheet are contained in Appendix XV.

Index to Weekly Crime and occurrence Sheets.

629. (1) A rough current index of the weekly crime and occurrence sheets should be maintained and posted weekly from the sheets published. The index will be prepared separately for Parts I to V.
- (2) An index giving the page reference of all entries relating to every registered criminal (Dossier Criminals and Card Criminals) of the District who is concerned in matters published in the crime and occurrence sheets will also be prepared.
- (3) In January each year the index so prepared will be verified for its correctness and will be printed and issued to all recipients of the copies of the crime and occurrence sheets.

Monthly Crime Review-Duties of Superintendent of Police.

630. (1) The District Intelligence Bureau shall prepare a monthly review of crime in K.P.F. No. 239, based on the station reviews. On the material thus placed before him the Superintendent of Police will prepare a comprehensive survey of the salient features of the crimes for the month.
- (a) A careful and methodical analysis of the month's crime in relation to previous figures will be made, and deductions drawn from marked fluctuations under the total and different heads. The information on record in the Bureau should be made use of fully in this respect.
- (b) Cases which call for special attention, marked activity of criminals, special outbreaks of crime, noteworthy or unusual features and incidence of crime on routes of wandering groups having criminal propensity or due to other special factors, shall receive particular

notice. Local outbreaks of crime should be thoroughly examined and dealt with and the possibility of cases occurring in different areas forming part of one series, or being interconnected, should be carefully scrutinized.

- (c) The sources of undetected crime shall be estimated and ways and means of dealing with it will be indicated.
- (d) the nature of the work done under the security sections and the results achieved should be briefly reviewed and directions for future action given.
- (2) Before the 10th of each month the Superintendent of Police of the District may discuss the crime review with his Sub Divisional Officers only if he considers it necessary, and a note the discussion and instructions issued by him will be given at the end of the Crime Review. It is not necessary to call Circle Inspectors and Sub Inspectors for the meeting, unless the crime in their area has gone out of control.

[I.Gs Circular No. 5|65 dated 27-1-1965

- (3) A copy of the monthly crime review will be sent to the following officers so as to reach them by the 10th of the month:-
 - (1) Inspector General of police.
 - (2) Range Deputy Inspector General.
 - (3) Deputy Inspector General of Police C.I.D. (Crime Branch)
 - (4) District Collector (Additional District Magistrate)
- (4) The monthly crime reviews of Districts will be printed and published by the District Intelligence Bureau and issued total recipients of the District Crime and Occurrence sheets as a supplement to the weekly Crime and Occurrence sheet.
- (5) The monthly Review of crime is the main source of information relating to crime of the District and helps the Inspector General to appreciate the position in the District and the interest taken by the Superintendent of Police in his crime. He should therefore give personal attention to it and see that it is prepared properly and in time.

Annual Crime Review.

631. (1) A Crime review for each calendar year in K.P.F. No. 240 will also be prepared by the Superintendent of Police with the help of the District Intelligence Bureau according to standing instructions. The Sub Inspectors of Stations will prepare and submit crime reviews for the preceding year before the 1st February. The review will be forwarded through the Sub Divisional Officer, with a copy direct to the Superintendent of Police (District Intelligence Bureau). The Sub Divisional Police Officers shall forward the review, with their comments and recommendations, so as to reach the Superintendent of Police before 10th February of the year.
- (2) By 20th February the Superintendent of Police shall also discuss the crime review for the preceding year with the Sub Divisional Officers if necessary and issue instructions as required thereon. A short note of the discussion and instructions will be incorporated in the Annual Crime Review of the District.
- (3) The Preparation of the annual statistical returns of crime due to the Office of the Inspector General of Police by 1st March will also be attended to by the District Intelligence Bureau.

- (4) The annual crime review of the District will be completed before 1st March. Advance copies will be sent to the Officers mentioned in rule 20(4). Printed copies will be circulated as supplement to weekly crime and occurrence sheet.

Prohibition Crime Sheets and Monthly and Annual Reviews

632. In all Districts, whether the enforcement of the Prohibition Act is wholly with the Police or not the following statement and review will be prepared:-
- (a) Sub Inspectors will send a monthly statement in Form 110-B before the 5th of the succeeding month.
 - (b) The District Intelligence Bureau will prepare monthly statements of prohibition crime in K.P.F. No. 110-B and submit copies to the Officers mentioned in Rule 20(4) along with copies of the monthly crime review. Printed copies of the review will be circulated as laid down in Appendix XV.

Dissemination

References from and to Investigating Officers - Maintenance of Files.

- 633 (1) The Sub Inspector in charge of the Bureau shall keep a separate file of references received from Investigating Officers asking for information in unlocated cases. Copies of the replies given shall be retained in this file.
- (2). The Sub Inspector in charge of the Bureau should also keep a file of instructions given suo moto to investigating Officers.

Use of Crime and Occurrence Sheets by Circle Inspectors and Station House Officers.

- 634 When weekly crime and occurrence sheets are received by the Circle Inspector, he should go through them carefully and see that any instructions contained therein are promptly carried out by the station house officers concerned. He should also verify whether there has been any omission in the reporting of cases, and promptly bring such cases, if any, to the notice of the District Intelligence Bureau.

Communication of Information of an urgent nature.

- 635 The District Intelligence Bureau should communicate direct urgent items of information to those concerned. This is particularly necessary in the case of known or suspected movements of criminals beyond the district. The Bureau will communicate promptly to the Circle Inspectors of the border circles of adjoining districts, any indication or possibility of any crime in the district being connected with crime or criminals beyond the border.

ASSISTANCE

Use of the District Intelligence Bureau by Circle Inspectors and Sub Inspectors.

- 636 (1) The Circle Inspectors and Sub Inspectors may visit the District Intelligence Bureau if they find it necessary to collect any special details in regard to crimes in their area. As far as possible, such visits could be made when they visit the headquarters on other duty. Routine visits to collect information which could be sent by post, should be discouraged.

[I.G's Memo No. D5-25794|65-1 dated 20-05-1965]

- (2) Whenever a Circle Inspector or Sub Inspector is in Head Quarters, he should try to visit the District Intelligence Bureau and exchange useful intelligence.

- (3) Proceedings shall be drawn up in the "Proceedings Book of Visiting Officers " in K.P.F. No. 70 in respect of all discussions and exchange of information that take place during each visit to the District Intelligence Bureau by Circle Inspectors and Sub Inspectors. A copy of the proceedings should be submitted the same day to the Superintendent of Police with a copy to Sub Divisional Officer concerned.

Visits to the district Intelligence Bureau by Superior Officers.

637. Sub Divisional Police Officers should visit the District Intelligence Bureau regularly and verify whether the subordinate Police Officers of the Sub Division have been making full use of the Bureau, and promptly and correctly furnishing criminal intelligence to the Bureau. During such visits they will also instruct the Sub Inspector, District Intelligence Bureau, regarding any particular aspect relating to crime or criminals in their Sub-divisions, which call for special attention by the Bureau. The remarks of the Sub Divisional Officers, including any omission, error or other defect noticed in the records or working of the District Intelligence Bureau, and instructions given to the Sub Inspector, District Intelligence Bureau, will be recorded by the visiting officer in the "Superior officer's Visiting Book" in K.P.F. No. 189. While locally resident Sub Divisional Officers may visit it once a quarter, Sub Divisional Officers outside should visit it, whenever they visit District Headquarters on other duties.
638. The Bureau will be of assistance to Gazetted Officers of the district in conducting investigation of crimes generally. In important cases of organized crime, and where the Superintendent of Police does not want the Bureau to take it over, an Officer of the Bureau may be placed at the disposal of the local Police in order to collect any particular information or to make any special enquiry. The trained District Intelligence Bureau staff may be utilized by the Investigating Officer for developing latent Finger Prints or lifting foot prints or other marks found at scenes of crimes.

Investigation of offences.

639. The Superintendent of Police of the district may direct the District Intelligence Bureau to take over investigation of cases which he feels should be taken over by it. In such cases the D.I.B. will send the case diaries to the Sub Divisional Officer through the Circle Inspector and a copy to the Superintendent of Police also.

STARANGERS DAY

Stranger's day raids-Organisation of.

640. (1) Stranger's day beats on a District wide basis will be organized by the District Intelligence Bureau at least once a quarter during the dark fortnights. The raids may cover smaller area on the incidence of organized crime which indicates the need for concerted search for suspicious strangers. Instructions about the days fixed for the raid will be communicated confidentially to Circle Inspectors after approval by the Superintendent of Police. Intimation about stranger's days either as part of the general quarterly raids or as special raids, will be communicated to District Intelligence Bureaux of bordering Districts. The District Intelligence Bureaux of border Districts will thereupon arrange for simultaneous stranger's day raids in the border areas.
- (2) Circle Inspectors on receipt of intimation from District Intelligence Bureau will direct the carrying out of stranger's day in all the stations in the Circle in accordance with the instructions. During these days all the villages within their station limits should as far as possible be visited by police men, and a thorough search made for suspicious strangers and

lurking criminals and Out of View Bad Characters. Every suspicious stranger should be challenged and if his conduct and movements are not found to be satisfactory, he should be put under surveillance and his finger print taken and sent for his previous history being ascertained. Bad character rolls-B should be prepared and sent up for verification, if necessary. In suitable cases arrests may be made under sections 54 and 55 criminal Procedure code and other appropriate sections of the special and local laws such as Police Act.

- (3) On the morning of the day following the above days, each Station House Officer will submit a report to the District Intelligence Bureau, showing the result of the work done within his station limits.

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CHAPTER VI

MOUNTED POLICE WOMEN POLICE, DOG SQUAD AND HOME GUARDS

Mounted Police.

641. (1) Mounted Police will consist of such number of Sub Inspectors, Head Constables and Police Constables as may be sanctioned from time to time.
- (2) Personnel for the Mounted Police will be selected only from such Police men who have an aptitude for management of horses.
- (3) The chief uses of mounted Police are : (a) Patrolling for prevention of offences, (b) assistance to Foot Police in traffic control and (c) control of crowds etc.
- (4) Mounted Police shall be specially taught to ride and handle their horses in a horseman like manner. They will also be instructed regarding mounted squad drill, use of Mounted Police, Baton, to saddle and unsaddle and to groom a horse thoroughly, to keep the horses healthy and in good condition, and the stable clean and sanitary, and to lay out their stable properly for inspection.

Women Police.

642. A Women's Branch of the Police consisting of necessary staff has been created in all the Districts. They will function as normal Police but will be specially used in cases of assaults or women or children and questioning and escorting and rescuing, women and children. They are also used to deal with women picketers and to search female prisoners etc.

Dog Squad.

643. For the use of dogs in the detection of crime and to enable the dogs to be brought to the scenes of crime with the least possible delay, "Dog Squads" have been established at Trivandrum, Ernakulam and Calicut. Dog squads are proposed to be established in other Districts also.

Home Guards:

644. (1) Home guards is a voluntary body organized under the Kerala Home Guards Act, 1960 (Act 16 of 1960) and is intended to supplement the ordinary Police in different parts of the State in relation to the protection of persons, the security of property and the public safety, and such other services to the public as they may be called upon to perform. It is essentially civilian body, but is nevertheless bound by discipline.
- (2) The Home guards consist of Commandant General, (I.G.P) the Commandants and several subordinate officers in the Command of companies, platoons, sections etc.
- (3) The Home Guards receive initial training in subjects like lathi training, weapon training and practice, control of traffic, first aid etc.
- (4) The Commandant General may at any time call out any member of the Home guards for training or to discharge any of the functions or duties assigned to the Home guards.
- (5) Similarly a Commandant may at any time call out any member of the Home guards within his jurisdiction, to perform any of the functions or duties assigned to the Home guards within his jurisdiction.
- (6) A member of the Home guards when called out for duties in aid of the Police Force, shall

be under the control of the Officers of the Police Force, in such manner and such extent as may be prescribed. A Home guard on such duty has all powers of Police Officer.

- (7) If any member of the Home guards on being called out for duties, without reasonable excuse neglects or refuses to obey such orders or to discharge his functions as a member of the Home Guard or to obey any lawful order or directions given to him for the performance of his duties, he shall, on conviction, be punishable with simple imprisonment for a term which may extend to 3 months or with fine which may extend to Rs. 250 or with both.
- (8) A duty allowance when called out for duty, will be paid to each member of the Home guard. The Commandant General is the controlling authority for the purpose of allowances of the establishment under him. Government servants who are Home guards are eligible to draw the duty allowance paid to Home guards when called for duty.

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CHAPTER VII

MOTOR TRANSPORT UNIT

Object of the Police Motor Transport

645. (1) In order to facilitate movements of the Police Force in the State and to make the Force self-sufficient in the matter of transport required for the performance of duties routine as also in times of emergencies such as riots, communal or other disturbances, strikes etc., motor vehicles of different types have been provided for all Districts and Armed Police Battalions, the distribution being based on the varying needs of each District or unit. In the Districts, Vehicles are kept at District Headquarters, attached to the armed Reserve, under the direct responsibility of Superintendents of Police. The Superintendents of Police will have the discretion to send vehicles to such of the places in the District on specific requisition of Police Officers under him. The Police Motor Transport Unit will adhere to the provisions of Motor Vehicles Act and Kerala Motor Vehicles Rules.

(2) **Motor Boats-** Motor boats have been provided in some coastal districts. They are stationed at important points on the coast and in the interior, for movement of Police personnel on duty in water logged areas. The Motor boats are under the control of the Superintendents of Police of the Districts concerned.

(G.O. (RT) 882|Home(D) dt. 1-6-1962)

Responsibility for the Maintenance of vehicles and prescribed records

646. (1) The Responsibilities for the proper maintenance of vehicles and prescribed records will be that of the Officer in whose charge the vehicle is placed. In the District Armed Reserve the Motor transport will be in the charge of the Reserve Inspector. A suitable Sub-Inspector will be designated as the Office-in-charge of motor transport by the Reserve Inspector to discharge these responsibilities under his supervision.

(2) In the case of Armed Police Battalions, the vehicles will be under the immediate charge of Battalion Transport Officer.

Use of Vehicles.

647. (1) Vehicles can be used in the following instances.

- (a) To transport departmental personnel on their official duties if the distance is long.

Notes:- The journey between the residence and the office of an Officer will not be regarded as Official duty.

- (b) To transport departmental personnel for duties in connection with training.

- (c) To transport sick personnel from Armed Police camps and from Government quarters to the nearest Government Hospital where they will be admitted for treatment.

For the conveyance of under trial and other prisoners at the District

- (d) Headquarters.
 - (e) For the conveyance of Police teams participating in matches within the town.
 - (f) To transport ration including cooked food of the Department and Armed Police Camp to the personnel engaged in urgent Law and Order duty and guard duty when no feeding charges are given.
 - (g) For any other public purpose authorized by the Inspector General of Police.
- (2) The Senior most Officer using the vehicle will, immediately on the termination of each journey, ensure that the details relating to the journey (Place of starting, route, destination, Kilometer run, purpose of journey, etc.) are reported in the "Driver's Daily Dairy" K.P.F. No. 41-C. He will countersign the entries the entries in the Diary relating to the journeys performed by him or his party.

Use of Vehicles on Hire.

648. Departmental Vehicles may be hired out in the following cases without prejudice to duties at the discretion of Superintendents of Police/Commandants. Care may be taken to see that they are not so hired when needed for duty.
- (a) For carrying servants and personal effects of Police Officers when on transfer.
 - (b) When requisitioned by other Government Departments for Official use.
 - (c) For use in connection with organized sports, recreation and entertainments by or for members of the Police Force.

Hire Charges.

649. (1) When Departmental vehicles are hired out, the following hire charges shall be recovered.
- (a) 32 Paise per K.M. for cars, jeeps and Station wagons-running K.M.
 - (b) 48 Paise per K.M. for trucks, Heavy vehicles and Pick-up-vans-running K.M.

[G.O. (MS) 465 Home (D) dated 24-11-1965]

- (c) A detention fee of Rs. 2 per day for every vehicle on which the vehicle is not used for more than 6 K.M. will be levied. "Day" is calculated as 24 hours from the time the vehicle was last used. Parts of a day more than 6 hours shall be regarded as 1 day and half the daily detention fee shall be realized for detention of 6 hours duration or less.

Note:- The period of detention will be calculated from the time the vehicle is handed over to the party to the time it is received back by the Department.

[G.O. (MS) 465 Home (D) dated 24-11-1965]

- (d) An amount equal to the daily allowance admissible under the rules to the driver of the vehicle engaged should be charged.
- (e) Distance and time for calculating hire and detention charges shall be calculated from the place where the vehicles are garaged.

- (2) A proportionate rebate not exceeding one half of the prevailing full rate of hire per K.M. and detention will be allowed, where a vehicle is used partly for Government purposes and partly for other purposes. The claim for such rebate should be supported in each case by a certificate by the Officer stating the number of Government Servants and the approximate quantity of Government material carried on the trip. The proportionate rebate shall be calculated on the following basis.
- (a) Where the Government servants and materials carried would have taken up at least one half of the capacity of the vehicle used, a rebate of 50 percent in hire and detection charges will be allowed.
 - (b) Where the Government servants and materials carried would have taken up at least one-quarter of the capacity of the vehicle used, a rebate of 25 percent in hire and detention charges will be allowed.
 - (c) No rebate will be allowed for less space than one-quarter of the capacity of a vehicle occupied by Government servants and materials.
 - (d) A rebate of 50 percent in hire and detention charges will be allowed when a conveyance proceeding to a certain place on Government purpose but without any stores or personnel, is used by an Officer for the conveyance of his personal effects or servants.
- (3) Vehicles detailed on hire should not be detained in camp for more than a maximum period of 48 hours, and shall not be taken on unsuitable roads or grounds, likely to cause undue wear and tear.
- (4) No permission shall be granted for the use of Departmental vehicles for any journey outside the state.

Recovery of hire charges.

650. (1) Hire charges, except in the case of other Government Departments or when they are to be deducted from an Officer Travelling Allowance bill, shall be realized in cash and credited to the Treasury by the District Police Office, under the appropriate head. In the case of other Government Departments charges shall be recovered by inter-departmental book adjustment. Relevant detail in respect of the hire of vehicles, including payment by inter-departmental book adjustment and by deductions in Travelling Allowance bills, should be noted against the corresponding entries in the "Register of hire of Motor Vehicles" in K.P.F. Nos. 41-K and 41 to be maintained in the District Police Office and by the Officer charge of transport.

- (2) As soon as a journey for which a vehicle is hired is completed, the Office in immediate charge of the departmental vehicle shall report to the District Police Office concerned the distance run and the amount of hire and detention charges due. A bill shall be sent to the person concerned from the District Police Office. The Officer authorizing the hiring of the vehicle may require the estimated hire charges to be deposited in advance.
- (3) Recoveries effected from Travelling Allowance Bills and by book adjustment should be treated as the receipt of the Office owning the vehicle, and realisation of credit shall be watched in the Office as in the case of other departmental revenue.

Economic use vehicles.

651. (1) Officers who are allotted departmental vehicles should use them for journeys within their jurisdiction. Their Travelling Allowance for journeys within the jurisdiction will be limited to what they would get if the allotted vehicles are used.

- (2) Vehicles are allotted to Districts only and rarely to local Units like Stations and Circles. As a general rule, they should not be taken outside their respective jurisdictions. If the vehicles are taken outside jurisdiction for urgent duty a report should be made to the controlling authority, and the action should be ratified.

Mileage test of Vehicles.

652. (1) The Kilometer per litre which a vehicle can cover shall be tested at least once a year and at every time any serious variation from the prescribed mileage is found. The test will be done by a Government or other competent workshop, as approved by the Superintendent of Police.
- (2) The Certificate of testing will be endorsed in the "Register of K.M.P. testing of vehicles", attested by the Officer who carried out the test. A copy of this certificate will be forwarded immediately by the Officer in charge of transport to the Superintendent of Police with his remarks about any marked variation in the mileage figure.
- (3) The tested K.M.P. litre will be noted in red ink in every Motor Transport Return (K.P.F. No. 41-H)
- (4) The Officer in charge of transport shall be responsible to see that the mileage tests are carried out without fail when due.

Duties of drivers and cleaners.

653. (1) As far as possible drivers should not be changed from vehicle to vehicle, the Officer in charge of transport shall assign drivers and cleaners to vehicles and make suitable arrangements for the replacement of staff who are on leave, or otherwise absent. Duplication should be provided for ignition keys, one being with the driver in charge of the vehicle and the other with the Officer in charge of transport. The key of the driver should be deposited with the guard or other specified authority when the driver goes off duty.
- (2) A driver taking over charge of a vehicle shall check the tools and accessories with the list and satisfy himself whether they tally, and are in good and serviceable conditions. He will also check over his vehicle, test the engine, brakes, steering and lighting speedometer, etc, and if satisfied take charge of the vehicle. If any defects are noticed, these will be brought to the notice of the relieved driver, and the Officer in charge of transport. The details of such checking and the result will be recorded in the driver's Daily Diary (K.P.F. No. 41-C), attested by the relieved and relieving Officer and the Officer in charge of transport.
- (3) The vehicle will be in the immediate charge of the driver assigned to it. He will be personally responsible for the clean and efficient condition of the vehicle. He will be assisted in this work by the Cleaner Constable, when one is available. He will bring to the notice of the Officer in charge of transport any remissness in the performance of such duties by the Cleaner Constable. The driver will report immediately to the Officer in charge of transport any defect noticed or any repair or replacement found necessary for the vehicle. (Defect report of vehicles will be in K.P.F. No. 41-B).
- (4) Bigger type vehicles, for which two drivers are assigned will be under the charge of the senior driver. The junior driver will be subject to the control of the senior driver.
- (5) The driver and the cleaner must be always available for duty. Ordinarily they should, subject to the provisions of sub-para (6), be at the garage between 7 a.m. and 11 a.m., and between 2 p.m. and 6 p.m. They shall leave only after obtaining the permission and receiving instructions regarding probable duties from the officer in charge of transport or other officer

designated for the purpose. Permission for absence must be granted for specified periods.

- (6) In case of absence from quarters they will leave word where they are to be found, if wanted.
- (7) Where spare drivers or cleaners who know driving are available, the Officer in charge of transport shall arrange for such drivers to be present during the absence of the regular drivers.
- (8) The driver and cleaner when present in Headquarters will parade daily at 6.30 a.m., unless they have been out on duty later than 9.p.m. the previous day. In the latter event they will parade at 8 a.m. or at any earlier time specified if so required on particular occasions. After attending roll call they will proceed to the garage for work.
- (9) The driver will be held responsible for the consumption of petrol, oil etc. Any wastage or unusual consumption should be accounted for by him to the Officer in charge of transport and should be recorded in his Daily diary. Any increase in the consumption of petrol should be immediately brought to the personal notice of the Officer in charge of transport.
- (10) A Driver on taking charge of any vehicle for the first time in a day will carry out the "First Routine" of Running Maintenance (see "Maintenance and Servicing Instructions" Appendix XVIII) The Driver will also take the following precautions:-
 - (a) Carry one 10 litre tin full petrol oil, in a holder to be provided for this purpose in the vehicle, when petrol/oil is refilled in the tank, the petrol/oil in the tin should be poured in first, and the balance alone drawn from the pump or other source. The tin will again be filled with 10 litre petrol to be kept as spare.
 - (b) Carry sufficient spare oil when proceeding on any long journey.
- (11) The driver of the vehicle is personally responsible for the proper lubrication of his vehicle, and for any damage that arises from lack of lubrication. He should report immediately defects such as:-
 - (a) failure of the oil guage to register normal.
 - (b) Oil leaks in engine, gear box, rear axle or steering box glands.
 - (c) Defective or lost lubricating nipple.
- (12) Bigger type vehicles for which two drivers are provided must ordinarily proceed with both the drivers. The Officer in charge of transport may use his discretion when it is not possible to arrange this on particular occasions.
- (13) The driver and the cleaner will be in uniform when they go out on duty. They will take muskets and the approved quantity of ammunition with them when out on duties on which precautionary arrangements are to be taken. No bayonets will be carried. The Officer in charge of transport will issue appropriate instructions, after reference where necessary to the superior officers concerned, regarding the carrying of muskets and ammunition on particular occasions.
- (14) The muskets will be carried in clips provided for the purpose, racked cross-wise on the hood backing above the driver's head in bigger type vehicles, and in any other convenient and easily accessible place in smaller vehicles. The muskets should be secured by a chain and padlock, the key of which will be carried by the driver, attached to his vehicle's ignition key. Ammunition will be carried in pouches on the belt, in the usual way.
- (15) The driver will note in the attendance register whether he is taking arms and ammunition with him or not.

- (16) The driver, when proceeding out on duty, will sign the attendance register before departure, stating where and on what duty he is proceeding. On return to Headquarters he will again report his arrival and record it in the attendance register.
- (17) During long runs, vehicles must ordinarily be stopped once in four hours or 161 K.M whichever is less, and rested for twenty minutes. The driver will carry out the "Halt Routine" of Running Maintenance (see Maintenance and Servicing Instructions - Appendix XVIII).
- (18) Immediately on return from a trip or on completion of the day's journey the driver will carry out the "Last Routine" of "Running Maintenance" (see "Maintenance and Servicing Instructions"- Appendix XVIII). Where garages are available, vehicles will be parked in these. Garages will be locked up where facilities exist for the purpose. The key of the garage will be deposited according to instructions issued by the Officer in charge of transport.
- (19) The speedometer reading must be taken and recorded in the Driver's Daily Diary (K.P.F. No. 41-C) at the beginning and the end of each trip and if the trip is not completed in one day, at the beginning and end of the day's work. The speedometer reading must be checked daily by the Officer in charge of transport or any other Officer deputed for the purpose.
- (20) When a vehicle has to remain in workshop for repairs for more than a day, the driver will lock up his tools and accessories or make other effective arrangements for its safe custody with the approval of the Officer in charge of transport. He will also obtain from the Foreman or other person in charge of the workshop a receipt for the quantity of petrol remaining in the tank.
- (21) Cleaner Constables should be given, at regular and sufficiently frequent intervals, practice in driving, under the supervision of drivers where such supervision is necessary. Cleaner Constables will be available for use as reserve drivers.
- (22) No unauthorized person or store will be carried in a vehicle. This does not preclude a lift being given, without overloading the vehicle, to members of the Police Force, with the permission of the senior-most person in the vehicle.
- (23) No person other than the authorized driver or cleaner should drive the vehicle, without the express permission of the Superintendent of Police or other higher authority, and such permission shall not be granted save for exceptionally pressing reasons. An Officer or other person competent to drive a vehicle may do so when the authorized driver is incapacitated due to illness, and even then only for the minimum distance necessary for obtaining the services of an authorized driver.
- (24) Before a vehicle is taken over for driving from its authorized driver under the circumstances mentioned in sub para (23) and when it is handed back to an authorized driver, the person who does so shall make a record of the relevant facts in the driver's Diary (K.P.F No. 41-C). This precaution shall not be omitted or postponed on any account. The record should include the following details:-
 - (a) the time and place at which the vehicle is taken/handed over.
 - (b) the K.M. reading at the time the vehicle is taken/handed over
 - (c) the number, rank and name of the authorized driver from/to whom the vehicle is taken/handed over.
 - (d) the circumstances which have necessitated the step, and reference to the prior sanction of the competent authority, if obtained.

(25) the driver should make a record of all duties performed and of other occurrences of importance relating to the vehicle in the Driver's Daily Diary (K.P.F. No. 41-C)

(26) Drivers and Cleaners:

(a) The drivers and cleaners must know the maintenance programme for the vehicle, how to prepare the vehicle for inspection [see sub para 30 below], the lubricants in use in the vehicle, and when they require changing, the tyre pressures to be maintained, speed limits to be observed and the rules of the road which are given in Appendix XX.

(b) The drivers and cleaners must not attempt any rectification of defect in the vehicle which is beyond their competence use any form of metal polish on the vehicle, exchange tools or accessories or parts of the vehicle, leave the vehicle unattended with engine running, smoke while driving, or with the bonnet open or near fuel sources, and go down descents with the gear disengaged.

(27) The driver, if in uniform, must keep his head-gear on when driving.

(28) The driver and cleaner must have their driving licenses when the vehicle is taken out.

(29) The driver must take the daily diary, accident report form and tools whenever the vehicle goes out.

(30) A driver whose vehicle is to be inspected will prepare it in the following manner:-

(a) clean all parts of the vehicle thoroughly

(b) lay out tools and accessories in accordance with the list

(c) warm up the engine

(d) remove floor boards and open trap-doors

(e) open or remove bonnet

(f) remove battery vent plugs

(g) remove tyre valve caps

(h) loosen oil level plugs of gear box steering box and rear axle.

(i) Circuit up inspection lamp, if provided with vehicle accessories

(j) Keep the Driver's daily diary, Motor Transport Return and the Monthly inspection Register available for reference.

(31) No work will be done in the garage between sun set and sun rise, except on the specific orders of the Officer in charge of transport.

(32) No ranked light shall be allowed in the garage at any time.

(33) For the responsibilities of drivers whose vehicles may be involved in accidents, see the instructions in Rule below.

(34) Whenever a tyre from a running wheel is replaced by the spare wheel, or by a fresh tyre, a

note of the fact with the speedometer reading and the number of the tyre replaced, and the number of the tyre put on will be made at once in the driver's Daily Diary.

- (35) Drivers and cleaners who are members of the Police Subordinate Service should be given regular training in drill and musketry so as to keep them fit to function as disciplined men capable of protecting person and property.

Accidents of Police Vehicles.

654. (1) When a vehicle is involved in an accident whereby damage or injury is caused to any person, animal vehicle or other property, the driver of the vehicle shall (and other person in charge of the vehicle shall direct the driver) take necessary action to

- (a) stop the vehicle as long as may be reasonably necessary.
- (b) give the name and address of the driver and the designation and address of the Head of Office or Unit to which the vehicle belongs to any person affected by the accident or damage, who may demand the information, provided such person also furnishes his own name and address.

Note:- The name and address as shown above, shall also be given on demand to any person, giving his own name and address and alleging that the driver has been driving recklessly or dangerously.

- (c) take all reasonable steps to secure medical attention to any person injured and if necessary convey him to the nearest hospital unless the injured person (including the guardian of an injured minor), desires otherwise.
 - (d) give on demand by any local Police Officer any information required by him or, if no such Police Officer is present, report the circumstances of the occurrence at the nearest Police Station immediately.
- (2) The driver and other person in charge of the vehicle during an accident as mentioned in sub-para (1) will, without delay, give a written report of the occurrence to the Head of the Unit or Office through the Officer in charge of transport, including the following details:

- (a) Date, time and place of accident.
- (b) Name of driver of vehicle and his licence.
- (c) Names of other persons in the vehicle.
- (d) On what duty the vehicle was proceeding, and under whose orders
- (e) Details of other persons or vehicles involved in the accident.

- Width and description of the road, position and direction of the vehicle or vehicles concerned, details of wheel tracks and any other information useful in asseing the cause and responsibility of the accident (A sketch, prepared at the scene of the accident, soon after its occurrence will be a valuable addition to the report. This will be prepared unless the situation makes it impossible to do so).
- (f)

- (g) The estimated speed of the vehicle or vehicles.
- (h) What steps were taken or omitted to be taken by the parties concerned to avoid the accident.
- (i) Any other relevant particulars concerning the occurrence.
- (j) Nature and extent of the injury or damages caused to persons, vehicles or property.
- (k) Names and addresses of witnesses to the occurrence

(3) The Officer in charge of transport shall in cases of such accidents prepare and submit to the Superintendent of Police a report in K.P.F. No. 41-R (Accident Report).

(4) Deterrent action should be taken in all cases where due to the fault of the driver damage to vehicles or injury to persons or loss of life is caused.

Testing of vehicles.

655. (1) Every vehicle shall be tested by the Officer in charge of transport once a month to see whether it is in good condition, and whether maintenance and servicing has been carried out satisfactorily. It is the purpose of such inspections to detect faults in time and to avoid more extensive and costly repairs which delay may necessitate.

(2) The Officer in charge of transport should be assisted in these inspections wherever possible by a competent mechanic or other technically qualified Officer.

(3) A record of such inspections will be kept in the Monthly Inspection Register in K.P.F. No. 41-G.

(4) The points which should be borne in mind when inspecting vehicles, tools and records are given in Appendix XXI.

Repairs and purchase of spare parts.

656. (1) When tyres, batteries or other parts of a vehicle are to be replaced or repaired the service given by them will be verified by the Officer in charge of transport and every case in which premature repair or replacement has become due will be reported to the head of Office or Unit for necessary action.

(2) Sanction of the Superintendent of Police or other corresponding Officer shall be obtained prior to all purchases for vehicles, Except petrol, oil and lubricants. Petrol, oil and lubricants will be obtained according to the procedure prescribed from time to time.

(3) Sanction of the Superintendent of Police or other corresponding Officer shall also be taken before any repair, other than a minor and inexpensive repair unavoidable for the purpose of taking a vehicle back to garage, is undertaken.

(4) Recommendations for sanction for repairs to vehicles shall include detailed information on the following points:-

(a) Cost and date of purchase. The cost of body, chassis and of engine will be stated separately, if known.

(b) Expenditure incurred on different occasions each year for repairs and replacements and the total thereof, with information regarding the agency which did the work. The

book value at the time of repair calculated by the diminishing balance method and the estimated repairing charges should be reported.

- (c) Reasons for any abnormal expenditure incurred in any year.
- (d) The total number of K.M. run by the vehicle after each repair.
- (e) The details regarding the repairs and replacements of major parts to be sanctioned, and an estimate of cost for the same.
- (f) When recommending any major repair, a certificate must be obtained and forwarded from the Motor Vehicles Inspector or other technical expert stating the approximate mileage which the vehicle is likely to serve if the repairs and replacements submitted for sanction are carried out.
- (g) Whenever expensive repairs are undertaken on old vehicles, expert advice should be taken as to whether it will be economical to carry out the repairs.
- (h) Repairs of the vehicles of Northern Range costing upto Rs.500 shall be carried out at approved workshops by the Heads of Units. Other repairs costing over Rs.500 in Northern Range should be got repaired at the M.S.P. workshop, Malappuram.
- (i) Competitive quotations need not be invited for entrusting repair works of departmental vehicles with approved workshops.

[Government Memo No. 11524|D2|65|Home (D) dt. 30-4-1965]

- (j) Payment of bills of private workshops in respect of repair charges not exceeding Rs. 20 can be authorized without scrutiny of the bills by the State Transport Corporation. All other bills are to be scrutinized by the State Transport Corporation before payments are made. Assistant Engineers of Regional Engineering Workshop Sub-divisions at Trivandrum, Trichur and Calicut are also empowered to scrutinize the repair bills of all departmental vehicles received from approved private workshops. They can fix upset value of the unserviceable vehicles of all departments and also inspect and issue certificates to the effect that parts of departmental vehicles are not fit for further use.

(G.O. (MS) 495|63 PW dt 12-11-63)

(G.O. (MS) 63|PW\dt 11|14-3-66)

(G.O. Rt. 1181|66|PW dt 24-10-66)

Vehicles which do not run regularly

- 657 Vehicles which are not required to run regularly shall be started and run for short distances to see that working parts are kept efficient. An allowance of 2 litres of petrol per vehicle is authorized for this purpose. This allowance shall be availed of only when it is not possible more economically to operate the vehicle for any authorized duty during the week.

Tyres and Tubes Batteries and Hoses-Life of.

658. (1) Minimum life of tyres, tubes etc. of the Motor Vehicles of the Police Department is shown below:-

	Spare Parts	Period
(1)	Tyres and tubes of motor cycle	13770 K.M.
(2)	Tyres and tubes of Mobile tank Units	12960 "

- | | | |
|-----|---|--------------------------|
| (3) | Tyres and tubes of Fine Engine Tender | 16200 " |
| (4) | Tyres and tubes of other motor vehicles | 24300 " |
| (5) | Retreaded tyres of all kinds | 2/3 of the original life |
| (6) | Batteries | 2 years |
| (7) | Hoses | 1 year |

- (2) The above articles are not to be condemned necessarily on the expiry of the prescribed mileage or period. The condition of the article must fully justify its being condemned.
- (3) If in an individual case condemnation is found necessary before the expiry of the prescribed mileage or period, a detailed investigation into the reasons for it should be made and the opinion of a technical expert obtained and a decision taken by the Superintendent of Police or other Controlling Officer as to whether there has been any neglect or omission on the part of the driver or other person in charge. Where there has been neglect or omission suitable disciplinary action shall be taken against the defaulters.
- (4) The good work of persons in charge of vehicles who are able to give substantially more service than the prescribed minimum will be placed on record, and in appropriate cases suitable rewards will be given.

(G.O. (MS) No. 957|Home (A) dt. 5-8-'58)

Records to be maintained for Motor Vehicles

659 The records to be maintained in respect of Motor Vehicles by Officers in charge of vehicles are given in Appendix XIX.

In case of District Armed Reserve a suitable Sub-Inspector will be designated by Reserve Inspector to maintain the records (See Rule 646 above).

CHAPTER VIII
PHOTOGRAPHY

- 660 (a) Photographic Bureau in the State is attached to the Criminal Investigation Department. The Bureau takes photographs of prisoners or criminals, scenes of offences, important documents and finger prints, etc, required for comparison and search by the State Examiner of Questioned Documents and Director of Finger Print Bureau. The Bureau also takes and supplies photographs required for identity cards of Police Officers. Instructions for photographing persons are given in Appendix XXII.
- (b) A photographer with necessary equipments is also attached to each District Police Office, to photograph prisoners or criminals, finger prints, scenes of offences, scenes of vandalism committed by goondas, etc., in the District.
- [G.O. (MS) 210|Home(A) dated 3-6-1966)

Photographs-use of Photographs

661. Photographs can be very useful for purposes of identification of individuals, and of the study of scenes and objects. Proper and appropriate use shall therefore be made of photographs in recording and disseminating criminal intelligence.

Persons whose photographs are to be taken for record.

662. A Police Officer may have photographs taken -
- (1) of a person who is convicted of an offence falling under Chapter XII of XVII of the Indian Penal Code, punishable with rigorous imprisonment for a term of one year or upwards, or of any offence which would render him liable to enhanced punishment on a subsequent conviction.
 - (2) Of a person ordered to give security for good behaviour under Section 118, Code of Criminal Procedure.
 - (3) Of a person whose photographs have been ordered by a Magistrate of the First Class to be taken for the purposes of any investigation or proceeding under the code of Criminal Procedure.

The Magistrate can pass such an order only in respect of a person who has at some time been arrested in connection with that investigation or proceeding. The photograph of the person shall be taken at the time and place specified for his production or attendance for that purpose in the order of the Magistrate.

Photographing under-trial prisoners.

663. The photographing of under-trial prisoners is forbidden

Resistance or refusal to be photographed.

664. (1) In the event of resistance or refusal to be photographed under the provisions of rule 662 a Police Officer may lawfully use all means necessary to secure the taking of the photographs [vide Section 6(1) of the Identification of Prisoners Act, 1920 (Central Act XXXIII of 1920), and section 7 of the Kerala Identification of Prisoners Act 1963 (Act 39 of 1963)].
- (2) Resistance to or refusal to allow the taking of photographs will constitute an offence under

Section 186 Indian Penal Code [Section 6(2) of the Identification of Prisoners Act, 1920 (Central Act XXXIII of 1920), and section 7 of the Kerala Identification of Prisoners Act 1963)].

Photographs of Scenes and Objects

665. (1) On principle the Judge trying a case, the Public Prosecutor, the Expert and the Counsel for the defence, ought to visualize everything that the investigator has seen. The investigator has to make this possible by correct description. 'Mahazars' prepared by Investigating Officers for this purpose will be clearer and more convincing if in important matters they are supplemented with Photographs. Photographs can be of great value particularly in the following instances:-
- (a) The scene of an offence or other important occurrence.
 - (b) Perishable objects or those likely to change their appearance, such as -
 - (i) wounds especially when the instrument used, the relative positions of the victim and the assailant, or the fact whether the wound was inflicted on a person when he was living or dead, are in doubt;
 - (ii) foot prints when their relative positions are of importance, or when it may not be possible successfully to take their impression otherwise:
 - (iii) finger and palm prints from scenes of crime which may be required for comparison with prints of suspects, or as proof of identity:
 - (iv) Position of a dead body (to be photographed from different sides) if it is reasonably certain that the corpse is still in its original position.
 - (2) Photography is also of great importance for Experts in the examination of manuscripts and in comparing hand-writing. Photographs taken by means of ultra violet light will show out forgery by disclosing the original entries which have been altered in a document. The use of ultra violet and infra red plates can show up latent marks and carefully prepared alterations.
 - (3) Photographs sent for examination by the Criminal Investigation Department or other agencies should ordinarily be not smaller than quarter plate, and not larger than full plate size.

Photographs of persons released without trial, discharged or acquitted.

666. (1) Where any person, whose photograph has been taken for purposes of investigation or other proceeding under the orders of a competent Magistrate, is released without trial or discharged or acquitted by any Court, all negatives and copies of photographs taken shall be destroyed or made over to such person, except in the cases covered by sub-para (2) below.
- (2) The District Magistrate or the Sub Divisional Magistrate in the case of a person who is released without trial, and the court in other cases may, for reasons to be recorded in writing, direct a disposal different from what is prescribed above.

Periodic elimination of photographs.

667. All photographs will be examined annually, and in the absence of special reasons to the contrary, these will be withdrawn from record in the following cases:-

- (1) In the case of a person who is a professional prisoner, note-forgery coiner, arms smuggler, on his attaining the age of 80 years or on his death, whichever is earlier; and
- (2) In the case of any other person-
 - (a) if he has not more than two convictions in his native District (not having been convicted

outside his native District) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of having committed a crime, on the expiry of ten years from the date of his release or last release from jail, as the case may be, or

- (b) if he has been convicted outside his native District or has more than two convictions in his native district and has not subsequent to his conviction or last conviction, as the case may be, been suspected of having committed a crime, on the expiry of 15 years from the date of his release or last release from jail, as the case may be, or
- (c) on his attaining the age of 80 years, or
- (d) on his death,

Whichever is earlier.

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CHAPTER IX
FINGER PRINT BUREAU

668. The Finger Print Bureau is under a Director and the Bureau works directly under the Superintendent of Police, Crime Branch C.I.D.

Location of Finger Print Bureau in India.

669. A list of finger Print Bureau serving different States in India, etc., are given in Appendix XXIII.

Communication to the Bureau.

670. (1) Communications for the State Finger Print Bureau will be addressed to the Director of the Bureau concerned.

(2) Communications for the Central Finger Print Bureau will be addressed to the Director, Central Finger Print Bureau, No. 30, Gorachand Road, Calcutta-14.

Methods of taking Finger Prints-Appliances

671. Methods of taking finger prints, points to be noted in preparing finger print slips, deformities, etc., are given in Appendix XXIV.

Persons whose finger prints should not be taken,

672. Finger Prints of lepers are not to be taken on any account. Persons suffering from contagious or infectious diseases should not have their finger prints taken until they have completely recovered from such diseases.

Finger Prints-By whom to be taken.

673. Finger prints shall be taken only by an Officer who has been declared to be proficient for the purpose.

Persons whose finger prints are to be taken for record.

674. The finger prints of the following persons, juvenile or adult, should ordinarily be taken for permanent record:-

(1) All persons convicted of offences under Chapters XII and XVII, I.P.C., punishable with rigorous imprisonment for a term of one year or more.

(2) All persons convicted of any offence under Chapter, VI, I.P.C. or of sabotage and subversive activities against the State.

(3) All persons convicted of offences under sections 170, 302, 304, 307, 308, 311, 325, 327, 328, 329, 322, 333, 338, 465 to 477-A and 489-A to 489-D, I.P.C.

[Government Memo, 38371/A4/66-Home dated 26-9-1966]

[I.G.'s Endt. D4/49024/66 dated 30-9-1966]

(4) All traffickers in women and children, who are convicted under sections 363 to 373, I.P.C.

- (5) All persons convicted for attempt or abetment (sections) **511 or 109|114-I.P.C.)** and animal conspiracy (section 120-B, I.P.C.) and in respect of offences enumerated in this Rule.
- (6) All approvers in gang, dacoity and criminal conspiracy cases.
- (7) All persons ordered to execute bonds under sections 109 and 110 Cr.P.C. (for offences against property only).

- (8) Non-Asiaties, when convicted for offences punishable with rigorous imprisonment for a term of one year or upwards under the Indian Penal Code.

Note : - In such cases three copies may be taken of which one is to be sent to C.B.I. Delhi through the Deputy Inspector General, in charge of C.I.D.)

- (9) All Indian National, convicted outside India of any offences for which finger prints have been received at the State Bureau from those countries.
- (10) All International criminals and absconders, whose finger prints are sent to the State Bureau from Countries outside India.

- (11) All persons suspected of being professional itinerant criminals and persons of notoriously criminal reputation, who habitually absent themselves from their homes and are believed to travel to other States for the purpose of committing crime, and who have been arrested by Police and whose finger prints have been taken, Even if they are acquitted, provided that in case of acquittal, permission for record of finger prints is obtained from the Court under section 7 of the Identification of Prisoners Act, 1920 (Central Act XXXIII of 1920) and Kerala Identification of Prisoners

Act 1963 (Act 39 of 1963)

- (12) Any other person whose finger prints are ordered to be maintained by the Government of India from time to time, subject to the provision of the Identification of Prisoners Act 1920 (Central Act XXXIII of 1920) and the Kerala Identification of Prisoners Act 1963 (Act 39 of 1963)

- (13) All persons not specially provided for above, regarding whom it is considered desirable that there should be a permanent record. These include:

- (a) Persons of disreputable antecedents.
- (b) Persons who take part in violent crimes, whether political or non-political, involving injury to body, life or property, and
- (c) The following classes only of persons connected with political offences:

- (i) persons who use aliases or otherwise endeavour to conceal their identity to facilitate commission of political crime.
- (ii) Persons about whom, because of their hidden activities, it is desirable that there should be permanent record, and
- (iii) Persons concerned in offences of criminal conspiracy and section 153-A, section 124-A and section 295-A I.P.C.

(14) All persons convicted under the Arms, Opium and State Excises Acts, who are suspected to be smugglers in arms, opium or dangerous drugs, as defined in the Dangerous Drugs Act, 1930 (central Act II of 1930), or of an offence under any of the said Acts entailing enhanced punishment on conviction.

(15) persons convicted under sections 8 and 10 of Prohibition Act, 13 of 1950 (Amended by Act, 25 of 1960).

(16) Persons convicted under section 48 of the Kerala Police Act, 1960

(17) Persons convicted under the untouchability (offences) Act, 1955 (Central Act XXII of 1955).

(18) Persons notified under the Kerala Habitual offenders Act, 1960 and convicted of any of the offences enumerated in the schedule to the said Act.

(19) All persons convicted under section 5 of the Telegraph wires (unlawful possession) Act 1950 (Central Act LXXIV of 1950) for unlawful possession of telegraph wires.

(20) All persons convicted under the Railway property (unlawful possession) Act, 1966 (Central Act 29 of 1966) (G.O.Rt. No. 530/68, Home 'S.S.' Department dated 1-4-1968).

(21) All persons convicted under sections 101, 126 and 128 of the Indian Railways Act, 1890 (Central Act IX of 1890)

(22) All persons convicted under the Explosive Substances Act, 1908 (Central Act VI of 1908)

(23) All persons convicted under the Indian Official Secrets Act, 1923 (Central Act XIX of 1923)

(24) All professional criminals and persons of dangerous character externed from any area under any State Act.

(25) All foreigners externed under the Foreigners Act, 1946 (Central Act XXXI of 1946)

All persons convicted of smuggling gold, currency and valuable articles

(26) under Foreign Exchange Regulation Act, 1947 (Central Act VII of 1947) and the Customs Act 1962.

Finger Prints to be recorded in the Central Finger Print Bureau.

675. Finger Print Slips of all persons mentioned in items (1) to (12), (14) and (19) to (26) in Para 674 are to be recorded in the Central Finger Print Bureau, Calcutta.

Procedure regarding Finger Print Slips to be taken for search

676. (1) Whenever an unidentified persons is arrested on a criminal charge, and it is considered desirable to trace his identity or previous convictions, if any, the Station House Officer will have his finger Prints taken in K.P.F. No. 3-G. This slip together with a search slip in K.P.F. No. 3-F will be sent direct to the Finger Print Bureau, Trivandrum, immediately.

(2) When a person, whose Finger Print Slips are taken under the provisions of sub-clause (1) above, is reasonably suspected to be a resident of, or is suspected to have extended his operations to one or more other States, a reference should be made by the Station House Officer in the manner explained above, to the Bureau of every such State also. Sufficient extra copies of the Finger Print Slips will be prepared for this purpose.

Finger Printing of persons whose finger prints are to be recorded.

677. (1) Station House Officers are responsible for the taking of finger prints of persons, who, on conviction, have to be finger printed under Para 674.

(2) Sufficient number of Finger Print Slips (K.P.F. No. 3-G) shall be prepared at the time of the arrest of the accused persons, or whenever for taking Finger Print Slips. The number of Finger Print Slips required for record after conviction depends upon the home State of the accused, and also upon the number of other States, if any, in which they have had previous convictions. Slips are required as under:

(a) For the State Finger Print Bureau - one copy for search and one copy for record, if necessary after conviction.

(b) For the Finger Print Bureau of each State in which the accused has had previous convictions-one copy for search and one copy for record, as stated above.

(c) For the Central Finger Print Bureau-one copy for record, in all cases in which slips are to be recorded in that Bureau.

(d) for single print record in the Central Finger Print Bureau -one copy in respect of the undermentioned classes of criminals:

i. Inter-state criminals

ii. Inter-National Criminals

iii. Hotel thieves

iv. Poisoners

v. Forgers of currency

vi. Cheats

vii. Coiners.

- (3) The name and other particulars shall be filled in on the Finger Print Slip immediately after taking the impressions on each slip.
- (4) The Station House Officer will, at the time of arrest, fill up the description of the arrested person in K.P.F. No. 3-F sign on the first page, and send one copy each of the slip for search to the finger Print Bureau, Trivandrum and to other Bureaux, if necessary.
- (5) When sending the Finger Print Slips for search, the name of all the Bureaux to which copies of the slips have been sent for search, should be noted in the appropriate column of every copy of the search slip in K.P.F. No. 3-F so sent.

Resistance to Finger Printing.

678. Resistance to or refusal to allow the taking of finger prints and foot impressions is an offence under section 186 I.P.C. read with section 6 of the Identification of Prisoners Act (Central Act XXXIII of 1920) and the Kerala Identification of Prisoners Act 1963 (Act 39 of 1963). Under the same section a Police officer may lawfully use all means necessary to secure the taking of such impressions.

Finger and foot impressions of dead bodies.

679.(1) Investigating Officers of all cases of murder or suspicious death, shall take the finger prints of unidentified dead bodies and the imprint of the feet of dead bodies where these are likely to be of use in investigation, as early as possible. These impressions may be of value for purposes of comparison with finger and foot prints at or around scene of occurrence.

- (2) The following instructions shall be borne in mind in preparing Finger Print Slips of dead persons.
 - (a) Three copies of the prints will be taken
 - (b) Water should not be used for cleaning the fingers. Methylated spirit, which will preserve the pores, must be used. Greasy or oily finger must be washed with spirit.
 - (c) Dirty fingers may be rubbed with a cloth, dipped in warm water (but not washed such water).
 - (d) The impression must be taken by a 'proficient'.
 - (e) If, after taking the required number of copies of the finger prints, the Investigating Officer considers it necessary to arrange for the preservation of the fingers for future verification, he shall request the Medical Officer to preserve them in separate jars distinctly marked.

Register of Finger Print reference.

680. All Finger Print Slips sent for search and their disposal will be registered in the "Register of Finger Print Reference" in K.P.F. No. 3-N, maintained in every Police Station.

Action by the Finger Print Bureau on search references.

681. (1) Every Finger Print Slip received for search shall be registered in the "Register of finger

Impression Slips received for search in the Finger Print Bureau" in K.P.F. No. 3-M

- (2) Defective Slips, if any, which cannot be classified, shall be returned to the sender with a "Finger Print Bureau Objection Memorandum (Search Slips)" in K.P.F. No. 3-C for re-submission after rectification. Necessary entries shall be made in the Register of impression Slips mentioned in (1) above.
- (3) The Finger Print Bureau shall classify the prints and make a search among the recorded slips in the Bureau. If finger prints of the same individual are on record, the details of previous convictions as noted in the recorded slip, will be copied on the reverse of the Finger Print Slip received for search. The counterfoil of the search slip (K.P. form No, 3-F) will be filled up on the basis of the result of the search, and will be returned to the Station House Officer concerned together with the Finger Print Slip. The foil of the search Slip retained in the Finger Print Bureau will be filed in the Bureau in serial order for future reference.
- (4) Where previous conviction is traced on a search reference, the details of such tracing will be noted on the Finger Print Slip recorded in the Bureau. The details of traced search reference shall be noted also in the "Register of Identifications made in the finger Print Bureau" in K.P.F. No. 3(o). Search slip should indicate where enhanced punishment under section 75 I.P.C. or sections 8 or 10 of the Prohibition Act are applicable.
- (5) All slips received for search shall as far as possible be returned within twenty-four hours of receipt.
- (6) Whenever a recorded Finger Print Slip is removed from its pigeon hole, a "dummy" slip in K.P.F. No.3-W shall be substituted in its place. The "dummy" slip shall be removed only when the recorded slip is put back.

Proof of previous conviction in traced cases

682. (1) If on the return of the Finger Print Slip sent for search to the Bureau previous conviction of an accused is found traced which makes him liable for enhanced punishment under section 75 of the Penal Code, or section 8 or 10 of the Prohibition Act or any such previous conviction of an accused is known from any other source, steps shall be taken to prove such previous conviction under section 511 of the Code of Criminal Procedure.
- (2) There should be a definite charge as to the fact, date and place of previous conviction or convictions. Several previous convictions should not be lumped in one head of charge. These should be set forth separately, each under a distinct head of charge.
 - (3) In the case of a person who has been previously convicted more than once, it will generally suffice to prove the last conviction only, provided that the former convictions were proved in that case and are mentioned in the previous judgment.
 - (4) The proof of previous conviction requires the following:-
 - (a) Records to prove the previous convictions in order to support the charge under section 75 Penal code. The following categories of records may be used for this purpose:-
 - (i) An extract showing the previous conviction or convictions, certified under the hand of the Officer having the custody of the records of the Court; or
 - (ii) A Certificate signed by the Officer in charge of the jail in which the sentence of imprisonment awarded in the previous conviction of convictions or any part thereof was suffered; or

- (iii) A warrant of commitment under which the sentence was suffered.
- (b) If the accused, on being questioned by the court, admits the previous conviction or each of the convictions, no further proof is required and a formal marking of the records already filed with the charge, evidencing the previous conviction or convictions, will suffice.
- (5) If the accused denies the previous convictions, the prosecution will let in evidence as to identity. Identity of the accused shall be proved by any of the following means:-
 - (a) The evidence of a Police Officer cognizant of the previous conviction: or
 - (b) The evidence of a Jail Officer who can recognize the accused as the person who underwent the previous sentence of imprisonment; or
 - (c) If evidence according to (a) or (b) above cannot be obtained, by means of evidence of an Expert from the Finger Print Bureau proved under Sections 45 and 73 of the Evidence Act.
- (6) In order to locate Police officers who will be able to prove conviction of a future occasion, Column 10 of the General Conviction Register and Part III Station Crime History is to contain the names of two such Police Officers.

Procedure on conviction.

683. (1) If the person charged is convicted, the Station House Officer will fill in all the particulars of the conviction in the slips taken under Para 677 and preserve for being sent for record. If the convicted person has had previous conviction the particulars of such previous convictions will also be entered in the slip in chronological order, before the details of the latest conviction are entered.
- (2) All columns in the Finger Print Slips and connected records shall be properly filled up. All entries should be in English. Abbreviations, over writings and erasers should be avoided.
 - (3) The "Conviction Memo" prepared in K.P.F. No. 3-R and "Acknowledgment of Finger Print Slip" (K.P.F. No.3) together with the required number of copies of the Finger Print Slips (as stated in Rule above) will be sent to the Superintendent of the District (District Intelligence Bureau) through the Circle Inspector. The words 'reconvicted', 'untraced', etc., printed on the Finger Print Slip (K.P.F. No. 3-G) which are not applicable shall be cancelled as required, while preparing the form. The counterfoil of the search slip, returned from the Bureau after search, shall also be attached to the Conviction Memo.
 - (4) In dispatching the Finger Print Slips, special care shall be taken to fold the Form in accordance with the direction given on the Form.
 - (5) A short but clear note on the modus operandi of the convict in the present case shall be attached to the copy of the Finger Print Slip to be sent to the Central Finger Print Bureau for the single finger print record. The note should contain also the name of the convict, the Crime Number, Police Station and District.
 - (6) In the case of the prisoners sent to jail, the correct name of the jails to which they have been sent, with dates of despatch of the prisoners, shall be noted in red ink at the front top portion of the Conviction Memo.
 - (7) The Station House Officer concerned shall make a record in every conviction case diary that "Finger Print slips, conviction memo and acknowledgment form are despatched".
 - (8) Station House Officers shall not send for record the same copy of the Finger Print Slip, which was sent to the Bureau for search and received back after search. Spare copies of the

Slips taken according to the instructions above and kept in safe custody in the Station, shall alone be used for record.

- (9) The Circle Inspector and Sub-Divisional Officer shall scrutinise each case and recommend in the appropriate column of the Conviction memo whether the Finger Print Slip of the convict should be recorded in the Bureau or not, and whether the convict is to be shadowed on release.

Finger Prints of persons without trial, discharged or acquitted.

684. (1) Where any person whose finger prints were taken is released without trial or discharged or acquitted by any court, all such prints shall be destroyed or made over to him, except in the case covered by sub-para (2) below.

(2) The District Magistrate or the Sub-Divisional Magistrate in the case of a person who is released without trial, and the court in other cases may, for reasons to be recorded in writing, direct disposal of the finger and foot prints different from what is prescribed above.

Finger Prints of Juveniles sent to a special institution.

685 (1) The finger prints of a juvenile sent to a special institution should be sent for record to the Bureau of the State of which he is a resident, as well as to the Bureau of the State in which he is convicted.

(2) No formal testing of the finger prints of juveniles is necessary; but the Tester Sub Inspector shall verify and record identifying number and other particulars from the institution.

Action in the District Police Office.

686. (1) The Sub Inspector in charge of the District Intelligence Bureau shall maintain the "District Office Finger Print Register" in K.P.F. No. 3-B, in which the receipt and disposal of all Finger Print slips received from station House Officers for record shall be entered.

(2) The Sub Inspector, District Intelligence Bureau, shall check and satisfy himself that the finger prints are clear and fully-rolled and taken in their proper order, that all entries in the slips and connected records are legible, complete and correct, and that there are sufficient number of slips for all bureaux concerned. Defective slips may be returned to the Station House Officer, together with Finger Print Objection Memorandum in K.P.F. No. 3-E for rectification and return. But if such criminals are in the local jail, the District Intelligence Bureau staff should themselves take the proper slips.

(3) The Superintendent of Police of the District shall decide and pass orders on the conviction Memo on the following points:-

(a) Whether the slip is to be retained in the State Finger Print Bureau or destroyed, keeping in mind whether the offence is of a trivial nature and slip is not considered necessary.

(b) Whether or not the slip is to be sent for record in the Central Finger Print Bureau;

(c) Whether the convict is to be shadowed on release.

(4) The Superintendent of Police shall check and countersign the note attached regarding the modus operandi of convicts whose Finger Print slips are to be sent to the Central Finger Print Bureau.

(5) The finger print Head Constable attached to the District Intelligence Bureau shall ascertain the convict numbers of the prisoners concerned, verify the entries in the Finger Print Slips with the entries in the Jail Admission Registers and Jail Warrants (if necessary), and satisfy himself

that all the entries tally, Additional copies of the slips will be taken, if required, and sent back to the Stations concerned for being returned after completing necessary entries.

- (6) The Finger Print Head Constable shall visit the jails within his jurisdiction at least once a week, and see whether, Finger Print Slips of all persons convicted for the offences mentioned in Para 674 have been received. On every Monday, he shall submit to the Superintendent of Police a statement for the week ending Saturday the particulars of convicts coming under the categories mentioned, and in para 674 and admitted in the jail during the previous week (mentioning also dates of admission), showing whether or not their Finger Print Slips have been received. The Superintendent of Police shall take prompt steps to expedite the slips still due. If a slip is not received from the Station House Officer before the release of a convict, the Finger Print Head Constable shall himself prepare the necessary number of slips, and send them to the Stations for being returned after completing the entries therein, along with the other records due.
- (7) It may occur that a convict undergoing sentence in a jail may get another conviction for an offence committed by him previously, and in such cases he will continue to bear his original convict number. The identity of such prisoners and the correct convict number must be located by the Finger Print Head Constable. In order to enable the Head Constable to do so, the Station House Officer shall state clearly in the conviction Memos the last jail numbers of such convicts.
- (8) Testing of Finger Print slips:- The Sub Inspector from the District Intelligence Bureau will visit the jails once a month. Finger Print Head Constable of the District Intelligence Bureau concerned will assist him to test all available Finger Print Slips.
- (9) The Sub Inspector will take the finger prints of the convicts concerned in "Tester Finger Print Slip" in K.P.F. No. 3-Q and by a comparison with the finger prints for record, will satisfy himself that the latter tally with the prints taken by him. He will also satisfy himself by reference to the entries in the Jail Admission Register that the details of the present conviction noted in the Finger Print Slip for record are correct. He will attest the finger Print Slips in the appropriate place. He will also initial in the prescribed column of the "District Office Finger Print Register" (K.P.F. No. 3-B)
- (10) In the case of convicts undergoing imprisonment in a jail outside the District, the Finger Print Slips with the connected records will be forwarded by the Superintendent of Police concerned to the Superintendent of Police (District Intelligence Bureau) of the District in which the convict is undergoing imprisonment, for action under sub-para (9)
- (11) After testing as detailed above, the slips and connected documents will be returned by the Superintendent of Police to the Superintendent of Police from whom these were received.
- (12) The Sub Inspector, District Intelligence Bureau should see that all finger print slips are got tested promptly. Any delay or omission in the matter shall be reported immediately to the Superintendent of Police for taking appropriate action.
- (13) A list of Central Jails, special Sub-jails and 'A' Class sub-jails in the State with the classes of prisoners to be retained therein, is furnished in Appendix XXV.
- (14) All Finger Print slips for record shall be retained in the District Police Office (District Intelligence Bureau) until the appeal period is over. The Finger Print Head Constable, while visiting jails, shall ascertain by reference to the Jail Admission Register, the disposal of Criminal appeals, if any. Where necessary, the Sub Inspector, District Intelligence Bureau will obtain confirmation from the Station House Officer concerned as to whether or not appeal was

preferred. If an appeal is preferred, particulars of disposal shall be noted on the reverse of the Finger Print Slip concerned, under the dated attestation of the Sub Inspector, District Intelligence Bureau. If there is no appeal, that fact also shall be noted on the reverse of the Finger Print Slip under similar attestation.

- (15) Transmission of slips to the Bureau:- All Finger Print slips to be recorded, together with conviction memo and acknowledgment slips, will be forwarded to the State Finger Print Bureau by the District Intelligence Bureau concerned. Copies of slips for transmission, where required, to other State Bureaux, will also be attached thereto.
- (16) In the case of Finger Print Slips to be sent to the Central Finger Print Bureau for record, the District Intelligence Bureau shall prepare despatch cheques in triplicate in K.P.F No.3-A, and forward them with the slips to the State Finger Print Bureau. No separate convictions memo need be attached to the Slips intended for the Central Finger Print Bureau, Finger Print Slips, belonging to not more than ten persons, may be attached to the same despatch cheque. Any finger Print Slip returned as defective from the Bureau for rectification, shall be retransmitted after compliance along with a fresh despatch cheque in triplicate.
- (17) The District Intelligence Bureau shall maintain a "Register of Finger Prints sent to the Central Finger Print Bureau" in K.P.F. No. 3-P1.

Procedure in the State Finger Print Bureau on the receipt of slips for record.

687. (1) All Finger Print slips received for record in the Bureau shall be registered in the "Register of Finger Print slips filed in the Finger Print Bureau" in K.P.F. No.3-L
- (2) Every slip received for record shall be carefully scrutinised before being classified, checked and recorded, and if found deficient in any respect, it will be returned for rectification and return to the sender with a Finger Print objection memorandum in K.P.F. No. 3-E. Details of slips so returned shall be entered in the "Register of filed. Finger Print slips returned with objection Memorandum" in K.P.F. No. 3-K.
 - (3) The slips to be recorded shall be classified and checked in the Bureau. Previous slips, if any, of the same individual on record shall be taken out. The particulars of previous convictions as noted on the new slip, shall be checked with those on the recorded slips, and if these are found correct the new slips will be attached to the recorded slips. These will be checked and passed by the Officer in charge of the Bureau and necessary entries will be made in the "Register of Finger Impression Slips filed in the Finger Print Bureau" in K.P.F. No. 3-L. Slips for record will be arranged and kept in Record pads in K.P.F. NO. 3-D.
 - (4) Action taken in the Bureau, with the Finger Print serial number allotted in the Register mentioned in (3) above, shall be noted on the Conviction Memo and Acknowledgment slip, received along with the connected Finger Print Slip. The Conviction Memo shall be sent to the Superintendent of Police (District Intelligence Bureau) of the District and the Acknowledgment slip to the Officer in charge of the police station concerned. In the case of slips received for record from other Bureaux or Offices, the Acknowledgment Slips received therewith shall be similarly filled up and returned to the sender. The Slips for record shall then be recorded in the appropriate pigeon hole.
 - (5) "Dummy" Slip will be used whenever recorded slips are taken out of a pigeon hole in accordance with the instructions above.
 - (6) **Slips due to other State Bureaux:-** Slips due for record other State Bureau shall be sent

together with a covering memo in K.P.F. NO. 3-H to the Director of the Bureau concerned. This fact shall be recorded in the "Register of Finger Impression Slips filed in finger Print Bureau" (K.P.F. No. 3-L). The names of all the Bureau to which slips have been sent will be noted at the top of all the Finger Print Slips. On receipt of acknowledgment of the slip so sent, connected references shall also be noted against the corresponding entry in the above Register.

- (7) Slips due to the Central Finger Print Bureau- Slips due to the Central Finger Print Bureau shall be sent with their dispatch cheques, and these shall be registered in the "Register of Finger Prints sent to the Central Finger Print Bureau" in K.P.F. No. 3-P. Slips returned by the State Bureau for rectification of defects (refer sub-para (2) above) shall be re-submitted under fresh dispatch cheques, for transmission to the Central Finger Print Bureau.
- (8) All intimation regarding absconders (persons concerned in offences and wanted for investigation) shall be sent by the State Bureau under a dispatch cheque, along with a Finger Print Slip (if available), and particulars of the case in which they are wanted, and the Office to which the intimation of arrest is to be given (in block letters). In the case of absconders whose spare Finger Print Slips are not available the State Bureau shall send a photographic copy (actual size) of the rolled impressions from the recorded Finger Print Slip of the State Bureau. This also should be sent under a despatch cheque. Intimation regarding absconders should be despatched to the Central Finger Print Bureau promptly and in any case within a week of the receipt of the information.
- (9) The State Bureau shall see that all Finger Print slips meant for record at the Central Finger Print Bureau are despatched within a week from the date of their receipt.
- (10) For every name or change of name of a Convict, whose Finger Print Slip is on record in the Bureau, a nominal index card will be maintained in K.P.F. No.38. This card will show the name of convict, with aliases, if any, father's name, finger Print Bureau Serial No. and finger Print classification so that it may serve the purpose of checking when search slips or record slips are received in the Bureau.

Information to the Central Finger Print Bureau

688. The State Finger Print Bureau shall, in addition to the intimation regarding absconders as prescribed in para 687 also keep the Central Finger Print Bureau informed of any new feature regarding finger print identification, any case of forgery of finger print, and such other matters of interest, which may come to the notice of the Bureau.

Service by the Central Finger Print Bureau.

689. (1) Until the Central Finger Print Bureau has built up sufficient records of slips of its own, that Bureau will not undertake search work.
- (2) The State Finger Print Bureau may refer to the Central Bureau for scrutiny any difference of opinion with regard to finger print cases, and any other matter concerning the science of identification from papillary ridges, in which such advice is desired.

When Finger Print Slips need not be tested.

690. In the case of persons sentenced to fine, or imprisonment in the sub-jail only, of those who are released under Section 562 Cr.P.C. and of those who execute bonds for good behaviour under section 109 or 110 Cr.P.C. the Station House Officer will proceed as directed in Rules. If the Superintendent of Police of the District decides that it is unnecessary to send the Finger Print for

record, the Slip will be destroyed. If he decides to the contrary, he will forward the Finger Print Slips to the Bureau for record, together with the Conviction Memo and other records mentioned in para 683 duly filled in. Such Finger Print Slips will not be tested.

Monthly statement of convicted cases in which Finger Print Slips have been sent.

691. Station House Officers shall send direct to the Superintendent of Police of his District (District Intelligence Bureau) by the 5th of each month in K.P.F. No. 3-J a list of convicted cases in the previous month in which finger Print Slips have been sent for record. The Sub Inspector (District Intelligence Bureau) shall verify these statements with the slips received for record and with the Weekly Crime Report (Para II), and report delay or omission, if any, to the Superintendent of Police for necessary action.

Procedure in Bureau in respect of wanted persons whose Finger Print Slips are on record.

692. (1) Reports in respect of persons whose finger prints are on record and are wanted by the Police shall be sent to the Bureau by the Station House Officer concerned through the Superintendent of Police (District Intelligence Bureau) in K.P.F. No.3-I(Memo to Finger Print Bureau of persons wanted). Such reports shall be entered in the "Absconder Register" in K.P.F. No. 3-S.

(2) The information received will be noted in the "Absconders Card" in K.P.F. No.3-V, and the Card will be attached to the Finger Print Slip of the absconder, so that immediate intimation may be given to the Officers concerned if the Finger Print Slip of the absconder is received for search in the Bureau subsequently.

(3) The 'Absconders Card' will be detached from the record finger Print Slip of the absconder, if his slip is subsequently received for search, and intimation will be given as required in (2) above. The detached card will be filed with the connected Memo (K.P.F. No. 3-I) with details of action taken noted thereon.

(4) In the case of absconders whose Slips are on record in other Bureaux the State Bureau shall prepare additional copies of the Memo in K.P.F. No.3-I, and shall send a copy to each such Bureau for similar action, if the finger Print Slip of the absconder reaches them for search.

Report of deaths of persons whose Finger Print Slips are on record in the Bureau.

693. (1) When a person, whose finger Print Slip is on record in the Bureau, dies, the Station House Officer in whose jurisdiction the person resided, shall send a report in K.P.F. No. 3-T through the proper channel to the Superintendent of Police (District Intelligence Bureau) for transmission to the Bureau. Death reports of persons having convictions in other State shall be similarly prepared and sent through the District Police Office to the Bureaux of the States concerned, and this fact should be noted in the Death Report sent to the Finger Print Bureau, Trivandrum. The report of death should be verified by independent Police enquiry and certified as to its correctness by the Station House Officer himself, before sending the report to the District Police Office.

(2) Death Report of a convict, while undergoing imprisonment received from the jail authorities, shall be disposed of in the Finger Print Bureau as in the case of Death Reports mentioned in (1) above.

(3) All Death Reports received in the Finger Print Bureau shall be registered in a "Death Report Register" in K.P.F. No. 3-U. The Finger Print Record slips of the deceased shall be taken and the details of the Death Report with reference number shall be noted in red ink on the finger Print Slips concerned and also against the concerned entries in the Register of Finger Prints filed in the Finger Print Bureau (Form K.P.F. No.3-L). Such Finger Print Slips shall be

retained in the record for two years, when they will be removed and destroyed. The Finger Print Slips of convicts who die in jail shall be destroyed at once.

Periodical elimination of Finger Print Slips.

694. (1) All Finger Print Slips on record in the Bureau will be examined annually or at lesser intervals and in the absence of any special reasons to the contrary, those belonging to the classes of persons enumerated below will be removed from record:-

- (a) In the case of person who is a professional poisoner, note-forgery, coiner, arms smuggler, or a habitual offender notified under the Kerala Habitual Offenders Act, 1960. (Act 26 of 1960) on his attaining the age of 80 years, or on his death, whichever is earlier;
- (b) In the case of any other person-
 - (i) If he has not more than two convictions in his native District (not having been convicted outside his native District) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime, on the expiry of ten years from the date of his release or last release from Jail, as the case may be; or
 - (ii) If he has been convicted outside his native District or has more than two convictions in his native District) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime, on the expiry of fifteen years from the date of his release or last release from Jail, as the case may be; or
 - (iii) On his attaining the age of 80 years; or
 - (iv) On his death;

Whichever is earlier.

(2) To prevent the possibility of the wrongful destruction of any Finger Print Slip in the Bureau, slips withdrawn from record will be sent to the Superintendent of Police of the District concerned for information and destruction. The Superintendent of Police will pass them on to the Sub-Divisional Police Officer concerned for necessary action. If the Sub-Divisional Officer has any objection to the destruction of any particular Slip, he should return it to the Bureau through the District Police office, explaining fully why he wants it to be retained.

(3) The destruction of Finger Prints which are on record also in other Bureaux will be intimated to the Bureau concerned by the Finger Print Bureau, Trivandrum.

Application of private parties of Finger Print Expert

695. (1) In all cases, civil or criminal, when private parties apply for the expert opinion on finger prints by an Expert attached to the State Finger Print Bureau, "Finger Print Expert Fee" of Rs. 35 per opinion shall be levied from the party concerned. Besides the "Finger Print Expert Fee", a sum of Rs. 8/- per finger print to be compared shall be levied towards photographic charges. The Finger Print Expert Fee and the photographic charges should be remitted in advance, and credited to the Government under the appropriate head, and the chalan of remittance sent.

(2) Whenever Finger Print Expert is summoned to appear before a Court the expert opinion furnished in cases, civil or criminal between private parties, an amount at the rate of Rs. 10 per day of absence of the Finger Print Expert from the Bureau will be realized from the party concerned as "Evidence Fee" and credited to the Government. The party will also be liable to pay the Expert in advance the Travelling and Daily Allowance at the rates to which he is entitled.

- (3) All documents containing finger prints to be compared shall be sent to the Bureau with covering letter specifying the impressions to be compared, and giving all points on which expert opinion is to be furnished. The chalan if remittance is to be furnished. The chalan of remittance of the fees referred to in (1) above shall be sent along with the records for examination.
- (4) On receipt of documents containing finger prints to be compared, photographic enlargements thereof shall be obtained from the Departmental Photographer. The Expert who deals with the file shall furnish his opinion after examining the impressions and the enlargements. This opinion will further be checked by the Director of the Finger Print Bureau and shall be despatched to the authority who called for the expert opinion.
- (5) Details of the opinions given by Experts of the Bureau shall be recorded in a Register in K.P.F. No. 3-X.

DEFINITIONS

- (1) "Bureau" means a Finger Print Bureau
- (2) 'Expert' means an Officer, who has been declared by a Board of Examiners constituted for the purpose or by the Deputy Inspector General of Police in charge of the Criminal Investigation Department to be competent to take, examine, compare and give an expert opinion on finger prints.
- (3) 'Finger Prints' include prints of the thumb and are either 'rolled' or 'plain'.
- (4) 'Foot-print Expert' means an Officer, not below the rank of a Sub Inspector of Police, or an 'Expert' in the State Finger Print Bureau, who has been declared by the Deputy Inspector General of Police in charge of the C.I.D., to be competent to take, examine, compare and identify foot prints and to give expert opinion on foot prints.
- (5) 'Identified' means a person whose residence and antecedents are known.
- (6) A 'plain' print is obtained by lightly pressing the inked bulb of thumb or finger upon the paper without any turning movement.
- (7) 'Proficient' means an Officer, who has been declared by a Superintendent of Police to be qualified to take clear and well rolled finger impressions.
- (8) A 'rolled' print is obtained by placing the inked thumb or finger on the paper so that the plane of the nail is at right angles to the plane of the paper. The thumb or finger should then be pressed lightly on the paper and turned over so that the bulb surface which originally faced, say, to the left, faces to the right, the plane of the nail align at right angles to the

plane of the paper.

- (9) 'Traced' means a person, against whom previous conviction has been traced.
- (10) 'Unidentified' means a person, whose residence and antecedents are not known.
- (11) 'Untraced' means person, against whom no previous conviction has been traced.

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CHAPTER X

CRIMINAL INVESTIGATION DEPARTMENT

696. (1) The criminal Investigation Department under the control of the Deputy Inspector General, Criminal Investigation Department and Railways has the following branches:

- (a) Special Branch and
- (b) Crime Branch.

Each Branch is under the direct control of a Superintendent of Police who is assisted by one or more Deputy or Assistant Superintendents, Inspectors, Sub Inspectors, Head Constables and Constables.

(2) Officers required to constitute the personal are selected and posted to Criminal Investigation Department by transfer from the Districts.

(3) Inspectors and Sub Inspectors while serving in the Crime Branch Criminal Investigation Department will have the word "Detective" prefixed to their ranks (e.g. Detective Inspector-Detective Sub Inspector).

(4) Except on ceremonial parades and routine parades and giving evidence in Court and other occasions ordered by the Inspector General of Police or the Deputy Inspector General of Police, C.I.D. men of the Criminal Investigation Department do not wear uniform.

(5) All correspondence intended for the branches shall be addressed to the respective Superintendents.

Special Branch

697. The details of the working of the Special Branch will be found in the "Special Branch Manual", which deals with the organization of the branch at both the State and District levels as also its connection with the 'Special Branches' of other States and the Intelligence Bureau, New Delhi.

Crime Branch

698. The Crime Branch controls

- (1) the crime Investigation staff,
- (2) the Criminal Intelligence Bureau,
- (3) the Finger Print Bureau
- (4) Photographic Bureau,
- (5) Forensic Science Laboratory
- (6) Police Research centre.

Function of the Crime Branch, Criminal Investigation Department

699. (1) The functions of the Crime Branch, CID are:-

- (a) The collection, collation and dissemination of intelligence regarding crimes and

criminals having an inter-State or inter-District interest.

- (b) Study of the general trend of specialized, professional and other grave crimes in the state, and initiating measures for their control as found necessary.
- (c) Investigation of specialized or professional crime such as
 - (i) those of exceptional difficulty or importance;
 - (ii) those which, from the nature of their ramifications, cannot be dealt with by local officers in their own jurisdiction, or without the co-operation of other officers at a distance, working in a common direction, and
 - (iii) those of an organized nature, extending over two or more Districts.
 - (iv) Those types of crime which are ordered to be taken up by the C.I.D. and given in Rule 6

(2) The services of the criminal Investigation Department will not, except in exceptional circumstances, be requisitioned in cases of ordinary crime confined to one District, and having no special importance.

Manner of assisting the District Police in the investigation

700. (1) The Crime Branch, Criminal Investigation Department will assist the District Police either by
- (a) taking up the entire investigation of a case, or
 - (b) placing one of its officers at the disposal of the Superintendent of Police when such a step is found necessary for investigating a particular case.
- (2) Sub Inspectors attached to the Crime Branch must be deputed by an Inspector or Officer of higher rank to investigate into each particular case on which they are employed.
- (3) All Police Officers of and above the rank of Inspector of Police in the Criminal Investigation Department will have the powers of an officer in charge of a Police Station under the Criminal Procedure Code.

(Govt. Notification No. H2. 54642/58/Home(A) dt. 14-8-1958)

Application for assistance of the Crime Branch

701. Applications for the assistance of the Crime Branch should be made to the Deputy Inspector General in charge of the Criminal Investigation Department. Without his or the Inspector General's orders no investigation or enquiry shall be undertaken.

Responsibility of District Police.

702. (1) The Criminal Investigation Department in no way relieves the district, police of their responsibility for the prevention and Detection of crime.

Class of Crime to be investigated by the Criminal Investigation Department.

703. (1) The Crime Branch will ordinarily deal with crimes of the following classes:-

- (a) Note forgery cases
- (b) Cases of counterfeit coining when the counterfeits are struck from dies, and other cognate offences in respect of coining by dies.
- (c) Cases of professional poisoning.

- (d) Theft of Government arms and ammunition and illicit trade in arms.
- (e) Important cases in which foreigners are concerned (including cases of international criminals and traffic in women by foreigners)
- (f) Cases of dacoity, robbery and house-breaking of peculiar nature which indicate the work of an adept gang, not particularly noticed or accounted for by the local police.
- (h) cases of fraud, theft or cheating of a peculiar nature which affect more than one district.
- (i) Cases of such a nature as, in the opinion of the Inspector General, the Deputy Inspector General, or district authorities call for investigation by an officer of the Crime Branch.
- (j) Important thefts of currency notes or important defalcations of public money.
- (k) Cases of smuggling of opium, cocaine, and other narcotics
- (l) Cases of bringing fraudulent civil suits.
- (m) Gang cases.
- (n) Important conspiracy cases whose ramifications extend to several Districts.
- (o) Pomography
- (p) Professional kidnapping
- (q) Cases of 'suspicious deaths' when investigation by the Crime Branch CID is considered necessary.
- (r) Any serious crime which appears to have a political motive, including all offences connected with arms and explosives which are suspected to be of a political nature.
- (s) Any other crimes which may be brought into the category by an order of the Inspector General or the Dy. Inspector General, C.I.D.

Superintendent of Police to send special reports

704. (1) In all cases detailed in Rule above Express reports should be sent to the Deputy Inspector General, C.I.D. with copies to the range Deputy Inspector General, followed by an immediate written report.

(2) But in cases falling under (a), (b), (c), (d), (e), (o) and (r) of Rule 703, telegrams or W/T signals of the bare facts may be sent to Deputy Inspector General, Criminal Investigation Department or his local Branch head, to enable them to enter on investigation.

(3) In all such cases investigated by the District Police, progress reports should be sent to the Deputy

Inspector General, Criminal Investigation Department and the range Deputy Inspector General till the investigation is completed. A progress report is necessary only if substantial progress is made. A final report should also be sent after the disposal of the case. The final report in cases falling under categories (a) (b) of PSO 703 (1) shall be sent to court only after obtaining the concurrence of the Superintendent of Police, Crime Branch, CID, and in categories (c) (d) (e) (o) and (n) a copy of the final report shall be sent to the Superintendent of Police, Crime Branch, CID.

Classes of crime to be reported to the Central bureau of Investigation and the Criminal Investigation Department.

705. In order to enable the Central Bureau of Investigation to maintain comprehensive records of inter-state and inter-national criminals, the following categories of cases have to be reported to the Central Bureau of Investigation.

- (1) Cheating-all important cases in which specific information may not be available about the identity of the criminal and all cases in which the complicity of inter-state criminals is suspected or known should be reported. If subsequent investigation reveals that the case is of a local nature that fact should also be reported for enabling the C.B.I. to eliminate such cases from their records. The report about the occurrence of crime should be sent immediately after the case is reported. Progress reports should be sent when additional information comes to light during the course of investigation and a report should also be sent after completion of the investigation. Copy of all reports sent to C.B.I. should be sent to C.B.C.I.D.
- (2) Kidnapping of children for purposes of begging:- All cases coming under this category should be reported whether the kidnappers are local or not. This should be reported to Superintendent of Police, Crime Branch, C.I.D. who will forward a consolidated report to C.B.I.
- (3) offences committed by foreigners:- All cases coming to the notice of the Police should be reported to C.B.I. with copy to Superintendent of police, CB.C.I.D.
- (4) Theft of Fire arms:- Report should be sent of fire arms stolen and recovered to C.B.I. with copy to Superintendent of police, CB.C.I.D.
- (5) (a) Counterfeit currency:- All cases of hundred rupee denomination will be reported as and when they come to the notice of the local police and they should be followed by progress report, conviction particulars etc. Whenever any important case of 100 rupee note comes to light, the Superintendent of Police of the District should immediately communicate the information to the Central Bureau of Investigation through radiogram giving brief particulars of the case. A copy of the letter sent to the currency Note Press should also be forwarded to the Assistant Director, Crime Records, Central Bureau of Investigation with copy to S.P. C.B.C.I.D.
In respect of counterfeit currency cases of other denomination periodical
(b) reports as required by Central Bureau of Investigation is to be sent.
- (6) Motor vehicles theft:- All cases falling in the category irrespective of whether they are inter-state or not. Cases of motor vehicle parts need not be reported. Reports will be sent to C.B.C.I.D. who will

forward a consolidated report to C.B.I.

Deputation of Officers of the Crime Branch CID for Investigation or enquiry.

706. (1) In any case in which the services of an officer of the Crime Branch CID are asked for, or whenever an officer is deputed by the order of the Deputy Inspector General, Criminal Investigation Department, or the Inspector General to conduct an investigation or enquiry of any kind, the Officer deputed should take with him a letter addressed to the Superintendent of Police of the District prescribing the work upon which he is sent.

(2) If the Superintendent of Police of the District is on tour, the Officer deputed should hand over the introductory letter, or report his arrival, to the person Assistant to the Superintendent of Police or in his absence the Manager of the District Police Office, and should submit immediately a report in writing to the Superintendent of Police of the District as to the course of investigation he is adopting. He should thereafter take the first available opportunity of meeting the Superintendent of Police, if the enquiry is likely to be a lengthy one.

Cases concerning one District exclusively.

(3) In the absence of special orders from the Deputy Inspector General, Criminal Investigation Department, to the contrary, if the case or enquiry exclusively concerns only one district, the officer should work under the direction of the superintendent of Police of that district, who will then be responsible for the enquiry. In such cases, copies of case diaries should be submitted to the Superintendent of Police of the District.

Cases concerning more than one District.

(4) If, however, the enquiry extends over more than one district the case diaries need be submitted only to the Criminal Investigation Department, but the officer should keep the Superintendents of Police of the districts in which he is working fully informed of his doings, consult them, take their instructions on matters affecting their Districts and inform them the results of the enquiry.

Superintendents of Police of the District to assist Officers of Crime Branch, CID

707. Superintendents of Police of the Districts should give the Officers of the Crime Branch CID every facility for conducting investigation in their Districts and should make available for their assistance the local knowledge of the District Police. Crime Branch staff should not think that, once they take up a case, the local police have nothing to do with it. Officers of the Crime Branch should realize that their branch is there to assist the District Police by taking up investigation in cases where local police may not have the time to pursue clues to a successful end.

Reports of Investigation by senior Police Officers of the Criminal Investigation Department.

708. Reports of investigation of senior Police Officers of the Crime Branch, CID, shall be sent to the Crime Branch direct. The Additional District Magistrates and Superintendents of Police of the Districts concerned should be kept informed of any matter which is of importance in relation to particular Districts.

Investigation of cases by CID Officers

709. (1) Case diaries of Officers of the Crime Branch, CID, and their scrutiny are subject to the same rules as those of the District Police. The Officers of the Criminal Investigation Department have the same right of inspecting records as the District Police. All records of the Crime Branch, C.I.D. are confidential.

2. Cases transferred to the C.I.D. for investigation, shall be re-numbered by the Crime Branch, C.I.D and in the Station records concerned that the case will be indicated as "transferred to the Crime Branch".

The Crime Branch number assigned to the case will be communicated to the Station and will be noted in red ink in the F.I.R. Index Register, against the Station case number.

3. Crime Branch will give information to the District Police in all cases transferred to them for investigation, when the cases are sent up for trial or when the cases referred as undetected or otherwise disposed of.

(I.G's Circular No. D5-1438/65 dated 31-3-1966)

Report of arrival of C.I.D Officers at the Headquarters

710. Every Detective Inspector and Detective Sub Inspector on his arrival at Headquarters should immediately report to the Deputy Superintendent of Police and Superintendent of Police, Crime Branch and acquaint them personally with the progress made in each investigation or enquiry conducted by them and take further instructions.

Importance of Criminal Investigation Department watching notorious criminals.

711. One of the most important duties of the Criminal Investigation Department is to keep a watch over the movements of, and furnish Superintendents of Police of the Districts with information concerning, notorious and dangerous criminals, and this will be of great advantage to District Police.

Criminal Intelligence Bureau.

712. 1) As regards Criminal Intelligence Bureau, attached to C.I.D., information will be collected, recorded and disseminated with regard to the following matters:

- (a) Serious crime;
- (b) Property stolen, lost or detained as suspicious;
- (c) Persons wanted by the Police or persons arrested by the police, who are suspected of being professional criminals;
- (d) Asiatic nomads, foreign vagrants and other persons who give room for suspicion of criminal activity;
- (e) wandering groups having criminal propensity; and
- (f) other suspicious characters who operate on an into District or inter State basis.

(2) Instructions regarding maintenance of records such as history sheets for criminals, general subjects files, photographs of criminals, alphabetical list of wanted criminals, crime maps, graph etc., and other functions of the Bureau like study of weekly crime and occurrence sheets, Monthly and Annual Crime Review received from Districts and the preparation of Annual Review for the whole State etc., are given in Appendix XXVI

(3) The Criminal Intelligence Bureau is also publishing Criminal Intelligence Gazette. Instructions for collection, computation and publications of the gazette are contained in Appendix XXVII. Criminal Intelligence Gazette is being circulated to all Police Stations in the District and also to such Officers outside the State as found necessary.

Police Research Centre.

713. (1) There is a 'Police Research Centre' under a Circle Inspector, assisted by a Statistical officer working under the directions and supervision of the Superintendent of Police, Crime Branch Criminal

Investigation Department, and its primary duty is to collect information of interest to the Police, analyse it, and deduce conclusions regarding the 'modus operandi' of criminals with a view to assisting the District Police in combating crime.

(2) The Research Inspector is in over-all charge of Criminal Intelligence Bureau and the Railway Intelligence Bureau.

(3) The Research Centre will be in constant touch with all Districts and other States to collect information about the movements of criminal and gangs and crimes occurring from time to time. Reports will be received by the centre from Districts about the absence and movements of criminals or criminal gangs and the occurrence of important crimes, together with the details of the 'modus operandi' employed in the commission of each crime. The Research Centre will immediately on receipt of such information, make a study of each important crime with reference to the records available with it and issue necessary instructions by radio to the concerned Police. It will also study the District and City Crime and Occurrence sheets and Monthly Crime Review with a view to know the general trend of crime. It will thus function as a nerve centre of all investigating officers in the State.

Forensic Science Laboratory.

714. There is a Forensic Science Laboratory attached to the Crime Branch, CID to see that all possible help that modern science can render in crime detection is made available to Investigating Officers. The Laboratory has three wings viz., the physical section, the chemical section and the biological section. Each section is directly under the control of an Assistant Director. The supervision of the Forensic Science Laboratory as a whole is vested in a Director. The Laboratory is established on a phased programme, and when completed will have four section (1) Physics (2) Chemistry, (3) Biology and (4) Ballistics. The following types of work will be undertaken by the Forensic Science Laboratory.

(1) Physics section

Examination of tool marks, torn pieces of letter or paper, broken ornaments, pieces of wire or metal that have been broken or severed by various instruments, paint, soil, broken head light and wind shield glass, broken parts of car, indentation, etc restoration of obliterated writings on metal surface, ultra-violet and infrared examinations, spectrographic examination of all types of materials, determination of the general properties of solids and liquids like refractive index density, etc., documents examination including handwriting and physical examination and comparison of any other type of exhibits.

(2) Chemical Section.

Chemical examination of paints, inflammable fluids, cres, tar products, building materials, rubber, plastic, lubricants, oils, waxes, soaps, metals explosives, narcotics, drugs etc.

(3) Biological Section

Identification of fibres, examination of micro-organisms, grass, vegetable and wood fragments, insects, hairs, tissues, biological stains etc.

4). Ballistice Section.

Identification of fire-arms and ammunitions, bullet marks, etc.

Apart from this, the Assistant Director, Forensic Science Laboratory in charge of Physical Section is also the State Examiner of Questioned Documents.

Only the Physical and Chemical Sections are functioning at present.

District Special Branch

715. 1) The District Special Branch is in the charge of an Inspector assisted by one or two Sub Inspectors and a few Head Constables. They cover all confidential enquiries.

2) The branch is under the personal control of the Superintendent of the District, who issues such orders as may be necessary for the effective utilization of the staff for the above purpose.

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CHAPTER - XI

RAILWAY POLICE

General

716. 1) The Railway Police is a branch of the General Police Force and is subject to all Police Rules of general application. This branch is under the direct control of a Superintendent of Police, designated or posted for this purpose; and he is assisted by one Deputy Superintendent of Police/Assistant Superintendent of Police. The Deputy Inspector General of Police in charge of the Railways has the same position with regard to the Railway Police as the Deputy Inspector General of a range bears to the District Police.
- 2) Railway Police District is divided into Circles which are sub-divided into Stations. The Deputy Superintendent of Police/Assistant Superintendent of Police, Railway Police has his jurisdiction throughout the Railway Police District.
- 3) Officers required to constitute the personnel are selected and posted to the Railway Police by transfer from the Districts.

Jurisdiction.

717. The jurisdiction of the Railway Police extends over the area included within the boundary of the Railway line and covered by Stations, Station yards and goods sheds; and this area is called 'The Railway limits'. This jurisdiction does not extend to the lands occupied by the dwellings of the Railway staff in or outside the Railway limits. The boundary of the Railway line means, the area to a distance of 10 feet on either side, from the centre of the track.

Officer to take command of Police.

718. When the Railway Police and the District Police are on duty together on a railway, as defined in Section 3 of the Indian Railways Act, 1890 (Act XI of 1890), the senior Police Officer present whether belonging to the Railway Police or to the District Police, will take command of all the Police present. If, however, any doubt arises about the relative seniority of the Railway and District Police Officer, then the Officer of the Railway Police as having jurisdiction will take command.

Duties and powers of the Railway Police.

719. Duties and powers of the Railway Police are similar to those of the District Police. In addition, instructions with regard to their particular duties are given in the succeeding paras.

Railway Police are primarily responsible for the maintenance of law and order as also the prevention, detection and prosecution of cases within the Railway limits. But the want of jurisdiction of the local Police will not be a tenable plea for not rendering timely help to the Railway Police in the arrest of accused and recovery of stolen properties.

Circle Inspectors.

720. 1) It is the particular duty of the Circle Inspectors to know, and frequently visit, and maintain satisfactory relations with, the Railway officials, especially the District Officers. They must also take steps to secure co-operation with the District Police, visiting the Additional District Magistrate, Executive First Class Magistrates and Superior Police Officers, connected with their circles, and keeping in close touch with the District Police Inspectors. They shall attend the half-yearly meeting of District Police Inspectors.

2) They shall visit forthwith the scene of any serious crime or accident and take the necessary steps.

Sub Inspectors

721. 1) The position and duties of the Sub Inspectors corresponds to those of the Sub Inspectors of the District Police. He is responsible for the efficient working of the men of his section.
- 2) He must acquire local knowledge, not only of the employees of the railway, but also of the criminals residing in the vicinity of his section.
- 3) He shall attend the railway platform, wherever he may be at the time of the arrival or departure of mail trains or other important trains.
- 4) He shall travel throughout his section in the train conveying the Governor and in special trains conveying persons of high position.

Railway Police Staff.

722 The Railway Police Staff is divided into two sections:-

- (a) The traveling and detective staff.
- (b) The Platform staff.

Railway Station Duty Head Constables

723. The Railway Station head Constable has control of the platform staff. He should not leave the neighborhood of the railway station without orders. His duty should be so arranged as to enable him to have three nights in the week, off duty. In his absence, another Head Constable or a constable shall invariably be deputed to act. He is responsible for telegraphing any important occurrences to the Sub Inspector during his absence, unless this is done by the station-writer. He shall be present at the arrival and departure of all important trains.

In charge Constable.

724. 1) At railway stations where three or more constables are deployed and to which no Head Constable is allotted, a constable shall be appointed to be in charge and shall perform the duties of a platform Head Constable.
- 2) When two constables are posted to a railway station, the senior will be considered to be in charge.

Duties of Platform staff.

725. 1) The Chief duties of the platform staff are.

- 1). The maintenance of order at stations and ii) watching passenger trains standing at stations.
- 2) a) Where a sufficient platform staff exists, the platform shall be divided by the Inspector into sections, called posts, which will be numbered. Men will be told off to those posts and their numbers entered against them in the Duty Roster in K.P.F. No. 163-A. Men shall move about within the limits of their posts. A plan shall be hung up in the Police station showing the limits of each post and on this will be specified which posts should be filled at the arrival of each train.
- (b) At Railway Police outposts, a Duty Roster in K.P.F. NO. 163-B and General Diary in K.P.F. No. 74-A shall be maintained.

Constables on duty at Railway Stations.

726. At Railway Stations where two Constables are employed, one shall stand near the gate and

observe the passengers going out while the other shall stand on the platform where the rear brake van will halt and, after the arrival of the train, shall move slowly up and down looking into carriages. He shall also have an eye to the off-side of the train, crossing the line behind the rear brake van looking along the train.

Beats of the Travelling Staff.

727. (1) A travelling constable's beat consists of the train by which he travels from his station over a prescribed length of line, and the train by which he returns to his station. The serial numbers of the trains which form a beat shall be entered in the Duty Roster. Railway ticket requisition in K.P.F.No. 186 are used for such journeys.
- (2) Beat Constables shall report at the Railway Police Station situated at the termination of their beat, and their numbers shall be entered in the Duty Roster of that station. Station-house Officers of sections between which there is a meeting will compare their rosters once a month.

Travelling Staff.

728. (1) Men of the travelling staff shall be selected for suitability. No man shall be appointed to it, except temporarily, without the order of the Superintendent of Police on the Inspector's recommendation, and men found unfit shall be removed at once. The travelling staff must be kept up to strength at the expense of the platform staff.
- (2) Men of the travelling staff are, as a rule to be exempted from travelling every third day, when they shall perform platform duty, if not otherwise detailed.

Duties of Beat Constables

729. (1) Beat Constables shall always wear uniform. At every station they shall see the station master and ask him whether he wishes to make any report or complaint and request him to initial the Beat Book in K.P.F. No.19-A. When time admits they will walk from end to end of the train making observations. On return from beat they will hand over the Beat Book and their note books to the Sub Inspector or Officer in charge of the station.
- (2) The beat constable will be required to search the off sides and the underneath of the compartments which are reserved for women only and to maintain a watch at each stopping place particularly at the time of the departure of the train to ensure that no one is travelling on footboards or couplings.

Mufti Men.

730. In addition to beat constables, men in mufti may be employed to travel by train on detective duty, such as shadowing suspects. They should never speak to the beat constables nor should the beat constables recognize them.

Police not to do duties of Railway Protection Force.

731. The Railway Police are not ordinarily responsible for duties of Railway Protection Force, but they should patrol station yards and goods sheds when thieves are suspected to be operating, and there is reason to believe that unreported thefts are being committed.

Telephonic or Telegraphic Reports and Express reports.

- 732.(1) All cognizable cases, serious losses of property, all offences falling under section 126 of the Indian Railways Act 1890 (Act IX of 1890), and other important occurrences reported at places outside Railway Police Stations shall be telephoned or telegraphed at once to the Station House Officer of the Railway Police Station of the section and also to the nearest District Police Station House Officer and to the Superintendent, Deputy Superintendent and Inspector, Railway Police, by the senior member of the platform staff or the beat constable.
- (2) When the Station House Officer is absent from his headquarters, all reports of the above nature received in the station shall be communicated to him by telephone or telegraph.
- (3)(a) Station House Officers shall telephone or telegraph serious cases and occurrences to the Inspector, Deputy Superintendent and the Superintendent, and the Inspector shall likewise inform the Superintendent and Deputy Superintendent any information which he considers should be so reported.
- (b) Rules regarding sending express reports in grave crime will be the same as in the case of the District Police. All strikes and attempted strikes of railway employees shall be reported to the officers concerned by telegraph or telephone and followed by express report. A copy of such report should also be sent to the Additional District Magistrate having jurisdiction.
- (4) Telegrams concerning railway cases shall be sent "on railway service" and other telegrams as "State" messages.

Entering upon Investigation

733. The Railway Police are bound to investigate all crimes and occurrences which the Police are required by the Criminal Procedure Code to investigate.

Crime Investigation and Supervision

734. Rules in regard to investigation and crime supervision applicable to District Police, are also applicable to the Railway Police.

Complaints by Railway Officials.

- 735.(1) On receipt of a report from a railway official which appears to show that cognizable offence has been committed, the Station House Officer will at once register a case and proceed to make an investigation according to the Criminal Procedure Code.
- (2) In the matter of complaints or information reported by railway officials by telegram, the telegram shall be confirmed by a further report in writing.

Shortages and lost Property

- 736.(1) The Police shall not register information of 'Shortages' or of the loss or missing of property as crimes, or proceed to make an Investigation according to the Criminal Procedure Code upon such information, unless there is reasonable suspicion that a cognizable offence has been committed in connection with the loss of the articles. They shall, however, register such information in the General Diary and take what steps they can, to trace the missing articles.
- (2) In order to ensure that proper steps have been taken to trace missing articles, a register in K.P.F. No. 2 will be maintained in Railway Police Stations, entries being made immediately on receipt of the information about the loss or shortage.

Separate entries, either in separate registers or in different parts of the register, will be made for -

- (a) shortage of goods or parcels,
- (b) shortage or loss of railway materials, and
- (c) property of passengers

Entries in classification (a) will clearly distinguish whether the shortage or loss occurred in a stationary wagon a wagon in transit or from a transshipment shed or platform. When making entries in the register, care should be taken to note in each case in column 10, whether a report against any railway official was sent to the railway authorities and the action taken by them thereon.

Station house officers will be responsible for the disposal of any shortage or loss amounting to a maximum of Rs. 25, Circle Inspectors for values up to Rs. 50, Deputy Superintendent up to Rs.100 and the Superintendent for property valued above Rs. 100.

Particulars attention will be paid by inspecting officers to the action taken and enquiries made by the Station House Office in regard to such shortage and losses.

The register will also include reports which the Station House Officer transfers to another jurisdiction. He should state his reason for such action and this must be ratified by his Circle Inspector.

Petty Thefts

737. Care must be exercised in the matter of refusing to investigate petty thefts on the ground of the small value of the articles stolen. The theft of an important piece of mechanism, of small intrinsic value, may amount to a grave offence under the Railway Act.

Nuisances.

738. All nuisances committed within Railway limits must be dealt with by the Railway Police.

Custody of Prisoners.

739. At Railway Police Stations where there is no lock-up, prisoners who are not immediately sent for remand, shall be sent to the nearest District or City Police Station for custody. The hour at which a prisoner is thus sent shall be entered in column 7 of the Search.

Copy of Inquest report to be sent to Railway Officials.

740. In cases of death (whether by railway accident or otherwise), within railway limits, in which an investigation is held under section 174 of the Criminal Procedure Code, an extract of the investigation report in K.P.F. Nos. 1, 1-A or 1-B shall be forwarded to the District Engineer, in all cases, and the District Traffic Superintendent also in cases occurring within the limits of a Railway station. In the event of the investigation having been held by the District Police, a copy of the report shall be obtained from them.

Crime records of Railway Police Stations.

741. The Railway Police Stations will maintain all the crime records that are prescribed for the stations in the districts with the following modifications:

(1) S.C.H. Part I in the Railways will be in K.P.F. 130

- (2) In Part II SCH. The crime map, the Railway Police will demarcate the various Railway

Stations and their areas in lieu of the villages of the District Station maps.

- (3) For the purpose of SCH part I and Part III GCR there will be a separate classification of crimes committed solely in Railways as shown in Appendix XXVIII.
- (4) Part IV SCH in the district consists of village crime note books in four parts ABC and D. The Railway Police will maintain this record with the Railway Station instead of the village as basis. Parts A and D of the Railway Police containing information on general matters will be written up keeping in view the points relating to the set up of the Railway organization, Railway Protection Force, Fairs and Festivals resulting in heavy flow of traffic and activities of criminals and also other matters of general interest to the Railway Police.
- (5) History sheets (SCH Part V) will be maintained in Railway Police Stations for Railway criminals as defined in Rule below.

Railway Criminals

742. The following classes of criminals will be registered as Railway Criminals (R.C.S) in the Railway Intelligence Bureau:
- (a) A Bad character who has had convictions in more than one Railway Police Station.
 - (b) A K.D or suspect registered in a local police station who is convicted in a Railway crime.
 - (c) Any other person whose activities, due to special reasons are ordered by the Superintendent of Police to be watched.

Co-operation with the District Police.

743. (1) There should be the closest co-operation between the District and Railway Police.
- (2) The Railway Police should be in a position to afford the greatest assistance to the District Police in arresting offenders who are trying to escape, and in noting the movements of criminals.
 - (3) In matters of placing obstructions on the line, tearing up rails, throwing stones at trains, and such like, the help of the District Police should be promptly sought.
 - (4) In the event of crime being committed in the limits of the District Police, but in the close neighbourhood of the railway, the Railway Police shall take any legal action pending the arrival of the District Police.
 - (5) (a) (i) Superintendent, Railway Police may require the District Police to take over the entire responsibility for the investigation of a grave crime such as murder or dacoity, the circumstances of which are of a local nature quite unconnected with the railway even though the case occurred within the jurisdiction of the Railway Police. On the requisition, the District Police shall at once take over the investigation.
(ii) In the event of a strike on the railway, the Railway Police investigating staff will deal with the ordinary offences of normal times. While the staff of the local Police which will be reinforced, will investigate all the offences arising out of the strike except those considered by the Deputy Inspector General, Criminal Investigation Department and Railways, sufficiently grave to be taken up by the Criminal Investigation Department.
 - (b) Whenever a case is reported to the Railway Police for which persons other than Railway criminals are suspected to be responsible a copy of the First Information Report dealing with the occurrence will be sent at once to the local Police Station House Officer by the officer in charge of the Railway Police Station.
- (6) Whenever a Circle Inspector of the District Police happens to be at a place where the

Superintendent of Railway Police is camping he should visit that officer. Similarly Inspectors of Railway Police should meet the Dy. Superintendent and Superintendent of Police of the District.

- (7) When an offence committed within Railway Police jurisdiction is reported to a District Police Station of the Railway line, the latter shall forthwith inform the Railway Police Station by telegram to be followed up by a First Information Report transferring the case forthwith by express through the Railway Police travelling staff.

Co-operation with Railway Protection Force.

744. The Railway Protection force is a statutory organization charged with the primary duty of protecting Railway property and detecting offences under the Indian Railways Act. This organization has got its own machinery for enforcing the relevant provisions of the Railways Act and to prosecute offenders. But it is however incumbent on the part of the Railway Police to keep close liaison with the Railway Protection Force and Co-operate with them whenever necessary. By mutual contact their Co-operation will also be enlisted by the Railway Police, when necessary in the discharge of official duties.

Measures to fight against Railway Crimes.

745.(1) Localities notorious for activities of Railway criminals should be checked by mufti squads made up of the Railway and local Police at frequent intervals. Only those local stations which have jurisdiction close to the Railway lines need provide men for this purpose.

- (2) "Strangers Day" should be observed in the Railway Police areas with the collaboration of the local Police at fixed intervals, preferably once in 3 months. All the unauthorized persons found in the Railway premises will be dealt with either under the preventive sections of the Criminal Procedure Code or the Railway Act. Intimation of all such preventive arrests made by the Railway Police should be sent to the Sub Inspectors of the nearest Police Station of the Districts concerned. At the time of interrogation of suspects by the District Police Officers, they should invariably question the suspects to find out whether they are concerned in any of the Railway crimes and whether they have traveled to important places in trains etc.

- (3) The Superintendents of the Districts should keep the concerned Railway Police Stations informed in advance of any important festival, market days or other gatherings so that the Railway Police may keep a special look-out for bad characters who may be travelling in trains. The Sub Inspector, Railway Police concerned should send one or two Police Constables to attend such functions in order to spot out bad characters and take timely action against them.

- (4) The Sub Inspector, Railway Police should maintain a record showing the bus-routes diverging from Railway Stations within his jurisdiction, their destination and timings, etc., so that the Railway Police may have adequate information to watch movements of bad characters who may come from the interior for operating on the Railways.

- (5) Separate Crime and Occurrence sheets is being published by the Railway Intelligence Bureau. The Railway Police Sub Inspectors will furnish data of all grave crimes as also of other important crimes special to the Railway Police to the officer in charge of Railway Intelligence Bureau promptly.

- (6) Superintendent, Railway Police should convene half yearly meetings of the Railway Police Sub Inspectors and other Sub Inspectors of Police. These meetings will be attended by the Sub Inspectors of the District Intelligence Bureau and Railway Intelligence Bureau as well. Proceedings of such meetings should be furnished to the Inspector General of Police.

Stopping of Trains at non-stopping stations.

746. In special and urgent cases a Police Officer of gazetted rank may by written requisition to the concerned local Railway official cause. A train to be stopped at a station at which it is not booked to stop either to effect an arrest or when the stoppage is otherwise necessary to safeguard the public peace and safety.

Notice of Accidents on Railways to Police

747. Under section 83 of the Indian Railways Act, 1890 (Act IX of 1890) the Station master is bound to give information, without unnecessary delay, to the Station House Officer in whose limits the accident occurred, and to such other Police Officer as the Safety Controlling Authority may appoint in this behalf, of the following accidents:-

- (1) any accident attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property;
- (2) any collision between trains of which one is a train carrying passengers;
- (3) the derailment of any train carrying passengers, or of any part of such a train;
- (4) any accident of a description usually attended with loss of human life or with such grievous hurt as aforesaid or with serious injury to property;
- (5) any accident of any other description which the Safety Controlling Authority may notify in this behalf in the GAZETTE OF INDIA.

- The Railway authorities have been requested to communicate information of accidents both to the Railway Police and the District Police. The nearest Police Officer should take any action that may be immediately necessary.

- (6) All cases of accident, injury and death occurring on the railway shall be mentioned in the 'General Diary'.

- In cases of accident on Railways, the first arriving officer at the scene of accident should prepare the mahazar go through the necessary procedure and give immediate clearance for restoration of traffic and other operations. In preparing the mahazar, the following points will be made clear:

- (7) (a) The position of the detailed or wrecked train.
- (b) Damages caused to the train.
- (c) Position of the track at the place of occurrences;
- (d) If there is any actual sabotage, the material used for it.

If possible the photographs of the salient features may be taken. After completing the preparation of the mahazar the track will be allowed to be cleared for restoration of traffic.

(IG's Circular No. 27/66 dated. 27.5.1966)

Accidents on sidings.

748. Accidents on private sidings should be reported similarly as accidents occurring on the main lines of the Railway.

Reports to General Manager by the Railway Police.

749. The Police are bound to report at once to the General Manager, the Government Inspector and the Divisional Superintendent the result of every Police investigation regarding the circumstances of any of the accidents noted below:-

- 1). All cases of loss of, or injury to, life or limb from causes connected with the working of railways;
- 2) All cases of injury to the permanent way, stock or works (including interruptions to traffic owing to several breaches—whether attended or not by injury to life or limb;
- 3) All cases, without exception, of cattle being thrown off the line or run over;

Accidents occurring

- (a) in railway workshops; or
- (b) on new works not opened for traffic; or
- (c) on lines under construction; or
- (d) on lines not used for the public carriages of passengers, animals or goods; or
- (e) to steamers or flats working in connection with railways.

Mobilization of accidents.

750. On the occurrence of a serious accident the station house officer of the Railway Police shall mobilize the men of his section and have them taken to the spot. If the men of one section are insufficient, the Inspector shall mobilize other sections. The Railway Police shall guard property and help injured persons.

Unclaimed Property.

751. Unclaimed property should be made over to the station master for disposal.

Railway Servants as witnesses.

752. When Railway subordinates are bound over by the Police to appear as witnesses, the District officer of the Department concerned should be informed and he will arrange for their relief.

Railway Police not to purchase tickets for passengers.

753. The Railway Police are strictly prohibited from having anything to do with the purchase or sale of tickets or collection of excess fares demanded from passengers.

Festivals-List to be maintained.

754. A list of festivals held near the railway line, detailing the Police arrangements to be made should be kept in every Railway Police Station. In the event of any festival or large gathering not included in the list, being held, the Inspector should give timely information to the Superintendent of Police of Railway.

Journeys by train of Governor-security arrangements.

755. The following security arrangements will be made for the Governor of Kerala:

- 1) When the Governor travels by special train the platforms of all railway stations enroute where he does not halt to alight should be kept clear.
- 2) When the Governor travels by ordinary train one Head Constable and two Constables carrying short lathies (out of the party mentioned in sub paragraph 4) will be on duty opposite the saloon of the Governor to guard against any unauthorized or irresponsible person gaining access to the saloon at the same time taking particular care to avoid unnecessary interference with the traveling public.
- 3) The Superintendent of Police of the Government Railway police or a Deputy Superintendent of Police of the Government Railway Police should travel in the same train as the Governor.
- 4) An armed guard of one Sub Inspector, one Head Constable and six Police Constables, (four constables armed and two constables carrying short lathies). Should always travel with the Governor. At all train halts, four out of the six Constables who are armed will mount sentry on either side of the Govern's saloon stationing themselves as near as possible to the windows of the compartment occupied by the Governor. When the train stop at a place where the halt is short, one armed constable will get out at each side and look along the train to the Governor's compartment.

Journeys by rail of the Ministers of Kerala State.

756. The following security arrangements will be made for the Ministers of Kerala State:

One plain clothes Head Constable of the Railway police will be provided for general duty. He will travel in the compartment adjoining (i.e., immediately behind) the Minister's compartment. Whenever the train halts for sometime, Head Constable will alight from the train on the platform side, and station himself at a reasonable distance from the Minister's compartment to prevent the approach of undersirable persons. If the train halts only for a few minutes, the Head Constable will get down on the platform and look towards the Minister's Compartment.

Journey by rail of other very important personages.

757. The following rules will apply to all special trains or saloons conveying persons of high position, e.g., Ministers of the Central and other State Governments in the Indian Union:-

- 1) (a) A Railway Police guard of two Constables armed with short lathies will travel in the special train in a compartment as near as possible to the saloon in which the high personages travel. This guard will be relieved at the first halt in each Railway Police Circle.
(b) duties of the guard at stopping stations:- Where the train halts for any length of time, one constable will immediately take up his position on the platform near the saloon and prevent any unauthorized person from approaching it, and will keep any crowd which may gather, at a reasonable distance from it. The second constable will be posted on the off side of the saloon. When the train is about to start, the train guard will fall back to their compartment.
(c) If the halt is only for a short time, say, only two or three minutes, or if the train stops outside a station on account of signals or any other cause, the guard will not be mounted at the saloon itself but one constable will get out on each side of the compartment and look along the train towards the saloon.
- (2) At railway stations where the person where the person of high position entrains or detrains, the

platform and entrance to the station should be kept clear of all persons other than those authorized to be present.

- (3) At railway junctions or other large stations where the special train or saloon stops, the Railway Police Sub Inspector having jurisdiction will post constables on the platform to augment the train guard to the extent necessary.
- (4) If a long halt is made at any station and the high personage continues to occupy the train on a siding, the train guard will mount guard on the saloon occupied by the high personage and the Railway Police Sub Inspector having jurisdiction will arrange reliefs.
- (5) When the empty special is stabled with luggage in it, one constable with lathi will be posted as sentry and relieved every three hours.
- (6) If at any station a large crowd is expected to meet the high personage on the platform or present an address, the Railway Police Circle Inspector should obtain the help of the local Police for the necessary bandobust.
- (7) The train guard will not wear boots between twenty-one hours and six hours.
- (8) The Railway Police Sub Inspector will travel in his jurisdiction in the same train as the high personage, and the Superintendent, Railway Police, will travel in the same train if specially ordered.
- (9) When the high personage travels in a saloon attached to a mail or passenger train, the same arrangements should be made as for the special train, but care should be taken to see that the travelling public have free access to the trains, only the portion of the platform opposite to the saloon in which the high personage is travelling being kept clear. The travelling public should be kept to the further side of the platform in the vicinity of saloon.
- (10) If the Ministers of other States visiting the State of Kerala do not bring their own armed orderlies for their protection or if they express their desire to have a guard from this State Police, a Special Branch Officer or Officers will be sent as bodyguard, or to carry out other Special Branch work.
- (11) If the Superintendent of Police, Special Branch thinks it necessary s Special Branch Officer or Officers will be sent as body guards to other high personage or to carry out other Special Branch work.

Note:- Police bandobust arrangements for Deputy Ministers should be similar to those made for the Union Ministers, but the arrangements need not be so elaborate as in the case of Union Ministers. As regards security arrangements Deputy Ministers should be treated as on a par with Union Ministers. No Police guards however should ordinarily accompany the Deputy Ministers of the Government of India when they travel by train or road. Should, however, local conditions require special precautions to be taken, these should be arranged as considered necessary.

Escort of High Personages-Relieving of.

758. Escorts of High Personages will be relieved by the respective Railway Police Escorts at the centres specified below:-

Line	Centre for Relief	Trains	Remarks
(1)	(2)	(3)	(4)

1	Virudhunagar, Quilon(Main-line) Via Maniachi & Tirunelveli Junctions	Shencottah	All Trains	Thiruchirappalli Police will take from and relieve State Escorts through main line.	Railay charge Kerala coming
2	Virudhunagar Quilon, (Chord-line) Via Tenkasi Chord line	Do	Do	Thiruchirappalli Police will take from and relieve State Escorts through chord line.	Railay charge Kerala coming
3	Madras to Cochin Harbour Terminus and Mangalore	Olavakkot	For all trains.	Kerala State Police will Tiruchirappalli Police at Olavakkot.	Railway relieve Railway
4	To Madras from Cochin Harbour Terminus and Mangalore	Podanur	Do	Thiruchirappalli Police will relieve State Railway Police at Podanur.	Railway Kerala Police at

Drill and instructions.

- 759.(1) Hours for drill and instruction, arranged according to trains, should be detail in a form prepared by the Inspector and hung up in each Police Station.
- (2) Platform constables at out-stations should be relieved for three days each month and called into the Railway Police station for drill and instruction.
- (3) Constables employed on platform duty at outstations should be changed periodically at the Superintendent's discretion.

Rules for the use and custody of arms.

760. (1) The arms will be kept in the Station secured to an arms rack by means of a chain fastened with a lock, and be in the charge of the Sub Inspector or other Officer in charge of the Station in his absence. Stations sentries will keep the key and be responsible for the arms in succession. The ammunition will be kept in a locked ammunition box, the key of which will be kept by the station sentry. The Sub Inspector or the Officer in charge of the station, in his absence, will be responsible for its correctness and this officer will issue the requisite number of rounds whenever necessity arises.
- (2) The muskets should be used on the occasions prescribed by the Superintendent but the officer for the time being in charge of the station may direct them to be used in any emergency or for the following purposes:-
- Patrolling station yards, goods sheds, transship sheds and yards.
 - Escorting running goods train.
 - Escorting prisoners.

- 761.(1) The Railway Intelligence Bureau will perform the functions of the District Intelligence Bureau in respect of Criminal Intelligence relating to Railways. The Criminal Intelligence Bureau attached to CID will be in charge also of the Railway Intelligence Bureau, but work relating to Railway Intelligence Bureau will be kept separate from other Criminal Intelligence Bureau work.
- (2) Railway Intelligence Bureau will act as a connection link between the Railway Police Unit and the District Police Unit concerned, and with the Railway Police in neighbouring States, with regard to information concerning Railway Crime and Criminals.

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CHAPTER XII**POLICE RADIO ORGANISATION****Functions of the Organisation.**

- 762.(1) The Kerala State Police Radio Organisation is part of the Kerala Police force and provides radio communications in the State for the use of the Police force. It is intended for the transmission and reception of messages pertaining to law and order, and the prevention and detection of crime. It may also be used for the clearance of the traffic of other departments in times of emergency subject to the approval of Government of India.
- (2) The organization is working directly under the Deputy Inspector General of Police, in charge of the C.I.D.
- (3) Investigating Officers can broadcast information to any Police Officer, in any of the important cities or district Headquarters, in any part of India at the quickest possible time, about crimes and criminals.

Set up of the Organisation.

- 763.(1) The Police Radio Branch consists of the following subject to such additions as may be prescribed from time to time.
- (a) The State Police Radio net work.
 - (b) The Police Radio Signal School.
 - (c) The general and zonal maintenance workshops.
- (2) Armed Police Battalions have their own static stations as well as Transportable Stations.
- (3) Transportable stations are intended for the use of Superintendents |Commandants, in their camps in an emergency so that they may be in touch with their Headquarters as well as the Sate Police Headquarters. They can also be sent to places where trouble is anticipated and where Police parties are deployed so that the latest developments could be ascertained from time to time and the necessary orders issued. These Transportable stations work in groups of Districts in which they are located.
- (4) The Armed Police Battalion Radio Branches will be distinct from the Kerala Police Radio Branch.
- (5) Interstate Police network, a separate organisation run by the Government of India has its own station. Messages to Police Officers in other States in India and vice versa have to pass through this station.

State Police Radio Network.

- (6) The Scheme of the State Police Radio network consists of (a) Static (fixed) Stations, and (b) Transportable stations. All the Districts in the State, have static stations as well as Transportable stations in their respective Headquarters. When need arises static stations will be provided at other places also.

General supervision over Radio networks.

764 Police Radio Officer (of the rank of Deputy Superintendent of Police) will exercise supervision over radio nets.

He will also exercise general technical supervision over Armed Police Battalion Radio networks.

Applicability of Rules to the Personnel.

765. Kerala State Police Rules and Kerala State Subordinate Service Rules apply to Gazetted and non-gazetted Officers of the Police Radio Organisation in respect of recruitment. Promotion, service conditions and allied matters.

Duties and Powers of Officers

Police Radio Officer.

766. (1) (a) He will be responsible for the efficient administration and working of, all Police Radio stations under his charge.

(b) He will be responsible for the efficient maintenance of equipment in the radio stations under his charge.

(c) He will inspect all the Radio stations of the Police Radio Branch and Armed Police Battalions once a year; and physically verify all Government properties and stores transactions at various radio stations during his inspections.

He will forward his inspection report to Inspector General of Police through Deputy Inspector General of Police, in charge of the C.I.D.

(d) He will undertake technical instructions in Signal School or the Police Training College, whenever required by the Deputy Inspector General of Police in charge of the C.I.D. or the Inspector General of Police.

(e) He will work in liaison with the Directorate of Co-ordination (Police Wireless), Ministry of Home Affairs, Government of India.

(f) During the time of emergencies he will work in close liaison with the nearest Defence Service Radio Unit|Station as well as with Radio or Telephone services of Posts and Telegraphs and Railways and will co-ordinate and co-operate with these agencies.

(g) He will represent the State at the Police Radio Officers Conferences.

(h) He will supervise all stores under him (Radio Stores, Motor Transport Stores and general stores).

- (i) He will be responsible for the efficient maintenance of all Motor Vehicles under his charge and see that registers relating thereto are properly and correctly maintained.
- (j) He will attend to such other duties as may be assigned by the Deputy Inspector General, in charge of the C.I.D. or the Inspector General of Police.
- (k) He will submit his weekly diary for the week ending Sunday to the Deputy Inspector General of Police in charge of the C.I.D.

The Inspector-Police Communications (Training).

- (2) He will (a) charge of the Signal School, V.H.F. (Very High Frequency) and H.F. (High Frequency) radio net works; (b) look to the efficient training of men in the Training school and exercise disciplinary and administrative control over the trainees under him; (c) hold weekly tests and submit results to the Police Radio Officer; (d) maintain personal sheets for each trainee and enter the weekly results in the sheet; (e) be available to undertake special monitoring and security wireless log of all stations and work when ordered by the Police Radio Officer; (f) be in charge of security section and maintain all records pertaining to it; (g) be responsible for all Government properties in the sections in his charge; (h) undertake lectures in the signal school and conduct refresher courses for Radio operators and Technicians to improve their efficiency; (i) submit a weekly diary of his work to the Deputy Inspector General Through the Police Radio Officer; (j) conduct examinations to operators and Radio Technicians, whenever required; and (k) under take other duties as may be allotted to him.

Sub-Inspectors-Communication.

- (3) They will (a) be in charge of the communication office, scrutiny section, monitoring section, radio stations and be responsible for the efficient working of these sections; (b) be responsible for all Government property in all the sections in their charge; (c) keep stock books in respect of signal stores, consumable items, stationery etc., in their charge; (d) ensure that all the main links are working on proper frequencies allotted to them and there is no break down of communications due to faulty equipment; (e) scrutinise daily traffic and put up reports to the Police Radio officer; (f) promptly deal with all correspondence concerning communication matters such as breakdowns and delay and disciplinary matters, (g) maintain diary and record therein all events concerning the communications and put up every day to the Police Radio Officer for perusal; (h) inspect all Radio Stations in their charge once a quarter and submit inspection notes to the Deputy Inspector General of Police, in charge of the C.I.D. through Police Radio officer; (i) ensure all aerials are kept in proper condition (j) attend to major repairs of all equipment in their charge and (k) do such other duties as may be ordered by their superior Officers.

Radio Supervisors-(Jamadars|Head Constables).

- (4) They will (a) be in charge of radio stations in the District; (b) be responsible for the efficient working of radio stations in their charge; (c) be responsible for all Government property under their charge; (d) superwise the work of the operators and also attend to the maintenance of the equipment(e) submit reports to Police Radio officer on all important matters pertaining communications and discipline through the Sub-Inspector Communications; (f) scrutinise logs and

traffic records of Radio stations daily; (g) ensure that all instructions on working of Radio stations are correctly implemented; (h) arrange for periodical overhaul of equipment under their charge; (i) maintain history sheet for equipment under their charge; (j) maintain a high standard of efficiency and prevent leakage of secret messages; (k) submit weekly report of the work done by them to the Police Radio Officer; and (l) do such other duties as may be ordered by their superiors.

Radio Technicians.

- (5). They will (a) work under the immediate control of the Radio Supervisor; (b) attend to repairs and maintenance of the equipment in the District; and (c) do such other work as may be assigned to them.

Radio operators-(Naiks, L|Nks, and Police Constables).

- (6) They will (a) attend to operating work of the Radio station and maintain log book; (b) attend to the proper upkeep and cleanliness of the Radio Station; (c) do monitoring or any other duties assigned to them; and (d) maintain complete secrecy over the intelligence passing through the Radio net work.

Officers authorized to use Police Radio Grid.

767. (1) The following are authorized to send messages on the Police Radio net-work, provided they relate to the subject specified in the Rules.

All Police Officers of and above the rank of Sub-Inspectors.

- (i) All Ministers
- (ii) Chief secretary to Government
- (iii) Secretary to Government, Home Department
- (iv) Collectors
- (v) Central Intelligence Officers, Deputy Central Intelligence
- (vi) Officers and Assistant Central Intelligence Officers of the Ministry of Home Affairs, Government of India.

- "(2) The following categories of messages may be transmitted over the Police Wireless net work:.

- (i) Message relating Law and Order, Semi-law and Order and Service messages.
- (ii) Messages relating to Parliament questions covered by Law and Order.
- (iii) Messages in emergencies arising out of serious natural calamities".

- (3) Since the increase in volume of messages of semi law and order category is likely to cause unnecessary delay to other traffic pertaining to law and order of urgency and importance, the clearance of semi law and order messages should be kept to the minimum extent possible by adopting the following measure:-

- (a) Only very urgent semi-law and order messages shall be passed on Police Wireless links, and this should be done only where it is apprehended that public tele-communication channels will not be expedient and adequate for the purpose; and
- (b) Every such message passed shall be issued under the specific authority of the officer authorized for the purpose, or by any officer present at the place, senior to the authorized officer.

- (4) The following officers are authorized to pass messages pertaining to semi-Law and Order categories originating from their offices.
-

Office of origin

Officer designated

1	Messages originating in the Joint Secretariat	Secretary Dy. Secretary concerned
2	Messages originating in the Police Headquarters	Assistant Insp. General of Police.
3	Messages originating in Dist. Police Office.	P.A. to Supdt. of Police.
4	Messages originating in Collectorate	P.A. to the District Collector.

5. A list of Law and Order subjects, semi-Law and Order subjects and service messages, is given below:-

(A) Law and Order messages-

Messages relating to:-

1. Court attendance-Summons, warrants, Trials
2. Information relating to arrests, Movements of suspects
3. Dacoits
4. Murder cases
5. Theft cases-arrests and proceedings relating thereto
6. Searches, Recoveries and possession of stolen properties
7. Look-out for stolen properties
8. Escorts by police personnel
9. Corruption cases
10. Information regarding accused persons in custody
11. Verification of allegations against suspected persons
12. Descriptive rolls of deserters: Military | Police
13. Movement of personnel under "DIB Vigilance"
14. Foreign National passport verification
15. Evacuation of Muhammadans to Pakistan
16. "CRIMES" Statistics
17. Identification parade
18. Failure of State W/T stations
19. Demands for police personnel in emergencies for formation of Police Companies
20. Tour Programme of VIPs (for example, Ministers, Envoys etc.,)
21. Information relating to "Missing" persons (such as children, disabled persons) efforts by police to trace.
22. Movement of Police Officials on duty
23. Antecedents verification of ex-convicts

24. Death reports regarding police personnel
25. Communal incidents where violence is threatened or has actually taken place.
26. Strikes Hunger strikes and strikes by labourers or workers etc.
27. Movement of personnel under C.I.D. vigilance
28. Violation of Narcotics Laws and Measures
29. Opening of Fire on Mobs by Govt. servants in the discharge of their duties
30. Escape of prisoners, and stay of execution of condemned prisoners
31. Out-break of riot in prisons
32. Hunger strike of prisoners
33. Movement of prisoners having a special background
34. public meetings
35. Processions
36. Demonstrations-anti-government demonstration or proposed demonstration at the time of visits of V.I.Ps. during other important function.
37. Emergency cases of breach of peace or disturbance of public order and agitation affecting Law and Order.

(B) 'Semi-Law and Order'- Messages-Police Administration.

1. Appointments and postings in the police ranks and statistics relating to strength, promotions demotions etc. of police personnel-
2. Police courses, training etc.
3. Character Rolls, Service Books etc. of Police personnel
4. Police Officer Conference Inter-State and Intra State.
5. Police business indirectly related to "Law and Order"

(C) "Service messages" of Directorate of co-ordination (Police Wireless)

Messages relating to communication and technical maintenance of the Police Wireless grids including Inter State Police Wireless such as daily equipment reports etc., and other technical service matters".

Message writing - Instructions.

768. Instructions regarding messages which can be transmitted on the Police Radio network, the manner of writing messages, use of priorities etc, are given in Appendix XXIX

Schedule of working hours

769. The main network linking various District Headquarters to the State Police Head-quarters, works from 08.00 to 22.00 hours on all days of the week. The Radio Network linking sub-stations in the District |Unit to District |Unit Headquarters work from 08.00 hrs to 12.00 hrs and 15.00 to 1900 hours on all days of the week. All net works will work for extended hours when required. They will also work round the clock in times of emergency.

Location and protection of Radio Stations.

770. (1) All fixed Radio stations are located in District Police Offices or Armed Reserve head-quarters where Armed Armed guards are available. The mobile Radio Stations when taken by Officers on tour should also be located where there is armed guard, as far as possible. At places where no guard is available it may be located in a building where the Officer using the mobile station is actually put up.
- (2) Radio installations should be treated as vital and protected areas, and the security of such installations is the responsibility of the Superintendent of Police of the District.

Movement of Radio Stations.

771. A fixed Radio station should not be moved by any Officer, except under the orders of the Inspector General. Mobile Radio Station attached to various Officers can be moved by them in their respective jurisdiction. The Inspector General can order the transfer of a Radio station anywhere in the State.

Records to be maintained.

772. The important records to be maintained in the Radio Stations and by Supervisors are given in Appendix XXX.

In addition, files will be maintained by the officers concerned separately for circulars on each subject, i.e., for instructions on the maintenance and operation of sets, Radio procedure, tour programmes, and other such matters.

APPENDIX I

[Referred to in Rule 522(4)]

Maintenance, Cleaning and Repairing of Arms-Instructions

1. Each Police Officer is responsible for the cleanliness of the weapons issued to him, or to his unit, irrespective of the rank of the Officer concerned. He should take pride in the proper and efficient maintenance of Arms under his custody.
2. Unit Care and Maintenance:- It is necessary that cleaning of arms is resorted to every day. In the Armed Reserve and the Armed Police Battalions, each man is issued with a rifle, the maintenance of which is his personal responsibility. After each day's work or parade, the arms, before being deposited in the Armoury, should be cleaned by the individuals and properly lubricated in accordance with the instructions given in the Small Arms Training Pamphlets with regard to the cleaning of arms. The parades will be called off 5 minutes earlier and the men will be marched to the Armoury where they will break off and do cleaning for 10 minutes. The rifles so cleaned should be personally inspected by the Reserve Sub-Inspector or Reserve Inspector as the case may be. It is better to detail one officer each day for this who will inspect the rifles and will permit them to break off after depositing the rifles in the Armoury soon after he is satisfied that the barrels, etc., are clean. On all Thursdays, a through cleaning of rifles will be undertaken at a maintenance parade when each section Commander and Platoon Commander will ensure that the arms are cleaned thoroughly and properly. Particular attention should be paid to the overall cleaning. Cleaning of rifle does not merely mean that the barrel alone should be cleaned. The entire rifle should be cleaned up properly and lubricating oil, etc., should be applied to the working parts. On Thursdays, all the arms held on charge including Sten Gun and Light Machine Guns will be taken up for full cleaning. On such days, the Superintendent of Police should make it a point to detail a Reserve Inspector for personal inspection of arms and report the fact to him either through the General Diary or through special reports. While doing the cleaning work the type of cleaning should not be ignored. Various grades and scales of lubricants have been prescribed for various types of cleaning. These instructions should be strictly adhered to.
3. In the case of Police Stations and other Units where Muskets are not used daily, it is necessary that the available men should be utilized for cleaning the arms of a Police Station or Circle every morning. The S.H.O, should organize this cleaning for the first 10 minutes of the day's work by detailing individuals for this duty. The fact should be recorded in the General Diary of the Station for the day. A Convenient day in a week should be fixed up for the weekly maintenance parade when all the arms of the Unit or Station will be thoroughly cleaned and oiled. This fact also should be recorded in the General Diary.
4. Armourers should not be diverted from their primary functions for such duties as repairing furniture for issuing and receiving arms and for maintaining the ledgers and correspondence pertaining to arms and ammunition. Even cleanliness of weapons is not their responsibility. The Armourer's primary job is to attend to repairs and maintenance of arms and bring to the notice of their superiors any irregularity observed by them during the course of the inspection. To properly make use of their service in this direction the following procedure should be adopted:
 - (a) The armourers should carry out full inspection of Arms once in every quarter.
 - (b) During the 2nd and 4th quarterly inspections the armourers should carry out all repairs.
 - (c) Half yearly lubrication should also be completed during these inspections.

- (d) In the course of annual lubrication, the barrels of muskets found badly fitted externally will be noted and produced for the next inspection of the A.I.A.
- (e) Arms will be withdrawn to the armourer's shop for major repairs.
- (f) A record of such inspections, repairs and lubrications should be made in K.P.F. NO. 13-Arms Inspection Register.
- (g) A Consolidated report of all the irregularities in the maintenance, handling and use of arms along with loss and damage noted during inspections will be sent to the Superintendent of Police for information and necessary action.
- (h) The Superintendent of Police should scrutinise the inspection reports and take necessary action to rectify the defects.
- (i) Programme for the inspection will be drawn by the Unit Offices in the case of Armed Police Units and by the Reserve Inspectors in case of Districts. The Programme should be laid out in such a way as to enable the armourers to inspect all arms in the Unit|District effectively. Such Programme in the case of district should be approved by the Superintendent concerned.
- (j) The armourers when not on inspection duty should take about 20 rifles| muskets into the work shop daily and carry out all repairs replacements of unserviceable parts, and deficient parts and modification, etc. Normally one Armourer should be able to attend to the following number of weapons:-

20 Arms a day	Minor repairs.
10 Do	Major repairs
5 Do	General overhaul

5. Browning of all arms of the Department should be carried out by M.S.P. or S.A.P. At least 100 rifles | Muskets with their bayonets should be sent for browning at a time. Browning of these weapons should be completed within a week. The officer in charge of the armoury will see that all arms are repaired, overhauled and returned to the units after browning. Any weapon found to require arsenal repairs or with barrels [badly pitted] will not be browned, but returned to the units concerned to be produced before A.I.A. at his next inspection.
6. The Armourer of the unit should accompany the arms when they are being sent for browning so that they may be able to improve their knowledge in browning, repair and maintenance of small arms.
7. There should be a thorough supervision of work of the armourers by superior officers. Officers should not be satisfied by a mere perusal of the inspection notes and correspondence thereon. A personal verification of the condition of arms is an essential part of inspections of stations and units.
8. Inspecting Officers should peruse the A.I.A's inspection Report on small arms, and ensure that the instructions issued from time to time are carried out.
9. According to rules, 'bulge' in a barrel is due to 'unfair wear and tear' and it has to be charged on the individual concerned except in cases where leniency is merited due to special reasons.
10. The Armourers attached to the District Head Quarters will thoroughly inspect all the arms of that District once in 2 months. In the case of Armed Police Battalions and Armed Reserve such inspection shall be carried out once in a month. Arms History sheets should be maintained for each weapon in K.P.F. No. 43 which is available, in Chief Stores. The History of each weapon in the possession of the Unit should be recorded in the Arms History sheets Unit Armourers will

make entries themselves in the A.H. sheets regarding the result of inspection. The Unit Armourer will also prepare his inspection report whenever he inspects each station or Unit and a copy will be sent direct to the Superintendent of Police or the Commandant. It is the duty of the Superintendent of Police or the Commandant to ensure that instructions given by the Armourers are carried out by their subordinate officers. Where there are instances of negligence in the proper maintenance of arms by an individual disciplinary action should be taken against him and in the case of an officer who does not attend to proper maintenance of arms, severe action will be taken by the Superintendent of Police concerned under intimation to the D.I.G of Police of the Range concerned. The work of Armourers should be closely supervised by the Superintendents of Police concerned. Technical advice in this matter will be given by the Range Armourer Sub Inspectors. Facilities must be afforded to the Unit Armourers for the proper maintenance and inspection of arms by Unit Officers. Strict instructions should be issued in this respect to Station House Officers and Inspectors. Officers in charge will ensure that inspection of arms by Armourers does not lapse into a mere formality or routine. During inspections by Sub Divisional Officers and District Officers and the Deputy Inspectors General particular attention should be paid to this aspect of administration of a District or Sub-Division as the case may be .

11. When arms are used on the Range for practice they should be cleaned thoroughly by pouring boiling water and the barrel properly cleaned. Sufficient amounts should be made available from contingencies of Units for the preparation of boiling water, etc., Cleaning of arms at the Range will be carried out at the Range itself and not whenever convenient to the men. As and when a man finishes his range fire each day, his weapon will be cleaned thoroughly. Officers who take men to the ranges should pay particular attention to this aspect because this is a main factor in the maintenance of arms. It is the duty of the Supdt. of Police or Unit Commander to see that his arms are regularly inspected by the Range Armourer S.Is and the Chief Inspector of Arms. He must detail a responsible officer to attend the inspection of arms by these technical officers. He should also see that all facilities are offered to these inspecting officers to carry out their inspection. Inspection reports received from Chief Office or Range Office should be progressed and all necessary action taken to see that a satisfactory standard of maintenance is ensured in this Unit. He must also ensure that all E.M.E Publications containing modifications, etc., are made available to these Armourers. Facilities for repair, should be examined by the officers in charge periodically. A weapon should not be kept unused for want of spare parts or repairs. Prompt action to get store repairs carried out through the District Stores and factory repairs through the Ordinance Factories concerned should be taken at the District Headquarters.
12. Lubrication of arms is an item which is more often neglected. All weapons in possession of a Unit should be lubricated by Armourers concerned at least once in three months. Detailed procedure for lubrication of arms has been issued. This lubrication should be done not by the individuals, but by the Armourers. This involves the stripping of arms and lubricating various parts of a weapon. Linseed oil should also be applied to the wood work at that time. This is to be done under expert supervision and the Superintendents of Police will ensure that an advance programme is drawn up by the Armourers for this and lubrication at half yerly intervals is carried out correctly.
13. Fifty percent of the total arms of the Unit should be placed for inspection by the Chief Inspector of Arms, once a year. An advance programme of inspection will be distributed to all Unit Commanders and it is the duty of the Superintendent of Police on Unit Commanders to ensure that all facilities are offered to the Chief Inspector of Arms and inspectioun is carried out thoroughly. Reports of such inspections will be progressed at District Offices. Reports of such inspections will be progressed at District Office. The initial filling up of the report forms in

quadruplicate will be done by the Units concerned.

14. In order to enable the Armourers to carry out their work properly, it is essential that he is given the necessary tools and equipment. Where such equipment does not exist, Superintendents of Police and other officers will take immediate action to acquire the necessary tools and equipments.
15. Rebrowning of arms should be periodically carried out and with regard to weapons requiring rebrowning the expert opinion of the Range Armorer Sub Inspectors will be obtained. Such arms will be rebrowned at the Rebrowning Centres to which the District Unit is attached. Arrangements should be made to send the arms for rebrowning batches.
16. It is absolutely necessary that the arms of the Police Units are kept at a very high standard of maintenance and the instructions issued above will be strictly adhered to by all concerned.
17. Security and Storage of Arms- Storage of arms and ammunition should receive special attention by the officers in charge of Districts or Units. Proper arms racks should be provided in the Armoury. Action should also be taken to secure the arms with chains with locking arrangements during nights. The Armoury should be protected by a Sentry. Proper chests or racks should be provided for Sten Guns. Pistols and Revolvers should be locked up in boxes. An Armoury Acknowledgement Book should be maintained for each quarter Guard, wherein every weapons received or issued will be entered under the signature of both the receiving and issuing parties. One of the Naiks or Havildars should be made personally responsible for the Armoury and without his knowledge no weapon should go out of the Armoury or be brought in. The Armoury will remain locked up and the keys will be left with the Guard Commander for safe custody, the fact being noted in the Sentry Relief Book. Drawing of Arms and Ammunition will be on proper written records and only authorized person, should be allowed to draw arms and ammunition from the Armoury. The Armoury and premises should be kept clean and properly guarded. No unauthorized person should be allowed any access to the Armoury. Loss of arms or spare parts will be considered as a serious matter and a thorough enquiry should be ordered immediately on loss or damage being detected. Loss of arms by individuals by their carelessness will be considered as a serious offence and severe punishments will be awarded. Arms and ammunition on charge of the Units will be checked every evening by the person on duty and their accuracy should be recorded in the General Diary of the Unit or the Sentry Relief Book in the case of Quarter Guards. Damages to arms will be immediately reported and action taken to rectify them.

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APPENDIX II

[Referred to in Rule 525(4)]

The following instructions should be followed in the preparation of Crime Abstract.

- (a) The Abstract shall be prepared before the 5th of January, April, July and October for the preceding quarter or quarters of the calendar year. The abstract prepared in January will thus be for the whole of the preceding Calendar year. The Abstract should show the actual state as on the last day of the preceding quarter.
- (b) A copy of the Abstract will be forwarded to the Superintendent of Police (District Intelligence Bureau) through the Circle Inspector and Sub Divisional Officer. The Circle Inspector shall check and countersign the Abstracts. The figures given regarding property lost and recovered require special scrutiny. The copies of the abstracts should reach the District Intelligence Bureau before the 15th of the month in which it is due.
- (c) Station House Officers should realize that the Crime abstract is the basic statistical record for crimes for the Department and that the utmost care, accuracy and promptness are required in its preparation and maintenance.
- (d) Statistical statements for the preparation of the annual administration report of the Department will be furnished on the basis of the Crime Abstract. The column headings and the arrangement of offences for entry in the Register shall be in conformity with the needs of these statistical statements.
- (e) **Arrangement of offences**, Crimes shall be entered in the following order in Columns (1), (2) and (3) of the Register:

Sl.No.	Section of law (2)	Offences (description) (3)
1	115, 117, 118, 120B(1)	119, Abetment of cognizable offence, cognizable criminal conspiracy.

Total

Class I - Offences against the State, Public tranquility, safety and Justice

Sl.No.	Section of law (2)	Offences (description) (3)
2	131 to 136, 138	Offences relating to the Army and Navy
3	231 to 254	Offences relating to coin
4	255 to 263A	Offences relating to stamps
5	467 to 471	Offences relating to Government promissory notes
6	489 A to 489 D	Offences relating to currency notes and bank notes
7	212 and 216, 216 A	Harbouring an offender
8	213, 215, 224, 225, 225B 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
10A	295, 296 and 297	Offences against religion
		Total

Class II-Serious offences against 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, 335	Grievous hurt
19	328	Administering stupefying drugs to cause hurt

20	324, 327, 330	Hurt
21	363 to 369 and 371, 372 & 373	Kidnapping or abduction selling, etc., for prostitution and dealing in slaves
22	346 to 348	Wrongful confinement and restraint in secret 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 in 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

Sl.No.	Section of law (2)	Offences (description) (3)
25	395, 396, 397, 398, 399, 402	Dacoity and preparation and assembly for dacoity
26	392, 393, 394, 397, 398	Robbery
27	270, 281, 430 to 433, 435 to 440	Serious mischief and cognate offences
28	428, 429	Mischief by killing, poisoning or maiming any animal
29	449 to 452, 454, 455 to 560	Lurking house trespass or house breaking with intent to commit an offence or having made preparation for hurt and house trespass with a view to commit an offence or having made preparation for hurt.
30	311, 400, 401	Belonging to gangs of Thugs, dacoits, robbers and thieves
		Total

Class IV- Minor offences against person

Sl.No.	Section of law	Offences (description)
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(2) (3)

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

Sl.No.	Section of law	Offences (description)
	(2)	(3)
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 to 420	Cheating
37	447, 448, 453 and 456	Criminal or house trespass and lurking house trespass or house breaking
38	461, 462	Breaking closed receptacle
		Total

GRAND TOTAL

Class VI - Other offences not specified above

Sl.No.	Section of law	Offences (description)
	(2)	(3)
39	269, 277, 279, 280, 285, 286, 289, 291 to 294 Section 34 of Act V of 1861 and nuisances punishable under local laws	Public nuisances and Section 34 of Act V of 1861 can bribery under Section 161, I.P.C and Act II of 1947. Offences under special and local laws declared to be cognizable Police Act Arms Act Opium Act Gambling Act

Excise Act

Explosives Act and Explosive substances Act

Offences under Special and Local Laws

Declared to be cognizable but not included in above

Non-cognizable offences under the Indian Penal Code.

Death Cases

Suicidal

Accidental

Other suspicious death finally reported as involving no offence

Arrests in cases not falling under any offence in Classes I to VI above

Note: Abetments punishable under Chapter V Indian Penal Code, other than those specified in Sections 115 to 120 of the code, should be shown with the substantive offence abetted. Attempts should be shown immediately after the offence attempted.

(f) The serial numbers allotted above to each Section of law shall be adhered to strictly for making entries in Columns (1), (2) and (3) of the Register. Where there is no crime to be entered against a particular serial, that serial number shall be omitted and the next relevant serial number entered.

(g) Entries relating to property.

Details of property the possession of which has been transferred by theft, or extortion or robbery, or property which has been criminally misappropriated or in respect of which criminal breach of trust has been committed, need alone be entered under the heading "property" (Columns 56 and 57 of the Abstract).

(h) Selection of particular serial against which a crime is to be entered in the Register.

Where a crime involves the commission of offences falling under more than one serial ref: list under sub para (e) the proper serial against which it is to be entered in the Register will be decided according to the chief motive of the criminal(s), with special regard to the Police significance of the occurrence from a professional angle, or from the point of view of public peace.

Examples: If a violent mob, in the course of a political disturbance cause death (with no special animus against an individual) or grievous hurt or commit other specific offences, the crime should be classified in the abstract against 9 (rioting and unlawful assembly) and not under item 11 (murder) or 18 (grievous hurt) etc. So also if a professional thief, committing theft of ornaments from a woman, causes grievous hurt, the crime may fall under item 26 (robbery) if it is found that the hurt was caused by him voluntarily in order to the committing of theft or for such other purpose as mentioned in section 390 I.P.C. On the other hand, it should be noted in the register against item 33 (theft) if the infliction or grievous hurt was not made under any circumstance covered by section 390 I.P.C. No entry will be made against item 18 (grievous hurt), despite the fact that the accused may be liable for an offence under section 326 Indian Penal Code also.

(i) Long Pending cases.

Details regarding cases transferred by Courts to the long pending list need not be entered in the Abstract from the quarter following their transfer to the long pending list. But such cases will continue to be included at the beginning of the page Abstract, in red ink, with the Crime number and year. (Egs.12|50)/LPT

(j) **Page Abstract**

(i) In every alternate opening of the Register a blank space will be left for the Page Abstract, to indicate the disposal of each case. The following abbreviations to denote disposal will be used:-

N.I.	Not investigated, Section 157(b), Criminal Procedure Code.
F.	Referred as intentionally false and struck off.
A.T.P.	Charged and after trial found intentionally false.
M.	Referred and struck off as mistake of fact or law.
N.C.	Referred and struck off as non-cognizable
A.T.M.	Charged and after trial declared a mistake of fact or law.
R.	Referred and pending trial.
P.T.	Charged and pending trial
U.I.	Under investigation (final report yet to be submitted)
C.	Convicted
Dis.	Discharged or acquitted
Un.	Reported as undetectable
R.C.R.	Referred charge sheet refused (i.e., case referred by the Police
	but orders to strike off declined)
Com.	Compounded.

(ii) The Page Abstract should be prepared under the following heads:-

I	Murder for gain	125	183	204	208
		U.N.	M	N.I.	R.C.R.
II	Dacoity	2	104	150	
		P.T.	C.	AT.P	”
III	Robbery	7	68	83	25
		U.I.	Dis.	P.T.	C.
IV	House breaking and theft by night	85	183	216	12

- V House breaking and theft by day, etc,
etc.
- VI House theft
- VII Ordinary theft (Major)
- VIII Ordinary theft(Minor)
- IX Cattle theft
- X Receiving stolen property
- XI Cheating
- XII Counterfeit of coin or currency
- XIII Breach of trust and misappropriation
- XIV Rioting and unlawful assembly
 - (i) Those arising from labour and agrarian dispute
 - (ii) Those arising from political rivalry
 - (iii) Those arising from communal faction
 - (iv) Those arising from other causes.
- XV Murder and attempt to murder (other than for gain)
- XVI Suicides and attempts
- XVII Grievous hurt
- XVIII Hurt
- XIX Rashness or negligence causing death, grievous hurt, hurt and endangering human life.
- XX Cognizable offences under Special and Local Law separately in respect of the under mentioned items:
 - (i) Police Act
 - (ii) Prohibition Act
 - (iii) Opium Act
 - (iv) Suppression of immoral traffic in Women and Girls Act

- (v) Gambling Act
- (vi) Arms, Explosive and Explosive Substances Acts
- (vii) Other special and Local Laws

XXI Juvenile delinquency (included in the cases mentioned against the appropriate head in this abstract):

- (i) Serious offences against person
- (ii) Serious offences against person and against property and against property only
- (iii) Minor offences against person
- (iv) Minor offences against property
- (v) Other offences not specified above

XXII Security sections:

- (i) Under Sections 106 and 107
- (ii) Under Section 108
- (iii) Under Sections 109 and 110

XXIII Death Cases:

- (i) Suicidal
- (ii) Accidental
- (iii) Other suspicious death finally reported as involving no offence.

XXIV Cases not mentioned against any other head.

Note: If the Superintendent of Police of the District considers that any group of offence not given a separate classification among the heads enumerated above is of special significance in his District, a separate head may be assigned for the purpose.

(iii) The abstract of all cases pertaining to the preceding year or years shall be entered in red ink, at the beginning of the Page Abstract. Entries regarding such cases shall be continued from quarter to quarter until and including the quarter in which they are disposed of.

(iv) An abstract of the cases in which property is lost or recovered (according to the entries in Cols. 56 and 57 of the Register) will be given at the end of the Page abstract, under the following heads.

Cr. No. and	Value of property	Value of property
-------------	-------------------	-------------------

Sec.of Law	lost	Recovered	Remarks

Note: When non-compoundable cases (like those under Section 143, 148, 307 IPC) are ultimately eliminated in the course of trial and the offenders are finally tried only under compoundable offences and the cases ultimately compounded, the original number noted under rioting etc. should be altered accordingly noting down proportionate increase in the subsequent category (324, 325 etc) to which it is altered, with a foot note. So when the crime figures are given, the original number reported under rioting etc., should be brought down to the correct category to which they are subsequently dealt with, and in the statement under column reported during rioting etc., the number of cases compounded ultimately from that category should be subtracted and the concerned number should be added in the column pertaining to the sections of offences under which they are ultimately compounded.

[IG's memo 3313/66-2 dated 20-1-1966]

APPENDIX III

(Referred to in Rule 532 and 536)

**List of Records to be maintained in Sub Divisional Offices
Circle Offices, Stations and Outposts.**

Sl.No	Name of Record	KPF No.	Rule No.
1	By Sub divisional Officer		
1	Check Register of Case diaries	24-B	
2	Check Register of General Diaries	57-B	
3	Crime Memo Book	58	
4	Crime Charts	--	
5	Circular File	---	
6	Current Register	CF-71	
7	Criminal Intelligence Gazette file	--	
8	Ephemeral Note Book	--	
9	Grave Crime report file	--	
10	List of Detectives	85	
11	Police Gazette File	--	
12	Personal file and confidential sheets of HCs and PCs fit for promotion as-- HCs		
13	Petition Register	147	
14	Register of casual leave	135	
15	Register of shops licensed under Arms & Explosives Act & Rules	128	
16	Tappal Book	180	
17	Weekly Diaries file	191	
	Weekly Crime & Occurrence Sheet		

18 file --

2 By Circle Inspectors

1 Case Diary files (In cases investigated
by Circle Inspectors) 24

2 Check Register of General Diaries 57-B

3 Circle Information Book 32

4 Crime Register 39

5 Criminal Intelligence Gazette --

6 Crime Memo Book 58

7 Circulars of Superior Officers --

Sl.No	Name of Record	KPF No.	Rule No.
8	Current Register	CF-71	
9	Casual Leave Register	135	
10	Crime Charts	--	
11	Defaulter sheet of S.Is	35-H	
12	Ephemeral Memo Book	--	
13	General Memo Book	58	
14	Government Property Register	47	
15	Inspector's Note Book	59	
16	Indent Book	62	
17	List of articles returned to Stores	81	
18	List of persons suitable for enlistment as Special Police Officers	--	
19	Police Gazette	--	
20	Petition Register	147	
21	Register of shops licensed under Arms and Explosives Act & Rules	128	
22	Small Service Books of S.Is	152-B	
23	Tappal Book	180	
24	Target Practice Register	181	
25	Travelling Diary	185	
26	Weekly Crime & Occurrence Sheet		
27	Weekly Diaries (office copy) of Circle Inspectors	--	
3	For Police Stations	--	
1	Alphabetical Index of persons entered in Part III & G.C.R.	7-A	

2	Arrest Report	14
3	'A' list (List of absconding warrantees)	20-A
4	Allocation list	6
5	Ammunition Account Register	176
6	Bad Character Roll-A	15
7	Bad Character Roll-B	15A
8	Bad Bond (counterfoil)	16
9	Beat Books	19
10	Boat Warrants	21
11	Bus Warrants	22

Sl.No	Name of Record	KPF No.	Rule No.
12	'B' list (of persons in 'A' list arrested)	20-B	
13	Case Diaries	24, 24-A	
14	Cash Book	(Account Form)	
15	Check Register of Bad Characters	89-A	
16	Check Register of persons entered in Part III & GCR)	188	
17	Circulars from Superior Officers (File)	--	
18	Certificates under Section 565 Cr.P.C	107A	
19	Case Property Register	182	
20	Crime Cards	38	
21	Crime History-Part I	174	
22	Crime History - Part II (Crime Chart)	--	
23	Crime History-Part III& GCR	174-A	
24	Crime History-Part IV (Village crime note book)	174-B1&B2	
25	Crime History-part V (History Sheets)	174-C	
26	Crime Abstract	37	
27	Current Register	CF-71	
28	Casual Leave Register	135	
29	Cash Memo Book	--	
30	Charge Sheet	29	
31	Conviction Memo Book	3-R	
32	Criminal Intelligence Gazette	---	

33	Defaulter Sheets of HCs and PCs	35-H
34	Duty Roster	164-164-A
35	Extract from Arms Deposit Register	106
36	Final Report (Referred charge sheet)	133
37	First Information Book	25
38	Gang Intelligence Report	56
39	General Diary	57
40	General memo Book	58
41	Guard Rules	--
42	Government Property Register	88
43	Index to Part I & Part III & GCR ₇ (Loose-leaf Index)	
44	Inspectors Visiting Book	70

Sl.No	Name of Record	KPF No.	Rule No.
45	Inspector's Memo file	--	
46	Indent for clothing	5-A	
47	Indent Book	62	
48	List of festivals	--	
49	List of persons ordered to notify residence (565 Cr.PC)	90	
50	List of undetected cases	93	
51	List of property sent to Magistrate	151-A	
52	List of articles returned to Stores	81	
53	Magistrates' Memo File		
54	Medical History Sheets of HCs & PCs	201	
55	Notes Books	59	

56	Notice Board & sign Board	--
57	Notice to complainant or Informant	114
58	Orderly Room Register	117
59	Petty Case Register	123-A
60	Point Books	59
61	Police Gazette File	--
62	Process Register	149
63	Prisoner's Search Register	151
64	Petition Register	147
65	Railway Warrants	131
66	Register of Arms Licences	144 & 144-A
67	Register of Arms deposited	136
68	Register of Finger Print references	3-N
69	Register of prisoners hand-cuffed	150
70	Rough T.A. Book	--
71	Recognizance Bond of witnesses	194
72	Rowdy History Sheets	166
73	Reserve Mobilization Orders	--
74	Report of death of Ex-convicts	3-J
75	Register of non-cognizable cases	--
76	Register of persons involved in compoundable offences	--
77	Sample Signature Book	167

Sl.No	Name of Record	KPF No.	Rule No.
78	Search List	151-B	

79	Sentry Relief Book	170
80	Small Service Books of HCs & PCs	152-B
81	Tappal Book	180
82	Unclaimed Property Register	187
83	Village Roster	165
84	Visiting Book of Officers (S.D.Os and above)	189
85	Weekly Crime and Occurrence Sheets and Crime Review Sheets and Prohibition Reviews	

In addition to the above records, Railway Police Stations will maintain the following records.

- 1 Register of loss and shortage of property KPF No.2
- 2 Telegram Requisition Book 171-A
- 3 Railway Ticket Requisition Book

1	Arrest Report	14
2	Bad Character Roll - A	15
3	-do- B	15-A
4	Beat Books	19
5	Check Register of bad characters	89-A
6	Duty Roster	164
7	General Diary	57
8	History Sheets of bad characters (copies)	174-C
9	Inspector's Visiting Book	70
10	List of undetected cases	93
11	Memo Form Book	58
12	Note Books	59

13	Prisoner's Search Register	151
14	Sentry Signature Book	170
15	Sample Signature Book	167
16	Tappal Book	180
17	Visiting Book of Officers (S.D.Os and above)	189
18	Village Roster	165

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APPENDIX IV

[Referred to in Rule 535 (4)]

Period of Retention of Records

(Note:- Years are always Calendar years unless specified to the contrary).

Sl.No	Name of Record	KPF No.	Rule No.
(1)	(2)	(3)	(4)
1	Check Register of case diaries	Three years	To be destroyed by the Sub Divisional Officer on the sanction of the Superintendent of Police
2	Check Register of General Diaries	Do	Do
3	Crime & General memo books	Do	Do
4	Current Register	Do	Do
5	Crime Charts	Five years	Do
6	Criminal Intelligence Gazette	Ten years	Do
7	Circular Files	Five years	Do
8	Ephemeral Note Book	One year	To be destroyed by the Sub Divisional Officer, one year after the incorporation of the entries in periodical reports or the final decision of representation of the officer concerned, whichever is later.
9	Grave Crime reports file	Ten years	To be destroyed by the Sub Divisional Officer on the sanction of the Superintendent of Police
10	Petition Register	Three years	Do
11	Indent Book	Three years	To be sent in January for retention in District Police

Office

12	List of articles returned to stores	Do	To be sent in January for retention in District Police office
13	Police Gazette files	Two years	To be destroyed by the Sub Divisional Officer on the sanction of the Supdt. of Police
14	Register of casual leave	Three years	Do
15	Register of shops licensed under Arms & Explosive Act & Rules	Five years	Do
16	Register to watch receipt and disposal of confidential reports	Three years	Do
17	Tappal book	Do	To be sent in January for retention in District Police Office
18	WEEKLY Crime & Occurrence Sheets	Five years	To be destroyed by the Sub Divisional Officer on the sanction of the Supdt. of Police
19	Weekly Diaries file	Three years	Do
20	Government Property Register	Three years	To be sent in January for retention in District Police Office

INSPECTOR'S RECORDS

1	Circle Information Book	Permanent	To be retained in the Circle Office
2	Circle Inspector's Crime Register	Three years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police.
3	Case Diaries	Three years after disposal of the case	To be destroyed by Circle Inspector on the sanction of the Supdt. of police
4	Crime Charts	Five years	Do
5	Current Register	Three years	Do

6	Check Register of General diaries	Do	Do
7	Criminal Intelligence Gazette	Ten years	Do
8	Circulars of Superior Officers	Five years	Do
9	Defaulter sheets of Sub Inspectors	Till the Officer retires from service	After retirement of the officer, to be sent to D.P.O. to be filed with service records
10	Ephemeral Note Book	One year after incorporation of entries in the periodical reports or till the representation of the officer concerned, is decided, whichever is earlier	To be destroyed by Inspector
11	Government Property Register	Three years	To be sent in January for retention in Dist. Police Office.
12	Indent Book	Do	Do
13	Inspector's Note Book	Three years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police.
14	List of articles, returned to Stores	Do	To be sent in January for retention in District Police Office
15	Memorandum Books	Three years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police
16	Petition Register	Do	Do
17	Police Gazette File	Ten years	Do
18	Register of Casual leave	Three years	Do
19	Travelling diary	Do	To be sent in January for retention in district Police

20	Target Practice Register	Do	Do
21	Tapal Book	Do	Do
22	Visiting Book	Permanent	To be retained in the Circle Office
23	Weekly Crime & Occurrence sheet	Five years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police
24	Weekly Diaries file	Three years	Do

STATION HOUSE RECORDS

1	Arrest Report(Arrest Card)	Three years card	To be sent in January to District Police Office
2	Arms Licences Register	Do	Do
3	Ammunition Account Register	Do	Do
4	Arms Deposit Register	Do	Do
5	'A' list file	One year	To be destroyed by the Inspector on the sanction of the Supdt. of Police on receipt of revised list
6	'B' list file	Do	Do
7	Alphabetical Index to Part III and GCR	30 years	To be sent in January to District Police office
8	Bus Warrant	Three years	To be sent in January to District Police Office
9	Boat Warrant	Do	Do
10	Beat Books	Do	Do
11	Bail Bond	Do	Do
12	Bad Character Roll A	Do	Do
13	Bad Character Roll B	Do	Do
14	Cash Book	25 years	Do

15	Cash memo	Do	Do
16	Current Register	Three years	To be destroyed by Inspector on the sanction of the Supdt. of Police
17	Case Diaries	Three years after the disposal of the case	Do
18	Crime Card	Three years	Do
19	Crime Abstract	Five years	To be sent to District Police Office
20	Conviction Memo	Do	Do
21	Certificate under 565 Cr.P.C,	Do	Do
22	Criminal Intelligence Gazette	Ten years	To be destroyed by Inspector on the sanction of the Supdt. of Police
23	Charge sheet	Three years	To be sent to District Police office.
24	Duty Roster	Do	Do
25	Defaulter Sheets of HCs and PCs	Till the Officer retires from service	To be sent to District Police Office for being filed with service record
26	Death report of ex-convicts	One year	To be destroyed by Inspector on the sanction of the Supdt. of Police.
(1)	(2)	(3)	(4)
27	First Information Book (Counterfoils)	Three years	To be destroyed by Inspector on the sanction of the Supdt. of Police
28	Final Report	Do	To be sent to District Police Office
29	General Diary (Station copy)	Do	To be destroyed by Inspector on the sanction of the Supdt. of Police

30	General Memo file	One year	Do
31	House Search List	Three years	To be sent to District Police Office
32	Inspector's Visiting Book	Permanent	To be retained in the Station
33	Index to Part I, Part III & GCR	30 years	To be sent to District Police Office
34	Inspector's Memo file	One year	To be destroyed by Inspector on the sanction the Supdt. of Police
35	Indent Book	Three years	To be sent to district Police Office for retention.
36	List of property sent to Magistrate (Book)	Do	Do
37	Medical History Sheet	Till the Officer retires from service	To be sent to District Police Office to be filed with service records.
38	Memo Form Book	Three years	To be sent to District Police Office
39	Magistrate's Memo file	One year	To be destroyed by Inspector on the sanction of the Supdt. of Police
40	Notice to complainant	Three years	To be sent to District Police Office
41	Note Book	Do	Do
42	Orderly Room register	Do	Do
43	Prisoner's Search register	Three years	To be sent to District Police office
44	Process Register	Do	Do
45	Petty Case Register	Do	Do
46	Police Gazette file	Ten years	To be destroyed by Inspector on sanction of the Supt. Of Police.
47	Petition Register	Three years	Do

48	Register of Casual leave	Do	Do
49	Railway Warrant	Do	To be sent to District Police Office
50	Register of Government Property	Do	Do
51	Register of Prisoners Handcuffed	Do	Do
52	Register of bad characters	Do	Do
53	Rowdy history sheets	Ten years after closure	Do
54	Register of Finger Print references	Three years	Do
55	Recognizance bond of witnesses (Counterfoils)	Do	Do
56	Register of non-cognizable offences	Do	Do
57	Register of persons concerned in compounded cases	20 years	Do
58	Rough T.A. Bills	One year	To be destroyed by Inspector on the sanction of the Supdt. of Police
59	Small Service Books of constabulary	Till the officer retires	To be sent to District Police Office for file with service records.
60	Sample Signature Book	Three years	To be destroyed by Inspector on the sanction of the Supdt. of Police
61	Sentry Relief Book	Do	To be sent to District Police Office
62	Station Crime History Part I	Permanent	To be retained in the Station
63	Do Part II	Five years	To be destroyed by Inspector on the sanction of the Supdt. of Police

30 years after

64	Do. Part III & GCR	the entries are deleted	Do
65	Do. Part IV	Permanent	To be retained in the station
66	Do. Part V (History Sheets)	30 years after closure	To be sent to District Police Office
67	Superior Officers Circular File	Five years	To be destroyed by Inspector on sanction of the Supdt. of Police
68	Tappal Book	Three years	To be sent to District Police Office
69	Unclaimed Property Register	Five years	do
70	Village Roster	Do	Do
71	Visiting Book	Permanent	To be retained in the station
72	Village-war Check Register of Ex-convicts	20 years	To e sent to District Police Office.
73	Weekly Crime and Occurrence Sheets	Five years	To be destroyed by Inspector on the sanction of Supdt. of Police
74	Weekly diaries of Sub Inspectors	Three years	Do

APPENDIX V

[Referred to in Rule No. 572]

Instructions for pitching of tents.

1. The following instructions are laid down for pitching and striking tents. Attention to these will make them last much longer than they would do otherwise.
 - (1). Tents should on no account be pitched under tamarind trees.
 - (2). When tents are being pitched or struck and the ground is all muddy, the tents bag or some straw should always be spread bellow them to keep clean.
 - (3). Great care must be taken in pitching tents that the pegs for the ropes are placed in a straight line with the seams in the fly so that the strain may be direct and equal, and not cross-wise. Ropes should not, therefore, be tied to trees unless they happen to be exactly in the true line, which will seldom happen. It is the safest plan never to allow them to be tied to trees. If tents bag to the corners, the ropes which pass up inside the fly round the pole must be pulled moderately tight and tied to the corner ropes so as to make the strain come on them and not on the canvas.
 - (4). In stormy weather, the corner and storm ropes of tents should invariably be "bushed". If bushes cannot be procured, as in sandy tracts, a hole should be dug and a tent peg be buried at right angles to the direction of the rope at a depth of a couple of feet, the rope tied to it and the hole filled in and the sand firmly rammed down. It will be found that ropes so secured will hold in sandy soil far better than if tied to pegs driven in the ordinary way.
 - (5). When rain comes on, all tent ropes should be slightly slackened off, so as to allow for the shrinkage of the ropes and canvas when wet. Ropes are otherwise liable to be broken and canvas to be torn and it often happens that their shrinking pulls the pegs out of the ground, especially in the dry weather when the ground is hard and the pegs have probably not been driven in deep. If this should happen at night, as it frequently does, the fact that the Pegs have drawn is likely to pass unnoticed and the tents will be liable to be below down if the wind should rise.
 - (6). Care should be taken not to strike and pack tent when damp due to rain or dew. A march had better to be a little delayed than a tent be spoilt from mildew, which is the certain consequence of packing tents when damp.

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APPENDIX VI

[Referred to in Rule 586]

Telegraphic Address

The following abbreviated telegraphic addresses have been registered for Officers in this State:

Designation of Officers	Telegraphic address
Inspector General of Police, Trivandrum	POLICE
Deputy Inspector General of Police, CID and Railways	DIG CID
Deputy Inspector General of Police, Southern Range	DIGSAR
Deputy Inspector General of Police, Northern Range	DIGNOR
Superintendent of Police of Districts	DISPOL
Superintendent of Police, Special Branch CID Trivandrum	SPECIAL

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APPENDIX VII

[Referred to in Rule 587 (3)]

Telephone No.	Date of call	Name of Officer In charge of The telephone	Call booked to <hr/> Place & No.
(1)	(2)	(3)	(4)

Whether private Or Official	If Official, Office Officers contacted	Whether recovery has been effected in respect of private calls and date
(5)	(6)	(7)

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APPENDIX VIII

[Referred to in Rule 592(2)]

KERALA POLICE WELFARE AND AMENITY FUND RULES

1. These rules shall be called "The Kerala Police Welfare and Amenity Fund Rules".
2. These rules shall come into force with effect from 1-4-1961.
3. For the purpose of these rules-
 - (a) "Central Committee" means the Committee of the Kerala Police Welfare and Amenity Fund. The committee shall normally include a representative elected from each of the Unit Committees. President and Vice-President shall be Ex-Officio members of the Committee.
 - (b) "Unit Committees" mean the committees constituted under the rules to administer the Unit Fund according to these rules and the directions from the Central Committee from time to time.
 - (c) "Family" for the purpose of these rules shall include husband or wife, children, father and mother, and brothers and sisters (under 14 years of age) and solely dependent on the member.
 - (d) "Fund" means the Kerala Police Welfare and Amenity Fund.
 - (e) "Members" means, members of the department who are subscribers to the Kerala Police Welfare and Amenity Fund.
 - (f) "President" means, the President of the Committee. The President of the Central Committee shall be the Inspector General of Police or an Officer of the Police Department nominated by the Inspector General of Police to hold Office of the President for one year at a time or such lesser period as the Inspector General of Police may direct. The President of the Unit Committee shall be a member of the Fund and be an Officer of the Police Department nominated by the Inspector General of Police or an Officer authorized by him, to hold the Office of the President of the Unit Committee for one year at a time or for such lesser period as the nominating authority may direct.
 - (g) "Vice-President" means the Vice President of the Committee (Central and Unit) of the Police Welfare and Amenity Fund. The Vice President shall be a member of the Fund and shall be an Officer of the Police Department. The Vice President shall be elected by the Committee and will hold office concurrently with the term of the Committee.

4. Object

The Object of the Kerala Police Welfare and Amenity Fund will be to relieve distress among the subscribers (Police Officers of an below the rank of Inspectors and members of the Ministerial staff of the Police Department) and their families caused by death, disease or any other emergency which in the opinion of the Committee require assistance, to provide scholarships and other assistance for the education of the subscribers' children in suitable cases, to provide medical assistance in cases of exceptional difficulties, to provide Reading Rooms, Night Schools, Play and Recreation facilities and generally to promote the welfare and amenity of the subscribers and their families.

5. Source:

(a) **The existing Fund:** - The amount outstanding to the credit of Gasson Police Benevolent Fund in the erstwhile Malabar area and Bensley Fund of the erstwhile Travancore area and the sum of Rs. 66,000 sanctioned by the Government of India in appreciation of the services rendered by the State Police during the strike of the Central Government Employees, shall from a part of the Fund, and these funds shall cease to exist when the rules of the Kerala Police Welfare and Amenity Fund come into force.

(b) **Grant from Government:-** Government will make an annual grant equal to the collections raised by the Committee, subject however to a maximum of Rs. 10,000 (Rupees ten thousand) only. Grant equal to the amount of collection raised by the Committee for the preceding year will be sanctioned in the beginning of each year on an ad-hoc basis without insisting on the production of utilization certificate and the amount will be adjusted against the final grant which will be sanctioned only on the production of the audit certificate.

(c) **Subscription from members:-**

Rates of subscription will be as under:

Annual subscription to the Fund at the following flat rate will be recovered from members every year in the month of January.

Executive Staff	Rs. Ps.
Inspectors, Officers of corresponding rank and above	3.50
Sub-Inspectors and Officers of corresponding rank and Jemadars	2.00
Head Constables and Officers of corresponding rank	1.00
Police Constables	0.75
Camp Followers	0.50
Ministerial Staff	
Superintendents (Gazetted)	3.50
Head Clerk, Office Superintendent (Non-Gazetted) and members of the corresponding rank	3.00
Upper Division Clerks and Typists	2.00
Lower Division Clerks and Typists	1.00
Peons, Attenders, and personnel of corresponding rank	0.50

Note:- Other Civilian staff, (if any) may subscribe, at the rates applicable to members of the ministerial staff having the corresponding rates of pay.

6. **Constitution:-** The fund will be open to voluntary subscription from all executive and ministerial officers of the Police Department of the Kerala State, permanent and temporary. The benefit will be restricted solely to officers of and below the rank Inspectors and the Ministerial staff who have been subscribers to the Fund under Rule 5(c) and to their families.

7. Management

(a) Central Committee - Constitution.

The Central Committee shall be constituted as follows:-

- (1). Inspector General of Police President
- (2). An Officer of the Department elected by the Committee Vice President.
- (3) Presidents of the Unit committees or their nominees.
- (4) One of the Senior Superintendents of the Office of the Inspector General of Police nominated by the Inspector General of Police will be the Hon: Treasurer-cum-Secretary.

(b) Functions:-

The Central Committee shall have the following functions:-

- (i) Act as a Central body for control, co-ordination advice and appeal in all matters covering the administration of the Fund.
- (ii) Prescribe and ensure the observance of Uniform rules by all Unit Committees.
- (iii) Secure Funds necessary to carry out the objectives and distribute them to all Units.
- (iv) Make modifications for the rules as and when necessary subject to the approval of Government.
- (v) The President of the Central Committee is competent to incur an expenditure of Rs. 100 for Office expenses in any one year.

(c) Meetings:-

The management of the Fund will vest in the committee. Committee members shall be the subscribers of the fund and shall hold office for one year only. The Committee shall meet once in a quarter and shall convene a general body of the Fund once a year after the close of the financial year and all audited accounts of the unit committee shall be scrutinized. The president or in his absence the Vice President shall preside over the General Body. The quorum for the General Body shall be 1/3 of the total number of members. The minutes of the meeting shall be recorded in a minutes books by Honorary Treasurer-cum-secretary who is nominated by the President.

(d) A business Committee with the following Officers of the Police Department will be constituted to attend to the disposal of applications for grant from the Fund and other routine matters relating to the Fund:-

Dy. Inspector General of Police, CID and Railways-President

Dy. Inspector General of Police, Southern Range,

Assistant Inspector General of Police, Commissioner of Police, Trivandrum City,

Principal, Police Training College-Members.

The Committee will meet as and when necessity arises and dispose of urgent and routine affairs of the fund. The transactions of the business committee will be placed before the Central Committee at the next meeting and its ratification obtained.

(e) Unit Committee - Constitution.

(i) The Unit Committee consists of a President nominated by the Inspector General of Police, Vice President elected by the Unit Committee and members consisting of an Inspector of Police, Sub Inspector of Police, Head Constable and Constable elected by the subscribers to the Fund. The Treasurer-cum-secretary of the Committee shall be nominated by the President.

(ii) The Unit Committee shall meet every month. The quorum for the meeting will be three. The President of the Unit Committee or in his absence a member elected from among the members present shall preside over the meeting. The proceedings of the meeting shall be recorded in the minutes book and proceedings of any meeting should be placed at the next meeting. The President of the Committee shall cause the minutes of the meeting to be recorded and attested by the members present. The Unit Committee shall call for the balance sheet from the Hon. Secretary-cum-Treasurer once in every quarter and scrutinise the accounts and forward the audit reports to the Central Committee.

(iii) The subscribers to the Unit Fund shall meet once a year and elect the Unit Committee for the next year. The President of the Unit Committee or in his absence a subscriber duly elected by the members present shall preside over such general body. The quorum for the General body shall be 1/3 of the total number of subscribers. The Hon. Secretary-cum-Treasurer will present an account of the Fund duly audited by the Examiner of Local Fund Accounts before the General Body and send a copy of the same to the Treasurer of the Central Committee with the audit certificate.

(iv) The Hon. Secretary-cum-Treasurer shall be entitled to keep with him Rs. 50 in his hand for meeting emergent expenses and the balance amount shall be remitted into the Treasury Saving Account. Vouchers for the emergent expenses have to be presented before the Committee at the next meeting for ratification. Cheques will be operated by the President and the Treasurer jointly.

(v) The President shall be competent to sanction an amount not, exceeding Rs. 50 per annum towards the office expenses.

(vi) The Unit committee may make supplementary rules if necessary with the concurrence of the Central Committee in conformity with the spirit of the rules drawn up by the Central committee. Such rules shall apply only to the Unit which has framed them.

(f) There will be separate Unit committee for-

- (i) Each District including District Armed Reserve.
- (ii) Railway Police.
- (iii) Malabar Special Police
- (iv) Special Armed Police
- (v) Police Training College and Central Recruits School
- (vi) Special Branch

- (vii) Crime Branch
- (viii) X-Branch
- (ix) Office of the Inspector General of Police
- (x) Each Fire Service Division.

8. Admission of Members and recovery of subscription

Membership is voluntary but all ranks are expected to become members. A member of the executive or ministerial staff who wishes to join the Fund shall fill up the prescribed form (Form No.1 annexed hereto) indicating his/her willingness to subscribe to the Fund at the prescribed rate. On his/her admission his/her name shall be entered in the register maintained for the purpose (Form No.II annexed hereto).

(2) The Police Welfare and Amenity Fund subscriptions shall be collected by the Officer who disburses the pay of the individual and collections shall be remitted each month to the Treasury meeting the expenditure on account of M.O. or draft commission from the amounts so collected.

Purely voluntary contributions of any extent to the Fund from Officers who are non-members will be gratefully accepted.

9. Conditions of grant from the fund.

Grant will be admissible from the Fund in cases where Government grants are inadmissible or where they are utterly inadequate to relieve distress. Grants are admissible only to members of the families of members who subscribe without default. The Committee will have full discretion to deal with each case on merits. However, grant may be made in deserving cases to provide scholarship for the education of subscribers' children to render monetary help to widows and dependents either in lump-sum or in monthly instalments, or to police personnel who are in exceptional difficulties such as prolonged illness, serious injury etc., to provide reading rooms, Night Schools etc., for the benefit of the subscribers' children or dependents. Members will be eligible for help till date of retirement. Small advanced without interest may be allowed in deserving cases to be recovered in easy instalments.

10. Procedure for grant.

Those requiring relief from the Fund shall apply in Form No.III annexed hereto, giving full and complete account of his/her distress. The President on receipt of the application will order such verification as he considers necessary of the statement in the application. After verification, the application will be placed before the Committee. When the matter is urgent the petition with the record of verification will be circulated among the members of the Committee, who will record their opinion as to the grant and as to the amount they suggest. In case of difference of opinion the majority view will be accepted and the President will finally fix the amount of grant or refuse grant as the case may be. The President will naturally be guided by the opinion of the Committee and the amount available in the Fund. A member whose services are dispensed with for no fault of his own and otherwise than on receipt of pension or gratuity will be paid an amount in the form of financial assistance, equal to the Contribution made by him but without any interest added to the contribution.

11. Accounts

- The Hon. Secretary-cum-Treasurer shall be responsible for maintaining the accounts relating to the fund and shall keep day-to-day accounts of all items of receipt and expenditure and shall make available all cash and account Books for scrutiny whenever
- (1). the President calls for them. The President shall issue instructions regarding the account

books to be maintained and will be similar to those prescribed for private funds (Rules published in P.G. dated 2-1-1953)

(2). The amounts received towards the Central Committee or Unit Committee shall be deposited in the Treasury Savings Account and all withdrawals made by regular withdrawals in the usual form.

(3). The Hon. Secretary-cum-Treasurer shall be paid suitable remuneration. This remuneration shall be fixed by the President and shall not exceed Rs. 15 per mensem in any case.

(4). Legitimate expenditure for the purpose mentioned in para (3) shall be incurred by the Unit Committee.

(5). The Treasurer of the Unit Committee shall remit each month to the Treasurer of the Central Committee 40% of the total subscription and shall receive the annual grants from the Central Committee.

(6). The cash in respect of this Fund shall not be mixed up with the office cash or accounted for in the office Cash Book. The welfare and Amenity Fund subscription shall be apportioned on the following basis:-

For the Unit Committee-60 per cent.

For the Central Committee-40 per cent.

(7). The Unit Committee shall have the power to incur expenditure upto the limit of 60 per cent of its annual income. The Unit Committee shall take care not to spend more this amount as they cannot depend on receiving subsidies from the Central Committee except for very special reasons. No expenditure which is not for bonafide purposes shall be admitted from this Fund. The Unit Committees shall sanction grants upto Rs. 200 in individual cases and all other grants shall be disposed of by the Central Committee.

(8). The Treasurer of the Unit Committee shall transfer each month to the Treasurer of the Central Committee the share of the subscription due to the Central Committee.

(9). The Treasurer of the Unit Committee shall watch the remittance of subscriptions and take proper steps to realize the arrears, if any.

(10). The annual Government grant will be utilized according to the programme to be drawn up by mutual consultation between the Central Committee and the unit committee concerned. The expenditure from this allotment shall be strictly regulated by the provisions of the Financial and Account Code and of any other orders which may be issued on the subject.

(11). The account of the Fund shall be maintained according to the financial year. The accounts have to be got audited by the Examiner of Local Fund Accounts. The consolidated balance sheet presented before the general body meeting shall contain the details of transactions of each unit committee. The audit certificate is to be submitted along with the application for the grant from the Government. A copy of the accounts of the fund audited

and certified by the Examiner of the Local Fund Accounts will be furnished to the Accountant General also. The audit of the accounts of the Fund for each year should be completed before the close of the succeeding year.

(12) The Hon. Treasurer shall maintain in a cash book in Form No. IV appended hereto, which shall be in two halves and show all receipts on the left half and all payments and other expenditure on the right half. The balance should be struck on the date of each transaction. Vouchers (with sanction) for payments and invoices for receipts should be separately and serially maintained for each year and filed in separate file books for easy reference.

(13) The Treasurer will prepare at the end of each quarter in March, June, September and December of every year a balance sheet showing all details of assets and liabilities for the period.

(14) Purchases, if any, in the case of furniture shall be made on the basis of quotations.

FORM NO. I

APPLICATION FOR ENTRANCE INTO THE KERALA POLICE WELFARE AND AMENITY FUND

I have read and understood the rules of the Kerala Police Welfare and Amenity Fund and desire to be a subscriber to it. I agree to the deduction from my pay annually of the subscriptions mentioned in the rules.

Station: Signature and Designation.

Date:

FORM NO. II

REGISTER OF SUBSCRIPTIONS TO THE KERALA POLICE WELFARE AND AMENITY FUND

Sl. No.	Rank	Number	Name	Particulars of subscriptions			
				1961	1962	1963	1964 Etc.

(The same register to be used for a number of years)

FORM NO. III

Application for basic Grant from the Kerala Police Welfare and Amenity Fund made by

- (1) Rank No., Name of the subscriber.
- (2) Length of service
- (3) Nature of Causality with date
- (4) Name and address of grantee with relationship to the subscriber
- (5) No. of dependents on the subscriber (with particulars of age, monthly income, etc.)
- (6) Financial status of subscriber:
 - (a) Amount in General Provident Fund.
 - (b) Amount of Life Insurance, if any.
 - (c) Particulars of movable and immovable properties of subscriber.
- (7) Amount applied for now.
- (8) Amount already granted from the fund, if any previously.
- (9) Amount available in the fund.

Certified that the subscriptions of the applicant are current at the time of casualty.

Hon. Treasurer.

Remarks of the President of the Committee.

Circulated among Committee members.

- (1)
- (2)
- (3)
- (4)

Order of the President.

FORM NO. IV**CASH BOOK**

Date of receipt	Vr. No.	Particulars of Amount received	Amount Rs. Ps.	Date of payment	Particulars of Payment	Amount Rs. Ps	Remarks

APPENDIX IX

(Referred to in Rule 593)

RULES-THE KERALA POLICE KSHEMA NIKETAN

[G.O. (MS) No. 191|Home dated 11-2-1959]

RULES

1. These rules may be called "The Kerala Police Kshema Niketan Rules, 1959".
2. (i) "Kshema Niketan" means any Institution attached to the quarters of the Police and calculated to promote the welfare and amenities of the Police Force and also of the Policemen and includes any ancillary institution to further the same object.
(ii) "Developmental Activities" include all operations calculated to improve food production, communications, irrigational facilities, social amenities and other developmental services.
(iii) "The Superintendent of Police" shall include the Commandants of Malabar Special Police and Special Armed Police.
3. The Superintendent of Police may take steps to start Kshema Niketans in all Centres where ten or more Policemen and their families are stationed.
4. The objects of the Kshema Niketan are:-
 - (i) to start production units which will enable the families of the Policemen to earn a side income;
 - (ii) to promote the welfare of the women and children of the Policemen and families;
 - (iii) to provide canteen facilities and sports amenities to Policemen and their families;
 - (iv) to run nursery schools and to afford other educational facilities to the Children of Policemen;
 - (v) to supply food and medicine for the general improvement of the health of the families of the Policemen;
 - (vi) To promote cultural and social activities among the Policemen and their families; and
 - (vii) To improve generally the lot of the Policemen and their families.
5. For each District, there shall be a separate fund for the purposes of Kshema Niketan and Malabar Special Police and Special Armed Police shall also have similar funds.
6. The Superintendent shall administer the Fund.
7. The fund shall consist of:-
 - (a) contributions received from the State Government; which shall be Rs. 1,000- per Kshema Niketan which benefits 25 families and above.

- (b). Money realized by performances organized by the Policemen which are allowed by the Government.
- (c). Profits derived from the production units run by the Kshema Niketans
- (d). Amounts received in appreciation of services rendered in connection with developmental activities with the previous approval of the Government.

8. (a) All amounts which are not necessary for the operation of the accounts shall be deposited in Savings Bank accounts in the State bank or the Travancore Bank or any other Bank of sound financial standing with a branch within convenient distance. When the bank is not either the State Bank or the Travancore Bank the approval of the Inspector General of Police should be taken.

(b). The Head Accountant of the District Police Office will be responsible for the safe custody of the money relating to the fund. He shall maintain a ledger showing the details of receipts into, withdrawals from and outstanding balance to its credit. Entries in the ledger should be divided into "Bank" and "Cash" columns. The Superintendent of Police or Commandant may draw only such amounts as are necessary for the expenses in connection with the Kshema Niketan and Forward it to the senior most Officer stationed at each centre. He shall not draw an amount exceeding one thousand rupees in a single case,, without the sanction of the Inspector General of Police. He will exercise adequate scrutiny of all accounts of the Kshema Niketans and arrange for the audit of the accounts once in every six months.

(c) The Chief Officer of each Kshema Niketan shall with draw from the Superintendent of Police or Commandant amounts necessary for authorized items of expenditure, but he shall not retain in his possession any amount in excess of the "Imprest" which he is specifically authorized to hold. The following information shall be furnished to District Police Office along with all requisitions for withdrawal of money:-

- (i) Date and amount of previous withdrawal.
- (ii). Date and amount of expenditure incurred.
- (iii) Date and amount of refund to the Head accountant made, if any.
- (iv) Balance in hand.

(d) The Chief Officer of each Kshema Niketan shall arrange for the maintenance of the following records. The person in charge of cash should not be made responsible for any other transactions connected with the fund.

- (i) A cash book.
- (ii) File of invoices and vouchers
- (iii) Stock register
- (iv) Book of financial orders.

(e) The cash book shall show separately all receipt and payments. It should be possible there from to strike a balance showing the worth of the account. Instructions regarding maintenance of cash book and preparation of balance sheet relating to private funds should be adhered to in this case also.

(f) The cash book should be attested by the Chief Officer in charge of each centre. Balance sheet of the income and Expenditure for each month will be sent to the District Police Office regularly. A list showing details of properties belonging to the fund should also be sent to the District Police Office with the balance sheet for the last month of the quarter.

(g) Invoices pertaining to receipts and vouchers in respect of expenditure should be given a common serial number for purposes of easy checking. Vouchers and invoices for every financial year should be sent to the District Police Office on the 1st of April of the succeeding year.

9. The Superintendent of Police, may when circumstances require, spend money for the transport of Policemen and for their diet, from the funds of the Kshema Niketans when they are engaged in developmental activities.

10. The accounts relating to the Kshema Niketans shall be annually audited by any auditor approved by the Government and the report shall be sent to the Inspector General of Police.

11. The Inspector General of Police will have general power of superintendence and control over the Kshema Niketan and its funds.

12. The Inspector General of Police may, if he finds that the working of any production unit is not profitable, order it to be closed and permit the starting of any other production unit which in his opinion is suited to that centre.

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APPENDIX X

[Referred to in Rule 605 (2)]

Annexure to G.O. MS. 373|Home dated 18-6-60

**MODEL SCHEME REGARDING THE ESTABLISHMENT OF BOYS
CLUBS BY THE POLICE**

INTRODUCTION

The establishment of Boy's Clubs by the Police helps to prevent Juvenile delinquency to a great extent and also to develop a fine spirit of co-operation and friendship between the Police and the boys in the areas where such clubs are formed. This has been tried in other States with success.

Definition of Police Youth Clubs

The basic principles governing the Police Youth Clubs are:-

These are organizations for children with parents in the lower income group.

- (1) Subscriptions are calculated so that the poorest of children can become members on an equal footing with his fellows.

Costs must not be an obstacle to enthusiastic possible members. The cost of joining and

- (2) belonging to a Boy's Club should be so low that many originally uninterested boys may try it and stay on.

- (3) It is a Club for children

- (4) It has variety of activities in one Place. It attracts boys of various inclinations.

- (5) It is a place of opportunity. More than a place of recreation; it is place for the development of body, mind brain and character under guidance.

- (6) It is a place of individual service and guidance.

- (7) It is completely non-sectarian. Boys of any faith may join.

It is intended to give youngsters something to do in their moments of leisure and to look

- (8) after them is the common aim of all youth Clubs. The thing which distinguishes Police Youth Clubs is that the youngster comes into constant contact with the Police and he begins to consider them as friends.

Objects of the Police Youth Clubs

The objects of the Police Boys' Clubs should be:

- (a) to afford children an opportunity of participating in clean, healthy recreation;
- (b) to instruct children in the principles of good citizenship;
- (c) to inculcate an appreciation of the need for observance of the laws of the State.

- (d) To encourage music, literature, art and culture among the young, particularly as regards such of those who by reason of their circumstances, may be unable to obtain or may need such benefits or advantages;
- (e) To awaken citizens to their responsibility towards adolescents.

Time of the Club

The clubs will meet in the evening from 4.30 to 7.30 generally. But variations in the timings can be effected suitably according to the conditions and necessities existing in each place.

Activities of the Club

The Boys' Clubs shall provide opportunities and facilities for the children to participate in every sort of healthy recreation. The activities may comprise the following:

- (i). **Recreation :** Outdoor games: Foot Ball, Ring Tennis, Badminton, Khokho, Kututu, etc.
Indoor games: Carrom, Ping Pong, Chess, Drafts Board etc.
- (ii). **Educational:** A separate reading room with a library should be provided.
- (b) Supervised tours, quiz programmes, lectures and debates could be frequently organized.
- (iii) **Social:** cinema shows, seasonal parties, bands and plays may be arranged for their benefit.

Conditions for the Members

Though a great deal of attention is concentrated on the material aspect, the moral well-being of the boys should be Chief concern of the Boys' Clubs. When the boy joins, he may be asked to sign a declaration to the effect that he has read, understood and accepted the Club's code of ethics, which may be as follows.

- (i). While remaining as a member he shall keep his mind and body active.
- (ii). He shall conduct himself in an orderly manner and treat other members as he would like to be treated himself.
- (iii). He shall at all times take proper care of the furniture and property of his club.
- (iv). He shall respect the principles of good citizenship and encourage his comrades to do likewise.
- (v). He shall endeavour to build friendship with his Clubmates because friendship is one of the greatest assets that he can have and it is advantageous to his future welfare.
- (vi). He shall follow his club leaders and respect and obey his instructors.
- (vii). He shall be loyal to his club.
- (viii). He shall look upon every Policeman as his friend and comrade to whom he can come when he needs help.
- (ix). Finally he shall be loyal to his country and love and respect his parents.

Management of the Club

The affairs of the club shall be managed by a Committee of 9 consisting of the following members:-

- (1). A Professor or a Lecturer of the nearest College if any, or the Headmaster of the Local High School.
- (2). The District Medical Officer or a Civil Assistant Surgeon attached to the nearest Government Hospital.
- (3). The District Educational Officer.
- (4). Representatives of Social Welfare Organisations and Children societies, Philanthropists, Secretaries of YMCA and YWCA and such other allied institutions.
- (5) Deputy Superintendent of Police or the Superintendent of Police (Chairman)

These Boys' Clubs shall be under the general control of the Inspector General of Police for the proper implementation and efficient administration. The Managing Committee, constituted by Government, shall be in charge of the day-to-day administration. The financial control of each Club shall be vested with the concerned Superintendent of Police.

The Clubs shall be housed in rented buildings or at the premises of the Police Clubs, where facilities are available for games and sports (out-door)

Revenue of the Club

- (1) A nominal subscription of 12 Np for enrolment and 6 Np as monthly subscription may be levied from each member. The managing Committee may exempt for temporary periods not exceeding three months at a time those children who are too poor to pay.
- (2). The club should welcome all voluntary donations from public.
- (3). The proceeds of the entertainments organized by the Club should be credited to the accounts of the Club.

Rules of the Club

The following rules should be observed by the clubs.

- (1) The club shall be open from 4.30 pm to 7.30 pm every day including Sunday for registered members.
- (2). A register of members shall be kept in the Club
- (3) Upon entry each boy must sign his name in the register kept for the purpose.
- (4) Each member upon joining must pay 12nP for enrolment and the monthly subscription of 6 nP.
- (5) All games articles are the property of the Club and must not be removed from the premises.
The Reading Room is a silent room and is to be used solely for reading or looking at picture books etc. No games are to be played in this room. Magazines, Books or other reading materials should not be removed from the Reading room.
- (6)

The Library.

The Librarian will be on duty on each day from 4 p.m. to 7 p.m. to loan books to members which they may take home. Upon borrowing, the member must sign the Library Lending Book. All Books borrowed must be returned to the Club within 5 days from the date of borrowing.

Shouting and unnecessary noise in and about the club is against rules and should be avoided. This is particularly important at the time of closing.

No boy will be permitted to enter the Club before the Scheduled time.

The Club shall be purely non-sectarian and non-political.

Expenditure of the Club

To look into the daily affairs of each Club there shall be one Scout Master, one clerk-cum-Librarian and a Peon, all on part-time basis. The expenditure for a club is estimated to be as under.

Non-Recurring.

Games aids articles of kit for indoor and outdoor games	Rs. 500
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Office and Library equipments	Rs. 500
-------------------------------	---------

RECURRING EXPENDITURE PER ANNUM

1	Scout Master - 1 on a honorarium or (part-time) special pay of Rs. 25 p.m.	Rs.300
---	--	--------

2	Clerk-cum-librarian-1 (Part time) on a special pay of Rs. 20.p.m.	Rs. 240
---	---	---------

3	Peon - 1 On a honorarium or special of Rs. 10	Rs. 120
---	--	---------

4	Rent for the building and premises at Rs. 50 pm	Rs. 600
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5	Electric charges	Rs. 100
---	------------------	---------

6	Books, dailies and periodicals	Rs. 200
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7	Other contingencies	Rs. 80
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	Total	Rs. 2640
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Conclusion

Juvenile delinquency cannot be prevented without the active co-operation of both the parents and the teachers. The organisation of children's clubs afford good opportunity to establish and develop this co-operation. If the Children's Clubs are to have the required effect they should obtain the active support of all those who are interested in the well being of the youth.

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APPENDIX XI

(Referred to in Rule 615)

Collection and dissemination of Intelligence

(1) The under mentioned records and statements will be sent by station House Officers direct to the District Intelligence Bureau. Weekly statements will be sent for the week ending Saturdays and monthly statements will be sent before the 5th of every succeeding month.

(a) Crime cards in K.P.F. No. 38 in respect of crimes against property known or believed to have been committed by habitual criminals.

(b) Weekly Report in the following parts:

(i) Part I (in KPF No.192 A) in respect of all cases which are to be entered in Part I Station Crime History, furnishing the following details.

- (1) Crime number.
- (2) Section of law.
- (3) Village (in the case of town the name of the Street)
- (4) Direction and distance from station.
- (5) Date of occurrence and date of report.
- (6) Value and nature of property lost with identification particulars, if any, and details of property recovered if any.
- (7) Crime classification (major and minor)
- (8) Name, father's name and address of offender reasonably suspected with brief reason for suspicion, whether suspected person is known Depredator, casual, local, non-local, etc. whether suspect is under arrest, absconding, etc.

Note:- A criminal will be classified as 'local' if he is normally resident within the limits of the District concerned. Others will be classified as 'non-locals' with the name of the District to which they belong.

(ii) Part II (in K.P.F. No. 192 B)- Police and Court disposals of all cases which were reported in weekly Crime Report, part I furnishing the following information.

- (1) Reference to part I of Crime and Occurrence sheet in which details of the case were published (sheet no. and serial no.)
- (2) Crime Number.
- (3) Section of Law
- (4) Disposal.

By Police: Nature and date on which report was sent to Court, with name of accused and section of Law in cases charged.

By Court: Name of accused, conviction and sentence, or other order, name of Court, CC No. and date of

conviction or order.

- (iii) Statement of Dossier Criminals, Known Depredators and suspects (passed Out of View or traced during the week) (in KPF No. 112). In the case of those passing Out of View, descriptive particulars, places likely to visit and addresses of relatives and associates and Modus Operandi classification will be given.
 - (iv) Statement of persons wanted in cases with description, relations and places likely to visit (in KPF No. 192)
 - (v) Statement of persons previously reported as wanted, who were arrested or traced (in KPF No. 216) reference of the crime and occurrence sheet number and the serial number under which previously published to be furnished.
 - (vi) Statement of persons arrested on suspicion (in KPF No.217). The names and address of persons, date of arrest, Crime No. and Section of Law, details of property if any seized, and any other useful information obtained from the arrested person will be furnished.
 - (vii) Statement of persons against whom security proceedings under Section 109 and 110 Cr.P.C. were initiated, and of persons bound over or discharged.
 - (viii) Statement of unclaimed or suspicious property seized, details of property, place and circumstances of seizure, and any other relevant information will be given.
 - (ix) Statement of missing persons, property, cattle, etc. (in KPF No. 83)
 - (x) Any other interesting matter in the station from crime point of view.
- (c) fortnightly statement of prohibition cases in KPF Nos. 242 A and 242 B.
- (d) Monthly current doings statements of Dossier Criminals. The Dossier Criminal Number, name and a note on the activities of the Dossier Criminal for the preceding month will be given.
- (e) The result of the annual ex-convict check carried out by the Station House Officer in respect of criminals registered in the District Intelligence Bureau, to be sent by 10th April.
- (f) Arms, ammunition and explosives lost and recovered. Identification particulars and other details, Crime No., and Section of Law, if any, place and circumstances of loss or recovery, name and address of owner if any, and any other useful information will be given. Reports will be sent as necessary.
- (g) Death of any criminal registered in the District Intelligence Bureau as a Dossier Criminal or Card Criminal. This report will be sent apart from the death report due to the Finger Print Bureau in KPF No. 3 T.

(2) In the case of the current doings statements of Dossier Criminals who are registered as District Criminals in any other District (including Districts of other States) the District Intelligence Bureau shall send to the Superintendent of Police (District Intelligence Bureau) concerned a copy of the statements

received under paragraph (1) (d) above. The District Intelligence Bureau shall similarly obtain from the Districts concerned current doings statements of District Criminals registered in the District who are reside in other Districts.

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APPENDIX XII

(Referred to in Rule 616 (1))

The following records will be maintained in the district Intelligence Bureau.

(1) History sheets of Dossier Criminals (D.Cs) in KPF No. 174-C and C.C.in KPF NO. 174-D

(2) Indexes.

- (a) Alphabetical name and alias index for D.Cs in KPF NO. 200.
 - (b) Alphabetical name and alias index for Card Criminals (CCs.) in KPF No. 200.
 - (c) Modus Operandi Index - D.Cs. and C.Cs.
 - (d) Physical Peculiarity Index.
 - (e) Lost property (identifiable) Index.
 - (f) Accomplishment and profession Index D.Cs.
 - (g) Peculiarities of habits Index - DCs. (See Appendix XVI).
 - (h) Sphere of operation (Station-war) Index- D.Cs and C.Cs
 - (i) Alphabetical index cards to general subject files.
- (3) General subject files.
 - (4) Photographs of Criminals.
 - (5) History of Crime In K.P.F. No. 174 (cuttings of C & O Sheet).
 - (6) Crime classification index to History of Crime and occurrence Sheets. (See KPF No. 201).
 - (7) Crime clocks.
 - (8) Crime charts. (year was one or two).
 - (9) Pillar graphs
 - (10) File of advisory memos sent to Investigating Officers.
 - (11) File of reference from Investigating Officers.
 - (12) Register for programme of re-photographing D.Cs. in KPF No. 235.
 - (13) Register of O.V.B.Cs. and wanted persons in KPF No. 236.
 - (14) District Office Finger Print Register in KPF No. 3-B.

- (15) Register of finger prints sent to the Central Finger Print Bureau in KPF No. 3-P1.
- (16) Permanent register of dossiers closed in KPF No. 238.
- (17) Register of P.R./S. Convicts to be shadowed on release in KPF No. 44.
- (18) Crime and occurrence sheets and annual index thereto. (form given in P.S.O.)
- (19) Monthly statement of crime in KPF No. 110.
- (20) Monthly crime review in KPF No. 239 and yearly crime review in KPF No. 240
- (21) Superior officer's visiting officers in KPF No. 189.
- (22) Proceedings Book for visiting officers in KPF No. 70.
- (23) Check Register of visits to District Intelligence Bureau in KPF No. 189 of Circle Inspectors and Sub Inspectors.
- (24) Other records and registers prescribed under the Manual of Office Procedure, or by any other Order.

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APPENDIX XIII

(Referred to in Rule 617)

The following are the main indexes to be maintained by the District Intelligence Bureau.

(1) Alphabetical Name and alias Index (D.Cs)

- (a) Alphabetical name and alias (including nick name) index cards will be maintained in KPF No. 200.
- (b) The cards for the name index will be maintained in three colours white for criminals of the District, blue for criminals of border districts operating in the District, and pink for criminals who operate in several Districts. Inter-District criminals will be given appropriate coloured cards from the point of view of each District, e.g., a criminal of Trivandrum District who also operates in Quilon district, will have a white card in the Trivandrum Bureau, and a blue card in the Quilon Bureau. A criminal of Trivandrum District who operates in Quilon and Kottayam Districts will have a white card in the Trivandrum Bureau, and a pink card in the Quilon and Kottayam Bureaux. The white card maintained in the home District of the criminal will be given a green signal for every other District in which he has operated. The cards have a line $\frac{1}{4}$ inch above the bottom edge. Below this line the name or alias of the criminal, followed by his father's name indicated by the prefix 's/o' should be typed. The card provides for the entry of various details for easy reference. A card should be opened for each alias that a criminal is known to assume.
- (c) These index cards will be retained as long as a dossier is retained for the criminal and should be filed with the dossier when it is closed.

(2) Alphabetical Name and Alias Index-Card Criminals (C.Cs)

Criminals belonging to the undermentioned categories shall be registered in the District Intelligence Bureau as "Card Criminals" (C.Cs.)

- (i) A.K.D. or suspect convicted in more than one station. Every C.C. of one District, convicted in another district, shall be registered as a C.C. in the latter District also.
- (ii) A habitual offender convicted (two or more times in any of the offences mentioned in Rule 257 (2) of Kerala Police Manual 1970, Vol.II,) in more than one Circle who is not registered as a D.C.
- (iii) Habitual offenders who operate in more than one Circle and are recommended by the Circle Inspector to be registered as a C.C.
- (iv) K.Ds. and suspects of border stations for whom Dossiers are not maintained.
- (v) Card Criminals of border stations.
- (vi) Any other criminal regarding whom the Superintendent of Police of the District desires to maintain a record in the District Intelligence Bureau.
- (b) Alphabetical name and alias index cards for card criminals will be maintained in KPF No. 200. Cards will be prepared in two colours, white for criminals of the District, and blue for criminals of border stations. Instructions given in para (i) above for making entries in the card will be followed.
- (c) Cross references to the general subject files will be noted on the name index cards. Convictions,

jail Nos., dates of release and other information of interest will be recorded on the card and on supplemental sheets.

- (d) The Sub-Inspector, District Intelligence Bureau, shall send a copy of the card of every C.C. to the Station House Officer concerned once in six months and get relevant entries brought up-to-date. Cards belonging to criminals of another District shall be sent through the District Intelligence Bureau concerned.
- (e) These cards will be retained for a period of 10 years after the latest conviction of the concerned criminal and destroyed afterwards under orders of Superintendent of police ; provided that the Superintendent of police may on reasons of good conduct of the concerned criminals order the removal of the cards at any earlier date in which case the cards will be removed from the cabinets, filed separately and destroyed after the 10 years period referred to above.

(3) Modus Operandi Index (D.Cs)

- (a) The cards for this index will be arranged in the alphabetical order of the minor classification (modus operandi) under each major classification of crime.
- (b) The modus operandi will be indicated by description in full and not by numerals and letters.
- (c) Plain index cards will be used for this class of index. The full names with aliases, and D.C. numbers of all criminals addicted to the particular type of crime shall be entered on both sides of the cards, three to four names on each card. If more than one card is used for the same classification the cards shall be numbered serially.

(4) M.O. Index (C.Cs)

Modus operandi index cards will also be prepared and maintained for all C.Cs according to the instructions in sub-paragraph (3).

(5) Physical Peculiarity Index cards (D.Cs)

- (a) Cards shall be maintained in alphabetical order for each type of noteworthy physical peculiarity like birth-marks, scars, moles, or other marks on body, deformities such as harelip squint, limp, etc.,
- (b) Plain cards will be used for this class of index. The physical peculiarity shall be typed below the bottom line of the Card. The full names with aliases and D.C. numbers of all criminals having the particular physical peculiarity will be entered on both sides of the card according to the instructions in (3) (c) above.

(6). Lost property (Identifiable) Index.

- (a) Cards shall be maintained for each item of identifiable property, in alphabetical order.
- (b) These cards shall include details of properties lost and which have not been recovered at the time of the publication of the occurrence in the weekly C & O Sheet.
- (c) Plain index cards will be used. The name of the property will be typed below the bottom line of the card. The crime numbers, stations, C & O sheet reference, description including identification marks, if any, and value will be entered on both sides of the card.
- (d) When an item of property entered in this index is recovered, the connected entries in the cards will be scored out.
- (e) Cards shall be preserved for a period of twenty years from the date of registration of the connected cases.

(7) Accomplishment and profession index Cards (D.Cs)

(a) Cards shall be maintained in alphabetical order for each type of accomplishment and profession such as "Beggar" "Blacksmith" "Carpenter" "Cook" "Electrician" "Fortune Teller" "Goldsmith" "Hawker" "Linguist" "Magician" "Mason" "Tailor" "Umbrella repairer" etc. etc.

(b) Plain cards will be used. The name of the profession or accomplishment will be typed below the bottom line of the card. The full name with aliases and D.C. numbers of all D.Cs. who are known to possess or claim the particular profession or accomplishment will be entered on both sides of the card.

(8) Peculiarities of habits index cards (D.Cs).

(a) Cards shall be maintained in the alphabetical order for each peculiarity of habit to which particular D.Cs are known to be subject. A list of peculiarities of habits which may be accepted as a basis and amplified as necessary, is given in Appendix XVI.

(b) Plain cards will be used. The particular peculiarity of habit will be typed below the bottom of life of the card. The full name with aliases and D.C. nos. of all D.Cs will be typed in accordance with instructions in sub-para (3) (c) above.

(9) Sphere of operation (Station-war) Index cards-D.Cs and C.Cs.

(a) Cards shall be maintained in alphabetical order of the names of stations of the district showing the names with aliases and the DC or CC numbers of all DCs and CCs who have operated in each stations jurisdiction.

(b) Plain cards shall be used. The name of the station shall be typed below the bottom line of the card. Cards will be prepared in accordance with the instruction in (3) (c) above.

(10) Alphabetical Index cards to General subject files.

(a) Cards shall be maintained in alphabetical order for each subject for which a "General subject file" is kept in the Bureau.

(b) Plain cards shall be used. The name of the particular subject file will be typed below the bottom line of the card. Such Information as will be useful to pick out quickly items from the file will be recorded in the index card. For example in respect of index cards relating to crime circulars or similar general matters, classified and detailed information of the subjects available in the file concerned should be typed.

(11) Signals.

Slip or signals indicating the particulars noted below will be attached to the Alphabetical names and alias index cards of D.Cs and C.Cs.

Blue-In jail

Red-Out of view

Two reds-Out of view and wanted

Orange-Inactive

Green-Operates outside the District

NO signal - Active.

Alphabetical Name Index of Prohibition offenders.

(12) A separate alphabetical name index for Prohibition offenders will be kept in the District Intelligence Bureau, wherein particulars of persons convicted for offences under section 8 and 10 of the Prohibition

Act, should be entered.

(I.G.'s Circular No. 91/66 dated 28-12-1966)

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APPENDIX XIV

[Referred to in Rule 618 (2)]

Sample List of Subjects for General Subject Files.

1. Counterfeits and counterfeitors of coins and currency.
2. Dacoity and robbery
3. Bogus public servants.
4. Cheating by note doubling trick.
5. Cheating-other forms
6. Receivers of stolen property
7. Thefts from children
8. Wire thefts
9. Cycle thefts
10. Thieves using stupefying drugs or other or other such materials
11. False personation
12. Temple thefts
13. Snatching jewels
14. Pocket picking
15. Juvenile delinquency
16. Wandering groups addicted to crime
17. Dealers in illicit liquor
18. Smugglers of gold, opium, etc.
19. Dealers in illicit arms
20. Special and Local Laws and Notifications regarding the promulgation, etc.,
21. Crime Circulars and instructions which are published in Crime and occurrence Sheet
22. Special instructions regarding finger prints and cases in which scientific methods led to

detection of cases.

23. Thefts involving milk powder etc. (CARE articles).

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APPENDIX XV

[Referred to in Rule 620 a) and paras 628]

Weekly crime and Occurrence Sheet.

- (1). The District Intelligence Bureau shall publish before Wednesday each week a "Weekly Crime and Occurrence Sheet".

The District Intelligence Bureau shall prepare the matter for publication in the district Crime and Occurrence Sheet before the end of Tuesday, and shall dispatch

- (2). advance copies to the Deputy Inspector General. C.I.D. Trivandrum, and the Range Deputy Inspector General, the District collector (Additional District Magistrate) and the Superintendent of Police the same day.

The sheet should be dated Tuesday of each week, and should embody information received up to Tuesday. The sheets will be arranged to be printed at District Headquarters by the Superintendent of Police of the District.

- (3). Antique types or block letters should be used in printing important points such as places likely to be visited by wanted persons, Officers whose attention is to be directed to any particular entry, etc.

- (4). Each weekly sheet should be numbered serially for the calendar year. The pages of the sheets for the whole calendar year should be numbered consecutively to facilitate reference.

- (5). At the top of the sheet the following should be given:

- (a) Postal registration number (the Crime and Occurrence sheet will be registered with the Post and Telegraph Department).
- (b) "On I.G.S." printed boldly.
- (c) Address in the following manner:

"To

The Superintendent**Asst. Dy. Superintendent****Circle Inspector****Sub Inspector****of Police**

(d) At left:

"From District Intelligence Bureau ."

Note: - After the above entries, a line should be printed across. Entries above this line should be exposed when the sheet is folded for posting, and should suffice, with the blank spaces filled in, for dispatch by post. The following details will then be printed:

(e) Sheet number.

(f) District Intelligence Bureau

. District

(g) Crime and Occurrence Sheet for the week ending Tuesday

19

(h) Full Moon date.

(i) New Moon date.

(7) The Sheet will be divided into five parts as explained below:

(a) **Part I - New cases.**

(i) **Crime for the week, compared to the previous week.**

Figures for both weeks to be given separately for -

Murder for gain

Deceit

Robbery

House-breaking and theft (day and night shown separately),

Ordinary theft,

Cattle theft,

Receiving stolen property,

Breach of trust, cheating etc.,

Counterfeiting coins and currency.

(ii) **Circle-war crime for the week.**

Figures classified according to the heads given in (i) above, separately under each Circle in the District, and Sub divided into two categories reported (R) and located (L).

(iii) **Review of crime for the week.**

A brief review of crime, compared to the figures for the previous week, the classes of crime under which variations have occurred, special factors if any, which may have contributed to the variation, and the general result of investigation into the reported cases.

(iv) **Enumeration of cases.**

Cases under each head of crime as mentioned in (i) above should be enumerated in tabular form in chronological order giving:

Station,

Circle (and Border District, if any),

Crime Number,

Date of occurrence,

Date of report,

Section of Law,

Village or street of occurrence with direction and distance from station,

Crime classification-Major and minor,

Nature and value of property lost, with identification particulars if any,

Name and address of accused or suspect with information as to whether he is D.C. K.D., or casual, local or non-local, and whether he is arrested, absconding, etc.

Note:-

(1) The names of frontier stations of the District will be printed in italics, below the name of the Circle and the name of the bordering District (or Districts) will also be printed in italics.

(2) The cases under each head of crime will be enumerated according to the date of their occurrence, and not Station-war or Circle-war.

(3) The crime classification must be given in words in addition to figures and letters.

(4) Instructions or comments for guidance in respect of any case should be printed in italics under the case concerned.

(5) Each case enumerated under Part I shall be assigned a serial number for future reference. This serial number shall be continuous for the whole of the calendar year.

(6) All true cases against property should be reported.

(7) When a person concerned in any case is a member of a wandering group with known criminal propensities, the fact with available details of the origin and movements of the group should be given.

(b) Part II-Disposal of old cases.

The disposal (Police as well as Court) of cases published previously in Part I will be given tabulated under the following heads:

(i) Reference to publication in Part I (Sheet No., Sl. No., Page No.).

(ii) Station

(iii) Crime Number

(iv) Section of Law

(v) Remarks showing nature and date of disposal (Name of Court, C.C. No., date etc.)

(c) Part III - Persons

This part will publish information regarding persons under the following categories.

A- Persons wanted.

B- Persons arrested or traced

C- Particulars of O.V.B.Cs

D-Particulars of O.V.B.Cs. traced. Particulars will be published on the basis of the weekly statements or other reports received from Station House Officers.

(d) Part IV- Wandering groups of Criminals.

Information relating to movements, if any, of wandering groups with criminal propensity and the incidents of crime suspected to be connected with them. Information of this nature, included in the Crime and Occurrence Sheets or other reports of bordering District, will also be republished in this part if the activities of such groups are likely to extend into the District.

(e) Part V-general.

This Part will include the following categories of information:-

(i) Other cases of interest. Details of cases of a professional type or of special interest, of the undermentioned types not coming under the categories of cases to be published in Part I of the Crime and Occurrence Sheet:-

(1) Important crime in other Districts or States

(2) Kidnapping of a professional nature

(3) Important cases under special and Local Laws

(4) Other cases about which dissemination of information is deemed useful.

(ii) Person missing or missing person traced.

(iii) Unidentifiable dead body of person found or such body identified.

(iv) Cattle missing or missing cattle traced.

(v) Unclaimed property

(vi) Property missing and recovered after being reported as missing.

(vii) Property lost (in cases reported in Part I) and recovered.

(viii) Prisoners escaped from custody and re-arrested.

(ix) Jail Release Notice (convicts to be shadowed).

The following information will be published in a tabulated form, arranged under each station to which the convict is shadowed:-

- (1) Convict No. (P.R./S.No.) and name of jail.
- (2) Name and address
- (3) Date of release
- (4) Station to which to be shadowed.
 - (x) Stranger's day-instructions and report of results. (See Rule 640)
 - (xi) Dossiers-opened, closed and transferred.
 - (xii) Card criminals registered or deleted.
 - (xiii) Rewards
 - (xiv) Lists of cars suspected to be used as unauthorised taxis
 - (xv) Instructions of Government.
 - (xvi) Orders and instructions of Inspector General of Police.
 - (xvii) Orders and instructions of Deputy Inspector General of Police.
 - (xviii) Orders and instructions of Superintendent of Police.
 - (xix) Extracts from other publications
 - (xx) Any other matter of general interest to the Police administration in the District.
- (8) The Sheet will be issued under the signature of the Superintendent of Police of the District, with the address of the District Intelligence Bureau and the date of the Sheet at the bottom left hand portion.

(9) Distribution of copies of the Crime and Occurrence Sheets.

Copies of the Crime and Occurrence sheets will be issued to:-

- (a) All officers of the District Police down to and including Station House Officers.
- (b) All other District Intelligence Bureaux of the State.
- (c) District Intelligence Bureaux of border Districts in the neighbouring States
- (d) The State Criminal Investigation Department.
- (e) The Collector of the District
- (f) The Deputy Inspector General of Police
- (g) The Inspector General of Police
- (h) Any other Officer, with the approval, of the Superintendent of Police of the District.

APPENDIX XVI

Referred to in Rule 617 Appendix XIII 8 (a)

List of Peculiarities of habit

Accompanied by children

" dog

Bites finger nails.

Clothing changed frequently.

Couples-Work together in-

Door-Barricades.

Dress any noteworthy peculiarity.

Employs ex-prisoners

Feigns illness

Food or drink taken on premises

Leaves behind matches.

" notes or drawings.

Nuisance committed on premises.

Sends threatening letters.

Uses candle.

" chloroform and other stupefying agents.

" garden implements

" glass cutter.

" ladder, rope, etc

" vehicle-

" bicycle

" motor

" other

" Violence against women

" " against others

Washes or bathes on premises

Wears ear-rings (men)

" gloves, mask, etc.

APPENDIX XVII

Referred to in Rue 632

Classification of Prohibition Crimes.

- I Smuggling of liquor from foreign territory
- II-A Smuggling of liquor outside district
- IV Illicit distillation of arrack
- V Possession of I.D. arrack
- VI Sale of I.D. arrack
- VII-A Tapping fermented toddy
- VII-B Permitting sweet toddy to ferment
- VII-C Tapping for sweet toddy without a licence
- VIII Illicit transport of liquor
- IX Unlicensed sale of liquor
- X Possession of liquor without permit
- XIV Illicit cultivation of hemp plant
- XV Smuggling of intoxicating drugs
- XV-A Smuggling of intoxicating drugs from other States
- XVI Illicit transport of drugs
- XVII Unlicensed sale of drugs
- XVIII Unlicensed possession of drugs
- XIX Miscellaneous
- XIX-A Attempting to render or rendering denatured spirit fit for human consumption or possession of denatured spirit rendered potable.
- XX Smuggling of opium
- XXI Transport of opium
- XXII Possession of opium
- XXIII Sale of opium

APPENDIX XVIII

[Referred to in Rule 653 (10) (17) & (18)]

Maintenance and Servicing Instructions for Motor Vehicles.

1. (1) The object of these maintenance and servicing instructions is to ensure that the mechanical efficiency of Motor Vehicles is kept up at a high standard, so as to avoid break-downs and undue wear and tear.

Instructions are grouped under the following heads:-

(a) Driver's maintenance of motor vehicles.

(i) Running maintenance

(ii) Weekly maintenance

(iii) Monthly maintenance

(b) Lubrication

(2) The object of prescribing a set routine of maintenance programme is to preclude the possibility of any serious omission in maintenance tasks. The existence of such a routine shall however be no excuse for failure to carry out promptly any item of work which requires immediate attention.

2. Driver's Maintenance of Motor Vehicles.

(1) It is necessary to have a regular system of maintenance by drivers which will ensure the following:-

(a) proper cleaning of vehicles.

(b) timely replenishment of fuel, oil and water.

(c) inspection for defects and deficiencies and immediate rectification or reporting of these.

(d) timely lubrication of parts.

(2) Driver's maintenance is divided into the following parts:-

(a) Running maintenance

(i) First routine.

(ii) Halt routine.

(iii) Last routine.

(b) Weekly maintenance.

Vehicles other than motor cycles 4 tasks

Motor cycles 5 tasks

c. Monthly maintenance (including mileage tasks).

Vehicles other than motor cycles - 4 tasks

The periodical maintenance of a vehicle consists of four weekly tasks and four monthly

tasks. The weekly tasks will be done strictly in the order shown in paragraph 4, one each day on the first four days of the week. The four monthly tasks will be carried out, one each week, on the fifth day of the week. This will leave Saturday free for inspection. If for any reason a task cannot be carried out on the appointment day sufficient time must be given on the subsequent day to do two or more tasks so that the maintenance cycle is completed each week.

(4) All defects to the vehicle during maintenance shall be reported immediately to the Officer in charge of transport for necessary action.

(5) A record of all categories of maintenance work carried out and of defects noted will be entered in the Driver's Daily diary (K.P.F. No. 41.C). The Officer in charge of transport will scrutinise these entries, and give timely instructions to the driver to get the maintenance tasks completed according to the prescribed routine.

(6) The weekly and monthly maintenance tasks carried out will be recorded by the Officer in charge of transport in the weekly maintenance register (K.P.F. No.41M). This Register will enable him to keep a check over the progress of the maintenance tasks.

(7) Maintenance and servicing tasks which are beyond the competence of the driver shall be arranged to be done by the "Maintenance, Servicing and Repair Units" or any other authorised agency.

3. **Running Maintenance (Other than for Motor Cycles).**

(1) First routine (to be done every morning before commencement of the day's duties).

(a) Check petrol, oil and water.

(b) Clean windscreen, windows and driving mirror.

(c) Check tyre pressures and inflate, if necessary.

(d) Examine for oil, petrol and water leaks. Examine for oil leaks from all assemblies and under chassis.

(e) Start engine and check lights, windscreen wiper, trafficators where provided and horn.

(f) Check whether the ammeter is registering and oil pressure gauge is indicating.

(g) Check operation of brake pedal.

(h) Check vacuum brake system if fitted. Drain water from air reservoirs.

(i) Listen for unusual knocks, rattles and uneven running of the engine.

(j) Switch off engine.

(2) **Halt Routine.** (to be done during halts between long runs).

(a) Check oil, water and petrol and replenish, if necessary.

(b) Check for oil leaks from oil assemblies and under chassis.

Visually check tyres to see that they are correctly inflated and check tread for

(c) pieces of flint, stone and glass, lodged in the tread. If present they will be removed.

(3) **Last Routine.** (to be done after the day's duties but before putting the vehicles away for the night).

(a) Do all checks shown in halt parade.

(b) Examine road springs for loose "U" bolts and broken leaves.

(c) Clean the vehicle thoroughly.

(d) Replenish the vehicle with petrol, oil and water Record the mileage and fuel drawn.

(e) Record weekly, Monthly and mileage tasks carried out during the day.

(f) Complete all entries in the Driver's Daily Diary.

Note:- If the last routine is done thoroughly, it will be found that the next day's first routine will be very simple, and take practically no time.

4. **Weekly Maintenance Tasks (other than for Motor Cycles).**

The following tasks will be carried out as stated in paragraph 2 (3) before the commencement of the day's duties or if this is not practicable, in conjunction with the last routine maintenance detailed in (3) above. One task as shown below will be done on each day, or as ordered. However, whether one or more tasks are done on a single day, the tasks must be carried out strictly according to the following sequence:-

(1) **Task No. 1**

(a) **Body and fittings.**

(i) Clean the interior stowage compartments and exterior of vehicle thoroughly.

(ii) Check up all stowages and fittings for security and serviceability.

(iii) Inspect body, cab, seats, superstructure and hood for security and damage.

(b) **Engine and Controls.**

(i) Clean engine thoroughly.

(ii) Check security of engine mountings. Watch for excessive movement of engine block when starting from cold. Remove traces of oil if any on rubber mounting blocks.

(iii) Check controls for looseness, damage and free operation.

(c) **Cooling Systems.**

(i) With engine running open radiator cap and watch for circulation of water. Note cleanliness of circulating water and if oil is visible in the radiator neck, report.

(ii) Inspect all hoses and clips for tightness.

(iii) Check tightness of radiator mounting and tighten where necessary.

(iv) Examine the fan for loose blades and bolts.

(2) Task No. 2

(a) Electrical System.

(i) Examine plug lead for chafing and burning, tighten terminals where necessary.

(ii) Check generator and self-starter mountings.

(iii) Keep the ignition system free from grease, oil and dirt.

(iv) Check over all wiring and ignition and lighting systems for wear or damage to insulation and for loose terminals. Pay particular attention to places where leads are linked or enter covered channels.

(b) Batteries.

(i) Check electrolyte level and top up if necessary with distilled water.

(ii) Ensure air vents are clear and tighten filler plugs.

(iii) Clean and dry the tops of cells.

(iv) If the pillars and terminals are corroded wipe them clean after removing. Smear liberally with vaseline, lanoline, or mineral jelly. If these are not available the pillars and terminals must be left clean and dry. Do not use grease under any circumstances.

(v) Check security of battery in the carrier or the cradle.

Notes:- (1) On no account will the terminal be forced on to the battery pillar by use of a hammer or other heavy implement.

(2) When removing terminals they will be moved a little from side to side to loosen them and then lifted off. On no account will they be levered off with a screw driver using the battery case as a fulcrum.

(3) Never test the battery by shorting the terminals with a screw driver or any other metal implement.

(3) Task No. 3

Suspension, transmission and steering.

(a) Inspect road springs and spring centre bolts for damage. Examine 'U' bolts and tighten if necessary.

(b) Inspect carefully tie rods and all steering linkages for damage or undue wear.

(c) Check security of steering wheel, column and box and tighten where necessary.

(d) Check transmission for:

(i) Loose bolts on propeller shaft.

(ii) Check breather on rear axle for cleanliness.

(e) Touch up all exposed moving joints with a mixture of kerosene and engine oil.

(4) **Task No. 4**

Chassis, wheels and brakes.

- (a) Check wheel nuts for tightness by application of wheel wrench.
- (b) Jack up wheels turn by turn and
 - (i) Depress brake pedal and release-Check whether wheels are free and not binding-if binding, report.
 - (ii) check hand-brakes
 - (iii) Examine brake drums externally-if oil is coming out of brake drums, report.
 - (iv) Check tyres for cuts, and other injuries.
- (c) Inspect guards and brackets for looseness or damage.
- (d) Ensure the exhaust system is secure in its brackets.
- (e) Touch up all exposed moving joints with a mixture of kerosene and engine oil.

5. **Monthly Maintenance Tasks (other than for Motor Cycles).**

The following tasks will be carried out in strict rotation. One task being done each week.

(1) **Task No. 5**

Tools and Equipment.

- (a) Clean and check all tools and equipment, against the authenticated list. Report deficiencies and defects, if any.
- (b) Oil the tools which need oiling.
- (c) Check up to see if any mileage task is due. If due carry out the task.

(2) **Task No. 6 - Lubrication I.**

- (a) Clean all nipples and lubricate with the approved lubricant.
- (b) Report all deficient or damaged nipples. The location of grease nipples is given in the lubrication diagram for each vehicle.
- (c) Check up the various oil levels and top up where necessary with the correct grade of oil.
- (d) Check to see if any mileage task is due, and if so carry it out.

(3). **Task No. 7 - Lubrication II.**

(a) Lubricate the following with oil HD-30 using an oil can (a few drops only):

- (i) Engine and hand throttle control joints
- (ii) Clutch pedal bearings.

(iii) Brake pedal bearings

(iv) Hand-brake lever pivot rod joints

(v) Hand-brake pivot rod joints.

(b) Oil all hinges and locks.

(c) Check to see if any mileage task is due and if so carry it out.

(4) Task No. 8-General check for tightness.

(a) Check for tightness all bolts and nuts (except cylinder head-nuts and split pinned nuts) on chassis engine and superstructure and tighten where necessary.

(b) Check for cracks, leaks, or signs of overheating in differential housings.

(c) Check to see if any mileage task is outstanding and if so carry it out.

6. Mileage tasks (other than for Motor Cycles).

The following tasks will be carried out as they become due on a mileage basis, or when a replacement engine is fitted. Where the tasks specify a change of oil the correct grade of oil as prescribed for the vehicle must be used.

(a) New and reconditioned engines.

Change engine oil on completion of first 402 and 805 K.M. running.

(b) Every 1610 Kilo Metres.

(i) Check contact breakers gap.

(ii) Remove and clean sparking plugs.

(iii) Change engine oil.

(iv) Clean air cleaner

(v) Check and if necessary top up oil in steering box.

(c) Every 3220 Kilo Metres.

(i) Lubricate distributor.

(ii) Change tyres round

(iii) Lubricate dynamo (Grease No.3).

(d) Every 4830 Kilo Metres.

(i) Clean filters in the fuel line, i.e., pump and carburettor (mechanics only)

(ii) Examine dynamo brushes, clean and adjust as necessary (mechanics only)

(e) Every 8050 Kilo Metres.

(i) Change gearbox oil.

- (ii) Change transfer case oil, where there is a transfer case.
- (iii) Change rear axle oil. Clean breather where fitted.
- (iv) Change front axle oil, where the front axle is a driving axle. Clean breather where fitted.
- (v) Drain moisture and surplus from service cylinder, if there is one on the vehicle.
- (vi) Re-pack front and rear hubs (mechanics only).
- (vii) Clean sump oil strainer (mechanics only).
- (viii) Replace external oil filter, if replaceable type (mechanics only).
- (ix) Flush out cooling system.
- (x) Remove the speedometer cable from the casing and after thorough cleaning smear it lightly with a good quality graphite grease.

Note:- See also paragraph 9(6) 'Lubrication of road springs'

7. Running Maintenance for Motor Cycles.

(1) **first routine** (to be done every morning before commencement of day's duties.

- (a) Check and replenish, petrol and oil.
- (b) Check lights and horn.
- (c) Check tyre pressure and inflate, if necessary.
- (d) Check Oil stowages
- (e) Start engine and carry out further checks as below:
 - (i) Check whether ammeter is registering.
 - (ii) Check operation of brakes
 - (iii) Examine for gas, petrol, if necessary
 - (iv) Listen for unusual knocks, rattles and uneven running of the engine.

(2) **Halt routine** (to be done during halts between long runs).

- (a) Check brakes and controls; if found defective report immediately.
- (b) Check and replenish oil and petrol, if necessary
- (c) Check for oil leaks

- (d) Visually check tyres to see that they are correctly inflated and check tread for pieces of flint, stone, glass lodges in the interstices of the tread. If present, they will be removed.
- (e) Pay particular attention to the security and operation of any part repaired or adjusted during the previous day.

(3) **Last routine** (to be done after the day's duties, but before putting the vehicles away for the night).

- (a) Do all checks shown in halt parade, and in addition.
- (b) Complete all records of mileage, fuel and oil drawn.
- (c) Leave the vehicle clean and tidy and ready to move off at a moment's notice.

(8) **Weekly Maintenance Tasks for Motor Cycles.**

The following maintenance task will be carried out one on each day (or more than one task where necessary) of the week, strictly according to the sequence of the tasks.

(1) **Task No. - Body Wheels and Cycle fittings.**

- (a) Clean the exterior of the cycle thoroughly, inspect mud guards and brackets for looseness or damage.
- (b) Check tyres for cuts and other injuries. Check tyre pressure and inflate if necessary.
- (c) Place motor cycle on stands so that both wheels are off the ground. Spin wheels to check whether binding. If binding operate brake foot pedal and front handbrake lever. If defective report for attention.
- (d) Examine all controls for correct operation. If found defective report for attention.
With front wheel on the ground depress handle bars by standing astride the machine. Note movement of fork links, fork dampers should be slacked off for this test. If no movement in fork lines, report for defect. Note side clearance in fork links, if abnormal, report for adjustment.
- (e)

Note:- When fitted with telehydraulic forks test for the correct operation of the fork by depressing the steering handle down. If found defective report.

- (f) Check for broken or loose spokes. Check for buckled wheel. Report if necessary.
- (g) Clean all nipples and lubricate with the approved lubricant. Report all deficient or damaged nipples.

(2) **Task No. 2 - Engine.**

- (a) Start engine and note oil indicator. On motor cycles with no oil pressure indicator, open oil filler cap and note the flow of oil. If pump is working properly froth will be present in the oil.
- (b) Check exhaust valve lifter for correct operation, check cable and report if frayed or defective.
- (c) Check for any unusual noise in the engine. If noted, report.
- (d) Check all nuts and bolts for tightness, except cylinder head nuts and split pinned nuts.
- (e) Examine for any oil leak from the engine, gas leak from silencer and exhaust pipe joints. If noted, report.

(3) Task No. 3 - Clutch and Transmission.

(a) Check clutch adjustment. If clutch lever is hard to operate, report.

Note:- There should be approximately $1\frac{1}{4}$ free movement on the clutch lever.

(b) Check clutch control wire. If frayed, report for attention.

(c) Check rear chains for adjustment, there should be $3\frac{3}{8}$ to $1\frac{1}{2}$ " up and down movement in the chain mid-way between the sprockets. Report if adjustment is incorrect.

(d) Check gear box holding down bolts and nuts for tightness.

(4) Task No. 4- Fuel and Ignition Systems.

(a) Turn petrol on and see whether carburetor floods. If it does report to M.T.O. for attention.

(b) Start the engine and note beat in slow and fast running. If the engine misfires report for action.

(c) Examine H.T. cables; if defective, report.

(d) Check magneto holding down bolts for tightness.

(5) Task No. 5 - Electrical system.

(a) Check battery connections and wirings. Wipe away with a wet cloth and signs of corrosion on the battery terminals. Smear terminals with vaseline or petroleum jelly.

(b) Check for the proper functioning of lights and horns. If found defective, report.

(c) Start engine and note ammeter reading; if no charge is indicated on the ammeter, report.

(d) Check for the mounting of head lamp, horn. Tighten any loose nuts and bolts.

9. Lubrication.

(1) General

(a) Lubrication may be divided generally into six classes.

(i) Lubrication of the engine.

(ii) Lubrication of the gear box, transfer case, axles and steering box.

(iii) Lubrication of the chassis working parts.

(iv) Lubrication of electrical accessories.

(v) Lubrication of road springs.

(vi) Lubrication of motor cycle driving chains.

(b) Lubrication charts are provided for all makes and types of vehicles in the Police. These

charts show the type of the lubricant to be used for the various parts of the vehicle and in certain cases the frequency with which it should be applied.

(c) A reserve of engine oil should always be carried in the tin provided for this purpose. Care should be taken that the top of the tin is wiped clean and dry before the screwed cap is removed and oil poured out.

(d) Whenever a driver takes over a vehicle from another Unit or Workshop, all oil levels will be checked before running the vehicle.

(2) **Lubrication of the Engine.**

(a) It is essential that the correct grade of oil as laid down for the particular engine is used. Only in an extreme emergency will another grade of engine oil be used in which case, the nearest specification to that laid down for the engine will be used. On no account will two grades of oil be mixed. If an alternative grade has to be used the original oil will be completely drained before the engine is filled with the new oil.

(b) A "Dip stick" indicator is incorporated on all vehicles except motor cycles. This dip stick is graduated and shows the depth of oil in the engine sump this dip stick will be inspected frequently and the oil kept up to the full mark. The procedure for checking the oil level in the sump is as follows:-

- (i) Stand the vehicle on level ground.
- (ii) Stop engine,
- (iii) Await a few moments to let the oil settle in the sump.
- (iv) Remove dip stick and wipe clean with a clean cloth. Cotton waste must not be used.
- (v) Replace dip stick-remove-check level.
- (vi) Pour into engine sump estimated amount of oil required and re-check.

(c) When filling or "topping up" the sump the oil funnel with the coarse gauze filter will be used. The cap and oil filler neck will be wiped clean prior to removing the cap for filling to ensure that no grit or dirt enters the sump.

(d) The majority of engine lubricating systems are fitted with an oil pressure indicator or gauge. The correct registration of the gauge shows that the oil in the engine is being circulated correctly. The gauges or indicators vary in type, the majority however, are of the dial type fitted to the dash board of the vehicle. If in doubt as to the correct oil pressures, refer to a competent automobile engineer.

(e) The driver's first duty after starting the engine is to ascertain from the pressure gauge that the oiling system is working correctly. He should also during the course of his duty glance occasionally at the oil gauge for the same purpose.

(f) Certain types of motor cycles are not fitted with oil pressure indicators. On the later models, however, the fact that the oil is being circulated can be ascertained by removing the filler cap from the oil tank and observing the nature of the oil in the tank. Froth on the oil indicates that oil is circulating properly.

(g) It is important that the outside of the engine sump or both motor cycles and vehicles should be kept free from mud and oil. This facilitates the dissipation of heat from hot oil in the engine sump.

(3) **Lubrication of gear boxes and driving axles.**

Oil filler plugs are provided for gear boxes and rear axles on nearly all vehicles. These filler plugs also serve to indicate when an axle or gear box contains the correct amount of lubricant. When filling or topping an axle or gear box these plugs should be removed and the lubricating oil poured in until it begins to run out of the filler plug hole. It is important when filling the rear axle to ensure that the vehicle is on the level. Overfilling is likely to occur if the front of the vehicle is lower than the rear. Overfilling of driving axles will result in oil getting into the brakedrums.

(4) **Chassis lubrication.**

(a) A regular routine of chassis lubrication must be incorporated in all maintenance programme. The driver should start on the near side at the front of the chassis work towards the rear up the offside of the vehicle and then down the centre.

(b) Chassis lubrication is divided, generally speaking into two parts:

Lubrication by oil or grease gun. The vehicle lubrication chart shows all the points to be lubricated and the type of lubricant to be used for each point. Nipples or lubricators will be wiped clean before the gun is applied and the lubricant will be injected until it commences to ooze out from the ends of the bearing or joint being lubricated. If the lubricant fails to pass, it indicates a defective lubricator or a blocked oil way which should be attended to as early as possible.

(i) Oil-can lubrication-The oil-can is intended for lubricating small bearings for which no oil gun arrangements are provided. These are usually enclosed bearings of electric assemblies, such as dynamos, self starters, magneto and exposed joints. Wipe the joint clean and insert a few drops of oil between the jaws of the joint.

The procedure for the lubrication of electrical accessories is given in the next paragraph.

(5) **Lubrication of electrical accessories.**

Dynamos, self starters and magnetos should be lubricated very sparingly. Two or three drops of oil of the same specification as used in the engine every two months or 1610 K.M. are sufficient. Over lubrication of an electrical assembly will cause the oil to penetrate on to the commutator and into the armature, causing damage to the insulation of the winding.

(6) **Lubrication of Road Springs.**

(a) Springs will be lubricated every 9660 K.M. or six months, whichever is earlier.

(b) The vehicle must be jacked up by taking the weight of the vehicle on the chassis. This will cause the spring levels to partly open. If the spring leaves do not open sufficiently in this manner to allow for grease to be forced in, they should be forced apart by use of a spring leaf separator or large screw driver. Graphited grease should be applied to the surface of the spring leaves. This can be best inserted by application of the grease with a thin knife.

(7) **Lubrication of Motor Cycle Driving chains.**

Driving chains, except primary chains of motor cycles fitted with an oil bath, should be treated as follows:

(a) Chains must be removed after every 1610 K.M. and thoroughly washed in kerosene oil until all

trace of foreign matter is removed. Chains must then be immersed for two hours in bath of graphited grease, which has been melted over boiling water. To assist penetration of the grease into the rollers of the chain, the chain should be agitated about in the bath being finally removed after the grease has cooled to its semi-solid state. The chain should then be wiped free from surplus grease and then refitted.

(b) Primary chains of motor cycles fitted with an oil bath require no attention other than that the level in the oil bath should be correctly maintained.

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APPENDIX XIX

(Referred to in Rule 659)

The following records will be maintained in respect of each Motor Vehicle.

(1) Vehicles Stock Register.

This shall be maintained in KPF No. 41-Q. This register should be maintained by every district Police Office or corresponding Unit Office in respect of vehicles attached to that Unit or Office. One page should be allotted for each vehicle. When a vehicle is transferred from one Office or Unit to another an extract of the entries in the register relating to that vehicle should be taken and forwarded for making necessary entries in the register maintained in the latter Unit.

(2) Stock Register of spare parts.

This register shall be maintained in the prescribed form given in KFC by the Officer in charge of transport.

(3) Register of Drivers

This register shall be maintained in KPF No.41-J

(4) Driver's Daily Diary.

(a) This shall be maintained in KPF No. 41-C

The Driver's Daily Diary should be maintained for each vehicle and should be written up in duplicate by the carbon process in the form of a

(b) General Diary. All trips, time of start and finish, work done, and mileage covered, supplies of petrol, oil and lubricants, tyres changed etc., should be written up chronologically. One copy will be sent to the Superintendent of Police daily through the Officer in charge of the vehicles. The other copy will be retained in the book as office copy.

(c) The Officer in charge of transport should make necessary entries in the records maintained by him on the basis of the entries in the Driver's Diary, issue instructions regarding defects or irregularities, if any, found in the use of the vehicle and forward the diary with his remarks to the Superintendent of Police or other controlling authority. He will also verify the balance stock of petrol; and oil in the vehicle and endorse on the copy of the diary to be submitted to the Superintendent of Police or other controlling authority whether these tally with the balance recorded in the diary.

(d) On days on which no journey is performed by a vehicle a nil report should be sent in the diary form itself.

(e) When a vehicle is used by an Officer or a party, the Officer or person in charge of the party should attest entries relating to the use of the vehicle by himself or his party.

The Officer in charge of Transport should examine and attest the office

(f) copies of the Diary once a week.

Completed diary books will be retained by the Officer in charge of
(g) transport for three months and will then be forwarded to the Superintendent of Police or other controlling authority for record.

753. Purchase of petrol, oil etc., and Register of petrol and lubricants.

(a) The Director General, Supplies and Disposals, New Delhi is concluding every year rate of running contracts for a number of articles. Purchasing Officers should avail of these contracts, wherever it is economical and easier to do so. They should keep themselves conversant with the rules and procedure of the Director General, Supplies and Disposals contracts.

In the case of items for which rate|running contracts settled by the Store Purchase Committee exist or a running contract settled by the Head of a Department exists, it is obligatory to avail of these contracts.

(Articles 152 of K.F.C. Vol. I).

(b) A register of petrol and lubricants shall be maintained in the prescribed form.

(c) Instructions for issue for indents for supply of petrol, Diesel, oil, lubricants etc., are given below:

Indent books for P.O.L. should be kept under lock and key under the personal custody of the M.T. Officer or Officer-in-charge of Armed Reserve Camps. Indents for the supply fo Petrol,

(i) Fuel-oils etc., should invariably be signed by the M.T. Officer, Assistant Commandant, Armed Reserve|Reserve Inspector, Armed Reserve or in their absence by Officers not below the rank of a Reserve Sub Inspector of Police.

Indents should be prepared in triplicate and after delivery of petrol, fuel-oils, etc., to the vehicle an endorsement showing the quantity of petrol, fuel-oils etc., supplied should be

(ii) obtained from the bunk-man in the triplicate and produced by the Driver along with his Diary. This should be verified by the M.T. officer or Officers in charge of Armed Reserve Camps and filed with the original.

Note: The petrol indent book in K.P.F. No. 41, is in duplicate and till new books in triplicate are issued, the issue may either be got endorsed by the suppliers on the reverse of the counterfoil of the indent or an endorsement showing the quantity of petrol, oil etc., issued may be obtained noting the corresponding indent number and date and filed with the office copy.

The Driver-in-charge of the vehicle will make a corresponding entry in the Driver's Daily
(iii) Diary showing time of drawal, bunk from which and the quantity of P.O.L. drawn. This entry in the Diary should be signed by the Driver.

At 6 pm every day for vehicles parked in the camp or immediately thereafter on return to the
(iv) camp after duty the M.T. Officer or orderly officer of the camp should verify the balance stock of P.O.L. in the vehicle and endorse the quantity on the copy of the Diary to be submitted to Superintendent of Police|Commandant.

The monthly bills presented by the Firms for the supply of Petrol, Fuel-oils etc., should be
(v) verified with the indents and a certificate to the following effect recorded on the Bill by the M.T. officer|Officer-in-charge of vehicles, before the 15th of the succeeding month.

"Verified with the Indent Book and certified that the quantity of P.O.L. shown against each indent has been received and issued to the vehicles shown against each, and brought to account".

- (vi) The monthly Transport Return for the month should be checked with Bills and vouchers by the Head Accountant of the District Police Officer or Unit.

(Circular No. 50|66 dated 17-8-1966)

(6) Motor Transport Return

- (a) This register shall be maintained in K.P.F. No. 41-H.
- (b) The Motor Transport return should be maintained by the Officer in charge of the vehicles. A separate register will be maintained for each vehicle, one page being assigned to each month. Entries relating to all items of expenditure, and use of tyres in each month, will be made in the register. All articles should be acknowledged by the driver. The tested K.M.P.L. of the vehicle will be noted in red ink in every return.
- (c) When a journey is performed for which hire is charged, the number of miles for which it is charged with a reference to the Daily Diary concerned, should be noted in the remarks column of the return, against the entries regarding the purchase of petrol, oil and grease connected therewith.
- (d) The return should be totaled each month and checked and signed by the Superintendent or other controlling authority. Any variation from the tested K.M.P.L. of the vehicle will be specially scrutinized and attended to.
- (e) At the end of December each year, the Officer in charge of transport should work out the "all-in" cost of running per K.M., with reference to the undermentioned particulars and report the result to the Superintendent of Police or other controlling Officer.

- i Capital cost.
- ii Renewals and repairs
- iii Maintenance charges, petrol, oil, etc., including driver's and cleaner's pay.
- iv Depreciation at 20 per cent of original cost should be written off each year.
- v Amount of tax under the Motor vehicles Taxation Act.
- vi Cost of registration fees
- vii Cost of driving license fees

(7) Register of hire of motor vehicles.

- (a) Two registers as given below shall be maintained:
- (i) By District Police Office-in K.P.F. No. 41-K
 - (ii) By the Officer in charge of transport-in K.P.F. No. 41-L
- (b) The register maintained in the Motor Transport Section shall be submitted to the Superintendent of Police or other controlling authority by the 20th of each month for scrutiny and comparison with the

register maintained in the District Police Office.

(8) Bill Book

The Bill Book shall be maintained in K.P.F. No. 41-A.

(9) Register of unserviceable articles condemned:

This register shall be maintained in K.P.F. No. 41-D

(10) Order Book.

This register shall be maintained in K.P.F. No. 41-D

(11) Register of part-worn articles

This register shall be maintained in the prescribed form

(12) Register of Local purchase

This register shall be maintained in the K.P.F. No. 146

(13) Repair Register

This register shall be maintained in K.P.F. No. 154

(14) Invoice Book for articles.

The invoice book shall be maintained in K.P.F. No. 190. The forms may be printed in different convenient sizes for use according to the number of articles to be sent with the same invoice.

(15) Day Book

The Day book and companion register shall be maintained in the forms specified below:-

- (a) Day Book-K.P.F. No. 42
- (b) Check Register of Invoices-K.P.F. No. 27
- (c) Check Register of Issues-K.P.F. No. 27-B.

(16). List of Motor Transport accessories and spare parts

A list of accessories and spare parts issued to each vehicle shall be prepared in duplicate with the acknowledgement of the driver for all items. One copy of the list shall be kept with the Driver's Daily Diary and the other copy shall be retained by the officer in charge of transport for record. This list should correspond with the balance shown in the register of accessories and spare parts prescribed in sub-para (17).

(17) Register of Accessories and spare parts with vehicles.

- (a) Registers of accessories and spare parts with vehicles shall be maintained in the prescribed form and be kept for each vehicle, with a separate page in the register for each item.
- (b) The registers should record the issue to and return from drivers of tools, tyres, spare parts and other items for each vehicle.
- (c) The balances in the register should always tally with the figures in the lists referred to in sub-para (16) and be balanced quarterly and a return submitted to the District Police Stores for check.

(18) Weekly Maintenance Register

This register shall be maintained in K.P.F. No. 41-M

(19) Monthly Inspection Register

This register shall be maintained in K.P.F. No. 41-G

(20) Vehicle Inspection Reports

This report shall be in K.P.F. No. 41-F

(21) Defect Report of vehicles

This report shall be in K.P.F. No. 41-B

(22) Job Card

The Job card shall be maintained in K.P.F. No. 41-N

(23) Job book

This Book shall be maintained in K.P.F. No. 41-E

(24) Accident Reports.

This report shall be in K.P.F. No. 41-R

(25) Vehicle statement.

This statement shall be in K.P.F. No. 41-P

(26) Auction Register and Register of Deposit of earnest money.

Registers should be maintained to record the proceedings of auctions relating to vehicles and other stores, and the deposits and refunds of earnest money at such auctions.

(27) Register of K.M.P.L. testing of vehicles

This register is maintained in order to record the date of K.M.P.L. testing and the result. K.M.P.L. of every vehicle is to be tested by a competent workshop at least once a year.

(28) General Diary and Attendance Register.

- (a) A General Diary in K.P.F. No. 57 is to be maintained by Motor Transport Sections having a number recording all matters of importance relating to Motor Transport and staff.

- (b) The marking of attendance of drivers and other staff, the time of departure, nature of duty, de important stores taken, time or return, etc., shall also be recorded in this book under the counter concerned. This record shall be kept in the Motor transport Office, or any other convenient ; under the charge of a designated Officer.

- (c) A copy of the days entries in this record shall be submitted to the Superintendent of Police also drivers.

(29) Disposal of Condemned vehicles in Public auction.

Superintendent of Police and Officers of corresponding rank are empowered to confirm the auction sales of condemned vehicles provided the maximum bid exceeds the fair price fixed by the State Transport Corporation or Assistant Engineers of Regional Workshops in the case of vehicles already condemned by competent authorities and ordered to be disposed of in public auction.

[G.O.(Ms) No. 622|Home(A) dated 18-11-1963]

APPENDIX XX

[Referred to in Rule 653 (26) a]

RULES OF THE ROAD

The rules of the road are meant to ensure free flow of traffic and also to assist the individual driver. The rules, official and otherwise, are simple and are given below. These should always be borne in mind by drivers and Officers in charge of vehicles:-

- (1) Be acquainted with all road traffic signs and hand signals, and give the latter in time to give sufficient notice to other road users.

- (2) Observe the prescribed speed limits, and keep to the left of the road, except with reference to slower moving traffic, or when about to overtake another vehicle or to turn right into a side road.

- (3) In order to turn into a side road on the left, show the hand signal and take the vehicle well to the left of the main road after making sure that is not likely to obstruct any vehicle or other road user in the immediate rear. Then turn into the side road. If the side road is on the right, show the hand signal and bring the vehicle gradually to the centre of the road, leaving sufficient room on the left for vehicle in the rear to pass on ahead without obstruction. Turn into the side road when the main road in front is clear of on-coming traffic.

- (4) Overtake only on the right, except when the driver in front has signalled his intention to turn to the right, and has brought his vehicle to the centre of the road to achieve this purpose. In the latter case, overtake by the left.

- (5) In most cases tram cars may be overtaken on either side, but local conditions sometimes rule otherwise. Look out for passengers about to board or alight. Give trams and all other public conveyance, a wide berth to avoid the overflow of passengers hanging on its entrances. Do not overtake a stationary public conveyance on the side where it is to discharge or take in passengers.

- (6) Do not overtake at cross-road, round about pedestrian crossings, blind corners, or when approaching the brow of a hill or a hump backed bridge.

- (7) Do not overtake when by doing so either the other vehicle or the on-coming traffic may have to swerve or slacken speed as a consequence. Overtake another vehicle only when the driver has signalled permission to do so. When being overtaken do not increase the speed until the overtaking vehicle has safely passed ahead. After having overtaken a vehicle do not move across its course until it is at a safe distance in the rear.

- (8) Make absolutely sure that the way is clear before turning or reversing. Watch for children, pedestrians and vehicles behind. When reversing to turn the vehicle, reverse into a side road or other available space, keeping the vehicle facing the main road.

- (9) Slow down or stop at road corners, junctions and cross road. Give way to major traffic or

to pedestrians crossing the road from or into which it is intended to turn.

(10) Do not sound the horn when it might frighten a horse or other animal. The horn must not be sounded near hospitals or public offices, or when it is not essential to do so. In built-up areas, the horn must be hooted, when necessary, in short blasts and not long ones. In country roads, longer blasts should be used, which will be audible to traffic at some distance, especially when nearing road bends, crests or hills, etc. The horn should never be considered as a substitute for cautious driving.

(11) Pay attention to Police traffic signals or light signals

(12) Do not speak to the Policeman on point duty. It may distract his attention from the traffic and possibly cause an accident.

(13) Pay attention to road signs, eg., 'hairpin bend' bend ahead, railway crossing, school, slow, stop'.

(14) Be considerate to other road users, particularly the old and the young. At night bright head lights should not be used in well lighted towns. The head lights must be dimmed as required to avoid strain to on-coming traffic.

(15) Always slow down when passing troops or other formed bodies of persons.

(16) When going down a steep hill, give right of way as far as possible to a vehicle climbing the hill, even when ordinarily it does not have the right of way.

(17) If possible post a look-out man in the rear of the vehicle who can give information about any vehicle that wishes to pass ahead.

(18) Ensure that tarpaulin covers of vehicles are properly strapped down.

(19) Do not park or halt the vehicle in a narrow street, near a bend or a corner, on the hump of a hill or in other such position where it may endanger or impede other vehicles. Park the vehicle facing the direction in which it is to be taken again.

(20) Do not get out of vehicles abruptly without seeing whether there are other vehicles approaching. Do not keep any door open.

(21) If the vehicle has a break-down on or near a bend of a road, or a steep hill, post lookout men to caution on-coming vehicles.

(22) The driver must have his driving license, Daily Diary, Note Book, Accident Report Form and other necessary papers and tools, whenever the vehicle is taken out.

APPENDIX XXI

[Referred to in Rule 655(4)]

Points to be borne in mind when inspecting vehicles, tools and records.**(1) Vehicles**

- i Inspection of the battery to see whether the electrolyte is at the correct level.
- ii Lights and horn-test them
- iii Whether the self starter functions efficiently and the engine starts easily
- iv Whether the dynamo is charging properly
- v Check foot brakes, clutch, sound of the engine and gear box, while the vehicle is running
- vi Check hand brake
- vii Check condition of springs
- viii Check for play in steering control
- ix Check for play in bearings with the wheels jacked up
- x Check a few grease nipples by removing them and examining with a wire whether grease has been going where it ought to be in lubrication.
- xi By reference to previous inspection records, see if faults previously noticed have been rectified
- xii By reference to the Motor Transport Return and Driver's Diary see if the consumption of petrol agrees with the tested K.M.P. litre figure

(2) Tools

- (i) Check tools with list and see whether all items are complete according to the authenticated list.
- (ii) test the efficiency of tools such as grease guns, pump, jack, etc.

(3) Records.

- (i) Check the records and see whether these have been maintained correctly.
- (ii) Test the ability of the driver to carry out the maintenance tasks as recorded in his diary.

APPENDIX XXII

[Referred to in Rule 660(a)]

Instructions for Photographing Persons

1. (1) A prisoner shall always be photographed in an anterior (full face) view, and in profile. The anterior photograph permits ready recognition of the individual, but the profile is necessary for identification with a degree of certainty. In the case of History Sheeted Criminals the following kinds of photographs will be taken:
 - (a) full face, including the head and shoulders-preferably bare-bodied.
 - (b) one profile (the one with scar or any other particular characteristic mark, if any)-preferably bare-bodied.
 - (c) full length-see sub-paragraph (10) below for dress to be worn.
- (2) In the case of history sheeted criminals the full length photograph should be half plate size and the remaining should be quarter plate. In the case of other classes of prisoners whose photographs are taken the quarter plate or any other convenient size will be used.
- (3) The District Intelligence Bureau shall be responsible for having Dossier Criminals photographed, and for supplying copies to all concerned. The Station House and other Officers concerned will arrange for photographing prisoners and objects where such photographs are found necessary. Sufficient number of copies of the photograph will be prepared as are required in each case.
- (4) The profile of the nose and the details of the ear provide the most important feature for identification. The ears constitute the most characteristic part of the body. Therefore, the profile photograph should be taken in such a way that the details of the nose and the ear are recorded fully. When a female is photographed, the hair must be so arranged as to expose the entire ear.
- (5) The correct position of the head when photographing in profile is of importance. The plane of the head in profile should be parallel to the plane of film or plate of the camera, when the picture is taken.
- (6) The negative of the photograph must not be re-touched. Scars and other marks must show sharply and clearly.
- (7) A gray back-ground should be used ordinarily. For every fair skinned persons a black or dark maroon background will be more efficient.
- (8) The light should, as far as possible, be uniform for all photographs. This can best be obtained by the use of artificial light, chiefly from above and the rest from the front and side. The light should play on the ear to bring out its details sharply.
- (9) The date of photograph, the name of the prisoner and the History Sheet Number in the case of history sheeted criminals, should be written on the reverse of every photograph. A record of these should therefore be made at the time the photograph is taken, for guidance in making necessary entries when the prints are ready.
- (10) The dress to be worn by a person when being photographed should be his ordinary every day attire. A professional impersonator may also be photographed in such costumes as he has adopted for the

purpose of such impersonation.

(11) The photographic process has the characteristic of reproducing the colours red and brown even when a human eye cannot see them at all. Photographs sometimes show marks on the face such as those from old injuries which have become through lapse of time invisible to the naked eye, or other brown and red marks in a latent state. Other colours also do not make the same impression as they do in nature. Blue and violet generally appear lighter, but also at times darker according to the chemical nature of the colouring matter and the photographic emulsion used. Natural colour photographs are better than artificial.

(12) The negatives of all photographs of persons will be retained in boxes in the District Intelligence Bureau, Station or Office concerned, separately wrapped in soft paper, and indexed for ready location if further prints are to be taken.

(13) Negatives sent by post should be carefully packed in soft paper and enclosed in a wooden box, fully protected against breakage due to friction or shock.

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APPENDIX XXIII

[Referred to in Rule 669]

Location of Finger Print Bureaux in India.

(1) A list of Finger Print Bureaux serving different States in India is given below:

State	Location of Bureau
1 Andhra Pradesh	Hyderabad (Deccan)
2 Assam	Shillong
3 Bihar	Patna
4 Gujarat	Nagpur, Rajkot
5 Goa,	Panjim
6 Kerala	Trivandrum
7 Madhya Pradesh	Bhopal
8 Madras	Vellore
9 Maharashtra	Poona, Bombay City
10 Mysore	Bangalroe
11 Orissa	Cuttack
12 Punjab	Phillaur
13 Rajasthan	Jaipur
14 Uttar Pradesh	Allahabad, Lucknow
15 West Bengal	Calcutta
16 Delhi	Phillaur (Punjab)
17 Himachal Pradesh	Phillaur (Punjab)
18 Manipur	Shillong (Assam)
19 Tripura	Calcutta (West Bengal)
20 Laccadive, Minicoy Aminidivi Islands	Vellore (Madras)

(2) In addition to the above, there is also a Central Finger Print Bureau at Calcutta.

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APPENDIX XXIV

[Referred to in Rule 671]

Methods of taking finger Prints-Appliances

1. For the purpose of taking finger prints the following appliances are supplied in a portable box:-

- (1) Copper or glass slab.
- (2) Tube containing impression ink
- (3) Rubber roller
- (4) Horse hair brush
- (5) Turpentine or kerosene oil in a bottle.

These must be kept in the box, scrupulously clean and free from dust and grit. Care must be taken that the surface of the slab is kept perfectly dry and clean. The roller, when not in use, should be kept wrapped in a piece of clean oiled paper. Both slab and the roller should be periodically cleaned with soap or kerosene oil. The slab should be freshly cleaned before use each day, all particles of old ink being rubbed off. The impression ink tube should be kept tightly closed, when not in use.

Preparation of appliances

2. (1) The slab must be perfectly smooth and should be wiped free of dust before use. A small quantity of the ink should then be squeezed on to the slab and the roller used to bring it down to the thinnest possible film, so that the slab is dimly visible through the ink. It is easier to start with a small quantity of ink, and to increase it, as may be found necessary. If too much ink has been put on the slab, a sheet of paper laid on it, and rolled over with the roller, will generally reduce it sufficiently. If the ink is dry and thick, it will be found that with a little perseverance, it can worked up smooth on the slab.

(2) Before proceeding to take finger prints, the fingers of the subject should be rubbed clean and dry, as the slightest perspiration on the finger will cause blotches and blur the print. A piece of Clean cloth, slightly dampened with spirit, may be applied for this purpose to the finger tips, which should then be rubbed dry with another piece of clean cloth.

(3) If the skin of the fingers is hard and dry, they should be well soaked in warm water, and very lightly wiped. Without thoroughly drying, before the impressions are taken.

(4) Only the inner portion of the upper phalanges should be inked.

Taking impressions.

3. Prints should invariably be taken on the authorised Finger Print Slip in K.P.F. No. 3-G. In the slip, space has been provided for the 'rolled' prints of all the ten digits, as well as for the 'plain' prints of the four fingers and thumb of each hand. The headings of the slip are self-explanatory, and should be followed in filling it.

Reasons for taking 'rolled' impressions.

4. In a 'plain' impression the whole contour of the pattern does not appear, while a whole pattern is reproduced in a 'rolled' impression. It is easier to determine the type of pattern from a 'rolled' impression. The greater surface of the latter enables a large number of points to be selected, for

comparing and contrasting the details of two prints with a view to deciding whether or not they have originated from the same source.

Slips to be folded for taking 'rolled' prints

5. For convenience in taking 'rolled' prints, the slip should be folded at the line indicated and the fold placed in line with the edge of the table.

Order of taking prints.

6. The 'rolled' prints of the right hand should be taken first, each finger being inked and impressed before the next finger in rotation is inked. When the 'rolled' prints of the right hand have been taken, the operator should take the 'plain' of the four fingers of that hand simultaneously, and then of the thumb in the space provided for them on the slip. When the right hand has been finished the Operator should proceed to take the prints, 'rolled' and 'plain' of the left hand in a similar manner.

Entry of details on slips

7. When the finger prints of both hands have been taken, the subject's name, residence and other particulars will be filled in. The subject should then sign the form, or make his mark if unable to write.

Points to be noted in preparing slips.

8. The following points should be specifically noted in preparing Finger Print Slips:-

(1) Impressions must invariably be taken with the tip of the finger pointing to the top of the form.

(2) The 'rolled' prints should show the complete contour of the bulbs of the fingers.

(3) the 'rolled' print of each finger must be taken in the space allotted for that finger and the impression should not project beyond that space. The impression of only the upper phalanx should appear.

(4) All names, whether of persons or places and other entries should be written legibly.

(5) Impressions sent to the Bureaux shall be well rolled and easily decipherable.

Deformities.

9. (1) If a finger is missing or is so deformed that it is impossible to obtain an impression, the fact should be noted in ink in the space allotted for that finger by the words 'missing' or 'deformed'. In the case of double fingers, the prints of both fingers should be taken, if possible, and the print of the more prominent of the two invariably. Deformities, cuts, scars and disease marks interfering with the clearness of the impressions, should be fully described, and it should be stated whether they are temporary or permanent. Subjects suffering from open cuts or scars in any of the upper phalanges of the fingers should not have the prints of such fingers taken, until the cuts or scars have healed, if the delay will not prejudice any important requirement.

(2) good impressions can sometimes be obtained from contracted fingers by first inking the digit with the roller, and then rolling the finger print slip form, after stiffening it with a piece of card-board folded within it, around the bulb of the finger.

APPENDIX XXV

[Referred to in Rule 686 (13)]

JURISDICTION OF CENTRAL JAILS, SPEICAL SUB JAILS AND
'A' CLASS SUB-JAILS

(Government Proceedings No.D. Dist:25679|57|Home dated 24-9-57)

Government are pleased to sanction the following in regard to the jurisdiction of Central Jails, Sub-jails, and 'A' class Sub jails in the State:-

Central Jail, Cannanore- All non-habitual prisoners convicted and sentenced by Courts for more than three months in the Districts of Cannanore, Kozhikode, Palghat and Trichur, will be admitted to this Jail.

Central Jail, viyyur-All the habitual prisoners convicted and sentenced by the various Courts of the State will be admitted to this Jail.

Central Prison, Trivandrum: All the non-habitual prisoners convicted and sentenced by Courts in the Trivandrum District and all the non-habitual prisoners convicted and sentenced for more than one month by Courts in the Districts of Quilon, Alleppy and Kottayam will be admitted to the Central Prison, Trivandrum.

Special Sub-Jail, Kozhikkode- The remand and undertrial prisoners of the Courts of Kozhikode district and convicted prisoners sentenced up to three months by the Courts of Kozhikode and Cannanore Districts will be admitted to the Special Sub-jail, Kozhikode. The prisoners sentenced for more than one month and up to three months by the Courts in Palghat District will also be admitted to this jail.

Special Sub-jail, Viyyur- The remand and undertrail prisoners from Trichur and Wadakkancehry and those convicted and sentenced up to three months from those places will be admitted to this jail. All prisoners convicted and sentenced for more than one month and up to three months from other parts of the Trichur District will also be admitted to the Special Sub-jail, Viyyur.

Sub-Jail, Palghat.- All remand, undertrail and convicted prisoners sentenced up to one month by the Courts of Palghat will be admitted to this jail.

Sub-Jail, Irinjalakuda- All remand, undertraial and convicted prisoners sentenced up to one month from Chalakudy, Mala, irinjalakuda and Cranganore will be admitted to the Sub-Jail, Irinjalakkuda.

Sub-Jail, Mattancheri-All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Mattancherri, Cochin Cusba, Narakkal and harbour will be admitted to the Sub-Jail, Mattancherri.

Sub-Jail, Ernakulam- All remand undertrial and convicted prisoners sentenced up to one month from Ernakulam South, Ernakulam Cusba and Trippunithura Hill palace will be admitted to this Sub-Jail.

Sub-Jail, Parur- All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Parur and Munambam will be admitted to the Sub-Jail, Parur, when it begins to function as an 'A' Class Sub-Jail.

Sub-jail, Alwaye- All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Alwaye, Edappalli and Perumbavoor will be admitted to this Sub-Jail.

Sub-Jail, Meenachil- All remand and undertrial prisoners and sentenced up to one month from Meenachil and Erattupetta will be admitted to the Sub-Jail, Meenachil.

Sub-Jail, Kottayam- All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Kottayam, Changanacherry, Ettumanoor, karukachal and Pampady will be admitted to this Sub-Jail.

Sub-Jail, Alleppy - All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Alleppey, Pulinkunnu, Haripad, Ambalapuzha, Sherthalai, Kuthiathode and Arookutty will be admitted to this Sub-Jail. When an 'A' Class sub-jail is opened at Mavelikkara, the prisoners from Mavelikkara and Haripad will be accommodated there.

Sub-Jail, Quilon - All remand and undertrial prisoners and prisoners, convicted and sentenced up to one month from Quilon, Chavara, Paravoor, Kundara and Karunagappalli, will be admitted to this Sub-Jail.

Sub-Jail, Trivandrum- All male undertrial and remand prisoners who stand trial at the various Courts in the Trivandrum District will be admitted to this Sub-jail. On completion of a new 'B' Class Sub-Jail at Attingal the remand and undertrial prisoners at Attingal and Varkala will be accommodated there. The female undertrial and remand prisoners will be accommodated in the Women's Section of the Central prisoners, Trivandrum.

Sub Jail	Attingal
"	Kottarakkara
"	Pathanamthitta
"	Mavelikara
"	Ponkunnam
"	Peermadu
"	Devikulam
"	Muvattupuzha
"	Perinthalmanna
"	Ottappalam
"	Tellicherry
"	Cannanore
"	Kasargod

APPENDIX XXVI

[Referred to in Rule 712 (2)]

Records to be maintained in the Criminal Intelligence Bureau

The undermentioned records will be maintained in the Criminal Intelligence Bureau:

(a) History Sheets:

The following classes of persons will be registered in the C.I.B. and history sheets will be maintained for them in K.P.F. No. 174(c).

- (1) D.Cs of this State who have operated in any other State.
- (2) D.Cs of any other State who have operated in this State.
- (3) Important criminals who have operated in more than one District.
- (4) Professional poisoners.
- (5) Persons convicted u/s 232, 234 to 236, 238, 240, 243, 245, 247, 251, 253, 255 and 489 A.B.C.D. & E.I.P.C.
- (6) All professional offenders convicted in cases investigated by Crime Branch C.I.D.
Suspects in cases investigated by Crime Branch, C.I.D. for whom History
- (7) Sheets are ordered to be opened by Superintendent of Police, Crime Branch, C.I.D.
- (8) Any other person for when the D.I.G., C.I.D. considers it necessary to maintain a record in the C.I.D.

(a) Indexes

The following indexes will be kept in the C.I.B in respect of persons of whom history sheets are maintained and other matters as specified.

- (1) Master Index Card..... in K.P.F. No. 248 wherein details concerning name and alias, M.O., physical peculiarities, accomplishment and bogus profession, peculiarities of habit, sphere of operation and particulars of conviction, etc, will be noted.
- (2) Lost property (identifiable) index cards in respect of property which is likely to be disposed off in distant places.
- (3) Alphabetical index cards for general subject files.
- (4) Index of photographs of all history sheeted criminals in the State-to be filed alphabetically.
Series Indices-of counterfeit notes for each denomination showing the

(5) district and place of presentation, date of occurrence, date of report, classification of the note according to the finding of the Nasik Press, Crime No., Station, accused, disposal-to be maintained according to series.

(c) **General Subject Files-** General Subject Files will be maintained for the following.

Important cases handled by the Crime Branch, C.I.D. such as 'hold up'

(i) cases, "bogus railway receipt cases", "money fraud cases", "Political offences", etc. (both detected and undetected).

(ii) Important and interesting cases with peculiar modus operandi.

(iii) Important gang operations in the kidnapping of children.

(iv) Professional poisoners, counterfeiters, smugglers, illicit manufacturers and illicit dealers in arms.

(d) **Alphabetical list of wanted persons.**

This list will be prepared from the publication of wanted persons in the

(i) Criminal Intelligence Gazettes, and from criminal Intelligence Gazettes of other states.

(ii) Where photographs are published in Criminal Intelligence Gazettes, these will be filed as a supplement to the list, and the reference to the page number of the file will be noted against the number of the person concerned in the alphabetical list.

(e) **Alphabetical list of smugglers of opium-** Will be maintained according to information received in the

(f) **Register of convicts whose Release Notices are to be published in the Criminal Intelligence Gazette-** will be prepared from the reports of conviction received from Superintendents of Police.

(g) **Crime Maps, Charts and Graphs-** To be maintained as directed from time to time by the Superintendent of Police, with particular reference to the charts and graphs included in the Police Administration Report.

(h) **Monthly and Annual Crime Review-** As prepared by the Bureau, and published in the Criminal Intelligence Gazette.

(i) **Other Records-** As prescribed in the Manual for Office Procedure, or other orders.

(3) The Criminal Intelligence Bureau will publish a weekly Criminal Intelligence Gazette, which will be the ordinary channel for the dissemination of criminal intelligence relating to each week ending Saturday.

(4) The Criminal Intelligence Bureau will also attend to the following items of work.

(a) Corresponding on criminal intelligence, other than Special Branch intelligence, from other State Government.

(b) Railway Protection Schemes.

Study of Weekly Crime and Occurrence Sheets received from District Intelligence Bureau for

(c)

relevant information in the Criminal Intelligence Gazette.

- (d) Study of the monthly review of crime received from Districts and preparation of a review of crime pertaining to the whole State, dealing primarily with the larger questions that relate to general trends, periodical variations and influences that cause them.
- (e) Study of the annual reviews of crime received from Districts, and preparation of an annual review of the state.

Note: (i) Advance copies of the monthly and annual crime reviews will be sent to the Chief Secretary to Government with a copy to the Private Secretary to the Minister holding the Police portfolio.

(ii) Monthly and Annual Reviews of crime will be printed and supplied to all recipients of the Criminal Intelligence Gazette.

(5) Station House Officers will send month-wise statement of current doing of criminals registered in C.I.B. in K.P.F. No.III to the Crime Branch through the District Intelligence Bureau concerned.

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APPENDIX XXVII

[Referred to in Rule 712(3)]

The Criminal Intelligence Gazette

(1) Information will be published in the Criminal Intelligence Gazette according to the following arrangement. Matter intended for publication in the Gazette should be sent to the Criminal Intelligence Bureau, as far as possible ready for the Press, carefully drafted and written only on one side of the paper.

Part I.

- (a) Serious crime (i.e. cases of professional poisoning, any serious crime which appears to have a political motive, including all offences involving arms and explosives which are suspected to be of a political nature, and any other cases in which action by the Criminal Investigation Department is called for or which possess instructive features which should be made generally known).
- (b) Particulars of property lost or stolen, and suspicious property recovered (The lists should be confined to article capable of being identified, or to rare and highly valuable articles).
- (c) Arms, ammunitions and explosives-lost and recovered. Reports from private individuals may also be published.
- (d) Persons wanted or arrested by the Police, missing persons and suspicious individuals (rolls for persons wanted should be sent for publication only when there is good reason to believe that the individual will travel) beyond the Districts to which the District Police Crime and Occurrence Sheet is circulated).
- (e) Military deserters.
- (f) Counterfeit coins and forged currency notes.
- (g) Notifications under the Foreigners Registration Act.
- (h) Instances in which scientific aids were useful in detection
- (i) Departmental Circulars and instructions to Subordinate officers
- (j) Miscellaneous-such as descriptive particulars of unidentified dead bodies (without photographs) and any other matter which the Deputy Inspector-General, Criminal Investigation Department, deems fit for publication in the Criminal Intelligence Gazette.

Part II

Information, if any, regarding wandering groups with criminal propensity.

Illustrated Supplement-Where photographs are to be published.

(2) Release Notices of dangerous criminals.

- In order that the Police may be warned that a dangerous criminal is about to be released from jail,
- (a) the Criminal Investigation Department will publish in the Criminal Intelligence Gazette a Release

Notice of such an individual, shortly before his release from jail.

(b) The Release Notice will take the form of a description and concise history of the criminal.

(c) Release Notices will be published for the following classes of criminals:

- (i) Members of wandering groups with criminal propensity, who move over large areas.
- (ii) Any particular criminal who is likely to commit crime over a large area, such as a domestic servant, forger, coiner, swindler, etc.

(d) Release Notices will be printed on separate sheets and circulated with the Criminal Intelligence Gazette.

All Police Officers, who receive the Criminal Intelligence Gazette, should place the Release

(e) Notices of criminals who are likely to operate within their jurisdiction in a separate file for reference.

(3) Reports of conviction of criminal whose Release Notice is to be published.

(a) The Superintendent of Police of the District concerned will report to the Crime Branch C.I.D. direct the conviction of any criminal included in the preceding order, or of any other criminal whose Release Notice should in his opinion be published. The report will give the following particulars:-

- (i) Full personal description.
- (ii) A brief history of the individual, detailing his criminal career and propensities.
- (iii) The probable date of release and the jail in which confined.

(b) The Criminal Intelligence Bureau will record the information in a register and arrange for publishing the Release Notice at the proper time.

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APPENDIX XXVIII

[Referred to in Rule 741 (3)]

CLASSES OF CRIME

I. Thefts in running passenger trains -

- (a) Pocket-picking
- (b) Jewel snatching
- (c) Personal effects, in first and second class
- (d) Personal effects, in other classes.
- (e) Mails
- (f) Luggage van

II. Thefts in passenger-sheds, stationary trains and on Platforms-

- (a) Pocket-picking
- (b) Jewel snatching
- (c) Baggage
- (d) From stationary trains, first and second class
- (e) From stationary trains, other classes.

III. Thefts from running goods trains-

- (a) Of whole consignments
- (b) By extraction

IV. Thefts in goods-sheds and stationary wagons-

- (a) Of unshipped consignments.
- (b) During loading
- (c) By extraction
- (d) From sealed wagons.

V. Thefts in Parcels Offices-

- (a) Of whole consignments.
- (b) By Extraction

VI. Thefts of railway material.

- (a) Iron material from the track and yard.
- (b) Carriage fittings
- (c) Dynamo belts
- (d) Miscellaneous

VII. Miscellaneous thefts-

(a) Bicycles

(b) Other articles

VIII. Murder for gain, dacoity, robbery.

IX. Drugging or poisoning

X. House-breaking

XI. Receiving stolen property-

(a) Consignments.

(b) Personal effects

(c) Railway materials

XII. Cheating-

(a) By sale of tickets

(b) Confidence trick

(c) False personation

XIII. Counterfeit coin and currency notes

XIV Indian Railways Act-

(a) Section 126

(b) Section 127

(c) Section 128

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APPENDIX XXIX

(Referrdd to in Rule 588 and 768)

Instructions regarding message writing , use of priorities, messages which can be transmitted on the Police Radio net work etc.

GUIDING INSTRUCTIONS FOR ORGINATORS

General Instructions on Message Writing

Messages must be written legibly preferably type written in the Standard form one ward in each space provided.

Normally one copy of the message is to be sent for transmission which will be retained in the Radio station. In the case of messages addressed to more than one authority, the number of copies required will be prescribed under local instructions. This will avoid delay in as much as no time would be wasted in the Radio station in making out copies of the messages for transmission by different nets.

Address to:- Insert designation of official or name of the department along with the name of the station. If approved abbreviated addresses are available, those should invariably used. Under no circumstances, titles, prefix or suffix will be given.

Address for Information (INFO):-If the message is also required to sent to any authority to other than the addressee for information only, the name or designation of the official concerned or the name of the department together with the name of the station will be inserted in this space. Approved abbreviated addresses, if available should be used.

Address from:- Insert name or designation of official or name of department of the originator along with the name of the station. Approved abbreviations, if available should be used.

Originators number:-The originator will insert his reference number of the correspondence.

Date:- The date on which the message is originated is inserted in this space. The date may be written in figures separated by obliques only; for example, 29th of September 1951, wil be written as 29/9/51.

In reply to:-The reference of the correspondence to which the message is in replay is inserted in this space. This eliminates the use of the common preamble in a letter Eg." Reference is invited to your No. (....." or "with reference to (Abbreviated designation) No.....)....."

Dated:- The date of the reference shown in para 8 above, namely, "in replay to" is inserted in this space. It is written only in figures as in para 7 above.

Text:- Owing to the large volume of traffic handled in a Radio Station and also because an unnecessarily long message may cause delay and hold up communications, it is essential to observe brevity with intelligibility. Before writing a message, careful consideration is to be given to the contents. Thereafter the text to be written as briefly as possible, ie. In Telegraphic Language. The use of words like please, kindly, would be grateful etc., must be eliminated. Omission of these words in a Radio Message will not imply impoliteness. The following punctuation signs only can be used.

- (i) Full stop written within a circle, whether by hand or by typewriter. No full stop is required at the end of the text e.g. (.)
- (ii) Comma written ", "

- (iii) Inverted comma written (" ")
- (iv) Hyphen written "-"
- (v) Oblique or stroke or fraction bar written "/"
- (vi) Brackets written "()"
- (vii) Decimal point written "."
- (viii) Apostrophe written "' "

Apart from the above signs, no punctuation signs or mathematical signs may be written and care must be taken to ensure that their omission does not alter the sense of the message. On no account in the text contain tabular statements which cannot be transmitted by Radio.

Priority:- If it is desired that a message should be transmitted more expeditiously than an ordinary message, the degree of priority is inserted in this space. The categories of priorities available and their use are given in "use of priorities".

Originator Signature and Designation:- The Originator will give his signature and designation in this space signifying that he has sanctioned the contents of the message including the priority classification, if any, and authorised its transmission by Radio. Message not signed by an authorised person will not be accepted for transmission by Radio.

Time of origin - (T.O.O.) The time, in four figures at which the originator signs a message is inserted in this space. The two first figures indicate the hours and the two next indicate the minutes. Thus five minutes passed six O'clock in the morning is written as "0605". The abbreviation HRS will not be used. In all cases the T.O.O. must be entered by the originator.

The remaining spaces in the message form are for use of the Wireless staff only and nothing will be written therein by the originator.

Use of Priorities- Normally messages are cleared according to their serial order of the receipt at a wireless station i.e, according to the time handled in; it is, however; necessary to ensure quick clearance of messages which need reach addressee as early as possible in view of the urgency of the text matter. This is, of course, a relative basis for comparison and call for classification of messages into different groups. Therefore to give precedence to such messages over the earlier received ones, the following system of priorities is laid down. Originators will arrange for delivery at Radio Station of priority bearing message immediately after their completion.

(1) CRASH (2) MOST IMMEDIATE (3) IMMEDIATE (4) ORDINARY.

CRASH- When a message of this priority is received in the Radio Station communication in all concerned channel is suspended forthwith to enable the message bearing "Crash priority" to be cleared. The use of this priority is restricted for extreme emergencies and should therefore, be resorted to in very exceptional circumstances. The urgency demanding the use of such priority should Be of such vital importance that the interruption of the communication in progress, perhaps of other urgent traffic, can be justified. The priority may be used where recipient has to take immediate executive action to save human life or to prevent damage to valuable property.

MOST IMMEDIATE- The use of this priority is restricted to messages conveying information or instructions relating to the natural calamities, disturbances (communal, anti-social and political), strikes, accidents, riots, murder, security measures and important movements of police force which, in the opinion

of the originator should reach the addressee immediately.

IMMEDIATE- The use of this priority is restricted to messages conveying important information relating to law and order for immediate attention and action; for instance information regarding probability of strikes, disturbances or any other upheaval; movement of high Government officials dealing with law and order, political leaders, agitators and dangerous criminals.

ORDINARY- This category is used in messages of routine nature which do not come under any of the above categories but are connected with law and order which are urgent enough to justify the use of Radio.

The instances mentioned above are not exhaustive and are intended as a broad guide for the use of originators. It is the duty of the originator to consider each case and assign the minimum priority compatible with the requirement. As a guide, and also as a means of ensuring the correct use of priorities, the following entitlements of priorities is laid down which is uniform for all police force in the country. An officer, however, can assign a higher priority than he is entitled to if the contents of the message fall under the broad subject division given above.

(a) **Most immediate**-Chief Secretary, Commissioners of division, Home Secretary, District Magistrates, Inspector General of Police, Commissioner of Police, D.I.G. or Equivalent, Chief Commissioner and Superintendents of Police, Police Radio Officer.

(b) **Immediate** - Dy. Secretary (Home), Sub Divisional Magistrates and Police Officers, Under Assistant Secretary (Home), Deputy Superintendent of Police and other police officers in independent charge of stations.

(c) **Routine** - All the above.

The above allocations have been framed for general applications only and are subject to variation prevailing for equivalent ranks in the different States. All originators must remember that when considering priorities, the minimum priority compatible with the circumstances under which a message has been sent should always be used irrespective of the allocation given in the above table; for Eg. A Superintendent of Police is entitled to use of priorities up to Most immediate but it does not imply that he will use this priority only in all messages originated by him. Also, officials other than those enumerated against the different categories of priorities allotted, provided the situation warrants it and he can justify its use subsequently.

The Police Radio Officers in charge of the State Police Radio Organisations will lay down a procedure to check misuse of priorities by originators.

Security

As all Radio transmissions are subject to interception by any persons possessing a receiver, there is no security attached to the transmission of a message by Radio. Originators must, therefore, ensure that if the contents of a message are of a secret or confidential nature which should not be known by all they must encypher the message before despatching it to the Radio Station for transmission. No responsibility is accepted by the Radio Staff for the encyphering or decyphering.

APPENDIX XXX

(Referred to in rule 772)

Records to be maintained in Radio Stations and by Radio Supervisors.**(1) At Radio Stations.**

- (a) In an out messages registers
- (b) Superior Officers visiting book
- (c) Radio Station log
- (d) Message delivery book
- (e) Duty roster
- (f) Government property register
- (g) Trunk call register
- (h) Attendance register
- (i) History sheets for batteries, battery chargers, cycles, clocks etc
- (j) Tappal (despatch) book
- (k) List of fixed Police Radio Stations in India (to be kept under lock and key)
- (l) Registers for petrol, oil, distilled water etc.
- (m) Any other registers, files and charts as ordered from time to time.

(2) By Radio Supervisors

- (a) Government property register and distribution register
- (b) Casual leave register
- (c) Railway and bus warrant books
- (d) Stock register for signal stores, stationery etc
- (e) Distribution register for oil, petrol, distilled water etc
- (f) Tappal book
- (g) History sheets of all equipment in charge
- (h) Circular files

(i) Any other registers, files and charts prescribed from time to time.

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**THE
KERALA POLICE
MANUAL
1971
VOLUME III
ADMINISTRATION**

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CHAPTER I
STATION ROUTINE RECORDS ETC

Duty Roster

- 518.** (1) A Duty roster in K.P.F. No. 164 should be maintained in all rural Police Stations and Outposts. In town stations, the Duty Roster should be maintained in K.P.F. No. 164-A and in Railway Police Stations, in K.P.F. No. 163-A. Duty Roster for Railway Police Outpost will be in K.P.F. No. 163-B. The main heads of duties to be performed in each station and out post should noted in the respective Duty Rosters. Other heads of duties may also be opened to meet local requirements and in compliance with any instructions issued by the superior officers from time to time. Care should be taken to avoid too many columns in the Roster.
- (2). Persons posted on duties involving use of some discretion should be continued in such duties for long periods. It is only in the case of duties which involve no discretion and which are allotted to the junior most constables that a regular change and allotment are called for. This will be done by the Station house Officer or the senior Head Constable in his absence.
- (3). Whether the men should start on their duties from the residence or the station depends on the nature of duties. As far as possible, they should start from the station and must report at the station, closing the work for the day.
- (4). The Duty Roster should be filled up immediately after daily duties are allotted to the Police Officers.
- (5). If any Police officer fails to perform his duty, the reason for the failure should be noted in the remarks column of the Duty Roster and also in the General Diary.
- (6). When a Police Officer is sent on detective duty, the Crime No., should be entered in red ink, under his general number, in the Duty Roster. But if he is the Investigating Head Constable of the station, such crime number need not be mentioned.
- (7). When Police officers proceed on any special duty, the nature of such duty should be clearly noted under a separate heading in the Roster.
- (8). The number of constables or Head constables detailed for a particular duty and their names and numbers should be mentioned under the date on which such duty was performed. In the case of Sub Inspector or additional Sub Inspector, the entries under the relevant dates will be "S.I.", "A.S.I." respectively.
- (9). Beat checks done by Sub Inspectors or other superior officers should be marked against the particular beat, noting the date and hour of check.
- (10). The new moon day should be marked on the particular date with a thick dot, and five days preceding and following, should be shaded with thin lines. This will enable the officers to find out whether beats are served properly during dark nights.
- (11). At the end of each month, an abstract of the duties performed should be made out on the back of the Duty Roster, where there are columns for it.

Village Roster.

519. (1). A register in K.P.F. No. 165 should be maintained in all rural Police Stations and

Outposts, in which should be entered the names of all villages in the jurisdiction, hamlets or desoms being noted immediately below the village to which they are attached. The names of villages (amsoms) should be written in red ink and those of hamlets or desoms in blue or black ink. The visiting of a Constable, Head Constable or the Sub Inspector on any duty to a Village should be noted against it by marking the date on which the visiting was done and the number of constable or Head Constable or the letters "S.I." as the case may be and night halt in the village should be indicated by the letter "N".

- (2). It is essential that every village in a station jurisdiction should be visited by the Sub Inspector at least once a quarter. He should visit important villages and make night halts as often as possible.

Petty Case Register.

- 520(1) A register in K.P.F. No. 123 A should be kept for entering petty cases charged under the Police Act, Motor Vehicles Act etc. Charge sheets in such cases will be sent in K.P.F. No. 123.
- (2). At the end of each quarter, an abstract will be made out showing the number of each category of cases detected during the quarter, numbers pending trial and numbers disposed of.
- (3). Entry regarding disposal of each case should be attested by the Station House Officer.

Process Register.

- 521.(1). A register of process in K.P.F. No. 149 should be maintained in each police station, in which should be entered all process received from courts for service or execution, as the case may be, and the disposal of such processes.
- (2). The register should be maintained in the form of a ledger. A separate section in the register, or separate registers, should be set apart for each of the Magistrate's courts from which the particular police station receives processes.
- (3). Every Inspector of Police of a circle should atleast once in two months, take the process registers of the Police station under him to the concerned Magistrate's courts, check the entries with the corresponding registers and, if necessary, with other records maintained by the court, and report any serious delays or omissions to the Superintendent of Police.
- (4). Unexecuted processes should be brought forward in the register at the beginning of the month.
- (5). Entry relating to all warrants should be made in red ink.
- (6). All non-bailable warrants issued at the instance of other departments, should be executed by the Police with the assistance of the concerned departmental officials if necessary to identify the accused.
- (7). **Monthly Abstract:-** At the end of the month, an abstract in K.P.F. No. 149-A should be entered in the register.
- (8). **Return of arrest warrants** – Warrants of arrest should not be transferred from one station to another or returned to court without the sanction of the Circle Inspector of Police or an Officer of higher rank. Unexecuted bailable warrants should only be returned to court through or under the orders of Sub Divisional Officer and above. It is not necessary to return warrants when applying for proclamation orders under section 87 of the Code of Criminal Procedure.
- (9). All processes issued by the High Court or Court of Session, for service through Magistrates' courts, also should be entered in this register.

- (10). At the close of each quarter, the Station House Officer should send through proper channel to the Superintendent of Police, a list of unexecuted warrants in K.P.F. No. 159.
- (11). Sub Inspectors in charge of police stations will personally take up at least 10% of the unexecuted processes for service, and Circle Inspectors during their inspection of Police Stations, will select at least 5% of unexecuted process for personal verification when they visit villages. The fact of such verification and result should be recorded in red ink in the Process Register. A Sub Divisional Officer or an officer above his rank will ensure that this test check is done regularly. Specific mention regarding this aspect of work should be made in their inspection reports.
- (12). **Execution of distress warrant-Money collected-Remittance of** – The Head Constable or the Police Constable who executes the distress warrant and collects money will immediately issue a temporary receipt to the party on plain paper for the amount received. On reaching the Police Station a formal receipt in Form No. TR.5 will be issued. In this receipt it will be legibly written on top 'in lieu of the temporary receipt' (if a plain paper receipt was given) so as to avoid duplicate receipt for the same amount. Cash thus realized will be entered in the Station Cash Book showing distress warrants No.etc. The entry will be made in red ink. The cash will be forwarded to the concerned court the next working day after realization. Money memo forms will be used for sending the money to the court. The date of realization of the amount from the parties will be clearly indicated in red ink both in the Money Memo and in the Process Register. Officers executing distress warrants will strictly follow the relevant orders contained in the Criminal Rules of Practice.

Government Property Register

522. (1). A Government Property Register in K.P.F. No. 88 kept in all Police Stations, will constitute the record of all property in the station in the charge of the Station House Officer.
- (2). Arms and ammunition in the stations should be kept under lock and key when not in use. Whenever the station House Officer leaves his headquarters, he should hand over the key to the Head Constable or the Station Writer.
- (3). The Station Writer will be responsible for the correct maintenance of the Government Property Register and also the properties entered therein, under the direct supervision of the Station House Officer.
- (4). Particular care should be taken with regard to the upkeep of arms and other accoutrements. Each police officer to whom a weapon is issued should be held responsible for its proper cleaning and maintenance. Every Police Officer should take pride in the proper and efficient maintenance of the arms issued to him. The Station House Officer should see that the men clean their weapons regularly. Instructions regarding the care and maintenance of arms and equipment are given in Appendix-I.

Petition Register

- 523.(1). All petitions, other than those which are registered immediately in the First Information Book, whether received direct or through superior officers, shall be entered in a register in K.P.F. No. 147.
- (2). Immediately on receipt of a petition, a number will be assigned and recorded on it. This number will be the serial number assigned in Col. (i) of the Register mentioned above.
- (3). When a petition is received in person an acknowledgement will be given to the person who

presented it, in the proforma prescribed. When a petition is received by post, the acknowledgement will be issued to the sender by post.

- (4). All petitions will be kept in the personal custody of the S.H.O. and will be taken out only on the day on which enquiry is to be conducted, and will be returned to the Station immediately on the return of the enquiry officer to headquarters. A record will be made in the G.D. of every petition both when it is taken out for enquiry and when it is returned.
- (5). The details of the enquiry made, of the findings, and of the nature of the further enquires, if any, to be made, will be recorded immediately after each enquiry on a sheet or sheets to be attached as 'Note file' to every petition under enquiry. The places visited and the persons questioned will be recorded also in the note book of the enquiry officer and in the station general diary. This procedure will be continued upto the final disposal of the petition.
- (6). The dates on which each enquiry is made in a petition, and the officer who made the enquiry will be recorded in Col.(9) "Action taken on each date" of the petition register (K.P.F No. 147). This will be done by the Station Writer each succeeding day, from the entries made in the General Diary according to the instructions in sub-paragraph (5) above.
- (7). Enquiries into petitions in which women are concerned must be made at the residence of the women or at any other place chosen by them, and not at the Police Station or Outpost.
- (8). In all cases of petition enquiry, written statements of the persons concerned should invariably be recorded, and attached to the petition file.
- (9). Petitions received from persons outside the department should not be returned in original.
- (10). The result of the enquiry should be communicated to the sender of the petition, within a reasonable period.
- (11). It is not necessary that the same individual should continue the enquiry every day. In fact the normal procedure in all petitions in which enquiries are prolonged should be to have the matter dealt with by different individuals.
- (12). The S.I. in the case of enquiries conducted by H.C.s and the C.I. in the case of enquiries conducted by the S.I., will conduct test verification of the enquiries made in selected petitions, particularly those not disposed of within ten days of the commencement of enquiry. The test check by C.I.s will be conducted during their inspections and visits to stations.
- (13). Files of enquiries completed will be forwarded by the 15th of the succeeding month to the D.P.O. with a list in duplicate. One copy will be acknowledged and returned to the station for record.

Current Register

524. All police stations should maintain 'Current Register' (Personal Register) in which all references received by them and started by them will be registered. Particulars such as serial number, the designation of the officer from whom received, date of receipt, reference number, purport of the reference, action taken, final disposal etc., will be noted in the current register. Similar register will also be maintained by the Circle Inspectors and Sub Divisional Officers.

Crime Abstract.

525. (1) An abstract of crime shall be made out quarterly in each station in K.P.F. No. 37 and a copy forwarded to the District Police Office for comparison with the crime ledgers, maintained there. Petty cases also should appear in the Crime Abstract.

- (2). The abstract should be prepared before the 5th of January, April, July and October for the preceding quarter or quarters of the Calendar year. The abstract prepared in January will thus be for the whole of the preceding calendar year. The abstract should show the actual state of crime as on the last day of the preceding quarter.
- (3). The copy of the abstract should be forwarded to the Superintendent of Police through the Circle Inspector and the Sub Divisional officer. The Circle Inspector should check and countersign the abstracts. The copies of abstracts should reach the Superintendent of Police before the 15th of the month in which it is due.
- (4). Detailed instructions for the preparation of crime abstract are given in Appendix II.

List of absconding warrantees.

526. (1) When a person for whom a warrant has been issued, is absconding and there is no immediate prospect of his arrest, the Station House Officer should send a descriptive roll of the individual in K.P.F. No. 20-A to the District Intelligence Bureau.
- (2). These rolls will be published in the Crime and occurrence sheet. These lists will be termed "A" lists and will be published once a month.
 - (3). In addition to absconding warrantees of the District, the Superintendent of Police (District Intelligence Bureau) will publish in "A" list the descriptive rolls of absconding warrantees of other Districts and of persons published in the Criminal Intelligence Gazette, who are natives of, or likely to come to, his District.
 - (4). The "A" lists will be filed separately in each station and from them the Station House Officer shall compile in K.P. Form No.20-A manuscript list of persons likely to come to his station limits, which will be hung up in the station. The officers in the station will be expected to learn the details of these persons.
 - (5). The names of persons who have been arrested or whose arrest is no longer required, will be published in the Crime and occurrence sheet in a list which will be known as "B" List, K.P.F. No. 20-B 'A' List and manuscript lists shall be always kept up-to-date from the 'B' lists.

Register of Persons involved in compoundable Offences.

527. (1) Station House Officers will maintain a register in two parts showing an alphabetical list of all persons involved in compoundable offences (See Section 345 Cr.P.C.), disposed of ultimately, by compounding with the permission of the Court. The first part relates to property criminals. When a potential or budding criminal is involved in property offences like offences under sections 379, 381, 406, 407, 408, 419, 420 Indian Penal Code and whose case was compounded once, repeats the same or similar offences and is charged again, that fact should be noted in the register and the Superintendent of Police of the District and the Superintendent of Police, Crime Branch, C.I.D., should be informed about it promptly. If in the second or subsequent commission of such offences, a petition for compounding is moved before the court, it should be opposed.

In the compounding is allowed by the court in spite of police objection, the matter should be taken up on revision under intimation to the Crime Branch, C.I.D., since the concession for compounding such offences has not been effective in the case of that particular offender and he has proved himself not likely to be reformed. Such a person should be treated on par with other criminals.

- (2) The second part relates to rowdies and bullies. When history sheeted rowdies or other rowdy elements who are likely to prove to be a menace to the public, are involved in cases of violence

like sections 324, 325, 337, 338, 343, 344, 346, 357, 428, 429, 430 and 451 Indian Penal Code, similar action as mentioned above should be taken, when an attempt is made to compound offences for a second time.

Sentry Relief Book.

528. (1) Usually spare men and off duty men should be posted as Station Sentries. The Sentry Relief Book in K.P.F. No.170 in a police station where there is no standing guard, should be entered up with reference to the Constables deputed on station sentry. When a prisoner is confined in the lock-up, a regular guard should be posted, and the necessary entries made in the Sentry Relief Book.
- (2) When there is a cash balance of Rs. 500 or above at night in a Police Station the same should be deposited in the guard, if there is one near by, and if not, a guard consisting of three men should be mounted so that one sentry is always on the alert during night.
- (3). The station sentry shall be responsible for all the property in the Station and the relieving sentry should invariably see that it is correct.

Tappal Book

529. (1) A Tappal Book in K.P.F.No. 180 should be maintained in all Police Stations. Description of paper dispatched, address of the person to whom the papers are dispatched, daily stamp account for the papers sent by post and also postage stamps, if any, expended on telegrams should be entered in the Book.
- (2) Each item of paper despatched should be assigned a serial number beginning from the 1st of every month.
- (3) All tappals for local delivery should be entered in a separate "Local Delivery Tappal Book" in K.P.F. No. 212.

Rough T.A. Bill Book

530. (1) A rough register of traveling allowance in the form of T.A. Bill should be maintained in each station with sufficient space between two names. This register should be written daily as soon as the men return from duty. At the end of the month this would be copied on regular. T.A. Bills and submitted to the District Police Office.
- (2). The Senior Station Writer will be held responsible for the correct maintenance of this register.

Register of Finger Print References & Visiting Book.

531. (1) A register in K.P.F. No. 3-N should be maintained in all Police Stations, in which all finger print slips sent for search and their disposal will be entered.
- (2). The visiting book in K.P.F. No. 189 is for the remarks of Sub Divisional Offices and above and K.P.F. No. 70 for the remarks of the Circle Inspector.

Registers, Records, etc., prescribed for Police Offices, Stations, Outposts, Circle Offices and Sub Divisional Offices.

532. Registers, records and files which are to be kept in sub Divisional Offices, Circle Offices, Police Stations and Outpost, in addition to any other books or registers ordered to be maintained, are given in Appendix III.

Station Name Board and Notice Board.

533. Every Police Station and Outpost should be provided with a Notice Board and a sign Board.

Each of these should be affixed in a conspicuous place outside the building.

Cash chests of Postal Departments.

534. Cash chests of the Post Offices of India may be embedded to the floor of Treasury Guard rooms with the District Magistrate's permission. The same course may be followed with regard to their location in Police Stations, if agreed upon by the Superintendent of Police and the District Magistrate in consultation.

Records-Period of retention and destruction etc.

535. (1) Station and Circle records, which have to be retained in the District Police Office, will be sent to the District Police Office by the Circle Inspector at the beginning of the year.
- (2). At the close of each year, the Inspector will prepare and forward to the District Police Office by the 15th January, for the orders of the Superintendent of Police, a list in duplicate, in respect of each station and of his office, of time expired records which need not be retained and other useless papers for destruction. On receipt of the orders of the Superintendent of Police, the Inspector should send them to the District Police Office for being either retained there or sold to approved contractors. Records sold to contractors should be torn to pieces.
- (3). Similarly, Sub Divisional Officers will follow the same procedure as stated above in respect of records in their offices.
- (4). Names of records, period of retention of each record etc., are given in Appendix IV

Out-post Routine Records

536. Records, registers and files which are to be maintained at Out-posts are given in Appendix III. These records should be maintained in the same way as in the Police Stations.

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CHAPTER II

SECTION 1- PAY AND ALLOWANCES

Preparation of Pay Bill

537. Each Station House Officer shall prepare a monthly pay bill in K.P.F. No. 109 A and 109 A-1 for the staff of his station and forward it direct to the District Police Office by the 15th of the month for which pay is claimed. The abstract on the back of the bill will be filled up in the District Police Office.

Instructions for preparing Pay Bills

538. (1) Names will be entered in pay bills, firstly according to rank and secondly according to district number. Men employed as private guards must be shown separately in another bill.

(2). Alterations from the preceding month and casualties will be shown in ink in the remarks column.

Note:- In the case of Officers under temporary reduction, the remark "Reduced to..... for from....." should be entered in the pay bills of each month against the names of the Officers concerned until they are promoted.

(3). Certificates of maintenance of conveyance should be attached to pay bills in K.P.F. No.26 in support of claims for conveyance allowance.

(4). In the "Rate of pay" column, the pay of the appointment actually held, even officiating or provisionally permanent, and not of the substantive appointment, should be given.

(5). Each deduction will be shown separately, in the relevant columns.

(6) The pay bill of the Armed Reserve will be prepared and sent to District Police office by the Reserve Inspector concerned.

Disbursement

539. (1) The District Treasury will issue Cash Orders on sub-Treasuries in favour of Circle Inspectors or Reserve Inspector. The Cash Orders and pay bills will be forwarded by the District Police office to the Circle Inspectors and Reserve Inspector concerned and they will cash it. The Circle Inspectors will send the sheets of the pay bills and the requisite sum of money to the Station House Officer, who will pay the men of the station. In the case of the District Armed Reserve, pay will be disbursed by the Reserve Insepctor.

(2). If there is a Sub-Treasury disbursing money on Government account at the Headquarters of a Sub-Inspector, Cash Orders should be drawn in favour of the Sub Inspector concerned instead of the Circle Inspector. In this case, the pay bill of the Station will be sent direct to the station concerned.

(G.O. (MS) 47/66/Finance dated 09-02-1966)

(Chief Office F1-29604/65 dated 14-2-1966)

Return of Pay Bills

540. The Station House Officer will return the pay bills, signed by the recipients, to the district Police Office by the 15th of the month with a statement of undisbursed pay in K.P.F. No. 109 B he will retain the undisbursed pay with him. The district police office will deduct the amount of undisbursed pay in the next pay bill and advise the Circle Inspector of the amounts so deducted and the amount to be sent by him to each Station House Officer. Entries in K.P.F 109 B should be made chronologically by months and, under each month, according to classes of Officers.

Re-endorsement on Bills-Prohibition.

541. (1) Pay and travelling allowance bills and bills for Office contingencies are not negotiable instruments and re-endorsement on them are prohibited. In such cases the following procedure should be adopted.

- (2) Bills payable at the Bank or Treasury at the Headquarters will be endorsed by the Superintendent or his Personal Assistant to a subordinate selected by him. Those payable at out-stations will be endorsed to a subordinate specially selected by the Circle Inspector. All bills to whomsoever endorsed will be sent only to the Circle Inspector concerned wherever he may be and he should send it to the subordinate in whose name the bill is endorsed and should watch the actual encashment and subsequent disbursement.

Disbursement of last pay due to an Officer.

542. (1) Last payment of pay and allowances to a Government servant who is finally leaving the service of the Government on retirement resignation or dismissal or is placed under suspension will not be made until it is satisfied that no amount is due and outstanding from the Government servant and until the kit has been accounted for and deductions made for deficiencies.

Pay of deceased Officer.

- (2) The pay due to a deceased Officer will be paid to his legal heirs, after such inquiry into the right and title of the claimants and on production of legal heirship certificate issued by the Tahsildar, where the amount does not exceed Rs. 500. The sanction of the Inspector General must be obtained before any disbursement is made in all cases where there is doubt regarding the person entitled to payment. All claims involving payment of over Rs. 500 should be reported for the orders of Government through the Inspector General of Police.

Precaution in transmitting cash.

543. (1) When cheques or bills have to be cashed or when public money has to be sent or brought from one place to another the following scale of escort is laid down for the general guidance of all Officers for the safeguarding of Government money in its transmission in normal circumstances. These escorts are additional to any member of the staff who may be employed to encash the bills or cheques concerned:-

Scale of escort

Amount to be transmitted	Strength of escort
Below Rs. 500	1. Constable
Rs. 500-4999	2. Constables
Rs. 5,000-20,000	1. HC & 2 Constables

Above 20,000

One SI /RSI / APSI / One HC
/ Havildar and two
Constables

- (2) If conditions are in any way abnormal, as when the general tranquility is disturbed or when public money has to be transported a long distance or when crimes against property have been unusually life in any area. Officers will be expected to use proper discretion as to any additional precautions necessary.
- (3) The scale of escorts laid down above does not apply to treasure escorts which are governed by separate orders. See rule 435 of Chapter XIX Vol. II.

When a Head Constable or Constable is detailed to cash any bill at a place outside his own station, and owing to the distance from his own station is forced to halt either at the place of encashment before starting back or on the way, he shall make such halt at a Police Station and shall on reaching such stations immediately deposit the cash in his charge with the Officer in charge of the Station at the time. The latter shall record the fact in the General Diary noting the amount deposited, and also acknowledge the receipt of the amount on the passport of the Head Constable or the Constable as the case may be. Before he starts from the station the Head Constable or the Constable shall note in the General Diary the fact of the cash having been returned to him and the Officer then in charge of the Station shall note on his passport that the cash has been returned to him. The Officer in charge of the Station at the time shall keep the entrusted to him under lock and key and will be held responsible for its safe custody.

SECTION II – COTINGENCIES

Contingent expenditure.

544. The following instructions apply to particular items of contingent expenditure.

Cost of taking records and furniture on tour.

- (1) The cost of conveyance of Office records and furniture as are absolutely necessary on tour to the Superintendent or Sub Divisional Officer may be met from the Contingent appropriation.
- (2). (a) Inspectors will be allowed to take at the cost of Government such of the records and furniture belonging to Government as are absolutely necessary for the efficient discharge of their duties when on tour. The charges thus incurred will be debited to "tour charges", and the bills can be passed on proper vouchers by Superintendents of the District on their own responsibility.
- (b) Superintendent of the District will be careful to see that the concession is not abused.

Use of Service Postage stamps

- (3) The instructions regarding the name of service postage Stamps in official correspondence are contained in Article 132 of the Kerala Financial Code Volume I and Appendix in Volume II of the said code.

Telegram charges

- (4) (a) Telegram charges may be met either in cash payment or by deposit account system, whichever is economical.
- (b) Sub-Inspectors may make use of the permanent advance in the Station, for the payment of telegram charges and later recoup the expended amount by claiming the amount in contingent

bills.

[Government Endt. No. 61636-M1/65/PD/(Miscellaneous Department dated 14-3-1966)]

Station House Officers to send Contingent bills.

545. (1) Each Station House Officer shall submit direct to the District Police Office on the 20th of the month a bill for the contingent charges of his Station. The bill should include all fixed charges, such as rent of station, wages of station sweeper, etc., to be paid during the succeeding month, and also the expenditure actually incurred up to the date of submission of the bill under fluctuating items, such as stamps for which vouchers should be attached. For any charges of an unusual nature the previous sanction of the Superintendent should be obtained through the regular channel before the amount is included in the bill. The Inspector shall make out a separate contingent bill for charges incurred by himself and forward it to the District Police Office on the 20th of the month.
- (2) These bills will be scrutinized in the District Police Office and passed by the Superintendent. The money will be remitted to Inspectors or to the Station House Officers direct.

Indent for the supply of Service stamps.

- (3) Sub-Inspectors shall submit a monthly statement of expenditure of service stamps with an indent for stamps, to the District Police Office by the 5th of the month.

Expenditure under Secret Service Funds.

546. Separate rules regarding the procedure in the drawal and payment of the funds under secret service are sent to Superintendents of Police for guidance. The amount is to be drawn in contingent bill form No. 49 and should be limited to budget allocation.

SECTION III

TRAVELLING ALLOWANCE AND RAILWAY, BUS AND BOAT WARRANTS

Travelling allowance – General Principles.

547. (1) The grant of traveling allowance is regulated by the provisions in Part II of the Kerala Service Rules.
- (2) Officers should bear in mind that the question of traveling allowance is largely governed by one major rule that it should not be a source of profit and that it is entirely compensatory.
- (3) No tours should be undertaken without a definite purpose and the tours should not be mere aimless journeys on the score of vague Special Branch matters and surprise check. It should be undertaken only when there is absolute necessity.
- (4) All touring Officers should draw up regular advance programmes for their tours and submit the same for the approval of the controlling officers on or before the first of every month. In the case of Deputy Inspectors-General and Superintendents of Police, a copy of the tour programme will also be sent to the Collector concerned. The submission of advance tour programme will not apply to emergencies where journeys may be undertaken in anticipation of sanction of the immediate superior authority. In such cases separate procedures, as instructed by controlling officers will be followed.
- (5) In drawing up the tour programmes care should be taken to fix up the engagements in such a way

that several items of work are attended to in a single trip avoiding another trip for the same purpose on another occasion. Rush and return to headquarters will on no account be allowed.

- (6) In the case of subordinate staff when detailed for investigation, enquiry or arrest of absconding accused, tracing of Out of View Known Depradators etc., care should be taken that opportunities are not given for roaming about aimlessly. The movement of men deputed for confidential enquiries should also be strictly controlled by issuing proper instructions for the discharge of their duties without impairing their efficiency and success in their work.

Journeys in attendance upon a sick officer.

548. When a Police Officer is deputed by a Medical Officer to attend during a journey upon a Government servant who is so ill as to make it inadvisable for him to travel without attendance, he will be deemed to have been traveling on duty and will be entitle to traveling allowance for the journey both ways.

Preparation of Travelling Allowance Bills

549. (1) Travelling allowance bills will be prepared by the Station House Officer and forwarded direct to the District Police Office by the 5th of every succeeding month. Only one bill should be presented for each month after its close. In case of journeys by rail or by road the foils of the railway warrants and bus warrants marked "For the Superintendent of Police" should be attached to the bills. Bills relating to the claims of Sub Inspectors will be forwarded by the 5th of the succeeding month to the District Police Office.

- (2) Claims for traveling allowance must be supported by the passports of the men who traveled. These passports and railway warrants foils must therefore be attached to the traveling allowance bills. They will be filed in the District Police Office with the Office copy of the bills.

- (3) Before submitting the traveling allowance bills to the District Police Office, the Station House Officer should check the claims in the bills with the entries in the Rough Travelling Allowance Register maintained in the Station and the passport of the men concerned, and certify to that effect on traveling allowance bills.

- (4) The bills sent from each Station should be accompanied by a statement showing:
- (a) the number of the railway warrant and bus warrant foils attached to the bill;
 - (b) the numbers of the warrants already issued and to be accounted for with the bill of the following month; and
 - (c) the numbers of the warrants still in the custody of the Station House Officer. Superintendents should see that item (a) above agrees with the numbers of the warrants actually received by them and that the foils of the warrants mentioned in item (b) in the statement of the previous month have been sent.

Railway Warrants

550. (1) Railway warrants will be accepted by Station Masters or Booking clerks as cash payment for value of tickets supplied provided the rules printed on the reverse of the foil "for Railway" are observed.

- (2) Before Railway warrant books are issued to Stations, each of the three foils of the warrants should be clearly stamped in the District Stores with the name of the District in the space allotted for "Police Office" and "District" at the top.

Preparation and presentation of Railway Warrants at Railway Stations.

551. (1) Railway warrants shall be made out in English. The foil headed "For Office Record" will be retained in the Office of issue, and the remaining two foils handed over to the Officer in charge of the traveling party, who will fill up Coloum (4) in each, sign the Railway foil and present them both at the Railway Station. The Railway authorities will then issue the tickets required, and also return the foil "for the Superintendent of Police" with the blanks filled in. This foil will be sent by the Officer in charge of the party to the Officer in charge of his Station, who will collect together all the foils received in the course of the month and attach them all to the Travelling Allowance bill of the Station for the month.
- (2) Careful attention should be paid to the rules on the reverse of the foil headed "For Railway" of the form of Railway warrants.
- (3) Whenever possible, Railway warrants shall be issued at the Station of departure for the return journey also.
- (4) Railway warrants should be issued to all Head Constables and Constables, for journeys to and from Hospital and from one Hospital to another, and also for journeys to seek medical advice, provided they are eligible for Travelling Allowance for such journeys.
- (5) Railway warrants may be used for the conveyance of tappal to Officers in camp.
- (6) The following particulars should be invariably given on the Railway warrant:-
- (a) Name and number of Police Officer and nature of duty
 - (b) Reasons for traveling by main train.
 - (c) In the case of transfer, whether it was on public grounds or at the request of the Officer or for misconduct.
- (7) Railway warrants may be used by all Officers of and below the rank of Circle Inspectors for their journeys on Official purposes. If the cost of Railway fare is less than Rs. 5, Railway warrants should not be used.

Presentation of Warrants by Railway Administration for payments.

552. The foil headed "For Railway" will be presented by the Railway Administration to the Accountant General. The Accountant General will forward it to the Controlling Officer for scrutiny and countersignature. To enable the Railway Administration and the Accountant General to send the warrants to the proper officers, the officer issuing it will, when the party does not belong to the same State or District as that of issue, respectively endorse in red ink at the top of the foil headed "For Railway" as follows:-

"PAYABLE BY THE ACCOUNTANT GENRAL"

"TO BE SENT TO THE SUPERINTENDENT OF POLICE,"

.....FOR ACCEPTENCE."

Safe Custody of Railway warrants and Bus warrants.

553. (1) The book must be kept under lock and key, in the personal custody of the Officer to whom it is supplied. In the absence of he Station House Officer from the Station, it will be in the charge of the Senior Police Officer present.
- (2) Whenever a Railway or bus warrant is issued its number is to be noted in the General Diary, wherein the duty on which the Officer is sent is noted.

- (3). At the back of the warrant counterfoil will be noted the General Diary page and date.
- (4) Whenever transfers of charge take place, the printed numbers of the Railway and Bus warrants transferred should be given in the charge list.

Bus Warrants.

554. Police personal on duty are allowed to travel in buses on the strength of the warrants issued by the Police Department. The cost on this account will be reimbursed to the Bus companies as per the procedure that may be adopted by Government from time to time.

(1). When bus warrants are issued for travel in Express buses the word "Express" should be noted by the Station House Officer himself and he should sign under the word "Express" with the date of issue.

(2) Every bus warrant shall contain the following particulars:-

(i) The bus warrant number.

(ii) The number and name of the Police Constable or Head Constable or the name of Sub-Inspector.

(iii) The Unit such as Traffic, Armed Reserve, Criminal Investigation Department, Criminal Intelligence Bureau, Finger Print Bureau, and the District to which such Police Constable, Head Constable or Sub-Inspector belongs (to be entered in red ink).

(iv) The date of travel

(v) Purpose of journey

(vi) Place from where the Police Constable or Head Constable or Sub-Inspector starts and the place to which police Constable or Head Constable or Sub-Inspector travels.

(vii) Station from where issued and the date of issue

(viii) The designation and signature of the issuing Officer

(ix) The stamp of the office of issue

(x) Bus warrants without page number are not considered as genuine.

Boat warrants

552. Boat warrants shall be issued to non-gazetted officers for travel by boat on duty. The procedure in the case of bus warrants will apply to the issue of boat warrants also.

Statement of Bus Warrants and Railway Warrants used by Sub Inspectors

556. A Statement of bus and Railway warrants used by Sub Inspectors in a month should be forwarded in K.P.F. No.113 to the District Police Office with their Travelling Allowance bill for the month. The statement should contain particulars of warrants used and the cost of each warrant. The counterfoils of the warrants marked for Superintendent of Police should be enclosed with the statement. Those having no Travelling Allowance claims to prefer will forward the statement separately with counterfoils of warrants.

SECTION IV- CASH ACCOUNTS

Cash Book – Maintenance of – Instructions

- 557.(1) The Cash book in prescribed form shall be maintained in Police Stations and all other Units dealing with receipt or disbursement of government money.
- (2) All Public money received should be brought to account immediately on receipt.
 - (3) Opening balance, receipts and closing balance shall be entered in red ink and all other entries shall be made in black or blue black ink.
 - (4) Each item of transaction, whether receipt or expenditure, should be entered separately. Item number should be separately given to each entry. Item number of corresponding expenditure entry should be noted against each receipt of entry and the item number of relevant receipt entry should be noted against each expenditure entry.
 - (5) Detailed particulars of each transaction such as from whom received, number and date of encashment of bill, date of money memo received, to whom disbursed with number and date of money memo sent should be entered in the cash book.
 - (6) The opening and closing balance should be struck on all days on which there are transactions.
 - (7) All amounts should be disbursed without any delay and no amount should be retained in Police Stations for over two months under any circumstances. A report should be sent to the Superintendent of all such pending items and orders of the Superintendent should be obtained for returning them to the District Police Office or remitting them into the Treasury under relevant head of accounts.
 - (8) Cash book in Police Stations should be personally maintained by the Station House Officer. If he is likely to be absent from the station for more than a day, the book may be handed over to the Station Writer with clear instructions as to its maintenance. When the Station House Officer returns to Station he should check the entries in the cash book and take charge of balance.
 - (9) On the last day of each month, the particulars of amounts working up to the cash balance with item number and date of receipt of each item should be entered in a separate statement in the cash book. If any permanent advance is allotted, the total permanent advance allotted, particulars of items pending recoupment and balance of permanent advance on hand should be furnished in a separate statement.
 - (10) All money memos (in K.P.F No. 105) received should be arranged and filed date-wise, after prompt dispatch of acknowledge item number in cash book, date and item number of disbursement and date of dispatch of receipts of parties.
 - (11) Circle Inspectors should verify cash book and cash balance in hand in Police Stations whenever they visit them for other purposes. In respect of their Headquarters Stations such verifications should be made at least once a week.
 - (12) The cash on hand in Stations shall be kept in a locked receptacle. No private money should be mixed up with Government cash. When the charge of cash book is handed over, the cash balance should also be handed over and acknowledged in the cash book and in the General Diary in words as well as in figure.

SECTION V – LEAVE PROCEDURE AND PENSION

Grant of leave.

558. (1) Leave will be granted to officers according to the Service Rules applicable to them.

(2). Superintendents of Police are empowered to sanction all kinds of leave except study leave and special disability leave to all officers of and above the rank of Sub Inspectors.

[G.O. (MS) 99/Home (A) dated 18-2-1963]

(3) The Superintendent may empower an Inspector to grant in anticipation of sanction, in urgent cases, leave other than casual leave subject to a limit of one month to Head Constables and Constables. The kind of leave admissible will be subsequent decided and the leave will be formally sanctioned by the Superintendent.

(4) Sub-Divisional Officers are empowered to sanction all kinds of leave other than study leave, special disability leave and leave preparatory to retirement, subject to a maximum period of 4 months to Head Constables and Police Constables within their jurisdiction. Before granting the leave eligibility should be got noted by the District Police Office on the leave rolls sent.

[G.O. (MS) 99/Home (A) dated 18-2-1963]

(5) Personal Assistants to Superintendents of Police are empowered to sanction all kinds of leave other than study leave, special disability leave and leave preparatory to retirement to Head Constables and Police Constables of District Armed Reserve, where there is no Assistant Commandant in charge of the District Armed Reserve.

[G.O. (MS) 93Home dated 2-3-1964]

(6) Circle inspectors are empowered to sanction leave except special disability leave to Police Constables and Head Constables after getting the eligibility of leave verified from the District Police Office and in urgent cases subject to eligibility.

[G.O. (MS) 308/Home dated 12-9-1967]

Leave Applications

559. (1) Gazetted officers should submit their leave applications in duplicate in the prescribed form to the Deputy Inspector General of Police in the case of Inspectors and to the Inspector General of Police through the Deputy Inspector General in other cases.

(2) Station House Officers will forward leave applications received from Head Constables and Police Constables with leave rolls in K.P.F. NO. 76, through Circle Inspectors to District Police Office; where the nature of the leave due will be entered. The District Police Office will forward the leave rolls to the Officers authorized to grant leave.

Departure on Leave

560. (1) Police Officers of and above the rank of Deputy Superintendents before proceeding on leave should communicate their address while on leave to the Assistant Inspector General.

(2) All subordinate Police Officers, before proceeding on leave, should communicate their address to their immediate superior and keep him informed of any change of address.

(3) No Police Officer may proceed on leave without sanction

(4) Head Constables and Constables proceeding on leave shall invariably be furnished with passports in K.P.F. No. 120. A man who was obtained a medical certificate recommending him leave should be given a passport in K.P.F. No. 121. Before proceeding on leave, it should be ensured that the leave has been sanctioned. If the medical certificate is given at the district headquarters, the passports may be granted by the Superintendent of Police if the District or, in his

absence, by the Manager Except in the case of men of the Armed Reserve to whom it will be given by the Reserve Inspector. In Circles, it should be given by the Inspector or Station House Officer.

To report 10 days prior to expiry of leave for permission to extend leave or to rejoin duty.

561. An application for extension of leave should be made at least 10 days prior to the expiry of the leave being availed. It is the duty of the Officers on the expiry of their leave to rejoin if they have not received formal intimation of the grant of extension. The incumbent in the Department on leave for more than one month should report his intention to resume duty not less than 10 days before the termination of the leave.

Rejoining duty after leave.

562. The authority competent to grant leave or the authority under whom the Government servant is to be employed on return from leave, as the case may should enforce the provisions of Service Rules regarding procedure for readmission to duty of officers returning after medical or any other leave.

Casual leave

563. Casual leave is a concession to enable Government servants in special circumstances to be absent from duty for short periods without such absence being treated as leave under service rules. Rules regarding casual leave to Officers are given in Appendix VII to Kerala Service Rules.

Special Casual Leave

564. Government servants are entitled to special casual leave as per Service Rules applicable to them. Rules regarding grant of such leave is given in Appendix VII to Kerala Service Rules.

Grant of Casual Leave

565. (1) Casual leave to officers of and above the rank of Sub Inspectors may be granted by their immediate Superior unless the applicant is working under the direct supervision and control of another officer competent to grant such leave.

(2).The grant of leave by the Superintendent of Police should be communicated to the Deputy Inspector General of Police concerned, and the grant of leave by the Deputy Inspector General of Police should be communicated to the Inspector General of Police for Information.

(3). The grant or refusal of the leave should be reported in the diaries of the officers and the General Diary if such a record is kept in the Office concerned. All cases in which leave is refused by them should be reported to the Superintendent or Sub-Divisional Officer for orders if any. The applications will be filed in Office of the granting authority with the orders thereon together with a note of the dates of availing of and return from the leave.

(4) In emergencies, Head Constable in charge of Police Station or Outpost may grant to any of his subordinates casual leave and may also permit them to combine Sundays and other authorized holidays with it, subject to the limits prescribed, reporting the matter for confirmation of the Sub Inspector.

(5). If an Officer wants to spend the leave, outside his jurisdiction, he should take the previous sanction of his immediate superior authority.

Register of Casual leave.

566. The register of casual leave in K.P.F. No. 135 should be maintained by the Officers competent to sanction the leave. The grant of special casual leave will also be noted in this register.

Pension

567. The pensions of all officers who have opted for Kerala Service Rules will be regulated by the Rules in Part III Kerala Service Rules. The rules in fundamental Rules, Travancore Service Rules and Cochin Service Rules will apply in the case of those governed by those rules.

Resignation –Effect of.

568. (1) If a Government Servant resigns his appointment, all his previous service under the Government-and not only service in the particular post which he held when he resigned-will be wiped out. If such a Government servant is appointed again to Government Service, he will not be entitled, to count any portion of his service prior to resignation for any benefit or concession under any rule or order.

(2) The effect of resignation of appointment by a Government Servant is contained in Rule 33 of Part III of Kerala Service Rules and in other Service Rules applicable to the Government Servants concerned.

Address to be furnished by retiring Officers

569. On retirement Officers should furnish their address in order that the authorities may communicate with them if necessary.

SECTION VI – BUILDINGS IN CHARGE

Upkeep of Compounds

570. (1) The occupant of a Government building or residence shall be responsible for the proper care and upkeep of the trees, shrubs and hedges in the compound and he will also see that the compound is kept in proper order.

(2) No tree or main branch of a tree shall be cut without the permission of the Inspector General of Police

(3) The grounds of the compound shall not be broken for any purpose except that of "gardening" in the ordinary sense of the word and this sense shall not include the digging of pits, ponds or wells for watering purposes.

Occupation and Petty Repairs of Lines.

571. (1) Where Police Quarters exist, Head Constables and Constables shall be bound to occupy them.

(2) Men must be required to execute such trifling repairs to their quarters as they would do if they were their own houses.

SECTION VII-TENTS

Scale of tents for different units is given in the Kerala Store Manual.

Tents-Storage of.

572. When not in use, tents should generally be kept in a dry place on stands about 46 C.M. high so as not be damaged by rats or white ants. But during the monsoon, when they are not in use, they should also be spread out in the sun to dry not less than once a month.

Instructions for pitching and striking of tents etc., are given in Appendix V

SECTION VIII-INDENT FOR STORES; CLOTHING ETC.,-DISTRIBUTION

573. Instructions regarding scale, supply of clothings, Stationeries, Arms, Ammunition and Accoutrements, etc., are given in Kerala Police Departmental Store Manual.

Indents for Store articles by the units to the Chief Stores.

574.(1) Each unit will forward to the Chief Office on the 30th December each year a consolidated list of stores required by it in a year, on the basis of indents received by it from its subordinate Officers. Only items of stores which are authorized for issue through Chief Stores according to general or special orders (or by precedent in the past) should be included in the list. Quantities mentioned in the list should also be within the authorized scale of entitlement, and the scale on which the demand is based should be clearly stated.

(2) On the indents being passed, the stores sanctioned will be packed and dispatched to the units concerned by the Assistant Store keeper by the cheapest possible conveyance.

(3) The passed indents with the acknowledgment foil will be forwarded to the concerned unit from the Chief Stores.

(4) On receipt of the stores in the unit stores, the articles will be verified by the Officer-in-charge of stores. The articles will be acknowledged in the acknowledgment foil of the indent and it will be returned to the Chief Stores.

[G.O. 408 (MS) Home (D) dated 18-10-1965]

Indents by subordinate Officers to the Units (D.P.O. etc).

575. Officers in charge of Sub-Division, Circles and Police Stations will forward indents showing their annual requirements of stores to the District Stores before the 15th of December each year.

Officers in charge of Police Stations will forward two separate indents one for articles issued by the Reserve Inspector and another for articles issued by the Store Accountant and items in each should be granted together under the sub-heads shown below:-

(a) Indents for articles issued by the Reserve Inspector:-

(i) Arms,

(ii) Ammunition, and

(iii) Accoutrements.

(b) Indents for articles issued by the Store Accountant:-

(i) Clothing,

(ii) Forms,

(iii) Stationery,

(iv) Books of instructions, and

(v) Furniture.

[G.O. 408 (MS) Home dated 18-10-1965]

Supply of Articles.

576. (1) The supply of clothing will be made half yearly from the District Stores to the Sub

Inspectors concerned by the 1st of December and 1st of June without indents from them. Acquittance roll for clothing in K.P.F. No. 5 will also be sent to the Sub Inspectors. The Sub Inspectors shall arrange supplies according to requirements and send the acknowledgment to the District Stores promptly returning surplus articles if any on invoices. The acquaintance roll of clothing with signatures and date of receipt entered therein will be completed, carefully checked and sent back to the District Police Office not later than 1st August.

(2) Check register of Indents

The Officer in charge of stores will keep a Check register of indents. Each indent will bear the District Serial number and also the indent number of the Sub-Divisional Officer, Inspector or Station House Officer as the case may be. No indents will be filed by the district Serial number alone.

(3) The book of receipt and issues of stationeries shall be balanced every quarter. A stock taking of stationery shall be made every year before the 25th February by the Officer in charge of stores and results recorded in a statement accompanying the annual stationery indent.

[G.O. 408 (MS) dated 18-10-1965]

Passing of indents.

577. (1) All indents will be passed for supply by the Superintendents of Police or the Personal Assistants to the Superintendent of Police. 85% of the annual requirement of stores in a station or in the Inspectors office or in the Sub-divisional Office according to authorized entitlement will be passed on the first indent. If an indent is not passed it will be returned to the concerned Officer stating reasons as to why it is not passed.

(2) On an indent being passed by the Superintendent of Police, the Store Accountant will pack the sanctioned articles and dispatch the same to the concerned officer by the cheapest possible means. The sanctioned indent with acknowledgment foil will also be forwarded to the concerned officer immediately. On receipt of the articles the concerned officer will check the store material with the passed indents sent to him and acknowledge receipt of the articles in the acknowledged foil of the indent. The acknowledged foil will be returned to the District Stores immediately.

(3) The remaining 20% of the annual requirements of stores in the Sub-Divisional office, Inspectors Office or the Stations will be sanctioned in the District Stores on proper indents on the last quarter of the financial year according to requirements. The stores so sanctioned will also similarly be dispatched to the concerned officer by the Store Accountant.

[G.O. (MS) 408|Home dated 18-10-1965]

Entry in the register of Government Property.

578. The Sub-Divisional Officer, Inspector or Station House Officer as the case may be who receives the stores will immediately bring the articles received by him to account in his register of Government properties.

[G.O. MS. 408|Home (D) Dept. dated 18-10-1965]

CHAPTER III
GENERAL CORRESPONDENCE

General Rules

579. (1) The use of facsimile signature stamps in lieu of signature in correspondence is forbidden. Official documents should be signed in a uniform and legible manner. Ball point pen also should not be used.
- (2) See paragraph 90 of the Manual of Office procedure for the Police Department for instructions on the method of dispatching papers to Departmental officers.
- (3) See Chapters III and IV of the Manual of Office Procedure for the Police Department for instructions relating to the receipt, numbering, distribution and registration of tappals.
- (4) Rules of procedure for offices below the District level shall be as prescribed in Chapter XVI of the Manual of Office Procedure for the Police Department. For other offices the provision in other chapters will apply.
- (5) The name as well as the Official designation of an Officer should be set out at the head of every letter or proceedings issued by him or from his office on his responsibility though it may be signed by an authorised subordinate Officer.
- (6) Initials and signatures should always be dated, the year as well as the date and month shown.
- (7) Letter form should be used for all correspondence to superior Officers, subordinate Officers and to other Officials and non-officials. The salutation "Sir" or "Madam" and the subscription "Yours faithfully" should also be used in all such letters.

(I.G.'s Circular 51| 66 dated 02/09/1966

- (8) Memo form will be restricted only to internal use namely to communicate and call for information between the sections of the same Office.

(I.G.'s Circular 51| 66 dated 02/09/1966

- (9) Language of correspondence : To communications received from public in Regional language, the replies should be given in the regional language itself.
- (10) Delay in disposal of official correspondence-Usually delay occurs due to the following reasons:
- (i) unnecessary movement of papers
 - (ii) Indifferent or incomplete reports from the Subordinate officers
 - (iii) Faulty office procedure
 - (iv) Inadequate control over work and proper application to it. Care should be taken to avoid such defects at all levels.

- (11) When a Personal Assistant signs a letter for the head of the department or Office, he is using the delegated power. Therefore in all Official correspondence to higher authority, if the letter involves a point of opinion or policy, the office copy must be signed by the Head of the Department/ Office. If, however, the letter is simply a recital of facts, it will suffice if the

Personal Assistant takes orders of the Head of the Department/Office in the Office note.

Officials communications.

- 580 (1) Envelopes or packets containing Official correspondence, which is not of a confidential nature, should be addressed by Official designation only, without the addition of an Officer's name.
- (2) Papers may be classified as (a) 'Confidential' (b) 'Secret' and (c) 'Top Secret' according to the nature, importance and degree of security which attaches to the matter dealt with in them.

The following rules of guidance will be helpful

- (a) **Top Secret.** This marking is reserved for papers containing information of such a nature that for reasons of national security it must only be disclosed to persons whose duty makes it essential that they should have knowledge of it. Such papers include references to current or future Military operations, impending movements or dispositions of the armed forces and shipping and secret method of warfare, to matters of high Political Policy and to methods of secret intelligence and cyphers.
- (b) **Secret.** This marking is reserved for papers other than those marked Top Secret, which are of such a nature that their disclosure to persons other than those whose duty is to have knowledge of them would cause administrative embarrassment or difficulty or would be helpful to the enemy, without being gravely dangerous to the national interest.
- (c) **Confidential:-** This marking is reserved for papers containing information the circulation of which, it is desirable to restrict for administrative reasons and which do not disclose such vital information as to warrant their inclusion in the Secret category.
- (d) **Private** means "Not to be placed on an Official file or referred to in Official correspondence". Papers so marked should be kept by the recipient so long as they are required and then destroyed.
- (e) **Personal (on a Cover)** indicates that it should be opened by only the Officer named on the cover or his successor, unless it is superscribed "Not to be opened by any one except the addressee". In the latter case no other Officer should open it and it should be sent to the person named wherever he is.
- (3) Confidential papers should be dealt with by the Section Heads concerned, and they should be kept in the custody of the section Head or the Superintendent, except in cases where the Superintendent, after due consideration, authorizes the paper in original to be dealt with by the subject clerk in the connected file.
- (4) Secret and Top Secret papers should ordinarily be in the custody of the Head of Office, and action on these should be taken by him personally, collecting information, if any, required from the Office, except where a relaxation of this rule is justified in individual cases.
- (5) Section Heads, Superintendent and other Officers who retain confidential, secret or top secret papers in their custody shall keep a register in which such papers and their disposal will be listed. Such papers, with the register, will be handed over on relief to the successor in Office.
- (6) The receipt of such papers will be recorded by the Superintendent, or other Officer concerned also in the Personal Register of the subject clerk, showing the outside reference number, and a catchword indicating the subject, but it should not reveal the confidential matter.
- (7) When such papers are put up for orders, a 'Confidential' slip should be attached to the file.
- (8) Communications bearing the classification "Secret" or "Top Secret" should always be dispatched

in double cover, the inner cover being sealed and addressed by name to the Officer concerned. The outer cover will not be sealed and will be addressed to the Officer by designation alone. The sealed cover with address duly return, and the appropriate security marking and the reference number noted outside, will be handed over to the dispatching clerk, who, after making necessary entries in his register, will put it in another cover addressed to the Officer by designation.

- (9) All papers with security Classification "Confidential" or above, when sent by post, shall be registered. "Top Secret" and "Secret" papers shall be sent "Registered-Acknowledgment Due".

Demi-Official communications.

581. (1) A demi-Official communication may be made when (a) the matter forming the subject of the communication is a stage of discussion and has not reached any Official finality; (b) the writer wants to express his personal views or any subject without allowing them to be treated as his final conclusions or opinions; (c) the writer desires that the contents of the communications should not be given any publicity beyond communication to the addressee; (d) the writer wishes to elicit the individual views or opinions of the addressee and desires it to be understood that such views or opinions will not be treated as final decisions or opinions and (e) when it is desired that a matter should receive the personal attention of the person addressed.
- (2) Envelopes containing demi-official letters shall be addressed to the Officer for whom they are intended both by his name and official designation. If the officer addressed by name has vacated his appointment, his successor or one in charge of the post should open such covers and deal with the communications enclosed, if he is competent to do so. If not competent, he should return them to the sender with an intimation to that effect and should treat any information thus obtained as confidential.
- (3) Demi-Official communications which are intended to be opened by the addressee and by no one else should be enclosed in covers addressed to him by name only, his official designation being omitted. If he has been transferred and they are delivered to his successor or locumtenens, they should be forwarded to him direct if his address is known, and if not, returned to the sender.

Forms of Address.

582. (1) the prefix "Shri" in respect of men and "Smt" in the case of married women and "kumari" in the case of unmarried women, shall be used as the form of address in official correspondence.

Correspondence with Police of other States in India.

- 583 (1) Inspectors and Sub-Inspectors in India may correspond directly with Police Officers of equal rank in other States on the following matters:-

Movements of criminals, enquiries as to antecedents and convictions of persons, circulating lists of property, information concerning crime committed, soliciting assistance in a case or requesting a statement of a person to be recorded.

- (2) The Police Officials of the Kerala State may correspond directly with the Police Officials of equal rank in these States on matters of routine or a non-controversial character.

correspondence with Foreign Police Forces.

- 584 (1) The State Police are not authorized to correspond direct with outside Police Forces. India is a member of the International Criminal Police organization and the intelligence Bureau, is the national Central Bureau of the International Criminal Police Organisation. Any information

required by a foreign Police Force concerning Police in India should be routed through the Director, Intelligence Bureau, New Delhi, and not sent direct.

- (2) The Police authorities in India on the one hand and Ceylon on the other can correspond directly in routine matters relating to the control of emigration or investigation of specific crimes of a non-political nature such as common crimes like murder, dacoity, robbery, burglary etc.

Corrections.

585. All corrections and alterations in Police records should be made by drawing a line across the original entry so as not to obliterate it and writing the required alteration above and initialing it.

Telegraphic communications-Instructions.

- 586 (1) Abbreviated telegraphic addresses of Police Officers are given in Appendix VI to this Chapter.
- (2) State messages may be sent as "Express" or "Ordinary" at the discretion of the sender. The principles to be observed are
 - (a) A Telegram should not be sent where a letter would serve the same purpose equally well.
 - (b) State telegrams should as a rule, be sent in the "Ordinary" class.
 - (c) Messages should be sent as "Express" only in cases of great emergency and in cases where the dispatching officer knows that the line is blocked and considers his message sufficiently important to take precedence over ordinary traffic.
 - (d) State telegrams should be couched in as few words as possible.
- (3) All telegrams and other communications from officers of Government regarding their leave, pay, transfer, leave allowances, fund subscriptions and analogous matters are private and not official and should not be sent at the public expense. If a telegraphic reply to any such communication is desired, it should be prepaid.
- (4) With a view to facilitate the detection of crime, the Central Government have authorized Police Officers of and above the rank of Station House Officer to send "Special Police" telegrams which should take precedence over other telegrams. To enable the telegraph authorities to distinguish the message in question and deal with them properly the senders should mark, them "Special Police".

Use of Telephones.

- 587 (1) Telephones may be used for communicating urgent messages in the course of official business.
- (2) A trunk call register in K.P.F. No. 156 R. shall be maintained for recording all trunk calls made. In it shall be entered the date of call, duration, name of the person who booked the call whether the call is personal, urgent, immediate or ordinary, purpose of call and the signature of the caller, in the prescribed columns. Whenever Police Officers use the Government telephones for private trunk calls, they should pay the schedules charges thereto Monthly trunk call bills should contain a certificate that charge on account of private calls have been recovered and credited to Government account.
- (3) Immediately on receipt of a trunk call bill from the telephone authorities the Officer-in-charge of the phone should be asked to give details of the trunk calls booked through his phone. i.e., whether private or official to the establishment section. The establishment section will enter the details received from the officers who are in charge of the phones in a register as detailed in Appendix VII. It will be the responsibility of the Head of the establishment section of every

office to maintain the register. This register should be inspected periodically by the head of the office or the Officer authorized to sign bills, as the case may be, to see that recovery has been effected promptly and that the register is maintained properly. Any laxity in following this direction will be viewed seriously.

[G.O. (P) 12|67|Fin. dated 4-1-1967]

- (4) In the case of Inland State telephones the Inspector General of Police and Deputy Inspector General of Police are authorized to use the priority indication "Important".

Use of Wireless grids.

588. Police Radio Stations are licensed primarily for passing messages connected with law and order. When communications by ordinary post will not meet requirements, radio messages may be sent. Instructions for the originators of wireless messages general instructions on message writing etc., and a list of "Law and order" messages outlining the subjects on which messages can be cleared on Police Wireless Grids are contained in Appendix XXIX to Chapter "Police Radio Organization".

Report to Government by Subordinate Officers.

589. Heads of Departments and other Officers should not correspond directly with Ministers, but all communications from them to Government should be addressed to the Secretary to Government in the administrative department concerned. When a Minister calls for any information directly from any Officer, his report should be sent direct to the Minister and at the same time a copy should be routed to Secretary to Government concerned, through the proper channel. In special circumstances, it may become necessary for the Head of Department or other Officer to enter into correspondence with a Minister, but if the Minister happens to be one other than the Minister, under whose administrative control he is working and the subject-matter of the correspondence the direct responsibility of the latter he should send a copy of the communication to the Minister concerned through his immediate superior or the Secretary, Home Department.

Correspondence from Government direct to officers subordinate to the Head of the Department Procedure.

- 590 (1) In cases where factual information available only at levels lower than the Head of a Department is required, Officers of the Secretariat of and above the level of Deputy Secretary may address Officers of and above the District level directly.
- (2) Such references will be confined to matters on which an expression of opinion by the Head of the Department is not considered necessary.
- (3) Government will mark to the Head of the department a copy of such references except routine endorsements made directly.
- (4) Regional and District Officers will send their replies direct to Government, with a copy to the Head of the Department.

Correspondence by Superintendents of Police with Chief Office.

- 591 (1) The Superintendents of Police should ordinarily send their reports on the following subjects to the Chief Office through the Deputy Inspectors General of Police concerned:
1. Re-allocation and change of Headquarters

2. Additions to or reduction of staff, and reorganization of Units
3. Application or interpretation of or amendments to rules and Police Standing Orders.
4. Recommendations for medals, honours and titles.
5. Reward Rolls
6. New buildings, telephones or Electrical installations and additions or improvements to them.
7. Extraordinary pension and injury gratuity
8. Reduction and with-holding of pension
9. Correspondence relating to the promotion of Sub-Inspectors, Circle Inspectors, etc.
10. Correspondence regarding Police Training College, Final and Supplementary Examinations.
11. Appeals and petitions
12. Prosecutions and withdrawal of cases relating to grave crimes.
13. Punishment of Gazetted Officers.
14. Periodical confidential reports (of Gazetted and non-gazetted Officers)
15. leave
16. Medical attendance
17. Reports of Death
18. Sanctions for contingent charges of all kinds in cases which are beyond the powers of a Superintendent of Police.
19. Proposals for the application of Acts
20. Papers regarding allegation of torture by the Police
21. Change in dress and equipments regulations
22. New or revised scale of supply of clothing or other store articles

23. Audit report on store accounts
24. Printing of new forms or revision of existing forms
25. Travelling allowance to gazetted Officers
26. Schemes for Railway protection, Railway strike, maintenance of essential services, riot schemes etc.
27. References of a general and unusual interest.

[I.G.'s Circular No. 53/66 dated 07-09-1966]

(2) When Demi-Official letters, wireless messages, or telegraphic messages are sent from the Chief office to the Superintendent of Police calling for reports or particulars on any matter, the Superintendents of Police will send their replies thereto, direct to the Chief Office. When such messages are marked to the Deputy Inspector General of Police, the Superintendents of Police will send a copy of their reply to the Deputy Inspectors General of Police also. If in the messages sent from the Chief Office, there is a direction to send replies through the Deputy Inspectors General of Police, the Superintendent of Police will send their replies through the Deputy Inspectors General of Police concerned.

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CHAPTER IV

WELFARE AND CONCESSIONS, BOY'S CLUB, SPORTS ETC.

The Kerala Police Welfare and Amenity Fund.

592. (1) In order to ameliorate the conditions of the lower ranks of the Police Force, the Kerala Police Welfare and Amenity Fund has been started in each district/ Unit. Inspectors and below, and members of the ministerial staff of the Police Department can become members of this fund. The Government will make an annual grant equal to the collections made by the committee, subject to a maximum of Rs. 10,000 only. The object of the fund will be to relieve distress among the subscribers who are Police Officers of and below the rank of Inspectors and members of the ministerial staff of the Police Department, and their families caused by death, disease or any other emergency which in the opinion of the committee require assistance, to provide scholarship and other assistance for the education of the subscribers' children in deserving cases, to provide medical assistance in cases of exceptional difficulties, to provide reading room, night schools, play and recreation facilities and generally to promote the welfare and amenity of the subscribers and their families.
- (2) The rules regarding the formation of committee, collection of subscription, conditional of grant from the fund etc., are given in Appendix viii.

Family Welfare Centres (Kshema Niketan)

593. Family Welfare Centres may be organized in each District for the benefit of the womenfolk of the Police Force. The rules on the subject are given in Appendix . ix.

Advance for immediate relief to families of Government Servants who die while in service.

594. In order that timely relief may be given to families of non-gazetted officers, who had rendered not less than 3 years of continuous service and who die, while in service (whether on duty or on leave with or without pay) in order to meet their immediate requirements, the Inspector General of Police or the Head of Office is empowered to sanction to the families of officers referred to above, an advance equal to three months' basic pay of the deceased or Rs. 300 whichever is less, if in their opinion, the family concerned has been left in indigent circumstances upon the death of the Police Officer on whom it was dependent and is in immediate need of financial assistance. The amount so advanced will be recovered from the gratuity of the deceased officer.

[G.O.P 550|63|fin. Dated 15-10-1963 and

G.O.P 484|65|Fin dated 30-12-1965.]

Rent free quarters and free electric charges.

595. (1) Officers of and below the rank of Sub-Inspectors are entitled to rent free quarters. Where Government quarters do not exist they are given house rent allowance as may be fixed by Government from time to time.
- (2) Head Constables and Police Constables are eligible for free supply of water and electric current charges as fixed by Government from time to time.

G.O. (MS) 90|Home dated 7-3-1968.

House Building Advance.

596. Police Officers are eligible for house building advance. Inspector-General of Police is the sanctioning authority for the non-gazetted Police Officers. In cases where the applicants do not have full proprietary right on the lands in which the buildings are proposed to be constructed sanction of Government should be obtained even in the case of N.G.Os. As regards gazetted officers, Government is the sanctioning authority. The maximum advance permissible is the sanctioning authority. The maximum advance permissible is Rs. 35,000 or 42 months' pay, whichever is less. The maximum period allowed for repayment of the loan with interest is 216 months.

Police Mess.

597. At the Head-quarters of every district or unit in which there is a demand, a Police mess or canteen or both will be opened with a view to afford nutritious and wholesome diet primarily to Police recruits and also for other members of the constabulary. Government will provide an advance of funds required for the purchase of utensils etc., and the staff required for the management at Government expense. The grant of advances vary according to actual requirements and strength of each unit.

Advance for the purchase of Motor car or Motor Cycle.

598. Government may sanction an advance for the purchase of motor car or motor cycle to officers who are getting Rs. 500 or more as pay. Officers who are getting Rs. 150 or more are eligible to get advance for the purchase of motor cycle/scooter.

(Article 252 of Kerala Financial Code, Volume I as amended by G.O.(P) 72167/Fin., dated 22.2.1967)

Advance for the purchase of bicycle.

599. Advance may be sanctioned by Inspector General of Police or by Superintendent of Police or officers of corresponding rank, to non-gazetted Police Officers and Ministerial staff including last grade employees for the purchase of bicycle. Maximum amount permissible is Rs. 200 recoverable in 20 instalments.

(Article 225 of Kerala Financial Code Volume I
G.O.(P) 499|66|Fin. Dated 16-11-1966)

Advances for journey on tour.

600. It is permissible to sanction an advance of travelling allowance on tour to Police Officers. These advances will be recovered by adjustment with the traveling allowance due for the journey.

(Article 99 of K.F.C. Volumes I and G.O.(P) 107|64|Fin. Dated 10-3-1964)

Advance for the purchase of Mosquito Nets.

601. (1) The advance for the purchase of mosquito nets can be granted to non-gazetted Police Officers. Such advances will be limited to an amount not exceeding Rs.50, or equal to the rate of pay or the cost of the net whichever is less. The controlling officers concerned can sanction the advance, which will be recovered free of interest from the pay of the officers concerned in 10 equal instalments.

(2) The advace should be subject to the following restrictions:

(a) The excess amount of advance after the purchase of net is effected should be refunded within 1 month of the drawal of advance.

(b) The advance is admissible only once in 5 years.

Pay Advance

602. (1) Police Officers are entitled to get one month's pay in advance on transfer, recoverable in 3 monthly installments.

(2) When religious festivals such as "Deepavali", "Easter", "Christmas" and "Bakrid" fall on any day after 28th of the month non-gazetted officers who celebrate the festivals according for their religious customs, are eligible for the pay and allowances for the month being drawn and disbursed on the last 2 working days prior to the festival. In case where such festivals fall after 15th of a month an advance of 50 percent of pay and allowances can be given to them.

(Article 87 Financial Code Volume I)

(3) An advance of 1 month's pay or Rs. 100 whichever is less will be paid to all officers who draw Rs.400 and below in connection with "Onam" festival. The advance will be recovered in 5 monthly installments.

(Article 259 financial Code, Volume I)

Concessions to Police Officers undergoing Anti-Rabie treatment etc

603. (1) A Police Officer undergoing anti-rabic treatment is eligible for 14 days special casual leave. He is also eligible for special casual leave for the days of journeys to or from the nearest Anti-rabic treatment centre.

(2) Police Officers are also eligible for 5 days' special casual leave for undergoing sterilization operation.

(3) When any member in his house is suffering from infectious disease, he is eligible for special casual leave for the period recommended by the Health authorities. This is for purposes of isolation only.

(4) Police Officers are also eligible for special casual leave when they participate in sports events of National and Inter-National importance.

Medical attendance for Government Servants and their families.

604. (1) Indian Police|Indian Police Service Officers are governed by the All India Services (Medical attendance) Rules, 1954 for receiving medical attendance and/or treatment for themselves on their families.

(2) Police Officers are entitled to free medical treatment and advice.

(3) Families of Police Officers are also entitled, free of charge, to medical attendance and treatment at Government Hospitals on the same conditions as are applicable to Police Officers. The concessions does not include medical attendance or treatment other than a Hospital at which the Police Officer himself is entitled to receive such medical treatment and attendance free of charge.

(4) The term family means a Government servant's wife, legitimate children, step children and parents wholly dependent on him.

(5) If drugs essential for effective treatment of a patient entitled for free medical attendance are not

available in the Government medical Institutions, they may be purchased from the open market and the expenditure incurred thereon, reimbursed to the Government servants.

[G.O.(P) No. 440 dt. 24-6-'64)

Boys Club.

605. (1) In order to afford all children an opportunity of participating in clean, healthy recreation to instruct them on the principles of good citizenship, to inculcate an appreciation of the need for observance of the laws of the State, to encourage music, literature, Art and Culture, particularly as regards such of those boys who by reason of their circumstances, may be unable to obtain or may need such benefits or advantages, and to awaken citizens to their responsibility towards adolescents, Government have formulated a scheme for the establishment of boys clubs by the police. Such clubs helps to prevent juvenile delinquency to some extent and also to develop a scheme of co-operation and friendship between the Police and the boys in the areas where such clubs are formed.
- (2) The rules relating to the establishment of such clubs, their activities, management etc., are given in Appendix X.

Police Clubs.

606. In order to provide temporary accommodation at district Head-quarters to Police Officers of the same or other districts visiting the place on duty or on transfer, and also to provide recreational facilities to Police Officers who have become members, Police clubs may be opened at the District Head-quarters in the State. Such Police clubs will be private Institutions and their internal management will be carried out according to their respective rules by managing committees. The management will, however, be subject to the following general conditions:-
- (a) No new club should be started without the previous permission of the Government.
 - (b) For the up-keep of each Police Club, voluntary subscriptions from Police Officers of and above the rank of Sub Inspector may be accepted. But nothing should be accepted from any other members of the force.
 - (c) Acceptance of subscription or donations from any member of the public is strictly forbidden either for starting a Police Club or for its up-keep.
 - (d) The Club must be managed by a committee of members of or above the rank of Sub-Inspector with the Superintendent of Police as president.
 - (e) After keeping a sufficient amount for current expenses on hand, balance should be kept in some recognized and safe institution viz., Post Office Savings Bank or other safe Bank.
 - (f) Regular accounts should be kept and proper receipts passed for all amounts received. The accounts should be inspected by the Managing Committee.

Police Sports and Duty Meets.

607. (1) The improvement of games and athletics is an important part of routine training of Police.
- (2) District Police sports are being conducted in every district including MSP and SAP each year. Selected competitors in the District Sports will be sent for competing in the Central Sports Meet which will be held at Selected places every year. Candidats who are selected in the Central Sports meet will be sent to compete in the All India Police Meet, which will be held at places fixed from time to time. The All India Police Sports Meet is under the control of the Central Board and rules regarding the same have been issued separately.

(3) Kerala Police Duty meet is being conducted every year. Police personnel of all units may compete in the meet. Competitions will be held in

- (a) Rifle shooting.
- (b) Revolver shooting
- (c) First Aid Ambulance Drill.
- (d) Wireless transmission, receiving and mechanics, Scientific aids to investigation of crime.
- (e) Police Photography, and
- (g) Motor Transport competition.

Selected competitors in the meet will be sent to compete in the All India Police Duty meet at places selected from time to time. A fee of Rs. 25 each has to be remitted to the Secretary of the All India Duty meet for participating in each of the items. Rules for All India Police duty meet have been framed separately.

Central Police Sports Funds Committee.

608 (1) The State Government have approved of Police Sports Fund Rules in G.O.Ms.No. 583 Home (A) dated 12-5-1958.

(2) Sports activities of the Police in the State will be controlled by the Central Police Sports Fund committee of which the President will be Inspector General of Police or an Officer nominated by him to hold the office for one year at a time or for a lesser period, and consisting of the office bearers and representatives nominated from the Unit Committees. The Committee will control the expenditure from the Central Police Sports Fund, encourage organization of sports and supervise the transactions of Unit Funds.

The Central Police sports Fund.

609. (1) The Central Police Sports Fund will have the following sources of income.

- (a) The annual grant from Government will be Rs. 10,500.

[G.O. 625 Home (A) dated 7-12-1962)

- (b) Monthly contribution of 40 percent of the subscriptions collected by the Unit Police Sports Fund Committees.

- (c) Other receipts authorized by the rules.

(2) The fund shall be utilized for the following purposes:

- (a) For the purchase of sports goods, trophies, medals and prizes.
- (b) For the repair and maintenance of sports articles coming under (a) above.
- (c) For organizing State Police Sports meets.

- (d) For the maintenance of Police Sports grounds
- (e) For providing extra nourishment to Police sportsmen while under active training for sports meets. (GO 625 Home (A dated: 7/12/62)
- (f) For meeting the expenditure connected with the feeding of the teams for the period of their halts at Trivandrum. (In such cases the members are not entitled to any D.A. for their halts at Trivandrum).
- (g) For meeting expenditure in the manufacture of Atheletic flags.
- (h) For any other purpose intended to promote sports activities of the Police Force, approved by the Central Police Sports Fund Committee.

Unit Police Sports Fund Committee.

610. There will be one Unit Police Sports Fund Committee for each District, for the Malabar Special Police, for the Special Armed Police and training institutions. The Head-quarters Office, Special Branch and Crime Branch, will form part of Trivandrum District for purposes of sports. The Committee will consist normally of seven members including the Superintendent.

Unit Police Sports Fund.

611. (1) Funds for the Unit Police Fund will consist of :

- (a) Collection from members.
- (b) Grant from the Government at the rate of Rs.1,500 for each District and Rs. 3,000 to each of the Armed Police Battalions.
- (c) Other sources of income authorized by rules.

The rates of monthly subscription will be as given below:

Inspector General of Police	Rs. 5
Deputy Inspector General of Police	Rs. 4
Superintendent of Police	Rs. 3
Sub Divisional Police Officers	Rs. 2
Circle Inspectors	Paise 50
Sub Inspectors	Paise 37

Note :- Superior Police Officers who do not draw the I.P.S. scales of pay need only half the rates

specified against each.

(2) The funds of the Unit Police Sports Committee may be expended for the maintenance of playing fields, purchase of sports equipment and entertainment of visiting teams. The I.G.P is competent to make Unit wise adjustments up to Rs. 500 in the annual sports Grants sanctioned by the Government among the various units according to the requirements of the units in each year.

[G.O. 625|Home (A) dated 7-12-1962]

[G.O. (Ms) 68|Home dated 3-31967]

Subscription for Sports Funds.

612. (1) Police Sports Fund subscriptions shall be purely voluntary. The collections of each month shall be transferred to the Treasurer of the Unit Sports Fund Committee. Gazetted Officers will send their subscriptions direct to the Treasurer.
- (2) The Treasurer of the Unit Sports Fund shall transfer each month 40 percent of the subscription to the Treasurer of the Central Police Sports Fund.
- (3) The yearly Government allotment under sports will be utilized according to a programme to be drawn up by mutual consultation between the Central Police Sports Committee and the Unit Committee concerned.

Miscellaneous.

613. Police personnel are eligible for various allowances such as day off allowance, Uniform allowance, smartness allowance, Reserve allowance etc., at the rates as may be fixed by Government from time to time. Library facilities are also available for them at a few centres at Government cost.

CHAPTER V
DISTRICT INTELLIGENCE BUREAU

Introductory.

614. There is a District Intelligence Bureau at the headquarters of each district with a staff consisting normally of one Sub Inspector, one Typist and Head Constables according to volume of work. The bureau is under the direct control of the Superintendent of Police. The functions of the bureau can be classified broadly as collection, recording and dissemination of information and assistance in the investigation of cases.

Collection.

615. The records and statements which are required to be collected by the District Intelligence Bureau from the Station House Officers and the instructions pertaining to the same are as shown in Appendix XI.

Recording

616. (1) the District Intelligence Bureau will maintain the records as shown in Appendix XII.
- (2) History sheets of dossier criminals will be opened by District Intelligence Bureau as indicate in para 256 of the chapter dealing with records of crime and criminals.
- (3) Except when a Dossier Criminal sheet is received by transfer from another Bureau, History sheets in K.P.F. No. 174-C shall be opened for all Dossier Criminals. Every Dossier Criminal shall be assigned a district serial number prefixed by the District letter. Where a Dossier Criminal of one District is registered in one or more other Districts, other District letters and serial numbers shall be noted in records within brackets against the serial number of the District. The Sub Inspector, district Intelligence Bureau, shall send memo in K.P.F. No. 100 and obtain all necessary information for opening the History sheet from the Station House Officers concerned, and also verify these with the records in the Bureau.
- (4) The Sub Inspector, District Intelligence Bureau, shall send a memo in K.P.F. No. 101 with a copy of the History sheet of every Dossier Criminal residing in the District, as soon as it is opened in the Bureau, to the Station House Officer within whose jurisdiction the Dossier Criminal resides. This copy will be filed along with the History Sheet maintained in the Station previously in respect of the same individual.
- (5) Dossiers need not necessarily be maintained for the life time of the criminal concerned, but may be closed under the orders of the Superintendent of Police of the District if the criminal is:
- (a) too old to commit crime.
 - (b) unable from any disability or other reason to commit crime, or
 - (c) is shown beyond doubt to have reformed and abandoned his criminal life.
- (6) When a Dossier is closed in the District Intelligence Bureau intimation of the fact shall be given to the Station House Officer concerned and all other District Intelligence Bureau where dossiers are maintained. This is important because the History sheets (and entries in Station Crime History Part III and General Conviction Register) are to be retained in the station as long as dossiers are retained in District Intelligence Bureau. A permanent register of dossiers closed in K.P.F. No. 238 will be maintained, showing the Dossier Criminal number, name and address,

date of closing and authority.

- (7) Dossiers closed in accordance with sub-clause (6) above should be removed from the main collection and kept in numerical order until the subjects die. When any subject dies, his sheet should be destroyed. Name index cards for closed sheets should be removed from the index drawers to a separate drawer where they will be retained until the death of the subject.
- (8) If a Dossier Criminal whose sheet has been closed reverts to crime, the closed sheet will be re-opened under the orders of the Superintendent of Police.
- (9) The Sub Inspector, District Intelligence Bureau, will check once a year all sheets for Dossier Criminals who belong to his District. The following arrangements will be made in this connection.
 - (a) In December each year, the Sub Inspector of Police, District Intelligence Bureau, will prepare a roster for the checking of sheets of Dossier Criminals with the History Sheets of Stations. Normally the Sheets of one Station should be checked in one session but when the number of sheets in a Station is large, the checking may be spread over to two or more sessions as necessary. The programme for checking, after approval by the Superintendent of Police, will be circulated to the Station House Officers.
 - (b) The Station House Officers will go to the District Intelligence Bureau with their History Sheets according to the programme and complete the checking. The occasion will be made use of also for other discussions and exchange of information.
 - (c) Entries in all connected indices should also be verified and omissions rectified when History Sheets are checked.
 - (d) Descriptive particulars should be checked with photographs and all entries should be compared, corrected and brought up-to-date.
 - (e) Alterations and additions made in sheets of persons for whom such sheets are kept in other districts also, will be communicated to the District Intelligence Bureau concerned.
- (10) The Sub Inspector, District Intelligence Bureau, shall put up to the Superintendent of Police regularly according to a programme the History Sheets maintained in the Bureau. The Superintendent of Police shall peruse the sheets and issue necessary orders about particulars which may be found wanting.
- (11) It is essential that the information contained in the various indices in the Bureau should tally with the particulars in the relevant History Sheet dossiers. A systematic and comprehensive check of the indices in conjunction with the dossiers will be conducted by the Sub Inspector of the Bureau at least once a year, when putting up the dossiers to the Superintendent of Police as laid down in Sub-paragraph (10) above.
- (12) The District Intelligence Bureau shall keep a check on the activities of Dossier Criminals of other Districts in its jurisdiction, and see that History Sheets are opened for them duly if they operate in the District.
- (13) Transfer of dossiers of Dossier Criminals shall be effected through the Superintendent of Police concerned.

Indices.

617. Card indices shall be maintained for facilitating reference to the records in the Bureau. Cards for each set of index shall be arranged in the prescribed order in cabinets of approved type. The

main indices to be maintained in the Bureau are given in Appendix XIII.

General Subject Files.

- 618 (1) Information of permanent value about important classes of crimes and criminals will be maintained in General subject file or folios. Materials for these files will be got from weekly crime and occurrence sheets, case diaries special reports and from any other information obtained or records available. The files should cover all subjects of importance affecting the criminal history and administration of District, and should be carefully maintained and kept up-to-date.
- (2) A sample list of subjects for which General subject file may be maintained is given in Appendix XIV.

Photographs.

619. (1) All criminals for whom history sheets are maintained in the District Intelligence Bureau shall be photographed.
- (2) Photographs will be taken in the following position:
- (a) full face, including the head and shoulder.
 - (b) one profile.
 - (c) full length.
- (3) Unmounted copies of the photographs of District criminals will be prepared on the following basis:- (a) For the District Intelligence Bureau record-one set (b) For the History sheet of the criminal in the police station-one set (c) For supply to the District Intelligence Bureau concerned in the case of inter-district criminals-one set for each District Intelligence Bureau concerned.
- (4) The negative of photographs taken for the District Intelligence Bureau will be retained in boxes in the Bureau, properly indexed so that further prints of any negative may be taken according to requirements. Each negative must be kept carefully wrapped in soft paper and the box must be kept safe from moisture and undue heat.
- (5) Every Dossier Criminal should be rephotographed once in five years. A register in K.P.F. 235 showing the date on which he was photographed and the due date on which he should be rephotographed should be maintained.

History of Crime.

620. (a) (1) A list of cases of all Stations in the District involving property offences, published in Part I in the weekly crime and occurrence sheet (vide Appendix XV) will be maintained in K.P.F. No. 174 (Station Crime History Part I) in the order of their occurrence.
- (2) The above list will be in separate registers to be maintained for each major class of crime.
- (3) Time and space may be saved by pasting in the appropriate register cuttings from the crime and occurrence sheet with space provided in the register for briefly entering later information and disposal.

Crime Classification Index to History of Crime.

- (b) An index in K.P.F. No. 231 will be maintained for the history of crime. Separate sheets shall be maintained for each minor class of crime detailed in rule 252.

Crime Clocks

621. Crime clocks with three distinctive adjustable pointers will be used to show the figures marked on the face of the dials of the clocks, for the current year, for the whole of the preceding year, and for the corresponding period of the preceding year. Separate clocks will be kept for the following groups of offences. These may be changed or supplemented as necessary on the order of the Superintendent of Police.

- (1) Crime (Classes I to IX as per list in Part I in Appendix XV)
- (2) Prohibition (in districts where enforcement is by Police)
- (3) Security cases (u/s 109 and 110 Criminal Procedure Code)
- (4) Rioting and unlawful assembly
- (5) Murder and attempts (other than for gain, culpable homicide and grievous hurt).
- (6) Rashness and negligence involving danger to person.

Crime Charts.

622 (1) Crime Charts will be maintained for such periods and for such types of crime as the Superintendent of Police may decide, the main object being that the chart should be of real practical value. Cases of border stations of neighbouring districts up to a distance of ten miles from the District boundary should also be charted in the Bureau.

(2) Crime charts for the current and the preceding year should be displayed in the Bureau.

(3) In addition to charts for the whole District, separate charts will be maintained also for selected important towns in the District, to keep a watch over the incidence of crime and other occurrences in particular localities.

(4) The following groupings will be used. Different coloured ink will be used as shown against each type of crime. As far as possible the same colour inks will be used for Station charts and District Intelligence Bureau charts. The charts will be plotted as in the case of Station Crime History Part II.

(a) Chart No. 1

Murder for gain.

Dacoity, Robbery.

(b) Chart No. 2

House breaking and theft.

Cattle theft

House theft

Ordinary theft

Receiving stolen property, Cheating and Counterfeiting.

- (c) **Chart No. 3.**
Vehicle occurrences involving death (relating to offence of rashness or negligence and accidents).
Other vehicle occurrences.

(d) **Chart No. 4**

Wandering Group Charts. Showing the movements of wandering groups having criminal tendencies.

Note:- This chart should be used for studying the incidence of crime on their routes, crime, both before and after the passage of such groups, should be carefully considered, and the area of not less than 10 miles either side of their route examined.

Pillargraphs.

623. (1) Pillargraphs will be maintained to assess the comparative study of crime trends and the progress of detection over a period of years (Minimum of five years).
- (2) The graph in respect of each year should have two pillars, one denoting total number of reported true cases, and the other the total of detected i.e, (charged cases) cases.
- (3) The Superintendent of Police of the district shall decide the classes of crimes for which separate pillar graphs are to be maintained. The following list may be adopted as a guide:
- (a) Murder for gain.
 - (b) Dacoity
 - (c) Robbery
 - (d) House-breaking and theft
 - (e) Ordinary theft
 - (f) Cattle theft
 - (g) Security cases (Sections 109 and 110 Cr.P.C)
 - (h) Rioting and unlawful assembly
 - (i) Murder an attempts)other than for gain culpable homicide, and grievous hurt)
 - (j) Rashness and negligence involving danger to person.

Register of Out of View Bad Characters and Wanted Persons.

624. (1) A register of Out of View Bad Characters and wanted persons will be maintained in K.P.F. No. 236.
- (2) The register will be prepared from the weekly statement of Dossier Criminals, Known Depredators and suspects (passing Out of View and traced) received from Station House Officers.
- (3) Abstracts will be prepared as follows in the register, and published as a supplement to the crime and occurrence sheet for the first week of January and July, under the following heads:
- (a) Dossier Criminals who are Out of View.

- (b) Known Depredators and suspects who are Out of View
- (c) Persons against whom warrants for arrest are pending
- (d) Persons wanted in connected with Police investigation.

District Office Finger Print Register.

625. The duties of the District Intelligence Bureau in connection with the maintenance of the District Office Finger Print Register in K.P.F. No. 3B and in connection with the disposal of Finger Print Slips are laid down in Chapters on "Finger Print Bureau" and "Photography".

Finger Prints to be sent to the Central Finger Print Bureau.

626. The duties of the District Intelligence Bureau in respect of Finger Print slips to be sent to the Central finger Print Bureau and the maintenance of the "Register of Finger Prints" sent to the Central Finger Print Bureau in K.P.F. No.3P1 are also laid down in Chapters on "Finger Print Bureau" and "Photography".

Register of Prisoners to be shadowed on release.

627. The District Intelligence Bureau will maintain in K.P.F. No.44, a register of prisoners to be shadowed on release from jail. See instructions in Chapter on "Police Register system. Transfer of convicts to jails and /Shadowing of Convicts on release from Jail. Release of convicts on medical grounds and parole."

Weekly Crime and Occurrence Sheet.

628. The District Intelligence Bureau shall publish before Wednesday each week a "Weekly Crime and Occurrence Sheet" Instructions for the preparation and publication of this sheet are contained in Appendix XV.

Index to Weekly Crime and occurrence Sheets.

629. (1) A rough current index of the weekly crime and occurrence sheets should be maintained and posted weekly from the sheets published. The index will be prepared separately for Parts I to V.
- (2) An index giving the page reference of all entries relating to every registered criminal (Dossier Criminals and Card Criminals) of the District who is concerned in matters published in the crime and occurrence sheets will also be prepared.
- (3) In January each year the index so prepared will be verified for its correctness and will be printed and issued to all recipients of the copies of the crime and occurrence sheets.

Monthly Crime Review-Duties of Superintendent of Police.

630. (1) The District Intelligence Bureau shall prepare a monthly review of crime in K.P.F. No. 239, based on the station reviews. On the material thus placed before him the Superintendent of Police will prepare a comprehensive survey of the salient features of the crimes for the month.
- (a) A careful and methodical analysis of the month's crime in relation to previous figures will be made, and deductions drawn from marked fluctuations under the total and different heads. The information on record in the Bureau should be made use of fully in this respect.
- (b) Cases which call for special attention, marked activity of criminals, special outbreaks of crime, noteworthy or unusual features and incidence of crime on routes of wandering groups having criminal propensity or due to other special factors, shall receive particular

notice. Local outbreaks of crime should be thoroughly examined and dealt with and the possibility of cases occurring in different areas forming part of one series, or being interconnected, should be carefully scrutinized.

- (c) The sources of undetected crime shall be estimated and ways and means of dealing with it will be indicated.
- (d) the nature of the work done under the security sections and the results achieved should be briefly reviewed and directions for future action given.
- (2) Before the 10th of each month the Superintendent of Police of the District may discuss the crime review with his Sub Divisional Officers only if he considers it necessary, and a note the discussion and instructions issued by him will be given at the end of the Crime Review. It is not necessary to call Circle Inspectors and Sub Inspectors for the meeting, unless the crime in their area has gone out of control.

[I.Gs Circular No. 5|65 dated 27-1-1965

- (3) A copy of the monthly crime review will be sent to the following officers so as to reach them by the 10th of the month:-
 - (1) Inspector General of police.
 - (2) Range Deputy Inspector General.
 - (3) Deputy Inspector General of Police C.I.D. (Crime Branch)
 - (4) District Collector (Additional District Magistrate)
- (4) The monthly crime reviews of Districts will be printed and published by the District Intelligence Bureau and issued total recipients of the District Crime and Occurrence sheets as a supplement to the weekly Crime and Occurrence sheet.
- (5) The monthly Review of crime is the main source of information relating to crime of the District and helps the Inspector General to appreciate the position in the District and the interest taken by the Superintendent of Police in his crime. He should therefore give personal attention to it and see that it is prepared properly and in time.

Annual Crime Review.

631. (1) A Crime review for each calendar year in K.P.F. No. 240 will also be prepared by the Superintendent of Police with the help of the District Intelligence Bureau according to standing instructions. The Sub Inspectors of Stations will prepare and submit crime reviews for the preceding year before the 1st February. The review will be forwarded through the Sub Divisional Officer, with a copy direct to the Superintendent of Police (District Intelligence Bureau). The Sub Divisional Police Officers shall forward the review, with their comments and recommendations, so as to reach the Superintendent of Police before 10th February of the year.
- (2) By 20th February the Superintendent of Police shall also discuss the crime review for the preceding year with the Sub Divisional Officers if necessary and issue instructions as required thereon. A short note of the discussion and instructions will be incorporated in the Annual Crime Review of the District.
- (3) The Preparation of the annual statistical returns of crime due to the Office of the Inspector General of Police by 1st March will also be attended to by the District Intelligence Bureau.

- (4) The annual crime review of the District will be completed before 1st March. Advance copies will be sent to the Officers mentioned in rule 20(4). Printed copies will be circulated as supplement to weekly crime and occurrence sheet.

Prohibition Crime Sheets and Monthly and Annual Reviews

632. In all Districts, whether the enforcement of the Prohibition Act is wholly with the Police or not the following statement and review will be prepared:-
- (a) Sub Inspectors will send a monthly statement in Form 110-B before the 5th of the succeeding month.
 - (b) The District Intelligence Bureau will prepare monthly statements of prohibition crime in K.P.F. No. 110-B and submit copies to the Officers mentioned in Rule 20(4) along with copies of the monthly crime review. Printed copies of the review will be circulated as laid down in Appendix XV.

Dissemination

References from and to Investigating Officers - Maintenance of Files.

- 633 (1) The Sub Inspector in charge of the Bureau shall keep a separate file of references received from Investigating Officers asking for information in unlocated cases. Copies of the replies given shall be retained in this file.
- (2). The Sub Inspector in charge of the Bureau should also keep a file of instructions given suo moto to investigating Officers.

Use of Crime and Occurrence Sheets by Circle Inspectors and Station House Officers.

- 634 When weekly crime and occurrence sheets are received by the Circle Inspector, he should go through them carefully and see that any instructions contained therein are promptly carried out by the station house officers concerned. He should also verify whether there has been any omission in the reporting of cases, and promptly bring such cases, if any, to the notice of the District Intelligence Bureau.

Communication of Information of an urgent nature.

- 635 The District Intelligence Bureau should communicate direct urgent items of information to those concerned. This is particularly necessary in the case of known or suspected movements of criminals beyond the district. The Bureau will communicate promptly to the Circle Inspectors of the border circles of adjoining districts, any indication or possibility of any crime in the district being connected with crime or criminals beyond the border.

ASSISTANCE

Use of the District Intelligence Bureau by Circle Inspectors and Sub Inspectors.

- 636 (1) The Circle Inspectors and Sub Inspectors may visit the District Intelligence Bureau if they find it necessary to collect any special details in regard to crimes in their area. As far as possible, such visits could be made when they visit the headquarters on other duty. Routine visits to collect information which could be sent by post, should be discouraged.

[I.G's Memo No. D5-25794|65-1 dated 20-05-1965]

- (2) Whenever a Circle Inspector or Sub Inspector is in Head Quarters, he should try to visit the District Intelligence Bureau and exchange useful intelligence.

- (3) Proceedings shall be drawn up in the "Proceedings Book of Visiting Officers " in K.P.F. No. 70 in respect of all discussions and exchange of information that take place during each visit to the District Intelligence Bureau by Circle Inspectors and Sub Inspectors. A copy of the proceedings should be submitted the same day to the Superintendent of Police with a copy to Sub Divisional Officer concerned.

Visits to the district Intelligence Bureau by Superior Officers.

637. Sub Divisional Police Officers should visit the District Intelligence Bureau regularly and verify whether the subordinate Police Officers of the Sub Division have been making full use of the Bureau, and promptly and correctly furnishing criminal intelligence to the Bureau. During such visits they will also instruct the Sub Inspector, District Intelligence Bureau, regarding any particular aspect relating to crime or criminals in their Sub-divisions, which call for special attention by the Bureau. The remarks of the Sub Divisional Officers, including any omission, error or other defect noticed in the records or working of the District Intelligence Bureau, and instructions given to the Sub Inspector, District Intelligence Bureau, will be recorded by the visiting officer in the "Superior officer's Visiting Book" in K.P.F. No. 189. While locally resident Sub Divisional Officers may visit it once a quarter, Sub Divisional Officers outside should visit it, whenever they visit District Headquarters on other duties.
638. The Bureau will be of assistance to Gazetted Officers of the district in conducting investigation of crimes generally. In important cases of organized crime, and where the Superintendent of Police does not want the Bureau to take it over, an Officer of the Bureau may be placed at the disposal of the local Police in order to collect any particular information or to make any special enquiry. The trained District Intelligence Bureau staff may be utilized by the Investigating Officer for developing latent Finger Prints or lifting foot prints or other marks found at scenes of crimes.

Investigation of offences.

639. The Superintendent of Police of the district may direct the District Intelligence Bureau to take over investigation of cases which he feels should be taken over by it. In such cases the D.I.B. will send the case diaries to the Sub Divisional Officer through the Circle Inspector and a copy to the Superintendent of Police also.

STARANGERS DAY

Stranger's day raids-Organisation of.

640. (1) Stranger's day beats on a District wide basis will be organized by the District Intelligence Bureau at least once a quarter during the dark fortnights. The raids may cover smaller area on the incidence of organized crime which indicates the need for concerted search for suspicious strangers. Instructions about the days fixed for the raid will be communicated confidentially to Circle Inspectors after approval by the Superintendent of Police. Intimation about stranger's days either as part of the general quarterly raids or as special raids, will be communicated to District Intelligence Bureaux of bordering Districts. The District Intelligence Bureaux of border Districts will thereupon arrange for simultaneous stranger's day raids in the border areas.
- (2) Circle Inspectors on receipt of intimation from District Intelligence Bureau will direct the carrying out of stranger's day in all the stations in the Circle in accordance with the instructions. During these days all the villages within their station limits should as far as possible be visited by police men, and a thorough search made for suspicious strangers and

lurking criminals and Out of View Bad Characters. Every suspicious stranger should be challenged and if his conduct and movements are not found to be satisfactory, he should be put under surveillance and his finger print taken and sent for his previous history being ascertained. Bad character rolls-B should be prepared and sent up for verification, if necessary. In suitable cases arrests may be made under sections 54 and 55 criminal Procedure code and other appropriate sections of the special and local laws such as Police Act.

- (3) On the morning of the day following the above days, each Station House Officer will submit a report to the District Intelligence Bureau, showing the result of the work done within his station limits.

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CHAPTER VI

MOUNTED POLICE WOMEN POLICE, DOG SQUAD AND HOME GUARDS

Mounted Police.

641. (1) Mounted Police will consist of such number of Sub Inspectors, Head Constables and Police Constables as may be sanctioned from time to time.
- (2) Personnel for the Mounted Police will be selected only from such Police men who have an aptitude for management of horses.
- (3) The chief uses of mounted Police are : (a) Patrolling for prevention of offences, (b) assistance to Foot Police in traffic control and (c) control of crowds etc.
- (4) Mounted Police shall be specially taught to ride and handle their horses in a horseman like manner. They will also be instructed regarding mounted squad drill, use of Mounted Police, Baton, to saddle and unsaddle and to groom a horse thoroughly, to keep the horses healthy and in good condition, and the stable clean and sanitary, and to lay out their stable properly for inspection.

Women Police.

642. A Women's Branch of the Police consisting of necessary staff has been created in all the Districts. They will function as normal Police but will be specially used in cases of assaults or women or children and questioning and escorting and rescuing, women and children. They are also used to deal with women picketers and to search female prisoners etc.

Dog Squad.

643. For the use of dogs in the detection of crime and to enable the dogs to be brought to the scenes of crime with the least possible delay, "Dog Squads" have been established at Trivandrum, Ernakulam and Calicut. Dog squads are proposed to be established in other Districts also.

Home Guards:

644. (1) Home guards is a voluntary body organized under the Kerala Home Guards Act, 1960 (Act 16 of 1960) and is intended to supplement the ordinary Police in different parts of the State in relation to the protection of persons, the security of property and the public safety, and such other services to the public as they may be called upon to perform. It is essentially civilian body, but is nevertheless bound by discipline.
- (2) The Home guards consist of Commandant General, (I.G.P) the Commandants and several subordinate officers in the Command of companies, platoons, sections etc.
- (3) The Home Guards receive initial training in subjects like lathi training, weapon training and practice, control of traffic, first aid etc.
- (4) The Commandant General may at any time call out any member of the Home guards for training or to discharge any of the functions or duties assigned to the Home guards.
- (5) Similarly a Commandant may at any time call out any member of the Home guards within his jurisdiction, to perform any of the functions or duties assigned to the Home guards within his jurisdiction.
- (6) A member of the Home guards when called out for duties in aid of the Police Force, shall

be under the control of the Officers of the Police Force, in such manner and such extent as may be prescribed. A Home guard on such duty has all powers of Police Officer.

- (7) If any member of the Home guards on being called out for duties, without reasonable excuse neglects or refuses to obey such orders or to discharge his functions as a member of the Home Guard or to obey any lawful order or directions given to him for the performance of his duties, he shall, on conviction, be punishable with simple imprisonment for a term which may extend to 3 months or with fine which may extend to Rs. 250 or with both.
- (8) A duty allowance when called out for duty, will be paid to each member of the Home guard. The Commandant General is the controlling authority for the purpose of allowances of the establishment under him. Government servants who are Home guards are eligible to draw the duty allowance paid to Home guards when called for duty.

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CHAPTER VII

MOTOR TRANSPORT UNIT

Object of the Police Motor Transport

645. (1) In order to facilitate movements of the Police Force in the State and to make the Force self-sufficient in the matter of transport required for the performance of duties routine as also in times of emergencies such as riots, communal or other disturbances, strikes etc., motor vehicles of different types have been provided for all Districts and Armed Police Battalions, the distribution being based on the varying needs of each District or unit. In the Districts, Vehicles are kept at District Headquarters, attached to the armed Reserve, under the direct responsibility of Superintendents of Police. The Superintendents of Police will have the discretion to send vehicles to such of the places in the District on specific requisition of Police Officers under him. The Police Motor Transport Unit will adhere to the provisions of Motor Vehicles Act and Kerala Motor Vehicles Rules.

(2) **Motor Boats-** Motor boats have been provided in some coastal districts. They are stationed at important points on the coast and in the interior, for movement of Police personnel on duty in water logged areas. The Motor boats are under the control of the Superintendents of Police of the Districts concerned.

(G.O. (RT) 882|Home(D) dt. 1-6-1962)

Responsibility for the Maintenance of vehicles and prescribed records

646. (1) The Responsibilities for the proper maintenance of vehicles and prescribed records will be that of the Officer in whose charge the vehicle is placed. In the District Armed Reserve the Motor transport will be in the charge of the Reserve Inspector. A suitable Sub-Inspector will be designated as the Office-in-charge of motor transport by the Reserve Inspector to discharge these responsibilities under his supervision.

(2) In the case of Armed Police Battalions, the vehicles will be under the immediate charge of Battalion Transport Officer.

Use of Vehicles.

647. (1) Vehicles can be used in the following instances.

- (a) To transport departmental personnel on their official duties if the distance is long.

Notes:- The journey between the residence and the office of an Officer will not be regarded as Official duty.

- (b) To transport departmental personnel for duties in connection with training.

- (c) To transport sick personnel from Armed Police camps and from Government quarters to the nearest Government Hospital where they will be admitted for treatment.

For the conveyance of under trial and other prisoners at the District

- (d) Headquarters.
 - (e) For the conveyance of Police teams participating in matches within the town.
 - (f) To transport ration including cooked food of the Department and Armed Police Camp to the personnel engaged in urgent Law and Order duty and guard duty when no feeding charges are given.
 - (g) For any other public purpose authorized by the Inspector General of Police.
- (2) The Senior most Officer using the vehicle will, immediately on the termination of each journey, ensure that the details relating to the journey (Place of starting, route, destination, Kilometer run, purpose of journey, etc.) are reported in the "Driver's Daily Dairy" K.P.F. No. 41-C. He will countersign the entries the entries in the Diary relating to the journeys performed by him or his party.

Use of Vehicles on Hire.

648. Departmental Vehicles may be hired out in the following cases without prejudice to duties at the discretion of Superintendents of Police/Commandants. Care may be taken to see that they are not so hired when needed for duty.
- (a) For carrying servants and personal effects of Police Officers when on transfer.
 - (b) When requisitioned by other Government Departments for Official use.
 - (c) For use in connection with organized sports, recreation and entertainments by or for members of the Police Force.

Hire Charges.

649. (1) When Departmental vehicles are hired out, the following hire charges shall be recovered.
- (a) 32 Paise per K.M. for cars, jeeps and Station wagons-running K.M.
 - (b) 48 Paise per K.M. for trucks, Heavy vehicles and Pick-up-vans-running K.M.

[G.O. (MS) 465 Home (D) dated 24-11-1965]

- (c) A detention fee of Rs. 2 per day for every vehicle on which the vehicle is not used for more than 6 K.M. will be levied. "Day" is calculated as 24 hours from the time the vehicle was last used. Parts of a day more than 6 hours shall be regarded as 1 day and half the daily detention fee shall be realized for detention of 6 hours duration or less.

Note:- The period of detention will be calculated from the time the vehicle is handed over to the party to the time it is received back by the Department.

[G.O. (MS) 465 Home (D) dated 24-11-1965]

- (d) An amount equal to the daily allowance admissible under the rules to the driver of the vehicle engaged should be charged.
- (e) Distance and time for calculating hire and detention charges shall be calculated from the place where the vehicles are garaged.

- (2) A proportionate rebate not exceeding one half of the prevailing full rate of hire per K.M. and detention will be allowed, where a vehicle is used partly for Government purposes and partly for other purposes. The claim for such rebate should be supported in each case by a certificate by the Officer stating the number of Government Servants and the approximate quantity of Government material carried on the trip. The proportionate rebate shall be calculated on the following basis.
- (a) Where the Government servants and materials carried would have taken up at least one half of the capacity of the vehicle used, a rebate of 50 percent in hire and detection charges will be allowed.
 - (b) Where the Government servants and materials carried would have taken up at least one-quarter of the capacity of the vehicle used, a rebate of 25 percent in hire and detention charges will be allowed.
 - (c) No rebate will be allowed for less space than one-quarter of the capacity of a vehicle occupied by Government servants and materials.
 - (d) A rebate of 50 percent in hire and detention charges will be allowed when a conveyance proceeding to a certain place on Government purpose but without any stores or personnel, is used by an Officer for the conveyance of his personal effects or servants.
- (3) Vehicles detailed on hire should not be detained in camp for more than a maximum period of 48 hours, and shall not be taken on unsuitable roads or grounds, likely to cause undue wear and tear.
- (4) No permission shall be granted for the use of Departmental vehicles for any journey outside the state.

Recovery of hire charges.

650. (1) Hire charges, except in the case of other Government Departments or when they are to be deducted from an Officer Travelling Allowance bill, shall be realized in cash and credited to the Treasury by the District Police Office, under the appropriate head. In the case of other Government Departments charges shall be recovered by inter-departmental book adjustment. Relevant detail in respect of the hire of vehicles, including payment by inter-departmental book adjustment and by deductions in Travelling Allowance bills, should be noted against the corresponding entries in the "Register of hire of Motor Vehicles" in K.P.F. Nos. 41-K and 41 to be maintained in the District Police Office and by the Officer charge of transport.

- (2) As soon as a journey for which a vehicle is hired is completed, the Office in immediate charge of the departmental vehicle shall report to the District Police Office concerned the distance run and the amount of hire and detention charges due. A bill shall be sent to the person concerned from the District Police Office. The Officer authorizing the hiring of the vehicle may require the estimated hire charges to be deposited in advance.
- (3) Recoveries effected from Travelling Allowance Bills and by book adjustment should be treated as the receipt of the Office owning the vehicle, and realisation of credit shall be watched in the Office as in the case of other departmental revenue.

Economic use vehicles.

651. (1) Officers who are allotted departmental vehicles should use them for journeys within their jurisdiction. Their Travelling Allowance for journeys within the jurisdiction will be limited to what they would get if the allotted vehicles are used.

- (2) Vehicles are allotted to Districts only and rarely to local Units like Stations and Circles. As a general rule, they should not be taken outside their respective jurisdictions. If the vehicles are taken outside jurisdiction for urgent duty a report should be made to the controlling authority, and the action should be ratified.

Mileage test of Vehicles.

652. (1) The Kilometer per litre which a vehicle can cover shall be tested at least once a year and at every time any serious variation from the prescribed mileage is found. The test will be done by a Government or other competent workshop, as approved by the Superintendent of Police.
- (2) The Certificate of testing will be endorsed in the "Register of K.M.P. testing of vehicles", attested by the Officer who carried out the test. A copy of this certificate will be forwarded immediately by the Officer in charge of transport to the Superintendent of Police with his remarks about any marked variation in the mileage figure.
- (3) The tested K.M.P. litre will be noted in red ink in every Motor Transport Return (K.P.F. No. 41-H)
- (4) The Officer in charge of transport shall be responsible to see that the mileage tests are carried out without fail when due.

Duties of drivers and cleaners.

653. (1) As far as possible drivers should not be changed from vehicle to vehicle, the Officer in charge of transport shall assign drivers and cleaners to vehicles and make suitable arrangements for the replacement of staff who are on leave, or otherwise absent. Duplication should be provided for ignition keys, one being with the driver in charge of the vehicle and the other with the Officer in charge of transport. The key of the driver should be deposited with the guard or other specified authority when the driver goes off duty.
- (2) A driver taking over charge of a vehicle shall check the tools and accessories with the list and satisfy himself whether they tally, and are in good and serviceable conditions. He will also check over his vehicle, test the engine, brakes, steering and lighting speedometer, etc, and if satisfied take charge of the vehicle. If any defects are noticed, these will be brought to the notice of the relieved driver, and the Officer in charge of transport. The details of such checking and the result will be recorded in the driver's Daily Diary (K.P.F. No. 41-C), attested by the relieved and relieving Officer and the Officer in charge of transport.
- (3) The vehicle will be in the immediate charge of the driver assigned to it. He will be personally responsible for the clean and efficient condition of the vehicle. He will be assisted in this work by the Cleaner Constable, when one is available. He will bring to the notice of the Officer in charge of transport any remissness in the performance of such duties by the Cleaner Constable. The driver will report immediately to the Officer in charge of transport any defect noticed or any repair or replacement found necessary for the vehicle. (Defect report of vehicles will be in K.P.F. No. 41-B).
- (4) Bigger type vehicles, for which two drivers are assigned will be under the charge of the senior driver. The junior driver will be subject to the control of the senior driver.
- (5) The driver and the cleaner must be always available for duty. Ordinarily they should, subject to the provisions of sub-para (6), be at the garage between 7 a.m. and 11 a.m., and between 2 p.m. and 6 p.m. They shall leave only after obtaining the permission and receiving instructions regarding probable duties from the officer in charge of transport or other officer

designated for the purpose. Permission for absence must be granted for specified periods.

- (6) In case of absence from quarters they will leave word where they are to be found, if wanted.
- (7) Where spare drivers or cleaners who know driving are available, the Officer in charge of transport shall arrange for such drivers to be present during the absence of the regular drivers.
- (8) The driver and cleaner when present in Headquarters will parade daily at 6.30 a.m., unless they have been out on duty later than 9.p.m. the previous day. In the latter event they will parade at 8 a.m. or at any earlier time specified if so required on particular occasions. After attending roll call they will proceed to the garage for work.
- (9) The driver will be held responsible for the consumption of petrol, oil etc. Any wastage or unusual consumption should be accounted for by him to the Officer in charge of transport and should be recorded in his Daily diary. Any increase in the consumption of petrol should be immediately brought to the personal notice of the Officer in charge of transport.
- (10) A Driver on taking charge of any vehicle for the first time in a day will carry out the "First Routine" of Running Maintenance (see "Maintenance and Servicing Instructions" Appendix XVIII) The Driver will also take the following precautions:-
 - (a) Carry one 10 litre tin full petrol oil, in a holder to be provided for this purpose in the vehicle, when petrol/oil is refilled in the tank, the petrol/oil in the tin should be poured in first, and the balance alone drawn from the pump or other source. The tin will again be filled with 10 litre petrol to be kept as spare.
 - (b) Carry sufficient spare oil when proceeding on any long journey.
- (11) The driver of the vehicle is personally responsible for the proper lubrication of his vehicle, and for any damage that arises from lack of lubrication. He should report immediately defects such as:-
 - (a) failure of the oil guage to register normal.
 - (b) Oil leaks in engine, gear box, rear axle or steering box glands.
 - (c) Defective or lost lubricating nipple.
- (12) Bigger type vehicles for which two drivers are provided must ordinarily proceed with both the drivers. The Officer in charge of transport may use his discretion when it is not possible to arrange this on particular occasions.
- (13) The driver and the cleaner will be in uniform when they go out on duty. They will take muskets and the approved quantity of ammunition with them when out on duties on which precautionary arrangements are to be taken. No bayonets will be carried. The Officer in charge of transport will issue appropriate instructions, after reference where necessary to the superior officers concerned, regarding the carrying of muskets and ammunition on particular occasions.
- (14) The muskets will be carried in clips provided for the purpose, racked cross-wise on the hood backing above the driver's head in bigger type vehicles, and in any other convenient and easily accessible place in smaller vehicles. The muskets should be secured by a chain and padlock, the key of which will be carried by the driver, attached to his vehicle's ignition key. Ammunition will be carried in pouches on the belt, in the usual way.
- (15) The driver will note in the attendance register whether he is taking arms and ammunition with him or not.

- (16) The driver, when proceeding out on duty, will sign the attendance register before departure, stating where and on what duty he is proceeding. On return to Headquarters he will again report his arrival and record it in the attendance register.
- (17) During long runs, vehicles must ordinarily be stopped once in four hours or 161 K.M whichever is less, and rested for twenty minutes. The driver will carry out the "Halt Routine" of Running Maintenance (see Maintenance and Servicing Instructions - Appendix XVIII).
- (18) Immediately on return from a trip or on completion of the day's journey the driver will carry out the "Last Routine" of "Running Maintenance" (see "Maintenance and Servicing Instructions"- Appendix XVIII). Where garages are available, vehicles will be parked in these. Garages will be locked up where facilities exist for the purpose. The key of the garage will be deposited according to instructions issued by the Officer in charge of transport.
- (19) The speedometer reading must be taken and recorded in the Driver's Daily Diary (K.P.F. No. 41-C) at the beginning and the end of each trip and if the trip is not completed in one day, at the beginning and end of the day's work. The speedometer reading must be checked daily by the Officer in charge of transport or any other Officer deputed for the purpose.
- (20) When a vehicle has to remain in workshop for repairs for more than a day, the driver will lock up his tools and accessories or make other effective arrangements for its safe custody with the approval of the Officer in charge of transport. He will also obtain from the Foreman or other person in charge of the workshop a receipt for the quantity of petrol remaining in the tank.
- (21) Cleaner Constables should be given, at regular and sufficiently frequent intervals, practice in driving, under the supervision of drivers where such supervision is necessary. Cleaner Constables will be available for use as reserve drivers.
- (22) No unauthorized person or store will be carried in a vehicle. This does not preclude a lift being given, without overloading the vehicle, to members of the Police Force, with the permission of the senior-most person in the vehicle.
- (23) No person other than the authorized driver or cleaner should drive the vehicle, without the express permission of the Superintendent of Police or other higher authority, and such permission shall not be granted save for exceptionally pressing reasons. An Officer or other person competent to drive a vehicle may do so when the authorized driver is incapacitated due to illness, and even then only for the minimum distance necessary for obtaining the services of an authorized driver.
- (24) Before a vehicle is taken over for driving from its authorized driver under the circumstances mentioned in sub para (23) and when it is handed back to an authorized driver, the person who does so shall make a record of the relevant facts in the driver's Diary (K.P.F No. 41-C). This precaution shall not be omitted or postponed on any account. The record should include the following details:-
 - (a) the time and place at which the vehicle is taken/handed over.
 - (b) the K.M. reading at the time the vehicle is taken/handed over
 - (c) the number, rank and name of the authorized driver from/to whom the vehicle is taken/handed over.
 - (d) the circumstances which have necessitated the step, and reference to the prior sanction of the competent authority, if obtained.

(25) the driver should make a record of all duties performed and of other occurrences of importance relating to the vehicle in the Driver's Daily Diary (K.P.F. No. 41-C)

(26) Drivers and Cleaners:

(a) The drivers and cleaners must know the maintenance programme for the vehicle, how to prepare the vehicle for inspection [see sub para 30 below], the lubricants in use in the vehicle, and when they require changing, the tyre pressures to be maintained, speed limits to be observed and the rules of the road which are given in Appendix XX.

(b) The drivers and cleaners must not attempt any rectification of defect in the vehicle which is beyond their competence use any form of metal polish on the vehicle, exchange tools or accessories or parts of the vehicle, leave the vehicle unattended with engine running, smoke while driving, or with the bonnet open or near fuel sources, and go down descents with the gear disengaged.

(27) The driver, if in uniform, must keep his head-gear on when driving.

(28) The driver and cleaner must have their driving licenses when the vehicle is taken out.

(29) The driver must take the daily diary, accident report form and tools whenever the vehicle goes out.

(30) A driver whose vehicle is to be inspected will prepare it in the following manner:-

(a) clean all parts of the vehicle thoroughly

(b) lay out tools and accessories in accordance with the list

(c) warm up the engine

(d) remove floor boards and open trap-doors

(e) open or remove bonnet

(f) remove battery vent plugs

(g) remove tyre valve caps

(h) loosen oil level plugs of gear box steering box and rear axle.

(i) Circuit up inspection lamp, if provided with vehicle accessories

(j) Keep the Driver's daily diary, Motor Transport Return and the Monthly inspection Register available for reference.

(31) No work will be done in the garage between sun set and sun rise, except on the specific orders of the Officer in charge of transport.

(32) No ranked light shall be allowed in the garage at any time.

(33) For the responsibilities of drivers whose vehicles may be involved in accidents, see the instructions in Rule below.

(34) Whenever a tyre from a running wheel is replaced by the spare wheel, or by a fresh tyre, a

note of the fact with the speedometer reading and the number of the tyre replaced, and the number of the tyre put on will be made at once in the driver's Daily Diary.

- (35) Drivers and cleaners who are members of the Police Subordinate Service should be given regular training in drill and musketry so as to keep them fit to function as disciplined men capable of protecting person and property.

Accidents of Police Vehicles.

654. (1) When a vehicle is involved in an accident whereby damage or injury is caused to any person, animal vehicle or other property, the driver of the vehicle shall (and other person in charge of the vehicle shall direct the driver) take necessary action to

- (a) stop the vehicle as long as may be reasonably necessary.
- (b) give the name and address of the driver and the designation and address of the Head of Office or Unit to which the vehicle belongs to any person affected by the accident or damage, who may demand the information, provided such person also furnishes his own name and address.

Note:- The name and address as shown above, shall also be given on demand to any person, giving his own name and address and alleging that the driver has been driving recklessly or dangerously.

- (c) take all reasonable steps to secure medical attention to any person injured and if necessary convey him to the nearest hospital unless the injured person (including the guardian of an injured minor), desires otherwise.
 - (d) give on demand by any local Police Officer any information required by him or, if no such Police Officer is present, report the circumstances of the occurrence at the nearest Police Station immediately.
- (2) The driver and other person in charge of the vehicle during an accident as mentioned in sub-para (1) will, without delay, give a written report of the occurrence to the Head of the Unit or Office through the Officer in charge of transport, including the following details:

- (a) Date, time and place of accident.
- (b) Name of driver of vehicle and his licence.
- (c) Names of other persons in the vehicle.
- (d) On what duty the vehicle was proceeding, and under whose orders
- (e) Details of other persons or vehicles involved in the accident.

- Width and description of the road, position and direction of the vehicle or vehicles concerned, details of wheel tracks and any other information useful in asseing the cause and responsibility of the accident (A sketch, prepared at the scene of the accident, soon after its occurrence will be a valuable addition to the report. This will be prepared unless the situation makes it impossible to do so).
- (f)

- (g) The estimated speed of the vehicle or vehicles.
- (h) What steps were taken or omitted to be taken by the parties concerned to avoid the accident.
- (i) Any other relevant particulars concerning the occurrence.
- (j) Nature and extent of the injury or damages caused to persons, vehicles or property.
- (k) Names and addresses of witnesses to the occurrence

(3) The Officer in charge of transport shall in cases of such accidents prepare and submit to the Superintendent of Police a report in K.P.F. No. 41-R (Accident Report).

(4) Deterrent action should be taken in all cases where due to the fault of the driver damage to vehicles or injury to persons or loss of life is caused.

Testing of vehicles.

655. (1) Every vehicle shall be tested by the Officer in charge of transport once a month to see whether it is in good condition, and whether maintenance and servicing has been carried out satisfactorily. It is the purpose of such inspections to detect faults in time and to avoid more extensive and costly repairs which delay may necessitate.

(2) The Officer in charge of transport should be assisted in these inspections wherever possible by a competent mechanic or other technically qualified Officer.

(3) A record of such inspections will be kept in the Monthly Inspection Register in K.P.F. No. 41-G.

(4) The points which should be borne in mind when inspecting vehicles, tools and records are given in Appendix XXI.

Repairs and purchase of spare parts.

656. (1) When tyres, batteries or other parts of a vehicle are to be replaced or repaired the service given by them will be verified by the Officer in charge of transport and every case in which premature repair or replacement has become due will be reported to the head of Office or Unit for necessary action.

(2) Sanction of the Superintendent of Police or other corresponding Officer shall be obtained prior to all purchases for vehicles, Except petrol, oil and lubricants. Petrol, oil and lubricants will be obtained according to the procedure prescribed from time to time.

(3) Sanction of the Superintendent of Police or other corresponding Officer shall also be taken before any repair, other than a minor and inexpensive repair unavoidable for the purpose of taking a vehicle back to garage, is undertaken.

(4) Recommendations for sanction for repairs to vehicles shall include detailed information on the following points:-

(a) Cost and date of purchase. The cost of body, chassis and of engine will be stated separately, if known.

(b) Expenditure incurred on different occasions each year for repairs and replacements and the total thereof, with information regarding the agency which did the work. The

book value at the time of repair calculated by the diminishing balance method and the estimated repairing charges should be reported.

- (c) Reasons for any abnormal expenditure incurred in any year.
- (d) The total number of K.M. run by the vehicle after each repair.
- (e) The details regarding the repairs and replacements of major parts to be sanctioned, and an estimate of cost for the same.
- (f) When recommending any major repair, a certificate must be obtained and forwarded from the Motor Vehicles Inspector or other technical expert stating the approximate mileage which the vehicle is likely to serve if the repairs and replacements submitted for sanction are carried out.
- (g) Whenever expensive repairs are undertaken on old vehicles, expert advice should be taken as to whether it will be economical to carry out the repairs.
- (h) Repairs of the vehicles of Northern Range costing upto Rs.500 shall be carried out at approved workshops by the Heads of Units. Other repairs costing over Rs.500 in Northern Range should be got repaired at the M.S.P. workshop, Malappuram.
- (i) Competitive quotations need not be invited for entrusting repair works of departmental vehicles with approved workshops.

[Government Memo No. 11524|D2|65|Home (D) dt. 30-4-1965]

- (j) Payment of bills of private workshops in respect of repair charges not exceeding Rs. 20 can be authorized without scrutiny of the bills by the State Transport Corporation. All other bills are to be scrutinized by the State Transport Corporation before payments are made. Assistant Engineers of Regional Engineering Workshop Sub-divisions at Trivandrum, Trichur and Calicut are also empowered to scrutinize the repair bills of all departmental vehicles received from approved private workshops. They can fix upset value of the unserviceable vehicles of all departments and also inspect and issue certificates to the effect that parts of departmental vehicles are not fit for further use.

(G.O. (MS) 495|63 PW dt 12-11-63)

(G.O. (MS) 63|PW\dt 11|14-3-66)

(G.O. Rt. 1181|66|PW dt 24-10-66)

Vehicles which do not run regularly

- 657 Vehicles which are not required to run regularly shall be started and run for short distances to see that working parts are kept efficient. An allowance of 2 litres of petrol per vehicle is authorized for this purpose. This allowance shall be availed of only when it is not possible more economically to operate the vehicle for any authorized duty during the week.

Tyres and Tubes Batteries and Hoses-Life of.

658. (1) Minimum life of tyres, tubes etc. of the Motor Vehicles of the Police Department is shown below:-

	Spare Parts	Period
(1)	Tyres and tubes of motor cycle	13770 K.M.
(2)	Tyres and tubes of Mobile tank Units	12960 "

- | | | |
|-----|---|--------------------------|
| (3) | Tyres and tubes of Fine Engine Tender | 16200 " |
| (4) | Tyres and tubes of other motor vehicles | 24300 " |
| (5) | Retreaded tyres of all kinds | 2/3 of the original life |
| (6) | Batteries | 2 years |
| (7) | Hoses | 1 year |

- (2) The above articles are not to be condemned necessarily on the expiry of the prescribed mileage or period. The condition of the article must fully justify its being condemned.
- (3) If in an individual case condemnation is found necessary before the expiry of the prescribed mileage or period, a detailed investigation into the reasons for it should be made and the opinion of a technical expert obtained and a decision taken by the Superintendent of Police or other Controlling Officer as to whether there has been any neglect or omission on the part of the driver or other person in charge. Where there has been neglect or omission suitable disciplinary action shall be taken against the defaulters.
- (4) The good work of persons in charge of vehicles who are able to give substantially more service than the prescribed minimum will be placed on record, and in appropriate cases suitable rewards will be given.

(G.O. (MS) No. 957|Home (A) dt. 5-8-'58)

Records to be maintained for Motor Vehicles

659 The records to be maintained in respect of Motor Vehicles by Officers in charge of vehicles are given in Appendix XIX.

In case of District Armed Reserve a suitable Sub-Inspector will be designated by Reserve Inspector to maintain the records (See Rule 646 above).

CHAPTER VIII
PHOTOGRAPHY

- 660 (a) Photographic Bureau in the State is attached to the Criminal Investigation Department. The Bureau takes photographs of prisoners or criminals, scenes of offences, important documents and finger prints, etc, required for comparison and search by the State Examiner of Questioned Documents and Director of Finger Print Bureau. The Bureau also takes and supplies photographs required for identity cards of Police Officers. Instructions for photographing persons are given in Appendix XXII.
- (b) A photographer with necessary equipments is also attached to each District Police Office, to photograph prisoners or criminals, finger prints, scenes of offences, scenes of vandalism committed by goondas, etc., in the District.
- [G.O. (MS) 210|Home(A) dated 3-6-1966)

Photographs-use of Photographs

661. Photographs can be very useful for purposes of identification of individuals, and of the study of scenes and objects. Proper and appropriate use shall therefore be made of photographs in recording and disseminating criminal intelligence.

Persons whose photographs are to be taken for record.

662. A Police Officer may have photographs taken -
- (1) of a person who is convicted of an offence falling under Chapter XII of XVII of the Indian Penal Code, punishable with rigorous imprisonment for a term of one year or upwards, or of any offence which would render him liable to enhanced punishment on a subsequent conviction.
 - (2) Of a person ordered to give security for good behaviour under Section 118, Code of Criminal Procedure.
 - (3) Of a person whose photographs have been ordered by a Magistrate of the First Class to be taken for the purposes of any investigation or proceeding under the code of Criminal Procedure.

The Magistrate can pass such an order only in respect of a person who has at some time been arrested in connection with that investigation or proceeding. The photograph of the person shall be taken at the time and place specified for his production or attendance for that purpose in the order of the Magistrate.

Photographing under-trial prisoners.

663. The photographing of under-trial prisoners is forbidden

Resistance or refusal to be photographed.

664. (1) In the event of resistance or refusal to be photographed under the provisions of rule 662 a Police Officer may lawfully use all means necessary to secure the taking of the photographs [vide Section 6(1) of the Identification of Prisoners Act, 1920 (Central Act XXXIII of 1920), and section 7 of the Kerala Identification of Prisoners Act 1963 (Act 39 of 1963)].
- (2) Resistance to or refusal to allow the taking of photographs will constitute an offence under

Section 186 Indian Penal Code [Section 6(2) of the Identification of Prisoners Act, 1920 (Central Act XXXIII of 1920), and section 7 of the Kerala Identification of Prisoners Act 1963)].

Photographs of Scenes and Objects

665. (1) On principle the Judge trying a case, the Public Prosecutor, the Expert and the Counsel for the defence, ought to visualize everything that the investigator has seen. The investigator has to make this possible by correct description. 'Mahazars' prepared by Investigating Officers for this purpose will be clearer and more convincing if in important matters they are supplemented with Photographs. Photographs can be of great value particularly in the following instances:-
- (a) The scene of an offence or other important occurrence.
 - (b) Perishable objects or those likely to change their appearance, such as -
 - (i) wounds especially when the instrument used, the relative positions of the victim and the assailant, or the fact whether the wound was inflicted on a person when he was living or dead, are in doubt;
 - (ii) foot prints when their relative positions are of importance, or when it may not be possible successfully to take their impression otherwise:
 - (iii) finger and palm prints from scenes of crime which may be required for comparison with prints of suspects, or as proof of identity:
 - (iv) Position of a dead body (to be photographed from different sides) if it is reasonably certain that the corpse is still in its original position.
 - (2) Photography is also of great importance for Experts in the examination of manuscripts and in comparing hand-writing. Photographs taken by means of ultra violet light will show out forgery by disclosing the original entries which have been altered in a document. The use of ultra violet and infra red plates can show up latent marks and carefully prepared alterations.
 - (3) Photographs sent for examination by the Criminal Investigation Department or other agencies should ordinarily be not smaller than quarter plate, and not larger than full plate size.

Photographs of persons released without trial, discharged or acquitted.

666. (1) Where any person, whose photograph has been taken for purposes of investigation or other proceeding under the orders of a competent Magistrate, is released without trial or discharged or acquitted by any Court, all negatives and copies of photographs taken shall be destroyed or made over to such person, except in the cases covered by sub-para (2) below.
- (2) The District Magistrate or the Sub Divisional Magistrate in the case of a person who is released without trial, and the court in other cases may, for reasons to be recorded in writing, direct a disposal different from what is prescribed above.

Periodic elimination of photographs.

667. All photographs will be examined annually, and in the absence of special reasons to the contrary, these will be withdrawn from record in the following cases:-

- (1) In the case of a person who is a professional prisoner, note-forgery coiner, arms smuggler, on his attaining the age of 80 years or on his death, whichever is earlier; and
- (2) In the case of any other person-
 - (a) if he has not more than two convictions in his native District (not having been convicted

outside his native District) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of having committed a crime, on the expiry of ten years from the date of his release or last release from jail, as the case may be, or

- (b) if he has been convicted outside his native District or has more than two convictions in his native district and has not subsequent to his conviction or last conviction, as the case may be, been suspected of having committed a crime, on the expiry of 15 years from the date of his release or last release from jail, as the case may be, or
- (c) on his attaining the age of 80 years, or
- (d) on his death,

Whichever is earlier.

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CHAPTER IX
FINGER PRINT BUREAU

668. The Finger Print Bureau is under a Director and the Bureau works directly under the Superintendent of Police, Crime Branch C.I.D.

Location of Finger Print Bureau in India.

669. A list of finger Print Bureau serving different States in India, etc., are given in Appendix XXIII.

Communication to the Bureau.

670. (1) Communications for the State Finger Print Bureau will be addressed to the Director of the Bureau concerned.

(2) Communications for the Central Finger Print Bureau will be addressed to the Director, Central Finger Print Bureau, No. 30, Gorachand Road, Calcutta-14.

Methods of taking Finger Prints-Appliances

671. Methods of taking finger prints, points to be noted in preparing finger print slips, deformities, etc., are given in Appendix XXIV.

Persons whose finger prints should not be taken,

672. Finger Prints of lepers are not to be taken on any account. Persons suffering from contagious or infectious diseases should not have their finger prints taken until they have completely recovered from such diseases.

Finger Prints-By whom to be taken.

673. Finger prints shall be taken only by an Officer who has been declared to be proficient for the purpose.

Persons whose finger prints are to be taken for record.

674. The finger prints of the following persons, juvenile or adult, should ordinarily be taken for permanent record:-

(1) All persons convicted of offences under Chapters XII and XVII, I.P.C., punishable with rigorous imprisonment for a term of one year or more.

(2) All persons convicted of any offence under Chapter, VI, I.P.C. or of sabotage and subversive activities against the State.

(3) All persons convicted of offences under sections 170, 302, 304, 307, 308, 311, 325, 327, 328, 329, 322, 333, 338, 465 to 477-A and 489-A to 489-D, I.P.C.

[Government Memo, 38371/A4/66-Home dated 26-9-1966]

[I.G.'s Endt. D4/49024/66 dated 30-9-1966]

(4) All traffickers in women and children, who are convicted under sections 363 to 373, I.P.C.

(5) All persons convicted for attempt or abetment (sections) **511 or 109|114-I.P.C.)** and animal conspiracy (section 120-B, I.P.C.) and in respect of offences enumerated in this Rule.

(6) All approvers in gang, dacoity and criminal conspiracy cases.

(7) All persons ordered to execute bonds under sections 109 and 110 Cr.P.C. (for offences against property only).

(8) Non-Asiaties, when convicted for offences punishable with rigorous imprisonment for a term of one year or upwards under the Indian Penal Code.

Note : - In such cases three copies may be taken of which one is to be sent to C.B.I. Delhi through the Deputy Inspector General, in charge of C.I.D.)

(9) All Indian National, convicted outside India of any offences for which finger prints have been received at the State Bureau from those countries.

(10) All International criminals and absconders, whose finger prints are sent to the State Bureau from Countries outside India.

(11) All persons suspected of being professional itinerant criminals and persons of notoriously criminal reputation, who habitually absent themselves from their homes and are believed to travel to other States for the purpose of committing crime, and who have been arrested by Police and whose finger prints have been taken, Even if they are acquitted, provided that in case of acquittal, permission for record of finger prints is obtained from the Court under section 7 of the Identification of Prisoners Act, 1920 (Central Act XXXIII of 1920) and Kerala Identification of Prisoners

Act 1963 (Act 39 of 1963)

(12) Any other person whose finger prints are ordered to be maintained by the Government of India from time to time, subject to the provision of the Identification of Prisoners Act 1920 (Central Act XXXIII of 1920) and the Kerala Identification of Prisoners Act 1963 (Act 39 of 1963)

(13) All persons not specially provided for above, regarding whom it is considered desirable that there should be a permanent record. These include:

(a) Persons of disreputable antecedents.

(b) Persons who take part in violent crimes, whether political or non-political, involving injury to body, life or property, and

(c) The following classes only of persons connected with political offences:

- (i) persons who use aliases or otherwise endeavour to conceal their identity to facilitate commission of political crime.
- (ii) Persons about whom, because of their hidden activities, it is desirable that there should be permanent record, and
- (iii) Persons concerned in offences of criminal conspiracy and section 153-A, section 124-A and section 295-A I.P.C.

(14) All persons convicted under the Arms, Opium and State Excises Acts, who are suspected to be smugglers in arms, opium or dangerous drugs, as defined in the Dangerous Drugs Act, 1930 (central Act II of 1930), or of an offence under any of the said Acts entailing enhanced punishment on conviction.

(15) persons convicted under sections 8 and 10 of Prohibition Act, 13 of 1950 (Amended by Act, 25 of 1960).

(16) Persons convicted under section 48 of the Kerala Police Act, 1960

(17) Persons convicted under the untouchability (offences) Act, 1955 (Central Act XXII of 1955).

(18) Persons notified under the Kerala Habitual offenders Act, 1960 and convicted of any of the offences enumerated in the schedule to the said Act.

(19) All persons convicted under section 5 of the Telegraph wires (unlawful possession) Act 1950 (Central Act LXXIV of 1950) for unlawful possession of telegraph wires.

(20) All persons convicted under the Railway property (unlawful possession) Act, 1966 (Central Act 29 of 1966) (G.O.Rt. No. 530/68, Home 'S.S.' Department dated 1-4-1968).

(21) All persons convicted under sections 101, 126 and 128 of the Indian Railways Act, 1890 (Central Act IX of 1890)

(22) All persons convicted under the Explosive Substances Act, 1908 (Central Act VI of 1908)

(23) All persons convicted under the Indian Official Secrets Act, 1923 (Central Act XIX of 1923)

(24) All professional criminals and persons of dangerous character externed from any area under any State Act.

(25) All foreigners externed under the Foreigners Act, 1946 (Central Act XXXI of 1946)

All persons convicted of smuggling gold, currency and valuable articles

(26) under Foreign Exchange Regulation Act, 1947 (Central Act VII of 1947) and the Customs Act 1962.

Finger Prints to be recorded in the Central Finger Print Bureau.

675. Finger Print Slips of all persons mentioned in items (1) to (12), (14) and (19) to (26) in Para 674 are to be recorded in the Central Finger Print Bureau, Calcutta.

Procedure regarding Finger Print Slips to be taken for search

676. (1) Whenever an unidentified persons is arrested on a criminal charge, and it is considered desirable to trace his identity or previous convictions, if any, the Station House Officer will have his finger Prints taken in K.P.F. No. 3-G. This slip together with a search slip in K.P.F. No. 3-F will be sent direct to the Finger Print Bureau, Trivandrum, immediately.

(2) When a person, whose Finger Print Slips are taken under the provisions of sub-clause (1) above, is reasonably suspected to be a resident of, or is suspected to have extended his operations to one or more other States, a reference should be made by the Station House Officer in the manner explained above, to the Bureau of every such State also. Sufficient extra copies of the Finger Print Slips will be prepared for this purpose.

Finger Printing of persons whose finger prints are to be recorded.

677. (1) Station House Officers are responsible for the taking of finger prints of persons, who, on conviction, have to be finger printed under Para 674.

(2) Sufficient number of Finger Print Slips (K.P.F. No. 3-G) shall be prepared at the time of the arrest of the accused persons, or whenever for taking Finger Print Slips. The number of Finger Print Slips required for record after conviction depends upon the home State of the accused, and also upon the number of other States, if any, in which they have had previous convictions. Slips are required as under:

(a) For the State Finger Print Bureau - one copy for search and one copy for record, if necessary after conviction.

(b) For the Finger Print Bureau of each State in which the accused has had previous convictions-one copy for search and one copy for record, as stated above.

(c) For the Central Finger Print Bureau-one copy for record, in all cases in which slips are to be recorded in that Bureau.

(d) for single print record in the Central Finger Print Bureau -one copy in respect of the undermentioned classes of criminals:

i. Inter-state criminals

ii. Inter-National Criminals

iii. Hotel thieves

iv. Poisoners

v. Forgers of currency

vi. Cheats

vii. Coiners.

- (3) The name and other particulars shall be filled in on the Finger Print Slip immediately after taking the impressions on each slip.
- (4) The Station House Officer will, at the time of arrest, fill up the description of the arrested person in K.P.F. No. 3-F sign on the first page, and send one copy each of the slip for search to the finger Print Bureau, Trivandrum and to other Bureaux, if necessary.
- (5) When sending the Finger Print Slips for search, the name of all the Bureaux to which copies of the slips have been sent for search, should be noted in the appropriate column of every copy of the search slip in K.P.F. No. 3-F so sent.

Resistance to Finger Printing.

678. Resistance to or refusal to allow the taking of finger prints and foot impressions is an offence under section 186 I.P.C. read with section 6 of the Identification of Prisoners Act (Central Act XXXIII of 1920) and the Kerala Identification of Prisoners Act 1963 (Act 39 of 1963). Under the same section a Police officer may lawfully use all means necessary to secure the taking of such impressions.

Finger and foot impressions of dead bodies.

679.(1) Investigating Officers of all cases of murder or suspicious death, shall take the finger prints of unidentified dead bodies and the imprint of the feet of dead bodies where these are likely to be of use in investigation, as early as possible. These impressions may be of value for purposes of comparison with finger and foot prints at or around scene of occurrence.

- (2) The following instructions shall be borne in mind in preparing Finger Print Slips of dead persons.
 - (a) Three copies of the prints will be taken
 - (b) Water should not be used for cleaning the fingers. Methylated spirit, which will preserve the pores, must be used. Greasy or oily finger must be washed with spirit.
 - (c) Dirty fingers may be rubbed with a cloth, dipped in warm water (but not washed such water).
 - (d) The impression must be taken by a 'proficient'.
 - (e) If, after taking the required number of copies of the finger prints, the Investigating Officer considers it necessary to arrange for the preservation of the fingers for future verification, he shall request the Medical Officer to preserve them in separate jars distinctly marked.

Register of Finger Print reference.

680. All Finger Print Slips sent for search and their disposal will be registered in the "Register of Finger Print Reference" in K.P.F. No. 3-N, maintained in every Police Station.

Action by the Finger Print Bureau on search references.

681. (1) Every Finger Print Slip received for search shall be registered in the "Register of finger

Impression Slips received for search in the Finger Print Bureau" in K.P.F. No. 3-M

- (2) Defective Slips, if any, which cannot be classified, shall be returned to the sender with a "Finger Print Bureau Objection Memorandum (Search Slips)" in K.P.F. No. 3-C for re-submission after rectification. Necessary entries shall be made in the Register of impression Slips mentioned in (1) above.
- (3) The Finger Print Bureau shall classify the prints and make a search among the recorded slips in the Bureau. If finger prints of the same individual are on record, the details of previous convictions as noted in the recorded slip, will be copied on the reverse of the Finger Print Slip received for search. The counterfoil of the search slip (K.P. form No, 3-F) will be filled up on the basis of the result of the search, and will be returned to the Station House Officer concerned together with the Finger Print Slip. The foil of the search Slip retained in the Finger Print Bureau will be filed in the Bureau in serial order for future reference.
- (4) Where previous conviction is traced on a search reference, the details of such tracing will be noted on the Finger Print Slip recorded in the Bureau. The details of traced search reference shall be noted also in the "Register of Identifications made in the finger Print Bureau" in K.P.F. No. 3(o). Search slip should indicate where enhanced punishment under section 75 I.P.C. or sections 8 or 10 of the Prohibition Act are applicable.
- (5) All slips received for search shall as far as possible be returned within twenty-four hours of receipt.
- (6) Whenever a recorded Finger Print Slip is removed from its pigeon hole, a "dummy" slip in K.P.F. No.3-W shall be substituted in its place. The "dummy" slip shall be removed only when the recorded slip is put back.

Proof of previous conviction in traced cases

682. (1) If on the return of the Finger Print Slip sent for search to the Bureau previous conviction of an accused is found traced which makes him liable for enhanced punishment under section 75 of the Penal Code, or section 8 or 10 of the Prohibition Act or any such previous conviction of an accused is known from any other source, steps shall be taken to prove such previous conviction under section 511 of the Code of Criminal Procedure.
- (2) There should be a definite charge as to the fact, date and place of previous conviction or convictions. Several previous convictions should not be lumped in one head of charge. These should be set forth separately, each under a distinct head of charge.
 - (3) In the case of a person who has been previously convicted more than once, it will generally suffice to prove the last conviction only, provided that the former convictions were proved in that case and are mentioned in the previous judgment.
 - (4) The proof of previous conviction requires the following:-
 - (a) Records to prove the previous convictions in order to support the charge under section 75 Penal code. The following categories of records may be used for this purpose:-
 - (i) An extract showing the previous conviction or convictions, certified under the hand of the Officer having the custody of the records of the Court; or
 - (ii) A Certificate signed by the Officer in charge of the jail in which the sentence of imprisonment awarded in the previous conviction of convictions or any part thereof was suffered; or

- (iii) A warrant of commitment under which the sentence was suffered.
- (b) If the accused, on being questioned by the court, admits the previous conviction or each of the convictions, no further proof is required and a formal marking of the records already filed with the charge, evidencing the previous conviction or convictions, will suffice.
- (5) If the accused denies the previous convictions, the prosecution will let in evidence as to identity. Identity of the accused shall be proved by any of the following means:-
 - (a) The evidence of a Police Officer cognizant of the previous conviction: or
 - (b) The evidence of a Jail Officer who can recognize the accused as the person who underwent the previous sentence of imprisonment; or
 - (c) If evidence according to (a) or (b) above cannot be obtained, by means of evidence of an Expert from the Finger Print Bureau proved under Sections 45 and 73 of the Evidence Act.
- (6) In order to locate Police officers who will be able to prove conviction of a future occasion, Column 10 of the General Conviction Register and Part III Station Crime History is to contain the names of two such Police Officers.

Procedure on conviction.

683. (1) If the person charged is convicted, the Station House Officer will fill in all the particulars of the conviction in the slips taken under Para 677 and preserve for being sent for record. If the convicted person has had previous conviction the particulars of such previous convictions will also be entered in the slip in chronological order, before the details of the latest conviction are entered.
- (2) All columns in the Finger Print Slips and connected records shall be properly filled up. All entries should be in English. Abbreviations, over writings and erasers should be avoided.
 - (3) The "Conviction Memo" prepared in K.P.F. No. 3-R and "Acknowledgment of Finger Print Slip" (K.P.F. No.3) together with the required number of copies of the Finger Print Slips (as stated in Rule above) will be sent to the Superintendent of the District (District Intelligence Bureau) through the Circle Inspector. The words 'reconvicted', 'untraced', etc., printed on the Finger Print Slip (K.P.F. No. 3-G) which are not applicable shall be cancelled as required, while preparing the form. The counterfoil of the search slip, returned from the Bureau after search, shall also be attached to the Conviction Memo.
 - (4) In dispatching the Finger Print Slips, special care shall be taken to fold the Form in accordance with the direction given on the Form.
 - (5) A short but clear note on the modus operandi of the convict in the present case shall be attached to the copy of the Finger Print Slip to be sent to the Central Finger Print Bureau for the single finger print record. The note should contain also the name of the convict, the Crime Number, Police Station and District.
 - (6) In the case of the prisoners sent to jail, the correct name of the jails to which they have been sent, with dates of despatch of the prisoners, shall be noted in red ink at the front top portion of the Conviction Memo.
 - (7) The Station House Officer concerned shall make a record in every conviction case diary that "Finger Print slips, conviction memo and acknowledgment form are despatched".
 - (8) Station House Officers shall not send for record the same copy of the Finger Print Slip, which was sent to the Bureau for search and received back after search. Spare copies of the

Slips taken according to the instructions above and kept in safe custody in the Station, shall alone be used for record.

- (9) The Circle Inspector and Sub-Divisional Officer shall scrutinise each case and recommend in the appropriate column of the Conviction memo whether the Finger Print Slip of the convict should be recorded in the Bureau or not, and whether the convict is to be shadowed on release.

Finger Prints of persons without trial, discharged or acquitted.

684. (1) Where any person whose finger prints were taken is released without trial or discharged or acquitted by any court, all such prints shall be destroyed or made over to him, except in the case covered by sub-para (2) below.

(2) The District Magistrate or the Sub-Divisional Magistrate in the case of a person who is released without trial, and the court in other cases may, for reasons to be recorded in writing, direct disposal of the finger and foot prints different from what is prescribed above.

Finger Prints of Juveniles sent to a special institution.

685 (1) The finger prints of a juvenile sent to a special institution should be sent for record to the Bureau of the State of which he is a resident, as well as to the Bureau of the State in which he is convicted.

(2) No formal testing of the finger prints of juveniles is necessary; but the Tester Sub Inspector shall verify and record identifying number and other particulars from the institution.

Action in the District Police Office.

686. (1) The Sub Inspector in charge of the District Intelligence Bureau shall maintain the "District Office Finger Print Register" in K.P.F. No. 3-B, in which the receipt and disposal of all Finger Print slips received from station House Officers for record shall be entered.

(2) The Sub Inspector, District Intelligence Bureau, shall check and satisfy himself that the finger prints are clear and fully-rolled and taken in their proper order, that all entries in the slips and connected records are legible, complete and correct, and that there are sufficient number of slips for all bureaux concerned. Defective slips may be returned to the Station House Officer, together with Finger Print Objection Memorandum in K.P.F. No. 3-E for rectification and return. But if such criminals are in the local jail, the District Intelligence Bureau staff should themselves take the proper slips.

(3) The Superintendent of Police of the District shall decide and pass orders on the conviction Memo on the following points:-

(a) Whether the slip is to be retained in the State Finger Print Bureau or destroyed, keeping in mind whether the offence is of a trivial nature and slip is not considered necessary.

(b) Whether or not the slip is to be sent for record in the Central Finger Print Bureau;

(c) Whether the convict is to be shadowed on release.

(4) The Superintendent of Police shall check and countersign the note attached regarding the modus operandi of convicts whose Finger Print slips are to be sent to the Central Finger Print Bureau.

(5) The finger print Head Constable attached to the District Intelligence Bureau shall ascertain the convict numbers of the prisoners concerned, verify the entries in the Finger Print Slips with the entries in the Jail Admission Registers and Jail Warrants (if necessary), and satisfy himself

that all the entries tally, Additional copies of the slips will be taken, if required, and sent back to the Stations concerned for being returned after completing necessary entries.

- (6) The Finger Print Head Constable shall visit the jails within his jurisdiction at least once a week, and see whether, Finger Print Slips of all persons convicted for the offences mentioned in Para 674 have been received. On every Monday, he shall submit to the Superintendent of Police a statement for the week ending Saturday the particulars of convicts coming under the categories mentioned, and in para 674 and admitted in the jail during the previous week (mentioning also dates of admission), showing whether or not their Finger Print Slips have been received. The Superintendent of Police shall take prompt steps to expedite the slips still due. If a slip is not received from the Station House Officer before the release of a convict, the Finger Print Head Constable shall himself prepare the necessary number of slips, and send them to the Stations for being returned after completing the entries therein, along with the other records due.
- (7) It may occur that a convict undergoing sentence in a jail may get another conviction for an offence committed by him previously, and in such cases he will continue to bear his original convict number. The identity of such prisoners and the correct convict number must be located by the Finger Print Head Constable. In order to enable the Head Constable to do so, the Station House Officer shall state clearly in the conviction Memos the last jail numbers of such convicts.
- (8) Testing of Finger Print slips:- The Sub Inspector from the District Intelligence Bureau will visit the jails once a month. Finger Print Head Constable of the District Intelligence Bureau concerned will assist him to test all available Finger Print Slips.
- (9) The Sub Inspector will take the finger prints of the convicts concerned in "Tester Finger Print Slip" in K.P.F. No. 3-Q and by a comparison with the finger prints for record, will satisfy himself that the latter tally with the prints taken by him. He will also satisfy himself by reference to the entries in the Jail Admission Register that the details of the present conviction noted in the Finger Print Slip for record are correct. He will attest the finger Print Slips in the appropriate place. He will also initial in the prescribed column of the "District Office Finger Print Register" (K.P.F. No. 3-B)
- (10) In the case of convicts undergoing imprisonment in a jail outside the District, the Finger Print Slips with the connected records will be forwarded by the Superintendent of Police concerned to the Superintendent of Police (District Intelligence Bureau) of the District in which the convict is undergoing imprisonment, for action under sub-para (9)
- (11) After testing as detailed above, the slips and connected documents will be returned by the Superintendent of Police to the Superintendent of Police from whom these were received.
- (12) The Sub Inspector, District Intelligence Bureau should see that all finger print slips are got tested promptly. Any delay or omission in the matter shall be reported immediately to the Superintendent of Police for taking appropriate action.
- (13) A list of Central Jails, special Sub-jails and 'A' Class sub-jails in the State with the classes of prisoners to be retained therein, is furnished in Appendix XXV.
- (14) All Finger Print slips for record shall be retained in the District Police Office (District Intelligence Bureau) until the appeal period is over. The Finger Print Head Constable, while visiting jails, shall ascertain by reference to the Jail Admission Register, the disposal of Criminal appeals, if any. Where necessary, the Sub Inspector, District Intelligence Bureau will obtain confirmation from the Station House Officer concerned as to whether or not appeal was

preferred. If an appeal is preferred, particulars of disposal shall be noted on the reverse of the Finger Print Slip concerned, under the dated attestation of the Sub Inspector, District Intelligence Bureau. If there is no appeal, that fact also shall be noted on the reverse of the Finger Print Slip under similar attestation.

- (15) Transmission of slips to the Bureau:- All Finger Print slips to be recorded, together with conviction memo and acknowledgment slips, will be forwarded to the State Finger Print Bureau by the District Intelligence Bureau concerned. Copies of slips for transmission, where required, to other State Bureaux, will also be attached thereto.
- (16) In the case of Finger Print Slips to be sent to the Central Finger Print Bureau for record, the District Intelligence Bureau shall prepare despatch cheques in triplicate in K.P.F No.3-A, and forward them with the slips to the State Finger Print Bureau. No separate convictions memo need be attached to the Slips intended for the Central Finger Print Bureau, Finger Print Slips, belonging to not more than ten persons, may be attached to the same despatch cheque. Any finger Print Slip returned as defective from the Bureau for rectification, shall be retransmitted after compliance along with a fresh despatch cheque in triplicate.
- (17) The District Intelligence Bureau shall maintain a "Register of Finger Prints sent to the Central Finger Print Bureau" in K.P.F. No. 3-P1.

Procedure in the State Finger Print Bureau on the receipt of slips for record.

687. (1) All Finger Print slips received for record in the Bureau shall be registered in the "Register of Finger Print slips filed in the Finger Print Bureau" in K.P.F. No.3-L
- (2) Every slip received for record shall be carefully scrutinised before being classified, checked and recorded, and if found deficient in any respect, it will be returned for rectification and return to the sender with a Finger Print objection memorandum in K.P.F. No. 3-E. Details of slips so returned shall be entered in the "Register of filed. Finger Print slips returned with objection Memorandum" in K.P.F. No. 3-K.
 - (3) The slips to be recorded shall be classified and checked in the Bureau. Previous slips, if any, of the same individual on record shall be taken out. The particulars of previous convictions as noted on the new slip, shall be checked with those on the recorded slips, and if these are found correct the new slips will be attached to the recorded slips. These will be checked and passed by the Officer in charge of the Bureau and necessary entries will be made in the "Register of Finger Impression Slips filed in the Finger Print Bureau" in K.P.F. No. 3-L. Slips for record will be arranged and kept in Record pads in K.P.F. NO. 3-D.
 - (4) Action taken in the Bureau, with the Finger Print serial number allotted in the Register mentioned in (3) above, shall be noted on the Conviction Memo and Acknowledgment slip, received along with the connected Finger Print Slip. The Conviction Memo shall be sent to the Superintendent of Police (District Intelligence Bureau) of the District and the Acknowledgment slip to the Officer in charge of the police station concerned. In the case of slips received for record from other Bureaux or Offices, the Acknowledgment Slips received therewith shall be similarly filled up and returned to the sender. The Slips for record shall then be recorded in the appropriate pigeon hole.
 - (5) "Dummy" Slip will be used whenever recorded slips are taken out of a pigeon hole in accordance with the instructions above.
 - (6) **Slips due to other State Bureaux:-** Slips due for record other State Bureau shall be sent

together with a covering memo in K.P.F. NO. 3-H to the Director of the Bureau concerned. This fact shall be recorded in the "Register of Finger Impression Slips filed in finger Print Bureau" (K.P.F. No. 3-L). The names of all the Bureau to which slips have been sent will be noted at the top of all the Finger Print Slips. On receipt of acknowledgment of the slip so sent, connected references shall also be noted against the corresponding entry in the above Register.

- (7) Slips due to the Central Finger Print Bureau- Slips due to the Central Finger Print Bureau shall be sent with their dispatch cheques, and these shall be registered in the "Register of Finger Prints sent to the Central Finger Print Bureau" in K.P.F. No. 3-P. Slips returned by the State Bureau for rectification of defects (refer sub-para (2) above) shall be re-submitted under fresh dispatch cheques, for transmission to the Central Finger Print Bureau.
- (8) All intimation regarding absconders (persons concerned in offences and wanted for investigation) shall be sent by the State Bureau under a dispatch cheque, along with a Finger Print Slip (if available), and particulars of the case in which they are wanted, and the Office to which the intimation of arrest is to be given (in block letters). In the case of absconders whose spare Finger Print Slips are not available the State Bureau shall send a photographic copy (actual size) of the rolled impressions from the recorded Finger Print Slip of the State Bureau. This also should be sent under a despatch cheque. Intimation regarding absconders should be despatched to the Central Finger Print Bureau promptly and in any case within a week of the receipt of the information.
- (9) The State Bureau shall see that all Finger Print slips meant for record at the Central Finger Print Bureau are despatched within a week from the date of their receipt.
- (10) For every name or change of name of a Convict, whose Finger Print Slip is on record in the Bureau, a nominal index card will be maintained in K.P.F. No.38. This card will show the name of convict, with aliases, if any, father's name, finger Print Bureau Serial No. and finger Print classification so that it may serve the purpose of checking when search slips or record slips are received in the Bureau.

Information to the Central Finger Print Bureau

688. The State Finger Print Bureau shall, in addition to the intimation regarding absconders as prescribed in para 687 also keep the Central Finger Print Bureau informed of any new feature regarding finger print identification, any case of forgery of finger print, and such other matters of interest, which may come to the notice of the Bureau.

Service by the Central Finger Print Bureau.

689. (1) Until the Central Finger Print Bureau has built up sufficient records of slips of its own, that Bureau will not undertake search work.
- (2) The State Finger Print Bureau may refer to the Central Bureau for scrutiny any difference of opinion with regard to finger print cases, and any other matter concerning the science of identification from papillary ridges, in which such advice is desired.

When Finger Print Slips need not be tested.

690. In the case of persons sentenced to fine, or imprisonment in the sub-jail only, of those who are released under Section 562 Cr.P.C. and of those who execute bonds for good behaviour under section 109 or 110 Cr.P.C. the Station House Officer will proceed as directed in Rules. If the Superintendent of Police of the District decides that it is unnecessary to send the Finger Print for

record, the Slip will be destroyed. If he decides to the contrary, he will forward the Finger Print Slips to the Bureau for record, together with the Conviction Memo and other records mentioned in para 683 duly filled in. Such Finger Print Slips will not be tested.

Monthly statement of convicted cases in which Finger Print Slips have been sent.

691. Station House Officers shall send direct to the Superintendent of Police of his District (District Intelligence Bureau) by the 5th of each month in K.P.F. No. 3-J a list of convicted cases in the previous month in which finger Print Slips have been sent for record. The Sub Inspector (District Intelligence Bureau) shall verify these statements with the slips received for record and with the Weekly Crime Report (Para II), and report delay or omission, if any, to the Superintendent of Police for necessary action.

Procedure in Bureau in respect of wanted persons whose Finger Print Slips are on record.

692. (1) Reports in respect of persons whose finger prints are on record and are wanted by the Police shall be sent to the Bureau by the Station House Officer concerned through the Superintendent of Police (District Intelligence Bureau) in K.P.F. No.3-I(Memo to Finger Print Bureau of persons wanted). Such reports shall be entered in the "Absconder Register" in K.P.F. No. 3-S.

(2) The information received will be noted in the "Absconders Card" in K.P.F. No.3-V, and the Card will be attached to the Finger Print Slip of the absconder, so that immediate intimation may be given to the Officers concerned if the Finger Print Slip of the absconder is received for search in the Bureau subsequently.

(3) The 'Absconders Card' will be detached from the record finger Print Slip of the absconder, if his slip is subsequently received for search, and intimation will be given as required in (2) above. The detached card will be filed with the connected Memo (K.P.F. No. 3-I) with details of action taken noted thereon.

(4) In the case of absconders whose Slips are on record in other Bureaux the State Bureau shall prepare additional copies of the Memo in K.P.F. No.3-I, and shall send a copy to each such Bureau for similar action, if the finger Print Slip of the absconder reaches them for search.

Report of deaths of persons whose Finger Print Slips are on record in the Bureau.

693. (1) When a person, whose finger Print Slip is on record in the Bureau, dies, the Station House Officer in whose jurisdiction the person resided, shall send a report in K.P.F. No. 3-T through the proper channel to the Superintendent of Police (District Intelligence Bureau) for transmission to the Bureau. Death reports of persons having convictions in other State shall be similarly prepared and sent through the District Police Office to the Bureaux of the States concerned, and this fact should be noted in the Death Report sent to the Finger Print Bureau, Trivandrum. The report of death should be verified by independent Police enquiry and certified as to its correctness by the Station House Officer himself, before sending the report to the District Police Office.

(2) Death Report of a convict, while undergoing imprisonment received from the jail authorities, shall be disposed of in the Finger Print Bureau as in the case of Death Reports mentioned in (1) above.

(3) All Death Reports received in the Finger Print Bureau shall be registered in a "Death Report Register" in K.P.F. No. 3-U. The Finger Print Record slips of the deceased shall be taken and the details of the Death Report with reference number shall be noted in red ink on the finger Print Slips concerned and also against the concerned entries in the Register of Finger Prints filed in the Finger Print Bureau (Form K.P.F. No.3-L). Such Finger Print Slips shall be

retained in the record for two years, when they will be removed and destroyed. The Finger Print Slips of convicts who die in jail shall be destroyed at once.

Periodical elimination of Finger Print Slips.

694. (1) All Finger Print Slips on record in the Bureau will be examined annually or at lesser intervals and in the absence of any special reasons to the contrary, those belonging to the classes of persons enumerated below will be removed from record:-

- (a) In the case of person who is a professional poisoner, note-forgery, coiner, arms smuggler, or a habitual offender notified under the Kerala Habitual Offenders Act, 1960. (Act 26 of 1960) on his attaining the age of 80 years, or on his death, whichever is earlier;
- (b) In the case of any other person-
 - (i) If he has not more than two convictions in his native District (not having been convicted outside his native District) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime, on the expiry of ten years from the date of his release or last release from Jail, as the case may be; or
 - (ii) If he has been convicted outside his native District or has more than two convictions in his native District) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime, on the expiry of fifteen years from the date of his release or last release from Jail, as the case may be; or
 - (iii) On his attaining the age of 80 years; or
 - (iv) On his death;

Whichever is earlier.

(2) To prevent the possibility of the wrongful destruction of any Finger Print Slip in the Bureau, slips withdrawn from record will be sent to the Superintendent of Police of the District concerned for information and destruction. The Superintendent of Police will pass them on to the Sub-Divisional Police Officer concerned for necessary action. If the Sub-Divisional Officer has any objection to the destruction of any particular Slip, he should return it to the Bureau through the District Police office, explaining fully why he wants it to be retained.

(3) The destruction of Finger Prints which are on record also in other Bureaux will be intimated to the Bureau concerned by the Finger Print Bureau, Trivandrum.

Application of private parties of Finger Print Expert

695. (1) In all cases, civil or criminal, when private parties apply for the expert opinion on finger prints by an Expert attached to the State Finger Print Bureau, "Finger Print Expert Fee" of Rs. 35 per opinion shall be levied from the party concerned. Besides the "Finger Print Expert Fee", a sum of Rs. 8/- per finger print to be compared shall be levied towards photographic charges. The Finger Print Expert Fee and the photographic charges should be remitted in advance, and credited to the Government under the appropriate head, and the chalan of remittance sent.

(2) Whenever Finger Print Expert is summoned to appear before a Court the expert opinion furnished in cases, civil or criminal between private parties, an amount at the rate of Rs. 10 per day of absence of the Finger Print Expert from the Bureau will be realized from the party concerned as "Evidence Fee" and credited to the Government. The party will also be liable to pay the Expert in advance the Travelling and Daily Allowance at the rates to which he is entitled.

- (3) All documents containing finger prints to be compared shall be sent to the Bureau with covering letter specifying the impressions to be compared, and giving all points on which expert opinion is to be furnished. The chalan if remittance is to be furnished. The chalan of remittance of the fees referred to in (1) above shall be sent along with the records for examination.
- (4) On receipt of documents containing finger prints to be compared, photographic enlargements thereof shall be obtained from the Departmental Photographer. The Expert who deals with the file shall furnish his opinion after examining the impressions and the enlargements. This opinion will further be checked by the Director of the Finger Print Bureau and shall be despatched to the authority who called for the expert opinion.
- (5) Details of the opinions given by Experts of the Bureau shall be recorded in a Register in K.P.F. No. 3-X.

DEFINITIONS

- (1) "Bureau" means a Finger Print Bureau
- 'Expert' means an Officer, who has been declared by a Board of Examiners constituted for the purpose or by the Deputy Inspector General of Police in charge of the Criminal Investigation Department to be competent to take, examine, compare and give an expert opinion on finger prints.
- (2)
- 'Finger Prints' include prints of the thumb and are either 'rolled' or 'plain'.
- (3)
- 'Foot-print Expert' means an Officer, not below the rank of a Sub Inspector of Police, or an 'Expert' in the State Finger Print Bureau, who has been declared by the Deputy Inspector General of Police in charge of the C.I.D., to be competent to take, examine, compare and identify foot prints and to give expert opinion on foot prints.
- (4)
- 'Identified' means a person whose residence and antecedents are known.
- (5)
- A 'plain' print is obtained by lightly pressing the inked bulb of thumb or finger upon the paper without any turning movement.
- (6)
- 'Proficient' means an Officer, who has been declared by a Superintendent of Police to be qualified to take clear and well rolled finger impressions.
- (7)
- A 'rolled' print is obtained by placing the inked thumb or finger on the paper so that the plane of the nail is at right angles to the plane of the paper. The thumb or finger should then be pressed lightly on the paper and turned over so that the bulb surface which originally faced, say, to the left, faces to the right, the plane of the nail align at right angles to the
- (8)

plane of the paper.

- (9) 'Traced' means a person, against whom previous conviction has been traced.
- (10) 'Unidentified' means a person, whose residence and antecedents are not known.
- (11) 'Untraced' means person, against whom no previous conviction has been traced.

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CHAPTER X

CRIMINAL INVESTIGATION DEPARTMENT

696. (1) The criminal Investigation Department under the control of the Deputy Inspector General, Criminal Investigation Department and Railways has the following branches:

- (a) Special Branch and
- (b) Crime Branch.

Each Branch is under the direct control of a Superintendent of Police who is assisted by one or more Deputy or Assistant Superintendents, Inspectors, Sub Inspectors, Head Constables and Constables.

- (2) Officers required to constitute the personal are selected and posted to Criminal Investigation Department by transfer from the Districts.
- (3) Inspectors and Sub Inspectors while serving in the Crime Branch Criminal Investigation Department will have the word "Detective" prefixed to their ranks (e.g. Detective Inspector-Detective Sub Inspector).
- (4) Except on ceremonial parades and routine parades and giving evidence in Court and other occasions ordered by the Inspector General of Police or the Deputy Inspector General of Police, C.I.D. men of the Criminal Investigation Department do not wear uniform.
- (5) All correspondence intended for the branches shall be addressed to the respective Superintendents.

Special Branch

697. The details of the working of the Special Branch will be found in the "Special Branch Manual", which deals with the organization of the branch at both the State and District levels as also its connection with the 'Special Branches' of other States and the Intelligence Bureau, New Delhi.

Crime Branch

698. The Crime Branch controls

- (1) the crime Investigation staff,
- (2) the Criminal Intelligence Bureau,
- (3) the Finger Print Bureau
- (4) Photographic Bureau,
- (5) Forensic Science Laboratory
- (6) Police Research centre.

Function of the Crime Branch, Criminal Investigation Department

699. (1) The functions of the Crime Branch, CID are:-

- (a) The collection, collation and dissemination of intelligence regarding crimes and

criminals having an inter-State or inter-District interest.

- (b) Study of the general trend of specialized, professional and other grave crimes in the state, and initiating measures for their control as found necessary.
- (c) Investigation of specialized or professional crime such as
 - (i) those of exceptional difficulty or importance;
 - (ii) those which, from the nature of their ramifications, cannot be dealt with by local officers jurisdiction, or without the co-operation of other officers at a distance, working in one direction, and
 - (iii) those of an organized nature, extending over two or more District.
 - (iv) Those types of crime which are ordered to be taken up by the C.I.D. and given in Rule 6

(2) The services of the criminal Investigation Department will not, except in exceptional circumstances, be requisitioned in cases of ordinary crime confined to one District, and having no special importance.

Manner of assisting the District Police in the investigation

700. (1) The Crime Branch, Criminal Investigation Department will assist the District Police either by
- (a) taking up the entire investigation of a case, or
 - (b) placing one of its officers at the disposal of the Superintendent of Police when such a step is found necessary for investigating a particular case.
- (2) Sub Inspectors attached to the Crime Branch must be deputed by an Inspector or Officer of higher rank to investigate into each particular case on which they are employed.
- (3) All Police Officers of and above the rank of Inspector of Police in the Criminal Investigation Department will have the powers of an officer in charge of a Police Station under the Criminal Procedure Code.

(Govt. Notification No. H2. 54642/58/Home(A) dt. 14-8-1958)

Application for assistance of the Crime Branch

701. Applications for the assistance of the Crime Branch should be made to the Deputy Inspector General in charge of the Criminal Investigation Department. Without his or the Inspector General's orders no investigation or enquiry shall be undertaken.

Responsibility of District Police.

702. (1) The Criminal Investigation Department in no way relieves the district, police of their responsibility for the prevention and Detection of crime.

Class of Crime to be investigated by the Criminal Investigation Department.

703. (1) The Crime Branch will ordinarily deal with crimes of the following classes:-

- (a) Note forgery cases
- (b) Cases of counterfeit coining when the counterfeits are struck from dies, and other cognate offences in respect of coining by dies.
- (c) Cases of professional poisoning.

- (d) Theft of Government arms and ammunition and illicit trade in arms.
- (e) Important cases in which foreigners are concerned (including cases of international criminals and traffic in women by foreigners)
- (f) Cases of dacoity, robbery and house-breaking of peculiar nature which indicate the work of an adept gang, not particularly noticed or accounted for by the local police.
- (h) cases of fraud, theft or cheating of a peculiar nature which affect more than one district.
- (i) Cases of such a nature as, in the opinion of the Inspector General, the Deputy Inspector General, or district authorities call for investigation by an officer of the Crime Branch.
- (j) Important thefts of currency notes or important defalcations of public money.
- (k) Cases of smuggling of opium, cocaine, and other narcotics
- (l) Cases of bringing fraudulent civil suits.
- (m) Gang cases.
- (n) Important conspiracy cases whose ramifications extend to several Districts.
- (o) Pomography
- (p) Professional kidnapping
- (q) Cases of 'suspicious deaths' when investigation by the Crime Branch CID is considered necessary.
- (r) Any serious crime which appears to have a political motive, including all offences connected with arms and explosives which are suspected to be of a political nature.
- (s) Any other crimes which may be brought into the category by an order of the Inspector General or the Dy. Inspector General, C.I.D.

Superintendent of Police to send special reports

704. (1) In all cases detailed in Rule above Express reports should be sent to the Deputy Inspector General, C.I.D. with copies to the range Deputy Inspector General, followed by an immediate written report.

(2) But in cases falling under (a), (b), (c), (d), (e), (o) and (r) of Rule 703, telegrams or W/T signals of the bare facts may be sent to Deputy Inspector General, Criminal Investigation Department or his local Branch head, to enable them to enter on investigation.

(3) In all such cases investigated by the District Police, progress reports should be sent to the Deputy

Inspector General, Criminal Investigation Department and the range Deputy Inspector General till the investigation is completed. A progress report is necessary only if substantial progress is made. A final report should also be sent after the disposal of the case. The final report in cases falling under categories (a) (b) of PSO 703 (1) shall be sent to court only after obtaining the concurrence of the Superintendent of Police, Crime Branch, CID, and in categories (c) (d) (e) (o) and (n) a copy of the final report shall be sent to the Superintendent of Police, Crime Branch, CID.

Classes of crime to be reported to the Central bureau of Investigation and the Criminal Investigation Department.

705. In order to enable the Central Bureau of Investigation to maintain comprehensive records of inter-state and inter-national criminals, the following categories of cases have to be reported to the Central Bureau of Investigation.

- (1) Cheating-all important cases in which specific information may not be available about the identity of the criminal and all cases in which the complicity of inter-state criminals is suspected or known should be reported. If subsequent investigation reveals that the case is of a local nature that fact should also be reported for enabling the C.B.I. to eliminate such cases from their records. The report about the occurrence of crime should be sent immediately after the case is reported. Progress reports should be sent when additional information comes to light during the course of investigation and a report should also be sent after completion of the investigation. Copy of all reports sent to C.B.I. should be sent to C.B.C.I.D.
- (2) Kidnapping of children for purposes of begging:- All cases coming under this category should be reported whether the kidnappers are local or not. This should be reported to Superintendent of Police, Crime Branch, C.I.D. who will forward a consolidated report to C.B.I.
- (3) offences committed by foreigners:- All cases coming to the notice of the Police should be reported to C.B.I. with copy to Superintendent of police, CB.C.I.D.
- (4) Theft of Fire arms:- Report should be sent of fire arms stolen and recovered to C.B.I. with copy to Superintendent of police, CB.C.I.D.
- (5) (a) Counterfeit currency:- All cases of hundred rupee denomination will be reported as and when they come to the notice of the local police and they should be followed by progress report, conviction particulars etc. Whenever any important case of 100 rupee note comes to light, the Superintendent of Police of the District should immediately communicate the information to the Central Bureau of Investigation through radiogram giving brief particulars of the case. A copy of the letter sent to the currency Note Press should also be forwarded to the Assistant Director, Crime Records, Central Bureau of Investigation with copy to S.P. C.B.C.I.D.
In respect of counterfeit currency cases of other denomination periodical
(b) reports as required by Central Bureau of Investigation is to be sent.
- (6) Motor vehicles theft:- All cases falling in the category irrespective of whether they are inter-state or not. Cases of motor vehicle parts need not be reported. Reports will be sent to C.B.C.I.D. who will

forward a consolidated report to C.B.I.

Deputation of Officers of the Crime Branch CID for Investigation or enquiry.

706. (1) In any case in which the services of an officer of the Crime Branch CID are asked for, or whenever an officer is deputed by the order of the Deputy Inspector General, Criminal Investigation Department, or the Inspector General to conduct an investigation or enquiry of any kind, the Officer deputed should take with him a letter addressed to the Superintendent of Police of the District prescribing the work upon which he is sent.

(2) If the Superintendent of Police of the District is on tour, the Officer deputed should hand over the introductory letter, or report his arrival, to the person Assistant to the Superintendent of Police or in his absence the Manager of the District Police Office, and should submit immediately a report in writing to the Superintendent of Police of the District as to the course of investigation he is adopting. He should thereafter take the first available opportunity of meeting the Superintendent of Police, if the enquiry is likely to be a lengthy one.

Cases concerning one District exclusively.

(3) In the absence of special orders from the Deputy Inspector General, Criminal Investigation Department, to the contrary, if the case or enquiry exclusively concerns only one district, the officer should work under the direction of the superintendent of Police of that district, who will then be responsible for the enquiry. In such cases, copies of case diaries should be submitted to the Superintendent of Police of the District.

Cases concerning more than one District.

(4) If, however, the enquiry extends over more than one district the case diaries need be submitted only to the Criminal Investigation Department, but the officer should keep the Superintendents of Police of the districts in which he is working fully informed of his doings, consult them, take their instructions on matters affecting their Districts and inform them the results of the enquiry.

Superintendents of Police of the District to assist Officers of Crime Branch, CID

707. Superintendents of Police of the Districts should give the Officers of the Crime Branch CID every facility for conducting investigation in their Districts and should make available for their assistance the local knowledge of the District Police. Crime Branch staff should not think that, once they take up a case, the local police have nothing to do with it. Officers of the Crime Branch should realize that their branch is there to assist the District Police by taking up investigation in cases where local police may not have the time to pursue clues to a successful end.

Reports of Investigation by senior Police Officers of the Criminal Investigation Department.

708. Reports of investigation of senior Police Officers of the Crime Branch, CID, shall be sent to the Crime Branch direct. The Additional District Magistrates and Superintendents of Police of the Districts concerned should be kept informed of any matter which is of importance in relation to particular Districts.

Investigation of cases by CID Officers

709. (1) Case diaries of Officers of the Crime Branch, CID, and their scrutiny are subject to the same rules as those of the District Police. The Officers of the Criminal Investigation Department have the same right of inspecting records as the District Police. All records of the Crime Branch, C.I.D. are confidential.

2. Cases transferred to the C.I.D. for investigation, shall be re-numbered by the Crime Branch, C.I.D and in the Station records concerned that the case will be indicated as "transferred to the Crime Branch".

The Crime Branch number assigned to the case will be communicated to the Station and will be noted in red ink in the F.I.R. Index Register, against the Station case number.

3. Crime Branch will give information to the District Police in all cases transferred to them for investigation, when the cases are sent up for trial or when the cases referred as undetected or otherwise disposed of.

(I.G's Circular No. D5-1438/65 dated 31-3-1966)

Report of arrival of C.I.D Officers at the Headquarters

710. Every Detective Inspector and Detective Sub Inspector on his arrival at Headquarters should immediately report to the Deputy Superintendent of Police and Superintendent of Police, Crime Branch and acquaint them personally with the progress made in each investigation or enquiry conducted by them and take further instructions.

Importance of Criminal Investigation Department watching notorious criminals.

711. One of the most important duties of the Criminal Investigation Department is to keep a watch over the movements of, and furnish Superintendents of Police of the Districts with information concerning, notorious and dangerous criminals, and this will be of great advantage to District Police.

Criminal Intelligence Bureau.

712. 1) As regards Criminal Intelligence Bureau, attached to C.I.D., information will be collected, recorded and disseminated with regard to the following matters:

- (a) Serious crime;
- (b) Property stolen, lost or detained as suspicious;
- (c) Persons wanted by the Police or persons arrested by the police, who are suspected of being professional criminals;
- (d) Asiatic nomads, foreign vagrants and other persons who give room for suspicion of criminal activity;
- (e) wandering groups having criminal propensity; and
- (f) other suspicious characters who operate on an into District or inter State basis.

(2) Instructions regarding maintenance of records such as history sheets for criminals, general subjects files, photographs of criminals, alphabetical list of wanted criminals, crime maps, graph etc., and other functions of the Bureau like study of weekly crime and occurrence sheets, Monthly and Annual Crime Review received from Districts and the preparation of Annual Review for the whole State etc., are given in Appendix XXVI

(3) The Criminal Intelligence Bureau is also publishing Criminal Intelligence Gazette. Instructions for collection, computation and publications of the gazette are contained in Appendix XXVII. Criminal Intelligence Gazette is being circulated to all Police Stations in the District and also to such Officers outside the State as found necessary.

Police Research Centre.

713. (1) There is a 'Police Research Centre' under a Circle Inspector, assisted by a Statistical officer working under the directions and supervision of the Superintendent of Police, Crime Branch Criminal

Investigation Department, and its primary duty is to collect information of interest to the Police, analyse it, and deduce conclusions regarding the 'modus operandi' of criminals with a view to assisting the District Police in combating crime.

(2) The Research Inspector is in over-all charge of Criminal Intelligence Bureau and the Railway Intelligence Bureau.

(3) The Research Centre will be in constant touch with all Districts and other States to collect information about the movements of criminal and gangs and crimes occurring from time to time. Reports will be received by the centre from Districts about the absence and movements of criminals or criminal gangs and the occurrence of important crimes, together with the details of the 'modus operandi' employed in the commission of each crime. The Research Centre will immediately on receipt of such information, make a study of each important crime with reference to the records available with it and issue necessary instructions by radio to the concerned Police. It will also study the District and City Crime and Occurrence sheets and Monthly Crime Review with a view to know the general trend of crime. It will thus function as a nerve centre of all investigating officers in the State.

Forensic Science Laboratory.

714. There is a Forensic Science Laboratory attached to the Crime Branch, CID to see that all possible help that modern science can render in crime detection is made available to Investigating Officers. The Laboratory has three wings viz., the physical section, the chemical section and the biological section. Each section is directly under the control of an Assistant Director. The supervision of the Forensic Science Laboratory as a whole is vested in a Director. The Laboratory is established on a phased programme, and when completed will have four section (1) Physics (2) Chemistry, (3) Biology and (4) Ballistics. The following types of work will be undertaken by the Forensic Science Laboratory.

(1) Physics section

Examination of tool marks, torn pieces of letter or paper, broken ornaments, pieces of wire or metal that have been broken or severed by various instruments, paint, soil, broken head light and wind shield glass, broken parts of car, indentation, etc restoration of obliterated writings on metal surface, ultra-violet and infrared examinations, spectrographic examination of all types of materials, determination of the general properties of solids and liquids like refractive index density, etc., documents examination including handwriting and physical examination and comparison of any other type of exhibits.

(2) Chemical Section.

Chemical examination of paints, inflammable fluids, cres, tar products, building materials, rubber, plastic, lubricants, oils, waxes, soaps, metals explosives, narcotics, drugs etc.

(3) Biological Section

Identification of fibres, examination of micro-organisms, grass, vegetable and wood fragments, insects, hairs, tissues, biological stains etc.

4). Ballistice Section.

Identification of fire-arms and ammunitions, bullet marks, etc.

Apart from this, the Assistant Director, Forensic Science Laboratory in charge of Physical Section is also the State Examiner of Questioned Documents.

Only the Physical and Chemical Sections are functioning at present.

District Special Branch

715. 1) The District Special Branch is in the charge of an Inspector assisted by one or two Sub Inspectors and a few Head Constables. They cover all confidential enquiries.

2) The branch is under the personal control of the Superintendent of the District, who issues such orders as may be necessary for the effective utilization of the staff for the above purpose.

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CHAPTER - XI

RAILWAY POLICE

General

716. 1) The Railway Police is a branch of the General Police Force and is subject to all Police Rules of general application. This branch is under the direct control of a Superintendent of Police, designated or posted for this purpose; and he is assisted by one Deputy Superintendent of Police/Assistant Superintendent of Police. The Deputy Inspector General of Police in charge of the Railways has the same position with regard to the Railway Police as the Deputy Inspector General of a range bears to the District Police.
- 2) Railway Police District is divided into Circles which are sub-divided into Stations. The Deputy Superintendent of Police/Assistant Superintendent of Police, Railway Police has his jurisdiction throughout the Railway Police District.
- 3) Officers required to constitute the personnel are selected and posted to the Railway Police by transfer from the Districts.

Jurisdiction.

717. The jurisdiction of the Railway Police extends over the area included within the boundary of the Railway line and covered by Stations, Station yards and goods sheds; and this area is called 'The Railway limits'. This jurisdiction does not extend to the lands occupied by the dwellings of the Railway staff in or outside the Railway limits. The boundary of the Railway line means, the area to a distance of 10 feet on either side, from the centre of the track.

Officer to take command of Police.

718. When the Railway Police and the District Police are on duty together on a railway, as defined in Section 3 of the Indian Railways Act, 1890 (Act XI of 1890), the senior Police Officer present whether belonging to the Railway Police or to the District Police, will take command of all the Police present. If, however, any doubt arises about the relative seniority of the Railway and District Police Officer, then the Officer of the Railway Police as having jurisdiction will take command.

Duties and powers of the Railway Police.

719. Duties and powers of the Railway Police are similar to those of the District Police. In addition, instructions with regard to their particular duties are given in the succeeding paras.

Railway Police are primarily responsible for the maintenance of law and order as also the prevention, detection and prosecution of cases within the Railway limits. But the want of jurisdiction of the local Police will not be a tenable plea for not rendering timely help to the Railway Police in the arrest of accused and recovery of stolen properties.

Circle Inspectors.

720. 1) It is the particular duty of the Circle Inspectors to know, and frequently visit, and maintain satisfactory relations with, the Railway officials, especially the District Officers. They must also take steps to secure co-operation with the District Police, visiting the Additional District Magistrate, Executive First Class Magistrates and Superior Police Officers, connected with their circles, and keeping in close touch with the District Police Inspectors. They shall attend the half-yearly meeting of District Police Inspectors.

2) They shall visit forthwith the scene of any serious crime or accident and take the necessary steps.

Sub Inspectors

721. 1) The position and duties of the Sub Inspectors corresponds to those of the Sub Inspectors of the District Police. He is responsible for the efficient working of the men of his section.
- 2) He must acquire local knowledge, not only of the employees of the railway, but also of the criminals residing in the vicinity of his section.
- 3) He shall attend the railway platform, wherever he may be at the time of the arrival or departure of mail trains or other important trains.
- 4) He shall travel throughout his section in the train conveying the Governor and in special trains conveying persons of high position.

Railway Police Staff.

722 The Railway Police Staff is divided into two sections:-

- (a) The traveling and detective staff.
- (b) The Platform staff.

Railway Station Duty Head Constables

723. The Railway Station head Constable has control of the platform staff. He should not leave the neighborhood of the railway station without orders. His duty should be so arranged as to enable him to have three nights in the week, off duty. In his absence, another Head Constable or a constable shall invariably be deputed to act. He is responsible for telegraphing any important occurrences to the Sub Inspector during his absence, unless this is done by the station-writer. He shall be present at the arrival and departure of all important trains.

In charge Constable.

724. 1) At railway stations where three or more constables are deployed and to which no Head Constable is allotted, a constable shall be appointed to be in charge and shall perform the duties of a platform Head Constable.
- 2) When two constables are posted to a railway station, the senior will be considered to be in charge.

Duties of Platform staff.

725. 1) The Chief duties of the platform staff are.

- 1). The maintenance of order at stations and ii) watching passenger trains standing at stations.
- 2) a) Where a sufficient platform staff exists, the platform shall be divided by the Inspector into sections, called posts, which will be numbered. Men will be told off to those posts and their numbers entered against them in the Duty Roster in K.P.F. No. 163-A. Men shall move about within the limits of their posts. A plan shall be hung up in the Police station showing the limits of each post and on this will be specified which posts should be filled at the arrival of each train.

(b) At Railway Police outposts, a Duty Roster in K.P.F. NO. 163-B and General Diary in K.P.F. No. 74-A shall be maintained.

Constables on duty at Railway Stations.

726. At Railway Stations where two Constables are employed, one shall stand near the gate and

observe the passengers going out while the other shall stand on the platform where the rear brake van will halt and, after the arrival of the train, shall move slowly up and down looking into carriages. He shall also have an eye to the off-side of the train, crossing the line behind the rear brake van looking along the train.

Beats of the Travelling Staff.

727. (1) A travelling constable's beat consists of the train by which he travels from his station over a prescribed length of line, and the train by which he returns to his station. The serial numbers of the trains which form a beat shall be entered in the Duty Roster. Railway ticket requisition in K.P.F.No. 186 are used for such journeys.
- (2) Beat Constables shall report at the Railway Police Station situated at the termination of their beat, and their numbers shall be entered in the Duty Roster of that station. Station-house Officers of sections between which there is a meeting will compare their rosters once a month.

Travelling Staff.

728. (1) Men of the travelling staff shall be selected for suitability. No man shall be appointed to it, except temporarily, without the order of the Superintendent of Police on the Inspector's recommendation, and men found unfit shall be removed at once. The travelling staff must be kept up to strength at the expense of the platform staff.
- (2) Men of the travelling staff are, as a rule to be exempted from travelling every third day, when they shall perform platform duty, if not otherwise detailed.

Duties of Beat Constables

729. (1) Beat Constables shall always wear uniform. At every station they shall see the station master and ask him whether he wishes to make any report or complaint and request him to initial the Beat Book in K.P.F. No.19-A. When time admits they will walk from end to end of the train making observations. On return from beat they will hand over the Beat Book and their note books to the Sub Inspector or Officer in charge of the station.
- (2) The beat constable will be required to search the off sides and the underneath of the compartments which are reserved for women only and to maintain a watch at each stopping place particularly at the time of the departure of the train to ensure that no one is travelling on footboards or couplings.

Mufti Men.

730. In addition to beat constables, men in mufti may be employed to travel by train on detective duty, such as shadowing suspects. They should never speak to the beat constables nor should the beat constables recognize them.

Police not to do duties of Railway Protection Force.

731. The Railway Police are not ordinarily responsible for duties of Railway Protection Force, but they should patrol station yards and goods sheds when thieves are suspected to be operating, and there is reason to believe that unreported thefts are being committed.

Telephonic or Telegraphic Reports and Express reports.

- 732.(1) All cognizable cases, serious losses of property, all offences falling under section 126 of the Indian Railways Act 1890 (Act IX of 1890), and other important occurrences reported at places outside Railway Police Stations shall be telephoned or telegraphed at once to the Station House Officer of the Railway Police Station of the section and also to the nearest District Police Station House Officer and to the Superintendent, Deputy Superintendent and Inspector, Railway Police, by the senior member of the platform staff or the beat constable.
- (2) When the Station House Officer is absent from his headquarters, all reports of the above nature received in the station shall be communicated to him by telephone or telegraph.
- (3)(a) Station House Officers shall telephone or telegraph serious cases and occurrences to the Inspector, Deputy Superintendent and the Superintendent, and the Inspector shall likewise inform the Superintendent and Deputy Superintendent any information which he considers should be so reported.
- (b) Rules regarding sending express reports in grave crime will be the same as in the case of the District Police. All strikes and attempted strikes of railway employees shall be reported to the officers concerned by telegraph or telephone and followed by express report. A copy of such report should also be sent to the Additional District Magistrate having jurisdiction.
- (4) Telegrams concerning railway cases shall be sent "on railway service" and other telegrams as "State" messages.

Entering upon Investigation

733. The Railway Police are bound to investigate all crimes and occurrences which the Police are required by the Criminal Procedure Code to investigate.

Crime Investigation and Supervision

734. Rules in regard to investigation and crime supervision applicable to District Police, are also applicable to the Railway Police.

Complaints by Railway Officials.

- 735.(1) On receipt of a report from a railway official which appears to show that cognizable offence has been committed, the Station House Officer will at once register a case and proceed to make an investigation according to the Criminal Procedure Code.
- (2) In the matter of complaints or information reported by railway officials by telegram, the telegram shall be confirmed by a further report in writing.

Shortages and lost Property

- 736.(1) The Police shall not register information of 'Shortages' or of the loss or missing of property as crimes, or proceed to make an Investigation according to the Criminal Procedure Code upon such information, unless there is reasonable suspicion that a cognizable offence has been committed in connection with the loss of the articles. They shall, however, register such information in the General Diary and take what steps they can, to trace the missing articles.
- (2) In order to ensure that proper steps have been taken to trace missing articles, a register in K.P.F. No. 2 will be maintained in Railway Police Stations, entries being made immediately on receipt of the information about the loss or shortage.

Separate entries, either in separate registers or in different parts of the register, will be made for -

- (a) shortage of goods or parcels,
- (b) shortage or loss of railway materials, and
- (c) property of passengers

Entries in classification (a) will clearly distinguish whether the shortage or loss occurred in a stationary wagon a wagon in transit or from a transshipment shed or platform. When making entries in the register, care should be taken to note in each case in column 10, whether a report against any railway official was sent to the railway authorities and the action taken by them thereon.

Station house officers will be responsible for the disposal of any shortage or loss amounting to a maximum of Rs. 25, Circle Inspectors for values up to Rs. 50, Deputy Superintendent up to Rs.100 and the Superintendent for property valued above Rs. 100.

Particulars attention will be paid by inspecting officers to the action taken and enquiries made by the Station House Office in regard to such shortage and losses.

The register will also include reports which the Station House Officer transfers to another jurisdiction. He should state his reason for such action and this must be ratified by his Circle Inspector.

Petty Thefts

737. Care must be exercised in the matter of refusing to investigate petty thefts on the ground of the small value of the articles stolen. The theft of an important piece of mechanism, of small intrinsic value, may amount to a grave offence under the Railway Act.

Nuisances.

738. All nuisances committed within Railway limits must be dealt with by the Railway Police.

Custody of Prisoners.

739. At Railway Police Stations where there is no lock-up, prisoners who are not immediately sent for remand, shall be sent to the nearest District or City Police Station for custody. The hour at which a prisoner is thus sent shall be entered in column 7 of the Search.

Copy of Inquest report to be sent to Railway Officials.

740. In cases of death (whether by railway accident or otherwise), within railway limits, in which an investigation is held under section 174 of the Criminal Procedure Code, an extract of the investigation report in K.P.F. Nos. 1, 1-A or 1-B shall be forwarded to the District Engineer, in all cases, and the District Traffic Superintendent also in cases occurring within the limits of a Railway station. In the event of the investigation having been held by the District Police, a copy of the report shall be obtained from them.

Crime records of Railway Police Stations.

741. The Railway Police Stations will maintain all the crime records that are prescribed for the stations in the districts with the following modifications:

(1) S.C.H. Part I in the Railways will be in K.P.F. 130

- (2) In Part II SCH. The crime map, the Railway Police will demarcate the various Railway

Stations and their areas in lieu of the villages of the District Station maps.

- (3) For the purpose of SCH part I and Part III GCR there will be a separate classification of crimes committed solely in Railways as shown in Appenidx XXVIII.
- (4). Part IV SCH in the district consists of village crime note books in four parts ABC and D. The Railway Police will maintain this record with the Railway Station instead of the village as basis. Parts A and D of the Railway Police containing information on general matters will be written up keeping in view the points relating to the set up of the Railway organization, Railway Protection Force, Fairs and Festivals resulting in heavy flow of traffic and activities of criminals and also other matters of general interest to the Railway Police.
- (5) History sheets (SCH Part V) will be maintained in Railway Police Stations for Railway criminals as defined in Rule below.

Railway Criminals

742. The following classes of criminals will be registered as Railway Criminals (R.C.S) in the Railway Intelligence Bureau:

- (a) A Bad character who has had convictions in more than one Railway Police Station.
- (b) A K.D or suspect registered in a local police station who is convicted in a Railway crime.
- (c) Any other person whose activities, due to special reasons are ordered by the Superintendent of Police to be watched.

Co-operation with the District Police.

743. (1) There should be the closest co-operation between the District and Railway Police.
- (2) The Railway Police should be in a position to afford the greatest assistance to the District Police in arresting offenders who are trying to escape, and in noting the movements of criminals.
 - (3) In matters of placing obstructions on the line, tearing up rails, throwing stones at trains, and such like, the help of the District Police should be promptly sought.
 - (4) In the event of crime being committed in the limits of the District Police, but in the close neighbourhood of the railway, the Railway Police shall take any legal action pending the arrival of the District Police.
 - (5) (a) (i) Superintendent, Railway Police may require the District Police to take over the entire responsibility for the investigation of a grave crime such as murder or dacoity, the circumstances of which are of a local nature quite unconnected with the railway even though the case occurred within the jurisdiction of the Railway Police. On the requisition, the District Police shall at once take over the investigation.
(ii) In the event of a strike on the railway, the Railway Police investigating staff will deal with the ordinary offences of normal times. While the staff of the local Police which will be reinforced, will investigate all the offences arising out of the strike except those considered by the Deputy Inspector General, Criminal Investigation Department and Railways, sufficiently grave to be taken up by the Criminal Investigation Department.
 - (b) Whenever a case is reported to the Railway Police for which persons other than Railway criminals are suspected to be responsible a copy of the First Information Report dealing with the occurrence will be sent at once to the local Police Station House Officer by the officer in charge of the Railway Police Station.
- (6) Whenever a Circle Inspector of the District Police happens to be at a place where the

Superintendent of Railway Police is camping he should visit that officer. Similarly Inspectors of Railway Police should meet the Dy. Superintendent and Superintendent of Police of the District.

- (7) When an offence committed within Railway Police jurisdiction is reported to a District Police Station of the Railway line, the latter shall forthwith inform the Railway Police Station by telegram to be followed up by a First Information Report transferring the case forthwith by express through the Railway Police travelling staff.

Co-operation with Railway Protection Force.

744. The Railway Protection force is a statutory organization charged with the primary duty of protecting Railway property and detecting offences under the Indian Railways Act. This organization has got its own machinery for enforcing the relevant provisions of the Railways Act and to prosecute offenders. But it is however incumbent on the part of the Railway Police to keep close liaison with the Railway Protection Force and Co-operate with them whenever necessary. By mutual contact their Co-operation will also be enlisted by the Railway Police, when necessary in the discharge of official duties.

Measures to fight against Railway Crimes.

- 745.(1) Localities notorious for activities of Railway criminals should be checked by mufti squads made up of the Railway and local Police at frequent intervals. Only those local stations which have jurisdiction close to the Railway lines need provide men for this purpose.
- (2) "Strangers Day" should be observed in the Railway Police areas with the collaboration of the local Police at fixed intervals, preferably once in 3 months. All the unauthorized persons found in the Railway premises will be dealt with either under the preventive sections of the Criminal Procedure Code or the Railway Act. Intimation of all such preventive arrests made by the Railway Police should be sent to the Sub Inspectors of the nearest Police Station of the Districts concerned. At the time of interrogation of suspects by the District Police Officers, they should invariably question the suspects to find out whether they are concerned in any of the Railway crimes and whether they have traveled to important places in trains etc.
- (3) The Superintendents of the Districts should keep the concerned Railway Police Stations informed in advance of any important festival, market days or other gatherings so that the Railway Police may keep a special look-out for bad characters who may be travelling in trains. The Sub Inspector, Railway Police concerned should send one or two Police Constables to attend such functions in order to spot out bad characters and take timely action against them.
- (4) The Sub Inspector, Railway Police should maintain a record showing the bus-routes diverging from Railway Stations within his jurisdiction, their destination and timings, etc., so that the Railway Police may have adequate information to watch movements of bad characters who may come from the interior for operating on the Railways.
- (5) Separate Crime and Occurrence sheets are being published by the Railway Intelligence Bureau. The Railway Police Sub Inspectors will furnish data of all grave crimes as also of other important crimes special to the Railway Police to the officer in charge of Railway Intelligence Bureau promptly.

- (6) Superintendent, Railway Police should convene half yearly meetings of the Railway Police Sub Inspectors and other Sub Inspectors of Police. These meetings will be attended by the Sub Inspectors of the District Intelligence Bureau and Railway Intelligence Bureau as well. Proceedings of such meetings should be furnished to the Inspector General of Police.

Stopping of Trains at non-stopping stations.

746. In special and urgent cases a Police Officer of gazetted rank may by written requisition to the concerned local Railway official cause. A train to be stopped at a station at which it is not booked to stop either to effect an arrest or when the stoppage is otherwise necessary to safeguard the public peace and safety.

Notice of Accidents on Railways to Police

747. Under section 83 of the Indian Railways Act, 1890 (Act IX of 1890) the Station master is bound to give information, without unnecessary delay, to the Station House Officer in whose limits the accident occurred, and to such other Police Officer as the Safety Controlling Authority may appoint in this behalf, of the following accidents:-

- (1) any accident attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property;
- (2) any collision between trains of which one is a train carrying passengers;
- (3) the derailment of any train carrying passengers, or of any part of such a train;
- (4) any accident of a description usually attended with loss of human life or with such grievous hurt as aforesaid or with serious injury to property;
- (5) any accident of any other description which the Safety Controlling Authority may notify in this behalf in the GAZETTE OF INDIA.

- The Railway authorities have been requested to communicate information of accidents both to the Railway Police and the District Police. The nearest Police Officer should take any action that may be immediately necessary.

- (6) All cases of accident, injury and death occurring on the railway shall be mentioned in the 'General Diary'.

- In cases of accident on Railways, the first arriving officer at the scene of accident should prepare the mahazar go through the necessary procedure and give immediate clearance for restoration of traffic and other operations. In preparing the mahazar, the following points will be made clear:

- (7) (a) The position of the detailed or wrecked train.
- (b) Damages caused to the train.
- (c) Position of the track at the place of occurrences;
- (d) If there is any actual sabotage, the material used for it.

If possible the photographs of the salient features may be taken. After completing the preparation of the mahazar the track will be allowed to be cleared for restoration of traffic.

(IG's Circular No. 27/66 dated. 27.5.1966)

Accidents on sidings.

748. Accidents on private sidings should be reported similarly as accidents occurring on the main lines of the Railway.

Reports to General Manager by the Railway Police.

749. The Police are bound to report at once to the General Manager, the Government Inspector and the Divisional Superintendent the result of every Police investigation regarding the circumstances of any of the accidents noted below:-

- 1). All cases of loss of, or injury to, life or limb from causes connected with the working of railways;
- 2) All cases of injury to the permanent way, stock or works (including interruptions to traffic owing to several breaches—whether attended or not by injury to life or limb;
- 3) All cases, without exception, of cattle being thrown off the line or run over;

Accidents occurring

- (a) in railway workshops; or
- (b) on new works not opened for traffic; or
- (c) on lines under construction; or
- (d) on lines not used for the public carriages of passengers, animals or goods; or
- (e) to steamers or flats working in connection with railways.

Mobilization of accidents.

750. On the occurrence of a serious accident the station house officer of the Railway Police shall mobilize the men of his section and have them taken to the spot. If the men of one section are insufficient, the Inspector shall mobilize other sections. The Railway Police shall guard property and help injured persons.

Unclaimed Property.

751. Unclaimed property should be made over to the station master for disposal.

Railway Servants as witnesses.

752. When Railway subordinates are bound over by the Police to appear as witnesses, the District officer of the Department concerned should be informed and he will arrange for their relief.

Railway Police not to purchase tickets for passengers.

753. The Railway Police are strictly prohibited from having anything to do with the purchase or sale of tickets or collection of excess fares demanded from passengers.

Festivals-List to be maintained.

754. A list of festivals held near the railway line, detailing the Police arrangements to be made should be kept in every Railway Police Station. In the event of any festival or large gathering not included in the list, being held, the Inspector should give timely information to the Superintendent of Police of Railway.

Journeys by train of Governor-security arrangements.

755. The following security arrangements will be made for the Governor of Kerala:

- 1) When the Governor travels by special train the platforms of all railway stations enroute where he does not halt to alight should be kept clear.
- 2) When the Governor travels by ordinary train one Head Constable and two Constables carrying short lathies (out of the party mentioned in sub paragraph 4) will be on duty opposite the saloon of the Governor to guard against any unauthorized or irresponsible person gaining access to the saloon at the same time taking particular care to avoid unnecessary interference with the traveling public.
- 3) The Superintendent of Police of the Government Railway police or a Deputy Superintendent of Police of the Government Railway Police should travel in the same train as the Governor.
- 4) An armed guard of one Sub Inspector, one Head Constable and six Police Constables, (four constables armed and two constables carrying short lathies). Should always travel with the Governor. At all train halts, four out of the six Constables who are armed will mount sentry on either side of the Govern's saloon stationing themselves as near as possible to the windows of the compartment occupied by the Governor. When the train stop at a place where the halt is short, one armed constable will get out at each side and look along the train to the Governor's compartment.

Journeys by rail of the Ministers of Kerala State.

756. The following security arrangements will be made for the Ministers of Kerala State:

One plain clothes Head Constable of the Railway police will be provided for general duty. He will travel in the compartment adjoining (i.e., immediately behind) the Minister's compartment. Whenever the train halts for sometime, Head Constable will alight from the train on the platform side, and station himself at a reasonable distance from the Minister's compartment to prevent the approach of undersirable persons. If the train halts only for a few minutes, the Head Constable will get down on the platform and look towards the Minister's Compartment.

Journey by rail of other very important personages.

757. The following rules will apply to all special trains or saloons conveying persons of high position, e.g., Ministers of the Central and other State Governments in the Indian Union:-

- 1) (a) A Railway Police guard of two Constables armed with short lathies will travel in the special train in a compartment as near as possible to the saloon in which the high personages travel. This guard will be relieved at the first halt in each Railway Police Circle.
(b) duties of the guard at stopping stations:- Where the train halts for any length of time, one constable will immediately take up his position on the platform near the saloon and prevent any unauthorized person from approaching it, and will keep any crowd which may gather, at a reasonable distance from it. The second constable will be posted on the off side of the saloon. When the train is about to start, the train guard will fall back to their compartment.
(c) If the halt is only for a short time, say, only two or three minutes, or if the train stops outside a station on account of signals or any other cause, the guard will not be mounted at the saloon itself but one constable will get out on each side of the compartment and look along the train towards the saloon.
- (2) At railway stations where the person where the person of high position entrains or detrains, the

platform and entrance to the station should be kept clear of all persons other than those authorized to be present.

- (3) At railway junctions or other large stations where the special train or saloon stops, the Railway Police Sub Inspector having jurisdiction will post constables on the platform to augment the train guard to the extent necessary.
- (4) If a long halt is made at any station and the high personage continues to occupy the train on a siding, the train guard will mount guard on the saloon occupied by the high personage and the Railway Police Sub Inspector having jurisdiction will arrange reliefs.
- (5) When the empty special is stabled with luggage in it, one constable with lathi will be posted as sentry and relieved every three hours.
- (6) If at any station a large crowd is expected to meet the high personage on the platform or present an address, the Railway Police Circle Inspector should obtain the help of the local Police for the necessary bandobust.
- (7) The train guard will not wear boots between twenty-one hours and six hours.
- (8) The Railway Police Sub Inspector will travel in his jurisdiction in the same train as the high personage, and the Superintendent, Railway Police, will travel in the same train if specially ordered.
- (9) When the high personage travels in a saloon attached to a mail or passenger train, the same arrangements should be made as for the special train, but care should be taken to see that the travelling public have free access to the trains, only the portion of the platform opposite to the saloon in which the high personage is travelling being kept clear. The travelling public should be kept to the further side of the platform in the vicinity of saloon.
- (10) If the Ministers of other States visiting the State of Kerala do not bring their own armed orderlies for their protection or if they express their desire to have a guard from this State Police, a Special Branch Officer or Officers will be sent as bodyguard, or to carry out other Special Branch work.
- (11) If the Superintendent of Police, Special Branch thinks it necessary s Special Branch Officer or Officers will be sent as body guards to other high personage or to carry out other Special Branch work.

Note:- Police bandobust arrangements for Deputy Ministers should be similar to those made for the Union Ministers, but the arrangements need not be so elaborate as in the case of Union Ministers. As regards security arrangements Deputy Ministers should be treated as on a par with Union Ministers. No Police guards however should ordinarily accompany the Deputy Ministers of the Government of India when they travel by train or road. Should, however, local conditions require special precautions to be taken, these should be arranged as considered necessary.

Escort of High Personages-Relieving of.

758. Escorts of High Personages will be relieved by the respective Railway Police Escorts at the centres specified below:-

Line	Centre for Relief	Trains	Remarks
(1)	(2)	(3)	(4)

1	Virudhunagar, Quilon(Main-line) Via Maniachi & Tirunelveli Junctions	Shencottah	All Trains	Thiruchirappalli Police will take from and relieve State Escorts through main line.	Railay charge Kerala coming
2	Virudhunagar Quilon, (Chord-line) Via Tenkasi Chord line	Do	Do	Thiruchirappalli Police will take from and relieve State Escorts through chord line.	Railay charge Kerala coming
3	Madras to Cochin Harbour Terminus and Mangalore	Olavakkot	For all trains.	Kerala State Police will Tiruchirappalli Police at Olavakkot.	Railway relieve Railway
4	To Madras from Cochin Harbour Terminus and Mangalore	Podanur	Do	Thiruchirappalli Police will relieve State Railway Police at Podanur.	Railway Kerala Police at

Drill and instructions.

- 759.(1) Hours for drill and instruction, arranged according to trains, should be detail in a form prepared by the Inspector and hung up in each Police Station.
- (2) Platform constables at out-stations should be relieved for three days each month and called into the Railway Police station for drill and instruction.
- (3) Constables employed on platform duty at outstations should be changed periodically at the Superintendent's discretion.

Rules for the use and custody of arms.

760. (1) The arms will be kept in the Station secured to an arms rack by means of a chain fastened with a lock, and be in the charge of the Sub Inspector or other Officer in charge of the Station in his absence. Stations sentries will keep the key and be responsible for the arms in succession. The ammunition will be kept in a locked ammunition box, the key of which will be kept by the station sentry. The Sub Inspector or the Officer in charge of the station, in his absence, will be responsible for its correctness and this officer will issue the requisite number of rounds whenever necessity arises.
- (2) The muskets should be used on the occasions prescribed by the Superintendent but the officer for the time being in charge of the station may direct them to be used in any emergency or for the following purposes:-
- Patrolling station yards, goods sheds, transship sheds and yards.
 - Escorting running goods train.
 - Escorting prisoners.

- 761.(1) The Railway Intelligence Bureau will perform the functions of the District Intelligence Bureau in respect of Criminal Intelligence relating to Railways. The Criminal Intelligence Bureau attached to CID will be in charge also of the Railway Intelligence Bureau, but work relating to Railway Intelligence Bureau will be kept separate from other Criminal Intelligence Bureau work.
- (2) Railway Intelligence Bureau will act as a connection link between the Railway Police Unit and the District Police Unit concerned, and with the Railway Police in neighbouring States, with regard to information concerning Railway Crime and Criminals.

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CHAPTER XII**POLICE RADIO ORGANISATION****Functions of the Organisation.**

- 762.(1) The Kerala State Police Radio Organisation is part of the Kerala Police force and provides radio communications in the State for the use of the Police force. It is intended for the transmission and reception of messages pertaining to law and order, and the prevention and detection of crime. It may also be used for the clearance of the traffic of other departments in times of emergency subject to the approval of Government of India.
- (2) The organization is working directly under the Deputy Inspector General of Police, in charge of the C.I.D.
- (3) Investigating Officers can broadcast information to any Police Officer, in any of the important cities or district Headquarters, in any part of India at the quickest possible time, about crimes and criminals.

Set up of the Organisation.

- 763.(1) The Police Radio Branch consists of the following subject to such additions as may be prescribed from time to time.
- (a) The State Police Radio net work.
 - (b) The Police Radio Signal School.
 - (c) The general and zonal maintenance workshops.
- (2) Armed Police Battalions have their own static stations as well as Transportable Stations.
- (3) Transportable stations are intended for the use of Superintendents |Commandants, in their camps in an emergency so that they may be in touch with their Headquarters as well as the Sate Police Headquarters. They can also be sent to places where trouble is anticipated and where Police parties are deployed so that the latest developments could be ascertained from time to time and the necessary orders issued. These Transportable stations work in groups of Districts in which they are located.
- (4) The Armed Police Battalion Radio Branches will be distinct from the Kerala Police Radio Branch.
- (5) Interstate Police network, a separate organisation run by the Government of India has its own station. Messages to Police Officers in other States in India and vice versa have to pass through this station.

State Police Radio Network.

- (6) The Scheme of the State Police Radio network consists of (a) Static (fixed) Stations, and (b) Transportable stations. All the Districts in the State, have static stations as well as Transportable stations in their respective Headquarters. When need arises static stations will be provided at other places also.

General supervision over Radio networks.

764 Police Radio Officer (of the rank of Deputy Superintendent of Police) will exercise supervision over radio nets.

He will also exercise general technical supervision over Armed Police Battalion Radio networks.

Applicability of Rules to the Personnel.

765. Kerala State Police Rules and Kerala State Subordinate Service Rules apply to Gazetted and non-gazetted Officers of the Police Radio Organisation in respect of recruitment. Promotion, service conditions and allied matters.

Duties and Powers of Officers

Police Radio Officer.

766. (1) (a) He will be responsible for the efficient administration and working of, all Police Radio stations under his charge.

(b) He will be responsible for the efficient maintenance of equipment in the radio stations under his charge.

(c) He will inspect all the Radio stations of the Police Radio Branch and Armed Police Battalions once a year; and physically verify all Government properties and stores transactions at various radio stations during his inspections.

He will forward his inspection report to Inspector General of Police through Deputy Inspector General of Police, in charge of the C.I.D.

(d) He will undertake technical instructions in Signal School or the Police Training College, whenever required by the Deputy Inspector General of Police in charge of the C.I.D. or the Inspector General of Police.

(e) He will work in liaison with the Directorate of Co-ordination (Police Wireless), Ministry of Home Affairs, Government of India.

(f) During the time of emergencies he will work in close liaison with the nearest Defence Service Radio Unit|Station as well as with Radio or Telephone services of Posts and Telegraphs and Railways and will co-ordinate and co-operate with these agencies.

(g) He will represent the State at the Police Radio Officers Conferences.

(h) He will supervise all stores under him (Radio Stores, Motor Transport Stores and general stores).

- (i) He will be responsible for the efficient maintenance of all Motor Vehicles under his charge and see that registers relating thereto are properly and correctly maintained.
- (j) He will attend to such other duties as may be assigned by the Deputy Inspector General, in charge of the C.I.D. or the Inspector General of Police.
- (k) He will submit his weekly diary for the week ending Sunday to the Deputy Inspector General of Police in charge of the C.I.D.

The Inspector-Police Communications (Training).

- (2) He will (a) charge of the Signal School, V.H.F. (Very High Frequency) and H.F. (High Frequency) radio net works; (b) look to the efficient training of men in the Training school and exercise disciplinary and administrative control over the trainees under him; (c) hold weekly tests and submit results to the Police Radio Officer; (d) maintain personal sheets for each trainee and enter the weekly results in the sheet; (e) be available to undertake special monitoring and security wireless log of all stations and work when ordered by the Police Radio Officer; (f) be in charge of security section and maintain all records pertaining to it; (g) be responsible for all Government properties in the sections in his charge; (h) undertake lectures in the signal school and conduct refresher courses for Radio operators and Technicians to improve their efficiency; (i) submit a weekly diary of his work to the Deputy Inspector General Through the Police Radio Officer; (j) conduct examinations to operators and Radio Technicians, whenever required; and (k) under take other duties as may be allotted to him.

Sub-Inspectors-Communication.

- (3) They will (a) be in charge of the communication office, scrutiny section, monitoring section, radio stations and be responsible for the efficient working of these sections; (b) be responsible for all Government property in all the sections in their charge; (c) keep stock books in respect of signal stores, consumable items, stationery etc., in their charge; (d) ensure that all the main links are working on proper frequencies allotted to them and there is no break down of communications due to faulty equipment; (e) scrutinise daily traffic and put up reports to the Police Radio officer; (f) promptly deal with all correspondence concerning communication matters such as breakdowns and delay and disciplinary matters, (g) maintain diary and record therein all events concerning the communications and put up every day to the Police Radio Officer for perusal; (h) inspect all Radio Stations in their charge once a quarter and submit inspection notes to the Deputy Inspector General of Police, in charge of the C.I.D. through Police Radio officer; (i) ensure all aerials are kept in proper condition (j) attend to major repairs of all equipment in their charge and (k) do such other duties as may be ordered by their superior Officers.

Radio Supervisors-(Jamadars|Head Constables).

- (4) They will (a) be in charge of radio stations in the District; (b) be responsible for the efficient working of radio stations in their charge; (c) be responsible for all Government property under their charge; (d) superwise the work of the operators and also attend to the maintenance of the equipment(e) submit reports to Police Radio officer on all important matters pertaining communications and discipline through the Sub-Inspector Communications; (f) scrutinise logs and

traffic records of Radio stations daily; (g) ensure that all instructions on working of Radio stations are correctly implemented; (h) arrange for periodical overhaul of equipment under their charge; (i) maintain history sheet for equipment under their charge; (j) maintain a high standard of efficiency and prevent leakage of secret messages; (k) submit weekly report of the work done by them to the Police Radio Officer; and (l) do such other duties as may be ordered by their superiors.

Radio Technicians.

- (5). They will (a) work under the immediate control of the Radio Supervisor; (b) attend to repairs and maintenance of the equipment in the District; and (c) do such other work as may be assigned to them.

Radio operators-(Naiks, L|Nks, and Police Constables).

- (6) They will (a) attend to operating work of the Radio station and maintain log book; (b) attend to the proper upkeep and cleanliness of the Radio Station; (c) do monitoring or any other duties assigned to them; and (d) maintain complete secrecy over the intelligence passing through the Radio net work.

Officers authorized to use Police Radio Grid.

767. (1) The following are authorized to send messages on the Police Radio net-work, provided they relate to the subject specified in the Rules.

All Police Officers of and above the rank of Sub-Inspectors.

- (i) All Ministers
- (ii) Chief secretary to Government
- (iii) Secretary to Government, Home Department
- (iv) Collectors
- (v) Central Intelligence Officers, Deputy Central Intelligence
- (vi) Officers and Assistant Central Intelligence Officers of the Ministry of Home Affairs, Government of India.

- "(2) The following categories of messages may be transmitted over the Police Wireless net work:.

- (i) Message relating Law and Order, Semi-law and Order and Service messages.
- (ii) Messages relating to Parliament questions covered by Law and Order.
- (iii) Messages in emergencies arising out of serious natural calamities".

- (3) Since the increase in volume of messages of semi law and order category is likely to cause unnecessary delay to other traffic pertaining to law and order of urgency and importance, the clearance of semi law and order messages should be kept to the minimum extent possible by adopting the following measure:-

- (a) Only very urgent semi-law and order messages shall be passed on Police Wireless links, and this should be done only where it is apprehended that public tele-communication channels will not be expedient and adequate for the purpose; and
- (b) Every such message passed shall be issued under the specific authority of the officer authorized for the purpose, or by any officer present at the place, senior to the authorized officer.

- (4) The following officers are authorized to pass messages pertaining to semi-Law and Order categories originating from their offices.
-

Office of origin

Officer designated

1	Messages originating in the Joint Secretariat	Secretary Dy. Secretary concerned
2	Messages originating in the Police Headquarters	Assistant Insp. General of Police.
3	Messages originating in Dist. Police Office.	P.A. to Supdt. of Police.
4	Messages originating in Collectorate	P.A. to the District Collector.

5. A list of Law and Order subjects, semi-Law and Order subjects and service messages, is given below:-

(A) Law and Order messages-

Messages relating to:-

1. Court attendance-Summons, warrants, Trials
2. Information relating to arrests, Movements of suspects
3. Dacoits
4. Murder cases
5. Theft cases-arrests and proceedings relating thereto
6. Searches, Recoveries and possession of stolen properties
7. Look-out for stolen properties
8. Escorts by police personnel
9. Corruption cases
10. Information regarding accused persons in custody
11. Verification of allegations against suspected persons
12. Descriptive rolls of deserters: Military | Police
13. Movement of personnel under "DIB Vigilance"
14. Foreign National passport verification
15. Evacuation of Muhammadans to Pakistan
16. "CRIMES" Statistics
17. Identification parade
18. Failure of State W/T stations
19. Demands for police personnel in emergencies for formation of Police Companies
20. Tour Programme of VIPs (for example, Ministers, Envoys etc.,)
21. Information relating to "Missing" persons (such as children, disabled persons) efforts by police to trace.
22. Movement of Police Officials on duty
23. Antecedents verification of ex-convicts

24. Death reports regarding police personnel
25. Communal incidents where violence is threatened or has actually taken place.
26. Strikes Hunger strikes and strikes by labourers or workers etc.
27. Movement of personnel under C.I.D. vigilance
28. Violation of Narcotics Laws and Measures
29. Opening of Fire on Mobs by Govt. servants in the discharge of their duties
30. Escape of prisoners, and stay of execution of condemned prisoners
31. Out-break of riot in prisons
32. Hunger strike of prisoners
33. Movement of prisoners having a special background
34. public meetings
35. Processions
36. Demonstrations-anti-government demonstration or proposed demonstration at the time of visits of V.I.Ps. during other important function.
37. Emergency cases of breach of peace or disturbance of public order and agitation affecting Law and Order.

(B) 'Semi-Law and Order'- Messages-Police Administration.

1. Appointments and postings in the police ranks and statistics relating to strength, promotions demotions etc. of police personnel-
2. Police courses, training etc.
3. Character Rolls, Service Books etc. of Police personnel
4. Police Officer Conference Inter-State and Intra State.
5. Police business indirectly related to "Law and Order"

(C) "Service messages" of Directorate of co-ordination (Police Wireless)

Messages relating to communication and technical maintenance of the Police Wireless grids including Inter State Police Wireless such as daily equipment reports etc., and other technical service matters".

Message writing - Instructions.

768. Instructions regarding messages which can be transmitted on the Police Radio network, the manner of writing messages, use of priorities etc, are given in Appendix XXIX

Schedule of working hours

769. The main network linking various District Headquarters to the State Police Head-quarters, works from 08.00 to 22.00 hours on all days of the week. The Radio Network linking sub-stations in the District |Unit to District |Unit Headquarters work from 08.00 hrs to 12.00 hrs and 15.00 to 1900 hours on all days of the week. All net works will work for extended hours when required. They will also work round the clock in times of emergency.

Location and protection of Radio Stations.

770. (1) All fixed Radio stations are located in District Police Offices or Armed Reserve head-quarters where Armed Armed guards are available. The mobile Radio Stations when taken by Officers on tour should also be located where there is armed guard, as far as possible. At places where no guard is available it may be located in a building where the Officer using the mobile station is actually put up.
- (2) Radio installations should be treated as vital and protected areas, and the security of such installations is the responsibility of the Superintendent of Police of the District.

Movement of Radio Stations.

771. A fixed Radio station should not be moved by any Officer, except under the orders of the Inspector General. Mobile Radio Station attached to various Officers can be moved by them in their respective jurisdiction. The Inspector General can order the transfer of a Radio station anywhere in the State.

Records to be maintained.

772. The important records to be maintained in the Radio Stations and by Supervisors are given in Appendix XXX.

In addition, files will be maintained by the officers concerned separately for circulars on each subject, i.e., for instructions on the maintenance and operation of sets, Radio procedure, tour programmes, and other such matters.

APPENDIX I

[Referred to in Rule 522(4)]

Maintenance, Cleaning and Repairing of Arms-Instructions

1. Each Police Officer is responsible for the cleanliness of the weapons issued to him, or to his unit, irrespective of the rank of the Officer concerned. He should take pride in the proper and efficient maintenance of Arms under his custody.
2. Unit Care and Maintenance:- It is necessary that cleaning of arms is resorted to every day. In the Armed Reserve and the Armed Police Battalions, each man is issued with a rifle, the maintenance of which is his personal responsibility. After each day's work or parade, the arms, before being deposited in the Armoury, should be cleaned by the individuals and properly lubricated in accordance with the instructions given in the Small Arms Training Pamphlets with regard to the cleaning of arms. The parades will be called off 5 minutes earlier and the men will be marched to the Armoury where they will break off and do cleaning for 10 minutes. The rifles so cleaned should be personally inspected by the Reserve Sub-Inspector or Reserve Inspector as the case may be. It is better to detail one officer each day for this who will inspect the rifles and will permit them to break off after depositing the rifles in the Armoury soon after he is satisfied that the barrels, etc., are clean. On all Thursdays, a through cleaning of rifles will be undertaken at a maintenance parade when each section Commander and Platoon Commander will ensure that the arms are cleaned thoroughly and properly. Particular attention should be paid to the overall cleaning. Cleaning of rifle does not merely mean that the barrel alone should be cleaned. The entire rifle should be cleaned up properly and lubricating oil, etc., should be applied to the working parts. On Thursdays, all the arms held on charge including Sten Gun and Light Machine Guns will be taken up for full cleaning. On such days, the Superintendent of Police should make it a point to detail a Reserve Inspector for personal inspection of arms and report the fact to him either through the General Diary or through special reports. While doing the cleaning work the type of cleaning should not be ignored. Various grades and scales of lubricants have been prescribed for various types of cleaning. These instructions should be strictly adhered to.
3. In the case of Police Stations and other Units where Muskets are not used daily, it is necessary that the available men should be utilized for cleaning the arms of a Police Station or Circle every morning. The S.H.O, should organize this cleaning for the first 10 minutes of the day's work by detailing individuals for this duty. The fact should be recorded in the General Diary of the Station for the day. A Convenient day in a week should be fixed up for the weekly maintenance parade when all the arms of the Unit or Station will be thoroughly cleaned ad oiled. This fact also should be recorded in the General Diary.
4. Armourers should not be diverted from their primary functions for such duties as repairing furniture for issuing and receiving arms and for maintaining the ledgers and correspondence pertaining to arms and ammunition. Even cleanliness of weapons is not their responsibility. The Armourer's primary job is to attend to repairs and maintenance of arms and bring to the notice of their superiors any irregularity observed by them during the course of the inspection. To properly make use of their service in this direction the following procedure should be adopted:
 - (a) The armourers should carry out full inspection of Arms once in every quarter.
 - (b) During the 2nd and 4th quarterly inspections the armourers should carry out all repairs.
 - (c) Half yearly lubrication should also be completed during these inspections.

- (d) In the course of annual lubrication, the barrels of muskets found badly fitted externally will be noted and produced for the next inspection of the A.I.A.
- (e) Arms will be withdrawn to the armourer's shop for major repairs.
- (f) A record of such inspections, repairs and lubrications should be made in K.P.F. NO. 13-Arms Inspection Register.
- (g) A Consolidated report of all the irregularities in the maintenance, handling and use of arms along with loss and damage noted during inspections will be sent to the Superintendent of Police for information and necessary action.
- (h) The Superintendent of Police should scrutinise the inspection reports and take necessary action to rectify the defects.
- (i) Programme for the inspection will be drawn by the Unit Offices in the case of Armed Police Units and by the Reserve Inspectors in case of Districts. The Programme should be laid out in such a way as to enable the armourers to inspect all arms in the Unit|District effectively. Such Programme in the case of district should be approved by the Superintendent concerned.
- (j) The armourers when not on inspection duty should take about 20 rifles| muskets into the work shop daily and carry out all repairs replacements of unserviceable parts, and deficient parts and modification, etc. Normally one Armourer should be able to attend to the following number of weapons:-

20 Arms a day	Minor repairs.
10 Do	Major repairs
5 Do	General overhaul

5. Browning of all arms of the Department should be carried out by M.S.P. or S.A.P. At least 100 rifles | Muskets with their bayonets should be sent for browning at a time. Browning of these weapons should be completed within a week. The officer in charge of the armoury will see that all arms are repaired, overhauled and returned to the units after browning. Any weapon found to require arsenal repairs or with barrels [badly pitted] will not be browned, but returned to the units concerned to be produced before A.I.A. at his next inspection.
6. The Armourer of the unit should accompany the arms when they are being sent for browning so that they may be able to improve their knowledge in browning, repair and maintenance of small arms.
7. There should be a thorough supervision of work of the armourers by superior officers. Officers should not be satisfied by a mere perusal of the inspection notes and correspondence thereon. A personal verification of the condition of arms is an essential part of inspections of stations and units.
8. Inspecting Officers should peruse the A.I.A's inspection Report on small arms, and ensure that the instructions issued from time to time are carried out.
9. According to rules, 'bulge' in a barrel is due to 'unfair wear and tear' and it has to be charged on the individual concerned except in cases where leniency is merited due to special reasons.
10. The Armourers attached to the District Head Quarters will thoroughly inspect all the arms of that District once in 2 months. In the case of Armed Police Battalions and Armed Reserve such inspection shall be carried out once in a month. Arms History sheets should be maintained for each weapon in K.P.F. No. 43 which is available, in Chief Stores. The History of each weapon in the possession of the Unit should be recorded in the Arms History sheets Unit Armourers will

make entries themselves in the A.H. sheets regarding the result of inspection. The Unit Armourer will also prepare his inspection report whenever he inspects each station or Unit and a copy will be sent direct to the Superintendent of Police or the Commandant. It is the duty of the Superintendent of Police or the Commandant to ensure that instructions given by the Armourers are carried out by their subordinate officers. Where there are instances of negligence in the proper maintenance of arms by an individual disciplinary action should be taken against him and in the case of an officer who does not attend to proper maintenance of arms, severe action will be taken by the Superintendent of Police concerned under intimation to the D.I.G of Police of the Range concerned. The work of Armourers should be closely supervised by the Superintendents of Police concerned. Technical advice in this matter will be given by the Range Armourer Sub Inspectors. Facilities must be afforded to the Unit Armourers for the proper maintenance and inspection of arms by Unit Officers. Strict instructions should be issued in this respect to Station House Officers and Inspectors. Officers in charge will ensure that inspection of arms by Armourers does not lapse into a mere formality or routine. During inspections by Sub Divisional Officers and District Officers and the Deputy Inspectors General particular attention should be paid to this aspect of administration of a District or Sub-Division as the case may be .

11. When arms are used on the Range for practice they should be cleaned thoroughly by pouring boiling water and the barrel properly cleaned. Sufficient amounts should be made available from contingencies of Units for the preparation of boiling water, etc., Cleaning of arms at the Range will be carried out at the Range itself and not whenever convenient to the men. As and when a man finishes his range fire each day, his weapon will be cleaned thoroughly. Officers who take men to the ranges should pay particular attention to this aspect because this is a main factor in the maintenance of arms. It is the duty of the Supdt. of Police or Unit Commander to see that his arms are regularly inspected by the Range Armourer S.Is and the Chief Inspector of Arms. He must detail a responsible officer to attend the inspection of arms by these technical officers. He should also see that all facilities are offered to these inspecting officers to carry out their inspection. Inspection reports received from Chief Office or Range Office should be progressed and all necessary action taken to see that a satisfactory standard of maintenance is ensured in this Unit. He must also ensure that all E.M.E Publications containing modifications, etc., are made available to these Armourers. Facilities for repair, should be examined by the officers in charge periodically. A weapon should not be kept unused for want of spare parts or repairs. Prompt action to get store repairs carried out through the District Stores and factory repairs through the Ordinance Factories concerned should be taken at the District Headquarters.
12. Lubrication of arms is an item which is more often neglected. All weapons in possession of a Unit should be lubricated by Armourers concerned at least once in three months. Detailed procedure for lubrication of arms has been issued. This lubrication should be done not by the individuals, but by the Armourers. This involves the stripping of arms and lubricating various parts of a weapon. Linseed oil should also be applied to the wood work at that time. This is to be done under expert supervision and the Superintendents of Police will ensure that an advance programme is drawn up by the Armourers for this and lubrication at half yearly intervals is carried out correctly.
13. Fifty percent of the total arms of the Unit should be placed for inspection by the Chief Inspector of Arms, once a year. An advance programme of inspection will be distributed to all Unit Commanders and it is the duty of the Superintendent of Police on Unit Commanders to ensure that all facilities are offered to the Chief Inspector of Arms and inspection is carried out thoroughly. Reports of such inspections will be progressed at District Offices. Reports of such inspections will be progressed at District Office. The initial filling up of the report forms in

quadruplicate will be done by the Units concerned.

14. In order to enable the Armourers to carry out their work properly, it is essential that he is given the necessary tools and equipment. Where such equipment does not exist, Superintendents of Police and other officers will take immediate action to acquire the necessary tools and equipments.
15. Rebrowning of arms should be periodically carried out and with regard to weapons requiring rebrowning the expert opinion of the Range Armorer Sub Inspectors will be obtained. Such arms will be rebrowned at the Rebrowning Centres to which the District Unit is attached. Arrangements should be made to send the arms for rebrowning batches.
16. It is absolutely necessary that the arms of the Police Units are kept at a very high standard of maintenance and the instructions issued above will be strictly adhered to by all concerned.
17. Security and Storage of Arms- Storage of arms and ammunition should receive special attention by the officers in charge of Districts or Units. Proper arms racks should be provided in the Armoury. Action should also be taken to secure the arms with chains with locking arrangements during nights. The Armoury should be protected by a Sentry. Proper chests or racks should be provided for Sten Guns. Pistols and Revolvers should be locked up in boxes. An Armoury Acknowledgement Book should be maintained for each quarter Guard, wherein every weapons received or issued will be entered under the signature of both the receiving and issuing parties. One of the Naiks or Havildars should be made personally responsible for the Armoury and without his knowledge no weapon should go out of the Armoury or be brought in. The Armoury will remain locked up and the keys will be left with the Guard Commander for safe custody, the fact being noted in the Sentry Relief Book. Drawing of Arms and Ammunition will be on proper written records and only authorized person, should be allowed to draw arms and ammunition from the Armoury. The Armoury and premises should be kept clean and properly guarded. No unauthorized person should be allowed any access to the Armoury. Loss of arms or spare parts will be considered as a serious matter and a thorough enquiry should be ordered immediately on loss or damage being detected. Loss of arms by individuals by their carelessness will be considered as a serious offence and severe punishments will be awarded. Arms and ammunition on charge of the Units will be checked every evening by the person on duty and their accuracy should be recorded in the General Diary of the Unit or the Sentry Relief Book in the case of Quarter Guards. Damages to arms will be immediately reported and action taken to rectify them.

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APPENDIX II

[Referred to in Rule 525(4)]

The following instructions should be followed in the preparation of Crime Abstract.

- (a) The Abstract shall be prepared before the 5th of January, April, July and October for the preceding quarter or quarters of the calendar year. The abstract prepared in January will thus be for the whole of the preceding Calendar year. The Abstract should show the actual state as on the last day of the preceding quarter.
- (b) A copy of the Abstract will be forwarded to the Superintendent of Police (District Intelligence Bureau) through the Circle Inspector and Sub Divisional Officer. The Circle Inspector shall check and countersign the Abstracts. The figures given regarding property lost and recovered require special scrutiny. The copies of the abstracts should reach the District Intelligence Bureau before the 15th of the month in which it is due.
- (c) Station House Officers should realize that the Crime abstract is the basic statistical record for crimes for the Department and that the utmost care, accuracy and promptness are required in its preparation and maintenance.
- (d) Statistical statements for the preparation of the annual administration report of the Department will be furnished on the basis of the Crime Abstract. The column headings and the arrangement of offences for entry in the Register shall be in conformity with the needs of these statistical statements.
- (e) **Arrangement of offences**, Crimes shall be entered in the following order in Columns (1), (2) and (3) of the Register:

Sl.No.	Section of law (2)	Offences (description) (3)
1	115, 117, 118, 119, 120B(1)	Abetment of cognizable offence, cognizable criminal conspiracy.
	Total	

Class I - Offences against the State, Public tranquility, safety and Justice

Sl.No.	Section of law (2)	Offences (description) (3)
2	131 to 136, 138	Offences relating to the Army and Navy
3	231 to 254	Offences relating to coin
4	255 to 263A	Offences relating to stamps
5	467 to 471	Offences relating to Government promissory notes
6	489 A to 489 D	Offences relating to currency notes and bank notes
7	212 and 216, 216 A	Harbouring an offender
8	213, 215, 224, 225, 225B 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
10A	295, 296 and 297	Offences against religion
		Total

Class II-Serious offences against 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, 335	Grievous hurt
19	328	Administering stupefying drugs to cause hurt

20	324, 327, 330	Hurt
21	363 to 369 and 371, 372 & 373	Kidnapping or abduction selling, etc., for prostitution and dealing in slaves
22	346 to 348	Wrongful confinement and restraint in secret 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 in 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

Sl.No.	Section of law (2)	Offences (description) (3)
25	395, 396, 397, 398, 399, 402	Dacoity and preparation and assembly for dacoity
26	392, 393, 394, 397, 398	Robbery
27	270, 281, 430 to 433, 435 to 440	Serious mischief and cognate offences
28	428, 429	Mischief by killing, poisoning or maiming any animal
29	449 to 452, 454, 455 to 560	Lurking house trespass or house breaking with intent to commit an offence or having made preparation for hurt and house trespass with a view to commit an offence or having made preparation for hurt.
30	311, 400, 401	Belonging to gangs of Thugs, dacoits, robbers and thieves
		Total

Class IV- Minor offences against person

Sl.No.	Section of law	Offences (description)
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(2) (3)

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

Sl.No.	Section of law (2)	Offences (description) (3)
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 to 420	Cheating
37	447, 448, 453 and 456	Criminal or house trespass and lurking house trespass or house breaking
38	461, 462	Breaking closed receptacle
		Total

GRAND TOTAL

Class VI - Other offences not specified above

Sl.No.	Section of law (2)	Offences (description) (3)
39	269, 277, 279, 280, 285, 286, 289, 291 to 294 Section 34 of Act V of 1861 and nuisances punishable under local laws	Public nuisances and Section 34 of Act V of 1861 can bribery under Section 161, I.P.C and Act II of 1947. Offences under special and local laws declared to be cognizable Police Act Arms Act Opium Act Gambling Act

Excise Act

Explosives Act and Explosive substances Act

Offences under Special and Local Laws

Declared to be cognizable but not included in above

Non-cognizable offences under the Indian Penal Code.

Death Cases

Suicidal

Accidental

Other suspicious death finally reported as involving no offence

Arrests in cases not falling under any offence in Classes I to VI above

Note: Abetments punishable under Chapter V Indian Penal Code, other than those specified in Sections 115 to 120 of the code, should be shown with the substantive offence abetted. Attempts should be shown immediately after the offence attempted.

(f) The serial numbers allotted above to each Section of law shall be adhered to strictly for making entries in Columns (1), (2) and (3) of the Register. Where there is no crime to be entered against a particular serial, that serial number shall be omitted and the next relevant serial number entered.

(g) Entries relating to property.

Details of property the possession of which has been transferred by theft, or extortion or robbery, or property which has been criminally misappropriated or in respect of which criminal breach of trust has been committed, need alone be entered under the heading "property" (Columns 56 and 57 of the Abstract).

(h) Selection of particular serial against which a crime is to be entered in the Register.

Where a crime involves the commission of offences falling under more than one serial ref: list under sub para (e) the proper serial against which it is to be entered in the Register will be decided according to the chief motive of the criminal(s), with special regard to the Police significance of the occurrence from a professional angle, or from the point of view of public peace.

Examples: If a violent mob, in the course of a political disturbance cause death (with no special animus against an individual) or grievous hurt or commit other specific offences, the crime should be classified in the abstract against 9 (rioting and unlawful assembly) and not under item 11 (murder) or 18 (grievous hurt) etc. So also if a professional thief, committing theft of ornaments from a woman, causes grievous hurt, the crime may fall under item 26 (robbery) if it is found that the hurt was caused by him voluntarily in order to the committing of theft or for such other purpose as mentioned in section 390 I.P.C. On the other hand, it should be noted in the register against item 33 (theft) if the infliction or grievous hurt was not made under any circumstance covered by section 390 I.P.C. No entry will be made against item 18 (grievous hurt), despite the fact that the accused may be liable for an offence under section 326 Indian Penal Code also.

(i) Long Pending cases.

Details regarding cases transferred by Courts to the long pending list need not be entered in the Abstract from the quarter following their transfer to the long pending list. But such cases will continue to be included at the beginning of the page Abstract, in red ink, with the Crime number and year. (Egs.12|50)/LPT

(j) **Page Abstract**

(i) In every alternate opening of the Register a blank space will be left for the Page Abstract, to indicate the disposal of each case. The following abbreviations to denote disposal will be used:-

N.I.	Not investigated, Section 157(b), Criminal Procedure Code.
F.	Referred as intentionally false and struck off.
A.T.P.	Charged and after trial found intentionally false.
M.	Referred and struck off as mistake of fact or law.
N.C.	Referred and struck off as non-cognizable
A.T.M.	Charged and after trial declared a mistake of fact or law.
R.	Referred and pending trial.
P.T.	Charged and pending trial
U.I.	Under investigation (final report yet to be submitted)
C.	Convicted
Dis.	Discharged or acquitted
Un.	Reported as undetectable
R.C.R.	Referred charge sheet refused (i.e., case referred by the Police
	but orders to strike off declined)
Com.	Compounded.

(ii) The Page Abstract should be prepared under the following heads:-

I	Murder for gain	125	183	204	208
		U.N.	M	N.I.	R.C.R.
II	Dacoity	2	104	150	
		P.T.	C.	AT.P	”
III	Robbery	7	68	83	25
		U.I.	Dis.	P.T.	C.
IV	House breaking and theft by night	85	183	216	12

- V House breaking and theft by day, etc,
etc.
- VI House theft
- VII Ordinary theft (Major)
- VIII Ordinary theft(Minor)
- IX Cattle theft
- X Receiving stolen property
- XI Cheating
- XII Counterfeit of coin or currency
- XIII Breach of trust and misappropriation
- XIV Rioting and unlawful assembly
 - (i) Those arising from labour and agrarian dispute
 - (ii) Those arising from political rivalry
 - (iii) Those arising from communal faction
 - (iv) Those arising from other causes.
- XV Murder and attempt to murder (other than for gain)
- XVI Suicides and attempts
- XVII Grievous hurt
- XVIII Hurt
- XIX Rashness or negligence causing death, grievous hurt, hurt and endangering human life.
- XX Cognizable offences under Special and Local Law separately in respect of the under mentioned items:
 - (i) Police Act
 - (ii) Prohibition Act
 - (iii) Opium Act
 - (iv) Suppression of immoral traffic in Women and Girls Act

- (v) Gambling Act
- (vi) Arms, Explosive and Explosive Substances Acts
- (vii) Other special and Local Laws

XXI Juvenile delinquency (included in the cases mentioned against the appropriate head in this abstract):

- (i) Serious offences against person
- (ii) Serious offences against person and against property and against property only
- (iii) Minor offences against person
- (iv) Minor offences against property
- (v) Other offences not specified above

XXII Security sections:

- (i) Under Sections 106 and 107
- (ii) Under Section 108
- (iii) Under Sections 109 and 110

XXIII Death Cases:

- (i) Suicidal
- (ii) Accidental
- (iii) Other suspicious death finally reported as involving no offence.

XXIV Cases not mentioned against any other head.

Note: If the Superintendent of Police of the District considers that any group of offence not given a separate classification among the heads enumerated above is of special significance in his District, a separate head may be assigned for the purpose.

(iii) The abstract of all cases pertaining to the preceding year or years shall be entered in red ink, at the beginning of the Page Abstract. Entries regarding such cases shall be continued from quarter to quarter until and including the quarter in which they are disposed of.

(iv) An abstract of the cases in which property is lost or recovered (according to the entries in Cols. 56 and 57 of the Register) will be given at the end of the Page abstract, under the following heads.

Cr. No. and	Value of property	Value of property
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Sec.of Law	lost	Recovered	Remarks

Note: When non-compoundable cases (like those under Section 143, 148, 307 IPC) are ultimately eliminated in the course of trial and the offenders are finally tried only under compoundable offences and the cases ultimately compounded, the original number noted under rioting etc. should be altered accordingly noting down proportionate increase in the subsequent category (324, 325 etc) to which it is altered, with a foot note. So when the crime figures are given, the original number reported under rioting etc., should be brought down to the correct category to which they are subsequently dealt with, and in the statement under column reported during rioting etc., the number of cases compounded ultimately from that category should be subtracted and the concerned number should be added in the column pertaining to the sections of offences under which they are ultimately compounded.

[IG's memo 3313/66-2 dated 20-1-1966]

APPENDIX III

(Referred to in Rule 532 and 536)

List of Records to be maintained in Sub Divisional Offices**Circle Offices, Stations and Outposts.**

Sl.No	Name of Record	KPF No.	Rule No.
1	By Sub divisional Officer		
1	Check Register of Case diaries	24-B	
2	Check Register of General Diaries	57-B	
3	Crime Memo Book	58	
4	Crime Charts	--	
5	Circular File	---	
6	Current Register	CF-71	
7	Criminal Intelligence Gazette file	--	
8	Ephemeral Note Book	--	
9	Grave Crime report file	--	
10	List of Detectives	85	
11	Police Gazette File	--	
12	Personal file and confidential sheets of HCs and PCs fit for promotion as-- HCs		
13	Petition Register	147	
14	Register of casual leave	135	
15	Register of shops licensed under Arms & Explosives Act & Rules	128	
16	Tappal Book	180	
17	Weekly Diaries file	191	
	Weekly Crime & Occurrence Sheet		

18 file --

2 By Circle Inspectors

1 Case Diary files (In cases investigated
by Circle Inspectors) 24

2 Check Register of General Diaries 57-B

3 Circle Information Book 32

4 Crime Register 39

5 Criminal Intelligence Gazette --

6 Crime Memo Book 58

7 Circulars of Superior Officers --

Sl.No	Name of Record	KPF No.	Rule No.
8	Current Register	CF-71	
9	Casual Leave Register	135	
10	Crime Charts	--	
11	Defaulter sheet of S.Is	35-H	
12	Ephemeral Memo Book	--	
13	General Memo Book	58	
14	Government Property Register	47	
15	Inspector's Note Book	59	
16	Indent Book	62	
17	List of articles returned to Stores	81	
18	List of persons suitable for enlistment as Special Police Officers	--	
19	Police Gazette	--	
20	Petition Register	147	
21	Register of shops licensed under Arms and Explosives Act & Rules	128	
22	Small Service Books of S.Is	152-B	
23	Tappal Book	180	
24	Target Practice Register	181	
25	Travelling Diary	185	
26	Weekly Crime & Occurrence Sheet		
27	Weekly Diaries (office copy) of Circle Inspectors	--	
3	For Police Stations	--	
1	Alphabetical Index of persons entered in Part III & G.C.R.	7-A	

2	Arrest Report	14
3	'A' list (List of absconding warrantees)	20-A
4	Allocation list	6
5	Ammunition Account Register	176
6	Bad Character Roll-A	15
7	Bad Character Roll-B	15A
8	Bad Bond (counterfoil)	16
9	Beat Books	19
10	Boat Warrants	21
11	Bus Warrants	22

Sl.No	Name of Record	KPF No.	Rule No.
12	'B' list (of persons in 'A' list arrested)	20-B	
13	Case Diaries	24, 24-A	
14	Cash Book	(Account Form)	
15	Check Register of Bad Characters	89-A	
16	Check Register of persons entered in Part III & GCR)	188	
17	Circulars from Superior Officers (File)	--	
18	Certificates under Section 565 Cr.P.C	107A	
19	Case Property Register	182	
20	Crime Cards	38	
21	Crime History-Part I	174	
22	Crime History - Part II (Crime Chart)	--	
23	Crime History-Part III& GCR	174-A	
24	Crime History-Part IV (Village crime note book)	174-B1&B2	
25	Crime History-part V (History Sheets)	174-C	
26	Crime Abstract	37	
27	Current Register	CF-71	
28	Casual Leave Register	135	
29	Cash Memo Book	--	
30	Charge Sheet	29	
31	Conviction Memo Book	3-R	
32	Criminal Intelligence Gazette	---	

33	Defaulter Sheets of HCs and PCs	35-H
34	Duty Roster	164-164-A
35	Extract from Arms Deposit Register	106
36	Final Report (Referred charge sheet)	133
37	First Information Book	25
38	Gang Intelligence Report	56
39	General Diary	57
40	General memo Book	58
41	Guard Rules	--
42	Government Property Register	88
43	Index to Part I & Part III & GCR ₇ (Loose-leaf Index)	
44	Inspectors Visiting Book	70

Sl.No	Name of Record	KPF No.	Rule No.
45	Inspector's Memo file	--	
46	Indent for clothing	5-A	
47	Indent Book	62	
48	List of festivals	--	
49	List of persons ordered to notify residence (565 Cr.PC)	90	
50	List of undetected cases	93	
51	List of property sent to Magistrate	151-A	
52	List of articles returned to Stores	81	
53	Magistrates' Memo File		
54	Medical History Sheets of HCs & PCs	201	
55	Notes Books	59	

56	Notice Board & sign Board	--
57	Notice to complainant or Informant	114
58	Orderly Room Register	117
59	Petty Case Register	123-A
60	Point Books	59
61	Police Gazette File	--
62	Process Register	149
63	Prisoner's Search Register	151
64	Petition Register	147
65	Railway Warrants	131
66	Register of Arms Licences	144 & 144-A
67	Register of Arms deposited	136
68	Register of Finger Print references	3-N
69	Register of prisoners hand-cuffed	150
70	Rough T.A. Book	--
71	Recognizance Bond of witnesses	194
72	Rowdy History Sheets	166
73	Reserve Mobilization Orders	--
74	Report of death of Ex-convicts	3-J
75	Register of non-cognizable cases	--
76	Register of persons involved in compoundable offences	--
77	Sample Signature Book	167

Sl.No	Name of Record	KPF No.	Rule No.
78	Search List	151-B	

79	Sentry Relief Book	170
80	Small Service Books of HCs & PCs	152-B
81	Tappal Book	180
82	Unclaimed Property Register	187
83	Village Roster	165
84	Visiting Book of Officers (S.D.Os and above)	189
85	Weekly Crime and Occurrence Sheets and Crime Review Sheets and Prohibition Reviews	

In addition to the above records, Railway Police Stations will maintain the following records.

- 1 Register of loss and shortage of property KPF No.2
- 2 Telegram Requisition Book 171-A
- 3 Railway Ticket Requisition Book

1	Arrest Report	14
2	Bad Character Roll - A	15
3	-do- B	15-A
4	Beat Books	19
5	Check Register of bad characters	89-A
6	Duty Roster	164
7	General Diary	57
8	History Sheets of bad characters (copies)	174-C
9	Inspector's Visiting Book	70
10	List of undetected cases	93
11	Memo Form Book	58
12	Note Books	59

13	Prisoner's Search Register	151
14	Sentry Signature Book	170
15	Sample Signature Book	167
16	Tappal Book	180
17	Visiting Book of Officers (S.D.Os and above)	189
18	Village Roster	165

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APPENDIX IV

[Referred to in Rule 535 (4)]

Period of Retention of Records

(Note:- Years are always Calendar years unless specified to the contrary).

Sl.No	Name of Record	KPF No.	Rule No.
(1)	(2)	(3)	(4)
1	Check Register of case diaries	Three years	To be destroyed by the Sub Divisional Officer on the sanction of the Superintendent of Police
2	Check Register of General Diaries	Do	Do
3	Crime & General memo books	Do	Do
4	Current Register	Do	Do
5	Crime Charts	Five years	Do
6	Criminal Intelligence Gazette	Ten years	Do
7	Circular Files	Five years	Do
8	Ephemeral Note Book	One year	To be destroyed by the Sub Divisional Officer, one year after the incorporation of the entries in periodical reports or the final decision of representation of the officer concerned, whichever is later.
9	Grave Crime reports file	Ten years	To be destroyed by the Sub Divisional Officer on the sanction of the Superintendent of Police
10	Petition Register	Three years	Do
11	Indent Book	Three years	To be sent in January for retention in District Police

Office

12	List of articles returned to stores	Do	To be sent in January for retention in District Police office
13	Police Gazette files	Two years	To be destroyed by the Sub Divisional Officer on the sanction of the Supdt. of Police
14	Register of casual leave	Three years	Do
15	Register of shops licensed under Arms & Explosive Act & Rules	Five years	Do
16	Register to watch receipt and disposal of confidential reports	Three years	Do
17	Tappal book	Do	To be sent in January for retention in District Police Office
18	WEEKLY Crime & Occurrence Sheets	Five years	To be destroyed by the Sub Divisional Officer on the sanction of the Supdt. of Police
19	Weekly Diaries file	Three years	Do
20	Government Property Register	Three years	To be sent in January for retention in District Police Office

INSPECTOR'S RECORDS

1	Circle Information Book	Permanent	To be retained in the Circle Office
2	Circle Inspector's Crime Register	Three years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police.
3	Case Diaries	Three years after disposal of the case	To be destroyed by Circle Inspector on the sanction of the Supdt. of police
4	Crime Charts	Five years	Do
5	Current Register	Three years	Do

6	Check Register of General diaries	Do	Do
7	Criminal Intelligence Gazette	Ten years	Do
8	Circulars of Superior Officers	Five years	Do
9	Defaulter sheets of Sub Inspectors	Till the Officer retires from service	After retirement of the officer, to be sent to D.P.O. to be filed with service records
10	Ephemeral Note Book	One year after incorporation of entries in the periodical reports or till the representation of the officer concerned, is decided, whichever is earlier	To be destroyed by Inspector
11	Government Property Register	Three years	To be sent in January for retention in Dist. Police Office.
12	Indent Book	Do	Do
13	Inspector's Note Book	Three years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police.
14	List of articles, returned to Stores	Do	To be sent in January for retention in District Police Office
15	Memorandum Books	Three years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police
16	Petition Register	Do	Do
17	Police Gazette File	Ten years	Do
18	Register of Casual leave	Three years	Do
19	Travelling diary	Do	To be sent in January for retention in district Police

20	Target Practice Register	Do	Do
21	Tapal Book	Do	Do
22	Visiting Book	Permanent	To be retained in the Circle Office
23	Weekly Crime & Occurrence sheet	Five years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police
24	Weekly Diaries file	Three years	Do

STATION HOUSE RECORDS

1	Arrest Report(Arrest Card)	Three years card	To be sent in January to District Police Office
2	Arms Licences Register	Do	Do
3	Ammunition Account Register	Do	Do
4	Arms Deposit Register	Do	Do
5	'A' list file	One year	To be destroyed by the Inspector on the sanction of the Supdt. of Police on receipt of revised list
6	'B' list file	Do	Do
7	Alphabetical Index to Part III and GCR	30 years	To be sent in January to District Police office
8	Bus Warrant	Three years	To be sent in January to District Police Office
9	Boat Warrant	Do	Do
10	Beat Books	Do	Do
11	Bail Bond	Do	Do
12	Bad Character Roll A	Do	Do
13	Bad Character Roll B	Do	Do
14	Cash Book	25 years	Do

15	Cash memo	Do	Do
16	Current Register	Three years	To be destroyed by Inspector on the sanction of the Supdt. of Police
17	Case Diaries	Three years after the disposal of the case	Do
18	Crime Card	Three years	Do
19	Crime Abstract	Five years	To be sent to District Police Office
20	Conviction Memo	Do	Do
21	Certificate under 565 Cr.P.C,	Do	Do
22	Criminal Intelligence Gazette	Ten years	To be destroyed by Inspector on the sanction of the Supdt. of Police
23	Charge sheet	Three years	To be sent to District Police office.
24	Duty Roster	Do	Do
25	Defaulter Sheets of HCs and PCs	Till the Officer retires from service	To be sent to District Police Office for being filed with service record
26	Death report of ex-convicts	One year	To be destroyed by Inspector on the sanction of the Supdt. of Police.
(1)	(2)	(3)	(4)
27	First Information Book (Counterfoils)	Three years	To be destroyed by Inspector on the sanction of the Supdt. of Police
28	Final Report	Do	To be sent to District Police Office
29	General Diary (Station copy)	Do	To be destroyed by Inspector on the sanction of the Supdt. of Police

30	General Memo file	One year	Do
31	House Search List	Three years	To be sent to District Police Office
32	Inspector's Visiting Book	Permanent	To be retained in the Station
33	Index to Part I, Part III & GCR	30 years	To be sent to District Police Office
34	Inspector's Memo file	One year	To be destroyed by Inspector on the sanction the Supdt. of Police
35	Indent Book	Three years	To be sent to district Police Office for retention.
36	List of property sent to Magistrate (Book)	Do	Do
37	Medical History Sheet	Till the Officer retires from service	To be sent to District Police Office to be filed with service records.
38	Memo Form Book	Three years	To be sent to District Police Office
39	Magistrate's Memo file	One year	To be destroyed by Inspector on the sanction of the Supdt. of Police
40	Notice to complainant	Three years	To be sent to District Police Office
41	Note Book	Do	Do
42	Orderly Room register	Do	Do
43	Prisoner's Search register	Three years	To be sent to District Police office
44	Process Register	Do	Do
45	Petty Case Register	Do	Do
46	Police Gazette file	Ten years	To be destroyed by Inspector on sanction of the Supt. Of Police.
47	Petition Register	Three years	Do

48	Register of Casual leave	Do	Do
49	Railway Warrant	Do	To be sent to District Police Office
50	Register of Government Property	Do	Do
51	Register of Prisoners Handcuffed	Do	Do
52	Register of bad characters	Do	Do
53	Rowdy history sheets	Ten years after closure	Do
54	Register of Finger Print references	Three years	Do
55	Recognizance bond of witnesses (Counterfoils)	Do	Do
56	Register of non-cognizable offences	Do	Do
57	Register of persons concerned in compounded cases	20 years	Do
58	Rough T.A. Bills	One year	To be destroyed by Inspector on the sanction of the Supdt. of Police
59	Small Service Books of constabulary	Till the officer retires	To be sent to District Police Office for file with service records.
60	Sample Signature Book	Three years	To be destroyed by Inspector on the sanction of the Supdt. of Police
61	Sentry Relief Book	Do	To be sent to District Police Office
62	Station Crime History Part I	Permanent	To be retained in the Station
63	Do Part II	Five years	To be destroyed by Inspector on the sanction of the Supdt. of Police
		30 years after	

64	Do. Part III & GCR	the entries are deleted	Do
65	Do. Part IV	Permanent	To be retained in the station
66	Do. Part V (History Sheets)	30 years after closure	To be sent to District Police Office
67	Superior Officers Circular File	Five years	To be destroyed by Inspector on sanction of the Supdt. of Police
68	Tappal Book	Three years	To be sent to District Police Office
69	Unclaimed Property Register	Five years	do
70	Village Roster	Do	Do
71	Visiting Book	Permanent	To be retained in the station
72	Village-war Check Register of Ex-convicts	20 years	To e sent to District Police Office.
73	Weekly Crime and Occurrence Sheets	Five years	To be destroyed by Inspector on the sanction of Supdt. of Police
74	Weekly diaries of Sub Inspectors	Three years	Do

APPENDIX V

[Referred to in Rule No. 572]

Instructions for pitching of tents.

1. The following instructions are laid down for pitching and striking tents. Attention to these will make them last much longer than they would do otherwise.
 - (1). Tents should on no account be pitched under tamarind trees.
 - (2). When tents are being pitched or struck and the ground is all muddy, the tents bag or some straw should always be spread bellow them to keep clean.
 - (3). Great care must be taken in pitching tents that the pegs for the ropes are placed in a straight line with the seams in the fly so that the strain may be direct and equal, and not cross-wise. Ropes should not, therefore, be tied to trees unless they happen to be exactly in the true line, which will seldom happen. It is the safest plan never to allow them to be tied to trees. If tents bag to the corners, the ropes which pass up inside the fly round the pole must be pulled moderately tight and tied to the corner ropes so as to make the strain come on them and not on the canvas.
 - (4). In stormy weather, the corner and storm ropes of tents should invariably be "bushed". If bushes cannot be procured, as in sandy tracts, a hole should be dug and a tent peg be buried at right angles to the direction of the rope at a depth of a couple of feet, the rope tied to it and the hole filled in and the sand firmly rammed down. It will be found that ropes so secured will hold in sandy soil far better than if tied to pegs driven in the ordinary way.
 - (5). When rain comes on, all tent ropes should be slightly slackened off, so as to allow for the shrinkage of the ropes and canvas when wet. Ropes are otherwise liable to be broken and canvas to be torn and it often happens that their shrinking pulls the pegs out of the ground, especially in the dry weather when the ground is hard and the pegs have probably not been driven in deep. If this should happen at night, as it frequently does, the fact that the Pegs have drawn is likely to pass unnoticed and the tents will be liable to be below down if the wind should rise.
 - (6). Care should be taken not to strike and pack tent when damp due to rain or dew. A march had better to be a little delayed than a tent be spoilt from mildew, which is the certain consequence of packing tents when damp.

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APPENDIX VI

[Referred to in Rule 586]

Telegraphic Address

The following abbreviated telegraphic addresses have been registered for Officers in this State:

Designation of Officers	Telegraphic address
Inspector General of Police, Trivandrum	POLICE
Deputy Inspector General of Police, CID and Railways	DIG CID
Deputy Inspector General of Police, Southern Range	DIGSAR
Deputy Inspector General of Police, Northern Range	DIGNOR
Superintendent of Police of Districts	DISPOL
Superintendent of Police, Special Branch CID Trivandrum	SPECIAL

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APPENDIX VII

[Referred to in Rule 587 (3)]

Telephone No.	Date of call	Name of Officer In charge of The telephone	Call booked to <hr/> Place & No.
(1)	(2)	(3)	(4)

Whether private Or Official	If Official, Office Officers contacted	Whether recovery has been effected in respect of private calls and date
(5)	(6)	(7)

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APPENDIX VIII

[Referred to in Rule 592(2)]

KERALA POLICE WELFARE AND AMENITY FUND RULES

1. These rules shall be called "The Kerala Police Welfare and Amenity Fund Rules".
2. These rules shall come into force with effect from 1-4-1961.
3. For the purpose of these rules-
 - (a) "Central Committee" means the Committee of the Kerala Police Welfare and Amenity Fund. The committee shall normally include a representative elected from each of the Unit Committees. President and Vice-President shall be Ex-Officio members of the Committee.
 - (b) "Unit Committees" mean the committees constituted under the rules to administer the Unit Fund according to these rules and the directions from the Central Committee from time to time.
 - (c) "Family" for the purpose of these rules shall include husband or wife, children, father and mother, and brothers and sisters (under 14 years of age) and solely dependent on the member.
 - (d) "Fund" means the Kerala Police Welfare and Amenity Fund.
 - (e) "Members" means, members of the department who are subscribers to the Kerala Police Welfare and Amenity Fund.
 - (f) "President" means, the President of the Committee. The President of the Central Committee shall be the Inspector General of Police or an Officer of the Police Department nominated by the Inspector General of Police to hold Office of the President for one year at a time or such lesser period as the Inspector General of Police may direct. The President of the Unit Committee shall be a member of the Fund and be an Officer of the Police Department nominated by the Inspector General of Police or an Officer authorized by him, to hold the Office of the President of the Unit Committee for one year at a time or for such lesser period as the nominating authority may direct.
 - (g) "Vice-President" means the Vice President of the Committee (Central and Unit) of the Police Welfare and Amenity Fund. The Vice President shall be a member of the Fund and shall be an Officer of the Police Department. The Vice President shall be elected by the Committee and will hold office concurrently with the term of the Committee.

4. Object

The Object of the Kerala Police Welfare and Amenity Fund will be to relieve distress among the subscribers (Police Officers of an below the rank of Inspectors and members of the Ministerial staff of the Police Department) and their families caused by death, disease or any other emergency which in the opinion of the Committee require assistance, to provide scholarships and other assistance for the education of the subscribers' children in suitable cases, to provide medical assistance in cases of exceptional difficulties, to provide Reading Rooms, Night Schools, Play and Recreation facilities and generally to promote the welfare and amenity of the subscribers and their families.

5. Source:

(a) **The existing Fund:** - The amount outstanding to the credit of Gasson Police Benevolent Fund in the erstwhile Malabar area and Bensley Fund of the erstwhile Travancore area and the sum of Rs. 66,000 sanctioned by the Government of India in appreciation of the services rendered by the State Police during the strike of the Central Government Employees, shall from a part of the Fund, and these funds shall cease to exist when the rules of the Kerala Police Welfare and Amenity Fund come into force.

(b) **Grant from Government:-** Government will make an annual grant equal to the collections raised by the Committee, subject however to a maximum of Rs. 10,000 (Rupees ten thousand) only. Grant equal to the amount of collection raised by the Committee for the preceding year will be sanctioned in the beginning of each year on an ad-hoc basis without insisting on the production of utilization certificate and the amount will be adjusted against the final grant which will be sanctioned only on the production of the audit certificate.

(c) **Subscription from members:-**

Rates of subscription will be as under:

Annual subscription to the Fund at the following flat rate will be recovered from members every year in the month of January.

Executive Staff	Rs. Ps.
Inspectors, Officers of corresponding rank and above	3.50
Sub-Inspectors and Officers of corresponding rank and Jemadars	2.00
Head Constables and Officers of corresponding rank	1.00
Police Constables	0.75
Camp Followers	0.50
Ministerial Staff	
Superintendents (Gazetted)	3.50
Head Clerk, Office Superintendent (Non-Gazetted) and members of the corresponding rank	3.00
Upper Division Clerks and Typists	2.00
Lower Division Clerks and Typists	1.00
Peons, Attenders, and personnel of corresponding rank	0.50

Note:- Other Civilian staff, (if any) may subscribe, at the rates applicable to members of the ministerial staff having the corresponding rates of pay.

6. **Constitution:-** The fund will be open to voluntary subscription from all executive and ministerial officers of the Police Department of the Kerala State, permanent and temporary. The benefit will be restricted solely to officers of and below the rank Inspectors and the Ministerial staff who have been subscribers to the Fund under Rule 5(c) and to their families.

7. Management

(a) Central Committee - Constitution.

The Central Committee shall be constituted as follows:-

- (1). Inspector General of Police President
- (2). An Officer of the Department elected by the Committee Vice President.
- (3) Presidents of the Unit committees or their nominees.
- (4) One of the Senior Superintendents of the Office of the Inspector General of Police nominated by the Inspector General of Police will be the Hon: Treasurer-cum-Secretary.

(b) Functions:-

The Central Committee shall have the following functions:-

- (i) Act as a Central body for control, co-ordination advice and appeal in all matters covering the administration of the Fund.
- (ii) Prescribe and ensure the observance of Uniform rules by all Unit Committees.
- (iii) Secure Funds necessary to carry out the objectives and distribute them to all Units.
- (iv) Make modifications for the rules as and when necessary subject to the approval of Government.
- (v) The President of the Central Committee is competent to incur an expenditure of Rs. 100 for Office expenses in any one year.

(c) Meetings:-

The management of the Fund will vest in the committee. Committee members shall be the subscribers of the fund and shall hold office for one year only. The Committee shall meet once in a quarter and shall convene a general body of the Fund once a year after the close of the financial year and all audited accounts of the unit committee shall be scrutinized. The president or in his absence the Vice President shall preside over the General Body. The quorum for the General Body shall be 1/3 of the total number of members. The minutes of the meeting shall be recorded in a minutes books by Honorary Treasurer-cum-secretary who is nominated by the President.

(d) A business Committee with the following Officers of the Police Department will be constituted to attend to the disposal of applications for grant from the Fund and other routine matters relating to the Fund:-

Dy. Inspector General of Police, CID and Railways-President

Dy. Inspector General of Police, Southern Range,

Assistant Inspector General of Police, Commissioner of Police, Trivandrum City,

Principal, Police Training College-Members.

The Committee will meet as and when necessity arises and dispose of urgent and routine affairs of the fund. The transactions of the business committee will be placed before the Central Committee at the next meeting and its ratification obtained.

(e) Unit Committee - Constitution.

(i) The Unit Committee consists of a President nominated by the Inspector General of Police, Vice President elected by the Unit Committee and members consisting of an Inspector of Police, Sub Inspector of Police, Head Constable and Constable elected by the subscribers to the Fund. The Treasurer-cum-secretary of the Committee shall be nominated by the President.

(ii) The Unit Committee shall meet every month. The quorum for the meeting will be three. The President of the Unit Committee or in his absence a member elected from among the members present shall preside over the meeting. The proceedings of the meeting shall be recorded in the minutes book and proceedings of any meeting should be placed at the next meeting. The President of the Committee shall cause the minutes of the meeting to be recorded and attested by the members present. The Unit Committee shall call for the balance sheet from the Hon. Secretary-cum-Treasurer once in every quarter and scrutinise the accounts and forward the audit reports to the Central Committee.

(iii) The subscribers to the Unit Fund shall meet once a year and elect the Unit Committee for the next year. The President of the Unit Committee or in his absence a subscriber duly elected by the members present shall preside over such general body. The quorum for the General body shall be $\frac{1}{3}$ of the total number of subscribers. The Hon. Secretary-cum-Treasurer will present an account of the Fund duly audited by the Examiner of Local Fund Accounts before the General Body and send a copy of the same to the Treasurer of the Central Committee with the audit certificate.

(iv) The Hon. Secretary-cum-Treasurer shall be entitled to keep with him Rs. 50 in his hand for meeting emergent expenses and the balance amount shall be remitted into the Treasury Saving Account. Vouchers for the emergent expenses have to be presented before the Committee at the next meeting for ratification. Cheques will be operated by the President and the Treasurer jointly.

(v) The President shall be competent to sanction an amount not, exceeding Rs. 50 per annum towards the office expenses.

(vi) The Unit committee may make supplementary rules if necessary with the concurrence of the Central Committee in conformity with the spirit of the rules drawn up by the Central committee. Such rules shall apply only to the Unit which has framed them.

(f) There will be separate Unit committee for-

- (i) Each District including District Armed Reserve.
- (ii) Railway Police.
- (iii) Malabar Special Police
- (iv) Special Armed Police
- (v) Police Training College and Central Recruits School
- (vi) Special Branch

- (vii) Crime Branch
- (viii) X-Branch
- (ix) Office of the Inspector General of Police
- (x) Each Fire Service Division.

8. Admission of Members and recovery of subscription

Membership is voluntary but all ranks are expected to become members. A member of the executive or ministerial staff who wishes to join the Fund shall fill up the prescribed form (Form No.1 annexed hereto) indicating his/her willingness to subscribe to the Fund at the prescribed rate. On his/her admission his/her name shall be entered in the register maintained for the purpose (Form No.II annexed hereto).

(2) The Police Welfare and Amenity Fund subscriptions shall be collected by the Officer who disburses the pay of the individual and collections shall be remitted each month to the Treasury meeting the expenditure on account of M.O. or draft commission from the amounts so collected.

Purely voluntary contributions of any extent to the Fund from Officers who are non-members will be gratefully accepted.

9. Conditions of grant from the fund.

Grant will be admissible from the Fund in cases where Government grants are inadmissible or where they are utterly inadequate to relieve distress. Grants are admissible only to members of the families of members who subscribe without default. The Committee will have full discretion to deal with each case on merits. However, grant may be made in deserving cases to provide scholarship for the education of subscribers' children to render monetary help to widows and dependents either in lump-sum or in monthly instalments, or to police personnel who are in exceptional difficulties such as prolonged illness, serious injury etc., to provide reading rooms, Night Schools etc., for the benefit of the subscribers' children or dependents. Members will be eligible for help till date of retirement. Small advanced without interest may be allowed in deserving cases to be recovered in easy instalments.

10. Procedure for grant.

Those requiring relief from the Fund shall apply in Form No.III annexed hereto, giving full and complete account of his/her distress. The President on receipt of the application will order such verification as he considers necessary of the statement in the application. After verification, the application will be placed before the Committee. When the matter is urgent the petition with the record of verification will be circulated among the members of the Committee, who will record their opinion as to the grant and as to the amount they suggest. In case of difference of opinion the majority view will be accepted and the President will finally fix the amount of grant or refuse grant as the case may be. The President will naturally be guided by the opinion of the Committee and the amount available in the Fund. A member whose services are dispensed with for no fault of his own and otherwise than on receipt of pension or gratuity will be paid an amount in the form of financial assistance, equal to the Contribution made by him but without any interest added to the contribution.

11. Accounts

- The Hon. Secretary-cum-Treasurer shall be responsible for maintaining the accounts relating to the fund and shall keep day-to-day accounts of all items of receipt and expenditure and shall make available all cash and account Books for scrutiny whenever
- (1). the President calls for them. The President shall issue instructions regarding the account

books to be maintained and will be similar to those prescribed for private funds (Rules published in P.G. dated 2-1-1953)

(2). The amounts received towards the Central Committee or Unit Committee shall be deposited in the Treasury Savings Account and all withdrawals made by regular withdrawals in the usual form.

(3). The Hon. Secretary-cum-Treasurer shall be paid suitable remuneration. This remuneration shall be fixed by the President and shall not exceed Rs. 15 per mensem in any case.

(4). Legitimate expenditure for the purpose mentioned in para (3) shall be incurred by the Unit Committee.

(5). The Treasurer of the Unit Committee shall remit each month to the Treasurer of the Central Committee 40% of the total subscription and shall receive the annual grants from the Central Committee.

(6). The cash in respect of this Fund shall not be mixed up with the office cash or accounted for in the office Cash Book. The welfare and Amenity Fund subscription shall be apportioned on the following basis:-

For the Unit Committee-60 per cent.

For the Central Committee-40 per cent.

(7). The Unit Committee shall have the power to incur expenditure upto the limit of 60 per cent of its annual income. The Unit Committee shall take care not to spend more this amount as they cannot depend on receiving subsidies from the Central Committee except for very special reasons. No expenditure which is not for bonafide purposes shall be admitted from this Fund. The Unit Committees shall sanction grants upto Rs. 200 in individual cases and all other grants shall be disposed of by the Central Committee.

(8). The Treasurer of the Unit Committee shall transfer each month to the Treasurer of the Central Committee the share of the subscription due to the Central Committee.

(9). The Treasurer of the Unit Committee shall watch the remittance of subscriptions and take proper steps to realize the arrears, if any.

(10). The annual Government grant will be utilized according to the programme to be drawn up by mutual consultation between the Central Committee and the unit committee concerned. The expenditure from this allotment shall be strictly regulated by the provisions of the Financial and Account Code and of any other orders which may be issued on the subject.

(11). The account of the Fund shall be maintained according to the financial year. The accounts have to be got audited by the Examiner of Local Fund Accounts. The consolidated balance sheet presented before the general body meeting shall contain the details of transactions of each unit committee. The audit certificate is to be submitted along with the application for the grant from the Government. A copy of the accounts of the fund audited

and certified by the Examiner of the Local Fund Accounts will be furnished to the Accountant General also. The audit of the accounts of the Fund for each year should be completed before the close of the succeeding year.

(12) The Hon. Treasurer shall maintain in a cash book in Form No. IV appended hereto, which shall be in two halves and show all receipts on the left half and all payments and other expenditure on the right half. The balance should be struck on the date of each transaction. Vouchers (with sanction) for payments and invoices for receipts should be separately and serially maintained for each year and filed in separate file books for easy reference.

(13) The Treasurer will prepare at the end of each quarter in March, June, September and December of every year a balance sheet showing all details of assets and liabilities for the period.

(14) Purchases, if any, in the case of furniture shall be made on the basis of quotations.

FORM NO. I

APPLICATION FOR ENTRANCE INTO THE KERALA POLICE WELFARE AND AMENITY FUND

I have read and understood the rules of the Kerala Police Welfare and Amenity Fund and desire to be a subscriber to it. I agree to the deduction from my pay annually of the subscriptions mentioned in the rules.

Station: Signature and Designation.

Date:

FORM NO. II

REGISTER OF SUBSCRIPTIONS TO THE KERALA POLICE WELFARE AND AMENITY FUND

Sl. No.	Rank	Number	Name	Particulars of subscriptions			
				1961	1962	1963	1964 Etc.

(The same register to be used for a number of years)

FORM NO. III

Application for basic Grant from the Kerala Police Welfare and Amenity Fund made by

- (1) Rank No., Name of the subscriber.
- (2) Length of service
- (3) Nature of Causality with date
- (4) Name and address of grantee with relationship to the subscriber
- (5) No. of dependents on the subscriber (with particulars of age, monthly income, etc.)
- (6) Financial status of subscriber:
 - (a) Amount in General Provident Fund.
 - (b) Amount of Life Insurance, if any.
 - (c) Particulars of movable and immovable properties of subscriber.
- (7) Amount applied for now.
- (8) Amount already granted from the fund, if any previously.
- (9) Amount available in the fund.

Certified that the subscriptions of the applicant are current at the time of casualty.

Hon. Treasurer.

Remarks of the President of the Committee.

Circulated among Committee members.

- (1)
- (2)
- (3)
- (4)

Order of the President.

FORM NO. IV**CASH BOOK**

Date of receipt	Vr. No.	Particulars of Amount received	Amount Rs. Ps.	Date of payment	Particulars of Payment	Amount Rs. Ps	Remarks

APPENDIX IX

(Referred to in Rule 593)

RULES-THE KERALA POLICE KSHEMA NIKETAN

[G.O. (MS) No. 191|Home dated 11-2-1959]

RULES

1. These rules may be called "The Kerala Police Kshema Niketan Rules, 1959".
2. (i) "Kshema Niketan" means any Institution attached to the quarters of the Police and calculated to promote the welfare and amenities of the Police Force and also of the Policemen and includes any ancillary institution to further the same object.
(ii) "Developmental Activities" include all operations calculated to improve food production, communications, irrigational facilities, social amenities and other developmental services.
(iii) "The Superintendent of Police" shall include the Commandants of Malabar Special Police and Special Armed Police.
3. The Superintendent of Police may take steps to start Kshema Niketans in all Centres where ten or more Policemen and their families are stationed.
4. The objects of the Kshema Niketan are:-
 - (i) to start production units which will enable the families of the Policemen to earn a side income;
 - (ii) to promote the welfare of the women and children of the Policemen and families;
 - (iii) to provide canteen facilities and sports amenities to Policemen and their families;
 - (iv) to run nursery schools and to afford other educational facilities to the Children of Policemen;
 - (v) to supply food and medicine for the general improvement of the health of the families of the Policemen;
 - (vi) To promote cultural and social activities among the Policemen and their families; and
 - (vii) To improve generally the lot of the Policemen and their families.
5. For each District, there shall be a separate fund for the purposes of Kshema Niketan and Malabar Special Police and Special Armed Police shall also have similar funds.
6. The Superintendent shall administer the Fund.
7. The fund shall consist of:-
 - (a) contributions received from the State Government; which shall be Rs. 1,000- per Kshema Niketan which benefits 25 families and above.

- (b). Money realized by performances organized by the Policemen which are allowed by the Government.
- (c). Profits derived from the production units run by the Kshema Niketans
- (d). Amounts received in appreciation of services rendered in connection with developmental activities with the previous approval of the Government.

8. (a) All amounts which are not necessary for the operation of the accounts shall be deposited in Savings Bank accounts in the State bank or the Travancore Bank or any other Bank of sound financial standing with a branch within convenient distance. When the bank is not either the State Bank or the Travancore Bank the approval of the Inspector General of Police should be taken.

(b). The Head Accountant of the District Police Office will be responsible for the safe custody of the money relating to the fund. He shall maintain a ledger showing the details of receipts into, withdrawals from and outstanding balance to its credit. Entries in the ledger should be divided into "Bank" and "Cash" columns. The Superintendent of Police or Commandant may draw only such amounts as are necessary for the expenses in connection with the Kshema Niketan and Forward it to the senior most Officer stationed at each centre. He shall not draw an amount exceeding one thousand rupees in a single case,, without the sanction of the Inspector General of Police. He will exercise adequate scrutiny of all accounts of the Kshema Niketans and arrange for the audit of the accounts once in every six months.

(c) The Chief Officer of each Kshema Niketan shall with draw from the Superintendent of Police or Commandant amounts necessary for authorized items of expenditure, but he shall not retain in his possession any amount in excess of the "Imprest" which he is specifically authorized to hold. The following information shall be furnished to District Police Office along with all requisitions for withdrawal of money:-

- (i) Date and amount of previous withdrawal.
- (ii). Date and amount of expenditure incurred.
- (iii) Date and amount of refund to the Head accountant made, if any.
- (iv) Balance in hand.

(d) The Chief Officer of each Kshema Niketan shall arrange for the maintenance of the following records. The person in charge of cash should not be made responsible for any other transactions connected with the fund.

- (i) A cash book.
- (ii) File of invoices and vouchers
- (iii) Stock register
- (iv) Book of financial orders.

(e) The cash book shall show separately all receipt and payments. It should be possible there from to strike a balance showing the worth of the account. Instructions regarding maintenance of cash book and preparation of balance sheet relating to private funds should be adhered to in this case also.

(f) The cash book should be attested by the Chief Officer in charge of each centre. Balance sheet of the income and Expenditure for each month will be sent to the District Police Office regularly. A list showing details of properties belonging to the fund should also be sent to the District Police Office with the balance sheet for the last month of the quarter.

(g) Invoices pertaining to receipts and vouchers in respect of expenditure should be given a common serial number for purposes of easy checking. Vouchers and invoices for every financial year should be sent to the District Police Office on the 1st of April of the succeeding year.

9. The Superintendent of Police, may when circumstances require, spend money for the transport of Policemen and for their diet, from the funds of the Kshema Niketans when they are engaged in developmental activities.

10. The accounts relating to the Kshema Niketans shall be annually audited by any auditor approved by the Government and the report shall be sent to the Inspector General of Police.

11. The Inspector General of Police will have general power of superintendence and control over the Kshema Niketan and its funds.

12. The Inspector General of Police may, if he finds that the working of any production unit is not profitable, order it to be closed and permit the starting of any other production unit which in his opinion is suited to that centre.

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APPENDIX X

[Referred to in Rule 605 (2)]

Annexure to G.O. MS. 373|Home dated 18-6-60

**MODEL SCHEME REGARDING THE ESTABLISHMENT OF BOYS
CLUBS BY THE POLICE**

INTRODUCTION

The establishment of Boy's Clubs by the Police helps to prevent Juvenile delinquency to a great extent and also to develop a fine spirit of co-operation and friendship between the Police and the boys in the areas where such clubs are formed. This has been tried in other States with success.

Definition of Police Youth Clubs

The basic principles governing the Police Youth Clubs are:-

These are organizations for children with parents in the lower income group.

- (1) Subscriptions are calculated so that the poorest of children can become members on an equal footing with his fellows.

Costs must not be an obstacle to enthusiastic possible members. The cost of joining and

- (2) belonging to a Boy's Club should be so low that many originally uninterested boys may try it and stay on.

- (3) It is a Club for children

- (4) It has variety of activities in one Place. It attracts boys of various inclinations.

- (5) It is a place of opportunity. More than a place of recreation; it is place for the development of body, mind brain and character under guidance.

- (6) It is a place of individual service and guidance.

- (7) It is completely non-sectarian. Boys of any faith may join.

It is intended to give youngsters something to do in their moments of leisure and to look

- (8) after them is the common aim of all youth Clubs. The thing which distinguishes Police Youth Clubs is that the youngster comes into constant contact with the Police and he begins to consider them as friends.

Objects of the Police Youth Clubs

The objects of the Police Boys' Clubs should be:

- (a) to afford children an opportunity of participating in clean, healthy recreation;
- (b) to instruct children in the principles of good citizenship;
- (c) to inculcate an appreciation of the need for observance of the laws of the State.

- (d) To encourage music, literature, art and culture among the young, particularly as regards such of those who by reason of their circumstances, may be unable to obtain or may need such benefits or advantages;
- (e) To awaken citizens to their responsibility towards adolescents.

Time of the Club

The clubs will meet in the evening from 4.30 to 7.30 generally. But variations in the timings can be effected suitably according to the conditions and necessities existing in each place.

Activities of the Club

The Boys' Clubs shall provide opportunities and facilities for the children to participate in every sort of healthy recreation. The activities may comprise the following:

- (i). **Recreation :** Outdoor games: Foot Ball, Ring Tennis, Badminton, Khokho, Kututu, etc.
Indoor games: Carrom, Ping Pong, Chess, Drafts Board etc.
- (ii). **Educational:** A separate reading room with a library should be provided.
- (b) Supervised tours, quiz programmes, lectures and debates could be frequently organized.
- (iii) **Social:** cinema shows, seasonal parties, bands and plays may be arranged for their benefit.

Conditions for the Members

Though a great deal of attention is concentrated on the material aspect, the moral well-being of the boys should be Chief concern of the Boys' Clubs. When the boy joins, he may be asked to sign a declaration to the effect that he has read, understood and accepted the Club's code of ethics, which may be as follows.

- (i). While remaining as a member he shall keep his mind and body active.
- (ii). He shall conduct himself in an orderly manner and treat other members as he would like to be treated himself.
- (iii). He shall at all times take proper care of the furniture and property of his club.
- (iv). He shall respect the principles of good citizenship and encourage his comrades to do likewise.
- (v). He shall endeavour to build friendship with his Clubmates because friendship is one of the greatest assets that he can have and it is advantageous to his future welfare.
- (vi). He shall follow his club leaders and respect and obey his instructors.
- (vii). He shall be loyal to his club.
- (viii). He shall look upon every Policeman as his friend and comrade to whom he can come when he needs help.
- (ix). Finally he shall be loyal to his country and love and respect his parents.

Management of the Club

The affairs of the club shall be managed by a Committee of 9 consisting of the following members:-

- (1). A Professor or a Lecturer of the nearest College if any, or the Headmaster of the Local High School.
- (2). The District Medical Officer or a Civil Assistant Surgeon attached to the nearest Government Hospital.
- (3). The District Educational Officer.
- (4). Representatives of Social Welfare Organisations and Children societies, Philanthropists, Secretaries of YMCA and YWCA and such other allied institutions.
- (5) Deputy Superintendent of Police or the Superintendent of Police (Chairman)

These Boys' Clubs shall be under the general control of the Inspector General of Police for the proper implementation and efficient administration. The Managing Committee, constituted by Government, shall be in charge of the day-to-day administration. The financial control of each Club shall be vested with the concerned Superintendent of Police.

The Clubs shall be housed in rented buildings or at the premises of the Police Clubs, where facilities are available for games and sports (out-door)

Revenue of the Club

- (1) A nominal subscription of 12 Np for enrolment and 6 Np as monthly subscription may be levied from each member. The managing Committee may exempt for temporary periods not exceeding three months at a time those children who are too poor to pay.
- (2). The club should welcome all voluntary donations from public.
- (3). The proceeds of the entertainments organized by the Club should be credited to the accounts of the Club.

Rules of the Club

The following rules should be observed by the clubs.

- (1) The club shall be open from 4.30 pm to 7.30 pm every day including Sunday for registered members.
- (2). A register of members shall be kept in the Club
- (3) Upon entry each boy must sign his name in the register kept for the purpose.
- (4) Each member upon joining must pay 12nP for enrolment and the monthly subscription of 6 nP.
- (5) All games articles are the property of the Club and must not be removed from the premises.
The Reading Room is a silent room and is to be used solely for reading or looking at picture books etc. No games are to be played in this room. Magazines, Books or other reading materials should not be removed from the Reading room.
- (6)

The Library.

The Librarian will be on duty on each day from 4 p.m. to 7 p.m. to loan books to members which they may take home. Upon borrowing, the member must sign the Library Lending Book. All Books borrowed must be returned to the Club within 5 days from the date of borrowing.

Shouting and unnecessary noise in and about the club is against rules and should be avoided. This is particularly important at the time of closing.

No boy will be permitted to enter the Club before the Scheduled time.

The Club shall be purely non-sectarian and non-political.

Expenditure of the Club

To look into the daily affairs of each Club there shall be one Scout Master, one clerk-cum-Librarian and a Peon, all on part-time basis. The expenditure for a club is estimated to be as under.

Non-Recurring.

Games aids articles of kit for indoor and outdoor games	Rs. 500
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Office and Library equipments	Rs. 500
-------------------------------	---------

RECURRING EXPENDITURE PER ANNUM

1	Scout Master - 1 on a honorarium or (part-time) special pay of Rs. 25 p.m.	Rs.300
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2	Clerk-cum-librarian-1 (Part time) on a special pay of Rs. 20.p.m.	Rs. 240
---	---	---------

3	Peon - 1 On a honorarium or special of Rs. 10	Rs. 120
---	--	---------

4	Rent for the building and premises at Rs. 50 pm	Rs. 600
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5	Electric charges	Rs. 100
---	------------------	---------

6	Books, dailies and periodicals	Rs. 200
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7	Other contingencies	Rs. 80
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	Total	Rs. 2640
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Conclusion

Juvenile delinquency cannot be prevented without the active co-operation of both the parents and the teachers. The organisation of children's clubs afford good opportunity to establish and develop this co-operation. If the Children's Clubs are to have the required effect they should obtain the active support of all those who are interested in the well being of the youth.

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APPENDIX XI

(Referred to in Rule 615)

Collection and dissemination of Intelligence

(1) The under mentioned records and statements will be sent by station House Officers direct to the District Intelligence Bureau. Weekly statements will be sent for the week ending Saturdays and monthly statements will be sent before the 5th of every succeeding month.

(a) Crime cards in K.P.F. No. 38 in respect of crimes against property known or believed to have been committed by habitual criminals.

(b) Weekly Report in the following parts:

(i) Part I (in KPF No.192 A) in respect of all cases which are to be entered in Part I Station Crime History, furnishing the following details.

- (1) Crime number.
- (2) Section of law.
- (3) Village (in the case of town the name of the Street)
- (4) Direction and distance from station.
- (5) Date of occurrence and date of report.
- (6) Value and nature of property lost with identification particulars, if any, and details of property recovered if any.
- (7) Crime classification (major and minor)
- (8) Name, father's name and address of offender reasonably suspected with brief reason for suspicion, whether suspected person is known Depredator, casual, local, non-local, etc. whether suspect is under arrest, absconding, etc.

Note:- A criminal will be classified as 'local' if he is normally resident within the limits of the District concerned. Others will be classified as 'non-locals' with the name of the District to which they belong.

(ii) Part II (in K.P.F. No. 192 B)- Police and Court disposals of all cases which were reported in weekly Crime Report, part I furnishing the following information.

- (1) Reference to part I of Crime and Occurrence sheet in which details of the case were published (sheet no. and serial no.)
- (2) Crime Number.
- (3) Section of Law
- (4) Disposal.

By Police: Nature and date on which report was sent to Court, with name of accused and section of Law in cases charged.

By Court: Name of accused, conviction and sentence, or other order, name of Court, CC No. and date of

conviction or order.

- (iii) Statement of Dossier Criminals, Known Depredators and suspects (passed Out of View or traced during the week) (in KPF No. 112). In the case of those passing Out of View, descriptive particulars, places likely to visit and addresses of relatives and associates and Modus Operandi classification will be given.
 - (iv) Statement of persons wanted in cases with description, relations and places likely to visit (in KPF No. 192)
 - (v) Statement of persons previously reported as wanted, who were arrested or traced (in KPF No. 216) reference of the crime and occurrence sheet number and the serial number under which previously published to be furnished.
 - (vi) Statement of persons arrested on suspicion (in KPF No.217). The names and address of persons, date of arrest, Crime No. and Section of Law, details of property if any seized, and any other useful information obtained from the arrested person will be furnished.
 - (vii) Statement of persons against whom security proceedings under Section 109 and 110 Cr.P.C. were initiated, and of persons bound over or discharged.
 - (viii) Statement of unclaimed or suspicious property seized, details of property, place and circumstances of seizure, and any other relevant information will be given.
 - (ix) Statement of missing persons, property, cattle, etc. (in KPF No. 83)
 - (x) Any other interesting matter in the station from crime point of view.
- (c) fortnightly statement of prohibition cases in KPF Nos. 242 A and 242 B.
- (d) Monthly current doings statements of Dossier Criminals. The Dossier Criminal Number, name and a note on the activities of the Dossier Criminal for the preceding month will be given.
- (e) The result of the annual ex-convict check carried out by the Station House Officer in respect of criminals registered in the District Intelligence Bureau, to be sent by 10th April.
- (f) Arms, ammunition and explosives lost and recovered. Identification particulars and other details, Crime No., and Section of Law, if any, place and circumstances of loss or recovery, name and address of owner if any, and any other useful information will be given. Reports will be sent as necessary.
- (g) Death of any criminal registered in the District Intelligence Bureau as a Dossier Criminal or Card Criminal. This report will be sent apart from the death report due to the Finger Print Bureau in KPF No. 3 T.

(2) In the case of the current doings statements of Dossier Criminals who are registered as District Criminals in any other District (including Districts of other States) the District Intelligence Bureau shall send to the Superintendent of Police (District Intelligence Bureau) concerned a copy of the statements

received under paragraph (1) (d) above. The District Intelligence Bureau shall similarly obtain from the Districts concerned current doings statements of District Criminals registered in the District who are reside in other Districts.

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APPENDIX XII

(Referred to in Rule 616 (1))

The following records will be maintained in the district Intelligence Bureau.

(1) History sheets of Dossier Criminals (D.Cs) in KPF No. 174-C and C.C.in KPF NO. 174-D

(2) **Indexes.**

- (a) Alphabetical name and alias index for D.Cs in KPF NO. 200.
 - (b) Alphabetical name and alias index for Card Criminals (CCs.) in KPF No. 200.
 - (c) Modus Operandi Index - D.Cs. and C.Cs.
 - (d) Physical Peculiarity Index.
 - (e) Lost property (identifiable) Index.
 - (f) Accomplishment and profession Index D.Cs.
 - (g) Peculiarities of habits Index - DCs. (See Appendix XVI).
 - (h) Sphere of operation (Station-war) Index- D.Cs and C.Cs
 - (i) Alphabetical index cards to general subject files.
- (3) General subject files.
 - (4) Photographs of Criminals.
 - (5) History of Crime In K.P.F. No. 174 (cuttings of C & O Sheet).
 - (6) Crime classification index to History of Crime and occurrence Sheets. (See KPF No. 201).
 - (7) Crime clocks.
 - (8) Crime charts. (year was one or two).
 - (9) Pillar graphs
 - (10) File of advisory memos sent to Investigating Officers.
 - (11) File of reference from Investigating Officers.
 - (12) Register for programme of re-photographing D.Cs. in KPF No. 235.
 - (13) Register of O.V.B.Cs. and wanted persons in KPF No. 236.
 - (14) District Office Finger Print Register in KPF No. 3-B.

- (15) Register of finger prints sent to the Central Finger Print Bureau in KPF No. 3-P1.
- (16) Permanent register of dossiers closed in KPF No. 238.
- (17) Register of P.R./S. Convicts to be shadowed on release in KPF No. 44.
- (18) Crime and occurrence sheets and annual index thereto. (form given in P.S.O.)
- (19) Monthly statement of crime in KPF No. 110.
- (20) Monthly crime review in KPF No. 239 and yearly crime review in KPF No. 240
- (21) Superior officer's visiting officers in KPF No. 189.
- (22) Proceedings Book for visiting officers in KPF No. 70.
- (23) Check Register of visits to District Intelligence Bureau in KPF No. 189 of Circle Inspectors and Sub Inspectors.
- (24) Other records and registers prescribed under the Manual of Office Procedure, or by any other Order.

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APPENDIX XIII

(Referred to in Rule 617)

The following are the main indexes to be maintained by the District Intelligence Bureau.

(1) Alphabetical Name and alias Index (D.Cs)

- (a) Alphabetical name and alias (including nick name) index cards will be maintained in KPF No. 200.
- (b) The cards for the name index will be maintained in three colours white for criminals of the District, blue for criminals of border districts operating in the District, and pink for criminals who operate in several Districts. Inter-District criminals will be given appropriate coloured cards from the point of view of each District, e.g., a criminal of Trivandrum District who also operates in Quilon district, will have a white card in the Trivandrum Bureau, and a blue card in the Quilon Bureau. A criminal of Trivandrum District who operates in Quilon and Kottayam Districts will have a white card in the Trivandrum Bureau, and a pink card in the Quilon and Kottayam Bureaux. The white card maintained in the home District of the criminal will be given a green signal for every other District in which he has operated. The cards have a line 1/4 inch above the bottom edge. Below this line the name or alias of the criminal, followed by his father's name indicated by the prefix 's/o' should be typed. The card provides for the entry of various details for easy reference. A card should be opened for each alias that a criminal is known to assume.
- (c) These index cards will be retained as long as a dossier is retained for the criminal and should be filed with the dossier when it is closed.

(2) Alphabetical Name and Alias Index-Card Criminals (C.Cs)

Criminals belonging to the undermentioned categories shall be registered in the District Intelligence Bureau as "Card Criminals" (C.Cs.)

- (i) A.K.D. or suspect convicted in more than one station. Every C.C. of one District, convicted in another district, shall be registered as a C.C. in the latter District also.
 - (ii) A habitual offender convicted (two or more times in any of the offences mentioned in Rule 257 (2) of Kerala Police Manual 1970, Vol.II,) in more than one Circle who is not registered as a D.C.
 - (iii) Habitual offenders who operate in more than one Circle and are recommended by the Circle Inspector to be registered as a C.C.
 - (iv) K.Ds. and suspects of border stations for whom Dossiers are not maintained.
 - (v) Card Criminals of border stations.
 - (vi) Any other criminal regarding whom the Superintendent of Police of the District desires to maintain a record in the District Intelligence Bureau.
- (b). Alphabetical name and alias index cards for card criminals will be maintained in KPF No. 200. Cards will be prepared in two colours, white for criminals of the District, and blue for criminals of border stations. Instructions given in para (i) above for making entries in the card will be followed.
- (c) Cross references to the general subject files will be noted on the name index cards. Convictions,

jail Nos., dates of release and other information of interest will be recorded on the card and on supplemental sheets.

- (d) The Sub-Inspector, District Intelligence Bureau, shall send a copy of the card of every C.C. to the Station House Officer concerned once in six months and get relevant entries brought up-to-date. Cards belonging to criminals of another District shall be sent through the District Intelligence Bureau concerned.
- (e) These cards will be retained for a period of 10 years after the latest conviction of the concerned criminal and destroyed afterwards under orders of Superintendent of police ; provided that the Superintendent of police may on reasons of good conduct of the concerned criminals order the removal of the cards at any earlier date in which case the cards will be removed from the cabinets, filed separately and destroyed after the 10 years period referred to above.

(3) Modus Operandi Index (D.Cs)

- (a) The cards for this index will be arranged in the alphabetical order of the minor classification (modus operandi) under each major classification of crime.
- (b) The modus operandi will be indicated by description in full and not by numerals and letters.
- (c) Plain index cards will be used for this class of index. The full names with aliases, and D.C. numbers of all criminals addicted to the particular type of crime shall be entered on both sides of the cards, three to four names on each card. If more than one card is used for the same classification the cards shall be numbered serially.

(4) M.O. Index (C.Cs)

Modus operandi index cards will also be prepared and maintained for all C.Cs according to the instructions in sub-paragraph (3).

(5) Physical Peculiarity Index cards (D.Cs)

- (a) Cards shall be maintained in alphabetical order for each type of noteworthy physical peculiarity like birth-marks, scars, moles, or other marks on body, deformities such as harelip squint, limp, etc.,
- (b) Plain cards will be used for this class of index. The physical peculiarity shall be typed below the bottom line of the Card. The full names with aliases and D.C. numbers of all criminals having the particular physical peculiarity will be entered on both sides of the card according to the instructions in (3) (c) above.

(6). Lost property (Identifiable) Index.

- (a) Cards shall be maintained for each item of identifiable property, in alphabetical order.
- (b) These cards shall include details of properties lost and which have not been recovered at the time of the publication of the occurrence in the weekly C & O Sheet.
- (c) Plain index cards will be used. The name of the property will be typed below the bottom line of the card. The crime numbers, stations, C & O sheet reference, description including identification marks, if any, and value will be entered on both sides of the card.
- (d) When an item of property entered in this index is recovered, the connected entries in the cards will be scored out.
- (e) Cards shall be preserved for a period of twenty years from the date of registration of the connected cases.

(7) Accomplishment and profession index Cards (D.Cs)

(a) Cards shall be maintained in alphabetical order for each type of accomplishment and profession such as "Beggar" "Blacksmith" "Carpenter" "Cook" "Electrician" "Fortune Teller" "Goldsmith" "Hawker" "Linguist" "Magician" "Mason" "Tailor" "Umbrella repairer" etc. etc.

(b) Plain cards will be used. The name of the profession or accomplishment will be typed below the bottom line of the card. The full name with aliases and D.C. numbers of all D.Cs. who are known to possess or claim the particular profession or accomplishment will be entered on both sides of the card.

(8) Peculiarities of habits index cards (D.Cs).

(a) Cards shall be maintained in the alphabetical order for each peculiarity of habit to which particular D.Cs are known to be subject. A list of peculiarities of habits which may be accepted as a basis and amplified as necessary, is given in Appendix XVI.

(b) Plain cards will be used. The particular peculiarity of habit will be typed below the bottom of life of the card. The full name with aliases and D.C. nos. of all D.Cs will be typed in accordance with instructions in sub-para (3) (c) above.

(9) Sphere of operation (Station-war) Index cards-D.Cs and C.Cs.

(a) Cards shall be maintained in alphabetical order of the names of stations of the district showing the names with aliases and the DC or CC numbers of all DCs and CCs who have operated in each stations jurisdiction.

(b) Plain cards shall be used. The name of the station shall be typed below the bottom line of the card. Cards will be prepared in accordance with the instruction in (3) (c) above.

(10) Alphabetical Index cards to General subject files.

(a) Cards shall be maintained in alphabetical order for each subject for which a "General subject file" is kept in the Bureau.

(b) Plain cards shall be used. The name of the particular subject file will be typed below the bottom line of the card. Such Information as will be useful to pick out quickly items from the file will be recorded in the index card. For example in respect of index cards relating to crime circulars or similar general matters, classified and detailed information of the subjects available in the file concerned should be typed.

(11) Signals.

Slip or signals indicating the particulars noted below will be attached to the Alphabetical names and alias index cards of D.Cs and C.Cs.

Blue-In jail

Red-Out of view

Two reds-Out of view and wanted

Orange-Inactive

Green-Operates outside the District

NO signal - Active.

Alphabetical Name Index of Prohibition offenders.

(12) A separate alphabetical name index for Prohibition offenders will be kept in the District Intelligence Bureau, wherein particulars of persons convicted for offences under section 8 and 10 of the Prohibition

Act, should be entered.

(I.G.'s Circular No. 91/66 dated 28-12-1966)

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APPENDIX XIV

[Referred to in Rule 618 (2)]

Sample List of Subjects for General Subject Files.

1. Counterfeits and counterfeitors of coins and currency.
2. Dacoity and robbery
3. Bogus public servants.
4. Cheating by note doubling trick.
5. Cheating-other forms
6. Receivers of stolen property
7. Thefts from children
8. Wire thefts
9. Cycle thefts
10. Thieves using stupefying drugs or other or other such materials
11. False personation
12. Temple thefts
13. Snatching jewels
14. Pocket picking
15. Juvenile delinquency
16. Wandering groups addicted to crime
17. Dealers in illicit liquor
18. Smugglers of gold, opium, etc.
19. Dealers in illicit arms
20. Special and Local Laws and Notifications regarding the promulgation, etc.,
21. Crime Circulars and instructions which are published in Crime and occurrence Sheet
22. Special instructions regarding finger prints and cases in which scientific methods led to

detection of cases.

23. Thefts involving milk powder etc. (CARE articles).

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APPENDIX XV

[Referred to in Rule 620 a) and paras 628]

Weekly crime and Occurrence Sheet.

- (1). The District Intelligence Bureau shall publish before Wednesday each week a "Weekly Crime and Occurrence Sheet".

The District Intelligence Bureau shall prepare the matter for publication in the district Crime and Occurrence Sheet before the end of Tuesday, and shall dispatch

- (2). advance copies to the Deputy Inspector General. C.I.D. Trivandrum, and the Range Deputy Inspector General, the District collector (Additional District Magistrate) and the Superintendent of Police the same day.

The sheet should be dated Tuesday of each week, and should embody information received up to Tuesday. The sheets will be arranged to be printed at District Headquarters by the Superintendent of Police of the District.

- (3). Antique types or block letters should be used in printing important points such as places likely to be visited by wanted persons, Officers whose attention is to be directed to any particular entry, etc.

- (4). Each weekly sheet should be numbered serially for the calendar year. The pages of the sheets for the whole calendar year should be numbered consecutively to facilitate reference.

- (5). At the top of the sheet the following should be given:

- (a) Postal registration number (the Crime and Occurrence sheet will be registered with the Post and Telegraph Department).
- (b) "On I.G.S." printed boldly.
- (c) Address in the following manner:

"To

The Superintendent**Asst. Dy. Superintendent****Circle Inspector****Sub Inspector****of Police**

(d) At left:

"From District Intelligence Bureau ."

Note: - After the above entries, a line should be printed across. Entries above this line should be exposed when the sheet is folded for posting, and should suffice, with the blank spaces filled in, for dispatch by post. The following details will then be printed:

(e) Sheet number.

(f) District Intelligence Bureau

. District

(g) Crime and Occurrence Sheet for the week ending Tuesday

19

(h) Full Moon date.

(i) New Moon date.

(7) The Sheet will be divided into five parts as explained below:

(a) **Part I - New cases.**

(i) **Crime for the week, compared to the previous week.**

Figures for both weeks to be given separately for -

Murder for gain

Deceit

Robbery

House-breaking and theft (day and night shown separately),

Ordinary theft,

Cattle theft,

Receiving stolen property,

Breach of trust, cheating etc.,

Counterfeiting coins and currency.

(ii) **Circle-war crime for the week.**

Figures classified according to the heads given in (i) above, separately under each Circle in the District, and Sub divided into two categories reported (R) and located (L).

(iii) **Review of crime for the week.**

A brief review of crime, compared to the figures for the previous week, the classes of crime under which variations have occurred, special factors if any, which may have contributed to the variation, and the general result of investigation into the reported cases.

(iv) **Enumeration of cases.**

Cases under each head of crime as mentioned in (i) above should be enumerated in tabular form in chronological order giving:

Station,

Circle (and Border District, if any),

Crime Number,

Date of occurrence,

Date of report,

Section of Law,

Village or street of occurrence with direction and distance from station,

Crime classification-Major and minor,

Nature and value of property lost, with identification particulars if any,

Name and address of accused or suspect with information as to whether he is D.C. K.D., or casual, local or non-local, and whether he is arrested, absconding, etc.

Note:-

(1) The names of frontier stations of the District will be printed in italics, below the name of the Circle and the name of the bordering District (or Districts) will also be printed in italics.

(2) The cases under each head of crime will be enumerated according to the date of their occurrence, and not Station-war or Circle-war.

(3) The crime classification must be given in words in addition to figures and letters.

(4) Instructions or comments for guidance in respect of any case should be printed in italics under the case concerned.

(5) Each case enumerated under Part I shall be assigned a serial number for future reference. This serial number shall be continuous for the whole of the calendar year.

(6) All true cases against property should be reported.

(7) When a person concerned in any case is a member of a wandering group with known criminal propensities, the fact with available details of the origin and movements of the group should be given.

(b) Part II-Disposal of old cases.

The disposal (Police as well as Court) of cases published previously in Part I will be given tabulated under the following heads:

(i) Reference to publication in Part I (Sheet No., Sl. No., Page No.).

(ii) Station

(iii) Crime Number

(iv) Section of Law

(v) Remarks showing nature and date of disposal (Name of Court, C.C. No., date etc.)

(c) Part III - Persons

This part will publish information regarding persons under the following categories.

A- Persons wanted.

B- Persons arrested or traced

C- Particulars of O.V.B.Cs

D-Particulars of O.V.B.Cs. traced. Particulars will be published on the basis of the weekly statements or other reports received from Station House Officers.

(d) Part IV- Wandering groups of Criminals.

Information relating to movements, if any, of wandering groups with criminal propensity and the incidents of crime suspected to be connected with them. Information of this nature, included in the Crime and Occurrence Sheets or other reports of bordering District, will also be republished in this part if the activities of such groups are likely to extend into the District.

(e) Part V-general.

This Part will include the following categories of information:-

(i) Other cases of interest. Details of cases of a professional type or of special interest, of the undermentioned types not coming under the categories of cases to be published in Part I of the Crime and Occurrence Sheet:-

(1) Important crime in other Districts or States

(2) Kidnapping of a professional nature

(3) Important cases under special and Local Laws

(4) Other cases about which dissemination of information is deemed useful.

(ii) Person missing or missing person traced.

(iii) Unidentifiable dead body of person found or such body identified.

(iv) Cattle missing or missing cattle traced.

(v) Unclaimed property

(vi) Property missing and recovered after being reported as missing.

(vii) Property lost (in cases reported in Part I) and recovered.

(viii) Prisoners escaped from custody and re-arrested.

(ix) Jail Release Notice (convicts to be shadowed).

The following information will be published in a tabulated form, arranged under each station to which the convict is shadowed:-

- (1) Convict No. (P.R./S.No.) and name of jail.
- (2) Name and address
- (3) Date of release
- (4) Station to which to be shadowed.
 - (x) Stranger's day-instructions and report of results. (See Rule 640)
 - (xi) Dossiers-opened, closed and transferred.
 - (xii) Card criminals registered or deleted.
 - (xiii) Rewards
 - (xiv) Lists of cars suspected to be used as unauthorised taxis
 - (xv) Instructions of Government.
 - (xvi) Orders and instructions of Inspector General of Police.
 - (xvii) Orders and instructions of Deputy Inspector General of Police.
 - (xviii) Orders and instructions of Superintendent of Police.
 - (xix) Extracts from other publications
 - (xx) Any other matter of general interest to the Police administration in the District.
- (8) The Sheet will be issued under the signature of the Superintendent of Police of the District, with the address of the District Intelligence Bureau and the date of the Sheet at the bottom left hand portion.

(9) Distribution of copies of the Crime and Occurrence Sheets.

Copies of the Crime and Occurrence sheets will be issued to:-

- (a) All officers of the District Police down to and including Station House Officers.
- (b) All other District Intelligence Bureaux of the State.
- (c) District Intelligence Bureaux of border Districts in the neighbouring States
- (d) The State Criminal Investigation Department.
- (e) The Collector of the District
- (f) The Deputy Inspector General of Police
- (g) The Inspector General of Police
- (h) Any other Officer, with the approval, of the Superintendent of Police of the District.

APPENDIX XVI

Referred to in Rule 617 Appendix XIII 8 (a)

List of Peculiarities of habit

Accompanied by children

" dog

Bites finger nails.

Clothing changed frequently.

Couples-Work together in-

Door-Barricades.

Dress any noteworthy peculiarity.

Employs ex-prisoners

Feigns illness

Food or drink taken on premises

Leaves behind matches.

" notes or drawings.

Nuisance committed on premises.

Sends threatening letters.

Uses candle.

" chloroform and other stupefying agents.

" garden implements

" glass cutter.

" ladder, rope, etc

" vehicle-

" bicycle

" motor

" other

" Violence against women

" " against others

Washes or bathes on premises

Wears ear-rings (men)

" gloves, mask, etc.

APPENDIX XVII

Referred to in Rue 632

Classification of Prohibition Crimes.

- I Smuggling of liquor from foreign territory
- II-A Smuggling of liquor outside district
- IV Illicit distillation of arrack
- V Possession of I.D. arrack
- VI Sale of I.D. arrack
- VII-A Tapping fermented toddy
- VII-B Permitting sweet toddy to ferment
- VII-C Tapping for sweet toddy without a licence
- VIII Illicit transport of liquor
- IX Unlicensed sale of liquor
- X Possession of liquor without permit
- XIV Illicit cultivation of hemp plant
- XV Smuggling of intoxicating drugs
- XV-A Smuggling of intoxicating drugs from other States
- XVI Illicit transport of drugs
- XVII Unlicensed sale of drugs
- XVIII Unlicensed possession of drugs
- XIX Miscellaneous
- XIX-A Attempting to render or rendering denatured spirit fit for human consumption or possession of denatured spirit rendered potable.
- XX Smuggling of opium
- XXI Transport of opium
- XXII Possession of opium
- XXIII Sale of opium

APPENDIX XVIII

[Referred to in Rule 653 (10) (17) & (18)]

Maintenance and Servicing Instructions for Motor Vehicles.

1. (1) The object of these maintenance and servicing instructions is to ensure that the mechanical efficiency of Motor Vehicles is kept up at a high standard, so as to avoid break-downs and undue wear and tear.

Instructions are grouped under the following heads:-

(a) Driver's maintenance of motor vehicles.

(i) Running maintenance

(ii) Weekly maintenance

(iii) Monthly maintenance

(b) Lubrication

(2) The object of prescribing a set routine of maintenance programme is to preclude the possibility of any serious omission in maintenance tasks. The existence of such a routine shall however be no excuse for failure to carry out promptly any item of work which requires immediate attention.

2. Driver's Maintenance of Motor Vehicles.

(1) It is necessary to have a regular system of maintenance by drivers which will ensure the following:-

(a) proper cleaning of vehicles.

(b) timely replenishment of fuel, oil and water.

(c) inspection for defects and deficiencies and immediate rectification or reporting of these.

(d) timely lubrication of parts.

(2) Driver's maintenance is divided into the following parts:-

(a) Running maintenance

(i) First routine.

(ii) Halt routine.

(iii) Last routine.

(b) Weekly maintenance.

Vehicles other than motor cycles 4 tasks

Motor cycles 5 tasks

c. Monthly maintenance (including mileage tasks).

Vehicles other than motor cycles - 4 tasks

The periodical maintenance of a vehicle consists of four weekly tasks and four monthly

tasks. The weekly tasks will be done strictly in the order shown in paragraph 4, one each day on the first four days of the week. The four monthly tasks will be carried out, one each week, on the fifth day of the week. This will leave Saturday free for inspection. If for any reason a task cannot be carried out on the appointment day sufficient time must be given on the subsequent day to do two or more tasks so that the maintenance cycle is completed each week.

(4) All defects to the vehicle during maintenance shall be reported immediately to the Officer in charge of transport for necessary action.

(5) A record of all categories of maintenance work carried out and of defects noted will be entered in the Driver's Daily diary (K.P.F. No. 41.C). The Officer in charge of transport will scrutinise these entries, and give timely instructions to the driver to get the maintenance tasks completed according to the prescribed routine.

(6) The weekly and monthly maintenance tasks carried out will be recorded by the Officer in charge of transport in the weekly maintenance register (K.P.F. No.41M). This Register will enable him to keep a check over the progress of the maintenance tasks.

(7) Maintenance and servicing tasks which are beyond the competence of the driver shall be arranged to be done by the "Maintenance, Servicing and Repair Units" or any other authorised agency.

3. **Running Maintenance (Other than for Motor Cycles).**

(1) First routine (to be done every morning before commencement of the day's duties).

(a) Check petrol, oil and water.

(b) Clean windscreen, windows and driving mirror.

(c) Check tyre pressures and inflate, if necessary.

(d) Examine for oil, petrol and water leaks. Examine for oil leaks from all assemblies and under chassis.

(e) Start engine and check lights, windscreen wiper, trafficators where provided and horn.

(f) Check whether the ammeter is registering and oil pressure gauge is indicating.

(g) Check operation of brake pedal.

(h) Check vacuum brake system if fitted. Drain water from air reservoirs.

(i) Listen for unusual knocks, rattles and uneven running of the engine.

(j) Switch off engine.

(2) **Halt Routine.** (to be done during halts between long runs).

(a) Check oil, water and petrol and replenish, if necessary.

(b) Check for oil leaks from oil assemblies and under chassis.

Visually check tyres to see that they are correctly inflated and check tread for

(c) pieces of flint, stone and glass, lodged in the tread. If present they will be removed.

(3) **Last Routine.** (to be done after the day's duties but before putting the vehicles away for the night).

(a) Do all checks shown in halt parade.

(b) Examine road springs for loose "U" bolts and broken leaves.

(c) Clean the vehicle thoroughly.

(d) Replenish the vehicle with petrol, oil and water Record the mileage and fuel drawn.

(e) Record weekly, Monthly and mileage tasks carried out during the day.

(f) Complete all entries in the Driver's Daily Diary.

Note:- If the last routine is done thoroughly, it will be found that the next day's first routine will be very simple, and take practically no time.

4. **Weekly Maintenance Tasks (other than for Motor Cycles).**

The following tasks will be carried out as stated in paragraph 2 (3) before the commencement of the day's duties or if this is not practicable, in conjunction with the last routine maintenance detailed in (3) above. One task as shown below will be done on each day, or as ordered. However, whether one or more tasks are done on a single day, the tasks must be carried out strictly according to the following sequence:-

(1) **Task No. 1**

(a) **Body and fittings.**

(i) Clean the interior stowage compartments and exterior of vehicle thoroughly.

(ii) Check up all stowages and fittings for security and serviceability.

(iii) Inspect body, cab, seats, superstructure and hood for security and damage.

(b) **Engine and Controls.**

(i) Clean engine thoroughly.

(ii) Check security of engine mountings. Watch for excessive movement of engine block when starting from cold. Remove traces of oil if any on rubber mounting blocks.

(iii) Check controls for looseness, damage and free operation.

(c) **Cooling Systems.**

(i) With engine running open radiator cap and watch for circulation of water. Note cleanliness of circulating water and if oil is visible in the radiator neck, report.

(ii) Inspect all hoses and clips for tightness.

(iii) Check tightness of radiator mounting and tighten where necessary.

(iv) Examine the fan for loose blades and bolts.

(2) Task No. 2

(a) Electrical System.

(i) Examine plug lead for chafing and burning, tighten terminals where necessary.

(ii) Check generator and self-starter mountings.

(iii) Keep the ignition system free from grease, oil and dirt.

Check over all wiring and ignition and lighting systems for wear or damage to insulation and for loose terminals. Pay particular attention to places where leads are linked or enter covered channels.

(iv) Check over all wiring and ignition and lighting systems for wear or damage to insulation and for loose terminals. Pay particular attention to places where leads are linked or enter covered channels.

(b) Batteries.

(i) Check electrolyte level and top up if necessary with distilled water.

(ii) Ensure air vents are clear and tighten filler plugs.

(iii) Clean and dry the tops of cells.

If the pillars and terminals are corroded wipe them clean after removing. Smear liberally with vaseline, lanoline, or mineral jelly. If these are not available the pillars and terminals must be left clean and dry. Do not use grease under any circumstances.

(v) Check security of battery in the carrier or the cradle.

Notes:- (1) On no account will the terminal be forced on to the battery pillar by use of a hammer or other heavy implement.

(2) When removing terminals they will be moved a little from side to side to loosen them and then lifted off. On no account will they be levered off with a screw driver using the battery case as a fulcrum.

(3) Never test the battery by shorting the terminals with a screw driver or any other metal implement.

(3) Task No. 3

Suspension, transmission and steering.

(a) Inspect road springs and spring centre bolts for damage. Examine 'U' bolts and tighten if necessary.

(b) Inspect carefully tie rods and all steering linkages for damage or undue wear.

(c) Check security of steering wheel, column and box and tighten where necessary.

(d) Check transmission for:

(i) Loose bolts on propeller shaft.

(ii) Check breather on rear axle for cleanliness.

(e) Touch up all exposed moving joints with a mixture of kerosene and engine oil.

(4) Task No. 4

Chassis, wheels and brakes.

- (a) Check wheel nuts for tightness by application of wheel wrench.
- (b) Jack up wheels turn by turn and
 - (i) Depress brake pedal and release-Check whether wheels are free and not binding-if binding, report.
 - (ii) check hand-brakes
 - (iii) Examine brake drums externally-if oil is coming out of brake drums, report.
 - (iv) Check tyres for cuts, and other injuries.
- (c) Inspect guards and brackets for looseness or damage.
- (d) Ensure the exhaust system is secure in its brackets.
- (e) Touch up all exposed moving joints with a mixture of kerosene and engine oil.

5. Monthly Maintenance Tasks (other than for Motor Cycles).

The following tasks will be carried out in strict rotation. One task being done each week.

(1) Task No. 5

Tools and Equipment.

- (a) Clean and check all tools and equipment, against the authenticated list. Report deficiencies and defects, if any.
- (b) Oil the tools which need oiling.
- (c) Check up to see if any mileage task is due. If due carry out the task.

(2) Task No. 6 - Lubrication I.

- (a) Clean all nipples and lubricate with the approved lubricant.
- (b) Report all deficient or damaged nipples. The location of grease nipples is given in the lubrication diagram for each vehicle.
- (c) Check up the various oil levels and top up where necessary with the correct grade of oil.
- (d) Check to see if any mileage task is due, and if so carry it out.

(3). Task No. 7 - Lubrication II.

(a) Lubricate the following with oil HD-30 using an oil can (a few drops only):

- (i) Engine and hand throttle control joints
- (ii) Clutch pedal bearings.

(iii) Brake pedal bearings

(iv) Hand-brake lever pivot rod joints

(v) Hand-brake pivot rod joints.

(b) Oil all hinges and locks.

(c) Check to see if any mileage task is due and if so carry it out.

(4) Task No. 8-General check for tightness.

(a) Check for tightness all bolts and nuts (except cylinder head-nuts and split pinned nuts) on chassis engine and superstructure and tighten where necessary.

(b) Check for cracks, leaks, or signs of overheating in differential housings.

(c) Check to see if any mileage task is outstanding and if so carry it out.

6. Mileage tasks (other than for Motor Cycles).

The following tasks will be carried out as they become due on a mileage basis, or when a replacement engine is fitted. Where the tasks specify a change of oil the correct grade of oil as prescribed for the vehicle must be used.

(a) New and reconditioned engines.

Change engine oil on completion of first 402 and 805 K.M. running.

(b) Every 1610 Kilo Metres.

(i) Check contact breakers gap.

(ii) Remove and clean sparking plugs.

(iii) Change engine oil.

(iv) Clean air cleaner

(v) Check and if necessary top up oil in steering box.

(c) Every 3220 Kilo Metres.

(i) Lubricate distributor.

(ii) Change tyres round

(iii) Lubricate dynamo (Grease No.3).

(d) Every 4830 Kilo Metres.

(i) Clean filters in the fuel line, i.e., pump and carburettor (mechanics only)

(ii) Examine dynamo brushes, clean and adjust as necessary (mechanics only)

(e) Every 8050 Kilo Metres.

(i) Change gearbox oil.

- (ii) Change transfer case oil, where there is a transfer case.
- (iii) Change rear axle oil. Clean breather where fitted.
- (iv) Change front axle oil, where the front axle is a driving axle. Clean breather where fitted.
- (v) Drain moisture and surplus from service cylinder, if there is one on the vehicle.
- (vi) Re-pack front and rear hubs (mechanics only).
- (vii) Clean sump oil strainer (mechanics only).
- (viii) Replace external oil filter, if replaceable type (mechanics only).
- (ix) Flush out cooling system.
- (x) Remove the speedometer cable from the casing and after thorough cleaning smear it lightly with a good quality graphite grease.

Note:- See also paragraph 9(6) 'Lubrication of road springs'

7. Running Maintenance for Motor Cycles.

(1) **first routine** (to be done every morning before commencement of day's duties.

- (a) Check and replenish, petrol and oil.
- (b) Check lights and horn.
- (c) Check tyre pressure and inflate, if necessary.
- (d) Check Oil stowages
- (e) Start engine and carry out further checks as below:
 - (i) Check whether ammeter is registering.
 - (ii) Check operation of brakes
 - (iii) Examine for gas, petrol, if necessary
 - (iv) Listen for unusual knocks, rattles and uneven running of the engine.

(2) **Halt routine** (to be done during halts between long runs).

- (a) Check brakes and controls; if found defective report immediately.
- (b) Check and replenish oil and petrol, if necessary
- (c) Check for oil leaks

- (d) Visually check tyres to see that they are correctly inflated and check tread for pieces of flint, stone, glass lodges in the interstices of the tread. If present, they will be removed.
- (e) Pay particular attention to the security and operation of any part repaired or adjusted during the previous day.

(3) **Last routine** (to be done after the day's duties, but before putting the vehicles away for the night).

- (a) Do all checks shown in halt parade, and in addition.
- (b) Complete all records of mileage, fuel and oil drawn.
- (c) Leave the vehicle clean and tidy and ready to move off at a moment's notice.

(8) **Weekly Maintenance Tasks for Motor Cycles.**

The following maintenance task will be carried out one on each day (or more than one task where necessary) of the week, strictly according to the sequence of the tasks.

(1) **Task No. - Body Wheels and Cycle fittings.**

- (a) Clean the exterior of the cycle thoroughly, inspect mud guards and brackets for looseness or damage.
- (b) Check tyres for cuts and other injuries. Check tyre pressure and inflate if necessary.
- (c) Place motor cycle on stands so that both wheels are off the ground. Spin wheels to check whether binding. If binding operate brake foot pedal and front handbrake lever. If defective report for attention.
- (d) Examine all controls for correct operation. If found defective report for attention.
With front wheel on the ground depress handle bars by standing astride the machine. Note movement of fork links, fork dampers should be slacked off for this test. If no movement in fork lines, report for defect. Note side clearance in fork links, if abnormal, report for adjustment.
- (e)

Note:- When fitted with telehydraulic forks test for the correct operation of the fork by depressing the steering handle down. If found defective report.

- (f) Check for broken or loose spokes. Check for buckled wheel. Report if necessary.
- (g) Clean all nipples and lubricate with the approved lubricant. Report all deficient or damaged nipples.

(2) **Task No. 2 - Engine.**

- (a) Start engine and note oil indicator. On motor cycles with no oil pressure indicator, open oil filler cap and note the flow of oil. If pump is working properly froth will be present in the oil.
- (b) Check exhaust valve lifter for correct operation, check cable and report if frayed or defective.
- (c) Check for any unusual noise in the engine. If noted, report.
- (d) Check all nuts and bolts for tightness, except cylinder head nuts and split pinned nuts.
- (e) Examine for any oil leak from the engine, gas leak from silencer and exhaust pipe joints. If noted, report.

(3) **Task No. 3 - Clutch and Transmission.**

(a) Check clutch adjustment. If clutch lever is hard to operate, report.

Note:- There should be approximately $1\frac{1}{4}$ free movement on the clutch lever.

(b) Check clutch control wire. If frayed, report for attention.

(c) Check rear chains for adjustment, there should be $3\frac{3}{8}$ to $1\frac{1}{2}$ " up and down movement in the chain mid-way between the sprockets. Report if adjustment is incorrect.

(d) Check gear box holding down bolts and nuts for tightness.

(4) **Task No. 4- Fuel and Ignition Systems.**

(a) Turn petrol on and see whether carburetor floods. If it does report to M.T.O. for attention.

(b) Start the engine and note beat in slow and fast running. If the engine misfires report for action.

(c) Examine H.T. cables; if defective, report.

(d) Check magneto holding down bolts for tightness.

(5) **Task No. 5 - Electrical system.**

(a) Check battery connections and wirings. Wipe away with a wet cloth and signs of corrosion on the battery terminals. Smear terminals with vaseline or petroleum jelly.

(b) Check for the proper functioning of lights and horns. If found defective, report.

(c) Start engine and note ammeter reading; if no charge is indicated on the ammeter, report.

(d) Check for the mounting of head lamp, horn. Tighten any loose nuts and bolts.

9. **Lubrication.**

(1) **General**

(a) Lubrication may be divided generally into six classes.

(i) Lubrication of the engine.

(ii) Lubrication of the gear box, transfer case, axles and steering box.

(iii) Lubrication of the chassis working parts.

(iv) Lubrication of electrical accessories.

(v) Lubrication of road springs.

(vi) Lubrication of motor cycle driving chains.

(b) Lubrication charts are provided for all makes and types of vehicles in the Police. These

charts show the type of the lubricant to be used for the various parts of the vehicle and in certain cases the frequency with which it should be applied.

(c) A reserve of engine oil should always be carried in the tin provided for this purpose. Care should be taken that the top of the tin is wiped clean and dry before the screwed cap is removed and oil poured out.

(d) Whenever a driver takes over a vehicle from another Unit or Workshop, all oil levels will be checked before running the vehicle.

(2) Lubrication of the Engine.

(a) It is essential that the correct grade of oil as laid down for the particular engine is used. Only in an extreme emergency will another grade of engine oil be used in which case, the nearest specification to that laid down for the engine will be used. On no account will two grades of oil be mixed. If an alternative grade has to be used the original oil will be completely drained before the engine is filled with the new oil.

(b) A "Dip stick" indicator is incorporated on all vehicles except motor cycles. This dip stick is graduated and shows the depth of oil in the engine sump this dip stick will be inspected frequently and the oil kept up to the full mark. The procedure for checking the oil level in the sump is as follows:-

- (i) Stand the vehicle on level ground.
- (ii) Stop engine,
- (iii) Await a few moments to let the oil settle in the sump.
- (iv) Remove dip stick and wipe clean with a clean cloth. Cotton waste must not be used.
- (v) Replace dip stick-remove-check level.
- (vi) Pour into engine sump estimated amount of oil required and re-check.

(c) When filling or "topping up" the sump the oil funnel with the coarse gauze filter will be used. The cap and oil filler neck will be wiped clean prior to removing the cap for filling to ensure that no grit or dirt enters the sump.

(d) The majority of engine lubricating systems are fitted with an oil pressure indicator or gauge. The correct registration of the gauge shows that the oil in the engine is being circulated correctly. The gauges or indicators vary in type, the majority however, are of the dial type fitted to the dash board of the vehicle. If in doubt as to the correct oil pressures, refer to a competent automobile engineer.

(e) The driver's first duty after starting the engine is to ascertain from the pressure gauge that the oiling system is working correctly. He should also during the course of his duty glance occasionally at the oil gauge for the same purpose.

(f) Certain types of motor cycles are not fitted with oil pressure indicators. On the later models, however, the fact that the oil is being circulated can be ascertained by removing the filler cap from the oil tank and observing the nature of the oil in the tank. Froth on the oil indicates that oil is circulating properly.

(g) It is important that the outside of the engine sump or both motor cycles and vehicles should be kept free from mud and oil. This facilitates the dissipation of heat from hot oil in the engine sump.

(3) **Lubrication of gear boxes and driving axles.**

Oil filler plugs are provided for gear boxes and rear axles on nearly all vehicles. These filler plugs also serve to indicate when an axle or gear box contains the correct amount of lubricant. When filling or topping an axle or gear box these plugs should be removed and the lubricating oil poured in until it begins to run out of the filler plug hole. It is important when filling the rear axle to ensure that the vehicle is on the level. Overfilling is likely to occur if the front of the vehicle is lower than the rear. Overfilling of driving axles will result in oil getting into the brakedrums.

(4) **Chassis lubrication.**

(a) A regular routine of chassis lubrication must be incorporated in all maintenance programme. The driver should start on the near side at the front of the chassis work towards the rear up the offside of the vehicle and then down the centre.

(b) Chassis lubrication is divided, generally speaking into two parts:

Lubrication by oil or grease gun. The vehicle lubrication chart shows all the points to be lubricated and the type of lubricant to be used for each point. Nipples or lubricators will be wiped clean before the gun is applied and the lubricant will be injected until it commences to ooze out from the ends of the bearing or joint being lubricated. If the lubricant fails to pass, it indicates a defective lubricator or a blocked oil way which should be attended to as early as possible.

(i) Oil-can lubrication-The oil-can is intended for lubricating small bearings for which no oil gun arrangements are provided. These are usually enclosed bearings of electric assemblies, such as dynamos, self starters, magneto and exposed joints. Wipe the joint clean and insert a few drops of oil between the jaws of the joint.

The procedure for the lubrication of electrical accessories is given in the next paragraph.

(5) **Lubrication of electrical accessories.**

Dynamos, self starters and magnetos should be lubricated very sparingly. Two or three drops of oil of the same specification as used in the engine every two months or 1610 K.M. are sufficient. Over lubrication of an electrical assembly will cause the oil to penetrate on to the commutator and into the armature, causing damage to the insulation of the winding.

(6) **Lubrication of Road Springs.**

(a) Springs will be lubricated every 9660 K.M. or six months, whichever is earlier.

(b) The vehicle must be jacked up by taking the weight of the vehicle on the chassis. This will cause the spring levels to partly open. If the spring leaves do not open sufficiently in this manner to allow for grease to be forced in, they should be forced apart by use of a spring leaf separator or large screw driver. Graphited grease should be applied to the surface of the spring leaves. This can be best inserted by application of the grease with a thin knife.

(7) **Lubrication of Motor Cycle Driving chains.**

Driving chains, except primary chains of motor cycles fitted with an oil bath, should be treated as follows:

(a) Chains must be removed after every 1610 K.M. and thoroughly washed in kerosene oil until all

trace of foreign matter is removed. Chains must then be immersed for two hours in bath of graphited grease, which has been melted over boiling water. To assist penetration of the grease into the rollers of the chain, the chain should be agitated about in the bath being finally removed after the grease has cooled to its semi-solid state. The chain should then be wiped free from surplus grease and then refitted.

(b) Primary chains of motor cycles fitted with an oil bath require no attention other than that the level in the oil bath should be correctly maintained.

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APPENDIX XIX

(Referred to in Rule 659)

The following records will be maintained in respect of each Motor Vehicle.

(1) Vehicles Stock Register.

This shall be maintained in KPF No. 41-Q. This register should be maintained by every district Police Office or corresponding Unit Office in respect of vehicles attached to that Unit or Office. One page should be allotted for each vehicle. When a vehicle is transferred from one Office or Unit to another an extract of the entries in the register relating to that vehicle should be taken and forwarded for making necessary entries in the register maintained in the latter Unit.

(2) Stock Register of spare parts.

This register shall be maintained in the prescribed form given in KFC by the Officer in charge of transport.

(3) Register of Drivers

This register shall be maintained in KPF No.41-J

(4) Driver's Daily Diary.

(a) This shall be maintained in KPF No. 41-C

The Driver's Daily Diary should be maintained for each vehicle and should be written up in duplicate by the carbon process in the form of a

(b) General Diary. All trips, time of start and finish, work done, and mileage covered, supplies of petrol, oil and lubricants, tyres changed etc., should be written up chronologically. One copy will be sent to the Superintendent of Police daily through the Officer in charge of the vehicles. The other copy will be retained in the book as office copy.

(c) The Officer in charge of transport should make necessary entries in the records maintained by him on the basis of the entries in the Driver's Diary, issue instructions regarding defects or irregularities, if any, found in the use of the vehicle and forward the diary with his remarks to the Superintendent of Police or other controlling authority. He will also verify the balance stock of petrol; and oil in the vehicle and endorse on the copy of the diary to be submitted to the Superintendent of Police or other controlling authority whether these tally with the balance recorded in the diary.

(d) On days on which no journey is performed by a vehicle a nil report should be sent in the diary form itself.

(e) When a vehicle is used by an Officer or a party, the Officer or person in charge of the party should attest entries relating to the use of the vehicle by himself or his party.

The Officer in charge of Transport should examine and attest the office

(f) copies of the Diary once a week.

Completed diary books will be retained by the Officer in charge of
(g) transport for three months and will then be forwarded to the Superintendent of Police or other controlling authority for record.

753. Purchase of petrol, oil etc., and Register of petrol and lubricants.

(a) The Director General, Supplies and Disposals, New Delhi is concluding every year rate of running contracts for a number of articles. Purchasing Officers should avail of these contracts, wherever it is economical and easier to do so. They should keep themselves conversant with the rules and procedure of the Director General, Supplies and Disposals contracts.

In the case of items for which rate|running contracts settled by the Store Purchase Committee exist or a running contract settled by the Head of a Department exists, it is obligatory to avail of these contracts.

(Articles 152 of K.F.C. Vol. I).

(b) A register of petrol and lubricants shall be maintained in the prescribed form.

(c) Instructions for issue for indents for supply of petrol, Diesel, oil, lubricants etc., are given below:

Indent books for P.O.L. should be kept under lock and key under the personal custody of the M.T. Officer or Officer-in-charge of Armed Reserve Camps. Indents for the supply fo Petrol,

(i) Fuel-oils etc., should invariably be signed by the M.T. Officer, Assistant Commandant, Armed Reserve|Reserve Inspector, Armed Reserve or in their absence by Officers not below the rank of a Reserve Sub Inspector of Police.

Indents should be prepared in triplicate and after delivery of petrol, fuel-oils, etc., to the vehicle an endorsement showing the quantity of petrol, fuel-oils etc., supplied should be

(ii) obtained from the bunk-man in the triplicate and produced by the Driver along with his Diary. This should be verified by the M.T. officer or Officers in charge of Armed Reserve Camps and filed with the original.

Note: The petrol indent book in K.P.F. No. 41, is in duplicate and till new books in triplicate are issued, the issue may either be got endorsed by the suppliers on the reverse of the counterfoil of the indent or an endorsement showing the quantity of petrol, oil etc., issued may be obtained noting the corresponding indent number and date and filed with the office copy.

The Driver-in-charge of the vehicle will make a corresponding entry in the Driver's Daily
(iii) Diary showing time of drawal, bunk from which and the quantity of P.O.L. drawn. This entry in the Diary should be signed by the Driver.

At 6 pm every day for vehicles parked in the camp or immediately thereafter on return to the camp after duty the M.T. Officer or orderly officer of the camp should verify the balance stock
(iv) of P.O.L. in the vehicle and endorse the quantity on the copy of the Diary to be submitted to Superintendent of Police|Commandant.

The monthly bills presented by the Firms for the supply of Petrol, Fuel-oils etc., should be
(v) verified with the indents and a certificate to the following effect recorded on the Bill by the M.T. officer|Officer-in-charge of vehicles, before the 15th of the succeeding month.

"Verified with the Indent Book and certified that the quantity of P.O.L. shown against each indent has been received and issued to the vehicles shown against each, and brought to account".

- (vi) The monthly Transport Return for the month should be checked with Bills and vouchers by the Head Accountant of the District Police Officer or Unit.

(Circular No. 50|66 dated 17-8-1966)

(6) Motor Transport Return

- (a) This register shall be maintained in K.P.F. No. 41-H.
- (b) The Motor Transport return should be maintained by the Officer in charge of the vehicles. A separate register will be maintained for each vehicle, one page being assigned to each month. Entries relating to all items of expenditure, and use of tyres in each month, will be made in the register. All articles should be acknowledged by the driver. The tested K.M.P.L. of the vehicle will be noted in red ink in every return.
- (c) When a journey is performed for which hire is charged, the number of miles for which it is charged with a reference to the Daily Diary concerned, should be noted in the remarks column of the return, against the entries regarding the purchase of petrol, oil and grease connected therewith.
- (d) The return should be totaled each month and checked and signed by the Superintendent or other controlling authority. Any variation from the tested K.M.P.L. of the vehicle will be specially scrutinized and attended to.
- (e) At the end of December each year, the Officer in charge of transport should work out the "all-in" cost of running per K.M., with reference to the undermentioned particulars and report the result to the Superintendent of Police or other controlling Officer.

- i Capital cost.
- ii Renewals and repairs
- iii Maintenance charges, petrol, oil, etc., including driver's and cleaner's pay.
- iv Depreciation at 20 per cent of original cost should be written off each year.
- v Amount of tax under the Motor vehicles Taxation Act.
- vi Cost of registration fees
- vii Cost of driving license fees

(7) Register of hire of motor vehicles.

- (a) Two registers as given below shall be maintained:
- (i) By District Police Office-in K.P.F. No. 41-K
 - (ii) By the Officer in charge of transport-in K.P.F. No. 41-L
- (b) The register maintained in the Motor Transport Section shall be submitted to the Superintendent of Police or other controlling authority by the 20th of each month for scrutiny and comparison with the

register maintained in the District Police Office.

(8) Bill Book

The Bill Book shall be maintained in K.P.F. No. 41-A.

(9) Register of unserviceable articles condemned:

This register shall be maintained in K.P.F. No. 41-D

(10) Order Book.

This register shall be maintained in K.P.F. No. 41-D

(11) Register of part-worn articles

This register shall be maintained in the prescribed form

(12) Register of Local purchase

This register shall be maintained in the K.P.F. No. 146

(13) Repair Register

This register shall be maintained in K.P.F. No. 154

(14) Invoice Book for articles.

The invoice book shall be maintained in K.P.F. No. 190. The forms may be printed in different convenient sizes for use according to the number of articles to be sent with the same invoice.

(15) Day Book

The Day book and companion register shall be maintained in the forms specified below:-

- (a) Day Book-K.P.F. No. 42
- (b) Check Register of Invoices-K.P.F. No. 27
- (c) Check Register of Issues-K.P.F. No. 27-B.

(16). List of Motor Transport accessories and spare parts

A list of accessories and spare parts issued to each vehicle shall be prepared in duplicate with the acknowledgement of the driver for all items. One copy of the list shall be kept with the Driver's Daily Diary and the other copy shall be retained by the officer in charge of transport for record. This list should correspond with the balance shown in the register of accessories and spare parts prescribed in sub-para (17).

(17) Register of Accessories and spare parts with vehicles.

- (a) Registers of accessories and spare parts with vehicles shall be maintained in the prescribed form be kept for each vehicle, with a separate page in the register for each item.
- (b) The registers should record the issue to and return from drivers of tools, tyres, spare parts and other each vehicle.
- (c) The balances in the register should always tally with the figures in the lists referred to in sub-para; balanced quarterly and a return submitted to the District Police Stores for check.

(18) Weekly Maintenance Register

This register shall be maintained in K.P.F. No. 41-M

(19) Monthly Inspection Register

This register shall be maintained in K.P.F. No. 41-G

(20) Vehicle Inspection Reports

This report shall be in K.P.F. No. 41-F

(21) Defect Report of vehicles

This report shall be in K.P.F. No. 41-B

(22) Job Card

The Job card shall be maintained in K.P.F. No. 41-N

(23) Job book

This Book shall be maintained in K.P.F. No. 41-E

(24) Accident Reports.

This report shall be in K.P.F. No. 41-R

(25) Vehicle statement.

This statement shall be in K.P.F. No. 41-P

(26) Auction Register and Register of Deposit of earnest money.

Registers should be maintained to record the proceedings of auctions relating to vehicles and other stores, and the deposits and refunds of earnest money at such auctions.

(27) Register of K.M.P.L. testing of vehicles

This register is maintained in order to record the date of K.M.P.L. testing and the result. K.M.P.L. of every vehicle is to be tested by a competent workshop at least once a year.

(28) General Diary and Attendance Register.

- (a) A General Diary in K.P.F. No. 57 is to be maintained by Motor Transport Sections having a number recording all matters of importance relating to Motor Transport and staff.

- (b) The marking of attendance of drivers and other staff, the time of departure, nature of duty, de important stores taken, time or return, etc., shall also be recorded in this book under the counter concerned. This record shall be kept in the Motor transport Office, or any other convenient ; under the charge of a designated Officer.

- (c) A copy of the days entries in this record shall be submitted to the Superintendent of Police also drivers.

(29) Disposal of Condemned vehicles in Public auction.

Superintendent of Police and Officers of corresponding rank are empowered to confirm the auction sales of condemned vehicles provided the maximum bid exceeds the fair price fixed by the State Transport Corporation or Assistant Engineers of Regional Workshops in the case of vehicles already condemned by competent authorities and ordered to be disposed of in public auction.

[G.O.(Ms) No. 622|Home(A) dated 18-11-1963]

APPENDIX XX

[Referred to in Rule 653 (26) a]

RULES OF THE ROAD

The rules of the road are meant to ensure free flow of traffic and also to assist the individual driver. The rules, official and otherwise, are simple and are given below. These should always be borne in mind by drivers and Officers in charge of vehicles:-

- (1) Be acquainted with all road traffic signs and hand signals, and give the latter in time to give sufficient notice to other road users.

- (2) Observe the prescribed speed limits, and keep to the left of the road, except with reference to slower moving traffic, or when about to overtake another vehicle or to turn right into a side road.

- (3) In order to turn into a side road on the left, show the hand signal and take the vehicle well to the left of the main road after making sure that is not likely to obstruct any vehicle or other road user in the immediate rear. Then turn into the side road. If the side road is on the right, show the hand signal and bring the vehicle gradually to the centre of the road, leaving sufficient room on the left for vehicle in the rear to pass on ahead without obstruction. Turn into the side road when the main road in front is clear of on-coming traffic.

- (4) Overtake only on the right, except when the driver in front has signalled his intention to turn to the right, and has brought his vehicle to the centre of the road to achieve this purpose. In the latter case, overtake by the left.

- (5) In most cases tram cars may be overtaken on either side, but local conditions sometimes rule otherwise. Look out for passengers about to board or alight. Give trams and all other public conveyance, a wide berth to avoid the overflow of passengers hanging on its entrances. Do not overtake a stationary public conveyance on the side where it is to discharge or take in passengers.

- (6) Do not overtake at cross-road, round about pedestrian crossings, blind corners, or when approaching the brow of a hill or a hump backed bridge.

- (7) Do not overtake when by doing so either the other vehicle or the on-coming traffic may have to swerve or slacken speed as a consequence. Overtake another vehicle only when the driver has signalled permission to do so. When being overtaken do not increase the speed until the overtaking vehicle has safely passed ahead. After having overtaken a vehicle do not move across its course until it is at a safe distance in the rear.

- (8) Make absolutely sure that the way is clear before turning or reversing. Watch for children, pedestrians and vehicles behind. When reversing to turn the vehicle, reverse into a side road or other available space, keeping the vehicle facing the main road.

- (9) Slow down or stop at road corners, junctions and cross road. Give way to major traffic or

to pedestrians crossing the road from or into which it is intended to turn.

(10) Do not sound the horn when it might frighten a horse or other animal. The horn must not be sounded near hospitals or public offices, or when it is not essential to do so. In built-up areas, the horn must be hooted, when necessary, in short blasts and not long ones. In country roads, longer blasts should be used, which will be audible to traffic at some distance, especially when nearing road bends, crests or hills, etc. The horn should never be considered as a substitute for cautious driving.

(11) Pay attention to Police traffic signals or light signals

(12) Do not speak to the Policeman on point duty. It may distract his attention from the traffic and possibly cause an accident.

(13) Pay attention to road signs, eg., 'hairpin bend' bend ahead, railway crossing, school, slow, stop'.

(14) Be considerate to other road users, particularly the old and the young. At night bright head lights should not be used in well lighted towns. The head lights must be dimmed as required to avoid strain to on-coming traffic.

(15) Always slow down when passing troops or other formed bodies of persons.

(16) When going down a steep hill, give right of way as far as possible to a vehicle climbing the hill, even when ordinarily it does not have the right of way.

(17) If possible post a look-out man in the rear of the vehicle who can give information about any vehicle that wishes to pass ahead.

(18) Ensure that tarpaulin covers of vehicles are properly strapped down.

(19) Do not park or halt the vehicle in a narrow street, near a bend or a corner, on the hump of a hill or in other such position where it may endanger or impede other vehicles. Park the vehicle facing the direction in which it is to be taken again.

(20) Do not get out of vehicles abruptly without seeing whether there are other vehicles approaching. Do not keep any door open.

(21) If the vehicle has a break-down on or near a bend of a road, or a steep hill, post lookout men to caution on-coming vehicles.

(22) The driver must have his driving license, Daily Diary, Note Book, Accident Report Form and other necessary papers and tools, whenever the vehicle is taken out.

APPENDIX XXI

[Referred to in Rule 655(4)]

Points to be borne in mind when inspecting vehicles, tools and records.**(1) Vehicles**

- i Inspection of the battery to see whether the electrolyte is at the correct level.
- ii Lights and horn-test them
- iii Whether the self starter functions efficiently and the engine starts easily
- iv Whether the dynamo is charging properly
- v Check foot brakes, clutch, sound of the engine and gear box, while the vehicle is running
- vi Check hand brake
- vii Check condition of springs
- viii Check for play in steering control
- ix Check for play in bearings with the wheels jacked up
- x Check a few grease nipples by removing them and examining with a wire whether grease has been going where it ought to be in lubrication.
- xi By reference to previous inspection records, see if faults previously noticed have been rectified
- xii By reference to the Motor Transport Return and Driver's Diary see if the consumption of petrol agrees with the tested K.M.P. litre figure

(2) Tools

- (i) Check tools with list and see whether all items are complete according to the authenticated list.
- (ii) test the efficiency of tools such as grease guns, pump, jack, etc.

(3) Records.

- (i) Check the records and see whether these have been maintained correctly.
- (ii) Test the ability of the driver to carry out the maintenance tasks as recorded in his diary.

APPENDIX XXII

[Referred to in Rule 660(a)]

Instructions for Photographing Persons

1. (1) A prisoner shall always be photographed in an anterior (full face) view, and in profile. The anterior photograph permits ready recognition of the individual, but the profile is necessary for identification with a degree of certainty. In the case of History Sheeted Criminals the following kinds of photographs will be taken:
 - (a) full face, including the head and shoulders-preferably bare-bodied.
 - (b) one profile (the one with scar or any other particular characteristic mark, if any)-preferably bare-bodied.
 - (c) full length-see sub-paragraph (10) below for dress to be worn.
- (2) In the case of history sheeted criminals the full length photograph should be half plate size and the remaining should be quarter plate. In the case of other classes of prisoners whose photographs are taken the quarter plate or any other convenient size will be used.
- (3) The District Intelligence Bureau shall be responsible for having Dossier Criminals photographed, and for supplying copies to all concerned. The Station House and other Officers concerned will arrange for photographing prisoners and objects where such photographs are found necessary. Sufficient number of copies of the photograph will be prepared as are required in each case.
- (4) The profile of the nose and the details of the ear provide the most important feature for identification. The ears constitute the most characteristic part of the body. Therefore, the profile photograph should be taken in such a way that the details of the nose and the ear are recorded fully. When a female is photographed, the hair must be so arranged as to expose the entire ear.
- (5) The correct position of the head when photographing in profile is of importance. The plane of the head in profile should be parallel to the plane of film or plate of the camera, when the picture is taken.
- (6) The negative of the photograph must not be re-touched. Scars and other marks must show sharply and clearly.
- (7) A gray back-ground should be used ordinarily. For every fair skinned persons a black or dark maroon background will be more efficient.
- (8) The light should, as far as possible, be uniform for all photographs. This can best be obtained by the use of artificial light, chiefly from above and the rest from the front and side. The light should play on the ear to bring out its details sharply.
- (9) The date of photograph, the name of the prisoner and the History Sheet Number in the case of history sheeted criminals, should be written on the reverse of every photograph. A record of these should therefore be made at the time the photograph is taken, for guidance in making necessary entries when the prints are ready.
- (10) The dress to be worn by a person when being photographed should be his ordinary every day attire. A professional impersonator may also be photographed in such costumes as he has adopted for the

purpose of such impersonation.

(11) The photographic process has the characteristic of reproducing the colours red and brown even when a human eye cannot see them at all. Photographs sometimes show marks on the face such as those from old injuries which have become through lapse of time invisible to the naked eye, or other brown and red marks in a latent state. Other colours also do not make the same impression as they do in nature. Blue and violet generally appear lighter, but also at times darker according to the chemical nature of the colouring matter and the photographic emulsion used. Natural colour photographs are better than artificial.

(12) The negatives of all photographs of persons will be retained in boxes in the District Intelligence Bureau, Station or Office concerned, separately wrapped in soft paper, and indexed for ready location if further prints are to be taken.

(13) Negatives sent by post should be carefully packed in soft paper and enclosed in a wooden box, fully protected against breakage due to friction or shock.

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APPENDIX XXIII

[Referred to in Rule 669]

Location of Finger Print Bureaux in India.

(1) A list of Finger Print Bureaux serving different States in India is given below:

State	Location of Bureau
1 Andhra Pradesh	Hyderabad (Deccan)
2 Assam	Shillong
3 Bihar	Patna
4 Gujarat	Nagpur, Rajkot
5 Goa,	Panjim
6 Kerala	Trivandrum
7 Madhya Pradesh	Bhopal
8 Madras	Vellore
9 Maharashtra	Poona, Bombay City
10 Mysore	Bangalroe
11 Orissa	Cuttack
12 Punjab	Phillaur
13 Rajasthan	Jaipur
14 Uttar Pradesh	Allahabad, Lucknow
15 West Bengal	Calcutta
16 Delhi	Phillaur (Punjab)
17 Himachal Pradesh	Phillaur (Punjab)
18 Manipur	Shillong (Assam)
19 Tripura	Calcutta (West Bengal)
20 Laccadive, Minicoy Aminidivi Islands	Vellore (Madras)

(2) In addition to the above, there is also a Central Finger Print Bureau at Calcutta.

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APPENDIX XXIV

[Referred to in Rule 671]

Methods of taking finger Prints-Appliances

1. For the purpose of taking finger prints the following appliances are supplied in a portable box:-

- (1) Copper or glass slab.
- (2) Tube containing impression ink
- (3) Rubber roller
- (4) Horse hair brush
- (5) Turpentine or kerosene oil in a bottle.

These must be kept in the box, scrupulously clean and free from dust and grit. Care must be taken that the surface of the slab is kept perfectly dry and clean. The roller, when not in use, should be kept wrapped in a piece of clean oiled paper. Both slab and the roller should be periodically cleaned with soap or kerosene oil. The slab should be freshly cleaned before use each day, all particles of old ink being rubbed off. The impression ink tube should be kept tightly closed, when not in use.

Preparation of appliances

2. (1) The slab must be perfectly smooth and should be wiped free of dust before use. A small quantity of the ink should then be squeezed on to the slab and the roller used to bring it down to the thinnest possible film, so that the slab is dimly visible through the ink. It is easier to start with a small quantity of ink, and to increase it, as may be found necessary. If too much ink has been put on the slab, a sheet of paper laid on it, and rolled over with the roller, will generally reduce it sufficiently. If the ink is dry and thick, it will be found that with a little perseverance, it can worked up smooth on the slab.

(2) Before proceeding to take finger prints, the fingers of the subject should be rubbed clean and dry, as the slightest perspiration on the finger will cause blotches and blur the print. A piece of Clean cloth, slightly dampened with spirit, may be applied for this purpose to the finger tips, which should then be rubbed dry with another piece of clean cloth.

(3) If the skin of the fingers is hard and dry, they should be well soaked in warm water, and very lightly wiped. Without thoroughly drying, before the impressions are taken.

(4) Only the inner portion of the upper phalanges should be inked.

Taking impressions.

3. Prints should invariably be taken on the authorised Finger Print Slip in K.P.F. No. 3-G. In the slip, space has been provided for the 'rolled' prints of all the ten digits, as well as for the 'plain' prints of the four fingers and thumb of each hand. The headings of the slip are self-explanatory, and should be followed in filling it.

Reasons for taking 'rolled' impressions.

4. In a 'plain' impression the whole contour of the pattern does not appear, while a whole pattern is reproduced in a 'rolled' impression. It is easier to determine the type of pattern from a 'rolled' impression. The greater surface of the latter enables a large number of points to be selected, for

comparing and contrasting the details of two prints with a view to deciding whether or not they have originated from the same source.

Slips to be folded for taking 'rolled' prints

5. For convenience in taking 'rolled' prints, the slip should be folded at the line indicated and the fold placed in line with the edge of the table.

Order of taking prints.

6. The 'rolled' prints of the right hand should be taken first, each finger being inked and impressed before the next finger in rotation is inked. When the 'rolled' prints of the right hand have been taken, the operator should take the 'plain' of the four fingers of that hand simultaneously, and then of the thumb in the space provided for them on the slip. When the right hand has been finished the Operator should proceed to take the prints, 'rolled' and 'plain' of the left hand in a similar manner.

Entry of details on slips

7. When the finger prints of both hands have been taken, the subject's name, residence and other particulars will be filled in. The subject should then sign the form, or make his mark if unable to write.

Points to be noted in preparing slips.

8. The following points should be specifically noted in preparing Finger Print Slips:-

(1) Impressions must invariably be taken with the tip of the finger pointing to the top of the form.

(2) The 'rolled' prints should show the complete contour of the bulbs of the fingers.

(3) the 'rolled' print of each finger must be taken in the space allotted for that finger and the impression should not project beyond that space. The impression of only the upper phalanx should appear.

(4) All names, whether of persons or places and other entries should be written legibly.

(5) Impressions sent to the Bureaux shall be well rolled and easily decipherable.

Deformities.

9. (1) If a finger is missing or is so deformed that it is impossible to obtain an impression, the fact should be noted in ink in the space allotted for that finger by the words 'missing' or 'deformed'. In the case of double fingers, the prints of both fingers should be taken, if possible, and the print of the more prominent of the two invariably. Deformities, cuts, scars and disease marks interfering with the clearness of the impressions, should be fully described, and it should be stated whether they are temporary or permanent. Subjects suffering from open cuts or scars in any of the upper phalanges of the fingers should not have the prints of such fingers taken, until the cuts or scars have healed, if the delay will not prejudice any important requirement.

(2) good impressions can sometimes be obtained from contracted fingers by first inking the digit with the roller, and then rolling the finger print slip form, after stiffening it with a piece of card-board folded within it, around the bulb of the finger.

APPENDIX XXV

[Referred to in Rule 686 (13)]

JURISDICTION OF CENTRAL JAILS, SPECIAL SUB JAILS AND
'A' CLASS SUB-JAILS

(Government Proceedings No.D. Dist:25679/57/Home dated 24-9-57)

Government are pleased to sanction the following in regard to the jurisdiction of Central Jails, Sub-jails, and 'A' class Sub jails in the State:-

Central Jail, Cannanore- All non-habitual prisoners convicted and sentenced by Courts for more than three months in the Districts of Cannanore, Kozhikode, Palghat and Trichur, will be admitted to this Jail.

Central Jail, viyyur-All the habitual prisoners convicted and sentenced by the various Courts of the State will be admitted to this Jail.

Central Prison, Trivandrum: All the non-habitual prisoners convicted and sentenced by Courts in the Trivandrum District and all the non-habitual prisoners convicted and sentenced for more than one month by Courts in the Districts of Quilon, Alleppy and Kottayam will be admitted to the Central Prison, Trivandrum.

Special Sub-Jail, Kozhikkode- The remand and undertrial prisoners of the Courts of Kozhikode district and convicted prisoners sentenced up to three months by the Courts of Kozhikode and Cannanore Districts will be admitted to the Special Sub-jail, Kozhikode. The prisoners sentenced for more than one month and up to three months by the Courts in Palghat District will also be admitted to this jail.

Special Sub-jail, Viyyur- The remand and undertrial prisoners from Trichur and Wadakkancehry and those convicted and sentenced up to three months from those places will be admitted to this jail. All prisoners convicted and sentenced for more than one month and up to three months from other parts of the Trichur District will also be admitted to the Special Sub-jail, Viyyur.

Sub-Jail, Palghat.- All remand, undertrial and convicted prisoners sentenced up to one month by the Courts of Palghat will be admitted to this jail.

Sub-Jail, Irinjalakuda- All remand, undertrial and convicted prisoners sentenced up to one month from Chalakudy, Mala, irinjalakuda and Cranganore will be admitted to the Sub-Jail, Irinjalakkuda.

Sub-Jail, Mattancheri-All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Mattancheri, Cochin Cusba, Narakkal and harbour will be admitted to the Sub-Jail, Mattancheri.

Sub-Jail, Ernakulam- All remand undertrial and convicted prisoners sentenced up to one month from Ernakulam South, Ernakulam Cusba and Trippunithura Hill palace will be admitted to this Sub-Jail.

Sub-Jail, Parur- All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Parur and Munambam will be admitted to the Sub-Jail, Parur, when it begins to function as an 'A' Class Sub-Jail.

Sub-jail, Alwaye- All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Alwaye, Edappalli and Perumbavoor will be admitted to this Sub-Jail.

Sub-Jail, Meenachil- All remand and undertrial prisoners and sentenced up to one month from Meenachil and Erattupetta will be admitted to the Sub-Jail, Meenachil.

Sub-Jail, Kottayam- All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Kottayam, Changanacherry, Ettumanoor, karukachal and Pampady will be admitted to this Sub-Jail.

Sub-Jail, Alleppy - All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Alleppey, Pulinkunnu, Haripad, Ambalapuzha, Sherthalai, Kuthiathode and Arookutty will be admitted to this Sub-Jail. When an 'A' Class sub-jail is opened at Mavelikkara, the prisoners from Mavelikkara and Haripad will be accommodated there.

Sub-Jail, Quilon - All remand and undertrial prisoners and prisoners, convicted and sentenced up to one month from Quilon, Chavara, Paravoor, Kundara and Karunagappalli, will be admitted to this Sub-Jail.

Sub-Jail, Trivandrum- All male undertrial and remand prisoners who stand trial at the various Courts in the Trivandrum District will be admitted to this Sub-jail. On completion of a new 'B' Class Sub-Jail at Attingal the remand and undertrial prisoners at Attingal and Varkala will be accommodated there. The female undertrial and remand prisoners will be accommodated in the Women's Section of the Central prisoners, Trivandrum.

Sub Jail	Attingal
"	Kottarakkara
"	Pathanamthitta
"	Mavelikara
"	Ponkunnam
"	Peermadu
"	Devikulam
"	Muvattupuzha
"	Perinthalmanna
"	Ottappalam
"	Tellicherry
"	Cannanore
"	Kasargod

APPENDIX XXVI

[Referred to in Rule 712 (2)]

Records to be maintained in the Criminal Intelligence Bureau

The undermentioned records will be maintained in the Criminal Intelligence Bureau:

(a) History Sheets:

The following classes of persons will be registered in the C.I.B. and history sheets will be maintained for them in K.P.F. No. 174(c).

- (1) D.Cs of this State who have operated in any other State.
- (2) D.Cs of any other State who have operated in this State.
- (3) Important criminals who have operated in more than one District.
- (4) Professional poisoners.
- (5) Persons convicted u/s 232, 234 to 236, 238, 240, 243, 245, 247, 251, 253, 255 and 489 A.B.C.D. & E.I.P.C.
- (6) All professional offenders convicted in cases investigated by Crime Branch C.I.D.
Suspects in cases investigated by Crime Branch, C.I.D. for whom History
- (7) Sheets are ordered to be opened by Superintendent of Police, Crime Branch, C.I.D.
- (8) Any other person for when the D.I.G., C.I.D. considers it necessary to maintain a record in the C.I.D.

(a) Indexes

The following indexes will be kept in the C.I.B in respect of persons of whom history sheets are maintained and other matters as specified.

- (1) Master Index Card..... in K.P.F. No. 248 wherein details concerning name and alias, M.O., physical peculiarities, accomplishment and bogus profession, peculiarities of habit, sphere of operation and particulars of conviction, etc, will be noted.
- (2) Lost property (identifiable) index cards in respect of property which is likely to be disposed off in distant places.
- (3) Alphabetical index cards for general subject files.
- (4) Index of photographs of all history sheeted criminals in the State-to be filed alphabetically.
Series Indices-of counterfeit notes for each denomination showing the

(5) district and place of presentation, date of occurrence, date of report, classification of the note according to the finding of the Nasik Press, Crime No., Station, accused, disposal-to be maintained according to series.

(c) **General Subject Files-** General Subject Files will be maintained for the following.

Important cases handled by the Crime Branch, C.I.D. such as 'hold up'

(i) cases, "bogus railway receipt cases", "money fraud cases", "Political offences", etc. (both detected and undetected).

(ii) Important and interesting cases with peculiar modus operandi.

(iii) Important gang operations in the kidnapping of children.

(iv) Professional poisoners, counterfeiters, smugglers, illicit manufacturers and illicit dealers in arms.

(d) **Alphabetical list of wanted persons.**

This list will be prepared from the publication of wanted persons in the

(i) Criminal Intelligence Gazettes, and from criminal Intelligence Gazettes of other states.

(ii) Where photographs are published in Criminal Intelligence Gazettes, these will be filed as a supplement to the list, and the reference to the page number of the file will be noted against the number of the person concerned in the alphabetical list.

(e) **Alphabetical list of smugglers of opium-** Will be maintained according to information received in the

(f) **Register of convicts whose Release Notices are to be published in the Criminal Intelligence Gazette-** will be prepared from the reports of conviction received from Superintendents of Police.

(g) **Crime Maps, Charts and Graphs-** To be maintained as directed from time to time by the Superintendent of Police, with particular reference to the charts and graphs included in the Police Administration Report.

(h) **Monthly and Annual Crime Review-** As prepared by the Bureau, and published in the Criminal Intelligence Gazette.

(i) **Other Records-** As prescribed in the Manual for Office Procedure, or other orders.

(3) The Criminal Intelligence Bureau will publish a weekly Criminal Intelligence Gazette, which will be the ordinary channel for the dissemination of criminal intelligence relating to each week ending Saturday.

(4) The Criminal Intelligence Bureau will also attend to the following items of work.

(a) Corresponding on criminal intelligence, other than Special Branch intelligence, from other State Government.

(b) Railway Protection Schemes.

Study of Weekly Crime and Occurrence Sheets received from District Intelligence Bureau for

(c)

relevant information in the Criminal Intelligence Gazette.

- (d) Study of the monthly review of crime received from Districts and preparation of a review of crime pertaining to the whole State, dealing primarily with the larger questions that relate to general trends, periodical variations and influences that cause them.
- (e) Study of the annual reviews of crime received from Districts, and preparation of an annual review of the state.

Note: (i) Advance copies of the monthly and annual crime reviews will be sent to the Chief Secretary to Government with a copy to the Private Secretary to the Minister holding the Police portfolio.

(ii) Monthly and Annual Reviews of crime will be printed and supplied to all recipients of the Criminal Intelligence Gazette.

(5) Station House Officers will send month-wise statement of current doing of criminals registered in C.I.B. in K.P.F. No.III to the Crime Branch through the District Intelligence Bureau concerned.

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APPENDIX XXVII

[Referred to in Rule 712(3)]

The Criminal Intelligence Gazette

(1) Information will be published in the Criminal Intelligence Gazette according to the following arrangement. Matter intended for publication in the Gazette should be sent to the Criminal Intelligence Bureau, as far as possible ready for the Press, carefully drafted and written only on one side of the paper.

Part I.

- (a) Serious crime (i.e. cases of professional poisoning, any serious crime which appears to have a political motive, including all offences involving arms and explosives which are suspected to be of a political nature, and any other cases in which action by the Criminal Investigation Department is called for or which possess instructive features which should be made generally known).
- (b) Particulars of property lost or stolen, and suspicious property recovered (The lists should be confined to article capable of being identified, or to rare and highly valuable articles).
- (c) Arms, ammunitions and explosives-lost and recovered. Reports from private individuals may also be published.
- (d) Persons wanted or arrested by the Police, missing persons and suspicious individuals (rolls for persons wanted should be sent for publication only when there is good reason to believe that the individual will travel) beyond the Districts to which the District Police Crime and Occurrence Sheet is circulated).
- (e) Military deserters.
- (f) Counterfeit coins and forged currency notes.
- (g) Notifications under the Foreigners Registration Act.
- (h) Instances in which scientific aids were useful in detection
- (i) Departmental Circulars and instructions to Subordinate officers
- (j) Miscellaneous-such as descriptive particulars of unidentified dead bodies (without photographs) and any other matter which the Deputy Inspector-General, Criminal Investigation Department, deems fit for publication in the Criminal Intelligence Gazette.

Part II

Information, if any, regarding wandering groups with criminal propensity.

Illustrated Supplement-Where photographs are to be published.

(2) Release Notices of dangerous criminals.

- In order that the Police may be warned that a dangerous criminal is about to be released from jail,
- (a) the Criminal Investigation Department will publish in the Criminal Intelligence Gazette a Release

Notice of such an individual, shortly before his release from jail.

(b) The Release Notice will take the form of a description and concise history of the criminal.

(c) Release Notices will be published for the following classes of criminals:

- (i) Members of wandering groups with criminal propensity, who move over large areas.
- (ii) Any particular criminal who is likely to commit crime over a large area, such as a domestic servant, forger, coiner, swindler, etc.

(d) Release Notices will be printed on separate sheets and circulated with the Criminal Intelligence Gazette.

All Police Officers, who receive the Criminal Intelligence Gazette, should place the Release

(e) Notices of criminals who are likely to operate within their jurisdiction in a separate file for reference.

(3) Reports of conviction of criminal whose Release Notice is to be published.

(a) The Superintendent of Police of the District concerned will report to the Crime Branch C.I.D. direct the conviction of any criminal included in the preceding order, or of any other criminal whose Release Notice should in his opinion be published. The report will give the following particulars:-

- (i) Full personal description.
- (ii) A brief history of the individual, detailing his criminal career and propensities.
- (iii) The probable date of release and the jail in which confined.

(b) The Criminal Intelligence Bureau will record the information in a register and arrange for publishing the Release Notice at the proper time.

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APPENDIX XXVIII

[Referred to in Rule 741 (3)]

CLASSES OF CRIME

I. Thefts in running passenger trains -

- (a) Pocket-picking
- (b) Jewel snatching
- (c) Personal effects, in first and second class
- (d) Personal effects, in other classes.
- (e) Mails
- (f) Luggage van

II. Thefts in passenger-sheds, stationary trains and on Platforms-

- (a) Pocket-picking
- (b) Jewel snatching
- (c) Baggage
- (d) From stationary trains, first and second class
- (e) From stationary trains, other classes.

III. Thefts from running goods trains-

- (a) Of whole consignments
- (b) By extraction

IV. Thefts in goods-sheds and stationary wagons-

- (a) Of unshipped consignments.
- (b) During loading
- (c) By extraction
- (d) From sealed wagons.

V. Thefts in Parcels Offices-

- (a) Of whole consignments.
- (b) By Extraction

VI. Thefts of railway material.

- (a) Iron material from the track and yard.
- (b) Carriage fittings
- (c) Dynamo belts
- (d) Miscellaneous

VII. Miscellaneous thefts-

(a) Bicycles

(b) Other articles

VIII. Murder for gain, dacoity, robbery.

IX. Drugging or poisoning

X. House-breaking

XI. Receiving stolen property-

(a) Consignments.

(b) Personal effects

(c) Railway materials

XII. Cheating-

(a) By sale of tickets

(b) Confidence trick

(c) False personation

XIII. Counterfeit coin and currency notes

XIV Indian Railways Act-

(a) Section 126

(b) Section 127

(c) Section 128

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APPENDIX XXIX

(Referrdd to in Rule 588 and 768)

Instructions regarding message writing , use of priorities, messages which can be transmitted on the Police Radio net work etc.

GUIDING INSTRUCTIONS FOR ORGINATORS

General Instructions on Message Writing

Messages must be written legibly preferably type written in the Standard form one ward in each space provided.

Normally one copy of the message is to be sent for transmission which will be retained in the Radio station. In the case of messages addressed to more than one authority, the number of copies required will be prescribed under local instructions. This will avoid delay in as much as no time would be wasted in the Radio station in making out copies of the messages for transmission by different nets.

Address to:- Insert designation of official or name of the department along with the name of the station. If approved abbreviated addresses are available, those should invariably used. Under no circumstances, titles, prefix or suffix will be given.

Address for Information (INFO):-If the message is also required to sent to any authority to other than the addressee for information only, the name or designation of the official concerned or the name of the department together with the name of the station will be inserted in this space. Approved abbreviated addresses, if available should be used.

Address from:- Insert name or designation of official or name of department of the originator along with the name of the station. Approved abbreviations, if available should be used.

Originators number:-The originator will insert his reference number of the correspondence.

Date:- The date on which the message is originated is inserted in this space. The date may be written in figures separated by obliques only; for example, 29th of September 1951, wil be written as 29/9/51.

In reply to:-The reference of the correspondence to which the message is in replay is inserted in this space. This eliminates the use of the common preamble in a letter Eg." Reference is invited to your No. (....." or "with reference to (Abbreviated designation) No.....)....."

Dated:- The date of the reference shown in para 8 above, namely, "in replay to" is inserted in this space. It is written only in figures as in para 7 above.

Text:- Owing to the large volume of traffic handled in a Radio Station and also because an unnecessarily long message may cause delay and hold up communications, it is essential to observe brevity with intelligibility. Before writing a message, careful consideration is to be given to the contents. Thereafter the text to be written as briefly as possible, ie. In Telegraphic Language. The use of words like please, kindly, would be grateful etc., must be eliminated. Omission of these words in a Radio Message will not imply impoliteness. The following punctuation signs only can be used.

- (i) Full stop written within a circle, whether by hand or by typewriter. No full stop is required at the end of the text e.g. (.)
- (ii) Comma written ", "

- (iii) Inverted comma written (" ")
- (iv) Hyphen written "-"
- (v) Oblique or stroke or fraction bar written "/"
- (vi) Brackets written "()"
- (vii) Decimal point written "."
- (viii) Apostrophe written "'"

Apart from the above signs, no punctuation signs or mathematical signs may be written and care must be taken to ensure that their omission does not alter the sense of the message. On no account in the text contain tabular statements which cannot be transmitted by Radio.

Priority:- If it is desired that a message should be transmitted more expeditiously than an ordinary message, the degree of priority is inserted in this space. The categories of priorities available and their use are given in "use of priorities".

Originator Signature and Designation:- The Originator will give his signature and designation in this space signifying that he has sanctioned the contents of the message including the priority classification, if any, and authorised its transmission by Radio. Message not signed by an authorised person will not be accepted for transmission by Radio.

Time of origin - (T.O.O.) The time, in four figures at which the originator signs a message is inserted in this space. The two first figures indicate the hours and the two next indicate the minutes. Thus five minutes passed six O'clock in the morning is written as "0605". The abbreviation HRS will not be used. In all cases the T.O.O. must be entered by the originator.

The remaining spaces in the message form are for use of the Wireless staff only and nothing will be written therein by the originator.

Use of Priorities- Normally messages are cleared according to their serial order of the receipt at a wireless station i.e, according to the time handled in; it is, however; necessary to ensure quick clearance of messages which need reach addressee as early as possible in view of the urgency of the text matter. This is, of course, a relative basis for comparison and call for classification of messages into different groups. Therefore to give precedence to such messages over the earlier received ones, the following system of priorities is laid down. Originators will arrange for delivery at Radio Station of priority bearing message immediately after their completion.

(1) CRASH (2) MOST IMMEDIATE (3) IMMEDIATE (4) ORDINARY.

CRASH- When a message of this priority is received in the Radio Station communication in all concerned channel is suspended forthwith to enable the message bearing "Crash priority" to be cleared. The use of this priority is restricted for extreme emergencies and should therefore, be resorted to in very exceptional circumstances. The urgency demanding the use of such priority should Be of such vital importance that the interruption of the communication in progress, perhaps of other urgent traffic, can be justified. The priority may be used where recipient has to take immediate executive action to save human life or to prevent damage to valuable property.

MOST IMMEDIATE- The use of this priority is restricted to messages conveying information or instructions relating to the natural calamities, disturbances (communal, anti-social and political), strikes, accidents, riots, murder, security measures and important movements of police force which, in the opinion

of the originator should reach the addressee immediately.

IMMEDIATE- The use of this priority is restricted to messages conveying important information relating to law and order for immediate attention and action; for instance information regarding probability of strikes, disturbances or any other upheaval; movement of high Government officials dealing with law and order, political leaders, agitators and dangerous criminals.

ORDINARY- This category is used in messages of routine nature which do not come under any of the above categories but are connected with law and order which are urgent enough to justify the use of Radio.

The instances mentioned above are not exhaustive and are intended as a broad guide for the use of originators. It is the duty of the originator to consider each case and assign the minimum priority compatible with the requirement. As a guide, and also as a means of ensuring the correct use of priorities, the following entitlements of priorities is laid down which is uniform for all police force in the country. An officer, however, can assign a higher priority than he is entitled to if the contents of the message fall under the broad subject division given above.

(a) **Most immediate**-Chief Secretary, Commissioners of division, Home Secretary, District Magistrates, Inspector General of Police, Commissioner of Police, D.I.G. or Equivalent, Chief Commissioner and Superintendents of Police, Police Radio Officer.

(b) **Immediate** - Dy. Secretary (Home), Sub Divisional Magistrates and Police Officers, Under Assistant Secretary (Home), Deputy Superintendent of Police and other police officers in independent charge of stations.

(c) **Routine** - All the above.

The above allocations have been framed for general applications only and are subject to variation prevailing for equivalent ranks in the different States. All originators must remember that when considering priorities, the minimum priority compatible with the circumstances under which a message has been sent should always be used irrespective of the allocation given in the above table; for Eg. A Superintendent of Police is entitled to use of priorities up to Most immediate but it does not imply that he will use this priority only in all messages originated by him. Also, officials other than those enumerated against the different categories of priorities allotted, provided the situation warrants it and he can justify its use subsequently.

The Police Radio Officers in charge of the State Police Radio Organisations will lay down a procedure to check misuse of priorities by originators.

Security

As all Radio transmissions are subject to interception by any persons possessing a receiver, there is no security attached to the transmission of a message by Radio. Originators must, therefore, ensure that if the contents of a message are of a secret or confidential nature which should not be known by all they must encypher the message before despatching it to the Radio Station for transmission. No responsibility is accepted by the Radio Staff for the encyphering or decyphering.

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APPENDIX XXX

(Referred to in rule 772)

Records to be maintained in Radio Stations and by Radio Supervisors.**(1) At Radio Stations.**

- (a) In an out messages registers
- (b) Superior Officers visiting book
- (c) Radio Station log
- (d) Message delivery book
- (e) Duty roster
- (f) Government property register
- (g) Trunk call register
- (h) Attendance register
- (i) History sheets for batteries, battery chargers, cycles, clocks etc
- (j) Tappal (despatch) book
- (k) List of fixed Police Radio Stations in India (to be kept under lock and key)
- (l) Registers for petrol, oil, distilled water etc.
- (m) Any other registers, files and charts as ordered from time to time.

(2) By Radio Supervisors

- (a) Government property register and distribution register
- (b) Casual leave register
- (c) Railway and bus warrant books
- (d) Stock register for signal stores, stationery etc
- (e) Distribution register for oil, petrol, distilled water etc
- (f) Tappal book
- (g) History sheets of all equipment in charge
- (h) Circular files

(i) Any other registers, files and charts prescribed from time to time.

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**THE
KERALA POLICE
MANUAL
1971
VOLUME III
ADMINISTRATION**

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CHAPTER I
STATION ROUTINE RECORDS ETC

Duty Roster

- 518.** (1) A Duty roster in K.P.F. No. 164 should be maintained in all rural Police Stations and Outposts. In town stations, the Duty Roster should be maintained in K.P.F. No. 164-A and in Railway Police Stations, in K.P.F. No. 163-A. Duty Roster for Railway Police Outpost will be in K.P.F. No. 163-B. The main heads of duties to be performed in each station and out post should noted in the respective Duty Rosters. Other heads of duties may also be opened to meet local requirements and in compliance with any instructions issued by the superior officers from time to time. Care should be taken to avoid too many columns in the Roster.
- (2). Persons posted on duties involving use of some discretion should be continued in such duties for long periods. It is only in the case of duties which involve no discretion and which are allotted to the junior most constables that a regular change and allotment are called for. This will be done by the Station house Officer or the senior Head Constable in his absence.
- (3). Whether the men should start on their duties from the residence or the station depends on the nature of duties. As far as possible, they should start from the station and must report at the station, closing the work for the day.
- (4). The Duty Roster should be filled up immediately after daily duties are allotted to the Police Officers.
- (5). If any Police officer fails to perform his duty, the reason for the failure should be noted in the remarks column of the Duty Roster and also in the General Diary.
- (6). When a Police Officer is sent on detective duty, the Crime No., should be entered in red ink, under his general number, in the Duty Roster. But if he is the Investigating Head Constable of the station, such crime number need not be mentioned.
- (7). When Police officers proceed on any special duty, the nature of such duty should be clearly noted under a separate heading in the Roster.
- (8). The number of constables or Head constables detailed for a particular duty and their names and numbers should be mentioned under the date on which such duty was performed. In the case of Sub Inspector or additional Sub Inspector, the entries under the relevant dates will be "S.I.", "A.S.I." respectively.
- (9). Beat checks done by Sub Inspectors or other superior officers should be marked against the particular beat, noting the date and hour of check.
- (10). The new moon day should be marked on the particular date with a thick dot, and five days preceding and following, should be shaded with thin lines. This will enable the officers to find out whether beats are served properly during dark nights.
- (11). At the end of each month, an abstract of the duties performed should be made out on the back of the Duty Roster, where there are columns for it.

Village Roster.

519. (1). A register in K.P.F. No. 165 should be maintained in all rural Police Stations and

Outposts, in which should be entered the names of all villages in the jurisdiction, hamlets or desoms being noted immediately below the village to which they are attached. The names of villages (amsoms) should be written in red ink and those of hamlets or desoms in blue or black ink. The visiting of a Constable, Head Constable or the Sub Inspector on any duty to a Village should be noted against it by marking the date on which the visiting was done and the number of constable or Head Constable or the letters "S.I." as the case may be and night halt in the village should be indicated by the letter "N".

- (2). It is essential that every village in a station jurisdiction should be visited by the Sub Inspector at least once a quarter. He should visit important villages and make night halts as often as possible.

Petty Case Register.

- 520(1) A register in K.P.F. No. 123 A should be kept for entering petty cases charged under the Police Act, Motor Vehicles Act etc. Charge sheets in such cases will be sent in K.P.F. No. 123.
- (2). At the end of each quarter, an abstract will be made out showing the number of each category of cases detected during the quarter, numbers pending trial and numbers disposed of.
- (3). Entry regarding disposal of each case should be attested by the Station House Officer.

Process Register.

- 521.(1). A register of process in K.P.F. No. 149 should be maintained in each police station, in which should be entered all process received from courts for service or execution, as the case may be, and the disposal of such processes.
- (2). The register should be maintained in the form of a ledger. A separate section in the register, or separate registers, should be set apart for each of the Magistrate's courts from which the particular police station receives processes.
- (3). Every Inspector of Police of a circle should atleast once in two months, take the process registers of the Police station under him to the concerned Magistrate's courts, check the entries with the corresponding registers and, if necessary, with other records maintained by the court, and report any serious delays or omissions to the Superintendent of Police.
- (4). Unexecuted processes should be brought forward in the register at the beginning of the month.
- (5). Entry relating to all warrants should be made in red ink.
- (6). All non-bailable warrants issued at the instance of other departments, should be executed by the Police with the assistance of the concerned departmental officials if necessary to identify the accused.
- (7). **Monthly Abstract:-** At the end of the month, an abstract in K.P.F. No. 149-A should be entered in the register.
- (8). **Return of arrest warrants** – Warrants of arrest should not be transferred from one station to another or returned to court without the sanction of the Circle Inspector of Police or an Officer of higher rank. Unexecuted bailable warrants should only be returned to court through or under the orders of Sub Divisional Officer and above. It is not necessary to return warrants when applying for proclamation orders under section 87 of the Code of Criminal Procedure.
- (9). All processes issued by the High Court or Court of Session, for service through Magistrates' courts, also should be entered in this register.

- (10). At the close of each quarter, the Station House Officer should send through proper channel to the Superintendent of Police, a list of unexecuted warrants in K.P.F. No. 159.
- (11). Sub Inspectors in charge of police stations will personally take up at least 10% of the unexecuted processes for service, and Circle Inspectors during their inspection of Police Stations, will select at least 5% of unexecuted process for personal verification when they visit villages. The fact of such verification and result should be recorded in red ink in the Process Register. A Sub Divisional Officer or an officer above his rank will ensure that this test check is done regularly. Specific mention regarding this aspect of work should be made in their inspection reports.
- (12). **Execution of distress warrant-Money collected-Remittance of** – The Head Constable or the Police Constable who executes the distress warrant and collects money will immediately issue a temporary receipt to the party on plain paper for the amount received. On reaching the Police Station a formal receipt in Form No. TR.5 will be issued. In this receipt it will be legibly written on top 'in lieu of the temporary receipt' (if a plain paper receipt was given) so as to avoid duplicate receipt for the same amount. Cash thus realized will be entered in the Station Cash Book showing distress warrants No.etc. The entry will be made in red ink. The cash will be forwarded to the concerned court the next working day after realization. Money memo forms will be used for sending the money to the court. The date of realization of the amount from the parties will be clearly indicated in red ink both in the Money Memo and in the Process Register. Officers executing distress warrants will strictly follow the relevant orders contained in the Criminal Rules of Practice.

Government Property Register

522. (1). A Government Property Register in K.P.F. No. 88 kept in all Police Stations, will constitute the record of all property in the station in the charge of the Station House Officer.
- (2). Arms and ammunition in the stations should be kept under lock and key when not in use. Whenever the station House Officer leaves his headquarters, he should hand over the key to the Head Constable or the Station Writer.
- (3). The Station Writer will be responsible for the correct maintenance of the Government Property Register and also the properties entered therein, under the direct supervision of the Station House Officer.
- (4). Particular care should be taken with regard to the upkeep of arms and other accoutrements. Each police officer to whom a weapon is issued should be held responsible for its proper cleaning and maintenance. Every Police Officer should take pride in the proper and efficient maintenance of the arms issued to him. The Station House Officer should see that the men clean their weapons regularly. Instructions regarding the care and maintenance of arms and equipment are given in Appendix-I.

Petition Register

- 523.(1). All petitions, other than those which are registered immediately in the First Information Book, whether received direct or through superior officers, shall be entered in a register in K.P.F. No. 147.
- (2). Immediately on receipt of a petition, a number will be assigned and recorded on it. This number will be the serial number assigned in Col. (i) of the Register mentioned above.
- (3). When a petition is received in person an acknowledgement will be given to the person who

presented it, in the proforma prescribed. When a petition is received by post, the acknowledgement will be issued to the sender by post.

- (4). All petitions will be kept in the personal custody of the S.H.O. and will be taken out only on the day on which enquiry is to be conducted, and will be returned to the Station immediately on the return of the enquiry officer to headquarters. A record will be made in the G.D. of every petition both when it is taken out for enquiry and when it is returned.
- (5). The details of the enquiry made, of the findings, and of the nature of the further enquires, if any, to be made, will be recorded immediately after each enquiry on a sheet or sheets to be attached as 'Note file' to every petition under enquiry. The places visited and the persons questioned will be recorded also in the note book of the enquiry officer and in the station general diary. This procedure will be continued upto the final disposal of the petition.
- (6). The dates on which each enquiry is made in a petition, and the officer who made the enquiry will be recorded in Col.(9) "Action taken on each date" of the petition register (K.P.F No. 147). This will be done by the Station Writer each succeeding day, from the entries made in the General Diary according to the instructions in sub-paragraph (5) above.
- (7). Enquiries into petitions in which women are concerned must be made at the residence of the women or at any other place chosen by them, and not at the Police Station or Outpost.
- (8). In all cases of petition enquiry, written statements of the persons concerned should invariably be recorded, and attached to the petition file.
- (9). Petitions received from persons outside the department should not be returned in original.
- (10). The result of the enquiry should be communicated to the sender of the petition, within a reasonable period.
- (11). It is not necessary that the same individual should continue the enquiry every day. In fact the normal procedure in all petitions in which enquiries are prolonged should be to have the matter dealt with by different individuals.
- (12). The S.I. in the case of enquiries conducted by H.C.s and the C.I. in the case of enquiries conducted by the S.I., will conduct test verification of the enquiries made in selected petitions, particularly those not disposed of within ten days of the commencement of enquiry. The test check by C.I.s will be conducted during their inspections and visits to stations.
- (13). Files of enquiries completed will be forwarded by the 15th of the succeeding month to the D.P.O. with a list in duplicate. One copy will be acknowledged and returned to the station for record.

Current Register

524. All police stations should maintain 'Current Register' (Personal Register) in which all references received by them and started by them will be registered. Particulars such as serial number, the designation of the officer from whom received, date of receipt, reference number, purport of the reference, action taken, final disposal etc., will be noted in the current register. Similar register will also be maintained by the Circle Inspectors and Sub Divisional Officers.

Crime Abstract.

525. (1) An abstract of crime shall be made out quarterly in each station in K.P.F. No. 37 and a copy forwarded to the District Police Office for comparison with the crime ledgers, maintained there. Petty cases also should appear in the Crime Abstract.

- (2). The abstract should be prepared before the 5th of January, April, July and October for the preceding quarter or quarters of the Calendar year. The abstract prepared in January will thus be for the whole of the preceding calendar year. The abstract should show the actual state of crime as on the last day of the preceding quarter.
- (3). The copy of the abstract should be forwarded to the Superintendent of Police through the Circle Inspector and the Sub Divisional officer. The Circle Inspector should check and countersign the abstracts. The copies of abstracts should reach the Superintendent of Police before the 15th of the month in which it is due.
- (4). Detailed instructions for the preparation of crime abstract are given in Appendix II.

List of absconding warrantees.

526. (1) When a person for whom a warrant has been issued, is absconding and there is no immediate prospect of his arrest, the Station House Officer should send a descriptive roll of the individual in K.P.F. No. 20-A to the District Intelligence Bureau.
- (2). These rolls will be published in the Crime and occurrence sheet. These lists will be termed "A" lists and will be published once a month.
 - (3). In addition to absconding warrantees of the District, the Superintendent of Police (District Intelligence Bureau) will publish in "A" list the descriptive rolls of absconding warrantees of other Districts and of persons published in the Criminal Intelligence Gazette, who are natives of, or likely to come to, his District.
 - (4). The "A" lists will be filed separately in each station and from them the Station House Officer shall compile in K.P. Form No.20-A manuscript list of persons likely to come to his station limits, which will be hung up in the station. The officers in the station will be expected to learn the details of these persons.
 - (5). The names of persons who have been arrested or whose arrest is no longer required, will be published in the Crime and occurrence sheet in a list which will be known as "B" List, K.P.F. No. 20-B 'A' List and manuscript lists shall be always kept up-to-date from the 'B' lists.

Register of Persons involved in compoundable Offences.

527. (1) Station House Officers will maintain a register in two parts showing an alphabetical list of all persons involved in compoundable offences (See Section 345 Cr.P.C.), disposed of ultimately, by compounding with the permission of the Court. The first part relates to property criminals. When a potential or budding criminal is involved in property offences like offences under sections 379, 381, 406, 407, 408, 419, 420 Indian Penal Code and whose case was compounded once, repeats the same or similar offences and is charged again, that fact should be noted in the register and the Superintendent of Police of the District and the Superintendent of Police, Crime Branch, C.I.D., should be informed about it promptly. If in the second or subsequent commission of such offences, a petition for compounding is moved before the court, it should be opposed.

In the compounding is allowed by the court in spite of police objection, the matter should be taken up on revision under intimation to the Crime Branch, C.I.D., since the concession for compounding such offences has not been effective in the case of that particular offender and he has proved himself not likely to be reformed. Such a person should be treated on par with other criminals.

- (2) The second part relates to rowdies and bullies. When history sheeted rowdies or other rowdy elements who are likely to prove to be a menace to the public, are involved in cases of violence

like sections 324, 325, 337, 338, 343, 344, 346, 357, 428, 429, 430 and 451 Indian Penal Code, similar action as mentioned above should be taken, when an attempt is made to compound offences for a second time.

Sentry Relief Book.

528. (1) Usually spare men and off duty men should be posted as Station Sentries. The Sentry Relief Book in K.P.F. No.170 in a police station where there is no standing guard, should be entered up with reference to the Constables deputed on station sentry. When a prisoner is confined in the lock-up, a regular guard should be posted, and the necessary entries made in the Sentry Relief Book.
- (2) When there is a cash balance of Rs. 500 or above at night in a Police Station the same should be deposited in the guard, if there is one near by, and if not, a guard consisting of three men should be mounted so that one sentry is always on the alert during night.
- (3). The station sentry shall be responsible for all the property in the Station and the relieving sentry should invariably see that it is correct.

Tappal Book

529. (1) A Tappal Book in K.P.F.No. 180 should be maintained in all Police Stations. Description of paper dispatched, address of the person to whom the papers are dispatched, daily stamp account for the papers sent by post and also postage stamps, if any, expended on telegrams should be entered in the Book.
- (2) Each item of paper despatched should be assigned a serial number beginning from the 1st of every month.
- (3) All tappals for local delivery should be entered in a separate "Local Delivery Tappal Book" in K.P.F. No. 212.

Rough T.A. Bill Book

530. (1) A rough register of traveling allowance in the form of T.A. Bill should be maintained in each station with sufficient space between two names. This register should be written daily as soon as the men return from duty. At the end of the month this would be copied on regular. T.A. Bills and submitted to the District Police Office.
- (2). The Senior Station Writer will be held responsible for the correct maintenance of this register.

Register of Finger Print References & Visiting Book.

531. (1) A register in K.P.F. No. 3-N should be maintained in all Police Stations, in which all finger print slips sent for search and their disposal will be entered.
- (2). The visiting book in K.P.F. No. 189 is for the remarks of Sub Divisional Offices and above and K.P.F. No. 70 for the remarks of the Circle Inspector.

Registers, Records, etc., prescribed for Police Offices, Stations, Outposts, Circle Offices and Sub Divisional Offices.

532. Registers, records and files which are to be kept in sub Divisional Offices, Circle Offices, Police Stations and Outpost, in addition to any other books or registers ordered to be maintained, are given in Appendix III.

Station Name Board and Notice Board.

533. Every Police Station and Outpost should be provided with a Notice Board and a sign Board.

Each of these should be affixed in a conspicuous place outside the building.

Cash chests of Postal Departments.

534. Cash chests of the Post Offices of India may be embedded to the floor of Treasury Guard rooms with the District Magistrate's permission. The same course may be followed with regard to their location in Police Stations, if agreed upon by the Superintendent of Police and the District Magistrate in consultation.

Records-Period of retention and destruction etc.

535. (1) Station and Circle records, which have to be retained in the District Police Office, will be sent to the District Police Office by the Circle Inspector at the beginning of the year.
- (2). At the close of each year, the Inspector will prepare and forward to the District Police Office by the 15th January, for the orders of the Superintendent of Police, a list in duplicate, in respect of each station and of his office, of time expired records which need not be retained and other useless papers for destruction. On receipt of the orders of the Superintendent of Police, the Inspector should send them to the District Police Office for being either retained there or sold to approved contractors. Records sold to contractors should be torn to pieces.
- (3). Similarly, Sub Divisional Officers will follow the same procedure as stated above in respect of records in their offices.
- (4). Names of records, period of retention of each record etc., are given in Appendix IV

Out-post Routine Records

536. Records, registers and files which are to be maintained at Out-posts are given in Appendix III. These records should be maintained in the same way as in the Police Stations.

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CHAPTER II

SECTION 1- PAY AND ALLOWANCES

Preparation of Pay Bill

537. Each Station House Officer shall prepare a monthly pay bill in K.P.F. No. 109 A and 109 A-1 for the staff of his station and forward it direct to the District Police Office by the 15th of the month for which pay is claimed. The abstract on the back of the bill will be filled up in the District Police Office.

Instructions for preparing Pay Bills

538. (1) Names will be entered in pay bills, firstly according to rank and secondly according to district number. Men employed as private guards must be shown separately in another bill.

(2). Alterations from the preceding month and casualties will be shown in ink in the remarks column.

Note:- In the case of Officers under temporary reduction, the remark "Reduced to..... for from....." should be entered in the pay bills of each month against the names of the Officers concerned until they are promoted.

(3). Certificates of maintenance of conveyance should be attached to pay bills in K.P.F. No.26 in support of claims for conveyance allowance.

(4). In the "Rate of pay" column, the pay of the appointment actually held, even officiating or provisionally permanent, and not of the substantive appointment, should be given.

(5). Each deduction will be shown separately, in the relevant columns.

(6) The pay bill of the Armed Reserve will be prepared and sent to District Police office by the Reserve Inspector concerned.

Disbursement

539. (1) The District Treasury will issue Cash Orders on sub-Treasuries in favour of Circle Inspectors or Reserve Inspector. The Cash Orders and pay bills will be forwarded by the District Police office to the Circle Inspectors and Reserve Inspector concerned and they will cash it. The Circle Inspectors will send the sheets of the pay bills and the requisite sum of money to the Station House Officer, who will pay the men of the station. In the case of the District Armed Reserve, pay will be disbursed by the Reserve Insepctor.

(2). If there is a Sub-Treasury disbursing money on Government account at the Headquarters of a Sub-Inspector, Cash Orders should be drawn in favour of the Sub Inspector concerned instead of the Circle Inspector. In this case, the pay bill of the Station will be sent direct to the station concerned.

(G.O. (MS) 47/66/Finance dated 09-02-1966)

(Chief Office F1-29604/65 dated 14-2-1966)

Return of Pay Bills

540. The Station House Officer will return the pay bills, signed by the recipients, to the district Police Office by the 15th of the month with a statement of undisbursed pay in K.P.F. No. 109 B he will retain the undisbursed pay with him. The district police office will deduct the amount of undisbursed pay in the next pay bill and advise the Circle Inspector of the amounts so deducted and the amount to be sent by him to each Station House Officer. Entries in K.P.F 109 B should be made chronologically by months and, under each month, according to classes of Officers.

Re-endorsement on Bills-Prohibition.

541. (1) Pay and travelling allowance bills and bills for Office contingencies are not negotiable instruments and re-endorsement on them are prohibited. In such cases the following procedure should be adopted.

- (2) Bills payable at the Bank or Treasury at the Headquarters will be endorsed by the Superintendent or his Personal Assistant to a subordinate selected by him. Those payable at out-stations will be endorsed to a subordinate specially selected by the Circle Inspector. All bills to whomsoever endorsed will be sent only to the Circle Inspector concerned wherever he may be and he should send it to the subordinate in whose name the bill is endorsed and should watch the actual encashment and subsequent disbursement.

Disbursement of last pay due to an Officer.

542. (1) Last payment of pay and allowances to a Government servant who is finally leaving the service of the Government on retirement resignation or dismissal or is placed under suspension will not be made until it is satisfied that no amount is due and outstanding from the Government servant and until the kit has been accounted for and deductions made for deficiencies.

Pay of deceased Officer.

- (2) The pay due to a deceased Officer will be paid to his legal heirs, after such inquiry into the right and title of the claimants and on production of legal heirship certificate issued by the Tahsildar, where the amount does not exceed Rs. 500. The sanction of the Inspector General must be obtained before any disbursement is made in all cases where there is doubt regarding the person entitled to payment. All claims involving payment of over Rs. 500 should be reported for the orders of Government through the Inspector General of Police.

Precaution in transmitting cash.

543. (1) When cheques or bills have to be cashed or when public money has to be sent or brought from one place to another the following scale of escort is laid down for the general guidance of all Officers for the safeguarding of Government money in its transmission in normal circumstances. These escorts are additional to any member of the staff who may be employed to encash the bills or cheques concerned:-

Scale of escort

Amount to be transmitted	Strength of escort
Below Rs. 500	1. Constable
Rs. 500-4999	2. Constables
Rs. 5,000-20,000	1. HC & 2 Constables

Above 20,000

One SI /RSI / APSI / One HC
/ Havildar and two
Constables

- (2) If conditions are in any way abnormal, as when the general tranquility is disturbed or when public money has to be transported a long distance or when crimes against property have been unusually life in any area. Officers will be expected to use proper discretion as to any additional precautions necessary.
- (3) The scale of escorts laid down above does not apply to treasure escorts which are governed by separate orders. See rule 435 of Chapter XIX Vol. II.

When a Head Constable or Constable is detailed to cash any bill at a place outside his own station, and owing to the distance from his own station is forced to halt either at the place of encashment before starting back or on the way, he shall make such halt at a Police Station and shall on reaching such stations immediately deposit the cash in his charge with the Officer in charge of the Station at the time. The latter shall record the fact in the General Diary noting the amount deposited, and also acknowledge the receipt of the amount on the passport of the Head Constable or the Constable as the case may be. Before he starts from the station the Head Constable or the Constable shall note in the General Diary the fact of the cash having been returned to him and the Officer then in charge of the Station shall note on his passport that the cash has been returned to him. The Officer in charge of the Station at the time shall keep the entrusted to him under lock and key and will be held responsible for its safe custody.

SECTION II – COTINGENCIES

Contingent expenditure.

544. The following instructions apply to particular items of contingent expenditure.

Cost of taking records and furniture on tour.

- (1) The cost of conveyance of Office records and furniture as are absolutely necessary on tour to the Superintendent or Sub Divisional Officer may be met from the Contingent appropriation.
- (2). (a) Inspectors will be allowed to take at the cost of Government such of the records and furniture belonging to Government as are absolutely necessary for the efficient discharge of their duties when on tour. The charges thus incurred will be debited to "tour charges", and the bills can be passed on proper vouchers by Superintendents of the District on their own responsibility.
- (b) Superintendent of the District will be careful to see that the concession is not abused.

Use of Service Postage stamps

- (3) The instructions regarding the name of service postage Stamps in official correspondence are contained in Article 132 of the Kerala Financial Code Volume I and Appendix in Volume II of the said code.

Telegram charges

- (4) (a) Telegram charges may be met either in cash payment or by deposit account system, whichever is economical.
- (b) Sub-Inspectors may make use of the permanent advance in the Station, for the payment of telegram charges and later recoup the expended amount by claiming the amount in contingent

bills.

[Government Endt. No. 61636-M1/65/PD/(Miscellaneous Department dated 14-3-1966)]

Station House Officers to send Contingent bills.

545. (1) Each Station House Officer shall submit direct to the District Police Office on the 20th of the month a bill for the contingent charges of his Station. The bill should include all fixed charges, such as rent of station, wages of station sweeper, etc., to be paid during the succeeding month, and also the expenditure actually incurred up to the date of submission of the bill under fluctuating items, such as stamps for which vouchers should be attached. For any charges of an unusual nature the previous sanction of the Superintendent should be obtained through the regular channel before the amount is included in the bill. The Inspector shall make out a separate contingent bill for charges incurred by himself and forward it to the District Police Office on the 20th of the month.
- (2) These bills will be scrutinized in the District Police Office and passed by the Superintendent. The money will be remitted to Inspectors or to the Station House Officers direct.

Indent for the supply of Service stamps.

- (3) Sub-Inspectors shall submit a monthly statement of expenditure of service stamps with an indent for stamps, to the District Police Office by the 5th of the month.

Expenditure under Secret Service Funds.

546. Separate rules regarding the procedure in the drawal and payment of the funds under secret service are sent to Superintendents of Police for guidance. The amount is to be drawn in contingent bill form No. 49 and should be limited to budget allocation.

SECTION III

TRAVELLING ALLOWANCE AND RAILWAY, BUS AND BOAT WARRANTS

Travelling allowance – General Principles.

547. (1) The grant of traveling allowance is regulated by the provisions in Part II of the Kerala Service Rules.
- (2) Officers should bear in mind that the question of traveling allowance is largely governed by one major rule that it should not be a source of profit and that it is entirely compensatory.
- (3) No tours should be undertaken without a definite purpose and the tours should not be mere aimless journeys on the score of vague Special Branch matters and surprise check. It should be undertaken only when there is absolute necessity.
- (4) All touring Officers should draw up regular advance programmes for their tours and submit the same for the approval of the controlling officers on or before the first of every month. In the case of Deputy Inspectors-General and Superintendents of Police, a copy of the tour programme will also be sent to the Collector concerned. The submission of advance tour programme will not apply to emergencies where journeys may be undertaken in anticipation of sanction of the immediate superior authority. In such cases separate procedures, as instructed by controlling officers will be followed.
- (5) In drawing up the tour programmes care should be taken to fix up the engagements in such a way

that several items of work are attended to in a single trip avoiding another trip for the same purpose on another occasion. Rush and return to headquarters will on no account be allowed.

- (6) In the case of subordinate staff when detailed for investigation, enquiry or arrest of absconding accused, tracing of Out of View Known Depradators etc., care should be taken that opportunities are not given for roaming about aimlessly. The movement of men deputed for confidential enquiries should also be strictly controlled by issuing proper instructions for the discharge of their duties without impairing their efficiency and success in their work.

Journeys in attendance upon a sick officer.

548. When a Police Officer is deputed by a Medical Officer to attend during a journey upon a Government servant who is so ill as to make it inadvisable for him to travel without attendance, he will be deemed to have been traveling on duty and will be entitle to traveling allowance for the journey both ways.

Preparation of Travelling Allowance Bills

549. (1) Travelling allowance bills will be prepared by the Station House Officer and forwarded direct to the District Police Office by the 5th of every succeeding month. Only one bill should be presented for each month after its close. In case of journeys by rail or by road the foils of the railway warrants and bus warrants marked "For the Superintendent of Police" should be attached to the bills. Bills relating to the claims of Sub Inspectors will be forwarded by the 5th of the succeeding month to the District Police Office.

- (2) Claims for traveling allowance must be supported by the passports of the men who traveled. These passports and railway warrants foils must therefore be attached to the traveling allowance bills. They will be filed in the District Police Office with the Office copy of the bills.

- (3) Before submitting the traveling allowance bills to the District Police Office, the Station House Officer should check the claims in the bills with the entries in the Rough Travelling Allowance Register maintained in the Station and the passport of the men concerned, and certify to that effect on traveling allowance bills.

- (4) The bills sent from each Station should be accompanied by a statement showing:
- (a) the number of the railway warrant and bus warrant foils attached to the bill;
 - (b) the numbers of the warrants already issued and to be accounted for with the bill of the following month; and
 - (c) the numbers of the warrants still in the custody of the Station House Officer. Superintendents should see that item (a) above agrees with the numbers of the warrants actually received by them and that the foils of the warrants mentioned in item (b) in the statement of the previous month have been sent.

Railway Warrants

550. (1) Railway warrants will be accepted by Station Masters or Booking clerks as cash payment for value of tickets supplied provided the rules printed on the reverse of the foil "for Railway" are observed.

- (2) Before Railway warrant books are issued to Stations, each of the three foils of the warrants should be clearly stamped in the District Stores with the name of the District in the space allotted for "Police Office" and "District" at the top.

Preparation and presentation of Railway Warrants at Railway Stations.

551. (1) Railway warrants shall be made out in English. The foil headed "For Office Record" will be retained in the Office of issue, and the remaining two foils handed over to the Officer in charge of the traveling party, who will fill up Coloum (4) in each, sign the Railway foil and present them both at the Railway Station. The Railway authorities will then issue the tickets required, and also return the foil "for the Superintendent of Police" with the blanks filled in. This foil will be sent by the Officer in charge of the party to the Officer in charge of his Station, who will collect together all the foils received in the course of the month and attach them all to the Travelling Allowance bill of the Station for the month.
- (2) Careful attention should be paid to the rules on the reverse of the foil headed "For Railway" of the form of Railway warrants.
- (3) Whenever possible, Railway warrants shall be issued at the Station of departure for the return journey also.
- (4) Railway warrants should be issued to all Head Constables and Constables, for journeys to and from Hospital and from one Hospital to another, and also for journeys to seek medical advice, provided they are eligible for Travelling Allowance for such journeys.
- (5) Railway warrants may be used for the conveyance of tappal to Officers in camp.
- (6) The following particulars should be invariably given on the Railway warrant:-
- (a) Name and number of Police Officer and nature of duty
 - (b) Reasons for traveling by main train.
 - (c) In the case of transfer, whether it was on public grounds or at the request of the Officer or for misconduct.
- (7) Railway warrants may be used by all Officers of and below the rank of Circle Inspectors for their journeys on Official purposes. If the cost of Railway fare is less than Rs. 5, Railway warrants should not be used.

Presentation of Warrants by Railway Administration for payments.

552. The foil headed "For Railway" will be presented by the Railway Administration to the Accountant General. The Accountant General will forward it to the Controlling Officer for scrutiny and countersignature. To enable the Railway Administration and the Accountant General to send the warrants to the proper officers, the officer issuing it will, when the party does not belong to the same State or District as that of issue, respectively endorse in red ink at the top of the foil headed "For Railway" as follows:-

"PAYABLE BY THE ACCOUNTANT GENRAL"
"TO BE SENT TO THE SUPERINTENDENT OF POLICE,"
.....FOR ACCEPTENCE."

Safe Custody of Railway warrants and Bus warrants.

553. (1) The book must be kept under lock and key, in the personal custody of the Officer to whom it is supplied. In the absence of he Station House Officer from the Station, it will be in the charge of the Senior Police Officer present.
- (2) Whenever a Railway or bus warrant is issued its number is to be noted in the General Diary, wherein the duty on which the Officer is sent is noted.

- (3). At the back of the warrant counterfoil will be noted the General Diary page and date.
- (4) Whenever transfers of charge take place, the printed numbers of the Railway and Bus warrants transferred should be given in the charge list.

Bus Warrants.

554. Police personal on duty are allowed to travel in buses on the strength of the warrants issued by the Police Department. The cost on this account will be reimbursed to the Bus companies as per the procedure that may be adopted by Government from time to time.

(1). When bus warrants are issued for travel in Express buses the word "Express" should be noted by the Station House Officer himself and he should sign under the word "Express" with the date of issue.

(2) Every bus warrant shall contain the following particulars:-

(i) The bus warrant number.

(ii) The number and name of the Police Constable or Head Constable or the name of Sub-Inspector.

(iii) The Unit such as Traffic, Armed Reserve, Criminal Investigation Department, Criminal Intelligence Bureau, Finger Print Bureau, and the District to which such Police Constable, Head Constable or Sub-Inspector belongs (to be entered in red ink).

(iv) The date of travel

(v) Purpose of journey

(vi) Place from where the Police Constable or Head Constable or Sub-Inspector starts and the place to which police Constable or Head Constable or Sub-Inspector travels.

(vii) Station from where issued and the date of issue

(viii) The designation and signature of the issuing Officer

(ix) The stamp of the office of issue

(x) Bus warrants without page number are not considered as genuine.

Boat warrants

552. Boat warrants shall be issued to non-gazetted officers for travel by boat on duty. The procedure in the case of bus warrants will apply to the issue of boat warrants also.

Statement of Bus Warrants and Railway Warrants used by Sub Inspectors

556. A Statement of bus and Railway warrants used by Sub Inspectors in a month should be forwarded in K.P.F. No.113 to the District Police Office with their Travelling Allowance bill for the month. The statement should contain particulars of warrants used and the cost of each warrant. The counterfoils of the warrants marked for Superintendent of Police should be enclosed with the statement. Those having no Travelling Allowance claims to prefer will forward the statement separately with counterfoils of warrants.

SECTION IV- CASH ACCOUNTS

Cash Book – Maintenance of – Instructions

- 557.(1) The Cash book in prescribed form shall be maintained in Police Stations and all other Units dealing with receipt or disbursement of government money.
- (2) All Public money received should be brought to account immediately on receipt.
 - (3) Opening balance, receipts and closing balance shall be entered in red ink and all other entries shall be made in black or blue black ink.
 - (4) Each item of transaction, whether receipt or expenditure, should be entered separately. Item number should be separately given to each entry. Item number of corresponding expenditure entry should be noted against each receipt of entry and the item number of relevant receipt entry should be noted against each expenditure entry.
 - (5) Detailed particulars of each transaction such as from whom received, number and date of encashment of bill, date of money memo received, to whom disbursed with number and date of money memo sent should be entered in the cash book.
 - (6) The opening and closing balance should be struck on all days on which there are transactions.
 - (7) All amounts should be disbursed without any delay and no amount should be retained in Police Stations for over two months under any circumstances. A report should be sent to the Superintendent of all such pending items and orders of the Superintendent should be obtained for returning them to the District Police Office or remitting them into the Treasury under relevant head of accounts.
 - (8) Cash book in Police Stations should be personally maintained by the Station House Officer. If he is likely to be absent from the station for more than a day, the book may be handed over to the Station Writer with clear instructions as to its maintenance. When the Station House Officer returns to Station he should check the entries in the cash book and take charge of balance.
 - (9) On the last day of each month, the particulars of amounts working up to the cash balance with item number and date of receipt of each item should be entered in a separate statement in the cash book. If any permanent advance is allotted, the total permanent advance allotted, particulars of items pending recoupment and balance of permanent advance on hand should be furnished in a separate statement.
 - (10) All money memos (in K.P.F No. 105) received should be arranged and filed date-wise, after prompt dispatch of acknowledge item number in cash book, date and item number of disbursement and date of dispatch of receipts of parties.
 - (11) Circle Inspectors should verify cash book and cash balance in hand in Police Stations whenever they visit them for other purposes. In respect of their Headquarters Stations such verifications should be made at least once a week.
 - (12) The cash on hand in Stations shall be kept in a locked receptacle. No private money should be mixed up with Government cash. When the charge of cash book is handed over, the cash balance should also be handed over and acknowledged in the cash book and in the General Diary in words as well as in figure.

SECTION V – LEAVE PROCEDURE AND PENSION

Grant of leave.

558. (1) Leave will be granted to officers according to the Service Rules applicable to them.

(2). Superintendents of Police are empowered to sanction all kinds of leave except study leave and special disability leave to all officers of and above the rank of Sub Inspectors.

[G.O. (MS) 99/Home (A) dated 18-2-1963]

(3) The Superintendent may empower an Inspector to grant in anticipation of sanction, in urgent cases, leave other than casual leave subject to a limit of one month to Head Constables and Constables. The kind of leave admissible will be subsequent decided and the leave will be formally sanctioned by the Superintendent.

(4) Sub-Divisional Officers are empowered to sanction all kinds of leave other than study leave, special disability leave and leave preparatory to retirement, subject to a maximum period of 4 months to Head Constables and Police Constables within their jurisdiction. Before granting the leave eligibility should be got noted by the District Police Office on the leave rolls sent.

[G.O. (MS) 99/Home (A) dated 18-2-1963]

(5) Personal Assistants to Superintendents of Police are empowered to sanction all kinds of leave other than study leave, special disability leave and leave preparatory to retirement to Head Constables and Police Constables of District Armed Reserve, where there is no Assistant Commandant in charge of the District Armed Reserve.

[G.O. (MS) 93Home dated 2-3-1964]

(6) Circle inspectors are empowered to sanction leave except special disability leave to Police Constables and Head Constables after getting the eligibility of leave verified from the District Police Office and in urgent cases subject to eligibility.

[G.O. (MS) 308/Home dated 12-9-1967]

Leave Applications

559. (1) Gazetted officers should submit their leave applications in duplicate in the prescribed form to the Deputy Inspector General of Police in the case of Inspectors and to the Inspector General of Police through the Deputy Inspector General in other cases.

(2) Station House Officers will forward leave applications received from Head Constables and Police Constables with leave rolls in K.P.F. NO. 76, through Circle Inspectors to District Police Office; where the nature of the leave due will be entered. The District Police Office will forward the leave rolls to the Officers authorized to grant leave.

Departure on Leave

560. (1) Police Officers of and above the rank of Deputy Superintendents before proceeding on leave should communicate their address while on leave to the Assistant Inspector General.

(2) All subordinate Police Officers, before proceeding on leave, should communicate their address to their immediate superior and keep him informed of any change of address.

(3) No Police Officer may proceed on leave without sanction

(4) Head Constables and Constables proceeding on leave shall invariably be furnished with passports in K.P.F. No. 120. A man who was obtained a medical certificate recommending him leave should be given a passport in K.P.F. No. 121. Before proceeding on leave, it should be ensured that the leave has been sanctioned. If the medical certificate is given at the district headquarters, the passports may be granted by the Superintendent of Police if the District or, in his

absence, by the Manager Except in the case of men of the Armed Reserve to whom it will be given by the Reserve Inspector. In Circles, it should be given by the Inspector or Station House Officer.

To report 10 days prior to expiry of leave for permission to extend leave or to rejoin duty.

561. An application for extension of leave should be made at least 10 days prior to the expiry of the leave being availed. It is the duty of the Officers on the expiry of their leave to rejoin if they have not received formal intimation of the grant of extension. The incumbent in the Department on leave for more than one month should report his intention to resume duty not less than 10 days before the termination of the leave.

Rejoining duty after leave.

562. The authority competent to grant leave or the authority under whom the Government servant is to be employed on return from leave, as the case may should enforce the provisions of Service Rules regarding procedure for readmission to duty of officers returning after medical or any other leave.

Casual leave

563. Casual leave is a concession to enable Government servants in special circumstances to be absent from duty for short periods without such absence being treated as leave under service rules. Rules regarding casual leave to Officers are given in Appendix VII to Kerala Service Rules.

Special Casual Leave

564. Government servants are entitled to special casual leave as per Service Rules applicable to them. Rules regarding grant of such leave is given in Appendix VII to Kerala Service Rules.

Grant of Casual Leave

565. (1) Casual leave to officers of and above the rank of Sub Inspectors may be granted by their immediate Superior unless the applicant is working under the direct supervision and control of another officer competent to grant such leave.

(2).The grant of leave by the Superintendent of Police should be communicated to the Deputy Inspector General of Police concerned, and the grant of leave by the Deputy Inspector General of Police should be communicated to the Inspector General of Police for Information.

(3). The grant or refusal of the leave should be reported in the diaries of the officers and the General Diary if such a record is kept in the Office concerned. All cases in which leave is refused by them should be reported to the Superintendent or Sub-Divisional Officer for orders if any. The applications will be filed in Office of the granting authority with the orders thereon together with a note of the dates of availing of and return from the leave.

(4) In emergencies, Head Constable in charge of Police Station or Outpost may grant to any of his subordinates casual leave and may also permit them to combine Sundays and other authorized holidays with it, subject to the limits prescribed, reporting the matter for confirmation of the Sub Inspector.

(5). If an Officer wants to spend the leave, outside his jurisdiction, he should take the previous sanction of his immediate superior authority.

Register of Casual leave.

566. The register of casual leave in K.P.F. No. 135 should be maintained by the Officers competent to sanction the leave. The grant of special casual leave will also be noted in this register.

Pension

567. The pensions of all officers who have opted for Kerala Service Rules will be regulated by the Rules in Part III Kerala Service Rules. The rules in fundamental Rules, Travancore Service Rules and Cochin Service Rules will apply in the case of those governed by those rules.

Resignation –Effect of.

568. (1) If a Government Servant resigns his appointment, all his previous service under the Government-and not only service in the particular post which he held when he resigned-will be wiped out. If such a Government servant is appointed again to Government Service, he will not be entitled, to count any portion of his service prior to resignation for any benefit or concession under any rule or order.

(2) The effect of resignation of appointment by a Government Servant is contained in Rule 33 of Part III of Kerala Service Rules and in other Service Rules applicable to the Government Servants concerned.

Address to be furnished by retiring Officers

569. On retirement Officers should furnish their address in order that the authorities may communicate with them if necessary.

SECTION VI – BUILDINGS IN CHARGE

Upkeep of Compounds

570. (1) The occupant of a Government building or residence shall be responsible for the proper care and upkeep of the trees, shrubs and hedges in the compound and he will also see that the compound is kept in proper order.

(2) No tree or main branch of a tree shall be cut without the permission of the Inspector General of Police

(3) The grounds of the compound shall not be broken for any purpose except that of "gardening" in the ordinary sense of the word and this sense shall not include the digging of pits, ponds or wells for watering purposes.

Occupation and Petty Repairs of Lines.

571. (1) Where Police Quarters exist, Head Constables and Constables shall be bound to occupy them.

(2) Men must be required to execute such trifling repairs to their quarters as they would do if they were their own houses.

SECTION VII-TENTS

Scale of tents for different units is given in the Kerala Store Manual.

Tents-Storage of.

572. When not in use, tents should generally be kept in a dry place on stands about 46 C.M. high so as not be damaged by rats or white ants. But during the monsoon, when they are not in use, they should also be spread out in the sun to dry not less than once a month.

Instructions for pitching and striking of tents etc., are given in Appendix V

SECTION VIII-INDENT FOR STORES; CLOTHING ETC.,-DISTRIBUTION

573. Instructions regarding scale, supply of clothings, Stationeries, Arms, Ammunition and Accoutrements, etc., are given in Kerala Police Departmental Store Manual.

Indents for Store articles by the units to the Chief Stores.

574.(1) Each unit will forward to the Chief Office on the 30th December each year a consolidated list of stores required by it in a year, on the basis of indents received by it from its subordinate Officers. Only items of stores which are authorized for issue through Chief Stores according to general or special orders (or by precedent in the past) should be included in the list. Quantities mentioned in the list should also be within the authorized scale of entitlement, and the scale on which the demand is based should be clearly stated.

(2) On the indents being passed, the stores sanctioned will be packed and dispatched to the units concerned by the Assistant Store keeper by the cheapest possible conveyance.

(3) The passed indents with the acknowledgment foil will be forwarded to the concerned unit from the Chief Stores.

(4) On receipt of the stores in the unit stores, the articles will be verified by the Officer-in-charge of stores. The articles will be acknowledged in the acknowledgment foil of the indent and it will be returned to the Chief Stores.

[G.O. 408 (MS) Home (D) dated 18-10-1965]

Indents by subordinate Officers to the Units (D.P.O. etc).

575. Officers in charge of Sub-Division, Circles and Police Stations will forward indents showing their annual requirements of stores to the District Stores before the 15th of December each year.

Officers in charge of Police Stations will forward two separate indents one for articles issued by the Reserve Inspector and another for articles issued by the Store Accountant and items in each should be granted together under the sub-heads shown below:-

(a) Indents for articles issued by the Reserve Inspector:-

(i) Arms,

(ii) Ammunition, and

(iii) Accoutrements.

(b) Indents for articles issued by the Store Accountant:-

(i) Clothing,

(ii) Forms,

(iii) Stationery,

(iv) Books of instructions, and

(v) Furniture.

[G.O. 408 (MS) Home dated 18-10-1965]

Supply of Articles.

576. (1) The supply of clothing will be made half yearly from the District Stores to the Sub

Inspectors concerned by the 1st of December and 1st of June without indents from them. Acquittance roll for clothing in K.P.F. No. 5 will also be sent to the Sub Inspectors. The Sub Inspectors shall arrange supplies according to requirements and send the acknowledgment to the District Stores promptly returning surplus articles if any on invoices. The acquaintance roll of clothing with signatures and date of receipt entered therein will be completed, carefully checked and sent back to the District Police Office not later than 1st August.

(2) Check register of Indents

The Officer in charge of stores will keep a Check register of indents. Each indent will bear the District Serial number and also the indent number of the Sub-Divisional Officer, Inspector or Station House Officer as the case may be. No indents will be filed by the district Serial number alone.

(3) The book of receipt and issues of stationeries shall be balanced every quarter. A stock taking of stationery shall be made every year before the 25th February by the Officer in charge of stores and results recorded in a statement accompanying the annual stationery indent.

[G.O. 408 (MS) dated 18-10-1965]

Passing of indents.

577. (1) All indents will be passed for supply by the Superintendents of Police or the Personal Assistants to the Superintendent of Police. 85% of the annual requirement of stores in a station or in the Inspectors office or in the Sub-divisional Office according to authorized entitlement will be passed on the first indent. If an indent is not passed it will be returned to the concerned Officer stating reasons as to why it is not passed.

(2) On an indent being passed by the Superintendent of Police, the Store Accountant will pack the sanctioned articles and dispatch the same to the concerned officer by the cheapest possible means. The sanctioned indent with acknowledgment foil will also be forwarded to the concerned officer immediately. On receipt of the articles the concerned officer will check the store material with the passed indents sent to him and acknowledge receipt of the articles in the acknowledged foil of the indent. The acknowledged foil will be returned to the District Stores immediately.

(3) The remaining 20% of the annual requirements of stores in the Sub-Divisional office, Inspectors Office or the Stations will be sanctioned in the District Stores on proper indents on the last quarter of the financial year according to requirements. The stores so sanctioned will also similarly be dispatched to the concerned officer by the Store Accountant.

[G.O. (MS) 408|Home dated 18-10-1965]

Entry in the register of Government Property.

578. The Sub-Divisional Officer, Inspector or Station House Officer as the case may be who receives the stores will immediately bring the articles received by him to account in his register of Government properties.

[G.O. MS. 408|Home (D) Dept. dated 18-10-1965]

CHAPTER III
GENERAL CORRESPONDENCE

General Rules

579. (1) The use of facsimile signature stamps in lieu of signature in correspondence is forbidden. Official documents should be signed in a uniform and legible manner. Ball point pen also should not be used.
- (2) See paragraph 90 of the Manual of Office procedure for the Police Department for instructions on the method of dispatching papers to Departmental officers.
- (3) See Chapters III and IV of the Manual of Office Procedure for the Police Department for instructions relating to the receipt, numbering, distribution and registration of tappals.
- (4) Rules of procedure for offices below the District level shall be as prescribed in Chapter XVI of the Manual of Office Procedure for the Police Department. For other offices the provision in other chapters will apply.
- (5) The name as well as the Official designation of an Officer should be set out at the head of every letter or proceedings issued by him or from his office on his responsibility though it may be signed by an authorised subordinate Officer.
- (6) Initials and signatures should always be dated, the year as well as the date and month shown.
- (7) Letter form should be used for all correspondence to superior Officers, subordinate Officers and to other Officials and non-officials. The salutation "Sir" or "Madam" and the subscription "Yours faithfully" should also be used in all such letters.

(I.G.'s Circular 51| 66 dated 02/09/1966

- (8) Memo form will be restricted only to internal use namely to communicate and call for information between the sections of the same Office.

(I.G.'s Circular 51| 66 dated 02/09/1966

- (9) Language of correspondence : To communications received from public in Regional language, the replies should be given in the regional language itself.
- (10) Delay in disposal of official correspondence-Usually delay occurs due to the following reasons:
- (i) unnecessary movement of papers
 - (ii) Indifferent or incomplete reports from the Subordinate officers
 - (iii) Faulty office procedure
 - (iv) Inadequate control over work and proper application to it. Care should be taken to avoid such defects at all levels.

- (11) When a Personal Assistant signs a letter for the head of the department or Office, he is using the delegated power. Therefore in all Official correspondence to higher authority, if the letter involves a point of opinion or policy, the office copy must be signed by the Head of the Department/ Office. If, however, the letter is simply a recital of facts, it will suffice if the

Personal Assistant takes orders of the Head of the Department/Office in the Office note.

Officials communications.

- 580 (1) Envelopes or packets containing Official correspondence, which is not of a confidential nature, should be addressed by Official designation only, without the addition of an Officer's name.
- (2) Papers may be classified as (a) 'Confidential' (b) 'Secret' and (c) 'Top Secret' according to the nature, importance and degree of security which attaches to the matter dealt with in them.

The following rules of guidance will be helpful

- (a) **Top Secret.** This marking is reserved for papers containing information of such a nature that for reasons of national security it must only be disclosed to persons whose duty makes it essential that they should have knowledge of it. Such papers include references to current or future Military operations, impending movements or dispositions of the armed forces and shipping and secret method of warfare, to matters of high Political Policy and to methods of secret intelligence and cyphers.
- (b) **Secret.** This marking is reserved for papers other than those marked Top Secret, which are of such a nature that their disclosure to persons other than those whose duty is to have knowledge of them would cause administrative embarrassment or difficulty or would be helpful to the enemy, without being gravely dangerous to the national interest.
- (c) **Confidential:-** This marking is reserved for papers containing information the circulation of which, it is desirable to restrict for administrative reasons and which do not disclose such vital information as to warrant their inclusion in the Secret category.
- (d) **Private** means "Not to be placed on an Official file or referred to in Official correspondence". Papers so marked should be kept by the recipient so long as they are required and then destroyed.
- (e) **Personal (on a Cover)** indicates that it should be opened by only the Officer named on the cover or his successor, unless it is superscribed "Not to be opened by any one except the addressee". In the latter case no other Officer should open it and it should be sent to the person named wherever he is.
- (3) Confidential papers should be dealt with by the Section Heads concerned, and they should be kept in the custody of the section Head or the Superintendent, except in cases where the Superintendent, after due consideration, authorizes the paper in original to be dealt with by the subject clerk in the connected file.
- (4) Secret and Top Secret papers should ordinarily be in the custody of the Head of Office, and action on these should be taken by him personally, collecting information, if any, required from the Office, except where a relaxation of this rule is justified in individual cases.
- (5) Section Heads, Superintendent and other Officers who retain confidential, secret or top secret papers in their custody shall keep a register in which such papers and their disposal will be listed. Such papers, with the register, will be handed over on relief to the successor in Office.
- (6) The receipt of such papers will be recorded by the Superintendent, or other Officer concerned also in the Personal Register of the subject clerk, showing the outside reference number, and a catchword indicating the subject, but it should not reveal the confidential matter.
- (7) When such papers are put up for orders, a 'Confidential' slip should be attached to the file.
- (8) Communications bearing the classification "Secret" or "Top Secret" should always be dispatched

in double cover, the inner cover being sealed and addressed by name to the Officer concerned. The outer cover will not be sealed and will be addressed to the Officer by designation alone. The sealed cover with address duly return, and the appropriate security marking and the reference number noted outside, will be handed over to the dispatching clerk, who, after making necessary entries in his register, will put it in another cover addressed to the Officer by designation.

- (9) All papers with security Classification "Confidential" or above, when sent by post, shall be registered. "Top Secret" and "Secret" papers shall be sent "Registered-Acknowledgment Due".

Demi-Official communications.

581. (1) A demi-Official communication may be made when (a) the matter forming the subject of the communication is a stage of discussion and has not reached any Official finality; (b) the writer wants to express his personal views or any subject without allowing them to be treated as his final conclusions or opinions; (c) the writer desires that the contents of the communications should not be given any publicity beyond communication to the addressee; (d) the writer wishes to elicit the individual views or opinions of the addressee and desires it to be understood that such views or opinions will not be treated as final decisions or opinions and (e) when it is desired that a matter should receive the personal attention of the person addressed.
- (2) Envelopes containing demi-official letters shall be addressed to the Officer for whom they are intended both by his name and official designation. If the officer addressed by name has vacated his appointment, his successor or one in charge of the post should open such covers and deal with the communications enclosed, if he is competent to do so. If not competent, he should return them to the sender with an intimation to that effect and should treat any information thus obtained as confidential.
- (3) Demi-Official communications which are intended to be opened by the addressee and by no one else should be enclosed in covers addressed to him by name only, his official designation being omitted. If he has been transferred and they are delivered to his successor or locumtenens, they should be forwarded to him direct if his address is known, and if not, returned to the sender.

Forms of Address.

582. (1) the prefix "Shri" in respect of men and "Smt" in the case of married women and "kumari" in the case of unmarried women, shall be used as the form of address in official correspondence.

Correspondence with Police of other States in India.

- 583 (1) Inspectors and Sub-Inspectors in India may correspond directly with Police Officers of equal rank in other States on the following matters:-

Movements of criminals, enquiries as to antecedents and convictions of persons, circulating lists of property, information concerning crime committed, soliciting assistance in a case or requesting a statement of a person to be recorded.

- (2) The Police Officials of the Kerala State may correspond directly with the Police Officials of equal rank in these States on matters of routine or a non-controversial character.

correspondence with Foreign Police Forces.

- 584 (1) The State Police are not authorized to correspond direct with outside Police Forces. India is a member of the International Criminal Police organization and the intelligence Bureau, is the national Central Bureau of the International Criminal Police Organisation. Any information

required by a foreign Police Force concerning Police in India should be routed through the Director, Intelligence Bureau, New Delhi, and not sent direct.

- (2) The Police authorities in India on the one hand and Ceylon on the other can correspond directly in routine matters relating to the control of emigration or investigation of specific crimes of a non-political nature such as common crimes like murder, dacoity, robbery, burglary etc.

Corrections.

585. All corrections and alterations in Police records should be made by drawing a line across the original entry so as not to obliterate it and writing the required alteration above and initialing it.

Telegraphic communications-Instructions.

- 586 (1) Abbreviated telegraphic addresses of Police Officers are given in Appendix VI to this Chapter.
- (2) State messages may be sent as "Express" or "Ordinary" at the discretion of the sender. The principles to be observed are
 - (a) A Telegram should not be sent where a letter would serve the same purpose equally well.
 - (b) State telegrams should as a rule, be sent in the "Ordinary" class.
 - (c) Messages should be sent as "Express" only in cases of great emergency and in cases where the dispatching officer knows that the line is blocked and considers his message sufficiently important to take precedence over ordinary traffic.
 - (d) State telegrams should be couched in as few words as possible.
- (3) All telegrams and other communications from officers of Government regarding their leave, pay, transfer, leave allowances, fund subscriptions and analogous matters are private and not official and should not be sent at the public expense. If a telegraphic reply to any such communication is desired, it should be prepaid.
- (4) With a view to facilitate the detection of crime, the Central Government have authorized Police Officers of and above the rank of Station House Officer to send "Special Police" telegrams which should take precedence over other telegrams. To enable the telegraph authorities to distinguish the message in question and deal with them properly the senders should mark, them "Special Police".

Use of Telephones.

- 587 (1) Telephones may be used for communicating urgent messages in the course of official business.
- (2) A trunk call register in K.P.F. No. 156 R. shall be maintained for recording all trunk calls made. In it shall be entered the date of call, duration, name of the person who booked the call whether the call is personal, urgent, immediate or ordinary, purpose of call and the signature of the caller, in the prescribed columns. Whenever Police Officers use the Government telephones for private trunk calls, they should pay the schedules charges thereto Monthly trunk call bills should contain a certificate that charge on account of private calls have been recovered and credited to Government account.
- (3) Immediately on receipt of a trunk call bill from the telephone authorities the Officer-in-charge of the phone should be asked to give details of the trunk calls booked through his phone. i.e., whether private or official to the establishment section. The establishment section will enter the details received from the officers who are in charge of the phones in a register as detailed in Appendix VII. It will be the responsibility of the Head of the establishment section of every

office to maintain the register. This register should be inspected periodically by the head of the office or the Officer authorized to sign bills, as the case may be, to see that recovery has been effected promptly and that the register is maintained properly. Any laxity in following this direction will be viewed seriously.

[G.O. (P) 12|67|Fin. dated 4-1-1967]

- (4) In the case of Inland State telephones the Inspector General of Police and Deputy Inspector General of Police are authorized to use the priority indication "Important".

Use of Wireless grids.

588. Police Radio Stations are licensed primarily for passing messages connected with law and order. When communications by ordinary post will not meet requirements, radio messages may be sent. Instructions for the originators of wireless messages general instructions on message writing etc., and a list of "Law and order" messages outlining the subjects on which messages can be cleared on Police Wireless Grids are contained in Appendix XXIX to Chapter "Police Radio Organization".

Report to Government by Subordinate Officers.

589. Heads of Departments and other Officers should not correspond directly with Ministers, but all communications from them to Government should be addressed to the Secretary to Government in the administrative department concerned. When a Minister calls for any information directly from any Officer, his report should be sent direct to the Minister and at the same time a copy should be routed to Secretary to Government concerned, through the proper channel. In special circumstances, it may become necessary for the Head of Department or other Officer to enter into correspondence with a Minister, but if the Minister happens to be one other than the Minister, under whose administrative control he is working and the subject-matter of the correspondence the direct responsibility of the latter he should send a copy of the communication to the Minister concerned through his immediate superior or the Secretary, Home Department.

Correspondence from Government direct to officers subordinate to the Head of the Department Procedure.

- 590 (1) In cases where factual information available only at levels lower than the Head of a Department is required, Officers of the Secretariat of and above the level of Deputy Secretary may address Officers of and above the District level directly.
- (2) Such references will be confined to matters on which an expression of opinion by the Head of the Department is not considered necessary.
- (3) Government will mark to the Head of the department a copy of such references except routine endorsements made directly.
- (4) Regional and District Officers will send their replies direct to Government, with a copy to the Head of the Department.

Correspondence by Superintendents of Police with Chief Office.

- 591 (1) The Superintendents of Police should ordinarily send their reports on the following subjects to the Chief Office through the Deputy Inspectors General of Police concerned:
1. Re-allocation and change of Headquarters

2. Additions to or reduction of staff, and reorganization of Units
3. Application or interpretation of or amendments to rules and Police Standing Orders.
4. Recommendations for medals, honours and titles.
5. Reward Rolls
6. New buildings, telephones or Electrical installations and additions or improvements to them.
7. Extraordinary pension and injury gratuity
8. Reduction and with-holding of pension
9. Correspondence relating to the promotion of Sub-Inspectors, Circle Inspectors, etc.
10. Correspondence regarding Police Training College, Final and Supplementary Examinations.
11. Appeals and petitions
12. Prosecutions and withdrawal of cases relating to grave crimes.
13. Punishment of Gazetted Officers.
14. Periodical confidential reports (of Gazetted and non-gazetted Officers)
15. leave
16. Medical attendance
17. Reports of Death
18. Sanctions for contingent charges of all kinds in cases which are beyond the powers of a Superintendent of Police.
19. Proposals for the application of Acts
20. Papers regarding allegation of torture by the Police
21. Change in dress and equipments regulations
22. New or revised scale of supply of clothing or other store articles

23. Audit report on store accounts
24. Printing of new forms or revision of existing forms
25. Travelling allowance to gazetted Officers
26. Schemes for Railway protection, Railway strike, maintenance of essential services, riot schemes etc.
27. References of a general and unusual interest.

[I.G.'s Circular No. 53/66 dated 07-09-1966]

(2) When Demi-Official letters, wireless messages, or telegraphic messages are sent from the Chief office to the Superintendent of Police calling for reports or particulars on any matter, the Superintendents of Police will send their replies thereto, direct to the Chief Office. When such messages are marked to the Deputy Inspector General of Police, the Superintendents of Police will send a copy of their reply to the Deputy Inspectors General of Police also. If in the messages sent from the Chief Office, there is a direction to send replies through the Deputy Inspectors General of Police, the Superintendent of Police will send their replies through the Deputy Inspectors General of Police concerned.

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CHAPTER IV

WELFARE AND CONCESSIONS, BOY'S CLUB, SPORTS ETC.

The Kerala Police Welfare and Amenity Fund.

592. (1) In order to ameliorate the conditions of the lower ranks of the Police Force, the Kerala Police Welfare and Amenity Fund has been started in each district/ Unit. Inspectors and below, and members of the ministerial staff of the Police Department can become members of this fund. The Government will make an annual grant equal to the collections made by the committee, subject to a maximum of Rs. 10,000 only. The object of the fund will be to relieve distress among the subscribers who are Police Officers of and below the rank of Inspectors and members of the ministerial staff of the Police Department, and their families caused by death, disease or any other emergency which in the opinion of the committee require assistance, to provide scholarship and other assistance for the education of the subscribers' children in deserving cases, to provide medical assistance in cases of exceptional difficulties, to provide reading room, night schools, play and recreation facilities and generally to promote the welfare and amenity of the subscribers and their families.
- (2) The rules regarding the formation of committee, collection of subscription, conditional of grant from the fund etc., are given in Appendix viii.

Family Welfare Centres (Kshema Niketan)

593. Family Welfare Centres may be organized in each District for the benefit of the womenfolk of the Police Force. The rules on the subject are given in Appendix . ix.

Advance for immediate relief to families of Government Servants who die while in service.

594. In order that timely relief may be given to families of non-gazetted officers, who had rendered not less than 3 years of continuous service and who die, while in service (whether on duty or on leave with or without pay) in order to meet their immediate requirements, the Inspector General of Police or the Head of Office is empowered to sanction to the families of officers referred to above, an advanced equal to three months' basic pay of the deceased or Rs. 300 whichever is less, if in their opinion, the family concerned has been left in indigent circumstances upon the death of the Police Officer on whom it was dependent and is in immediate need of financial assistance. The amount so advanced will be recovered from the gratuity of the deceased officer.

[G.O.P 550|63|fin. Dated 15-10-1963 and

G.O.P 484|65|Fin dated 30-12-1965.]

Rent free quarters and free electric charges.

595. (1) Officers of and below the rank of Sub-Inspectors are entitled to rent free quarters. Where Government quarters do not exist they are given house rent allowance as may be fixed by Government from time to time.
- (2) Head Constables and Police Constables are eligible for free supply of water and electric current charges as fixed by Government from time to time.

G.O. (MS) 90|Home dated 7-3-1968.

House Building Advance.

596. Police Officers are eligible for house building advance. Inspector-General of Police is the sanctioning authority for the non-gazetted Police Officers. In cases where the applicants do not have full proprietary right on the lands in which the buildings are proposed to be constructed sanction of Government should be obtained even in the case of N.G.Os. As regards gazetted officers, Government is the sanctioning authority. The maximum advance permissible is the sanctioning authority. The maximum advance permissible is Rs. 35,000 or 42 months' pay, whichever is less. The maximum period allowed for repayment of the loan with interest is 216 months.

Police Mess.

597. At the Head-quarters of every district or unit in which there is a demand, a Police mess or canteen or both will be opened with a view to afford nutritious and wholesome diet primarily to Police recruits and also for other members of the constabulary. Government will provide an advance of funds required for the purchase of utensils etc., and the staff required for the management at Government expense. The grant of advances vary according to actual requirements and strength of each unit.

Advance for the purchase of Motor car or Motor Cycle.

598. Government may sanction an advance for the purchase of motor car or motor cycle to officers who are getting Rs. 500 or more as pay. Officers who are getting Rs. 150 or more are eligible to get advance for the purchase of motor cycle/scooter.

(Article 252 of Kerala Financial Code, Volume I as amended by G.O.(P) 72167/Fin., dated 22.2.1967)

Advance for the purchase of bicycle.

599. Advance may be sanctioned by Inspector General of Police or by Superintendent of Police or officers of corresponding rank, to non-gazetted Police Officers and Ministerial staff including last grade employees for the purchase of bicycle. Maximum amount permissible is Rs. 200 recoverable in 20 instalments.

(Article 225 of Kerala Financial Code Volume I
G.O.(P) 499|66|Fin. Dated 16-11-1966)

Advances for journey on tour.

600. It is permissible to sanction an advance of travelling allowance on tour to Police Officers. These advances will be recovered by adjustment with the traveling allowance due for the journey.

(Article 99 of K.F.C. Volumes I and G.O.(P) 107|64|Fin. Dated 10-3-1964)

Advance for the purchase of Mosquito Nets.

601. (1) The advance for the purchase of mosquito nets can be granted to non-gazetted Police Officers. Such advances will be limited to an amount not exceeding Rs.50, or equal to the rate of pay or the cost of the net whichever is less. The controlling officers concerned can sanction the advance, which will be recovered free of interest from the pay of the officers concerned in 10 equal instalments.

(2) The advace should be subject to the following restrictions:

(a) The excess amount of advance after the purchase of net is effected should be refunded within 1 month of the drawal of advance.

(b) The advance is admissible only once in 5 years.

Pay Advance

602. (1) Police Officers are entitled to get one month's pay in advance on transfer, recoverable in 3 monthly installments.

(2) When religious festivals such as "Deepavali", "Easter", "Christmas" and "Bakrid" fall on any day after 28th of the month non-gazetted officers who celebrate the festivals according for their religious customs, are eligible for the pay and allowances for the month being drawn and disbursed on the last 2 working days prior to the festival. In case where such festivals fall after 15th of a month an advance of 50 percent of pay and allowances can be given to them.

(Article 87 Financial Code Volume I)

(3) An advance of 1 month's pay or Rs. 100 whichever is less will be paid to all officers who draw Rs.400 and below in connection with "Onam" festival. The advance will be recovered in 5 monthly installments.

(Article 259 financial Code, Volume I)

Concessions to Police Officers undergoing Anti-Rabie treatment etc

603. (1) A Police Officer undergoing anti-rabic treatment is eligible for 14 days special casual leave. He is also eligible for special casual leave for the days of journeys to or from the nearest Anti-rabic treatment centre.

(2) Police Officers are also eligible for 5 days' special casual leave for undergoing sterilization operation.

(3) When any member in his house is suffering from infectious disease, he is eligible for special casual leave for the period recommended by the Health authorities. This is for purposes of isolation only.

(4) Police Officers are also eligible for special casual leave when they participate in sports events of National and Inter-National importance.

Medical attendance for Government Servants and their families.

604. (1) Indian Police|Indian Police Service Officers are governed by the All India Services (Medical attendance) Rules, 1954 for receiving medical attendance and/or treatment for themselves on their families.

(2) Police Officers are entitled to free medical treatment and advice.

(3) Families of Police Officers are also entitled, free of charge, to medical attendance and treatment at Government Hospitals on the same conditions as are applicable to Police Officers. The concessions does not include medical attendance or treatment other than a Hospital at which the Police Officer himself is entitled to receive such medical treatment and attendance free of charge.

(4) The term family means a Government servant's wife, legitimate children, step children and parents wholly dependent on him.

(5) If drugs essential for effective treatment of a patient entitled for free medical attendance are not

available in the Government medical Institutions, they may be purchased from the open market and the expenditure incurred thereon, reimbursed to the Government servants.

[G.O.(P) No. 440 dt. 24-6-'64)

Boys Club.

605. (1) In order to afford all children an opportunity of participating in clean, healthy recreation to instruct them on the principles of good citizenship, to inculcate an appreciation of the need for observance of the laws of the State, to encourage music, literature, Art and Culture, particularly as regards such of those boys who by reason of their circumstances, may be unable to obtain or may need such benefits or advantages, and to awaken citizens to their responsibility towards adolescents, Government have formulated a scheme for the establishment of boys clubs by the police. Such clubs helps to prevent juvenile delinquency to some extent and also to develop a scheme of co-operation and friendship between the Police and the boys in the areas where such clubs are formed.
- (2) The rules relating to the establishment of such clubs, their activities, management etc., are given in Appendix X.

Police Clubs.

606. In order to provide temporary accommodation at district Head-quarters to Police Officers of the same or other districts visiting the place on duty or on transfer, and also to provide recreational facilities to Police Officers who have become members, Police clubs may be opened at the District Head-quarters in the State. Such Police clubs will be private Institutions and their internal management will be carried out according to their respective rules by managing committees. The management will, however, be subject to the following general conditions:-
- (a) No new club should be started without the previous permission of the Government.
 - (b) For the up-keep of each Police Club, voluntary subscriptions from Police Officers of and above the rank of Sub Inspector may be accepted. But nothing should be accepted from any other members of the force.
 - (c) Acceptance of subscription or donations from any member of the public is strictly forbidden either for starting a Police Club or for its up-keep.
 - (d) The Club must be managed by a committee of members of or above the rank of Sub-Inspector with the Superintendent of Police as president.
 - (e) After keeping a sufficient amount for current expenses on hand, balance should be kept in some recognized and safe institution viz., Post Office Savings Bank or other safe Bank.
 - (f) Regular accounts should be kept and proper receipts passed for all amounts received. The accounts should be inspected by the Managing Committee.

Police Sports and Duty Meets.

607. (1) The improvement of games and athletics is an important part of routine training of Police.
- (2) District Police sports are being conducted in every district including MSP and SAP each year. Selected competitors in the District Sports will be sent for competing in the Central Sports Meet which will be held at Selected places every year. Candidats who are selected in the Central Sports meet will be sent to compete in the All India Police Meet, which will be held at places fixed from time to time. The All India Police Sports Meet is under the control of the Central Board and rules regarding the same have been issued separately.

(3) Kerala Police Duty meet is being conducted every year. Police personnel of all units may compete in the meet. Competitions will be held in

- (a) Rifle shooting.
- (b) Revolver shooting
- (c) First Aid Ambulance Drill.
- (d) Wireless transmission, receiving and mechanics, Scientific aids to investigation of crime.
- (e) Police Photography, and
- (g) Motor Transport competition.

Selected competitors in the meet will be sent to compete in the All India Police Duty meet at places selected from time to time. A fee of Rs. 25 each has to be remitted to the Secretary of the All India Duty meet for participating in each of the items. Rules for All India Police duty meet have been framed separately.

Central Police Sports Funds Committee.

608 (1) The State Government have approved of Police Sports Fund Rules in G.O.Ms.No. 583 Home (A) dated 12-5-1958.

(2) Sports activities of the Police in the State will be controlled by the Central Police Sports Fund committee of which the President will be Inspector General of Police or an Officer nominated by him to hold the office for one year at a time or for a lesser period, and consisting of the office bearers and representatives nominated from the Unit Committees. The Committee will control the expenditure from the Central Police Sports Fund, encourage organization of sports and supervise the transactions of Unit Funds.

The Central Police sports Fund.

609. (1) The Central Police Sports Fund will have the following sources of income.

- (a) The annual grant from Government will be Rs. 10,500.

[G.O. 625 Home (A) dated 7-12-1962)

- (b) Monthly contribution of 40 percent of the subscriptions collected by the Unit Police Sports Fund Committees.

- (c) Other receipts authorized by the rules.

(2) The fund shall be utilized for the following purposes:

- (a) For the purchase of sports goods, trophies, medals and prizes.
- (b) For the repair and maintenance of sports articles coming under (a) above.
- (c) For organizing State Police Sports meets.

- (d) For the maintenance of Police Sports grounds
- (e) For providing extra nourishment to Police sportsmen while under active training for sports meets. (GO 625 Home (A dated: 7/12/62)
- (f) For meeting the expenditure connected with the feeding of the teams for the period of their halts at Trivandrum. (In such cases the members are not entitled to any D.A. for their halts at Trivandrum).
- (g) For meeting expenditure in the manufacture of Atheletic flags.
- (h) For any other purpose intended to promote sports activities of the Police Force, approved by the Central Police Sports Fund Committee.

Unit Police Sports Fund Committee.

610. There will be one Unit Police Sports Fund Committee for each District, for the Malabar Special Police, for the Special Armed Police and training institutions. The Head-quarters Office, Special Branch and Crime Branch, will form part of Trivandrum District for purposes of sports. The Committee will consist normally of seven members including the Superintendent.

Unit Police Sports Fund.

611. (1) Funds for the Unit Police Fund will consist of :

- (a) Collection from members.
- (b) Grant from the Government at the rate of Rs.1,500 for each District and Rs. 3,000 to each of the Armed Police Battalions.
- (c) Other sources of income authorized by rules.

The rates of monthly subscription will be as given below:

Inspector General of Police	Rs. 5
Deputy Inspector General of Police	Rs. 4
Superintendent of Police	Rs. 3
Sub Divisional Police Officers	Rs. 2
Circle Inspectors	Paise 50
Sub Inspectors	Paise 37

Note :- Superior Police Officers who do not draw the I.P.S. scales of pay need only half the rates

specified against each.

(2) The funds of the Unit Police Sports Committee may be expended for the maintenance of playing fields, purchase of sports equipment and entertainment of visiting teams. The I.G.P is competent to make Unit wise adjustments up to Rs. 500 in the annual sports Grants sanctioned by the Government among the various units according to the requirements of the units in each year.

[G.O. 625|Home (A) dated 7-12-1962]

[G.O. (Ms) 68|Home dated 3-31967]

Subscription for Sports Funds.

612. (1) Police Sports Fund subscriptions shall be purely voluntary. The collections of each month shall be transferred to the Treasurer of the Unit Sports Fund Committee. Gazetted Officers will send their subscriptions direct to the Treasurer.
- (2) The Treasurer of the Unit Sports Fund shall transfer each month 40 percent of the subscription to the Treasurer of the Central Police Sports Fund.
- (3) The yearly Government allotment under sports will be utilized according to a programme to be drawn up by mutual consultation between the Central Police Sports Committee and the Unit Committee concerned.

Miscellaneous.

613. Police personnel are eligible for various allowances such as day off allowance, Uniform allowance, smartness allowance, Reserve allowance etc., at the rates as may be fixed by Government from time to time. Library facilities are also available for them at a few centres at Government cost.

CHAPTER V
DISTRICT INTELLIGENCE BUREAU

Introductory.

614. There is a District Intelligence Bureau at the headquarters of each district with a staff consisting normally of one Sub Inspector, one Typist and Head Constables according to volume of work. The bureau is under the direct control of the Superintendent of Police. The functions of the bureau can be classified broadly as collection, recording and dissemination of information and assistance in the investigation of cases.

Collection.

615. The records and statements which are required to be collected by the District Intelligence Bureau from the Station House Officers and the instructions pertaining to the same are as shown in Appendix XI.

Recording

616. (1) the District Intelligence Bureau will maintain the records as shown in Appendix XII.
- (2) History sheets of dossier criminals will be opened by District Intelligence Bureau as indicate in para 256 of the chapter dealing with records of crime and criminals.
- (3) Except when a Dossier Criminal sheet is received by transfer from another Bureau, History sheets in K.P.F. No. 174-C shall be opened for all Dossier Criminals. Every Dossier Criminal shall be assigned a district serial number prefixed by the District letter. Where a Dossier Criminal of one District is registered in one or more other Districts, other District letters and serial numbers shall be noted in records within brackets against the serial number of the District. The Sub Inspector, district Intelligence Bureau, shall send memo in K.P.F. No. 100 and obtain all necessary information for opening the History sheet from the Station House Officers concerned, and also verify these with the records in the Bureau.
- (4) The Sub Inspector, District Intelligence Bureau, shall send a memo in K.P.F. No. 101 with a copy of the History sheet of every Dossier Criminal residing in the District, as soon as it is opened in the Bureau, to the Station House Officer within whose jurisdiction the Dossier Criminal resides. This copy will be filed along with the History Sheet maintained in the Station previously in respect of the same individual.
- (5) Dossiers need not necessarily be maintained for the life time of the criminal concerned, but may be closed under the orders of the Superintendent of Police of the District if the criminal is:
- (a) too old to commit crime.
 - (b) unable from any disability or other reason to commit crime, or
 - (c) is shown beyond doubt to have reformed and abandoned his criminal life.
- (6) When a Dossier is closed in the District Intelligence Bureau intimation of the fact shall be given to the Station House Officer concerned and all other District Intelligence Bureau where dossiers are maintained. This is important because the History sheets (and entries in Station Crime History Part III and General Conviction Register) are to be retained in the station as long as dossiers are retained in District Intelligence Bureau. A permanent register of dossiers closed in K.P.F. No. 238 will be maintained, showing the Dossier Criminal number, name and address,

date of closing and authority.

- (7) Dossiers closed in accordance with sub-clause (6) above should be removed from the main collection and kept in numerical order until the subjects die. When any subject dies, his sheet should be destroyed. Name index cards for closed sheets should be removed from the index drawers to a separate drawer where they will be retained until the death of the subject.
- (8) If a Dossier Criminal whose sheet has been closed reverts to crime, the closed sheet will be re-opened under the orders of the Superintendent of Police.
- (9) The Sub Inspector, District Intelligence Bureau, will check once a year all sheets for Dossier Criminals who belong to his District. The following arrangements will be made in this connection.
 - (a) In December each year, the Sub Inspector of Police, District Intelligence Bureau, will prepare a roster for the checking of sheets of Dossier Criminals with the History Sheets of Stations. Normally the Sheets of one Station should be checked in one session but when the number of sheets in a Station is large, the checking may be spread over to two or more sessions as necessary. The programme for checking, after approval by the Superintendent of Police, will be circulated to the Station House Officers.
 - (b) The Station House Officers will go to the District Intelligence Bureau with their History Sheets according to the programme and complete the checking. The occasion will be made use of also for other discussions and exchange of information.
 - (c) Entries in all connected indices should also be verified and omissions rectified when History Sheets are checked.
 - (d) Descriptive particulars should be checked with photographs and all entries should be compared, corrected and brought up-to-date.
 - (e) Alterations and additions made in sheets of persons for whom such sheets are kept in other districts also, will be communicated to the District Intelligence Bureau concerned.
- (10) The Sub Inspector, District Intelligence Bureau, shall put up to the Superintendent of Police regularly according to a programme the History Sheets maintained in the Bureau. The Superintendent of Police shall peruse the sheets and issue necessary orders about particulars which may be found wanting.
- (11) It is essential that the information contained in the various indices in the Bureau should tally with the particulars in the relevant History Sheet dossiers. A systematic and comprehensive check of the indices in conjunction with the dossiers will be conducted by the Sub Inspector of the Bureau at least once a year, when putting up the dossiers to the Superintendent of Police as laid down in Sub-paragraph (10) above.
- (12) The District Intelligence Bureau shall keep a check on the activities of Dossier Criminals of other Districts in its jurisdiction, and see that History Sheets are opened for them duly if they operate in the District.
- (13) Transfer of dossiers of Dossier Criminals shall be effected through the Superintendent of Police concerned.

Indices.

617. Card indices shall be maintained for facilitating reference to the records in the Bureau. Cards for each set of index shall be arranged in the prescribed order in cabinets of approved type. The

main indices to be maintained in the Bureau are given in Appendix XIII.

General Subject Files.

- 618 (1) Information of permanent value about important classes of crimes and criminals will be maintained in General subject file or folios. Materials for these files will be got from weekly crime and occurrence sheets, case diaries special reports and from any other information obtained or records available. The files should cover all subjects of importance affecting the criminal history and administration of District, and should be carefully maintained and kept up-to-date.
- (2) A sample list of subjects for which General subject file may be maintained is given in Appendix XIV.

Photographs.

619. (1) All criminals for whom history sheets are maintained in the District Intelligence Bureau shall be photographed.
- (2) Photographs will be taken in the following position:
- (a) full face, including the head and shoulder.
 - (b) one profile.
 - (c) full length.
- (3) Unmounted copies of the photographs of District criminals will be prepared on the following basis:- (a) For the District Intelligence Bureau record-one set (b) For the History sheet of the criminal in the police station-one set (c) For supply to the District Intelligence Bureau concerned in the case of inter-district criminals-one set for each District Intelligence Bureau concerned.
- (4) The negative of photographs taken for the District Intelligence Bureau will be retained in boxes in the Bureau, properly indexed so that further prints of any negative may be taken according to requirements. Each negative must be kept carefully wrapped in soft paper and the box must be kept safe from moisture and undue heat.
- (5) Every Dossier Criminal should be rephotographed once in five years. A register in K.P.F. 235 showing the date on which he was photographed and the due date on which he should be rephotographed should be maintained.

History of Crime.

620. (a) (1) A list of cases of all Stations in the District involving property offences, published in Part I in the weekly crime and occurrence sheet (vide Appendix XV) will be maintained in K.P.F. No. 174 (Station Crime History Part I) in the order of their occurrence.
- (2) The above list will be in separate registers to be maintained for each major class of crime.
- (3) Time and space may be saved by pasting in the appropriate register cuttings from the crime and occurrence sheet with space provided in the register for briefly entering later information and disposal.

Crime Classification Index to History of Crime.

- (b) An index in K.P.F. No. 231 will be maintained for the history of crime. Separate sheets shall be maintained for each minor class of crime detailed in rule 252.

Crime Clocks

621. Crime clocks with three distinctive adjustable pointers will be used to show the figures marked on the face of the dials of the clocks, for the current year, for the whole of the preceding year, and for the corresponding period of the preceding year. Separate clocks will be kept for the following groups of offences. These may be changed or supplemented as necessary on the order of the Superintendent of Police.

- (1) Crime (Classes I to IX as per list in Part I in Appendix XV)
- (2) Prohibition (in districts where enforcement is by Police)
- (3) Security cases (u/s 109 and 110 Criminal Procedure Code)
- (4) Rioting and unlawful assembly
- (5) Murder and attempts (other than for gain, culpable homicide and grievous hurt).
- (6) Rashness and negligence involving danger to person.

Crime Charts.

622 (1) Crime Charts will be maintained for such periods and for such types of crime as the Superintendent of Police may decide, the main object being that the chart should be of real practical value. Cases of border stations of neighbouring districts up to a distance of ten miles from the District boundary should also be charted in the Bureau.

(2) Crime charts for the current and the preceding year should be displayed in the Bureau.

(3) In addition to charts for the whole District, separate charts will be maintained also for selected important towns in the District, to keep a watch over the incidence of crime and other occurrences in particular localities.

(4) The following groupings will be used. Different coloured ink will be used as shown against each type of crime. As far as possible the same colour inks will be used for Station charts and District Intelligence Bureau charts. The charts will be plotted as in the case of Station Crime History Part II.

(a) Chart No. 1

Murder for gain.

Dacoity, Robbery.

(b) Chart No. 2

House breaking and theft.

Cattle theft

House theft

Ordinary theft

Receiving stolen property, Cheating and Counterfeiting.

- (c) **Chart No. 3.**
Vehicle occurrences involving death (relating to offence of rashness or negligence and accidents).
Other vehicle occurrences.

(d) **Chart No. 4**

Wandering Group Charts. Showing the movements of wandering groups having criminal tendencies.

Note:- This chart should be used for studying the incidence of crime on their routes, crime, both before and after the passage of such groups, should be carefully considered, and the area of not less than 10 miles either side of their route examined.

Pillargraphs.

623. (1) Pillargraphs will be maintained to assess the comparative study of crime trends and the progress of detection over a period of years (Minimum of five years).
- (2) The graph in respect of each year should have two pillars, one denoting total number of reported true cases, and the other the total of detected i.e, (charged cases) cases.
- (3) The Superintendent of Police of the district shall decide the classes of crimes for which separate pillar graphs are to be maintained. The following list may be adopted as a guide:
- (a) Murder for gain.
 - (b) Dacoity
 - (c) Robbery
 - (d) House-breaking and theft
 - (e) Ordinary theft
 - (f) Cattle theft
 - (g) Security cases (Sections 109 and 110 Cr.P.C)
 - (h) Rioting and unlawful assembly
 - (i) Murder an attempts)other than for gain culpable homicide, and grievous hurt)
 - (j) Rashness and negligence involving danger to person.

Register of Out of View Bad Characters and Wanted Persons.

624. (1) A register of Out of View Bad Characters and wanted persons will be maintained in K.P.F. No. 236.
- (2) The register will be prepared from the weekly statement of Dossier Criminals, Known Depredators and suspects (passing Out of View and traced) received from Station House Officers.
- (3) Abstracts will be prepared as follows in the register, and published as a supplement to the crime and occurrence sheet for the first week of January and July, under the following heads:
- (a) Dossier Criminals who are Out of View.

- (b) Known Depredators and suspects who are Out of View
- (c) Persons against whom warrants for arrest are pending
- (d) Persons wanted in connected with Police investigation.

District Office Finger Print Register.

625. The duties of the District Intelligence Bureau in connection with the maintenance of the District Office Finger Print Register in K.P.F. No. 3B and in connection with the disposal of Finger Print Slips are laid down in Chapters on "Finger Print Bureau" and "Photography".

Finger Prints to be sent to the Central Finger Print Bureau.

626. The duties of the District Intelligence Bureau in respect of Finger Print slips to be sent to the Central finger Print Bureau and the maintenance of the "Register of Finger Prints" sent to the Central Finger Print Bureau in K.P.F. No.3P1 are also laid down in Chapters on "Finger Print Bureau" and "Photography".

Register of Prisoners to be shadowed on release.

627. The District Intelligence Bureau will maintain in K.P.F. No.44, a register of prisoners to be shadowed on release from jail. See instructions in Chapter on "Police Register system. Transfer of convicts to jails and /Shadowing of Convicts on release from Jail. Release of convicts on medical grounds and parole."

Weekly Crime and Occurrence Sheet.

628. The District Intelligence Bureau shall publish before Wednesday each week a "Weekly Crime and Occurrence Sheet" Instructions for the preparation and publication of this sheet are contained in Appendix XV.

Index to Weekly Crime and occurrence Sheets.

629. (1) A rough current index of the weekly crime and occurrence sheets should be maintained and posted weekly from the sheets published. The index will be prepared separately for Parts I to V.
- (2) An index giving the page reference of all entries relating to every registered criminal (Dossier Criminals and Card Criminals) of the District who is concerned in matters published in the crime and occurrence sheets will also be prepared.
- (3) In January each year the index so prepared will be verified for its correctness and will be printed and issued to all recipients of the copies of the crime and occurrence sheets.

Monthly Crime Review-Duties of Superintendent of Police.

630. (1) The District Intelligence Bureau shall prepare a monthly review of crime in K.P.F. No. 239, based on the station reviews. On the material thus placed before him the Superintendent of Police will prepare a comprehensive survey of the salient features of the crimes for the month.
- (a) A careful and methodical analysis of the month's crime in relation to previous figures will be made, and deductions drawn from marked fluctuations under the total and different heads. The information on record in the Bureau should be made use of fully in this respect.
- (b) Cases which call for special attention, marked activity of criminals, special outbreaks of crime, noteworthy or unusual features and incidence of crime on routes of wandering groups having criminal propensity or due to other special factors, shall receive particular

notice. Local outbreaks of crime should be thoroughly examined and dealt with and the possibility of cases occurring in different areas forming part of one series, or being interconnected, should be carefully scrutinized.

- (c) The sources of undetected crime shall be estimated and ways and means of dealing with it will be indicated.
- (d) the nature of the work done under the security sections and the results achieved should be briefly reviewed and directions for future action given.
- (2) Before the 10th of each month the Superintendent of Police of the District may discuss the crime review with his Sub Divisional Officers only if he considers it necessary, and a note the discussion and instructions issued by him will be given at the end of the Crime Review. It is not necessary to call Circle Inspectors and Sub Inspectors for the meeting, unless the crime in their area has gone out of control.

[I.Gs Circular No. 5|65 dated 27-1-1965

- (3) A copy of the monthly crime review will be sent to the following officers so as to reach them by the 10th of the month:-
 - (1) Inspector General of police.
 - (2) Range Deputy Inspector General.
 - (3) Deputy Inspector General of Police C.I.D. (Crime Branch)
 - (4) District Collector (Additional District Magistrate)
- (4) The monthly crime reviews of Districts will be printed and published by the District Intelligence Bureau and issued total recipients of the District Crime and Occurrence sheets as a supplement to the weekly Crime and Occurrence sheet.
- (5) The monthly Review of crime is the main source of information relating to crime of the District and helps the Inspector General to appreciate the position in the District and the interest taken by the Superintendent of Police in his crime. He should therefore give personal attention to it and see that it is prepared properly and in time.

Annual Crime Review.

631. (1) A Crime review for each calendar year in K.P.F. No. 240 will also be prepared by the Superintendent of Police with the help of the District Intelligence Bureau according to standing instructions. The Sub Inspectors of Stations will prepare and submit crime reviews for the preceding year before the 1st February. The review will be forwarded through the Sub Divisional Officer, with a copy direct to the Superintendent of Police (District Intelligence Bureau). The Sub Divisional Police Officers shall forward the review, with their comments and recommendations, so as to reach the Superintendent of Police before 10th February of the year.
- (2) By 20th February the Superintendent of Police shall also discuss the crime review for the preceding year with the Sub Divisional Officers if necessary and issue instructions as required thereon. A short note of the discussion and instructions will be incorporated in the Annual Crime Review of the District.
- (3) The Preparation of the annual statistical returns of crime due to the Office of the Inspector General of Police by 1st March will also be attended to by the District Intelligence Bureau.

- (4) The annual crime review of the District will be completed before 1st March. Advance copies will be sent to the Officers mentioned in rule 20(4). Printed copies will be circulated as supplement to weekly crime and occurrence sheet.

Prohibition Crime Sheets and Monthly and Annual Reviews

632. In all Districts, whether the enforcement of the Prohibition Act is wholly with the Police or not the following statement and review will be prepared:-
- (a) Sub Inspectors will send a monthly statement in Form 110-B before the 5th of the succeeding month.
 - (b) The District Intelligence Bureau will prepare monthly statements of prohibition crime in K.P.F. No. 110-B and submit copies to the Officers mentioned in Rule 20(4) along with copies of the monthly crime review. Printed copies of the review will be circulated as laid down in Appendix XV.

Dissemination

References from and to Investigating Officers - Maintenance of Files.

- 633 (1) The Sub Inspector in charge of the Bureau shall keep a separate file of references received from Investigating Officers asking for information in unlocated cases. Copies of the replies given shall be retained in this file.
- (2). The Sub Inspector in charge of the Bureau should also keep a file of instructions given suo moto to investigating Officers.

Use of Crime and Occurrence Sheets by Circle Inspectors and Station House Officers.

- 634 When weekly crime and occurrence sheets are received by the Circle Inspector, he should go through them carefully and see that any instructions contained therein are promptly carried out by the station house officers concerned. He should also verify whether there has been any omission in the reporting of cases, and promptly bring such cases, if any, to the notice of the District Intelligence Bureau.

Communication of Information of an urgent nature.

- 635 The District Intelligence Bureau should communicate direct urgent items of information to those concerned. This is particularly necessary in the case of known or suspected movements of criminals beyond the district. The Bureau will communicate promptly to the Circle Inspectors of the border circles of adjoining districts, any indication or possibility of any crime in the district being connected with crime or criminals beyond the border.

ASSISTANCE

Use of the District Intelligence Bureau by Circle Inspectors and Sub Inspectors.

- 636 (1) The Circle Inspectors and Sub Inspectors may visit the District Intelligence Bureau if they find it necessary to collect any special details in regard to crimes in their area. As far as possible, such visits could be made when they visit the headquarters on other duty. Routine visits to collect information which could be sent by post, should be discouraged.

[I.G's Memo No. D5-25794|65-1 dated 20-05-1965]

- (2) Whenever a Circle Inspector or Sub Inspector is in Head Quarters, he should try to visit the District Intelligence Bureau and exchange useful intelligence.

- (3) Proceedings shall be drawn up in the "Proceedings Book of Visiting Officers " in K.P.F. No. 70 in respect of all discussions and exchange of information that take place during each visit to the District Intelligence Bureau by Circle Inspectors and Sub Inspectors. A copy of the proceedings should be submitted the same day to the Superintendent of Police with a copy to Sub Divisional Officer concerned.

Visits to the district Intelligence Bureau by Superior Officers.

637. Sub Divisional Police Officers should visit the District Intelligence Bureau regularly and verify whether the subordinate Police Officers of the Sub Division have been making full use of the Bureau, and promptly and correctly furnishing criminal intelligence to the Bureau. During such visits they will also instruct the Sub Inspector, District Intelligence Bureau, regarding any particular aspect relating to crime or criminals in their Sub-divisions, which call for special attention by the Bureau. The remarks of the Sub Divisional Officers, including any omission, error or other defect noticed in the records or working of the District Intelligence Bureau, and instructions given to the Sub Inspector, District Intelligence Bureau, will be recorded by the visiting officer in the "Superior officer's Visiting Book" in K.P.F. No. 189. While locally resident Sub Divisional Officers may visit it once a quarter, Sub Divisional Officers outside should visit it, whenever they visit District Headquarters on other duties.
638. The Bureau will be of assistance to Gazetted Officers of the district in conducting investigation of crimes generally. In important cases of organized crime, and where the Superintendent of Police does not want the Bureau to take it over, an Officer of the Bureau may be placed at the disposal of the local Police in order to collect any particular information or to make any special enquiry. The trained District Intelligence Bureau staff may be utilized by the Investigating Officer for developing latent Finger Prints or lifting foot prints or other marks found at scenes of crimes.

Investigation of offences.

639. The Superintendent of Police of the district may direct the District Intelligence Bureau to take over investigation of cases which he feels should be taken over by it. In such cases the D.I.B. will send the case diaries to the Sub Divisional Officer through the Circle Inspector and a copy to the Superintendent of Police also.

STARANGERS DAY

Stranger's day raids-Organisation of.

640. (1) Stranger's day beats on a District wide basis will be organized by the District Intelligence Bureau at least once a quarter during the dark fortnights. The raids may cover smaller area on the incidence of organized crime which indicates the need for concerted search for suspicious strangers. Instructions about the days fixed for the raid will be communicated confidentially to Circle Inspectors after approval by the Superintendent of Police. Intimation about stranger's days either as part of the general quarterly raids or as special raids, will be communicated to District Intelligence Bureaux of bordering Districts. The District Intelligence Bureaux of border Districts will thereupon arrange for simultaneous stranger's day raids in the border areas.
- (2) Circle Inspectors on receipt of intimation from District Intelligence Bureau will direct the carrying out of stranger's day in all the stations in the Circle in accordance with the instructions. During these days all the villages within their station limits should as far as possible be visited by police men, and a thorough search made for suspicious strangers and

lurking criminals and Out of View Bad Characters. Every suspicious stranger should be challenged and if his conduct and movements are not found to be satisfactory, he should be put under surveillance and his finger print taken and sent for his previous history being ascertained. Bad character rolls-B should be prepared and sent up for verification, if necessary. In suitable cases arrests may be made under sections 54 and 55 criminal Procedure code and other appropriate sections of the special and local laws such as Police Act.

- (3) On the morning of the day following the above days, each Station House Officer will submit a report to the District Intelligence Bureau, showing the result of the work done within his station limits.

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CHAPTER VI

MOUNTED POLICE WOMEN POLICE, DOG SQUAD AND HOME GUARDS

Mounted Police.

641. (1) Mounted Police will consist of such number of Sub Inspectors, Head Constables and Police Constables as may be sanctioned from time to time.
- (2) Personnel for the Mounted Police will be selected only from such Police men who have an aptitude for management of horses.
- (3) The chief uses of mounted Police are : (a) Patrolling for prevention of offences, (b) assistance to Foot Police in traffic control and (c) control of crowds etc.
- (4) Mounted Police shall be specially taught to ride and handle their horses in a horseman like manner. They will also be instructed regarding mounted squad drill, use of Mounted Police, Baton, to saddle and unsaddle and to groom a horse thoroughly, to keep the horses healthy and in good condition, and the stable clean and sanitary, and to lay out their stable properly for inspection.

Women Police.

642. A Women's Branch of the Police consisting of necessary staff has been created in all the Districts. They will function as normal Police but will be specially used in cases of assaults or women or children and questioning and escorting and rescuing, women and children. They are also used to deal with women picketers and to search female prisoners etc.

Dog Squad.

643. For the use of dogs in the detection of crime and to enable the dogs to be brought to the scenes of crime with the least possible delay, "Dog Squads" have been established at Trivandrum, Ernakulam and Calicut. Dog squads are proposed to be established in other Districts also.

Home Guards:

644. (1) Home guards is a voluntary body organized under the Kerala Home Guards Act, 1960 (Act 16 of 1960) and is intended to supplement the ordinary Police in different parts of the State in relation to the protection of persons, the security of property and the public safety, and such other services to the public as they may be called upon to perform. It is essentially civilian body, but is nevertheless bound by discipline.
- (2) The Home guards consist of Commandant General, (I.G.P) the Commandants and several subordinate officers in the Command of companies, platoons, sections etc.
- (3) The Home Guards receive initial training in subjects like lathi training, weapon training and practice, control of traffic, first aid etc.
- (4) The Commandant General may at any time call out any member of the Home guards for training or to discharge any of the functions or duties assigned to the Home guards.
- (5) Similarly a Commandant may at any time call out any member of the Home guards within his jurisdiction, to perform any of the functions or duties assigned to the Home guards within his jurisdiction.
- (6) A member of the Home guards when called out for duties in aid of the Police Force, shall

be under the control of the Officers of the Police Force, in such manner and such extent as may be prescribed. A Home guard on such duty has all powers of Police Officer.

- (7) If any member of the Home guards on being called out for duties, without reasonable excuse neglects or refuses to obey such orders or to discharge his functions as a member of the Home Guard or to obey any lawful order or directions given to him for the performance of his duties, he shall, on conviction, be punishable with simple imprisonment for a term which may extend to 3 months or with fine which may extend to Rs. 250 or with both.
- (8) A duty allowance when called out for duty, will be paid to each member of the Home guard. The Commandant General is the controlling authority for the purpose of allowances of the establishment under him. Government servants who are Home guards are eligible to draw the duty allowance paid to Home guards when called for duty.

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CHAPTER VII

MOTOR TRANSPORT UNIT

Object of the Police Motor Transport

645. (1) In order to facilitate movements of the Police Force in the State and to make the Force self-sufficient in the matter of transport required for the performance of duties routine as also in times of emergencies such as riots, communal or other disturbances, strikes etc., motor vehicles of different types have been provided for all Districts and Armed Police Battalions, the distribution being based on the varying needs of each District or unit. In the Districts, Vehicles are kept at District Headquarters, attached to the armed Reserve, under the direct responsibility of Superintendents of Police. The Superintendents of Police will have the discretion to send vehicles to such of the places in the District on specific requisition of Police Officers under him. The Police Motor Transport Unit will adhere to the provisions of Motor Vehicles Act and Kerala Motor Vehicles Rules.

(2) **Motor Boats-** Motor boats have been provided in some coastal districts. They are stationed at important points on the coast and in the interior, for movement of Police personnel on duty in water logged areas. The Motor boats are under the control of the Superintendents of Police of the Districts concerned.

(G.O. (RT) 882|Home(D) dt. 1-6-1962)

Responsibility for the Maintenance of vehicles and prescribed records

646. (1) The Responsibilities for the proper maintenance of vehicles and prescribed records will be that of the Officer in whose charge the vehicle is placed. In the District Armed Reserve the Motor transport will be in the charge of the Reserve Inspector. A suitable Sub-Inspector will be designated as the Office-in-charge of motor transport by the Reserve Inspector to discharge these responsibilities under his supervision.

(2) In the case of Armed Police Battalions, the vehicles will be under the immediate charge of Battalion Transport Officer.

Use of Vehicles.

647. (1) Vehicles can be used in the following instances.

- (a) To transport departmental personnel on their official duties if the distance is long.

Notes:- The journey between the residence and the office of an Officer will not be regarded as Official duty.

- (b) To transport departmental personnel for duties in connection with training.

- (c) To transport sick personnel from Armed Police camps and from Government quarters to the nearest Government Hospital where they will be admitted for treatment.

For the conveyance of under trial and other prisoners at the District

- (d) Headquarters.
 - (e) For the conveyance of Police teams participating in matches within the town.
 - (f) To transport ration including cooked food of the Department and Armed Police Camp to the personnel engaged in urgent Law and Order duty and guard duty when no feeding charges are given.
 - (g) For any other public purpose authorized by the Inspector General of Police.
- (2) The Senior most Officer using the vehicle will, immediately on the termination of each journey, ensure that the details relating to the journey (Place of starting, route, destination, Kilometer run, purpose of journey, etc.) are reported in the "Driver's Daily Dairy" K.P.F. No. 41-C. He will countersign the entries the entries in the Diary relating to the journeys performed by him or his party.

Use of Vehicles on Hire.

648. Departmental Vehicles may be hired out in the following cases without prejudice to duties at the discretion of Superintendents of Police/Commandants. Care may be taken to see that they are not so hired when needed for duty.
- (a) For carrying servants and personal effects of Police Officers when on transfer.
 - (b) When requisitioned by other Government Departments for Official use.
 - (c) For use in connection with organized sports, recreation and entertainments by or for members of the Police Force.

Hire Charges.

649. (1) When Departmental vehicles are hired out, the following hire charges shall be recovered.
- (a) 32 Paise per K.M. for cars, jeeps and Station wagons-running K.M.
 - (b) 48 Paise per K.M. for trucks, Heavy vehicles and Pick-up-vans-running K.M.

[G.O. (MS) 465 Home (D) dated 24-11-1965]

- (c) A detention fee of Rs. 2 per day for every vehicle on which the vehicle is not used for more than 6 K.M. will be levied. "Day" is calculated as 24 hours from the time the vehicle was last used. Parts of a day more than 6 hours shall be regarded as 1 day and half the daily detention fee shall be realized for detention of 6 hours duration or less.

Note:- The period of detention will be calculated from the time the vehicle is handed over to the party to the time it is received back by the Department.

[G.O. (MS) 465 Home (D) dated 24-11-1965]

- (d) An amount equal to the daily allowance admissible under the rules to the driver of the vehicle engaged should be charged.
- (e) Distance and time for calculating hire and detention charges shall be calculated from the place where the vehicles are garaged.

- (2) A proportionate rebate not exceeding one half of the prevailing full rate of hire per K.M. and detention will be allowed, where a vehicle is used partly for Government purposes and partly for other purposes. The claim for such rebate should be supported in each case by a certificate by the Officer stating the number of Government Servants and the approximate quantity of Government material carried on the trip. The proportionate rebate shall be calculated on the following basis.
- (a) Where the Government servants and materials carried would have taken up at least one half of the capacity of the vehicle used, a rebate of 50 percent in hire and detection charges will be allowed.
 - (b) Where the Government servants and materials carried would have taken up at least one-quarter of the capacity of the vehicle used, a rebate of 25 percent in hire and detention charges will be allowed.
 - (c) No rebate will be allowed for less space than one-quarter of the capacity of a vehicle occupied by Government servants and materials.
 - (d) A rebate of 50 percent in hire and detention charges will be allowed when a conveyance proceeding to a certain place on Government purpose but without any stores or personnel, is used by an Officer for the conveyance of his personal effects or servants.
- (3) Vehicles detailed on hire should not be detained in camp for more than a maximum period of 48 hours, and shall not be taken on unsuitable roads or grounds, likely to cause undue wear and tear.
- (4) No permission shall be granted for the use of Departmental vehicles for any journey outside the state.

Recovery of hire charges.

650. (1) Hire charges, except in the case of other Government Departments or when they are to be deducted from an Officer Travelling Allowance bill, shall be realized in cash and credited to the Treasury by the District Police Office, under the appropriate head. In the case of other Government Departments charges shall be recovered by inter-departmental book adjustment. Relevant detail in respect of the hire of vehicles, including payment by inter-departmental book adjustment and by deductions in Travelling Allowance bills, should be noted against the corresponding entries in the "Register of hire of Motor Vehicles" in K.P.F. Nos. 41-K and 41 to be maintained in the District Police Office and by the Officer charge of transport.

- (2) As soon as a journey for which a vehicle is hired is completed, the Office in immediate charge of the departmental vehicle shall report to the District Police Office concerned the distance run and the amount of hire and detention charges due. A bill shall be sent to the person concerned from the District Police Office. The Officer authorizing the hiring of the vehicle may require the estimated hire charges to be deposited in advance.
- (3) Recoveries effected from Travelling Allowance Bills and by book adjustment should be treated as the receipt of the Office owning the vehicle, and realisation of credit shall be watched in the Office as in the case of other departmental revenue.

Economic use vehicles.

651. (1) Officers who are allotted departmental vehicles should use them for journeys within their jurisdiction. Their Travelling Allowance for journeys within the jurisdiction will be limited to what they would get if the allotted vehicles are used.

- (2) Vehicles are allotted to Districts only and rarely to local Units like Stations and Circles. As a general rule, they should not be taken outside their respective jurisdictions. If the vehicles are taken outside jurisdiction for urgent duty a report should be made to the controlling authority, and the action should be ratified.

Mileage test of Vehicles.

652. (1) The Kilometer per litre which a vehicle can cover shall be tested at least once a year and at every time any serious variation from the prescribed mileage is found. The test will be done by a Government or other competent workshop, as approved by the Superintendent of Police.
- (2) The Certificate of testing will be endorsed in the "Register of K.M.P. testing of vehicles", attested by the Officer who carried out the test. A copy of this certificate will be forwarded immediately by the Officer in charge of transport to the Superintendent of Police with his remarks about any marked variation in the mileage figure.
- (3) The tested K.M.P. litre will be noted in red ink in every Motor Transport Return (K.P.F. No. 41-H)
- (4) The Officer in charge of transport shall be responsible to see that the mileage tests are carried out without fail when due.

Duties of drivers and cleaners.

653. (1) As far as possible drivers should not be changed from vehicle to vehicle, the Officer in charge of transport shall assign drivers and cleaners to vehicles and make suitable arrangements for the replacement of staff who are on leave, or otherwise absent. Duplication should be provided for ignition keys, one being with the driver in charge of the vehicle and the other with the Officer in charge of transport. The key of the driver should be deposited with the guard or other specified authority when the driver goes off duty.
- (2) A driver taking over charge of a vehicle shall check the tools and accessories with the list and satisfy himself whether they tally, and are in good and serviceable conditions. He will also check over his vehicle, test the engine, brakes, steering and lighting speedometer, etc, and if satisfied take charge of the vehicle. If any defects are noticed, these will be brought to the notice of the relieved driver, and the Officer in charge of transport. The details of such checking and the result will be recorded in the driver's Daily Diary (K.P.F. No. 41-C), attested by the relieved and relieving Officer and the Officer in charge of transport.
- (3) The vehicle will be in the immediate charge of the driver assigned to it. He will be personally responsible for the clean and efficient condition of the vehicle. He will be assisted in this work by the Cleaner Constable, when one is available. He will bring to the notice of the Officer in charge of transport any remissness in the performance of such duties by the Cleaner Constable. The driver will report immediately to the Officer in charge of transport any defect noticed or any repair or replacement found necessary for the vehicle. (Defect report of vehicles will be in K.P.F. No. 41-B).
- (4) Bigger type vehicles, for which two drivers are assigned will be under the charge of the senior driver. The junior driver will be subject to the control of the senior driver.
- (5) The driver and the cleaner must be always available for duty. Ordinarily they should, subject to the provisions of sub-para (6), be at the garage between 7 a.m. and 11 a.m., and between 2 p.m. and 6 p.m. They shall leave only after obtaining the permission and receiving instructions regarding probable duties from the officer in charge of transport or other officer

designated for the purpose. Permission for absence must be granted for specified periods.

- (6) In case of absence from quarters they will leave word where they are to be found, if wanted.
- (7) Where spare drivers or cleaners who know driving are available, the Officer in charge of transport shall arrange for such drivers to be present during the absence of the regular drivers.
- (8) The driver and cleaner when present in Headquarters will parade daily at 6.30 a.m., unless they have been out on duty later than 9.p.m. the previous day. In the latter event they will parade at 8 a.m. or at any earlier time specified if so required on particular occasions. After attending roll call they will proceed to the garage for work.
- (9) The driver will be held responsible for the consumption of petrol, oil etc. Any wastage or unusual consumption should be accounted for by him to the Officer in charge of transport and should be recorded in his Daily diary. Any increase in the consumption of petrol should be immediately brought to the personal notice of the Officer in charge of transport.
- (10) A Driver on taking charge of any vehicle for the first time in a day will carry out the "First Routine" of Running Maintenance (see "Maintenance and Servicing Instructions" Appendix XVIII) The Driver will also take the following precautions:-
 - (a) Carry one 10 litre tin full petrol oil, in a holder to be provided for this purpose in the vehicle, when petrol/oil is refilled in the tank, the petrol/oil in the tin should be poured in first, and the balance alone drawn from the pump or other source. The tin will again be filled with 10 litre petrol to be kept as spare.
 - (b) Carry sufficient spare oil when proceeding on any long journey.
- (11) The driver of the vehicle is personally responsible for the proper lubrication of his vehicle, and for any damage that arises from lack of lubrication. He should report immediately defects such as:-
 - (a) failure of the oil guage to register normal.
 - (b) Oil leaks in engine, gear box, rear axle or steering box glands.
 - (c) Defective or lost lubricating nipple.
- (12) Bigger type vehicles for which two drivers are provided must ordinarily proceed with both the drivers. The Officer in charge of transport may use his discretion when it is not possible to arrange this on particular occasions.
- (13) The driver and the cleaner will be in uniform when they go out on duty. They will take muskets and the approved quantity of ammunition with them when out on duties on which precautionary arrangements are to be taken. No bayonets will be carried. The Officer in charge of transport will issue appropriate instructions, after reference where necessary to the superior officers concerned, regarding the carrying of muskets and ammunition on particular occasions.
- (14) The muskets will be carried in clips provided for the purpose, racked cross-wise on the hood backing above the driver's head in bigger type vehicles, and in any other convenient and easily accessible place in smaller vehicles. The muskets should be secured by a chain and padlock, the key of which will be carried by the driver, attached to his vehicle's ignition key. Ammunition will be carried in pouches on the belt, in the usual way.
- (15) The driver will note in the attendance register whether he is taking arms and ammunition with him or not.

- (16) The driver, when proceeding out on duty, will sign the attendance register before departure, stating where and on what duty he is proceeding. On return to Headquarters he will again report his arrival and record it in the attendance register.
- (17) During long runs, vehicles must ordinarily be stopped once in four hours or 161 K.M whichever is less, and rested for twenty minutes. The driver will carry out the "Halt Routine" of Running Maintenance (see Maintenance and Servicing Instructions - Appendix XVIII).
- (18) Immediately on return from a trip or on completion of the day's journey the driver will carry out the "Last Routine" of "Running Maintenance" (see "Maintenance and Servicing Instructions"- Appendix XVIII). Where garages are available, vehicles will be parked in these. Garages will be locked up where facilities exist for the purpose. The key of the garage will be deposited according to instructions issued by the Officer in charge of transport.
- (19) The speedometer reading must be taken and recorded in the Driver's Daily Diary (K.P.F. No. 41-C) at the beginning and the end of each trip and if the trip is not completed in one day, at the beginning and end of the day's work. The speedometer reading must be checked daily by the Officer in charge of transport or any other Officer deputed for the purpose.
- (20) When a vehicle has to remain in workshop for repairs for more than a day, the driver will lock up his tools and accessories or make other effective arrangements for its safe custody with the approval of the Officer in charge of transport. He will also obtain from the Foreman or other person in charge of the workshop a receipt for the quantity of petrol remaining in the tank.
- (21) Cleaner Constables should be given, at regular and sufficiently frequent intervals, practice in driving, under the supervision of drivers where such supervision is necessary. Cleaner Constables will be available for use as reserve drivers.
- (22) No unauthorized person or store will be carried in a vehicle. This does not preclude a lift being given, without overloading the vehicle, to members of the Police Force, with the permission of the senior-most person in the vehicle.
- (23) No person other than the authorized driver or cleaner should drive the vehicle, without the express permission of the Superintendent of Police or other higher authority, and such permission shall not be granted save for exceptionally pressing reasons. An Officer or other person competent to drive a vehicle may do so when the authorized driver is incapacitated due to illness, and even then only for the minimum distance necessary for obtaining the services of an authorized driver.
- (24) Before a vehicle is taken over for driving from its authorized driver under the circumstances mentioned in sub para (23) and when it is handed back to an authorized driver, the person who does so shall make a record of the relevant facts in the driver's Diary (K.P.F No. 41-C). This precaution shall not be omitted or postponed on any account. The record should include the following details:-
 - (a) the time and place at which the vehicle is taken/handed over.
 - (b) the K.M. reading at the time the vehicle is taken/handed over
 - (c) the number, rank and name of the authorized driver from/to whom the vehicle is taken/handed over.
 - (d) the circumstances which have necessitated the step, and reference to the prior sanction of the competent authority, if obtained.

(25) the driver should make a record of all duties performed and of other occurrences of importance relating to the vehicle in the Driver's Daily Diary (K.P.F. No. 41-C)

(26) Drivers and Cleaners:

(a) The drivers and cleaners must know the maintenance programme for the vehicle, how to prepare the vehicle for inspection [see sub para 30 below], the lubricants in use in the vehicle, and when they require changing, the tyre pressures to be maintained, speed limits to be observed and the rules of the road which are given in Appendix XX.

(b) The drivers and cleaners must not attempt any rectification of defect in the vehicle which is beyond their competence use any form of metal polish on the vehicle, exchange tools or accessories or parts of the vehicle, leave the vehicle unattended with engine running, smoke while driving, or with the bonnet open or near fuel sources, and go down descents with the gear disengaged.

(27) The driver, if in uniform, must keep his head-gear on when driving.

(28) The driver and cleaner must have their driving licenses when the vehicle is taken out.

(29) The driver must take the daily diary, accident report form and tools whenever the vehicle goes out.

(30) A driver whose vehicle is to be inspected will prepare it in the following manner:-

(a) clean all parts of the vehicle thoroughly

(b) lay out tools and accessories in accordance with the list

(c) warm up the engine

(d) remove floor boards and open trap-doors

(e) open or remove bonnet

(f) remove battery vent plugs

(g) remove tyre valve caps

(h) loosen oil level plugs of gear box steering box and rear axle.

(i) Circuit up inspection lamp, if provided with vehicle accessories

(j) Keep the Driver's daily diary, Motor Transport Return and the Monthly inspection Register available for reference.

(31) No work will be done in the garage between sun set and sun rise, except on the specific orders of the Officer in charge of transport.

(32) No ranked light shall be allowed in the garage at any time.

(33) For the responsibilities of drivers whose vehicles may be involved in accidents, see the instructions in Rule below.

(34) Whenever a tyre from a running wheel is replaced by the spare wheel, or by a fresh tyre, a

note of the fact with the speedometer reading and the number of the tyre replaced, and the number of the tyre put on will be made at once in the driver's Daily Diary.

- (35) Drivers and cleaners who are members of the Police Subordinate Service should be given regular training in drill and musketry so as to keep them fit to function as disciplined men capable of protecting person and property.

Accidents of Police Vehicles.

654. (1) When a vehicle is involved in an accident whereby damage or injury is caused to any person, animal vehicle or other property, the driver of the vehicle shall (and other person in charge of the vehicle shall direct the driver) take necessary action to

- (a) stop the vehicle as long as may be reasonably necessary.
- (b) give the name and address of the driver and the designation and address of the Head of Office or Unit to which the vehicle belongs to any person affected by the accident or damage, who may demand the information, provided such person also furnishes his own name and address.

Note:- The name and address as shown above, shall also be given on demand to any person, giving his own name and address and alleging that the driver has been driving recklessly or dangerously.

- (c) take all reasonable steps to secure medical attention to any person injured and if necessary convey him to the nearest hospital unless the injured person (including the guardian of an injured minor), desires otherwise.
 - (d) give on demand by any local Police Officer any information required by him or, if no such Police Officer is present, report the circumstances of the occurrence at the nearest Police Station immediately.
- (2) The driver and other person in charge of the vehicle during an accident as mentioned in sub-para (1) will, without delay, give a written report of the occurrence to the Head of the Unit or Office through the Officer in charge of transport, including the following details:

- (a) Date, time and place of accident.
- (b) Name of driver of vehicle and his licence.
- (c) Names of other persons in the vehicle.
- (d) On what duty the vehicle was proceeding, and under whose orders
- (e) Details of other persons or vehicles involved in the accident.

- Width and description of the road, position and direction of the vehicle or vehicles concerned, details of wheel tracks and any other information useful in asseing the cause and responsibility of the accident (A sketch, prepared at the scene of the accident, soon after its occurrence will be a valuable addition to the report. This will be prepared unless the situation makes it impossible to do so).
- (f)

- (g) The estimated speed of the vehicle or vehicles.
- (h) What steps were taken or omitted to be taken by the parties concerned to avoid the accident.
- (i) Any other relevant particulars concerning the occurrence.
- (j) Nature and extent of the injury or damages caused to persons, vehicles or property.
- (k) Names and addresses of witnesses to the occurrence

(3) The Officer in charge of transport shall in cases of such accidents prepare and submit to the Superintendent of Police a report in K.P.F. No. 41-R (Accident Report).

(4) Deterrent action should be taken in all cases where due to the fault of the driver damage to vehicles or injury to persons or loss of life is caused.

Testing of vehicles.

655. (1) Every vehicle shall be tested by the Officer in charge of transport once a month to see whether it is in good condition, and whether maintenance and servicing has been carried out satisfactorily. It is the purpose of such inspections to detect faults in time and to avoid more extensive and costly repairs which delay may necessitate.

(2) The Officer in charge of transport should be assisted in these inspections wherever possible by a competent mechanic or other technically qualified Officer.

(3) A record of such inspections will be kept in the Monthly Inspection Register in K.P.F. No. 41-G.

(4) The points which should be borne in mind when inspecting vehicles, tools and records are given in Appendix XXI.

Repairs and purchase of spare parts.

656. (1) When tyres, batteries or other parts of a vehicle are to be replaced or repaired the service given by them will be verified by the Officer in charge of transport and every case in which premature repair or replacement has become due will be reported to the head of Office or Unit for necessary action.

(2) Sanction of the Superintendent of Police or other corresponding Officer shall be obtained prior to all purchases for vehicles, Except petrol, oil and lubricants. Petrol, oil and lubricants will be obtained according to the procedure prescribed from time to time.

(3) Sanction of the Superintendent of Police or other corresponding Officer shall also be taken before any repair, other than a minor and inexpensive repair unavoidable for the purpose of taking a vehicle back to garage, is undertaken.

(4) Recommendations for sanction for repairs to vehicles shall include detailed information on the following points:-

(a) Cost and date of purchase. The cost of body, chassis and of engine will be stated separately, if known.

(b) Expenditure incurred on different occasions each year for repairs and replacements and the total thereof, with information regarding the agency which did the work. The

book value at the time of repair calculated by the diminishing balance method and the estimated repairing charges should be reported.

- (c) Reasons for any abnormal expenditure incurred in any year.
- (d) The total number of K.M. run by the vehicle after each repair.
- (e) The details regarding the repairs and replacements of major parts to be sanctioned, and an estimate of cost for the same.
- (f) When recommending any major repair, a certificate must be obtained and forwarded from the Motor Vehicles Inspector or other technical expert stating the approximate mileage which the vehicle is likely to serve if the repairs and replacements submitted for sanction are carried out.
- (g) Whenever expensive repairs are undertaken on old vehicles, expert advice should be taken as to whether it will be economical to carry out the repairs.
- (h) Repairs of the vehicles of Northern Range costing upto Rs.500 shall be carried out at approved workshops by the Heads of Units. Other repairs costing over Rs.500 in Northern Range should be got repaired at the M.S.P. workshop, Malappuram.
- (i) Competitive quotations need not be invited for entrusting repair works of departmental vehicles with approved workshops.

[Government Memo No. 11524|D2|65|Home (D) dt. 30-4-1965]

- (j) Payment of bills of private workshops in respect of repair charges not exceeding Rs. 20 can be authorized without scrutiny of the bills by the State Transport Corporation. All other bills are to be scrutinized by the State Transport Corporation before payments are made. Assistant Engineers of Regional Engineering Workshop Sub-divisions at Trivandrum, Trichur and Calicut are also empowered to scrutinize the repair bills of all departmental vehicles received from approved private workshops. They can fix upset value of the unserviceable vehicles of all departments and also inspect and issue certificates to the effect that parts of departmental vehicles are not fit for further use.

(G.O. (MS) 495|63 PW dt 12-11-63)

(G.O. (MS) 63|PW\dt 11|14-3-66)

(G.O. Rt. 1181|66|PW dt 24-10-66)

Vehicles which do not run regularly

- 657 Vehicles which are not required to run regularly shall be started and run for short distances to see that working parts are kept efficient. An allowance of 2 litres of petrol per vehicle is authorized for this purpose. This allowance shall be availed of only when it is not possible more economically to operate the vehicle for any authorized duty during the week.

Tyres and Tubes Batteries and Hoses-Life of.

658. (1) Minimum life of tyres, tubes etc. of the Motor Vehicles of the Police Department is shown below:-

	Spare Parts	Period
(1)	Tyres and tubes of motor cycle	13770 K.M.
(2)	Tyres and tubes of Mobile tank Units	12960 "

- | | | |
|-----|---|--------------------------|
| (3) | Tyres and tubes of Fine Engine Tender | 16200 " |
| (4) | Tyres and tubes of other motor vehicles | 24300 " |
| (5) | Retreaded tyres of all kinds | 2/3 of the original life |
| (6) | Batteries | 2 years |
| (7) | Hoses | 1 year |

- (2) The above articles are not to be condemned necessarily on the expiry of the prescribed mileage or period. The condition of the article must fully justify its being condemned.
- (3) If in an individual case condemnation is found necessary before the expiry of the prescribed mileage or period, a detailed investigation into the reasons for it should be made and the opinion of a technical expert obtained and a decision taken by the Superintendent of Police or other Controlling Officer as to whether there has been any neglect or omission on the part of the driver or other person in charge. Where there has been neglect or omission suitable disciplinary action shall be taken against the defaulters.
- (4) The good work of persons in charge of vehicles who are able to give substantially more service than the prescribed minimum will be placed on record, and in appropriate cases suitable rewards will be given.

(G.O. (MS) No. 957|Home (A) dt. 5-8-'58)

Records to be maintained for Motor Vehicles

659 The records to be maintained in respect of Motor Vehicles by Officers in charge of vehicles are given in Appendix XIX.

In case of District Armed Reserve a suitable Sub-Inspector will be designated by Reserve Inspector to maintain the records (See Rule 646 above).

CHAPTER VIII
PHOTOGRAPHY

- 660 (a) Photographic Bureau in the State is attached to the Criminal Investigation Department. The Bureau takes photographs of prisoners or criminals, scenes of offences, important documents and finger prints, etc, required for comparison and search by the State Examiner of Questioned Documents and Director of Finger Print Bureau. The Bureau also takes and supplies photographs required for identity cards of Police Officers. Instructions for photographing persons are given in Appendix XXII.
- (b) A photographer with necessary equipments is also attached to each District Police Office, to photograph prisoners or criminals, finger prints, scenes of offences, scenes of vandalism committed by goondas, etc., in the District.
- [G.O. (MS) 210|Home(A) dated 3-6-1966)

Photographs-use of Photographs

661. Photographs can be very useful for purposes of identification of individuals, and of the study of scenes and objects. Proper and appropriate use shall therefore be made of photographs in recording and disseminating criminal intelligence.

Persons whose photographs are to be taken for record.

662. A Police Officer may have photographs taken -
- (1) of a person who is convicted of an offence falling under Chapter XII of XVII of the Indian Penal Code, punishable with rigorous imprisonment for a term of one year or upwards, or of any offence which would render him liable to enhanced punishment on a subsequent conviction.
 - (2) Of a person ordered to give security for good behaviour under Section 118, Code of Criminal Procedure.
 - (3) Of a person whose photographs have been ordered by a Magistrate of the First Class to be taken for the purposes of any investigation or proceeding under the code of Criminal Procedure.

The Magistrate can pass such an order only in respect of a person who has at some time been arrested in connection with that investigation or proceeding. The photograph of the person shall be taken at the time and place specified for his production or attendance for that purpose in the order of the Magistrate.

Photographing under-trial prisoners.

663. The photographing of under-trial prisoners is forbidden

Resistance or refusal to be photographed.

664. (1) In the event of resistance or refusal to be photographed under the provisions of rule 662 a Police Officer may lawfully use all means necessary to secure the taking of the photographs [vide Section 6(1) of the Identification of Prisoners Act, 1920 (Central Act XXXIII of 1920), and section 7 of the Kerala Identification of Prisoners Act 1963 (Act 39 of 1963)].
- (2) Resistance to or refusal to allow the taking of photographs will constitute an offence under

Section 186 Indian Penal Code [Section 6(2) of the Identification of Prisoners Act, 1920 (Central Act XXXIII of 1920), and section 7 of the Kerala Identification of Prisoners Act 1963)].

Photographs of Scenes and Objects

665. (1) On principle the Judge trying a case, the Public Prosecutor, the Expert and the Counsel for the defence, ought to visualize everything that the investigator has seen. The investigator has to make this possible by correct description. 'Mahazars' prepared by Investigating Officers for this purpose will be clearer and more convincing if in important matters they are supplemented with Photographs. Photographs can be of great value particularly in the following instances:-
- (a) The scene of an offence or other important occurrence.
 - (b) Perishable objects or those likely to change their appearance, such as -
 - (i) wounds especially when the instrument used, the relative positions of the victim and the assailant, or the fact whether the wound was inflicted on a person when he was living or dead, are in doubt;
 - (ii) foot prints when their relative positions are of importance, or when it may not be possible successfully to take their impression otherwise:
 - (iii) finger and palm prints from scenes of crime which may be required for comparison with prints of suspects, or as proof of identity:
 - (iv) Position of a dead body (to be photographed from different sides) if it is reasonably certain that the corpse is still in its original position.
 - (2) Photography is also of great importance for Experts in the examination of manuscripts and in comparing hand-writing. Photographs taken by means of ultra violet light will show out forgery by disclosing the original entries which have been altered in a document. The use of ultra violet and infra red plates can show up latent marks and carefully prepared alterations.
 - (3) Photographs sent for examination by the Criminal Investigation Department or other agencies should ordinarily be not smaller than quarter plate, and not larger than full plate size.

Photographs of persons released without trial, discharged or acquitted.

666. (1) Where any person, whose photograph has been taken for purposes of investigation or other proceeding under the orders of a competent Magistrate, is released without trial or discharged or acquitted by any Court, all negatives and copies of photographs taken shall be destroyed or made over to such person, except in the cases covered by sub-para (2) below.
- (2) The District Magistrate or the Sub Divisional Magistrate in the case of a person who is released without trial, and the court in other cases may, for reasons to be recorded in writing, direct a disposal different from what is prescribed above.

Periodic elimination of photographs.

667. All photographs will be examined annually, and in the absence of special reasons to the contrary, these will be withdrawn from record in the following cases:-

- (1) In the case of a person who is a professional prisoner, note-forgery coiner, arms smuggler, on his attaining the age of 80 years or on his death, whichever is earlier; and
- (2) In the case of any other person-
 - (a) if he has not more than two convictions in his native District (not having been convicted

outside his native District) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of having committed a crime, on the expiry of ten years from the date of his release or last release from jail, as the case may be, or

- (b) if he has been convicted outside his native District or has more than two convictions in his native district and has not subsequent to his conviction or last conviction, as the case may be, been suspected of having committed a crime, on the expiry of 15 years from the date of his release or last release from jail, as the case may be, or
- (c) on his attaining the age of 80 years, or
- (d) on his death,

Whichever is earlier.

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CHAPTER IX
FINGER PRINT BUREAU

668. The Finger Print Bureau is under a Director and the Bureau works directly under the Superintendent of Police, Crime Branch C.I.D.

Location of Finger Print Bureau in India.

669. A list of finger Print Bureau serving different States in India, etc., are given in Appendix XXIII.

Communication to the Bureau.

670. (1) Communications for the State Finger Print Bureau will be addressed to the Director of the Bureau concerned.

(2) Communications for the Central Finger Print Bureau will be addressed to the Director, Central Finger Print Bureau, No. 30, Gorachand Road, Calcutta-14.

Methods of taking Finger Prints-Appliances

671. Methods of taking finger prints, points to be noted in preparing finger print slips, deformities, etc., are given in Appendix XXIV.

Persons whose finger prints should not be taken,

672. Finger Prints of lepers are not to be taken on any account. Persons suffering from contagious or infectious diseases should not have their finger prints taken until they have completely recovered from such diseases.

Finger Prints-By whom to be taken.

673. Finger prints shall be taken only by an Officer who has been declared to be proficient for the purpose.

Persons whose finger prints are to be taken for record.

674. The finger prints of the following persons, juvenile or adult, should ordinarily be taken for permanent record:-

(1) All persons convicted of offences under Chapters XII and XVII, I.P.C., punishable with rigorous imprisonment for a term of one year or more.

(2) All persons convicted of any offence under Chapter, VI, I.P.C. or of sabotage and subversive activities against the State.

(3) All persons convicted of offences under sections 170, 302, 304, 307, 308, 311, 325, 327, 328, 329, 322, 333, 338, 465 to 477-A and 489-A to 489-D, I.P.C.

[Government Memo, 38371/A4/66-Home dated 26-9-1966]

[I.G.'s Endt. D4/49024/66 dated 30-9-1966]

(4) All traffickers in women and children, who are convicted under sections 363 to 373, I.P.C.

(5) All persons convicted for attempt or abetment (sections) **511 or 109|114-I.P.C.)** and animal conspiracy (section 120-B, I.P.C.) and in respect of offences enumerated in this Rule.

(6) All approvers in gang, dacoity and criminal conspiracy cases.

(7) All persons ordered to execute bonds under sections 109 and 110 Cr.P.C. (for offences against property only).

(8) Non-Asiaties, when convicted for offences punishable with rigorous imprisonment for a term of one year or upwards under the Indian Penal Code.

Note : - In such cases three copies may be taken of which one is to be sent to C.B.I. Delhi through the Deputy Inspector General, in charge of C.I.D.)

(9) All Indian National, convicted outside India of any offences for which finger prints have been received at the State Bureau from those countries.

(10) All International criminals and absconders, whose finger prints are sent to the State Bureau from Countries outside India.

(11) All persons suspected of being professional itinerant criminals and persons of notoriously criminal reputation, who habitually absent themselves from their homes and are believed to travel to other States for the purpose of committing crime, and who have been arrested by Police and whose finger prints have been taken, Even if they are acquitted, provided that in case of acquittal, permission for record of finger prints is obtained from the Court under section 7 of the Identification of Prisoners Act, 1920 (Central Act XXXIII of 1920) and Kerala Identification of Prisoners

Act 1963 (Act 39 of 1963)

(12) Any other person whose finger prints are ordered to be maintained by the Government of India from time to time, subject to the provision of the Identification of Prisoners Act 1920 (Central Act XXXIII of 1920) and the Kerala Identification of Prisoners Act 1963 (Act 39 of 1963)

(13) All persons not specially provided for above, regarding whom it is considered desirable that there should be a permanent record. These include:

(a) Persons of disreputable antecedents.

(b) Persons who take part in violent crimes, whether political or non-political, involving injury to body, life or property, and

(c) The following classes only of persons connected with political offences:

- (i) persons who use aliases or otherwise endeavour to conceal their identity to facilitate commission of political crime.
- (ii) Persons about whom, because of their hidden activities, it is desirable that there should be permanent record, and
- (iii) Persons concerned in offences of criminal conspiracy and section 153-A, section 124-A and section 295-A I.P.C.

(14) All persons convicted under the Arms, Opium and State Excises Acts, who are suspected to be smugglers in arms, opium or dangerous drugs, as defined in the Dangerous Drugs Act, 1930 (central Act II of 1930), or of an offence under any of the said Acts entailing enhanced punishment on conviction.

(15) persons convicted under sections 8 and 10 of Prohibition Act, 13 of 1950 (Amended by Act, 25 of 1960).

(16) Persons convicted under section 48 of the Kerala Police Act, 1960

(17) Persons convicted under the untouchability (offences) Act, 1955 (Central Act XXII of 1955).

(18) Persons notified under the Kerala Habitual offenders Act, 1960 and convicted of any of the offences enumerated in the schedule to the said Act.

(19) All persons convicted under section 5 of the Telegraph wires (unlawful possession) Act 1950 (Central Act LXXIV of 1950) for unlawful possession of telegraph wires.

(20) All persons convicted under the Railway property (unlawful possession) Act, 1966 (Central Act 29 of 1966) (G.O.Rt. No. 530/68, Home 'S.S.' Department dated 1-4-1968).

(21) All persons convicted under sections 101, 126 and 128 of the Indian Railways Act, 1890 (Central Act IX of 1890)

(22) All persons convicted under the Explosive Substances Act, 1908 (Central Act VI of 1908)

(23) All persons convicted under the Indian Official Secrets Act, 1923 (Central Act XIX of 1923)

(24) All professional criminals and persons of dangerous character externed from any area under any State Act.

(25) All foreigners externed under the Foreigners Act, 1946 (Central Act XXXI of 1946)

All persons convicted of smuggling gold, currency and valuable articles

(26) under Foreign Exchange Regulation Act, 1947 (Central Act VII of 1947) and the Customs Act 1962.

Finger Prints to be recorded in the Central Finger Print Bureau.

675. Finger Print Slips of all persons mentioned in items (1) to (12), (14) and (19) to (26) in Para 674 are to be recorded in the Central Finger Print Bureau, Calcutta.

Procedure regarding Finger Print Slips to be taken for search

676. (1) Whenever an unidentified persons is arrested on a criminal charge, and it is considered desirable to trace his identity or previous convictions, if any, the Station House Officer will have his finger Prints taken in K.P.F. No. 3-G. This slip together with a search slip in K.P.F. No. 3-F will be sent direct to the Finger Print Bureau, Trivandrum, immediately.

(2) When a person, whose Finger Print Slips are taken under the provisions of sub-clause (1) above, is reasonably suspected to be a resident of, or is suspected to have extended his operations to one or more other States, a reference should be made by the Station House Officer in the manner explained above, to the Bureau of every such State also. Sufficient extra copies of the Finger Print Slips will be prepared for this purpose.

Finger Printing of persons whose finger prints are to be recorded.

677. (1) Station House Officers are responsible for the taking of finger prints of persons, who, on conviction, have to be finger printed under Para 674.

(2) Sufficient number of Finger Print Slips (K.P.F. No. 3-G) shall be prepared at the time of the arrest of the accused persons, or whenever for taking Finger Print Slips. The number of Finger Print Slips required for record after conviction depends upon the home State of the accused, and also upon the number of other States, if any, in which they have had previous convictions. Slips are required as under:

(a) For the State Finger Print Bureau - one copy for search and one copy for record, if necessary after conviction.

(b) For the Finger Print Bureau of each State in which the accused has had previous convictions-one copy for search and one copy for record, as stated above.

(c) For the Central Finger Print Bureau-one copy for record, in all cases in which slips are to be recorded in that Bureau.

(d) for single print record in the Central Finger Print Bureau -one copy in respect of the undermentioned classes of criminals:

i. Inter-state criminals

ii. Inter-National Criminals

iii. Hotel thieves

iv. Poisoners

v. Forgers of currency

vi. Cheats

vii. Coiners.

- (3) The name and other particulars shall be filled in on the Finger Print Slip immediately after taking the impressions on each slip.
- (4) The Station House Officer will, at the time of arrest, fill up the description of the arrested person in K.P.F. No. 3-F sign on the first page, and send one copy each of the slip for search to the finger Print Bureau, Trivandrum and to other Bureaux, if necessary.
- (5) When sending the Finger Print Slips for search, the name of all the Bureaux to which copies of the slips have been sent for search, should be noted in the appropriate column of every copy of the search slip in K.P.F. No. 3-F so sent.

Resistance to Finger Printing.

678. Resistance to or refusal to allow the taking of finger prints and foot impressions is an offence under section 186 I.P.C. read with section 6 of the Identification of Prisoners Act (Central Act XXXIII of 1920) and the Kerala Identification of Prisoners Act 1963 (Act 39 of 1963). Under the same section a Police officer may lawfully use all means necessary to secure the taking of such impressions.

Finger and foot impressions of dead bodies.

679.(1) Investigating Officers of all cases of murder or suspicious death, shall take the finger prints of unidentified dead bodies and the imprint of the feet of dead bodies where these are likely to be of use in investigation, as early as possible. These impressions may be of value for purposes of comparison with finger and foot prints at or around scene of occurrence.

- (2) The following instructions shall be borne in mind in preparing Finger Print Slips of dead persons.
 - (a) Three copies of the prints will be taken
 - (b) Water should not be used for cleaning the fingers. Methylated spirit, which will preserve the pores, must be used. Greasy or oily finger must be washed with spirit.
 - (c) Dirty fingers may be rubbed with a cloth, dipped in warm water (but not washed such water).
 - (d) The impression must be taken by a 'proficient'.
 - (e) If, after taking the required number of copies of the finger prints, the Investigating Officer considers it necessary to arrange for the preservation of the fingers for future verification, he shall request the Medical Officer to preserve them in separate jars distinctly marked.

Register of Finger Print reference.

680. All Finger Print Slips sent for search and their disposal will be registered in the "Register of Finger Print Reference" in K.P.F. No. 3-N, maintained in every Police Station.

Action by the Finger Print Bureau on search references.

681. (1) Every Finger Print Slip received for search shall be registered in the "Register of finger

Impression Slips received for search in the Finger Print Bureau" in K.P.F. No. 3-M

- (2) Defective Slips, if any, which cannot be classified, shall be returned to the sender with a "Finger Print Bureau Objection Memorandum (Search Slips)" in K.P.F. No. 3-C for re-submission after rectification. Necessary entries shall be made in the Register of impression Slips mentioned in (1) above.
- (3) The Finger Print Bureau shall classify the prints and make a search among the recorded slips in the Bureau. If finger prints of the same individual are on record, the details of previous convictions as noted in the recorded slip, will be copied on the reverse of the Finger Print Slip received for search. The counterfoil of the search slip (K.P. form No, 3-F) will be filled up on the basis of the result of the search, and will be returned to the Station House Officer concerned together with the Finger Print Slip. The foil of the search Slip retained in the Finger Print Bureau will be filed in the Bureau in serial order for future reference.
- (4) Where previous conviction is traced on a search reference, the details of such tracing will be noted on the Finger Print Slip recorded in the Bureau. The details of traced search reference shall be noted also in the "Register of Identifications made in the finger Print Bureau" in K.P.F. No. 3(o). Search slip should indicate where enhanced punishment under section 75 I.P.C. or sections 8 or 10 of the Prohibition Act are applicable.
- (5) All slips received for search shall as far as possible be returned within twenty-four hours of receipt.
- (6) Whenever a recorded Finger Print Slip is removed from its pigeon hole, a "dummy" slip in K.P.F. No.3-W shall be substituted in its place. The "dummy" slip shall be removed only when the recorded slip is put back.

Proof of previous conviction in traced cases

682. (1) If on the return of the Finger Print Slip sent for search to the Bureau previous conviction of an accused is found traced which makes him liable for enhanced punishment under section 75 of the Penal Code, or section 8 or 10 of the Prohibition Act or any such previous conviction of an accused is known from any other source, steps shall be taken to prove such previous conviction under section 511 of the Code of Criminal Procedure.
- (2) There should be a definite charge as to the fact, date and place of previous conviction or convictions. Several previous convictions should not be lumped in one head of charge. These should be set forth separately, each under a distinct head of charge.
 - (3) In the case of a person who has been previously convicted more than once, it will generally suffice to prove the last conviction only, provided that the former convictions were proved in that case and are mentioned in the previous judgment.
 - (4) The proof of previous conviction requires the following:-
 - (a) Records to prove the previous convictions in order to support the charge under section 75 Penal code. The following categories of records may be used for this purpose:-
 - (i) An extract showing the previous conviction or convictions, certified under the hand of the Officer having the custody of the records of the Court; or
 - (ii) A Certificate signed by the Officer in charge of the jail in which the sentence of imprisonment awarded in the previous conviction of convictions or any part thereof was suffered; or

- (iii) A warrant of commitment under which the sentence was suffered.
- (b) If the accused, on being questioned by the court, admits the previous conviction or each of the convictions, no further proof is required and a formal marking of the records already filed with the charge, evidencing the previous conviction or convictions, will suffice.
- (5) If the accused denies the previous convictions, the prosecution will let in evidence as to identity. Identity of the accused shall be proved by any of the following means:-
 - (a) The evidence of a Police Officer cognizant of the previous conviction: or
 - (b) The evidence of a Jail Officer who can recognize the accused as the person who underwent the previous sentence of imprisonment; or
 - (c) If evidence according to (a) or (b) above cannot be obtained, by means of evidence of an Expert from the Finger Print Bureau proved under Sections 45 and 73 of the Evidence Act.
- (6) In order to locate Police officers who will be able to prove conviction of a future occasion, Column 10 of the General Conviction Register and Part III Station Crime History is to contain the names of two such Police Officers.

Procedure on conviction.

683. (1) If the person charged is convicted, the Station House Officer will fill in all the particulars of the conviction in the slips taken under Para 677 and preserve for being sent for record. If the convicted person has had previous conviction the particulars of such previous convictions will also be entered in the slip in chronological order, before the details of the latest conviction are entered.
- (2) All columns in the Finger Print Slips and connected records shall be properly filled up. All entries should be in English. Abbreviations, over writings and erasurers should be avoided.
 - (3) The "Conviction Memo" prepared in K.P.F. No. 3-R and "Acknowledgment of Finger Print Slip" (K.P.F. No.3) together with the required number of copies of the Finger Print Slips (as stated in Rule above) will be sent to the Superintendent of the District (District Intelligence Bureau) through the Circle Inspector. The words 'reconvicted', 'untraced', etc., printed on the Finger Print Slip (K.P.F. No. 3-G) which are not applicable shall be cancelled as required, while preparing the form. The counterfoil of the search slip, returned from the Bureau after search, shall also be attached to the Conviction Memo.
 - (4) In dispatching the Finger Print Slips, special care shall be taken to fold the Form in accordance with the direction given on the Form.
 - (5) A short but clear note on the modus operandi of the convict in the present case shall be attached to the copy of the Finger Print Slip to be sent to the Central Finger Print Bureau for the single finger print record. The note should contain also the name of the convict, the Crime Number, Police Station and District.
 - (6) In the case of the prisoners sent to jail, the correct name of the jails to which they have been sent, with dates of despatch of the prisoners, shall be noted in red ink at the front top portion of the Conviction Memo.
 - (7) The Station House Officer concerned shall make a record in every conviction case diary that "Finger Print slips, conviction memo and acknowledgment form are despatched".
 - (8) Station House Officers shall not send for record the same copy of the Finger Print Slip, which was sent to the Bureau for search and received back after search. Spare copies of the

Slips taken according to the instructions above and kept in safe custody in the Station, shall alone be used for record.

- (9) The Circle Inspector and Sub-Divisional Officer shall scrutinise each case and recommend in the appropriate column of the Conviction memo whether the Finger Print Slip of the convict should be recorded in the Bureau or not, and whether the convict is to be shadowed on release.

Finger Prints of persons without trial, discharged or acquitted.

684. (1) Where any person whose finger prints were taken is released without trial or discharged or acquitted by any court, all such prints shall be destroyed or made over to him, except in the case covered by sub-para (2) below.

(2) The District Magistrate or the Sub-Divisional Magistrate in the case of a person who is released without trial, and the court in other cases may, for reasons to be recorded in writing, direct disposal of the finger and foot prints different from what is prescribed above.

Finger Prints of Juveniles sent to a special institution.

685 (1) The finger prints of a juvenile sent to a special institution should be sent for record to the Bureau of the State of which he is a resident, as well as to the Bureau of the State in which he is convicted.

(2) No formal testing of the finger prints of juveniles is necessary; but the Tester Sub Inspector shall verify and record identifying number and other particulars from the institution.

Action in the District Police Office.

686. (1) The Sub Inspector in charge of the District Intelligence Bureau shall maintain the "District Office Finger Print Register" in K.P.F. No. 3-B, in which the receipt and disposal of all Finger Print slips received from station House Officers for record shall be entered.

(2) The Sub Inspector, District Intelligence Bureau, shall check and satisfy himself that the finger prints are clear and fully-rolled and taken in their proper order, that all entries in the slips and connected records are legible, complete and correct, and that there are sufficient number of slips for all bureaux concerned. Defective slips may be returned to the Station House Officer, together with Finger Print Objection Memorandum in K.P.F. No. 3-E for rectification and return. But if such criminals are in the local jail, the District Intelligence Bureau staff should themselves take the proper slips.

(3) The Superintendent of Police of the District shall decide and pass orders on the conviction Memo on the following points:-

(a) Whether the slip is to be retained in the State Finger Print Bureau or destroyed, keeping in mind whether the offence is of a trivial nature and slip is not considered necessary.

(b) Whether or not the slip is to be sent for record in the Central Finger Print Bureau;

(c) Whether the convict is to be shadowed on release.

(4) The Superintendent of Police shall check and countersign the note attached regarding the modus operandi of convicts whose Finger Print slips are to be sent to the Central Finger Print Bureau.

(5) The finger print Head Constable attached to the District Intelligence Bureau shall ascertain the convict numbers of the prisoners concerned, verify the entries in the Finger Print Slips with the entries in the Jail Admission Registers and Jail Warrants (if necessary), and satisfy himself

that all the entries tally, Additional copies of the slips will be taken, if required, and sent back to the Stations concerned for being returned after completing necessary entries.

- (6) The Finger Print Head Constable shall visit the jails within his jurisdiction at least once a week, and see whether, Finger Print Slips of all persons convicted for the offences mentioned in Para 674 have been received. On every Monday, he shall submit to the Superintendent of Police a statement for the week ending Saturday the particulars of convicts coming under the categories mentioned, and in para 674 and admitted in the jail during the previous week (mentioning also dates of admission), showing whether or not their Finger Print Slips have been received. The Superintendent of Police shall take prompt steps to expedite the slips still due. If a slip is not received from the Station House Officer before the release of a convict, the Finger Print Head Constable shall himself prepare the necessary number of slips, and send them to the Stations for being returned after completing the entries therein, along with the other records due.
- (7) It may occur that a convict undergoing sentence in a jail may get another conviction for an offence committed by him previously, and in such cases he will continue to bear his original convict number. The identity of such prisoners and the correct convict number must be located by the Finger Print Head Constable. In order to enable the Head Constable to do so, the Station House Officer shall state clearly in the conviction Memos the last jail numbers of such convicts.
- (8) Testing of Finger Print slips:- The Sub Inspector from the District Intelligence Bureau will visit the jails once a month. Finger Print Head Constable of the District Intelligence Bureau concerned will assist him to test all available Finger Print Slips.
- (9) The Sub Inspector will take the finger prints of the convicts concerned in "Tester Finger Print Slip" in K.P.F. No. 3-Q and by a comparison with the finger prints for record, will satisfy himself that the latter tally with the prints taken by him. He will also satisfy himself by reference to the entries in the Jail Admission Register that the details of the present conviction noted in the Finger Print Slip for record are correct. He will attest the finger Print Slips in the appropriate place. He will also initial in the prescribed column of the "District Office Finger Print Register" (K.P.F. No. 3-B)
- (10) In the case of convicts undergoing imprisonment in a jail outside the District, the Finger Print Slips with the connected records will be forwarded by the Superintendent of Police concerned to the Superintendent of Police (District Intelligence Bureau) of the District in which the convict is undergoing imprisonment, for action under sub-para (9)
- (11) After testing as detailed above, the slips and connected documents will be returned by the Superintendent of Police to the Superintendent of Police from whom these were received.
- (12) The Sub Inspector, District Intelligence Bureau should see that all finger print slips are got tested promptly. Any delay or omission in the matter shall be reported immediately to the Superintendent of Police for taking appropriate action.
- (13) A list of Central Jails, special Sub-jails and 'A' Class sub-jails in the State with the classes of prisoners to be retained therein, is furnished in Appendix XXV.
- (14) All Finger Print slips for record shall be retained in the District Police Office (District Intelligence Bureau) until the appeal period is over. The Finger Print Head Constable, while visiting jails, shall ascertain by reference to the Jail Admission Register, the disposal of Criminal appeals, if any. Where necessary, the Sub Inspector, District Intelligence Bureau will obtain confirmation from the Station House Officer concerned as to whether or not appeal was

preferred. If an appeal is preferred, particulars of disposal shall be noted on the reverse of the Finger Print Slip concerned, under the dated attestation of the Sub Inspector, District Intelligence Bureau. If there is no appeal, that fact also shall be noted on the reverse of the Finger Print Slip under similar attestation.

- (15) Transmission of slips to the Bureau:- All Finger Print slips to be recorded, together with conviction memo and acknowledgment slips, will be forwarded to the State Finger Print Bureau by the District Intelligence Bureau concerned. Copies of slips for transmission, where required, to other State Bureaux, will also be attached thereto.
- (16) In the case of Finger Print Slips to be sent to the Central Finger Print Bureau for record, the District Intelligence Bureau shall prepare despatch cheques in triplicate in K.P.F No.3-A, and forward them with the slips to the State Finger Print Bureau. No separate convictions memo need be attached to the Slips intended for the Central Finger Print Bureau, Finger Print Slips, belonging to not more than ten persons, may be attached to the same despatch cheque. Any finger Print Slip returned as defective from the Bureau for rectification, shall be retransmitted after compliance along with a fresh despatch cheque in triplicate.
- (17) The District Intelligence Bureau shall maintain a "Register of Finger Prints sent to the Central Finger Print Bureau" in K.P.F. No. 3-P1.

Procedure in the State Finger Print Bureau on the receipt of slips for record.

687. (1) All Finger Print slips received for record in the Bureau shall be registered in the "Register of Finger Print slips filed in the Finger Print Bureau" in K.P.F. No.3-L
- (2) Every slip received for record shall be carefully scrutinised before being classified, checked and recorded, and if found deficient in any respect, it will be returned for rectification and return to the sender with a Finger Print objection memorandum in K.P.F. No. 3-E. Details of slips so returned shall be entered in the "Register of filed. Finger Print slips returned with objection Memorandum" in K.P.F. No. 3-K.
 - (3) The slips to be recorded shall be classified and checked in the Bureau. Previous slips, if any, of the same individual on record shall be taken out. The particulars of previous convictions as noted on the new slip, shall be checked with those on the recorded slips, and if these are found correct the new slips will be attached to the recorded slips. These will be checked and passed by the Officer in charge of the Bureau and necessary entries will be made in the "Register of Finger Impression Slips filed in the Finger Print Bureau" in K.P.F. No. 3-L. Slips for record will be arranged and kept in Record pads in K.P.F. NO. 3-D.
 - (4) Action taken in the Bureau, with the Finger Print serial number allotted in the Register mentioned in (3) above, shall be noted on the Conviction Memo and Acknowledgment slip, received along with the connected Finger Print Slip. The Conviction Memo shall be sent to the Superintendent of Police (District Intelligence Bureau) of the District and the Acknowledgment slip to the Officer in charge of the police station concerned. In the case of slips received for record from other Bureaux or Offices, the Acknowledgment Slips received therewith shall be similarly filled up and returned to the sender. The Slips for record shall then be recorded in the appropriate pigeon hole.
 - (5) "Dummy" Slip will be used whenever recorded slips are taken out of a pigeon hole in accordance with the instructions above.
 - (6) **Slips due to other State Bureaux:-** Slips due for record other State Bureau shall be sent

together with a covering memo in K.P.F. NO. 3-H to the Director of the Bureau concerned. This fact shall be recorded in the "Register of Finger Impression Slips filed in finger Print Bureau" (K.P.F. No. 3-L). The names of all the Bureau to which slips have been sent will be noted at the top of all the Finger Print Slips. On receipt of acknowledgment of the slip so sent, connected references shall also be noted against the corresponding entry in the above Register.

- (7) Slips due to the Central Finger Print Bureau- Slips due to the Central Finger Print Bureau shall be sent with their dispatch cheques, and these shall be registered in the "Register of Finger Prints sent to the Central Finger Print Bureau" in K.P.F. No. 3-P. Slips returned by the State Bureau for rectification of defects (refer sub-para (2) above) shall be re-submitted under fresh dispatch cheques, for transmission to the Central Finger Print Bureau.
- (8) All intimation regarding absconders (persons concerned in offences and wanted for investigation) shall be sent by the State Bureau under a dispatch cheque, along with a Finger Print Slip (if available), and particulars of the case in which they are wanted, and the Office to which the intimation of arrest is to be given (in block letters). In the case of absconders whose spare Finger Print Slips are not available the State Bureau shall send a photographic copy (actual size) of the rolled impressions from the recorded Finger Print Slip of the State Bureau. This also should be sent under a despatch cheque. Intimation regarding absconders should be despatched to the Central Finger Print Bureau promptly and in any case within a week of the receipt of the information.
- (9) The State Bureau shall see that all Finger Print slips meant for record at the Central Finger Print Bureau are despatched within a week from the date of their receipt.
- (10) For every name or change of name of a Convict, whose Finger Print Slip is on record in the Bureau, a nominal index card will be maintained in K.P.F. No.38. This card will show the name of convict, with aliases, if any, father's name, finger Print Bureau Serial No. and finger Print classification so that it may serve the purpose of checking when search slips or record slips are received in the Bureau.

Information to the Central Finger Print Bureau

688. The State Finger Print Bureau shall, in addition to the intimation regarding absconders as prescribed in para 687 also keep the Central Finger Print Bureau informed of any new feature regarding finger print identification, any case of forgery of finger print, and such other matters of interest, which may come to the notice of the Bureau.

Service by the Central Finger Print Bureau.

689. (1) Until the Central Finger Print Bureau has built up sufficient records of slips of its own, that Bureau will not undertake search work.
- (2) The State Finger Print Bureau may refer to the Central Bureau for scrutiny any difference of opinion with regard to finger print cases, and any other matter concerning the science of identification from papillary ridges, in which such advice is desired.

When Finger Print Slips need not be tested.

690. In the case of persons sentenced to fine, or imprisonment in the sub-jail only, of those who are released under Section 562 Cr.P.C. and of those who execute bonds for good behaviour under section 109 or 110 Cr.P.C. the Station House Officer will proceed as directed in Rules. If the Superintendent of Police of the District decides that it is unnecessary to send the Finger Print for

record, the Slip will be destroyed. If he decides to the contrary, he will forward the Finger Print Slips to the Bureau for record, together with the Conviction Memo and other records mentioned in para 683 duly filled in. Such Finger Print Slips will not be tested.

Monthly statement of convicted cases in which Finger Print Slips have been sent.

691. Station House Officers shall send direct to the Superintendent of Police of his District (District Intelligence Bureau) by the 5th of each month in K.P.F. No. 3-J a list of convicted cases in the previous month in which finger Print Slips have been sent for record. The Sub Inspector (District Intelligence Bureau) shall verify these statements with the slips received for record and with the Weekly Crime Report (Para II), and report delay or omission, if any, to the Superintendent of Police for necessary action.

Procedure in Bureau in respect of wanted persons whose Finger Print Slips are on record.

692. (1) Reports in respect of persons whose finger prints are on record and are wanted by the Police shall be sent to the Bureau by the Station House Officer concerned through the Superintendent of Police (District Intelligence Bureau) in K.P.F. No.3-I(Memo to Finger Print Bureau of persons wanted). Such reports shall be entered in the "Absconder Register" in K.P.F. No. 3-S.

(2) The information received will be noted in the "Absconders Card" in K.P.F. No.3-V, and the Card will be attached to the Finger Print Slip of the absconder, so that immediate intimation may be given to the Officers concerned if the Finger Print Slip of the absconder is received for search in the Bureau subsequently.

(3) The 'Absconders Card' will be detached from the record finger Print Slip of the absconder, if his slip is subsequently received for search, and intimation will be given as required in (2) above. The detached card will be filed with the connected Memo (K.P.F. No. 3-I) with details of action taken noted thereon.

(4) In the case of absconders whose Slips are on record in other Bureaux the State Bureau shall prepare additional copies of the Memo in K.P.F. No.3-I, and shall send a copy to each such Bureau for similar action, if the finger Print Slip of the absconder reaches them for search.

Report of deaths of persons whose Finger Print Slips are on record in the Bureau.

693. (1) When a person, whose finger Print Slip is on record in the Bureau, dies, the Station House Officer in whose jurisdiction the person resided, shall send a report in K.P.F. No. 3-T through the proper channel to the Superintendent of Police (District Intelligence Bureau) for transmission to the Bureau. Death reports of persons having convictions in other State shall be similarly prepared and sent through the District Police Office to the Bureaux of the States concerned, and this fact should be noted in the Death Report sent to the Finger Print Bureau, Trivandrum. The report of death should be verified by independent Police enquiry and certified as to its correctness by the Station House Officer himself, before sending the report to the District Police Office.

(2) Death Report of a convict, while undergoing imprisonment received from the jail authorities, shall be disposed of in the Finger Print Bureau as in the case of Death Reports mentioned in (1) above.

(3) All Death Reports received in the Finger Print Bureau shall be registered in a "Death Report Register" in K.P.F. No. 3-U. The Finger Print Record slips of the deceased shall be taken and the details of the Death Report with reference number shall be noted in red ink on the finger Print Slips concerned and also against the concerned entries in the Register of Finger Prints filed in the Finger Print Bureau (Form K.P.F. No.3-L). Such Finger Print Slips shall be

retained in the record for two years, when they will be removed and destroyed. The Finger Print Slips of convicts who die in jail shall be destroyed at once.

Periodical elimination of Finger Print Slips.

694. (1) All Finger Print Slips on record in the Bureau will be examined annually or at lesser intervals and in the absence of any special reasons to the contrary, those belonging to the classes of persons enumerated below will be removed from record:-

- (a) In the case of person who is a professional poisoner, note-forgery, coiner, arms smuggler, or a habitual offender notified under the Kerala Habitual Offenders Act, 1960. (Act 26 of 1960) on his attaining the age of 80 years, or on his death, whichever is earlier;
- (b) In the case of any other person-
 - (i) If he has not more than two convictions in his native District (not having been convicted outside his native District) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime, on the expiry of ten years from the date of his release or last release from Jail, as the case may be; or
 - (ii) If he has been convicted outside his native District or has more than two convictions in his native District) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime, on the expiry of fifteen years from the date of his release or last release from Jail, as the case may be; or
 - (iii) On his attaining the age of 80 years; or
 - (iv) On his death;

Whichever is earlier.

(2) To prevent the possibility of the wrongful destruction of any Finger Print Slip in the Bureau, slips withdrawn from record will be sent to the Superintendent of Police of the District concerned for information and destruction. The Superintendent of Police will pass them on to the Sub-Divisional Police Officer concerned for necessary action. If the Sub-Divisional Officer has any objection to the destruction of any particular Slip, he should return it to the Bureau through the District Police office, explaining fully why he wants it to be retained.

(3) The destruction of Finger Prints which are on record also in other Bureaux will be intimated to the Bureau concerned by the Finger Print Bureau, Trivandrum.

Application of private parties of Finger Print Expert

695. (1) In all cases, civil or criminal, when private parties apply for the expert opinion on finger prints by an Expert attached to the State Finger Print Bureau, "Finger Print Expert Fee" of Rs. 35 per opinion shall be levied from the party concerned. Besides the "Finger Print Expert Fee", a sum of Rs. 8/- per finger print to be compared shall be levied towards photographic charges. The Finger Print Expert Fee and the photographic charges should be remitted in advance, and credited to the Government under the appropriate head, and the chalan of remittance sent.

(2) Whenever Finger Print Expert is summoned to appear before a Court the expert opinion furnished in cases, civil or criminal between private parties, an amount at the rate of Rs. 10 per day of absence of the Finger Print Expert from the Bureau will be realized from the party concerned as "Evidence Fee" and credited to the Government. The party will also be liable to pay the Expert in advance the Travelling and Daily Allowance at the rates to which he is entitled.

- (3) All documents containing finger prints to be compared shall be sent to the Bureau with covering letter specifying the impressions to be compared, and giving all points on which expert opinion is to be furnished. The chalan if remittance is to be furnished. The chalan of remittance of the fees referred to in (1) above shall be sent along with the records for examination.
- (4) On receipt of documents containing finger prints to be compared, photographic enlargements thereof shall be obtained from the Departmental Photographer. The Expert who deals with the file shall furnish his opinion after examining the impressions and the enlargements. This opinion will further be checked by the Director of the Finger Print Bureau and shall be despatched to the authority who called for the expert opinion.
- (5) Details of the opinions given by Experts of the Bureau shall be recorded in a Register in K.P.F. No. 3-X.

DEFINITIONS

- (1) "Bureau" means a Finger Print Bureau
- 'Expert' means an Officer, who has been declared by a Board of Examiners constituted for the purpose or by the Deputy Inspector General of Police in charge of the Criminal Investigation Department to be competent to take, examine, compare and give an expert opinion on finger prints.
- (2)
- (3) 'Finger Prints' include prints of the thumb and are either 'rolled' or 'plain'.
- 'Foot-print Expert' means an Officer, not below the rank of a Sub Inspector of Police, or an 'Expert' in the State Finger Print Bureau, who has been declared by the Deputy Inspector General of Police in charge of the C.I.D., to be competent to take, examine, compare and identify foot prints and to give expert opinion on foot prints.
- (4)
- (5) 'Identified' means a person whose residence and antecedents are known.
- A 'plain' print is obtained by lightly pressing the inked bulb of thumb or finger upon the paper without any turning movement.
- (6)
- (7) 'Proficient' means an Officer, who has been declared by a Superintendent of Police to be qualified to take clear and well rolled finger impressions.
- A "rolled" print is obtained by placing the inked thumb or finger on the paper so that the plane of the nail is at right angles to the plane of the paper. The thumb or finger should then be pressed lightly on the paper and turned over so that the bulb surface which originally faced, say, to the left, faces to the right, the plane of the nail align at right angles to the
- (8)

plane of the paper.

- (9) 'Traced' means a person, against whom previous conviction has been traced.
- (10) 'Unidentified' means a person, whose residence and antecedents are not known.
- (11) 'Untraced' means person, against whom no previous conviction has been traced.

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CHAPTER X

CRIMINAL INVESTIGATION DEPARTMENT

696. (1) The criminal Investigation Department under the control of the Deputy Inspector General, Criminal Investigation Department and Railways has the following branches:

- (a) Special Branch and
- (b) Crime Branch.

Each Branch is under the direct control of a Superintendent of Police who is assisted by one or more Deputy or Assistant Superintendents, Inspectors, Sub Inspectors, Head Constables and Constables.

- (2) Officers required to constitute the personal are selected and posted to Criminal Investigation Department by transfer from the Districts.
- (3) Inspectors and Sub Inspectors while serving in the Crime Branch Criminal Investigation Department will have the word "Detective" prefixed to their ranks (e.g. Detective Inspector-Detective Sub Inspector).
- (4) Except on ceremonial parades and routine parades and giving evidence in Court and other occasions ordered by the Inspector General of Police or the Deputy Inspector General of Police, C.I.D. men of the Criminal Investigation Department do not wear uniform.
- (5) All correspondence intended for the branches shall be addressed to the respective Superintendents.

Special Branch

697. The details of the working of the Special Branch will be found in the "Special Branch Manual", which deals with the organization of the branch at both the State and District levels as also its connection with the 'Special Branches' of other States and the Intelligence Bureau, New Delhi.

Crime Branch

698. The Crime Branch controls

- (1) the crime Investigation staff,
- (2) the Criminal Intelligence Bureau,
- (3) the Finger Print Bureau
- (4) Photographic Bureau,
- (5) Forensic Science Laboratory
- (6) Police Research centre.

Function of the Crime Branch, Criminal Investigation Department

699. (1) The functions of the Crime Branch, CID are:-

- (a) The collection, collation and dissemination of intelligence regarding crimes and

criminals having an inter-State or inter-District interest.

- (b) Study of the general trend of specialized, professional and other grave crimes in the state, and initiating measures for their control as found necessary.
- (c) Investigation of specialized or professional crime such as
 - (i) those of exceptional difficulty or importance;
 - (ii) those which, from the nature of their ramifications, cannot be dealt with by local officers in their own jurisdiction, or without the co-operation of other officers at a distance, working in a common direction, and
 - (iii) those of an organized nature, extending over two or more Districts.
 - (iv) Those types of crime which are ordered to be taken up by the C.I.D. and given in Rule 6

(2) The services of the criminal Investigation Department will not, except in exceptional circumstances, be requisitioned in cases of ordinary crime confined to one District, and having no special importance.

Manner of assisting the District Police in the investigation

700. (1) The Crime Branch, Criminal Investigation Department will assist the District Police either by
- (a) taking up the entire investigation of a case, or
 - (b) placing one of its officers at the disposal of the Superintendent of Police when such a step is found necessary for investigating a particular case.
- (2) Sub Inspectors attached to the Crime Branch must be deputed by an Inspector or Officer of higher rank to investigate into each particular case on which they are employed.
- (3) All Police Officers of and above the rank of Inspector of Police in the Criminal Investigation Department will have the powers of an officer in charge of a Police Station under the Criminal Procedure Code.

(Govt. Notification No. H2. 54642/58/Home(A) dt. 14-8-1958)

Application for assistance of the Crime Branch

701. Applications for the assistance of the Crime Branch should be made to the Deputy Inspector General in charge of the Criminal Investigation Department. Without his or the Inspector General's orders no investigation or enquiry shall be undertaken.

Responsibility of District Police.

702. (1) The Criminal Investigation Department in no way relieves the district, police of their responsibility for the prevention and Detection of crime.

Class of Crime to be investigated by the Criminal Investigation Department.

703. (1) The Crime Branch will ordinarily deal with crimes of the following classes:-

- (a) Note forgery cases
- (b) Cases of counterfeit coining when the counterfeits are struck from dies, and other cognate offences in respect of coining by dies.
- (c) Cases of professional poisoning.

- (d) Theft of Government arms and ammunition and illicit trade in arms.
- (e) Important cases in which foreigners are concerned (including cases of international criminals and traffic in women by foreigners)
- (f) Cases of dacoity, robbery and house-breaking of peculiar nature which indicate the work of an adept gang, not particularly noticed or accounted for by the local police.
- (h) cases of fraud, theft or cheating of a peculiar nature which affect more than one district.
- (i) Cases of such a nature as, in the opinion of the Inspector General, the Deputy Inspector General, or district authorities call for investigation by an officer of the Crime Branch.
- (j) Important thefts of currency notes or important defalcations of public money.
- (k) Cases of smuggling of opium, cocaine, and other narcotics
- (l) Cases of bringing fraudulent civil suits.
- (m) Gang cases.
- (n) Important conspiracy cases whose ramifications extend to several Districts.
- (o) Pomography
- (p) Professional kidnapping
- (q) Cases of 'suspicious deaths' when investigation by the Crime Branch CID is considered necessary.
- (r) Any serious crime which appears to have a political motive, including all offences connected with arms and explosives which are suspected to be of a political nature.
- (s) Any other crimes which may be brought into the category by an order of the Inspector General or the Dy. Inspector General, C.I.D.

Superintendent of Police to send special reports

704. (1) In all cases detailed in Rule above Express reports should be sent to the Deputy Inspector General, C.I.D. with copies to the range Deputy Inspector General, followed by an immediate written report.

(2) But in cases falling under (a), (b), (c), (d), (e), (o) and (r) of Rule 703, telegrams or W/T signals of the bare facts may be sent to Deputy Inspector General, Criminal Investigation Department or his local Branch head, to enable them to enter on investigation.

(3) In all such cases investigated by the District Police, progress reports should be sent to the Deputy

Inspector General, Criminal Investigation Department and the range Deputy Inspector General till the investigation is completed. A progress report is necessary only if substantial progress is made. A final report should also be sent after the disposal of the case. The final report in cases falling under categories (a) (b) of PSO 703 (1) shall be sent to court only after obtaining the concurrence of the Superintendent of Police, Crime Branch, CID, and in categories (c) (d) (e) (o) and (n) a copy of the final report shall be sent to the Superintendent of Police, Crime Branch, CID.

Classes of crime to be reported to the Central bureau of Investigation and the Criminal Investigation Department.

705. In order to enable the Central Bureau of Investigation to maintain comprehensive records of inter-state and inter-national criminals, the following categories of cases have to be reported to the Central Bureau of Investigation.

- (1) Cheating-all important cases in which specific information may not be available about the identity of the criminal and all cases in which the complicity of inter-state criminals is suspected or known should be reported. If subsequent investigation reveals that the case is of a local nature that fact should also be reported for enabling the C.B.I. to eliminate such cases from their records. The report about the occurrence of crime should be sent immediately after the case is reported. Progress reports should be sent when additional information comes to light during the course of investigation and a report should also be sent after completion of the investigation. Copy of all reports sent to C.B.I. should be sent to C.B.C.I.D.
- (2) Kidnapping of children for purposes of begging:- All cases coming under this category should be reported whether the kidnappers are local or not. This should be reported to Superintendent of Police, Crime Branch, C.I.D. who will forward a consolidated report to C.B.I.
- (3) offences committed by foreigners:- All cases coming to the notice of the Police should be reported to C.B.I. with copy to Superintendent of police, CB.C.I.D.
- (4) Theft of Fire arms:- Report should be sent of fire arms stolen and recovered to C.B.I. with copy to Superintendent of police, CB.C.I.D.
- (5) (a) Counterfeit currency:- All cases of hundred rupee denomination will be reported as and when they come to the notice of the local police and they should be followed by progress report, conviction particulars etc. Whenever any important case of 100 rupee note comes to light, the Superintendent of Police of the District should immediately communicate the information to the Central Bureau of Investigation through radiogram giving brief particulars of the case. A copy of the letter sent to the currency Note Press should also be forwarded to the Assistant Director, Crime Records, Central Bureau of Investigation with copy to S.P. C.B.C.I.D.
In respect of counterfeit currency cases of other denomination periodical
(b) reports as required by Central Bureau of Investigation is to be sent.
- (6) Motor vehicles theft:- All cases falling in the category irrespective of whether they are inter-state or not. Cases of motor vehicle parts need not be reported. Reports will be sent to C.B.C.I.D. who will

forward a consolidated report to C.B.I.

Deputation of Officers of the Crime Branch CID for Investigation or enquiry.

706. (1) In any case in which the services of an officer of the Crime Branch CID are asked for, or whenever an officer is deputed by the order of the Deputy Inspector General, Criminal Investigation Department, or the Inspector General to conduct an investigation or enquiry of any kind, the Officer deputed should take with him a letter addressed to the Superintendent of Police of the District prescribing the work upon which he is sent.

(2) If the Superintendent of Police of the District is on tour, the Officer deputed should hand over the introductory letter, or report his arrival, to the person Assistant to the Superintendent of Police or in his absence the Manager of the District Police Office, and should submit immediately a report in writing to the Superintendent of Police of the District as to the course of investigation he is adopting. He should thereafter take the first available opportunity of meeting the Superintendent of Police, if the enquiry is likely to be a lengthy one.

Cases concerning one District exclusively.

(3) In the absence of special orders from the Deputy Inspector General, Criminal Investigation Department, to the contrary, if the case or enquiry exclusively concerns only one district, the officer should work under the direction of the superintendent of Police of that district, who will then be responsible for the enquiry. In such cases, copies of case diaries should be submitted to the Superintendent of Police of the District.

Cases concerning more than one District.

(4) If, however, the enquiry extends over more than one district the case diaries need be submitted only to the Criminal Investigation Department, but the officer should keep the Superintendents of Police of the districts in which he is working fully informed of his doings, consult them, take their instructions on matters affecting their Districts and inform them the results of the enquiry.

Superintendents of Police of the District to assist Officers of Crime Branch, CID

707. Superintendents of Police of the Districts should give the Officers of the Crime Branch CID every facility for conducting investigation in their Districts and should make available for their assistance the local knowledge of the District Police. Crime Branch staff should not think that, once they take up a case, the local police have nothing to do with it. Officers of the Crime Branch should realize that their branch is there to assist the District Police by taking up investigation in cases where local police may not have the time to pursue clues to a successful end.

Reports of Investigation by senior Police Officers of the Criminal Investigation Department.

708. Reports of investigation of senior Police Officers of the Crime Branch, CID, shall be sent to the Crime Branch direct. The Additional District Magistrates and Superintendents of Police of the Districts concerned should be kept informed of any matter which is of importance in relation to particular Districts.

Investigation of cases by CID Officers

709. (1) Case diaries of Officers of the Crime Branch, CID, and their scrutiny are subject to the same rules as those of the District Police. The Officers of the Criminal Investigation Department have the same right of inspecting records as the District Police. All records of the Crime Branch, C.I.D. are confidential.

2. Cases transferred to the C.I.D. for investigation, shall be re-numbered by the Crime Branch, C.I.D and in the Station records concerned that the case will be indicated as "transferred to the Crime Branch".

The Crime Branch number assigned to the case will be communicated to the Station and will be noted in red ink in the F.I.R. Index Register, against the Station case number.

3. Crime Branch will give information to the District Police in all cases transferred to them for investigation, when the cases are sent up for trial or when the cases referred as undetected or otherwise disposed of.

(I.G's Circular No. D5-1438/65 dated 31-3-1966)

Report of arrival of C.I.D Officers at the Headquarters

710. Every Detective Inspector and Detective Sub Inspector on his arrival at Headquarters should immediately report to the Deputy Superintendent of Police and Superintendent of Police, Crime Branch and acquaint them personally with the progress made in each investigation or enquiry conducted by them and take further instructions.

Importance of Criminal Investigation Department watching notorious criminals.

711. One of the most important duties of the Criminal Investigation Department is to keep a watch over the movements of, and furnish Superintendents of Police of the Districts with information concerning, notorious and dangerous criminals, and this will be of great advantage to District Police.

Criminal Intelligence Bureau.

712. 1) As regards Criminal Intelligence Bureau, attached to C.I.D., information will be collected, recorded and disseminated with regard to the following matters:

- (a) Serious crime;
- (b) Property stolen, lost or detained as suspicious;
- (c) Persons wanted by the Police or persons arrested by the police, who are suspected of being professional criminals;
- (d) Asiatic nomads, foreign vagrants and other persons who give room for suspicion of criminal activity;
- (e) wandering groups having criminal propensity; and
- (f) other suspicious characters who operate on an into District or inter State basis.

(2) Instructions regarding maintenance of records such as history sheets for criminals, general subjects files, photographs of criminals, alphabetical list of wanted criminals, crime maps, graph etc., and other functions of the Bureau like study of weekly crime and occurrence sheets, Monthly and Annual Crime Review received from Districts and the preparation of Annual Review for the whole State etc., are given in Appendix XXVI

(3) The Criminal Intelligence Bureau is also publishing Criminal Intelligence Gazette. Instructions for collection, computation and publications of the gazette are contained in Appendix XXVII. Criminal Intelligence Gazette is being circulated to all Police Stations in the District and also to such Officers outside the State as found necessary.

Police Research Centre.

713. (1) There is a 'Police Research Centre' under a Circle Inspector, assisted by a Statistical officer working under the directions and supervision of the Superintendent of Police, Crime Branch Criminal

Investigation Department, and its primary duty is to collect information of interest to the Police, analyse it, and deduce conclusions regarding the 'modus operandi' of criminals with a view to assisting the District Police in combating crime.

(2) The Research Inspector is in over-all charge of Criminal Intelligence Bureau and the Railway Intelligence Bureau.

(3) The Research Centre will be in constant touch with all Districts and other States to collect information about the movements of criminal and gangs and crimes occurring from time to time. Reports will be received by the centre from Districts about the absence and movements of criminals or criminal gangs and the occurrence of important crimes, together with the details of the 'modus operandi' employed in the commission of each crime. The Research Centre will immediately on receipt of such information, make a study of each important crime with reference to the records available with it and issue necessary instructions by radio to the concerned Police. It will also study the District and City Crime and Occurrence sheets and Monthly Crime Review with a view to know the general trend of crime. It will thus function as a nerve centre of all investigating officers in the State.

Forensic Science Laboratory.

714. There is a Forensic Science Laboratory attached to the Crime Branch, CID to see that all possible help that modern science can render in crime detection is made available to Investigating Officers. The Laboratory has three wings viz., the physical section, the chemical section and the biological section. Each section is directly under the control of an Assistant Director. The supervision of the Forensic Science Laboratory as a whole is vested in a Director. The Laboratory is established on a phased programme, and when completed will have four section (1) Physics (2) Chemistry, (3) Biology and (4) Ballistics. The following types of work will be undertaken by the Forensic Science Laboratory.

(1) Physics section

Examination of tool marks, torn pieces of letter or paper, broken ornaments, pieces of wire or metal that have been broken or severed by various instruments, paint, soil, broken head light and wind shield glass, broken parts of car, indentation, etc restoration of obliterated writings on metal surface, ultra-violet and infrared examinations, spectrographic examination of all types of materials, determination of the general properties of solids and liquids like refractive index density, etc., documents examination including handwriting and physical examination and comparison of any other type of exhibits.

(2) Chemical Section.

Chemical examination of paints, inflammable fluids, cres, tar products, building materials, rubber, plastic, lubricants, oils, waxes, soaps, metals explosives, narcotics, drugs etc.

(3) Biological Section

Identification of fibres, examination of micro-organisms, grass, vegetable and wood fragments, insects, hairs, tissues, biological stains etc.

4). Ballistice Section.

Identification of fire-arms and ammunitions, bullet marks, etc.

Apart from this, the Assistant Director, Forensic Science Laboratory in charge of Physical Section is also the State Examiner of Questioned Documents.

Only the Physical and Chemical Sections are functioning at present.

District Special Branch

715. 1) The District Special Branch is in the charge of an Inspector assisted by one or two Sub Inspectors and a few Head Constables. They cover all confidential enquiries.

2) The branch is under the personal control of the Superintendent of the District, who issues such orders as may be necessary for the effective utilization of the staff for the above purpose.

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CHAPTER - XI

RAILWAY POLICE

General

716. 1) The Railway Police is a branch of the General Police Force and is subject to all Police Rules of general application. This branch is under the direct control of a Superintendent of Police, designated or posted for this purpose; and he is assisted by one Deputy Superintendent of Police/Assistant Superintendent of Police. The Deputy Inspector General of Police in charge of the Railways has the same position with regard to the Railway Police as the Deputy Inspector General of a range bears to the District Police.
- 2) Railway Police District is divided into Circles which are sub-divided into Stations. The Deputy Superintendent of Police/Assistant Superintendent of Police, Railway Police has his jurisdiction throughout the Railway Police District.
- 3) Officers required to constitute the personnel are selected and posted to the Railway Police by transfer from the Districts.

Jurisdiction.

717. The jurisdiction of the Railway Police extends over the area included within the boundary of the Railway line and covered by Stations, Station yards and goods sheds; and this area is called 'The Railway limits'. This jurisdiction does not extend to the lands occupied by the dwellings of the Railway staff in or outside the Railway limits. The boundary of the Railway line means, the area to a distance of 10 feet on either side, from the centre of the track.

Officer to take command of Police.

718. When the Railway Police and the District Police are on duty together on a railway, as defined in Section 3 of the Indian Railways Act, 1890 (Act XI of 1890), the senior Police Officer present whether belonging to the Railway Police or to the District Police, will take command of all the Police present. If, however, any doubt arises about the relative seniority of the Railway and District Police Officer, then the Officer of the Railway Police as having jurisdiction will take command.

Duties and powers of the Railway Police.

719. Duties and powers of the Railway Police are similar to those of the District Police. In addition, instructions with regard to their particular duties are given in the succeeding paras.

Railway Police are primarily responsible for the maintenance of law and order as also the prevention, detection and prosecution of cases within the Railway limits. But the want of jurisdiction of the local Police will not be a tenable plea for not rendering timely help to the Railway Police in the arrest of accused and recovery of stolen properties.

Circle Inspectors.

720. 1) It is the particular duty of the Circle Inspectors to know, and frequently visit, and maintain satisfactory relations with, the Railway officials, especially the District Officers. They must also take steps to secure co-operation with the District Police, visiting the Additional District Magistrate, Executive First Class Magistrates and Superior Police Officers, connected with their circles, and keeping in close touch with the District Police Inspectors. They shall attend the half-yearly meeting of District Police Inspectors.

2) They shall visit forthwith the scene of any serious crime or accident and take the necessary steps.

Sub Inspectors

721. 1) The position and duties of the Sub Inspectors corresponds to those of the Sub Inspectors of the District Police. He is responsible for the efficient working of the men of his section.
- 2) He must acquire local knowledge , not only of the employees of the railway, but also of the criminals residing in the vicinity of his section.
- 3) He shall attend the railway platform, wherever he may be at the time of the arrival or departure of mail trains or other important trains.
- 4) He shall travel throughout his section in the train conveying the Governor and in special trains conveying persons of high position.

Railway Police Staff.

722 The Railway Police Staff is divided into two sections:-

- (a) The traveling and detective staff.
- (b) The Platform staff.

Railway Station Duty Head Constables

723. The Railway Station head Constable has control of the platform staff. He should not leave the neighborhood of the railway station without orders. His duty should be so arranged as to enable him to have three nights in the week, off duty. In his absence, another Head Constable or a constable shall invariably be deputed to act. He is responsible for telegraphing any important occurrences to the Sub Inspector during his absence, unless this is done by the station-writer. He shall be present at the arrival and departure of all important trains.

In charge Constable.

724. 1) At railway stations where three or more constables are deployed and to which no Head Constable is allotted, a constable shall be appointed to be in charge and shall perform the duties of a platform Head Constable.
- 2) When two constables are posted to a railway station, the senior will be considered to be in charge.

Duties of Platform staff.

725. 1) The Chief duties of the platform staff are.

- 1). The maintenance of order at stations and ii) watching passenger trains standing at stations.
- 2) a) Where a sufficient platform staff exists, the platform shall be divided by the Inspector into sections, called posts, which will be numbered. Men will be told off to those posts and their numbers entered against them in the Duty Roster in K.P.F. No. 163-A. Men shall move about within the limits of their posts. A plan shall be hung up in the Police station showing the limits of each post and on this will be specified which posts should be filled at the arrival of each train.
- (b) At Railway Police outposts, a Duty Roster in K.P.F. NO. 163-B and General Diary in K.P.F. No. 74-A shall be maintained.

Constables on duty at Railway Stations.

726. At Railway Stations where two Constables are employed, one shall stand near the gate and

observe the passengers going out while the other shall stand on the platform where the rear brake van will halt and, after the arrival of the train, shall move slowly up and down looking into carriages. He shall also have an eye to the off-side of the train, crossing the line behind the rear brake van looking along the train.

Beats of the Travelling Staff.

727. (1) A travelling constable's beat consists of the train by which he travels from his station over a prescribed length of line, and the train by which he returns to his station. The serial numbers of the trains which form a beat shall be entered in the Duty Roster. Railway ticket requisition in K.P.F.No. 186 are used for such journeys.
- (2) Beat Constables shall report at the Railway Police Station situated at the termination of their beat, and their numbers shall be entered in the Duty Roster of that station. Station-house Officers of sections between which there is a meeting will compare their rosters once a month.

Travelling Staff.

728. (1) Men of the travelling staff shall be selected for suitability. No man shall be appointed to it, except temporarily, without the order of the Superintendent of Police on the Inspector's recommendation, and men found unfit shall be removed at once. The travelling staff must be kept up to strength at the expense of the platform staff.
- (2) Men of the travelling staff are, as a rule to be exempted from travelling every third day, when they shall perform platform duty, if not otherwise detailed.

Duties of Beat Constables

729. (1) Beat Constables shall always wear uniform. At every station they shall see the station master and ask him whether he wishes to make any report or complaint and request him to initial the Beat Book in K.P.F. No.19-A. When time admits they will walk from end to end of the train making observations. On return from beat they will hand over the Beat Book and their note books to the Sub Inspector or Officer in charge of the station.
- (2) The beat constable will be required to search the off sides and the underneath of the compartments which are reserved for women only and to maintain a watch at each stopping place particularly at the time of the departure of the train to ensure that no one is travelling on footboards or couplings.

Mufti Men.

730. In addition to beat constables, men in mufti may be employed to travel by train on detective duty, such as shadowing suspects. They should never speak to the beat constables nor should the beat constables recognize them.

Police not to do duties of Railway Protection Force.

731. The Railway Police are not ordinarily responsible for duties of Railway Protection Force, but they should patrol station yards and goods sheds when thieves are suspected to be operating, and there is reason to believe that unreported thefts are being committed.

Telephonic or Telegraphic Reports and Express reports.

- 732.(1) All cognizable cases, serious losses of property, all offences falling under section 126 of the Indian Railways Act 1890 (Act IX of 1890), and other important occurrences reported at places outside Railway Police Stations shall be telephoned or telegraphed at once to the Station House Officer of the Railway Police Station of the section and also to the nearest District Police Station House Officer and to the Superintendent, Deputy Superintendent and Inspector, Railway Police, by the senior member of the platform staff or the beat constable.
- (2) When the Station House Officer is absent from his headquarters, all reports of the above nature received in the station shall be communicated to him by telephone or telegraph.
- (3)(a) Station House Officers shall telephone or telegraph serious cases and occurrences to the Inspector, Deputy Superintendent and the Superintendent, and the Inspector shall likewise inform the Superintendent and Deputy Superintendent any information which he considers should be so reported.
- (b) Rules regarding sending express reports in grave crime will be the same as in the case of the District Police. All strikes and attempted strikes of railway employees shall be reported to the officers concerned by telegraph or telephone and followed by express report. A copy of such report should also be sent to the Additional District Magistrate having jurisdiction.
- (4) Telegrams concerning railway cases shall be sent "on railway service" and other telegrams as "State" messages.

Entering upon Investigation

733. The Railway Police are bound to investigate all crimes and occurrences which the Police are required by the Criminal Procedure Code to investigate.

Crime Investigation and Supervision

734. Rules in regard to investigation and crime supervision applicable to District Police, are also applicable to the Railway Police.

Complaints by Railway Officials.

- 735.(1) On receipt of a report from a railway official which appears to show that cognizable offence has been committed, the Station House Officer will at once register a case and proceed to make an investigation according to the Criminal Procedure Code.
- (2) In the matter of complaints or information reported by railway officials by telegram, the telegram shall be confirmed by a further report in writing.

Shortages and lost Property

- 736.(1) The Police shall not register information of 'Shortages' or of the loss or missing of property as crimes, or proceed to make an Investigation according to the Criminal Procedure Code upon such information, unless there is reasonable suspicion that a cognizable offence has been committed in connection with the loss of the articles. They shall, however, register such information in the General Diary and take what steps they can, to trace the missing articles.
- (2) In order to ensure that proper steps have been taken to trace missing articles, a register in K.P.F. No. 2 will be maintained in Railway Police Stations, entries being made immediately on receipt of the information about the loss or shortage.

Separate entries, either in separate registers or in different parts of the register, will be made for -

- (a) shortage of goods or parcels,
- (b) shortage or loss of railway materials, and
- (c) property of passengers

Entries in classification (a) will clearly distinguish whether the shortage or loss occurred in a stationary wagon a wagon in transit or from a transshipment shed or platform. When making entries in the register, care should be taken to note in each case in column 10, whether a report against any railway official was sent to the railway authorities and the action taken by them thereon.

Station house officers will be responsible for the disposal of any shortage or loss amounting to a maximum of Rs. 25, Circle Inspectors for values up to Rs. 50, Deputy Superintendent up to Rs.100 and the Superintendent for property valued above Rs. 100.

Particulars attention will be paid by inspecting officers to the action taken and enquiries made by the Station House Office in regard to such shortage and losses.

The register will also include reports which the Station House Officer transfers to another jurisdiction. He should state his reason for such action and this must be ratified by his Circle Inspector.

Petty Thefts

737. Care must be exercised in the matter of refusing to investigate petty thefts on the ground of the small value of the articles stolen. The theft of an important piece of mechanism, of small intrinsic value, may amount to a grave offence under the Railway Act.

Nuisances.

738. All nuisances committed within Railway limits must be dealt with by the Railway Police.

Custody of Prisoners.

739. At Railway Police Stations where there is no lock-up, prisoners who are not immediately sent for remand, shall be sent to the nearest District or City Police Station for custody. The hour at which a prisoner is thus sent shall be entered in column 7 of the Search.

Copy of Inquest report to be sent to Railway Officials.

740. In cases of death (whether by railway accident or otherwise), within railway limits, in which an investigation is held under section 174 of the Criminal Procedure Code, an extract of the investigation report in K.P.F. Nos. 1, 1-A or 1-B shall be forwarded to the District Engineer, in all cases, and the District Traffic Superintendent also in cases occurring within the limits of a Railway station. In the event of the investigation having been held by the District Police, a copy of the report shall be obtained from them.

Crime records of Railway Police Stations.

741. The Railway Police Stations will maintain all the crime records that are prescribed for the stations in the districts with the following modifications:

(1) S.C.H. Part I in the Railways will be in K.P.F. 130

- (2) In Part II SCH. The crime map, the Railway Police will demarcate the various Railway

Stations and their areas in lieu of the villages of the District Station maps.

- (3) For the purpose of SCH part I and Part III GCR there will be a separate classification of crimes committed solely in Railways as shown in Appendix XXVIII.
- (4) Part IV SCH in the district consists of village crime note books in four parts ABC and D. The Railway Police will maintain this record with the Railway Station instead of the village as basis. Parts A and D of the Railway Police containing information on general matters will be written up keeping in view the points relating to the set up of the Railway organization, Railway Protection Force, Fairs and Festivals resulting in heavy flow of traffic and activities of criminals and also other matters of general interest to the Railway Police.
- (5) History sheets (SCH Part V) will be maintained in Railway Police Stations for Railway criminals as defined in Rule below.

Railway Criminals

742. The following classes of criminals will be registered as Railway Criminals (R.C.S) in the Railway Intelligence Bureau:

- (a) A Bad character who has had convictions in more than one Railway Police Station.
- (b) A K.D or suspect registered in a local police station who is convicted in a Railway crime.
- (c) Any other person whose activities, due to special reasons are ordered by the Superintendent of Police to be watched.

Co-operation with the District Police.

743. (1) There should be the closest co-operation between the District and Railway Police.
- (2) The Railway Police should be in a position to afford the greatest assistance to the District Police in arresting offenders who are trying to escape, and in noting the movements of criminals.
 - (3) In matters of placing obstructions on the line, tearing up rails, throwing stones at trains, and such like, the help of the District Police should be promptly sought.
 - (4) In the event of crime being committed in the limits of the District Police, but in the close neighbourhood of the railway, the Railway Police shall take any legal action pending the arrival of the District Police.
 - (5) (a) (i) Superintendent, Railway Police may require the District Police to take over the entire responsibility for the investigation of a grave crime such as murder or dacoity, the circumstances of which are of a local nature quite unconnected with the railway even though the case occurred within the jurisdiction of the Railway Police. On the requisition, the District Police shall at once take over the investigation.
(ii) In the event of a strike on the railway, the Railway Police investigating staff will deal with the ordinary offences of normal times. While the staff of the local Police which will be reinforced, will investigate all the offences arising out of the strike except those considered by the Deputy Inspector General, Criminal Investigation Department and Railways, sufficiently grave to be taken up by the Criminal Investigation Department.
 - (b) Whenever a case is reported to the Railway Police for which persons other than Railway criminals are suspected to be responsible a copy of the First Information Report dealing with the occurrence will be sent at once to the local Police Station House Officer by the officer in charge of the Railway Police Station.
- (6) Whenever a Circle Inspector of the District Police happens to be at a place where the

Superintendent of Railway Police is camping he should visit that officer. Similarly Inspectors of Railway Police should meet the Dy. Superintendent and Superintendent of Police of the District.

- (7) When an offence committed within Railway Police jurisdiction is reported to a District Police Station of the Railway line, the latter shall forthwith inform the Railway Police Station by telegram to be followed up by a First Information Report transferring the case forthwith by express through the Railway Police travelling staff.

Co-operation with Railway Protection Force.

744. The Railway Protection force is a statutory organization charged with the primary duty of protecting Railway property and detecting offences under the Indian Railways Act. This organization has got its own machinery for enforcing the relevant provisions of the Railways Act and to prosecute offenders. But it is however incumbent on the part of the Railway Police to keep close liaison with the Railway Protection Force and Co-operate with them whenever necessary. By mutual contact their Co-operation will also be enlisted by the Railway Police, when necessary in the discharge of official duties.

Measures to fight against Railway Crimes.

- 745.(1) Localities notorious for activities of Railway criminals should be checked by mufti squads made up of the Railway and local Police at frequent intervals. Only those local stations which have jurisdiction close to the Railway lines need provide men for this purpose.
- (2) "Strangers Day" should be observed in the Railway Police areas with the collaboration of the local Police at fixed intervals, preferably once in 3 months. All the unauthorized persons found in the Railway premises will be dealt with either under the preventive sections of the Criminal Procedure Code or the Railway Act. Intimation of all such preventive arrests made by the Railway Police should be sent to the Sub Inspectors of the nearest Police Station of the Districts concerned. At the time of interrogation of suspects by the District Police Officers, they should invariably question the suspects to find out whether they are concerned in any of the Railway crimes and whether they have traveled to important places in trains etc.
- (3) The Superintendents of the Districts should keep the concerned Railway Police Stations informed in advance of any important festival, market days or other gatherings so that the Railway Police may keep a special look-out for bad characters who may be travelling in trains. The Sub Inspector, Railway Police concerned should send one or two Police Constables to attend such functions in order to spot out bad characters and take timely action against them.
- (4) The Sub Inspector, Railway Police should maintain a record showing the bus-routes diverging from Railway Stations within his jurisdiction, their destination and timings, etc., so that the Railway Police may have adequate information to watch movements of bad characters who may come from the interior for operating on the Railways.
- (5) Separate Crime and Occurrence sheets are being published by the Railway Intelligence Bureau. The Railway Police Sub Inspectors will furnish data of all grave crimes as also of other important crimes special to the Railway Police to the officer in charge of Railway Intelligence Bureau promptly.

- (6) Superintendent, Railway Police should convene half yearly meetings of the Railway Police Sub Inspectors and other Sub Inspectors of Police. These meetings will be attended by the Sub Inspectors of the District Intelligence Bureau and Railway Intelligence Bureau as well. Proceedings of such meetings should be furnished to the Inspector General of Police.

Stopping of Trains at non-stopping stations.

746. In special and urgent cases a Police Officer of gazetted rank may by written requisition to the concerned local Railway official cause. A train to be stopped at a station at which it is not booked to stop either to effect an arrest or when the stoppage is otherwise necessary to safeguard the public peace and safety.

Notice of Accidents on Railways to Police

747. Under section 83 of the Indian Railways Act, 1890 (Act IX of 1890) the Station master is bound to give information, without unnecessary delay, to the Station House Officer in whose limits the accident occurred, and to such other Police Officer as the Safety Controlling Authority may appoint in this behalf, of the following accidents:-

- (1) any accident attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property;
- (2) any collision between trains of which one is a train carrying passengers;
- (3) the derailment of any train carrying passengers, or of any part of such a train;
- (4) any accident of a description usually attended with loss of human life or with such grievous hurt as aforesaid or with serious injury to property;
- (5) any accident of any other description which the Safety Controlling Authority may notify in this behalf in the GAZETTE OF INDIA.

- The Railway authorities have been requested to communicate information of accidents both to the Railway Police and the District Police. The nearest Police Officer should take any action that may be immediately necessary.

- (6) All cases of accident, injury and death occurring on the railway shall be mentioned in the 'General Diary'.

- In cases of accident on Railways, the first arriving officer at the scene of accident should prepare the mahazar go through the necessary procedure and give immediate clearance for restoration of traffic and other operations. In preparing the mahazar, the following points will be made clear:

- (7) (a) The position of the detailed or wrecked train.
- (b) Damages caused to the train.
- (c) Position of the track at the place of occurrences;
- (d) If there is any actual sabotage, the material used for it.

If possible the photographs of the salient features may be taken. After completing the preparation of the mahazar the track will be allowed to be cleared for restoration of traffic.

(IG's Circular No. 27/66 dated. 27.5.1966)

Accidents on sidings.

748. Accidents on private sidings should be reported similarly as accidents occurring on the main lines of the Railway.

Reports to General Manager by the Railway Police.

749. The Police are bound to report at once to the General Manager, the Government Inspector and the Divisional Superintendent the result of every Police investigation regarding the circumstances of any of the accidents noted below:-

- 1). All cases of loss of, or injury to, life or limb from causes connected with the working of railways;
- 2) All cases of injury to the permanent way, stock or works (including interruptions to traffic owing to several breaches—whether attended or not by injury to life or limb;
- 3) All cases, without exception, of cattle being thrown off the line or run over;

Accidents occurring

- (a) in railway workshops; or
- (b) on new works not opened for traffic; or
- (c) on lines under construction; or
- (d) on lines not used for the public carriages of passengers, animals or goods; or
- (e) to steamers or flats working in connection with railways.

Mobilization of accidents.

750. On the occurrence of a serious accident the station house officer of the Railway Police shall mobilize the men of his section and have them taken to the spot. If the men of one section are insufficient, the Inspector shall mobilize other sections. The Railway Police shall guard property and help injured persons.

Unclaimed Property.

751. Unclaimed property should be made over to the station master for disposal.

Railway Servants as witnesses.

752. When Railway subordinates are bound over by the Police to appear as witnesses, the District officer of the Department concerned should be informed and he will arrange for their relief.

Railway Police not to purchase tickets for passengers.

753. The Railway Police are strictly prohibited from having anything to do with the purchase or sale of tickets or collection of excess fares demanded from passengers.

Festivals-List to be maintained.

754. A list of festivals held near the railway line, detailing the Police arrangements to be made should be kept in every Railway Police Station. In the event of any festival or large gathering not included in the list, being held, the Inspector should give timely information to the Superintendent of Police of Railway.

Journeys by train of Governor-security arrangements.

755. The following security arrangements will be made for the Governor of Kerala:

- 1) When the Governor travels by special train the platforms of all railway stations enroute where he does not halt to alight should be kept clear.
- 2) When the Governor travels by ordinary train one Head Constable and two Constables carrying short lathies (out of the party mentioned in sub paragraph 4) will be on duty opposite the saloon of the Governor to guard against any unauthorized or irresponsible person gaining access to the saloon at the same time taking particular care to avoid unnecessary interference with the traveling public.
- 3) The Superintendent of Police of the Government Railway police or a Deputy Superintendent of Police of the Government Railway Police should travel in the same train as the Governor.
- 4) An armed guard of one Sub Inspector, one Head Constable and six Police Constables, (four constables armed and two constables carrying short lathies). Should always travel with the Governor. At all train halts, four out of the six Constables who are armed will mount sentry on either side of the Govern's saloon stationing themselves as near as possible to the windows of the compartment occupied by the Governor. When the train stop at a place where the halt is short, one armed constable will get out at each side and look along the train to the Governor's compartment.

Journeys by rail of the Ministers of Kerala State.

756. The following security arrangements will be made for the Ministers of Kerala State:

One plain clothes Head Constable of the Railway police will be provided for general duty. He will travel in the compartment adjoining (i.e., immediately behind) the Minister's compartment. Whenever the train halts for sometime, Head Constable will alight from the train on the platform side, and station himself at a reasonable distance from the Minister's compartment to prevent the approach of undersirable persons. If the train halts only for a few minutes, the Head Constable will get down on the platform and look towards the Minister's Compartment.

Journey by rail of other very important personages.

757. The following rules will apply to all special trains or saloons conveying persons of high position, e.g., Ministers of the Central and other State Governments in the Indian Union:-

- 1) (a) A Railway Police guard of two Constables armed with short lathies will travel in the special train in a compartment as near as possible to the saloon in which the high personages travel. This guard will be relieved at the first halt in each Railway Police Circle.
(b) duties of the guard at stopping stations:- Where the train halts for any length of time, one constable will immediately take up his position on the platform near the saloon and prevent any unauthorized person from approaching it, and will keep any crowd which may gather, at a reasonable distance from it. The second constable will be posted on the off side of the saloon. When the train is about to start, the train guard will fall back to their compartment.
(c) If the halt is only for a short time, say, only two or three minutes, or if the train stops outside a station on account of signals or any other cause, the guard will not be mounted at the saloon itself but one constable will get out on each side of the compartment and look along the train towards the saloon.
- (2) At railway stations where the person where the person of high position entrains or detrains, the

platform and entrance to the station should be kept clear of all persons other than those authorized to be present.

- (3) At railway junctions or other large stations where the special train or saloon stops, the Railway Police Sub Inspector having jurisdiction will post constables on the platform to augment the train guard to the extent necessary.
- (4) If a long halt is made at any station and the high personage continues to occupy the train on a siding, the train guard will mount guard on the saloon occupied by the high personage and the Railway Police Sub Inspector having jurisdiction will arrange reliefs.
- (5) When the empty special is stabled with luggage in it, one constable with lathi will be posted as sentry and relieved every three hours.
- (6) If at any station a large crowd is expected to meet the high personage on the platform or present an address, the Railway Police Circle Inspector should obtain the help of the local Police for the necessary bandobust.
- (7) The train guard will not wear boots between twenty-one hours and six hours.
- (8) The Railway Police Sub Inspector will travel in his jurisdiction in the same train as the high personage, and the Superintendent, Railway Police, will travel in the same train if specially ordered.
- (9) When the high personage travels in a saloon attached to a mail or passenger train, the same arrangements should be made as for the special train, but care should be taken to see that the travelling public have free access to the trains, only the portion of the platform opposite to the saloon in which the high personage is travelling being kept clear. The travelling public should be kept to the further side of the platform in the vicinity of saloon.
- (10) If the Ministers of other States visiting the State of Kerala do not bring their own armed orderlies for their protection or if they express their desire to have a guard from this State Police, a Special Branch Officer or Officers will be sent as bodyguard, or to carry out other Special Branch work.
- (11) If the Superintendent of Police, Special Branch thinks it necessary s Special Branch Officer or Officers will be sent as body guards to other high personage or to carry out other Special Branch work.

Note:- Police bandobust arrangements for Deputy Ministers should be similar to those made for the Union Ministers, but the arrangements need not be so elaborate as in the case of Union Ministers. As regards security arrangements Deputy Ministers should be treated as on a par with Union Ministers. No Police guards however should ordinarily accompany the Deputy Ministers of the Government of India when they travel by train or road. Should, however, local conditions require special precautions to be taken, these should be arranged as considered necessary.

Escort of High Personages-Relieving of.

758. Escorts of High Personages will be relieved by the respective Railway Police Escorts at the centres specified below:-

Line	Centre for Relief	Trains	Remarks
(1)	(2)	(3)	(4)

1	Virudhunagar, Quilon(Main-line) Via Maniachi & Tirunelveli Junctions	Shencottah	All Trains	Thiruchirappalli Police will take from and relieve State Escorts through main line.	Railay charge Kerala coming
2	Virudhunagar Quilon, (Chord-line) Via Tenkasi Chord line	Do	Do	Thiruchirappalli Police will take from and relieve State Escorts through chord line.	Railay charge Kerala coming
3	Madras to Cochin Harbour Terminus and Mangalore	Olavakkot	For all trains.	Kerala State Police will Tiruchirappalli Police at Olavakkot.	Railway relieve Railway
4	To Madras from Cochin Harbour Terminus and Mangalore	Podanur	Do	Thiruchirappalli Police will relieve State Railway Police at Podanur.	Railway Kerala Police at

Drill and instructions.

- 759.(1) Hours for drill and instruction, arranged according to trains, should be detail in a form prepared by the Inspector and hung up in each Police Station.
- (2) Platform constables at out-stations should be relieved for three days each month and called into the Railway Police station for drill and instruction.
- (3) Constables employed on platform duty at outstations should be changed periodically at the Superintendent's discretion.

Rules for the use and custody of arms.

760. (1) The arms will be kept in the Station secured to an arms rack by means of a chain fastened with a lock, and be in the charge of the Sub Inspector or other Officer in charge of the Station in his absence. Stations sentries will keep the key and be responsible for the arms in succession. The ammunition will be kept in a locked ammunition box, the key of which will be kept by the station sentry. The Sub Inspector or the Officer in charge of the station, in his absence, will be responsible for its correctness and this officer will issue the requisite number of rounds whenever necessity arises.
- (2) The muskets should be used on the occasions prescribed by the Superintendent but the officer for the time being in charge of the station may direct them to be used in any emergency or for the following purposes:-
- Patrolling station yards, goods sheds, transship sheds and yards.
 - Escorting running goods train.
 - Escorting prisoners.

- 761.(1) The Railway Intelligence Bureau will perform the functions of the District Intelligence Bureau in respect of Criminal Intelligence relating to Railways. The Criminal Intelligence Bureau attached to CID will be in charge also of the Railway Intelligence Bureau, but work relating to Railway Intelligence Bureau will be kept separate from other Criminal Intelligence Bureau work.
- (2) Railway Intelligence Bureau will act as a connection link between the Railway Police Unit and the District Police Unit concerned, and with the Railway Police in neighbouring States, with regard to information concerning Railway Crime and Criminals.

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CHAPTER XII**POLICE RADIO ORGANISATION****Functions of the Organisation.**

- 762.(1) The Kerala State Police Radio Organisation is part of the Kerala Police force and provides radio communications in the State for the use of the Police force. It is intended for the transmission and reception of messages pertaining to law and order, and the prevention and detection of crime. It may also be used for the clearance of the traffic of other departments in times of emergency subject to the approval of Government of India.
- (2) The organization is working directly under the Deputy Inspector General of Police, in charge of the C.I.D.
- (3) Investigating Officers can broadcast information to any Police Officer, in any of the important cities or district Headquarters, in any part of India at the quickest possible time, about crimes and criminals.

Set up of the Organisation.

- 763.(1) The Police Radio Branch consists of the following subject to such additions as may be prescribed from time to time.
- (a) The State Police Radio net work.
 - (b) The Police Radio Signal School.
 - (c) The general and zonal maintenance workshops.
- (2) Armed Police Battalions have their own static stations as well as Transportable Stations.
- (3) Transportable stations are intended for the use of Superintendents |Commandants, in their camps in an emergency so that they may be in touch with their Headquarters as well as the Sate Police Headquarters. They can also be sent to places where trouble is anticipated and where Police parties are deployed so that the latest developments could be ascertained from time to time and the necessary orders issued. These Transportable stations work in groups of Districts in which they are located.
- (4) The Armed Police Battalion Radio Branches will be distinct from the Kerala Police Radio Branch.
- (5) Interstate Police network, a separate organisation run by the Government of India has its own station. Messages to Police Officers in other States in India and vice versa have to pass through this station.

State Police Radio Network.

- (6) The Scheme of the State Police Radio network consists of (a) Static (fixed) Stations, and (b) Transportable stations. All the Districts in the State, have static stations as well as Transportable stations in their respective Headquarters. When need arises static stations will be provided at other places also.

General supervision over Radio networks.

764 Police Radio Officer (of the rank of Deputy Superintendent of Police) will exercise supervision over radio nets.

He will also exercise general technical supervision over Armed Police Battalion Radio networks.

Applicability of Rules to the Personnel.

765. Kerala State Police Rules and Kerala State Subordinate Service Rules apply to Gazetted and non-gazetted Officers of the Police Radio Organisation in respect of recruitment. Promotion, service conditions and allied matters.

Duties and Powers of Officers

Police Radio Officer.

766. (1) (a) He will be responsible for the efficient administration and working of, all Police Radio stations under his charge.

(b) He will be responsible for the efficient maintenance of equipment in the radio stations under his charge.

(c) He will inspect all the Radio stations of the Police Radio Branch and Armed Police Battalions once a year; and physically verify all Government properties and stores transactions at various radio stations during his inspections.

He will forward his inspection report to Inspector General of Police through Deputy Inspector General of Police, in charge of the C.I.D.

(d) He will undertake technical instructions in Signal School or the Police Training College, whenever required by the Deputy Inspector General of Police in charge of the C.I.D. or the Inspector General of Police.

(e) He will work in liaison with the Directorate of Co-ordination (Police Wireless), Ministry of Home Affairs, Government of India.

(f) During the time of emergencies he will work in close liaison with the nearest Defence Service Radio Unit|Station as well as with Radio or Telephone services of Posts and Telegraphs and Railways and will co-ordinate and co-operate with these agencies.

(g) He will represent the State at the Police Radio Officers Conferences.

(h) He will supervise all stores under him (Radio Stores, Motor Transport Stores and general stores).

- (i) He will be responsible for the efficient maintenance of all Motor Vehicles under his charge and see that registers relating thereto are properly and correctly maintained.
- (j) He will attend to such other duties as may be assigned by the Deputy Inspector General, in charge of the C.I.D. or the Inspector General of Police.
- (k) He will submit his weekly diary for the week ending Sunday to the Deputy Inspector General of Police in charge of the C.I.D.

The Inspector-Police Communications (Training).

- (2) He will (a) charge of the Signal School, V.H.F. (Very High Frequency) and H.F. (High Frequency) radio net works; (b) look to the efficient training of men in the Training school and exercise disciplinary and administrative control over the trainees under him; (c) hold weekly tests and submit results to the Police Radio Officer; (d) maintain personal sheets for each trainee and enter the weekly results in the sheet; (e) be available to undertake special monitoring and security wireless log of all stations and work when ordered by the Police Radio Officer; (f) be in charge of security section and maintain all records pertaining to it; (g) be responsible for all Government properties in the sections in his charge; (h) undertake lectures in the signal school and conduct refresher courses for Radio operators and Technicians to improve their efficiency; (i) submit a weekly diary of his work to the Deputy Inspector General Through the Police Radio Officer; (j) conduct examinations to operators and Radio Technicians, whenever required; and (k) under take other duties as may be allotted to him.

Sub-Inspectors-Communication.

- (3) They will (a) be in charge of the communication office, scrutiny section, monitoring section, radio stations and be responsible for the efficient working of these sections; (b) be responsible for all Government property in all the sections in their charge; (c) keep stock books in respect of signal stores, consumable items, stationery etc., in their charge; (d) ensure that all the main links are working on proper frequencies allotted to them and there is no break down of communications due to faulty equipment; (e) scrutinise daily traffic and put up reports to the Police Radio officer; (f) promptly deal with all correspondence concerning communication matters such as breakdowns and delay and disciplinary matters, (g) maintain diary and record therein all events concerning the communications and put up every day to the Police Radio Officer for perusal; (h) inspect all Radio Stations in their charge once a quarter and submit inspection notes to the Deputy Inspector General of Police, in charge of the C.I.D. through Police Radio officer; (i) ensure all aerials are kept in proper condition (j) attend to major repairs of all equipment in their charge and (k) do such other duties as may be ordered by their superior Officers.

Radio Supervisors-(Jamadars|Head Constables).

- (4) They will (a) be in charge of radio stations in the District; (b) be responsible for the efficient working of radio stations in their charge; (c) be responsible for all Government property under their charge; (d) superwise the work of the operators and also attend to the maintenance of the equipment(e) submit reports to Police Radio officer on all important matters pertaining communications and discipline through the Sub-Inspector Communications; (f) scrutinise logs and

traffic records of Radio stations daily; (g) ensure that all instructions on working of Radio stations are correctly implemented; (h) arrange for periodical overhaul of equipment under their charge; (i) maintain history sheet for equipment under their charge; (j) maintain a high standard of efficiency and prevent leakage of secret messages; (k) submit weekly report of the work done by them to the Police Radio Officer; and (l) do such other duties as may be ordered by their superiors.

Radio Technicians.

- (5). They will (a) work under the immediate control of the Radio Supervisor; (b) attend to repairs and maintenance of the equipment in the District; and (c) do such other work as may be assigned to them.

Radio operators-(Naiks, L|Nks, and Police Constables).

- (6) They will (a) attend to operating work of the Radio station and maintain log book; (b) attend to the proper upkeep and cleanliness of the Radio Station; (c) do monitoring or any other duties assigned to them; and (d) maintain complete secrecy over the intelligence passing through the Radio net work.

Officers authorized to use Police Radio Grid.

767. (1) The following are authorized to send messages on the Police Radio net-work, provided they relate to the subject specified in the Rules.

All Police Officers of and above the rank of Sub-Inspectors.

- (i) All Ministers
- (ii) Chief secretary to Government
- (iii) Secretary to Government, Home Department
- (iv) Collectors
- (v) Central Intelligence Officers, Deputy Central Intelligence
- (vi) Officers and Assistant Central Intelligence Officers of the Ministry of Home Affairs, Government of India.

- "(2) The following categories of messages may be transmitted over the Police Wireless net work:.

- (i) Message relating Law and Order, Semi-law and Order and Service messages.
- (ii) Messages relating to Parliament questions covered by Law and Order.
- (iii) Messages in emergencies arising out of serious natural calamities".

- (3) Since the increase in volume of messages of semi law and order category is likely to cause unnecessary delay to other traffic pertaining to law and order of urgency and importance, the clearance of semi law and order messages should be kept to the minimum extent possible by adopting the following measure:-

- (a) Only very urgent semi-law and order messages shall be passed on Police Wireless links, and this should be done only where it is apprehended that public tele-communication channels will not be expedient and adequate for the purpose; and
- (b) Every such message passed shall be issued under the specific authority of the officer authorized for the purpose, or by any officer present at the place, senior to the authorized officer.

- (4) The following officers are authorized to pass messages pertaining to semi-Law and Order categories originating from their offices.
-

Office of origin

Officer designated

1	Messages originating in the Secretariat	Joint Secretary Dy. Secretary concerned
2	Messages originating in the Police Headquarters	Assistant Insp. General of Police.
3	Messages originating in Dist. Police Office.	P.A. to Supdt. of Police.
4	Messages originating in Collectorate	P.A. to the District Collector.

5. A list of Law and Order subjects, semi-Law and Order subjects and service messages, is given below:-

(A) Law and Order messages-

Messages relating to:-

1. Court attendance-Summons, warrants, Trials
2. Information relating to arrests, Movements of suspects
3. Dacoits
4. Murder cases
5. Theft cases-arrests and proceedings relating thereto
6. Searches, Recoveries and possession of stolen properties
7. Look-out for stolen properties
8. Escorts by police personnel
9. Corruption cases
10. Information regarding accused persons in custody
11. Verification of allegations against suspected persons
12. Descriptive rolls of deserters: Military | Police
13. Movement of personnel under "DIB Vigilance"
14. Foreign National passport verification
15. Evacuation of Muhammadans to Pakistan
16. "CRIMES" Statistics
17. Identification parade
18. Failure of State W/T stations
19. Demands for police personnel in emergencies for formation of Police Companies
20. Tour Programme of VIPs (for example, Ministers, Envoys etc.,)
21. Information relating to "Missing" persons (such as children, disabled persons) efforts by police to trace.
22. Movement of Police Officials on duty
23. Antecedents verification of ex-convicts

24. Death reports regarding police personnel
25. Communal incidents where violence is threatened or has actually taken place.
26. Strikes Hunger strikes and strikes by labourers or workers etc.
27. Movement of personnel under C.I.D. vigilance
28. Violation of Narcotics Laws and Measures
29. Opening of Fire on Mobs by Govt. servants in the discharge of their duties
30. Escape of prisoners, and stay of execution of condemned prisoners
31. Out-break of riot in prisons
32. Hunger strike of prisoners
33. Movement of prisoners having a special background
34. public meetings
35. Processions
36. Demonstrations-anti-government demonstration or proposed demonstration at the time of visits of V.I.Ps. during other important function.
37. Emergency cases of breach of peace or disturbance of public order and agitation affecting Law and Order.

(B) 'Semi-Law and Order'- Messages-Police Administration.

1. Appointments and postings in the police ranks and statistics relating to strength, promotions demotions etc. of police personnel-
2. Police courses, training etc.
3. Character Rolls, Service Books etc. of Police personnel
4. Police Officer Conference Inter-State and Intra State.
5. Police business indirectly related to "Law and Order"

(C) "Service messages" of Directorate of co-ordination (Police Wireless)

Messages relating to communication and technical maintenance of the Police Wireless grids including Inter State Police Wireless such as daily equipment reports etc., and other technical service matters".

Message writing - Instructions.

768. Instructions regarding messages which can be transmitted on the Police Radio network, the manner of writing messages, use of priorities etc, are given in Appendix XXIX

Schedule of working hours

769. The main network linking various District Headquarters to the State Police Head-quarters, works from 08.00 to 22.00 hours on all days of the week. The Radio Network linking sub-stations in the District |Unit to District |Unit Headquarters work from 08.00 hrs to 12.00 hrs and 15.00 to 1900 hours on all days of the week. All net works will work for extended hours when required. They will also work round the clock in times of emergency.

Location and protection of Radio Stations.

770. (1) All fixed Radio stations are located in District Police Offices or Armed Reserve head-quarters where Armed Armed guards are available. The mobile Radio Stations when taken by Officers on tour should also be located where there is armed guard, as far as possible. At places where no guard is available it may be located in a building where the Officer using the mobile station is actually put up.
- (2) Radio installations should be treated as vital and protected areas, and the security of such installations is the responsibility of the Superintendent of Police of the District.

Movement of Radio Stations.

771. A fixed Radio station should not be moved by any Officer, except under the orders of the Inspector General. Mobile Radio Station attached to various Officers can be moved by them in their respective jurisdiction. The Inspector General can order the transfer of a Radio station anywhere in the State.

Records to be maintained.

772. The important records to be maintained in the Radio Stations and by Supervisors are given in Appendix XXX.

In addition, files will be maintained by the officers concerned separately for circulars on each subject, i.e., for instructions on the maintenance and operation of sets, Radio procedure, tour programmes, and other such matters.

APPENDIX I

[Referred to in Rule 522(4)]

Maintenance, Cleaning and Repairing of Arms-Instructions

1. Each Police Officer is responsible for the cleanliness of the weapons issued to him, or to his unit, irrespective of the rank of the Officer concerned. He should take pride in the proper and efficient maintenance of Arms under his custody.
2. Unit Care and Maintenance:- It is necessary that cleaning of arms is resorted to every day. In the Armed Reserve and the Armed Police Battalions, each man is issued with a rifle, the maintenance of which is his personal responsibility. After each day's work or parade, the arms, before being deposited in the Armoury, should be cleaned by the individuals and properly lubricated in accordance with the instructions given in the Small Arms Training Pamphlets with regard to the cleaning of arms. The parades will be called off 5 minutes earlier and the men will be marched to the Armoury where they will break off and do cleaning for 10 minutes. The rifles so cleaned should be personally inspected by the Reserve Sub-Inspector or Reserve Inspector as the case may be. It is better to detail one officer each day for this who will inspect the rifles and will permit them to break off after depositing the rifles in the Armoury soon after he is satisfied that the barrels, etc., are clean. On all Thursdays, a through cleaning of rifles will be undertaken at a maintenance parade when each section Commander and Platoon Commander will ensure that the arms are cleaned thoroughly and properly. Particular attention should be paid to the overall cleaning. Cleaning of rifle does not merely mean that the barrel alone should be cleaned. The entire rifle should be cleaned up properly and lubricating oil, etc., should be applied to the working parts. On Thursdays, all the arms held on charge including Sten Gun and Light Machine Guns will be taken up for full cleaning. On such days, the Superintendent of Police should make it a point to detail a Reserve Inspector for personal inspection of arms and report the fact to him either through the General Diary or through special reports. While doing the cleaning work the type of cleaning should not be ignored. Various grades and scales of lubricants have been prescribed for various types of cleaning. These instructions should be strictly adhered to.
3. In the case of Police Stations and other Units where Muskets are not used daily, it is necessary that the available men should be utilized for cleaning the arms of a Police Station or Circle every morning. The S.H.O, should organize this cleaning for the first 10 minutes of the day's work by detailing individuals for this duty. The fact should be recorded in the General Diary of the Station for the day. A Convenient day in a week should be fixed up for the weekly maintenance parade when all the arms of the Unit or Station will be thoroughly cleaned and oiled. This fact also should be recorded in the General Diary.
4. Armourers should not be diverted from their primary functions for such duties as repairing furniture for issuing and receiving arms and for maintaining the ledgers and correspondence pertaining to arms and ammunition. Even cleanliness of weapons is not their responsibility. The Armourer's primary job is to attend to repairs and maintenance of arms and bring to the notice of their superiors any irregularity observed by them during the course of the inspection. To properly make use of their service in this direction the following procedure should be adopted:
 - (a) The armourers should carry out full inspection of Arms once in every quarter.
 - (b) During the 2nd and 4th quarterly inspections the armourers should carry out all repairs.
 - (c) Half yearly lubrication should also be completed during these inspections.

- (d) In the course of annual lubrication, the barrels of muskets found badly fitted externally will be noted and produced for the next inspection of the A.I.A.
- (e) Arms will be withdrawn to the armourer's shop for major repairs.
- (f) A record of such inspections, repairs and lubrications should be made in K.P.F. NO. 13-Arms Inspection Register.
- (g) A Consolidated report of all the irregularities in the maintenance, handling and use of arms along with loss and damage noted during inspections will be sent to the Superintendent of Police for information and necessary action.
- (h) The Superintendent of Police should scrutinise the inspection reports and take necessary action to rectify the defects.
- (i) Programme for the inspection will be drawn by the Unit Offices in the case of Armed Police Units and by the Reserve Inspectors in case of Districts. The Programme should be laid out in such a way as to enable the armourers to inspect all arms in the Unit|District effectively. Such Programme in the case of district should be approved by the Superintendent concerned.
- (j) The armourers when not on inspection duty should take about 20 rifles| muskets into the work shop daily and carry out all repairs replacements of unserviceable parts, and deficient parts and modification, etc. Normally one Armourer should be able to attend to the following number of weapons:-

20 Arms a day	Minor repairs.
10 Do	Major repairs
5 Do	General overhaul

5. Browning of all arms of the Department should be carried out by M.S.P. or S.A.P. At least 100 rifles | Muskets with their bayonets should be sent for browning at a time. Browning of these weapons should be completed within a week. The officer in charge of the armoury will see that all arms are repaired, overhauled and returned to the units after browning. Any weapon found to require arsenal repairs or with barrels [badly pitted] will not be browned, but returned to the units concerned to be produced before A.I.A. at his next inspection.
6. The Armourer of the unit should accompany the arms when they are being sent for browning so that they may be able to improve their knowledge in browning, repair and maintenance of small arms.
7. There should be a thorough supervision of work of the armourers by superior officers. Officers should not be satisfied by a mere perusal of the inspection notes and correspondence thereon. A personal verification of the condition of arms is an essential part of inspections of stations and units.
8. Inspecting Officers should peruse the A.I.A's inspection Report on small arms, and ensure that the instructions issued from time to time are carried out.
9. According to rules, 'bulge' in a barrel is due to 'unfair wear and tear' and it has to be charged on the individual concerned except in cases where leniency is merited due to special reasons.
10. The Armourers attached to the District Head Quarters will thoroughly inspect all the arms of that District once in 2 months. In the case of Armed Police Battalions and Armed Reserve such inspection shall be carried out once in a month. Arms History sheets should be maintained for each weapon in K.P.F. No. 43 which is available, in Chief Stores. The History of each weapon in the possession of the Unit should be recorded in the Arms History sheets Unit Armourers will

make entries themselves in the A.H. sheets regarding the result of inspection. The Unit Armourer will also prepare his inspection report whenever he inspects each station or Unit and a copy will be sent direct to the Superintendent of Police or the Commandant. It is the duty of the Superintendent of Police or the Commandant to ensure that instructions given by the Armourers are carried out by their subordinate officers. Where there are instances of negligence in the proper maintenance of arms by an individual disciplinary action should be taken against him and in the case of an officer who does not attend to proper maintenance of arms, severe action will be taken by the Superintendent of Police concerned under intimation to the D.I.G of Police of the Range concerned. The work of Armourers should be closely supervised by the Superintendents of Police concerned. Technical advice in this matter will be given by the Range Armourer Sub Inspectors. Facilities must be afforded to the Unit Armourers for the proper maintenance and inspection of arms by Unit Officers. Strict instructions should be issued in this respect to Station House Officers and Inspectors. Officers in charge will ensure that inspection of arms by Armourers does not lapse into a mere formality or routine. During inspections by Sub Divisional Officers and District Officers and the Deputy Inspectors General particular attention should be paid to this aspect of administration of a District or Sub-Division as the case may be .

11. When arms are used on the Range for practice they should be cleaned thoroughly by pouring boiling water and the barrel properly cleaned. Sufficient amounts should be made available from contingencies of Units for the preparation of boiling water, etc., Cleaning of arms at the Range will be carried out at the Range itself and not whenever convenient to the men. As and when a man finishes his range fire each day, his weapon will be cleaned thoroughly. Officers who take men to the ranges should pay particular attention to this aspect because this is a main factor in the maintenance of arms. It is the duty of the Supdt. of Police or Unit Commander to see that his arms are regularly inspected by the Range Armourer S.Is and the Chief Inspector of Arms. He must detail a responsible officer to attend the inspection of arms by these technical officers. He should also see that all facilities are offered to these inspecting officers to carry out their inspection. Inspection reports received from Chief Office or Range Office should be progressed and all necessary action taken to see that a satisfactory standard of maintenance is ensured in this Unit. He must also ensure that all E.M.E Publications containing modifications, etc., are made available to these Armourers. Facilities for repair, should be examined by the officers in charge periodically. A weapon should not be kept unused for want of spare parts or repairs. Prompt action to get store repairs carried out through the District Stores and factory repairs through the Ordinance Factories concerned should be taken at the District Headquarters.
12. Lubrication of arms is an item which is more often neglected. All weapons in possession of a Unit should be lubricated by Armourers concerned at least once in three months. Detailed procedure for lubrication of arms has been issued. This lubrication should be done not by the individuals, but by the Armourers. This involves the stripping of arms and lubricating various parts of a weapon. Linseed oil should also be applied to the wood work at that time. This is to be done under expert supervision and the Superintendents of Police will ensure that an advance programme is drawn up by the Armourers for this and lubrication at half yerly intervals is carried out correctly.
13. Fifty percent of the total arms of the Unit should be placed for inspection by the Chief Inspector of Arms, once a year. An advance programme of inspection will be distributed to all Unit Commanders and it is the duty of the Superintendent of Police on Unit Commanders to ensure that all facilities are offered to the Chief Inspector of Arms and inspection is carried out thoroughly. Reports of such inspections will be progressed at District Offices. Reports of such inspections will be progressed at District Office. The initial filling up of the report forms in

quadruplicate will be done by the Units concerned.

14. In order to enable the Armourers to carry out their work properly, it is essential that he is given the necessary tools and equipment. Where such equipment does not exist, Superintendents of Police and other officers will take immediate action to acquire the necessary tools and equipments.
15. Rebrowning of arms should be periodically carried out and with regard to weapons requiring rebrowning the expert opinion of the Range Armorer Sub Inspectors will be obtained. Such arms will be rebrowned at the Rebrowning Centres to which the District Unit is attached. Arrangements should be made to send the arms for rebrowning batches.
16. It is absolutely necessary that the arms of the Police Units are kept at a very high standard of maintenance and the instructions issued above will be strictly adhered to by all concerned.
17. Security and Storage of Arms- Storage of arms and ammunition should receive special attention by the officers in charge of Districts or Units. Proper arms racks should be provided in the Armoury. Action should also be taken to secure the arms with chains with locking arrangements during nights. The Armoury should be protected by a Sentry. Proper chests or racks should be provided for Sten Guns. Pistols and Revolvers should be locked up in boxes. An Armoury Acknowledgement Book should be maintained for each quarter Guard, wherein every weapons received or issued will be entered under the signature of both the receiving and issuing parties. One of the Naiks or Havildars should be made personally responsible for the Armoury and without his knowledge no weapon should go out of the Armoury or be brought in. The Armoury will remain locked up and the keys will be left with the Guard Commander for safe custody, the fact being noted in the Sentry Relief Book. Drawing of Arms and Ammunition will be on proper written records and only authorized person, should be allowed to draw arms and ammunition from the Armoury. The Armoury and premises should be kept clean and properly guarded. No unauthorized person should be allowed any access to the Armoury. Loss of arms or spare parts will be considered as a serious matter and a thorough enquiry should be ordered immediately on loss or damage being detected. Loss of arms by individuals by their carelessness will be considered as a serious offence and severe punishments will be awarded. Arms and ammunition on charge of the Units will be checked every evening by the person on duty and their accuracy should be recorded in the General Diary of the Unit or the Sentry Relief Book in the case of Quarter Guards. Damages to arms will be immediately reported and action taken to rectify them.

APPENDIX II

[Referred to in Rule 525(4)]

The following instructions should be followed in the preparation of Crime Abstract.

- (a) The Abstract shall be prepared before the 5th of January, April, July and October for the preceding quarter or quarters of the calendar year. The abstract prepared in January will thus be for the whole of the preceding Calendar year. The Abstract should show the actual state as on the last day of the preceding quarter.
- (b) A copy of the Abstract will be forwarded to the Superintendent of Police (District Intelligence Bureau) through the Circle Inspector and Sub Divisional Officer. The Circle Inspector shall check and countersign the Abstracts. The figures given regarding property lost and recovered require special scrutiny. The copies of the abstracts should reach the District Intelligence Bureau before the 15th of the month in which it is due.
- (c) Station House Officers should realize that the Crime abstract is the basic statistical record for crimes for the Department and that the utmost care, accuracy and promptness are required in its preparation and maintenance.
- (d) Statistical statements for the preparation of the annual administration report of the Department will be furnished on the basis of the Crime Abstract. The column headings and the arrangement of offences for entry in the Register shall be in conformity with the needs of these statistical statements.
- (e) **Arrangement of offences**, Crimes shall be entered in the following order in Columns (1), (2) and (3) of the Register:

Sl.No.	Section of law (2)	Offences (description) (3)
1	115, 117, 118, 120B(1)	119, Abetment of cognizable offence, cognizable criminal conspiracy.

Total

Class I - Offences against the State, Public tranquility, safety and Justice

Sl.No.	Section of law (2)	Offences (description) (3)
2	131 to 136, 138	Offences relating to the Army and Navy
3	231 to 254	Offences relating to coin
4	255 to 263A	Offences relating to stamps
5	467 to 471	Offences relating to Government promissory notes
6	489 A to 489 D	Offences relating to currency notes and bank notes
7	212 and 216, 216 A	Harbouring an offender
8	213, 215, 224, 225, 225B 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
10A	295, 296 and 297	Offences against religion
		Total

Class II-Serious offences against 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, 335	Grievous hurt
19	328	Administering stupefying drugs to cause hurt

20	324, 327, 330	Hurt
21	363 to 369 and 371, 372 & 373	Kidnapping or abduction selling, etc., for prostitution and dealing in slaves
22	346 to 348	Wrongful confinement and restraint in secret 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 in 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

Sl.No.	Section of law (2)	Offences (description) (3)
25	395, 396, 397, 398, 399, 402	Dacoity and preparation and assembly for dacoity
26	392, 393, 394, 397, 398	Robbery
27	270, 281, 430 to 433, 435 to 440	Serious mischief and cognate offences
28	428, 429	Mischief by killing, poisoning or maiming any animal
29	449 to 452, 454, 455 to 560	Lurking house trespass or house breaking with intent to commit an offence or having made preparation for hurt and house trespass with a view to commit an offence or having made preparation for hurt.
30	311, 400, 401	Belonging to gangs of Thugs, dacoits, robbers and thieves
		Total

Class IV- Minor offences against person

Sl.No.	Section of law	Offences (description)
--------	----------------	------------------------

(2) (3)

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

Sl.No.	Section of law	Offences (description)
	(2)	(3)
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 to 420	Cheating
37	447, 448, 453 and 456	Criminal or house trespass and lurking house trespass or house breaking
38	461, 462	Breaking closed receptacle
		Total

GRAND TOTAL

Class VI - Other offences not specified above

Sl.No.	Section of law	Offences (description)
	(2)	(3)
39	269, 277, 279, 280, 285, 286, 289, 291 to 294 Section 34 of Act V of 1861 and nuisances punishable under local laws	Public nuisances and Section 34 of Act V of 1861 can bribery under Section 161, I.P.C and Act II of 1947. Offences under special and local laws declared to be cognizable Police Act Arms Act Opium Act Gambling Act

Excise Act

Explosives Act and Explosive substances Act

Offences under Special and Local Laws

Declared to be cognizable but not included in above

Non-cognizable offences under the Indian Penal Code.

Death Cases

Suicidal

Accidental

Other suspicious death finally reported as involving no offence

Arrests in cases not falling under any offence in Classes I to VI above

Note: Abetments punishable under Chapter V Indian Penal Code, other than those specified in Sections 115 to 120 of the code, should be shown with the substantive offence abetted. Attempts should be shown immediately after the offence attempted.

(f) The serial numbers allotted above to each Section of law shall be adhered to strictly for making entries in Columns (1), (2) and (3) of the Register. Where there is no crime to be entered against a particular serial, that serial number shall be omitted and the next relevant serial number entered.

(g) Entries relating to property.

Details of property the possession of which has been transferred by theft, or extortion or robbery, or property which has been criminally misappropriated or in respect of which criminal breach of trust has been committed, need alone be entered under the heading "property" (Columns 56 and 57 of the Abstract).

(h) Selection of particular serial against which a crime is to be entered in the Register.

Where a crime involves the commission of offences falling under more than one serial ref: list under sub para (e) the proper serial against which it is to be entered in the Register will be decided according to the chief motive of the criminal(s), with special regard to the Police significance of the occurrence from a professional angle, or from the point of view of public peace.

Examples: If a violent mob, in the course of a political disturbance cause death (with no special animus against an individual) or grievous hurt or commit other specific offences, the crime should be classified in the abstract against 9 (rioting and unlawful assembly) and not under item 11 (murder) or 18 (grievous hurt) etc. So also if a professional thief, committing theft of ornaments from a woman, causes grievous hurt, the crime may fall under item 26 (robbery) if it is found that the hurt was caused by him voluntarily in order to the committing of theft or for such other purpose as mentioned in section 390 I.P.C. On the other hand, it should be noted in the register against item 33 (theft) if the infliction or grievous hurt was not made under any circumstance covered by section 390 I.P.C. No entry will be made against item 18 (grievous hurt), despite the fact that the accused may be liable for an offence under section 326 Indian Penal Code also.

(i) Long Pending cases.

Details regarding cases transferred by Courts to the long pending list need not be entered in the Abstract from the quarter following their transfer to the long pending list. But such cases will continue to be included at the beginning of the page Abstract, in red ink, with the Crime number and year. (Egs.12|50)/LPT

(j) **Page Abstract**

(i) In every alternate opening of the Register a blank space will be left for the Page Abstract, to indicate the disposal of each case. The following abbreviations to denote disposal will be used:-

N.I.	Not investigated, Section 157(b), Criminal Procedure Code.
F.	Referred as intentionally false and struck off.
A.T.P.	Charged and after trial found intentionally false.
M.	Referred and struck off as mistake of fact or law.
N.C.	Referred and struck off as non-cognizable
A.T.M.	Charged and after trial declared a mistake of fact or law.
R.	Referred and pending trial.
P.T.	Charged and pending trial
U.I.	Under investigation (final report yet to be submitted)
C.	Convicted
Dis.	Discharged or acquitted
Un.	Reported as undetectable
R.C.R.	Referred charge sheet refused (i.e., case referred by the Police
	but orders to strike off declined)
Com.	Compounded.

(ii) The Page Abstract should be prepared under the following heads:-

I	Murder for gain	125	183	204	208
		U.N.	M	N.I.	R.C.R.
II	Dacoity	2	104	150	
		P.T.	C.	AT.P	”
III	Robbery	7	68	83	25
		U.I.	Dis.	P.T.	C.
IV	House breaking and theft by night	85	183	216	12

- V House breaking and theft by day, etc,
etc.
- VI House theft
- VII Ordinary theft (Major)
- VIII Ordinary theft(Minor)
- IX Cattle theft
- X Receiving stolen property
- XI Cheating
- XII Counterfeit of coin or currency
- XIII Breach of trust and misappropriation
- XIV Rioting and unlawful assembly
 - (i) Those arising from labour and agrarian dispute
 - (ii) Those arising from political rivalry
 - (iii) Those arising from communal faction
 - (iv) Those arising from other causes.
- XV Murder and attempt to murder (other than for gain)
- XVI Suicides and attempts
- XVII Grievous hurt
- XVIII Hurt
- XIX Rashness or negligence causing death, grievous hurt, hurt and endangering human life.
- XX Cognizable offences under Special and Local Law separately in respect of the under mentioned items:
 - (i) Police Act
 - (ii) Prohibition Act
 - (iii) Opium Act
 - (iv) Suppression of immoral traffic in Women and Girls Act

- (v) Gambling Act
- (vi) Arms, Explosive and Explosive Substances Acts
- (vii) Other special and Local Laws

XXI Juvenile delinquency (included in the cases mentioned against the appropriate head in this abstract):

- (i) Serious offences against person
- (ii) Serious offences against person and against property and against property only
- (iii) Minor offences against person
- (iv) Minor offences against property
- (v) Other offences not specified above

XXII Security sections:

- (i) Under Sections 106 and 107
- (ii) Under Section 108
- (iii) Under Sections 109 and 110

XXIII Death Cases:

- (i) Suicidal
- (ii) Accidental
- (iii) Other suspicious death finally reported as involving no offence.

XXIV Cases not mentioned against any other head.

Note: If the Superintendent of Police of the District considers that any group of offence not given a separate classification among the heads enumerated above is of special significance in his District, a separate head may be assigned for the purpose.

(iii) The abstract of all cases pertaining to the preceding year or years shall be entered in red ink, at the beginning of the Page Abstract. Entries regarding such cases shall be continued from quarter to quarter until and including the quarter in which they are disposed of.

(iv) An abstract of the cases in which property is lost or recovered (according to the entries in Cols. 56 and 57 of the Register) will be given at the end of the Page abstract, under the following heads.

Cr. No. and	Value of property	Value of property
-------------	-------------------	-------------------

Sec.of Law	lost	Recovered	Remarks

Note: When non-compoundable cases (like those under Section 143, 148, 307 IPC) are ultimately eliminated in the course of trial and the offenders are finally tried only under compoundable offences and the cases ultimately compounded, the original number noted under rioting etc. should be altered accordingly noting down proportionate increase in the subsequent category (324, 325 etc) to which it is altered, with a foot note. So when the crime figures are given, the original number reported under rioting etc., should be brought down to the correct category to which they are subsequently dealt with, and in the statement under column reported during rioting etc., the number of cases compounded ultimately from that category should be subtracted and the concerned number should be added in the column pertaining to the sections of offences under which they are ultimately compounded.

[IG's memo 3313/66-2 dated 20-1-1966]

APPENDIX III

(Referred to in Rule 532 and 536)

**List of Records to be maintained in Sub Divisional Offices
Circle Offices, Stations and Outposts.**

Sl.No	Name of Record	KPF No.	Rule No.
1	By Sub divisional Officer		
1	Check Register of Case diaries	24-B	
2	Check Register of General Diaries	57-B	
3	Crime Memo Book	58	
4	Crime Charts	--	
5	Circular File	---	
6	Current Register	CF-71	
7	Criminal Intelligence Gazette file	--	
8	Ephemeral Note Book	--	
9	Grave Crime report file	--	
10	List of Detectives	85	
11	Police Gazette File	--	
12	Personal file and confidential sheets of HCs and PCs fit for promotion as-- HCs		
13	Petition Register	147	
14	Register of casual leave	135	
15	Register of shops licensed under Arms & Explosives Act & Rules	128	
16	Tappal Book	180	
17	Weekly Diaries file	191	
	Weekly Crime & Occurrence Sheet		

18 file --

2 By Circle Inspectors

1 Case Diary files (In cases investigated
by Circle Inspectors) 24

2 Check Register of General Diaries 57-B

3 Circle Information Book 32

4 Crime Register 39

5 Criminal Intelligence Gazette --

6 Crime Memo Book 58

7 Circulars of Superior Officers --

Sl.No	Name of Record	KPF No.	Rule No.
8	Current Register	CF-71	
9	Casual Leave Register	135	
10	Crime Charts	--	
11	Defaulter sheet of S.Is	35-H	
12	Ephemeral Memo Book	--	
13	General Memo Book	58	
14	Government Property Register	47	
15	Inspector's Note Book	59	
16	Indent Book	62	
17	List of articles returned to Stores	81	
18	List of persons suitable for enlistment as Special Police Officers	--	
19	Police Gazette	--	
20	Petition Register	147	
21	Register of shops licensed under Arms and Explosives Act & Rules	128	
22	Small Service Books of S.Is	152-B	
23	Tappal Book	180	
24	Target Practice Register	181	
25	Travelling Diary	185	
26	Weekly Crime & Occurrence Sheet		
27	Weekly Diaries (office copy) of Circle Inspectors	--	
3	For Police Stations	--	
1	Alphabetical Index of persons entered in Part III & G.C.R.	7-A	

2	Arrest Report	14
3	'A' list (List of absconding warrantees)	20-A
4	Allocation list	6
5	Ammunition Account Register	176
6	Bad Character Roll-A	15
7	Bad Character Roll-B	15A
8	Bad Bond (counterfoil)	16
9	Beat Books	19
10	Boat Warrants	21
11	Bus Warrants	22

Sl.No	Name of Record	KPF No.	Rule No.
12	'B' list (of persons in 'A' list arrested)	20-B	
13	Case Diaries	24, 24-A	
14	Cash Book	(Account Form)	
15	Check Register of Bad Characters	89-A	
16	Check Register of persons entered in Part III & GCR)	188	
17	Circulars from Superior Officers (File)	--	
18	Certificates under Section 565 Cr.P.C	107A	
19	Case Property Register	182	
20	Crime Cards	38	
21	Crime History-Part I	174	
22	Crime History - Part II (Crime Chart)	--	
23	Crime History-Part III& GCR	174-A	
24	Crime History-Part IV (Village crime note book)	174-B1&B2	
25	Crime History-part V (History Sheets)	174-C	
26	Crime Abstract	37	
27	Current Register	CF-71	
28	Casual Leave Register	135	
29	Cash Memo Book	--	
30	Charge Sheet	29	
31	Conviction Memo Book	3-R	
32	Criminal Intelligence Gazette	---	

33	Defaulter Sheets of HCs and PCs	35-H
34	Duty Roster	164-164-A
35	Extract from Arms Deposit Register	106
36	Final Report (Referred charge sheet)	133
37	First Information Book	25
38	Gang Intelligence Report	56
39	General Diary	57
40	General memo Book	58
41	Guard Rules	--
42	Government Property Register	88
43	Index to Part I & Part III & GCR ₇ (Loose-leaf Index)	
44	Inspectors Visiting Book	70

Sl.No	Name of Record	KPF No.	Rule No.
45	Inspector's Memo file	--	
46	Indent for clothing	5-A	
47	Indent Book	62	
48	List of festivals	--	
49	List of persons ordered to notify residence (565 Cr.PC)	90	
50	List of undetected cases	93	
51	List of property sent to Magistrate	151-A	
52	List of articles returned to Stores	81	
53	Magistrates' Memo File		
54	Medical History Sheets of HCs & PCs	201	
55	Notes Books	59	

56	Notice Board & sign Board	--
57	Notice to complainant or Informant	114
58	Orderly Room Register	117
59	Petty Case Register	123-A
60	Point Books	59
61	Police Gazette File	--
62	Process Register	149
63	Prisoner's Search Register	151
64	Petition Register	147
65	Railway Warrants	131
66	Register of Arms Licences	144 & 144-A
67	Register of Arms deposited	136
68	Register of Finger Print references	3-N
69	Register of prisoners hand-cuffed	150
70	Rough T.A. Book	--
71	Recognizance Bond of witnesses	194
72	Rowdy History Sheets	166
73	Reserve Mobilization Orders	--
74	Report of death of Ex-convicts	3-J
75	Register of non-cognizable cases	--
76	Register of persons involved in compoundable offences	--
77	Sample Signature Book	167

Sl.No	Name of Record	KPF No.	Rule No.
78	Search List	151-B	

79	Sentry Relief Book	170
80	Small Service Books of HCs & PCs	152-B
81	Tappal Book	180
82	Unclaimed Property Register	187
83	Village Roster	165
84	Visiting Book of Officers (S.D.Os and above)	189
85	Weekly Crime and Occurrence Sheets and Crime Review Sheets and Prohibition Reviews	

In addition to the above records, Railway Police Stations will maintain the following records.

- 1 Register of loss and shortage of property KPF No.2
- 2 Telegram Requisition Book 171-A
- 3 Railway Ticket Requisition Book

1	Arrest Report	14
2	Bad Character Roll - A	15
3	-do- B	15-A
4	Beat Books	19
5	Check Register of bad characters	89-A
6	Duty Roster	164
7	General Diary	57
8	History Sheets of bad characters (copies)	174-C
9	Inspector's Visiting Book	70
10	List of undetected cases	93
11	Memo Form Book	58
12	Note Books	59

13	Prisoner's Search Register	151
14	Sentry Signature Book	170
15	Sample Signature Book	167
16	Tappal Book	180
17	Visiting Book of Officers (S.D.Os and above)	189
18	Village Roster	165

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APPENDIX IV

[Referred to in Rule 535 (4)]

Period of Retention of Records

(Note:- Years are always Calendar years unless specified to the contrary).

Sl.No	Name of Record	KPF No.	Rule No.
(1)	(2)	(3)	(4)
1	Check Register of case diaries	Three years	To be destroyed by the Sub Divisional Officer on the sanction of the Superintendent of Police
2	Check Register of General Diaries	Do	Do
3	Crime & General memo books	Do	Do
4	Current Register	Do	Do
5	Crime Charts	Five years	Do
6	Criminal Intelligence Gazette	Ten years	Do
7	Circular Files	Five years	Do
8	Ephemeral Note Book	One year	To be destroyed by the Sub Divisional Officer, one year after the incorporation of the entries in periodical reports or the final decision of representation of the officer concerned, whichever is later.
9	Grave Crime reports file	Ten years	To be destroyed by the Sub Divisional Officer on the sanction of the Superintendent of Police
10	Petition Register	Three years	Do
11	Indent Book	Three years	To be sent in January for retention in District Police

Office

12	List of articles returned to stores	Do	To be sent in January for retention in District Police office
13	Police Gazette files	Two years	To be destroyed by the Sub Divisional Officer on the sanction of the Supdt. of Police
14	Register of casual leave	Three years	Do
15	Register of shops licensed under Arms & Explosive Act & Rules	Five years	Do
16	Register to watch receipt and disposal of confidential reports	Three years	Do
17	Tappal book	Do	To be sent in January for retention in District Police Office
18	WEEKLY Crime & Occurrence Sheets	Five years	To be destroyed by the Sub Divisional Officer on the sanction of the Supdt. of Police
19	Weekly Diaries file	Three years	Do
20	Government Property Register	Three years	To be sent in January for retention in District Police Office

INSPECTOR'S RECORDS

1	Circle Information Book	Permanent	To be retained in the Circle Office
2	Circle Inspector's Crime Register	Three years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police.
3	Case Diaries	Three years after disposal of the case	To be destroyed by Circle Inspector on the sanction of the Supdt. of police
4	Crime Charts	Five years	Do
5	Current Register	Three years	Do

6	Check Register of General diaries	Do	Do
7	Criminal Intelligence Gazette	Ten years	Do
8	Circulars of Superior Officers	Five years	Do
9	Defaulter sheets of Sub Inspectors	Till the Officer retires from service	After retirement of the officer, to be sent to D.P.O. to be filed with service records
10	Ephemeral Note Book	One year after incorporation of entries in the periodical reports or till the representation of the officer concerned, is decided, whichever is earlier	To be destroyed by Inspector
11	Government Property Register	Three years	To be sent in January for retention in Dist. Police Office.
12	Indent Book	Do	Do
13	Inspector's Note Book	Three years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police.
14	List of articles, returned to Stores	Do	To be sent in January for retention in District Police Office
15	Memorandum Books	Three years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police
16	Petition Register	Do	Do
17	Police Gazette File	Ten years	Do
18	Register of Casual leave	Three years	Do
19	Travelling diary	Do	To be sent in January for retention in district Police

20	Target Practice Register	Do	Do
21	Tapal Book	Do	Do
22	Visiting Book	Permanent	To be retained in the Circle Office
23	Weekly Crime & Occurrence sheet	Five years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police
24	Weekly Diaries file	Three years	Do

STATION HOUSE RECORDS

1	Arrest Report(Arrest Card)	Three years card	To be sent in January to District Police Office
2	Arms Licences Register	Do	Do
3	Ammunition Account Register	Do	Do
4	Arms Deposit Register	Do	Do
5	'A' list file	One year	To be destroyed by the Inspector on the sanction of the Supdt. of Police on receipt of revised list
6	'B' list file	Do	Do
7	Alphabetical Index to Part III and GCR	30 years	To be sent in January to District Police office
8	Bus Warrant	Three years	To be sent in January to District Police Office
9	Boat Warrant	Do	Do
10	Beat Books	Do	Do
11	Bail Bond	Do	Do
12	Bad Character Roll A	Do	Do
13	Bad Character Roll B	Do	Do
14	Cash Book	25 years	Do

15	Cash memo	Do	Do
16	Current Register	Three years	To be destroyed by Inspector on the sanction of the Supdt. of Police
17	Case Diaries	Three years after the disposal of the case	Do
18	Crime Card	Three years	Do
19	Crime Abstract	Five years	To be sent to District Police Office
20	Conviction Memo	Do	Do
21	Certificate under 565 Cr.P.C,	Do	Do
22	Criminal Intelligence Gazette	Ten years	To be destroyed by Inspector on the sanction of the Supdt. of Police
23	Charge sheet	Three years	To be sent to District Police office.
24	Duty Roster	Do	Do
25	Defaulter Sheets of HCs and PCs	Till the Officer retires from service	To be sent to District Police Office for being filed with service record
26	Death report of ex-convicts	One year	To be destroyed by Inspector on the sanction of the Supdt. of Police.
(1)	(2)	(3)	(4)
27	First Information Book (Counterfoils)	Three years	To be destroyed by Inspector on the sanction of the Supdt. of Police
28	Final Report	Do	To be sent to District Police Office
29	General Diary (Station copy)	Do	To be destroyed by Inspector on the sanction of the Supdt. of Police

30	General Memo file	One year	Do
31	House Search List	Three years	To be sent to District Police Office
32	Inspector's Visiting Book	Permanent	To be retained in the Station
33	Index to Part I, Part III & GCR	30 years	To be sent to District Police Office
34	Inspector's Memo file	One year	To be destroyed by Inspector on the sanction the Supdt. of Police
35	Indent Book	Three years	To be sent to district Police Office for retention.
36	List of property sent to Magistrate (Book)	Do	Do
37	Medical History Sheet	Till the Officer retires from service	To be sent to District Police Office to be filed with service records.
38	Memo Form Book	Three years	To be sent to District Police Office
39	Magistrate's Memo file	One year	To be destroyed by Inspector on the sanction of the Supdt. of Police
40	Notice to complainant	Three years	To be sent to District Police Office
41	Note Book	Do	Do
42	Orderly Room register	Do	Do
43	Prisoner's Search register	Three years	To be sent to District Police office
44	Process Register	Do	Do
45	Petty Case Register	Do	Do
46	Police Gazette file	Ten years	To be destroyed by Inspector on sanction of the Supt. Of Police.
47	Petition Register	Three years	Do

48	Register of Casual leave	Do	Do
49	Railway Warrant	Do	To be sent to District Police Office
50	Register of Government Property	Do	Do
51	Register of Prisoners Handcuffed	Do	Do
52	Register of bad characters	Do	Do
53	Rowdy history sheets	Ten years after closure	Do
54	Register of Finger Print references	Three years	Do
55	Recognizance bond of witnesses (Counterfoils)	Do	Do
56	Register of non-cognizable offences	Do	Do
57	Register of persons concerned in compounded cases	20 years	Do
58	Rough T.A. Bills	One year	To be destroyed by Inspector on the sanction of the Supdt. of Police
59	Small Service Books of constabulary	Till the officer retires	To be sent to District Police Office for file with service records.
60	Sample Signature Book	Three years	To be destroyed by Inspector on the sanction of the Supdt. of Police
61	Sentry Relief Book	Do	To be sent to District Police Office
62	Station Crime History Part I	Permanent	To be retained in the Station
63	Do Part II	Five years	To be destroyed by Inspector on the sanction of the Supdt. of Police
		30 years after	

64	Do. Part III & GCR	the entries are deleted	Do
65	Do. Part IV	Permanent	To be retained in the station
66	Do. Part V (History Sheets)	30 years after closure	To be sent to District Police Office
67	Superior Officers Circular File	Five years	To be destroyed by Inspector on sanction of the Supdt. of Police
68	Tappal Book	Three years	To be sent to District Police Office
69	Unclaimed Property Register	Five years	do
70	Village Roster	Do	Do
71	Visiting Book	Permanent	To be retained in the station
72	Village-war Check Register of Ex-convicts	20 years	To e sent to District Police Office.
73	Weekly Crime and Occurrence Sheets	Five years	To be destroyed by Inspector on the sanction of Supdt. of Police
74	Weekly diaries of Sub Inspectors	Three years	Do

APPENDIX V

[Referred to in Rule No. 572]

Instructions for pitching of tents.

1. The following instructions are laid down for pitching and striking tents. Attention to these will make them last much longer than they would do otherwise.
 - (1). Tents should on no account be pitched under tamarind trees.
 - (2). When tents are being pitched or struck and the ground is all muddy, the tents bag or some straw should always be spread bellow them to keep clean.
 - (3). Great care must be taken in pitching tents that the pegs for the ropes are placed in a straight line with the seams in the fly so that the strain may be direct and equal, and not cross-wise. Ropes should not, therefore, be tied to trees unless they happen to be exactly in the true line, which will seldom happen. It is the safest plan never to allow them to be tied to trees. If tents bag to the corners, the ropes which pass up inside the fly round the pole must be pulled moderately tight and tied to the corner ropes so as to make the strain come on them and not on the canvas.
 - (4). In stormy weather, the corner and storm ropes of tents should invariably be "bushed". If bushes cannot be procured, as in sandy tracts, a hole should be dug and a tent peg be buried at right angles to the direction of the rope at a depth of a couple of feet, the rope tied to it and the hole filled in and the sand firmly rammed down. It will be found that ropes so secured will hold in sandy soil far better than if tied to pegs driven in the ordinary way.
 - (5). When rain comes on, all tent ropes should be slightly slackened off, so as to allow for the shrinkage of the ropes and canvas when wet. Ropes are otherwise liable to be broken and canvas to be torn and it often happens that their shrinking pulls the pegs out of the ground, especially in the dry weather when the ground is hard and the pegs have probably not been driven in deep. If this should happen at night, as it frequently does, the fact that the Pegs have drawn is likely to pass unnoticed and the tents will be liable to be below down if the wind should rise.
 - (6). Care should be taken not to strike and pack tent when damp due to rain or dew. A march had better to be a little delayed than a tent be spoilt from mildew, which is the certain consequence of packing tents when damp.

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APPENDIX VI

[Referred to in Rule 586]

Telegraphic Address

The following abbreviated telegraphic addresses have been registered for Officers in this State:

Designation of Officers	Telegraphic address
Inspector General of Police, Trivandrum	POLICE
Deputy Inspector General of Police, CID and Railways	DIG CID
Deputy Inspector General of Police, Southern Range	DIGSAR
Deputy Inspector General of Police, Northern Range	DIGNOR
Superintendent of Police of Districts	DISPOL
Superintendent of Police, Special Branch CID Trivandrum	SPECIAL

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APPENDIX VII

[Referred to in Rule 587 (3)]

Telephone No.	Date of call	Name of Officer In charge of The telephone	Call booked to <hr/> Place & No.
(1)	(2)	(3)	(4)
Whether private Or Official	If Official, Office Officers contacted	Whether recovery has been effected in respect of private calls and date	
(5)	(6)	(7)	

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APPENDIX VIII

[Referred to in Rule 592(2)]

KERALA POLICE WELFARE AND AMENITY FUND RULES

1. These rules shall be called "The Kerala Police Welfare and Amenity Fund Rules".
2. These rules shall come into force with effect from 1-4-1961.
3. For the purpose of these rules-
 - (a) "Central Committee" means the Committee of the Kerala Police Welfare and Amenity Fund. The committee shall normally include a representative elected from each of the Unit Committees. President and Vice-President shall be Ex-Officio members of the Committee.
 - (b) "Unit Committees" mean the committees constituted under the rules to administer the Unit Fund according to these rules and the directions from the Central Committee from time to time.
 - (c) "Family" for the purpose of these rules shall include husband or wife, children, father and mother, and brothers and sisters (under 14 years of age) and solely dependent on the member.
 - (d) "Fund" means the Kerala Police Welfare and Amenity Fund.
 - (e) "Members" means, members of the department who are subscribers to the Kerala Police Welfare and Amenity Fund.
 - (f) "President" means, the President of the Committee. The President of the Central Committee shall be the Inspector General of Police or an Officer of the Police Department nominated by the Inspector General of Police to hold Office of the President for one year at a time or such lesser period as the Inspector General of Police may direct. The President of the Unit Committee shall be a member of the Fund and be an Officer of the Police Department nominated by the Inspector General of Police or an Officer authorized by him, to hold the Office of the President of the Unit Committee for one year at a time or for such lesser period as the nominating authority may direct.
 - (g) "Vice-President" means the Vice President of the Committee (Central and Unit) of the Police Welfare and Amenity Fund. The Vice President shall be a member of the Fund and shall be an Officer of the Police Department. The Vice President shall be elected by the Committee and will hold office concurrently with the term of the Committee.

4. Object

The Object of the Kerala Police Welfare and Amenity Fund will be to relieve distress among the subscribers (Police Officers of an below the rank of Inspectors and members of the Ministerial staff of the Police Department) and their families caused by death, disease or any other emergency which in the opinion of the Committee require assistance, to provide scholarships and other assistance for the education of the subscribers' children in suitable cases, to provide medical assistance in cases of exceptional difficulties, to provide Reading Rooms, Night Schools, Play and Recreation facilities and generally to promote the welfare and amenity of the subscribers and their families.

5. Source:

(a) **The existing Fund:** - The amount outstanding to the credit of Gasson Police Benevolent Fund in the erstwhile Malabar area and Bensley Fund of the erstwhile Travancore area and the sum of Rs. 66,000 sanctioned by the Government of India in appreciation of the services rendered by the State Police during the strike of the Central Government Employees, shall from a part of the Fund, and these funds shall cease to exist when the rules of the Kerala Police Welfare and Amenity Fund come into force.

(b) **Grant from Government:-** Government will make an annual grant equal to the collections raised by the Committee, subject however to a maximum of Rs. 10,000 (Rupees ten thousand) only. Grant equal to the amount of collection raised by the Committee for the preceding year will be sanctioned in the beginning of each year on an ad-hoc basis without insisting on the production of utilization certificate and the amount will be adjusted against the final grant which will be sanctioned only on the production of the audit certificate.

(c) **Subscription from members:-**

Rates of subscription will be as under:

Annual subscription to the Fund at the following flat rate will be recovered from members every year in the month of January.

Executive Staff	Rs. Ps.
Inspectors, Officers of corresponding rank and above	3.50
Sub-Inspectors and Officers of corresponding rank and Jemadars	2.00
Head Constables and Officers of corresponding rank	1.00
Police Constables	0.75
Camp Followers	0.50
Ministerial Staff	
Superintendents (Gazetted)	3.50
Head Clerk, Office Superintendent (Non-Gazetted) and members of the corresponding rank	3.00
Upper Division Clerks and Typists	2.00
Lower Division Clerks and Typists	1.00
Peons, Attenders, and personnel of corresponding rank	0.50

Note:- Other Civilian staff, (if any) may subscribe, at the rates applicable to members of the ministerial staff having the corresponding rates of pay.

6. **Constitution:-** The fund will be open to voluntary subscription from all executive and ministerial officers of the Police Department of the Kerala State, permanent and temporary. The benefit will be restricted solely to officers of and below the rank Inspectors and the Ministerial staff who have been subscribers to the Fund under Rule 5(c) and to their families.

7. Management

(a) Central Committee - Constitution.

The Central Committee shall be constituted as follows:-

- (1). Inspector General of Police President
- (2). An Officer of the Department elected by the Committee Vice President.
- (3) Presidents of the Unit committees or their nominees.
- (4) One of the Senior Superintendents of the Office of the Inspector General of Police nominated by the Inspector General of Police will be the Hon: Treasurer-cum-Secretary.

(b) Functions:-

The Central Committee shall have the following functions:-

- (i) Act as a Central body for control, co-ordination advice and appeal in all matters covering the administration of the Fund.
- (ii) Prescribe and ensure the observance of Uniform rules by all Unit Committees.
- (iii) Secure Funds necessary to carry out the objectives and distribute them to all Units.
- (iv) Make modifications for the rules as and when necessary subject to the approval of Government.
- (v) The President of the Central Committee is competent to incur an expenditure of Rs. 100 for Office expenses in any one year.

(c) Meetings:-

The management of the Fund will vest in the committee. Committee members shall be the subscribers of the fund and shall hold office for one year only. The Committee shall meet once in a quarter and shall convene a general body of the Fund once a year after the close of the financial year and all audited accounts of the unit committee shall be scrutinized. The president or in his absence the Vice President shall preside over the General Body. The quorum for the General Body shall be 1/3 of the total number of members. The minutes of the meeting shall be recorded in a minutes books by Honorary Treasurer-cum-secretary who is nominated by the President.

(d) A business Committee with the following Officers of the Police Department will be constituted to attend to the disposal of applications for grant from the Fund and other routine matters relating to the Fund:-

Dy. Inspector General of Police, CID and Railways-President

Dy. Inspector General of Police, Southern Range,

Assistant Inspector General of Police, Commissioner of Police, Trivandrum City,

Principal, Police Training College-Members.

The Committee will meet as and when necessity arises and dispose of urgent and routine affairs of the fund. The transactions of the business committee will be placed before the Central Committee at the next meeting and its ratification obtained.

(e) Unit Committee - Constitution.

(i) The Unit Committee consists of a President nominated by the Inspector General of Police, Vice President elected by the Unit Committee and members consisting of an Inspector of Police, Sub Inspector of Police, Head Constable and Constable elected by the subscribers to the Fund. The Treasurer-cum-secretary of the Committee shall be nominated by the President.

(ii) The Unit Committee shall meet every month. The quorum for the meeting will be three. The President of the Unit Committee or in his absence a member elected from among the members present shall preside over the meeting. The proceedings of the meeting shall be recorded in the minutes book and proceedings of any meeting should be placed at the next meeting. The President of the Committee shall cause the minutes of the meeting to be recorded and attested by the members present. The Unit Committee shall call for the balance sheet from the Hon. Secretary-cum-Treasurer once in every quarter and scrutinise the accounts and forward the audit reports to the Central Committee.

(iii) The subscribers to the Unit Fund shall meet once a year and elect the Unit Committee for the next year. The President of the Unit Committee or in his absence a subscriber duly elected by the members present shall preside over such general body. The quorum for the General body shall be $\frac{1}{3}$ of the total number of subscribers. The Hon. Secretary-cum-Treasurer will present an account of the Fund duly audited by the Examiner of Local Fund Accounts before the General Body and send a copy of the same to the Treasurer of the Central Committee with the audit certificate.

(iv) The Hon. Secretary-cum-Treasurer shall be entitled to keep with him Rs. 50 in his hand for meeting emergent expenses and the balance amount shall be remitted into the Treasury Saving Account. Vouchers for the emergent expenses have to be presented before the Committee at the next meeting for ratification. Cheques will be operated by the President and the Treasurer jointly.

(v) The President shall be competent to sanction an amount not, exceeding Rs. 50 per annum towards the office expenses.

(vi) The Unit committee may make supplementary rules if necessary with the concurrence of the Central Committee in conformity with the spirit of the rules drawn up by the Central committee. Such rules shall apply only to the Unit which has framed them.

(f) There will be separate Unit committee for-

- (i) Each District including District Armed Reserve.
- (ii) Railway Police.
- (iii) Malabar Special Police
- (iv) Special Armed Police
- (v) Police Training College and Central Recruits School
- (vi) Special Branch

- (vii) Crime Branch
- (viii) X-Branch
- (ix) Office of the Inspector General of Police
- (x) Each Fire Service Division.

8. Admission of Members and recovery of subscription

Membership is voluntary but all ranks are expected to become members. A member of the executive or ministerial staff who wishes to join the Fund shall fill up the prescribed form (Form No.1 annexed hereto) indicating his/her willingness to subscribe to the Fund at the prescribed rate. On his/her admission his/her name shall be entered in the register maintained for the purpose (Form No.II annexed hereto).

(2) The Police Welfare and Amenity Fund subscriptions shall be collected by the Officer who disburses the pay of the individual and collections shall be remitted each month to the Treasury meeting the expenditure on account of M.O. or draft commission from the amounts so collected.

Purely voluntary contributions of any extent to the Fund from Officers who are non-members will be gratefully accepted.

9. Conditions of grant from the fund.

Grant will be admissible from the Fund in cases where Government grants are inadmissible or where they are utterly inadequate to relieve distress. Grants are admissible only to members of the families of members who subscribe without default. The Committee will have full discretion to deal with each case on merits. However, grant may be made in deserving cases to provide scholarship for the education of subscribers' children to render monetary help to widows and dependents either in lump-sum or in monthly instalments, or to police personnel who are in exceptional difficulties such as prolonged illness, serious injury etc., to provide reading rooms, Night Schools etc., for the benefit of the subscribers' children or dependents. Members will be eligible for help till date of retirement. Small advanced without interest may be allowed in deserving cases to be recovered in easy instalments.

10. Procedure for grant.

Those requiring relief from the Fund shall apply in Form No.III annexed hereto, giving full and complete account of his/her distress. The President on receipt of the application will order such verification as he considers necessary of the statement in the application. After verification, the application will be placed before the Committee. When the matter is urgent the petition with the record of verification will be circulated among the members of the Committee, who will record their opinion as to the grant and as to the amount they suggest. In case of difference of opinion the majority view will be accepted and the President will finally fix the amount of grant or refuse grant as the case may be. The President will naturally be guided by the opinion of the Committee and the amount available in the Fund. A member whose services are dispensed with for no fault of his own and otherwise than on receipt of pension or gratuity will be paid an amount in the form of financial assistance, equal to the Contribution made by him but without any interest added to the contribution.

11. Accounts

- The Hon. Secretary-cum-Treasurer shall be responsible for maintaining the accounts relating to the fund and shall keep day-to-day accounts of all items of receipt and expenditure and shall make available all cash and account Books for scrutiny whenever
- (1). the President calls for them. The President shall issue instructions regarding the account

books to be maintained and will be similar to those prescribed for private funds (Rules published in P.G. dated 2-1-1953)

(2). The amounts received towards the Central Committee or Unit Committee shall be deposited in the Treasury Savings Account and all withdrawals made by regular withdrawals in the usual form.

(3). The Hon. Secretary-cum-Treasurer shall be paid suitable remuneration. This remuneration shall be fixed by the President and shall not exceed Rs. 15 per mensem in any case.

(4). Legitimate expenditure for the purpose mentioned in para (3) shall be incurred by the Unit Committee.

(5). The Treasurer of the Unit Committee shall remit each month to the Treasurer of the Central Committee 40% of the total subscription and shall receive the annual grants from the Central Committee.

(6). The cash in respect of this Fund shall not be mixed up with the office cash or accounted for in the office Cash Book. The welfare and Amenity Fund subscription shall be apportioned on the following basis:-

For the Unit Committee-60 per cent.

For the Central Committee-40 per cent.

(7). The Unit Committee shall have the power to incur expenditure upto the limit of 60 per cent of its annual income. The Unit Committee shall take care not to spend more this amount as they cannot depend on receiving subsidies from the Central Committee except for very special reasons. No expenditure which is not for bonafide purposes shall be admitted from this Fund. The Unit Committees shall sanction grants upto Rs. 200 in individual cases and all other grants shall be disposed of by the Central Committee.

(8). The Treasurer of the Unit Committee shall transfer each month to the Treasurer of the Central Committee the share of the subscription due to the Central Committee.

(9). The Treasurer of the Unit Committee shall watch the remittance of subscriptions and take proper steps to realize the arrears, if any.

(10). The annual Government grant will be utilized according to the programme to be drawn up by mutual consultation between the Central Committee and the unit committee concerned. The expenditure from this allotment shall be strictly regulated by the provisions of the Financial and Account Code and of any other orders which may be issued on the subject.

(11). The account of the Fund shall be maintained according to the financial year. The accounts have to be got audited by the Examiner of Local Fund Accounts. The consolidated balance sheet presented before the general body meeting shall contain the details of transactions of each unit committee. The audit certificate is to be submitted along with the application for the grant from the Government. A copy of the accounts of the fund audited

and certified by the Examiner of the Local Fund Accounts will be furnished to the Accountant General also. The audit of the accounts of the Fund for each year should be completed before the close of the succeeding year.

(12) The Hon. Treasurer shall maintain in a cash book in Form No. IV appended hereto, which shall be in two halves and show all receipts on the left half and all payments and other expenditure on the right half. The balance should be struck on the date of each transaction. Vouchers (with sanction) for payments and invoices for receipts should be separately and serially maintained for each year and filed in separate file books for easy reference.

(13) The Treasurer will prepare at the end of each quarter in March, June, September and December of every year a balance sheet showing all details of assets and liabilities for the period.

(14) Purchases, if any, in the case of furniture shall be made on the basis of quotations.

FORM NO. I

APPLICATION FOR ENTRANCE INTO THE KERALA POLICE WELFARE AND AMENITY FUND

I have read and understood the rules of the Kerala Police Welfare and Amenity Fund and desire to be a subscriber to it. I agree to the deduction from my pay annually of the subscriptions mentioned in the rules.

Station: Signature and Designation.

Date:

FORM NO. II

REGISTER OF SUBSCRIPTIONS TO THE KERALA POLICE WELFARE AND AMENITY FUND

Sl. No.	Rank	Number	Name	Particulars of subscriptions			
				1961	1962	1963	1964 Etc.

(The same register to be used for a number of years)

FORM NO. III

Application for basic Grant from the Kerala Police Welfare and Amenity Fund made by

- (1) Rank No., Name of the subscriber.
- (2) Length of service
- (3) Nature of Causality with date
- (4) Name and address of grantee with relationship to the subscriber
- (5) No. of dependents on the subscriber (with particulars of age, monthly income, etc.)
- (6) Financial status of subscriber:
 - (a) Amount in General Provident Fund.
 - (b) Amount of Life Insurance, if any.
 - (c) Particulars of movable and immovable properties of subscriber.
- (7) Amount applied for now.
- (8) Amount already granted from the fund, if any previously.
- (9) Amount available in the fund.

Certified that the subscriptions of the applicant are current at the time of casualty.

Hon. Treasurer.

Remarks of the President of the Committee.

Circulated among Committee members.

- (1)
- (2)
- (3)
- (4)

Order of the President.

FORM NO. IV**CASH BOOK**

Date of receipt	Vr. No.	Particulars of Amount received	Amount Rs. Ps.	Date of payment	Particulars of Payment	Amount Rs. Ps	Remarks

APPENDIX IX

(Referred to in Rule 593)

RULES-THE KERALA POLICE KSHEMA NIKETAN

[G.O. (MS) No. 191|Home dated 11-2-1959]

RULES

1. These rules may be called "The Kerala Police Kshema Niketan Rules, 1959".
2. (i) "Kshema Niketan" means any Institution attached to the quarters of the Police and calculated to promote the welfare and amenities of the Police Force and also of the Policemen and includes any ancillary institution to further the same object.
- (ii) "Developmental Activities" include all operations calculated to improve food production, communications, irrigational facilities, social amenities and other developmental services.
- (iii) "The Superintendent of Police" shall include the Commandants of Malabar Special Police and Special Armed Police.
3. The Superintendent of Police may take steps to start Kshema Niketans in all Centres where ten or more Policemen and their families are stationed.
4. The objects of the Kshema Niketan are:-
 - (i) to start production units which will enable the families of the Policemen to earn a side income;
 - (ii) to promote the welfare of the women and children of the Policemen and families;
 - (iii) to provide canteen facilities and sports amenities to Policemen and their families;
 - (iv) to run nursery schools and to afford other educational facilities to the Children of Policemen;
 - (v) to supply food and medicine for the general improvement of the health of the families of the Policemen;
 - (vi) To promote cultural and social activities among the Policemen and their families; and
 - (vii) To improve generally the lot of the Policemen and their families.
5. For each District, there shall be a separate fund for the purposes of Kshema Niketan and Malabar Special Police and Special Armed Police shall also have similar funds.
6. The Superintendent shall administer the Fund.
7. The fund shall consist of:-
 - (a) contributions received from the State Government; which shall be Rs. 1,000- per Kshema Niketan which benefits 25 families and above.

- (b). Money realized by performances organized by the Policemen which are allowed by the Government.
- (c). Profits derived from the production units run by the Kshema Niketans
- (d). Amounts received in appreciation of services rendered in connection with developmental activities with the previous approval of the Government.

8. (a) All amounts which are not necessary for the operation of the accounts shall be deposited in Savings Bank accounts in the State bank or the Travancore Bank or any other Bank of sound financial standing with a branch within convenient distance. When the bank is not either the State Bank or the Travancore Bank the approval of the Inspector General of Police should be taken.

(b). The Head Accountant of the District Police Office will be responsible for the safe custody of the money relating to the fund. He shall maintain a ledger showing the details of receipts into, withdrawals from and outstanding balance to its credit. Entries in the ledger should be divided into "Bank" and "Cash" columns. The Superintendent of Police or Commandant may draw only such amounts as are necessary for the expenses in connection with the Kshema Niketan and Forward it to the senior most Officer stationed at each centre. He shall not draw an amount exceeding one thousand rupees in a single case,, without the sanction of the Inspector General of Police. He will exercise adequate scrutiny of all accounts of the Kshema Niketans and arrange for the audit of the accounts once in every six months.

(c) The Chief Officer of each Kshema Niketan shall with draw from the Superintendent of Police or Commandant amounts necessary for authorized items of expenditure, but he shall not retain in his possession any amount in excess of the "Imprest" which he is specifically authorized to hold. The following information shall be furnished to District Police Office along with all requisitions for withdrawal of money:-

- (i) Date and amount of previous withdrawal.
- (ii). Date and amount of expenditure incurred.
- (iii) Date and amount of refund to the Head accountant made, if any.
- (iv) Balance in hand.

(d) The Chief Officer of each Kshema Niketan shall arrange for the maintenance of the following records. The person in charge of cash should not be made responsible for any other transactions connected with the fund.

- (i) A cash book.
- (ii) File of invoices and vouchers
- (iii) Stock register
- (iv) Book of financial orders.

(e) The cash book shall show separately all receipt and payments. It should be possible there from to strike a balance showing the worth of the account. Instructions regarding maintenance of cash book and preparation of balance sheet relating to private funds should be adhered to in this case also.

(f) The cash book should be attested by the Chief Officer in charge of each centre. Balance sheet of the income and Expenditure for each month will be sent to the District Police Office regularly. A list showing details of properties belonging to the fund should also be sent to the District Police Office with the balance sheet for the last month of the quarter.

(g) Invoices pertaining to receipts and vouchers in respect of expenditure should be given a common serial number for purposes of easy checking. Vouchers and invoices for every financial year should be sent to the District Police Office on the 1st of April of the succeeding year.

9. The Superintendent of Police, may when circumstances require, spend money for the transport of Policemen and for their diet, from the funds of the Kshema Niketans when they are engaged in developmental activities.

10. The accounts relating to the Kshema Niketans shall be annually audited by any auditor approved by the Government and the report shall be sent to the Inspector General of Police.

11. The Inspector General of Police will have general power of superintendence and control over the Kshema Niketan and its funds.

12. The Inspector General of Police may, if he finds that the working of any production unit is not profitable, order it to be closed and permit the starting of any other production unit which in his opinion is suited to that centre.

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APPENDIX X

[Referred to in Rule 605 (2)]

Annexure to G.O. MS. 373|Home dated 18-6-60

**MODEL SCHEME REGARDING THE ESTABLISHMENT OF BOYS
CLUBS BY THE POLICE**

INTRODUCTION

The establishment of Boy's Clubs by the Police helps to prevent Juvenile delinquency to a great extent and also to develop a fine spirit of co-operation and friendship between the Police and the boys in the areas where such clubs are formed. This has been tried in other States with success.

Definition of Police Youth Clubs

The basic principles governing the Police Youth Clubs are:-

These are organizations for children with parents in the lower income group.

- (1) Subscriptions are calculated so that the poorest of children can become members on an equal footing with his fellows.

Costs must not be an obstacle to enthusiastic possible members. The cost of joining and

- (2) belonging to a Boy's Club should be so low that many originally uninterested boys may try it and stay on.

- (3) It is a Club for children

- (4) It has variety of activities in one Place. It attracts boys of various inclinations.

- (5) It is a place of opportunity. More than a place of recreation; it is place for the development of body, mind brain and character under guidance.

- (6) It is a place of individual service and guidance.

- (7) It is completely non-sectarian. Boys of any faith may join.

It is intended to give youngsters something to do in their moments of leisure and to look

- (8) after them is the common aim of all youth Clubs. The thing which distinguishes Police Youth Clubs is that the youngster comes into constant contact with the Police and he begins to consider them as friends.

Objects of the Police Youth Clubs

The objects of the Police Boys' Clubs should be:

- (a) to afford children an opportunity of participating in clean, healthy recreation;
- (b) to instruct children in the principles of good citizenship;
- (c) to inculcate an appreciation of the need for observance of the laws of the State.

- (d) To encourage music, literature, art and culture among the young, particularly as regards such of those who by reason of their circumstances, may be unable to obtain or may need such benefits or advantages;
- (e) To awaken citizens to their responsibility towards adolescents.

Time of the Club

The clubs will meet in the evening from 4.30 to 7.30 generally. But variations in the timings can be effected suitably according to the conditions and necessities existing in each place.

Activities of the Club

The Boys' Clubs shall provide opportunities and facilities for the children to participate in every sort of healthy recreation. The activities may comprise the following:

- (i). **Recreation :** Outdoor games: Foot Ball, Ring Tennis, Badminton, Khokho, Kututu, etc.
Indoor games: Carrom, Ping Pong, Chess, Drafts Board etc.
- (ii). **Educational:** A separate reading room with a library should be provided.
- (b) Supervised tours, quiz programmes, lectures and debates could be frequently organized.
- (iii) **Social:** cinema shows, seasonal parties, bands and plays may be arranged for their benefit.

Conditions for the Members

Though a great deal of attention is concentrated on the material aspect, the moral well-being of the boys should be Chief concern of the Boys' Clubs. When the boy joins, he may be asked to sign a declaration to the effect that he has read, understood and accepted the Club's code of ethics, which may be as follows.

- (i). While remaining as a member he shall keep his mind and body active.
- (ii). He shall conduct himself in an orderly manner and treat other members as he would like to be treated himself.
- (iii). He shall at all times take proper care of the furniture and property of his club.
- (iv). He shall respect the principles of good citizenship and encourage his comrades to do likewise.
- (v). He shall endeavour to build friendship with his Clubmates because friendship is one of the greatest assets that he can have and it is advantageous to his future welfare.
- (vi). He shall follow his club leaders and respect and obey his instructors.
- (vii). He shall be loyal to his club.
- (viii). He shall look upon every Policeman as his friend and comrade to whom he can come when he needs help.
- (ix). Finally he shall be loyal to his country and love and respect his parents.

Management of the Club

The affairs of the club shall be managed by a Committee of 9 consisting of the following members:-

- (1). A Professor or a Lecturer of the nearest College if any, or the Headmaster of the Local High School.
- (2). The District Medical Officer or a Civil Assistant Surgeon attached to the nearest Government Hospital.
- (3). The District Educational Officer.
- (4). Representatives of Social Welfare Organisations and Children societies, Philanthropists, Secretaries of YMCA and YWCA and such other allied institutions.
- (5) Deputy Superintendent of Police or the Superintendent of Police (Chairman)

These Boys' Clubs shall be under the general control of the Inspector General of Police for the proper implementation and efficient administration. The Managing Committee, constituted by Government, shall be in charge of the day-to-day administration. The financial control of each Club shall be vested with the concerned Superintendent of Police.

The Clubs shall be housed in rented buildings or at the premises of the Police Clubs, where facilities are available for games and sports (out-door)

Revenue of the Club

- (1) A nominal subscription of 12 Np for enrolment and 6 Np as monthly subscription may be levied from each member. The managing Committee may exempt for temporary periods not exceeding three months at a time those children who are too poor to pay.
- (2). The club should welcome all voluntary donations from public.
- (3). The proceeds of the entertainments organized by the Club should be credited to the accounts of the Club.

Rules of the Club

The following rules should be observed by the clubs.

- (1) The club shall be open from 4.30 pm to 7.30 pm every day including Sunday for registered members.
- (2). A register of members shall be kept in the Club
- (3) Upon entry each boy must sign his name in the register kept for the purpose.
- (4) Each member upon joining must pay 12nP for enrolment and the monthly subscription of 6 nP.
- (5) All games articles are the property of the Club and must not be removed from the premises.
The Reading Room is a silent room and is to be used solely for reading or looking at picture books etc. No games are to be played in this room. Magazines, Books or other reading materials should not be removed from the Reading room.
- (6)

The Library.

The Librarian will be on duty on each day from 4 p.m. to 7 p.m. to loan books to members which they may take home. Upon borrowing, the member must sign the Library Lending Book. All Books borrowed must be returned to the Club within 5 days from the date of borrowing.

Shouting and unnecessary noise in and about the club is against rules and should be avoided. This is particularly important at the time of closing.

No boy will be permitted to enter the Club before the Scheduled time.

The Club shall be purely non-sectarian and non-political.

Expenditure of the Club

To look into the daily affairs of each Club there shall be one Scout Master, one clerk-cum-Librarian and a Peon, all on part-time basis. The expenditure for a club is estimated to be as under.

Non-Recurring.

Games aids articles of kit for indoor and outdoor games	Rs. 500
---	---------

Office and Library equipments	Rs. 500
-------------------------------	---------

RECURRING EXPENDITURE PER ANNUM

1	Scout Master - 1 on a honorarium or (part-time) special pay of Rs. 25 p.m.	Rs.300
---	--	--------

2	Clerk-cum-librarian-1 (Part time) on a special pay of Rs. 20.p.m.	Rs. 240
---	---	---------

3	Peon - 1 On a honorarium or special of Rs. 10	Rs. 120
---	--	---------

4	Rent for the building and premises at Rs. 50 pm	Rs. 600
---	---	---------

5	Electric charges	Rs. 100
---	------------------	---------

6	Books, dailies and periodicals	Rs. 200
---	--------------------------------	---------

7	Other contingencies	Rs. 80
---	---------------------	--------

	Total	Rs. 2640
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Conclusion

Juvenile delinquency cannot be prevented without the active co-operation of both the parents and the teachers. The organisation of children's clubs afford good opportunity to establish and develop this co-operation. If the Children's Clubs are to have the required effect they should obtain the active support of all those who are interested in the well being of the youth.

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APPENDIX XI

(Referred to in Rule 615)

Collection and dissemination of Intelligence

(1) The under mentioned records and statements will be sent by station House Officers direct to the District Intelligence Bureau. Weekly statements will be sent for the week ending Saturdays and monthly statements will be sent before the 5th of every succeeding month.

(a) Crime cards in K.P.F. No. 38 in respect of crimes against property known or believed to have been committed by habitual criminals.

(b) Weekly Report in the following parts:

(i) Part I (in KPF No.192 A) in respect of all cases which are to be entered in Part I Station Crime History, furnishing the following details.

- (1) Crime number.
- (2) Section of law.
- (3) Village (in the case of town the name of the Street)
- (4) Direction and distance from station.
- (5) Date of occurrence and date of report.
- (6) Value and nature of property lost with identification particulars, if any, and details of property recovered if any.
- (7) Crime classification (major and minor)
- (8) Name, father's name and address of offender reasonably suspected with brief reason for suspicion, whether suspected person is known Depredator, casual, local, non-local, etc. whether suspect is under arrest, absconding, etc.

Note:- A criminal will be classified as 'local' if he is normally resident within the limits of the District concerned. Others will be classified as 'non-locals' with the name of the District to which they belong.

(ii) Part II (in K.P.F. No. 192 B)- Police and Court disposals of all cases which were reported in weekly Crime Report, part I furnishing the following information.

- (1) Reference to part I of Crime and Occurrence sheet in which details of the case were published (sheet no. and serial no.)
- (2) Crime Number.
- (3) Section of Law
- (4) Disposal.

By Police: Nature and date on which report was sent to Court, with name of accused and section of Law in cases charged.

By Court: Name of accused, conviction and sentence, or other order, name of Court, CC No. and date of

conviction or order.

- (iii) Statement of Dossier Criminals, Known Depredators and suspects (passed Out of View or traced during the week) (in KPF No. 112). In the case of those passing Out of View, descriptive particulars, places likely to visit and addresses of relatives and associates and Modus Operandi classification will be given.
 - (iv) Statement of persons wanted in cases with description, relations and places likely to visit (in KPF No. 192)
 - (v) Statement of persons previously reported as wanted, who were arrested or traced (in KPF No. 216) reference of the crime and occurrence sheet number and the serial number under which previously published to be furnished.
 - (vi) Statement of persons arrested on suspicion (in KPF No.217). The names and address of persons, date of arrest, Crime No. and Section of Law, details of property if any seized, and any other useful information obtained from the arrested person will be furnished.
 - (vii) Statement of persons against whom security proceedings under Section 109 and 110 Cr.P.C. were initiated, and of persons bound over or discharged.
 - (viii) Statement of unclaimed or suspicious property seized, details of property, place and circumstances of seizure, and any other relevant information will be given.
 - (ix) Statement of missing persons, property, cattle, etc. (in KPF No. 83)
 - (x) Any other interesting matter in the station from crime point of view.
- (c) fortnightly statement of prohibition cases in KPF Nos. 242 A and 242 B.
- (d) Monthly current doings statements of Dossier Criminals. The Dossier Criminal Number, name and a note on the activities of the Dossier Criminal for the preceding month will be given.
- (e) The result of the annual ex-convict check carried out by the Station House Officer in respect of criminals registered in the District Intelligence Bureau, to be sent by 10th April.
- (f) Arms, ammunition and explosives lost and recovered. Identification particulars and other details, Crime No., and Section of Law, if any, place and circumstances of loss or recovery, name and address of owner if any, and any other useful information will be given. Reports will be sent as necessary.
- (g) Death of any criminal registered in the District Intelligence Bureau as a Dossier Criminal or Card Criminal. This report will be sent apart from the death report due to the Finger Print Bureau in KPF No. 3 T.

(2) In the case of the current doings statements of Dossier Criminals who are registered as District Criminals in any other District (including Districts of other States) the District Intelligence Bureau shall send to the Superintendent of Police (District Intelligence Bureau) concerned a copy of the statements

received under paragraph (1) (d) above. The District Intelligence Bureau shall similarly obtain from the Districts concerned current doings statements of District Criminals registered in the District who are reside in other Districts.

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APPENDIX XII

(Referred to in Rule 616 (1))

The following records will be maintained in the district Intelligence Bureau.

(1) History sheets of Dossier Criminals (D.Cs) in KPF No. 174-C and C.C.in KPF NO. 174-D

(2) **Indexes.**

- (a) Alphabetical name and alias index for D.Cs in KPF NO. 200.
 - (b) Alphabetical name and alias index for Card Criminals (CCs.) in KPF No. 200.
 - (c) Modus Operandi Index - D.Cs. and C.Cs.
 - (d) Physical Peculiarity Index.
 - (e) Lost property (identifiable) Index.
 - (f) Accomplishment and profession Index D.Cs.
 - (g) Peculiarities of habits Index - DCs. (See Appendix XVI).
 - (h) Sphere of operation (Station-war) Index- D.Cs and C.Cs
 - (i) Alphabetical index cards to general subject files.
- (3) General subject files.
 - (4) Photographs of Criminals.
 - (5) History of Crime In K.P.F. No. 174 (cuttings of C & O Sheet).
 - (6) Crime classification index to History of Crime and occurrence Sheets. (See KPF No. 201).
 - (7) Crime clocks.
 - (8) Crime charts. (year was one or two).
 - (9) Pillar graphs
 - (10) File of advisory memos sent to Investigating Officers.
 - (11) File of reference from Investigating Officers.
 - (12) Register for programme of re-photographing D.Cs. in KPF No. 235.
 - (13) Register of O.V.B.Cs. and wanted persons in KPF No. 236.
 - (14) District Office Finger Print Register in KPF No. 3-B.

- (15) Register of finger prints sent to the Central Finger Print Bureau in KPF No. 3-P1.
- (16) Permanent register of dossiers closed in KPF No. 238.
- (17) Register of P.R./S. Convicts to be shadowed on release in KPF No. 44.
- (18) Crime and occurrence sheets and annual index thereto. (form given in P.S.O.)
- (19) Monthly statement of crime in KPF No. 110.
- (20) Monthly crime review in KPF No. 239 and yearly crime review in KPF No. 240
- (21) Superior officer's visiting officers in KPF No. 189.
- (22) Proceedings Book for visiting officers in KPF No. 70.
- (23) Check Register of visits to District Intelligence Bureau in KPF No. 189 of Circle Inspectors and Sub Inspectors.
- (24) Other records and registers prescribed under the Manual of Office Procedure, or by any other Order.

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APPENDIX XIII

(Referred to in Rule 617)

The following are the main indexes to be maintained by the District Intelligence Bureau.

(1) Alphabetical Name and alias Index (D.Cs)

- (a) Alphabetical name and alias (including nick name) index cards will be maintained in KPF No. 200.
- (b) The cards for the name index will be maintained in three colours white for criminals of the District, blue for criminals of border districts operating in the District, and pink for criminals who operate in several Districts. Inter-District criminals will be given appropriate coloured cards from the point of view of each District, e.g., a criminal of Trivandrum District who also operates in Quilon district, will have a white card in the Trivandrum Bureau, and a blue card in the Quilon Bureau. A criminal of Trivandrum District who operates in Quilon and Kottayam Districts will have a white card in the Trivandrum Bureau, and a pink card in the Quilon and Kottayam Bureaux. The white card maintained in the home District of the criminal will be given a green signal for every other District in which he has operated. The cards have a line $\frac{1}{4}$ inch above the bottom edge. Below this line the name or alias of the criminal, followed by his father's name indicated by the prefix 's/o' should be typed. The card provides for the entry of various details for easy reference. A card should be opened for each alias that a criminal is known to assume.
- (c) These index cards will be retained as long as a dossier is retained for the criminal and should be filed with the dossier when it is closed.

(2) Alphabetical Name and Alias Index-Card Criminals (C.Cs)

Criminals belonging to the undermentioned categories shall be registered in the District Intelligence Bureau as "Card Criminals" (C.Cs.)

- (i) A.K.D. or suspect convicted in more than one station. Every C.C. of one District, convicted in another district, shall be registered as a C.C. in the latter District also.
 - (ii) A habitual offender convicted (two or more times in any of the offences mentioned in Rule 257 (2) of Kerala Police Manual 1970, Vol.II,) in more than one Circle who is not registered as a D.C.
 - (iii) Habitual offenders who operate in more than one Circle and are recommended by the Circle Inspector to be registered as a C.C.
 - (iv) K.Ds. and suspects of border stations for whom Dossiers are not maintained.
 - (v) Card Criminals of border stations.
 - (vi) Any other criminal regarding whom the Superintendent of Police of the District desires to maintain a record in the District Intelligence Bureau.
- (b). Alphabetical name and alias index cards for card criminals will be maintained in KPF No. 200. Cards will be prepared in two colours, white for criminals of the District, and blue for criminals of border stations. Instructions given in para (i) above for making entries in the card will be followed.
- (c) Cross references to the general subject files will be noted on the name index cards. Convictions,

jail Nos., dates of release and other information of interest will be recorded on the card and on supplemental sheets.

- (d) The Sub-Inspector, District Intelligence Bureau, shall send a copy of the card of every C.C. to the Station House Officer concerned once in six months and get relevant entries brought up-to-date. Cards belonging to criminals of another District shall be sent through the District Intelligence Bureau concerned.
- (e) These cards will be retained for a period of 10 years after the latest conviction of the concerned criminal and destroyed afterwards under orders of Superintendent of police ; provided that the Superintendent of police may on reasons of good conduct of the concerned criminals order the removal of the cards at any earlier date in which case the cards will be removed from the cabinets, filed separately and destroyed after the 10 years period referred to above.

(3) Modus Operandi Index (D.Cs)

- (a) The cards for this index will be arranged in the alphabetical order of the minor classification (modus operandi) under each major classification of crime.
- (b) The modus operandi will be indicated by description in full and not by numerals and letters.
- (c) Plain index cards will be used for this class of index. The full names with aliases, and D.C. numbers of all criminals addicted to the particular type of crime shall be entered on both sides of the cards, three to four names on each card. If more than one card is used for the same classification the cards shall be numbered serially.

(4) M.O. Index (C.Cs)

Modus operandi index cards will also be prepared and maintained for all C.Cs according to the instructions in sub-paragraph (3).

(5) Physical Peculiarity Index cards (D.Cs)

- (a) Cards shall be maintained in alphabetical order for each type of noteworthy physical peculiarity like birth-marks, scars, moles, or other marks on body, deformities such as harelip squint, limp, etc.,
- (b) Plain cards will be used for this class of index. The physical peculiarity shall be typed below the bottom line of the Card. The full names with aliases and D.C. numbers of all criminals having the particular physical peculiarity will be entered on both sides of the card according to the instructions in (3) (c) above.

(6). Lost property (Identifiable) Index.

- (a) Cards shall be maintained for each item of identifiable property, in alphabetical order.
- (b) These cards shall include details of properties lost and which have not been recovered at the time of the publication of the occurrence in the weekly C & O Sheet.
- (c) Plain index cards will be used. The name of the property will be typed below the bottom line of the card. The crime numbers, stations, C & O sheet reference, description including identification marks, if any, and value will be entered on both sides of the card.
- (d) When an item of property entered in this index is recovered, the connected entries in the cards will be scored out.
- (e) Cards shall be preserved for a period of twenty years from the date of registration of the connected cases.

(7) Accomplishment and profession index Cards (D.Cs)

(a) Cards shall be maintained in alphabetical order for each type of accomplishment and profession such as "Beggar" "Blacksmith" "Carpenter" "Cook" "Electrician" "Fortune Teller" "Goldsmith" "Hawker" "Linguist" "Magician" "Mason" "Tailor" "Umbrella repairer" etc. etc.

(b) Plain cards will be used. The name of the profession or accomplishment will be typed below the bottom line of the card. The full name with aliases and D.C. numbers of all D.Cs. who are known to possess or claim the particular profession or accomplishment will be entered on both sides of the card.

(8) Peculiarities of habits index cards (D.Cs).

(a) Cards shall be maintained in the alphabetical order for each peculiarity of habit to which particular D.Cs are known to be subject. A list of peculiarities of habits which may be accepted as a basis and amplified as necessary, is given in Appendix XVI.

(b) Plain cards will be used. The particular peculiarity of habit will be typed below the bottom of life of the card. The full name with aliases and D.C. nos. of all D.Cs will be typed in accordance with instructions in sub-para (3) (c) above.

(9) Sphere of operation (Station-war) Index cards-D.Cs and C.Cs.

(a) Cards shall be maintained in alphabetical order of the names of stations of the district showing the names with aliases and the DC or CC numbers of all DCs and CCs who have operated in each stations jurisdiction.

(b) Plain cards shall be used. The name of the station shall be typed below the bottom line of the card. Cards will be prepared in accordance with the instruction in (3) (c) above.

(10) Alphabetical Index cards to General subject files.

(a) Cards shall be maintained in alphabetical order for each subject for which a "General subject file" is kept in the Bureau.

(b) Plain cards shall be used. The name of the particular subject file will be typed below the bottom line of the card. Such Information as will be useful to pick out quickly items from the file will be recorded in the index card. For example in respect of index cards relating to crime circulars or similar general matters, classified and detailed information of the subjects available in the file concerned should be typed.

(11) Signals.

Slip or signals indicating the particulars noted below will be attached to the Alphabetical names and alias index cards of D.Cs and C.Cs.

Blue-In jail

Red-Out of view

Two reds-Out of view and wanted

Orange-Inactive

Green-Operates outside the District

NO signal - Active.

Alphabetical Name Index of Prohibition offenders.

(12) A separate alphabetical name index for Prohibition offenders will be kept in the District Intelligence Bureau, wherein particulars of persons convicted for offences under section 8 and 10 of the Prohibition

Act, should be entered.

(I.G.'s Circular No. 91/66 dated 28-12-1966)

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APPENDIX XIV

[Referred to in Rule 618 (2)]

Sample List of Subjects for General Subject Files.

1. Counterfeits and counterfeitors of coins and currency.
2. Dacoity and robbery
3. Bogus public servants.
4. Cheating by note doubling trick.
5. Cheating-other forms
6. Receivers of stolen property
7. Thefts from children
8. Wire thefts
9. Cycle thefts
10. Thieves using stupefying drugs or other or other such materials
11. False personation
12. Temple thefts
13. Snatching jewels
14. Pocket picking
15. Juvenile delinquency
16. Wandering groups addicted to crime
17. Dealers in illicit liquor
18. Smugglers of gold, opium, etc.
19. Dealers in illicit arms
20. Special and Local Laws and Notifications regarding the promulgation, etc.,
21. Crime Circulars and instructions which are published in Crime and occurrence Sheet
22. Special instructions regarding finger prints and cases in which scientific methods led to

detection of cases.

23. Thefts involving milk powder etc. (CARE articles).

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APPENDIX XV

[Referred to in Rule 620 a) and paras 628]

Weekly crime and Occurrence Sheet.

- (1). The District Intelligence Bureau shall publish before Wednesday each week a "Weekly Crime and Occurrence Sheet".

The District Intelligence Bureau shall prepare the matter for publication in the district Crime and Occurrence Sheet before the end of Tuesday, and shall dispatch

- (2). advance copies to the Deputy Inspector General. C.I.D. Trivandrum, and the Range Deputy Inspector General, the District collector (Additional District Magistrate) and the Superintendent of Police the same day.

The sheet should be dated Tuesday of each week, and should embody information received up to Tuesday. The sheets will be arranged to be printed at District Headquarters by the Superintendent of Police of the District.

- (3). Antique types or block letters should be used in printing important points such as places likely to be visited by wanted persons, Officers whose attention is to be directed to any particular entry, etc.

- (4). Each weekly sheet should be numbered serially for the calendar year. The pages of the sheets for the whole calendar year should be numbered consecutively to facilitate reference.

- (5). At the top of the sheet the following should be given:

- (a) Postal registration number (the Crime and Occurrence sheet will be registered with the Post and Telegraph Department).
- (b) "On I.G.S." printed boldly.
- (c) Address in the following manner:

"To

The Superintendent**Asst. Dy. Superintendent****Circle Inspector****Sub Inspector****of Police**

(d) At left:

"From District Intelligence Bureau ."

Note: - After the above entries, a line should be printed across. Entries above this line should be exposed when the sheet is folded for posting, and should suffice, with the blank spaces filled in, for dispatch by post. The following details will then be printed:

(e) Sheet number.

(f) District Intelligence Bureau

. District

(g) Crime and Occurrence Sheet for the week ending Tuesday

19

(h) Full Moon date.

(i) New Moon date.

(7) The Sheet will be divided into five parts as explained below:

(a) **Part I - New cases.**

(i) **Crime for the week, compared to the previous week.**

Figures for both weeks to be given separately for -

Murder for gain

Deceit

Robbery

House-breaking and theft (day and night shown separately),

Ordinary theft,

Cattle theft,

Receiving stolen property,

Breach of trust, cheating etc.,

Counterfeiting coins and currency.

(ii) **Circle-war crime for the week.**

Figures classified according to the heads given in (i) above, separately under each Circle in the District, and Sub divided into two categories reported (R) and located (L).

(iii) **Review of crime for the week.**

A brief review of crime, compared to the figures for the previous week, the classes of crime under which variations have occurred, special factors if any, which may have contributed to the variation, and the general result of investigation into the reported cases.

(iv) **Enumeration of cases.**

Cases under each head of crime as mentioned in (i) above should be enumerated in tabular form in chronological order giving:

Station,

Circle (and Border District, if any),

Crime Number,

Date of occurrence,

Date of report,

Section of Law,

Village or street of occurrence with direction and distance from station,

Crime classification-Major and minor,

Nature and value of property lost, with identification particulars if any,

Name and address of accused or suspect with information as to whether he is D.C. K.D., or casual, local or non-local, and whether he is arrested, absconding, etc.

Note:-

(1) The names of frontier stations of the District will be printed in italics, below the name of the Circle and the name of the bordering District (or Districts) will also be printed in italics.

(2) The cases under each head of crime will be enumerated according to the date of their occurrence, and not Station-war or Circle-war.

(3) The crime classification must be given in words in addition to figures and letters.

(4) Instructions or comments for guidance in respect of any case should be printed in italics under the case concerned.

(5) Each case enumerated under Part I shall be assigned a serial number for future reference. This serial number shall be continuous for the whole of the calendar year.

(6) All true cases against property should be reported.

(7) When a person concerned in any case is a member of a wandering group with known criminal propensities, the fact with available details of the origin and movements of the group should be given.

(b) Part II-Disposal of old cases.

The disposal (Police as well as Court) of cases published previously in Part I will be given tabulated under the following heads:

(i) Reference to publication in Part I (Sheet No., Sl. No., Page No.).

(ii) Station

(iii) Crime Number

(iv) Section of Law

(v) Remarks showing nature and date of disposal (Name of Court, C.C. No., date etc.)

(c) Part III - Persons

This part will publish information regarding persons under the following categories.

A- Persons wanted.

B- Persons arrested or traced

C- Particulars of O.V.B.Cs

D-Particulars of O.V.B.Cs. traced. Particulars will be published on the basis of the weekly statements or other reports received from Station House Officers.

(d) Part IV- Wandering groups of Criminals.

Information relating to movements, if any, of wandering groups with criminal propensity and the incidents of crime suspected to be connected with them. Information of this nature, included in the Crime and Occurrence Sheets or other reports of bordering District, will also be republished in this part if the activities of such groups are likely to extend into the District.

(e) Part V-general.

This Part will include the following categories of information:-

(i) Other cases of interest. Details of cases of a professional type or of special interest, of the undermentioned types not coming under the categories of cases to be published in Part I of the Crime and Occurrence Sheet:-

(1) Important crime in other Districts or States

(2) Kidnapping of a professional nature

(3) Important cases under special and Local Laws

(4) Other cases about which dissemination of information is deemed useful.

(ii) Person missing or missing person traced.

(iii) Unidentifiable dead body of person found or such body identified.

(iv) Cattle missing or missing cattle traced.

(v) Unclaimed property

(vi) Property missing and recovered after being reported as missing.

(vii) Property lost (in cases reported in Part I) and recovered.

(viii) Prisoners escaped from custody and re-arrested.

(ix) Jail Release Notice (convicts to be shadowed).

The following information will be published in a tabulated form, arranged under each station to which the convict is shadowed:-

- (1) Convict No. (P.R./S.No.) and name of jail.
- (2) Name and address
- (3) Date of release
- (4) Station to which to be shadowed.
 - (x) Stranger's day-instructions and report of results. (See Rule 640)
 - (xi) Dossiers-opened, closed and transferred.
 - (xii) Card criminals registered or deleted.
 - (xiii) Rewards
 - (xiv) Lists of cars suspected to be used as unauthorised taxis
 - (xv) Instructions of Government.
 - (xvi) Orders and instructions of Inspector General of Police.
 - (xvii) Orders and instructions of Deputy Inspector General of Police.
 - (xviii) Orders and instructions of Superintendent of Police.
 - (xix) Extracts from other publications
 - (xx) Any other matter of general interest to the Police administration in the District.
- (8) The Sheet will be issued under the signature of the Superintendent of Police of the District, with the address of the District Intelligence Bureau and the date of the Sheet at the bottom left hand portion.

(9) Distribution of copies of the Crime and Occurrence Sheets.

Copies of the Crime and Occurrence sheets will be issued to:-

- (a) All officers of the District Police down to and including Station House Officers.
- (b) All other District Intelligence Bureaux of the State.
- (c) District Intelligence Bureaux of border Districts in the neighbouring States
- (d) The State Criminal Investigation Department.
- (e) The Collector of the District
- (f) The Deputy Inspector General of Police
- (g) The Inspector General of Police
- (h) Any other Officer, with the approval, of the Superintendent of Police of the District.

APPENDIX XVI

Referred to in Rule 617 Appendix XIII 8 (a)

List of Peculiarities of habit

Accompanied by children

" dog

Bites finger nails.

Clothing changed frequently.

Couples-Work together in-

Door-Barricades.

Dress any noteworthy peculiarity.

Employs ex-prisoners

Feigns illness

Food or drink taken on premises

Leaves behind matches.

" notes or drawings.

Nuisance committed on premises.

Sends threatening letters.

Uses candle.

" chloroform and other stupefying agents.

" garden implements

" glass cutter.

" ladder, rope, etc

" vehicle-

" bicycle

" motor

" other

" Violence against women

" " against others

Washes or bathes on premises

Wears ear-rings (men)

" gloves, mask, etc.

APPENDIX XVII

Referred to in Rue 632

Classification of Prohibition Crimes.

- I Smuggling of liquor from foreign territory
- II-A Smuggling of liquor outside district
- IV Illicit distillation of arrack
- V Possession of I.D. arrack
- VI Sale of I.D. arrack
- VII-A Tapping fermented toddy
- VII-B Permitting sweet toddy to ferment
- VII-C Tapping for sweet toddy without a licence
- VIII Illicit transport of liquor
- IX Unlicensed sale of liquor
- X Possession of liquor without permit
- XIV Illicit cultivation of hemp plant
- XV Smuggling of intoxicating drugs
- XV-A Smuggling of intoxicating drugs from other States
- XVI Illicit transport of drugs
- XVII Unlicensed sale of drugs
- XVIII Unlicensed possession of drugs
- XIX Miscellaneous
- XIX-A Attempting to render or rendering denatured spirit fit for human consumption or possession of denatured spirit rendered potable.
- XX Smuggling of opium
- XXI Transport of opium
- XXII Possession of opium
- XXIII Sale of opium

APPENDIX XVIII

[Referred to in Rule 653 (10) (17) & (18)]

Maintenance and Servicing Instructions for Motor Vehicles.

1. (1) The object of these maintenance and servicing instructions is to ensure that the mechanical efficiency of Motor Vehicles is kept up at a high standard, so as to avoid break-downs and undue wear and tear.

Instructions are grouped under the following heads:-

(a) Driver's maintenance of motor vehicles.

(i) Running maintenance

(ii) Weekly maintenance

(iii) Monthly maintenance

(b) Lubrication

(2) The object of prescribing a set routine of maintenance programme is to preclude the possibility of any serious omission in maintenance tasks. The existence of such a routine shall however be no excuse for failure to carry out promptly any item of work which requires immediate attention.

2. Driver's Maintenance of Motor Vehicles.

(1) It is necessary to have a regular system of maintenance by drivers which will ensure the following:-

(a) proper cleaning of vehicles.

(b) timely replenishment of fuel, oil and water.

(c) inspection for defects and deficiencies and immediate rectification or reporting of these.

(d) timely lubrication of parts.

(2) Driver's maintenance is divided into the following parts:-

(a) Running maintenance

(i) First routine.

(ii) Halt routine.

(iii) Last routine.

(b) Weekly maintenance.

Vehicles other than motor cycles 4 tasks

Motor cycles 5 tasks

c. Monthly maintenance (including mileage tasks).

Vehicles other than motor cycles - 4 tasks

The periodical maintenance of a vehicle consists of four weekly tasks and four monthly

tasks. The weekly tasks will be done strictly in the order shown in paragraph 4, one each day on the first four days of the week. The four monthly tasks will be carried out, one each week, on the fifth day of the week. This will leave Saturday free for inspection. If for any reason a task cannot be carried out on the appointment day sufficient time must be given on the subsequent day to do two or more tasks so that the maintenance cycle is completed each week.

(4) All defects to the vehicle during maintenance shall be reported immediately to the Officer in charge of transport for necessary action.

(5) A record of all categories of maintenance work carried out and of defects noted will be entered in the Driver's Daily diary (K.P.F. No. 41.C). The Officer in charge of transport will scrutinise these entries, and give timely instructions to the driver to get the maintenance tasks completed according to the prescribed routine.

(6) The weekly and monthly maintenance tasks carried out will be recorded by the Officer in charge of transport in the weekly maintenance register (K.P.F. No.41M). This Register will enable him to keep a check over the progress of the maintenance tasks.

(7) Maintenance and servicing tasks which are beyond the competence of the driver shall be arranged to be done by the "Maintenance, Servicing and Repair Units" or any other authorised agency.

3. **Running Maintenance (Other than for Motor Cycles).**

(1) First routine (to be done every morning before commencement of the day's duties).

(a) Check petrol, oil and water.

(b) Clean windscreen, windows and driving mirror.

(c) Check tyre pressures and inflate, if necessary.

(d) Examine for oil, petrol and water leaks. Examine for oil leaks from all assemblies and under chassis.

(e) Start engine and check lights, windscreen wiper, trafficators where provided and horn.

(f) Check whether the ammeter is registering and oil pressure gauge is indicating.

(g) Check operation of brake pedal.

(h) Check vacuum brake system if fitted. Drain water from air reservoirs.

(i) Listen for unusual knocks, rattles and uneven running of the engine.

(j) Switch off engine.

(2) **Halt Routine.** (to be done during halts between long runs).

(a) Check oil, water and petrol and replenish, if necessary.

(b) Check for oil leaks from oil assemblies and under chassis.

Visually check tyres to see that they are correctly inflated and check tread for

(c) pieces of flint, stone and glass, lodged in the tread. If present they will be removed.

(3) **Last Routine.** (to be done after the day's duties but before putting the vehicles away for the night).

(a) Do all checks shown in halt parade.

(b) Examine road springs for loose "U" bolts and broken leaves.

(c) Clean the vehicle thoroughly.

(d) Replenish the vehicle with petrol, oil and water Record the mileage and fuel drawn.

(e) Record weekly, Monthly and mileage tasks carried out during the day.

(f) Complete all entries in the Driver's Daily Diary.

Note:- If the last routine is done thoroughly, it will be found that the next day's first routine will be very simple, and take practically no time.

4. **Weekly Maintenance Tasks (other than for Motor Cycles).**

The following tasks will be carried out as stated in paragraph 2 (3) before the commencement of the day's duties or if this is not practicable, in conjunction with the last routine maintenance detailed in (3) above. One task as shown below will be done on each day, or as ordered. However, whether one or more tasks are done on a single day, the tasks must be carried out strictly according to the following sequence:-

(1) **Task No. 1**

(a) **Body and fittings.**

(i) Clean the interior stowage compartments and exterior of vehicle thoroughly.

(ii) Check up all stowages and fittings for security and serviceability.

(iii) Inspect body, cab, seats, superstructure and hood for security and damage.

(b) **Engine and Controls.**

(i) Clean engine thoroughly.

(ii) Check security of engine mountings. Watch for excessive movement of engine block when starting from cold. Remove traces of oil if any on rubber mounting blocks.

(iii) Check controls for looseness, damage and free operation.

(c) **Cooling Systems.**

(i) With engine running open radiator cap and watch for circulation of water. Note cleanliness of circulating water and if oil is visible in the radiator neck, report.

(ii) Inspect all hoses and clips for tightness.

(iii) Check tightness of radiator mounting and tighten where necessary.

(iv) Examine the fan for loose blades and bolts.

(2) Task No. 2

(a) Electrical System.

(i) Examine plug lead for chafing and burning, tighten terminals where necessary.

(ii) Check generator and self-starter mountings.

(iii) Keep the ignition system free from grease, oil and dirt.

(iv) Check over all wiring and ignition and lighting systems for wear or damage to insulation and for loose terminals. Pay particular attention to places where leads are linked or enter covered channels.

(b) Batteries.

(i) Check electrolyte level and top up if necessary with distilled water.

(ii) Ensure air vents are clear and tighten filler plugs.

(iii) Clean and dry the tops of cells.

(iv) If the pillars and terminals are corroded wipe them clean after removing. Smear liberally with vaseline, lanoline, or mineral jelly. If these are not available the pillars and terminals must be left clean and dry. Do not use grease under any circumstances.

(v) Check security of battery in the carrier or the cradle.

Notes:- (1) On no account will the terminal be forced on to the battery pillar by use of a hammer or other heavy implement.

(2) When removing terminals they will be moved a little from side to side to loosen them and then lifted off. On no account will they be levered off with a screw driver using the battery case as a fulcrum.

(3) Never test the battery by shorting the terminals with a screw driver or any other metal implement.

(3) Task No. 3

Suspension, transmission and steering.

(a) Inspect road springs and spring centre bolts for damage. Examine 'U' bolts and tighten if necessary.

(b) Inspect carefully tie rods and all steering linkages for damage or undue wear.

(c) Check security of steering wheel, column and box and tighten where necessary.

(d) Check transmission for:

(i) Loose bolts on propeller shaft.

(ii) Check breather on rear axle for cleanliness.

(e) Touch up all exposed moving joints with a mixture of kerosene and engine oil.

(4) **Task No. 4**

Chassis, wheels and brakes.

- (a) Check wheel nuts for tightness by application of wheel wrench.
- (b) Jack up wheels turn by turn and
 - (i) Depress brake pedal and release-Check whether wheels are free and not binding-if binding, report.
 - (ii) check hand-brakes
 - (iii) Examine brake drums externally-if oil is coming out of brake drums, report.
 - (iv) Check tyres for cuts, and other injuries.
- (c) Inspect guards and brackets for looseness or damage.
- (d) Ensure the exhaust system is secure in its brackets.
- (e) Touch up all exposed moving joints with a mixture of kerosene and engine oil.

5. **Monthly Maintenance Tasks (other than for Motor Cycles).**

The following tasks will be carried out in strict rotation. One task being done each week.

(1) **Task No. 5**

Tools and Equipment.

- (a) Clean and check all tools and equipment, against the authenticated list. Report deficiencies and defects, if any.
- (b) Oil the tools which need oiling.
- (c) Check up to see if any mileage task is due. If due carry out the task.

(2) **Task No. 6 - Lubrication I.**

- (a) Clean all nipples and lubricate with the approved lubricant.
- (b) Report all deficient or damaged nipples. The location of grease nipples is given in the lubrication diagram for each vehicle.
- (c) Check up the various oil levels and top up where necessary with the correct grade of oil.
- (d) Check to see if any mileage task is due, and if so carry it out.

(3). **Task No. 7 - Lubrication II.**

- (a) Lubricate the following with oil HD-30 using an oil can (a few drops only):
 - (i) Engine and hand throttle control joints
 - (ii) Clutch pedal bearings.

(iii) Brake pedal bearings

(iv) Hand-brake lever pivot rod joints

(v) Hand-brake pivot rod joints.

(b) Oil all hinges and locks.

(c) Check to see if any mileage task is due and if so carry it out.

(4) Task No. 8-General check for tightness.

(a) Check for tightness all bolts and nuts (except cylinder head-nuts and split pinned nuts) on chassis engine and superstructure and tighten where necessary.

(b) Check for cracks, leaks, or signs of overheating in differential housings.

(c) Check to see if any mileage task is outstanding and if so carry it out.

6. Mileage tasks (other than for Motor Cycles).

The following tasks will be carried out as they become due on a mileage basis, or when a replacement engine is fitted. Where the tasks specify a change of oil the correct grade of oil as prescribed for the vehicle must be used.

(a) New and reconditioned engines.

Change engine oil on completion of first 402 and 805 K.M. running.

(b) Every 1610 Kilo Metres.

(i) Check contact breakers gap.

(ii) Remove and clean sparking plugs.

(iii) Change engine oil.

(iv) Clean air cleaner

(v) Check and if necessary top up oil in steering box.

(c) Every 3220 Kilo Metres.

(i) Lubricate distributor.

(ii) Change tyres round

(iii) Lubricate dynamo (Grease No.3).

(d) Every 4830 Kilo Metres.

(i) Clean filters in the fuel line, i.e., pump and carburettor (mechanics only)

(ii) Examine dynamo brushes, clean and adjust as necessary (mechanics only)

(e) Every 8050 Kilo Metres.

(i) Change gearbox oil.

- (ii) Change transfer case oil, where there is a transfer case.
- (iii) Change rear axle oil. Clean breather where fitted.
- (iv) Change front axle oil, where the front axle is a driving axle. Clean breather where fitted.
- (v) Drain moisture and surplus from service cylinder, if there is one on the vehicle.
- (vi) Re-pack front and rear hubs (mechanics only).
- (vii) Clean sump oil strainer (mechanics only).
- (viii) Replace external oil filter, if replaceable type (mechanics only).
- (ix) Flush out cooling system.
- (x) Remove the speedometer cable from the casing and after thorough cleaning smear it lightly with a good quality graphite grease.

Note:- See also paragraph 9(6) 'Lubrication of road springs'

7. Running Maintenance for Motor Cycles.

(1) **first routine** (to be done every morning before commencement of day's duties.

- (a) Check and replenish, petrol and oil.
- (b) Check lights and horn.
- (c) Check tyre pressure and inflate, if necessary.
- (d) Check Oil stowages
- (e) Start engine and carry out further checks as below:
 - (i) Check whether ammeter is registering.
 - (ii) Check operation of brakes
 - (iii) Examine for gas, petrol, if necessary
 - (iv) Listen for unusual knocks, rattles and uneven running of the engine.

(2) **Halt routine** (to be done during halts between long runs).

- (a) Check brakes and controls; if found defective report immediately.
- (b) Check and replenish oil and petrol, if necessary
- (c) Check for oil leaks

- (d) Visually check tyres to see that they are correctly inflated and check tread for pieces of flint, stone, glass lodges in the interstices of the tread. If present, they will be removed.
- (e) Pay particular attention to the security and operation of any part repaired or adjusted during the previous day.

(3) **Last routine** (to be done after the day's duties, but before putting the vehicles away for the night).

- (a) Do all checks shown in halt parade, and in addition.
- (b) Complete all records of mileage, fuel and oil drawn.
- (c) Leave the vehicle clean and tidy and ready to move off at a moment's notice.

(8) **Weekly Maintenance Tasks for Motor Cycles.**

The following maintenance task will be carried out one on each day (or more than one task where necessary) of the week, strictly according to the sequence of the tasks.

(1) **Task No. - Body Wheels and Cycle fittings.**

- (a) Clean the exterior of the cycle thoroughly, inspect mud guards and brackets for looseness or damage.
- (b) Check tyres for cuts and other injuries. Check tyre pressure and inflate if necessary.
- (c) Place motor cycle on stands so that both wheels are off the ground. Spin wheels to check whether binding. If binding operate brake foot pedal and front handbrake lever. If defective report for attention.
- (d) Examine all controls for correct operation. If found defective report for attention.
With front wheel on the ground depress handle bars by standing astride the machine. Note movement of fork links, fork dampers should be slacked off for this test. If no movement in fork lines, report for defect. Note side clearance in fork links, if abnormal, report for adjustment.
- (e)

Note:- When fitted with telehydraulic forks test for the correct operation of the fork by depressing the steering handle down. If found defective report.

- (f) Check for broken or loose spokes. Check for buckled wheel. Report if necessary.
- (g) Clean all nipples and lubricate with the approved lubricant. Report all deficient or damaged nipples.

(2) **Task No. 2 - Engine.**

- (a) Start engine and note oil indicator. On motor cycles with no oil pressure indicator, open oil filler cap and note the flow of oil. If pump is working properly froth will be present in the oil.
- (b) Check exhaust valve lifter for correct operation, check cable and report if frayed or defective.
- (c) Check for any unusual noise in the engine. If noted, report.
- (d) Check all nuts and bolts for tightness, except cylinder head nuts and split pinned nuts.
- (e) Examine for any oil leak from the engine, gas leak from silencer and exhaust pipe joints. If noted, report.

(3) Task No. 3 - Clutch and Transmission.

(a) Check clutch adjustment. If clutch lever is hard to operate, report.

Note:- There should be approximately $1\frac{1}{4}$ free movement on the clutch lever.

(b) Check clutch control wire. If frayed, report for attention.

(c) Check rear chains for adjustment, there should be $3\frac{3}{8}$ to $1\frac{1}{2}$ " up and down movement in the chain mid-way between the sprockets. Report if adjustment is incorrect.

(d) Check gear box holding down bolts and nuts for tightness.

(4) Task No. 4- Fuel and Ignition Systems.

(a) Turn petrol on and see whether carburetor floods. If it does report to M.T.O. for attention.

(b) Start the engine and note beat in slow and fast running. If the engine misfires report for action.

(c) Examine H.T. cables; if defective, report.

(d) Check magneto holding down bolts for tightness.

(5) Task No. 5 - Electrical system.

(a) Check battery connections and wirings. Wipe away with a wet cloth and signs of corrosion on the battery terminals. Smear terminals with vaseline or petroleum jelly.

(b) Check for the proper functioning of lights and horns. If found defective, report.

(c) Start engine and note ammeter reading; if no charge is indicated on the ammeter, report.

(d) Check for the mounting of head lamp, horn. Tighten any loose nuts and bolts.

9. Lubrication.

(1) General

(a) Lubrication may be divided generally into six classes.

(i) Lubrication of the engine.

(ii) Lubrication of the gear box, transfer case, axles and steering box.

(iii) Lubrication of the chassis working parts.

(iv) Lubrication of electrical accessories.

(v) Lubrication of road springs.

(vi) Lubrication of motor cycle driving chains.

(b) Lubrication charts are provided for all makes and types of vehicles in the Police. These

charts show the type of the lubricant to be used for the various parts of the vehicle and in certain cases the frequency with which it should be applied.

(c) A reserve of engine oil should always be carried in the tin provided for this purpose. Care should be taken that the top of the tin is wiped clean and dry before the screwed cap is removed and oil poured out.

(d) Whenever a driver takes over a vehicle from another Unit or Workshop, all oil levels will be checked before running the vehicle.

(2) **Lubrication of the Engine.**

(a) It is essential that the correct grade of oil as laid down for the particular engine is used. Only in an extreme emergency will another grade of engine oil be used in which case, the nearest specification to that laid down for the engine will be used. On no account will two grades of oil be mixed. If an alternative grade has to be used the original oil will be completely drained before the engine is filled with the new oil.

(b) A "Dip stick" indicator is incorporated on all vehicles except motor cycles. This dip stick is graduated and shows the depth of oil in the engine sump this dip stick will be inspected frequently and the oil kept up to the full mark. The procedure for checking the oil level in the sump is as follows:-

- (i) Stand the vehicle on level ground.
- (ii) Stop engine,
- (iii) Await a few moments to let the oil settle in the sump.
- (iv) Remove dip stick and wipe clean with a clean cloth. Cotton waste must not be used.
- (v) Replace dip stick-remove-check level.
- (vi) Pour into engine sump estimated amount of oil required and re-check.

(c) When filling or "topping up" the sump the oil funnel with the coarse gauze filter will be used. The cap and oil filler neck will be wiped clean prior to removing the cap for filling to ensure that no grit or dirt enters the sump.

(d) The majority of engine lubricating systems are fitted with an oil pressure indicator or gauge. The correct registration of the gauge shows that the oil in the engine is being circulated correctly. The gauges or indicators vary in type, the majority however, are of the dial type fitted to the dash board of the vehicle. If in doubt as to the correct oil pressures, refer to a competent automobile engineer.

(e) The driver's first duty after starting the engine is to ascertain from the pressure gauge that the oiling system is working correctly. He should also during the course of his duty glance occasionally at the oil gauge for the same purpose.

(f) Certain types of motor cycles are not fitted with oil pressure indicators. On the later models, however, the fact that the oil is being circulated can be ascertained by removing the filler cap from the oil tank and observing the nature of the oil in the tank. Froth on the oil indicates that oil is circulating properly.

(g) It is important that the outside of the engine sump or both motor cycles and vehicles should be kept free from mud and oil. This facilitates the dissipation of heat from hot oil in the engine sump.

(3) **Lubrication of gear boxes and driving axles.**

Oil filler plugs are provided for gear boxes and rear axles on nearly all vehicles. These filler plugs also serve to indicate when an axle or gear box contains the correct amount of lubricant. When filling or topping an axle or gear box these plugs should be removed and the lubricating oil poured in until it begins to run out of the filler plug hole. It is important when filling the rear axle to ensure that the vehicle is on the level. Overfilling is likely to occur if the front of the vehicle is lower than the rear. Overfilling of driving axles will result in oil getting into the brakedrums.

(4) **Chassis lubrication.**

(a) A regular routine of chassis lubrication must be incorporated in all maintenance programme. The driver should start on the near side at the front of the chassis work towards the rear up the offside of the vehicle and then down the centre.

(b) Chassis lubrication is divided, generally speaking into two parts:

Lubrication by oil or grease gun. The vehicle lubrication chart shows all the points to be lubricated and the type of lubricant to be used for each point. Nipples or lubricators will be wiped clean before the gun is applied and the lubricant will be injected until it commences to ooze out from the ends of the bearing or joint being lubricated. If the lubricant fails to pass, it indicates a defective lubricator or a blocked oil way which should be attended to as early as possible.

(i) Oil-can lubrication-The oil-can is intended for lubricating small bearings for which no oil gun arrangements are provided. These are usually enclosed bearings of electric assemblies, such as dynamos, self starters, magneto and exposed joints. Wipe the joint clean and insert a few drops of oil between the jaws of the joint.

The procedure for the lubrication of electrical accessories is given in the next paragraph.

(5) **Lubrication of electrical accessories.**

Dynamos, self starters and magnetos should be lubricated very sparingly. Two or three drops of oil of the same specification as used in the engine every two months or 1610 K.M. are sufficient. Over lubrication of an electrical assembly will cause the oil to penetrate on to the commutator and into the armature, causing damage to the insulation of the winding.

(6) **Lubrication of Road Springs.**

(a) Springs will be lubricated every 9660 K.M. or six months, whichever is earlier.

(b) The vehicle must be jacked up by taking the weight of the vehicle on the chassis. This will cause the spring levels to partly open. If the spring leaves do not open sufficiently in this manner to allow for grease to be forced in, they should be forced apart by use of a spring leaf separator or large screw driver. Graphited grease should be applied to the surface of the spring leaves. This can be best inserted by application of the grease with a thin knife.

(7) **Lubrication of Motor Cycle Driving chains.**

Driving chains, except primary chains of motor cycles fitted with an oil bath, should be treated as follows:

(a) Chains must be removed after every 1610 K.M. and thoroughly washed in kerosene oil until all

trace of foreign matter is removed. Chains must then be immersed for two hours in bath of graphited grease, which has been melted over boiling water. To assist penetration of the grease into the rollers of the chain, the chain should be agitated about in the bath being finally removed after the grease has cooled to its semi-solid state. The chain should then be wiped free from surplus grease and then refitted.

(b) Primary chains of motor cycles fitted with an oil bath require no attention other than that the level in the oil bath should be correctly maintained.

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APPENDIX XIX

(Referred to in Rule 659)

The following records will be maintained in respect of each Motor Vehicle.

(1) Vehicles Stock Register.

This shall be maintained in KPF No. 41-Q. This register should be maintained by every district Police Office or corresponding Unit Office in respect of vehicles attached to that Unit or Office. One page should be allotted for each vehicle. When a vehicle is transferred from one Office or Unit to another an extract of the entries in the register relating to that vehicle should be taken and forwarded for making necessary entries in the register maintained in the latter Unit.

(2) Stock Register of spare parts.

This register shall be maintained in the prescribed form given in KFC by the Officer in charge of transport.

(3) Register of Drivers

This register shall be maintained in KPF No.41-J

(4) Driver's Daily Diary.

(a) This shall be maintained in KPF No. 41-C

The Driver's Daily Diary should be maintained for each vehicle and should be written up in duplicate by the carbon process in the form of a

(b) General Diary. All trips, time of start and finish, work done, and mileage covered, supplies of petrol, oil and lubricants, tyres changed etc., should be written up chronologically. One copy will be sent to the Superintendent of Police daily through the Officer in charge of the vehicles. The other copy will be retained in the book as office copy.

(c) The Officer in charge of transport should make necessary entries in the records maintained by him on the basis of the entries in the Driver's Diary, issue instructions regarding defects or irregularities, if any, found in the use of the vehicle and forward the diary with his remarks to the Superintendent of Police or other controlling authority. He will also verify the balance stock of petrol; and oil in the vehicle and endorse on the copy of the diary to be submitted to the Superintendent of Police or other controlling authority whether these tally with the balance recorded in the diary.

(d) On days on which no journey is performed by a vehicle a nil report should be sent in the diary form itself.

(e) When a vehicle is used by an Officer or a party, the Officer or person in charge of the party should attest entries relating to the use of the vehicle by himself or his party.

The Officer in charge of Transport should examine and attest the office

(f) copies of the Diary once a week.

Completed diary books will be retained by the Officer in charge of
(g) transport for three months and will then be forwarded to the Superintendent of Police or other controlling authority for record.

753. Purchase of petrol, oil etc., and Register of petrol and lubricants.

(a) The Director General, Supplies and Disposals, New Delhi is concluding every year rate of running contracts for a number of articles. Purchasing Officers should avail of these contracts, wherever it is economical and easier to do so. They should keep themselves conversant with the rules and procedure of the Director General, Supplies and Disposals contracts.

In the case of items for which rate|running contracts settled by the Store Purchase Committee exist or a running contract settled by the Head of a Department exists, it is obligatory to avail of these contracts.

(Articles 152 of K.F.C. Vol. I).

(b) A register of petrol and lubricants shall be maintained in the prescribed form.

(c) Instructions for issue for indents for supply of petrol, Diesel, oil, lubricants etc., are given below:

Indent books for P.O.L. should be kept under lock and key under the personal custody of the M.T. Officer or Officer-in-charge of Armed Reserve Camps. Indents for the supply fo Petrol,

(i) Fuel-oils etc., should invariably be signed by the M.T. Officer, Assistant Commandant, Armed Reserve|Reserve Inspector, Armed Reserve or in their absence by Officers not below the rank of a Reserve Sub Inspector of Police.

Indents should be prepared in triplicate and after delivery of petrol, fuel-oils, etc., to the vehicle an endorsement showing the quantity of petrol, fuel-oils etc., supplied should be

(ii) obtained from the bunk-man in the triplicate and produced by the Driver along with his Diary. This should be verified by the M.T. officer or Officers in charge of Armed Reserve Camps and filed with the original.

Note: The petrol indent book in K.P.F. No. 41, is in duplicate and till new books in triplicate are issued, the issue may either be got endorsed by the suppliers on the reverse of the counterfoil of the indent or an endorsement showing the quantity of petrol, oil etc., issued may be obtained noting the corresponding indent number and date and filed with the office copy.

The Driver-in-charge of the vehicle will make a corresponding entry in the Driver's Daily
(iii) Diary showing time of drawal, bunk from which and the quantity of P.O.L. drawn. This entry in the Diary should be signed by the Driver.

At 6 pm every day for vehicles parked in the camp or immediately thereafter on return to the camp after duty the M.T. Officer or orderly officer of the camp should verify the balance stock
(iv) of P.O.L. in the vehicle and endorse the quantity on the copy of the Diary to be submitted to Superintendent of Police|Commandant.

The monthly bills presented by the Firms for the supply of Petrol, Fuel-oils etc., should be
(v) verified with the indents and a certificate to the following effect recorded on the Bill by the M.T. officer|Officer-in-charge of vehicles, before the 15th of the succeeding month.

"Verified with the Indent Book and certified that the quantity of P.O.L. shown against each indent has been received and issued to the vehicles shown against each, and brought to account".

- (vi) The monthly Transport Return for the month should be checked with Bills and vouchers by the Head Accountant of the District Police Officer or Unit.

(Circular No. 50|66 dated 17-8-1966)

(6) Motor Transport Return

- (a) This register shall be maintained in K.P.F. No. 41-H.
- (b) The Motor Transport return should be maintained by the Officer in charge of the vehicles. A separate register will be maintained for each vehicle, one page being assigned to each month. Entries relating to all items of expenditure, and use of tyres in each month, will be made in the register. All articles should be acknowledged by the driver. The tested K.M.P.L. of the vehicle will be noted in red ink in every return.
- (c) When a journey is performed for which hire is charged, the number of miles for which it is charged with a reference to the Daily Diary concerned, should be noted in the remarks column of the return, against the entries regarding the purchase of petrol, oil and grease connected therewith.
- (d) The return should be totaled each month and checked and signed by the Superintendent or other controlling authority. Any variation from the tested K.M.P.L. of the vehicle will be specially scrutinized and attended to.
- (e) At the end of December each year, the Officer in charge of transport should work out the "all-in" cost of running per K.M., with reference to the undermentioned particulars and report the result to the Superintendent of Police or other controlling Officer.

- i Capital cost.
- ii Renewals and repairs
- iii Maintenance charges, petrol, oil, etc., including driver's and cleaner's pay.
- iv Depreciation at 20 per cent of original cost should be written off each year.
- v Amount of tax under the Motor vehicles Taxation Act.
- vi Cost of registration fees
- vii Cost of driving license fees

(7) Register of hire of motor vehicles.

- (a) Two registers as given below shall be maintained:
- (i) By District Police Office-in K.P.F. No. 41-K
 - (ii) By the Officer in charge of transport-in K.P.F. No. 41-L
- (b) The register maintained in the Motor Transport Section shall be submitted to the Superintendent of Police or other controlling authority by the 20th of each month for scrutiny and comparison with the

register maintained in the District Police Office.

(8) Bill Book

The Bill Book shall be maintained in K.P.F. No. 41-A.

(9) Register of unserviceable articles condemned:

This register shall be maintained in K.P.F. No. 41-D

(10) Order Book.

This register shall be maintained in K.P.F. No. 41-D

(11) Register of part-worn articles

This register shall be maintained in the prescribed form

(12) Register of Local purchase

This register shall be maintained in the K.P.F. No. 146

(13) Repair Register

This register shall be maintained in K.P.F. No. 154

(14) Invoice Book for articles.

The invoice book shall be maintained in K.P.F. No. 190. The forms may be printed in different convenient sizes for use according to the number of articles to be sent with the same invoice.

(15) Day Book

The Day book and companion register shall be maintained in the forms specified below:-

- (a) Day Book-K.P.F. No. 42
- (b) Check Register of Invoices-K.P.F. No. 27
- (c) Check Register of Issues-K.P.F. No. 27-B.

(16). List of Motor Transport accessories and spare parts

A list of accessories and spare parts issued to each vehicle shall be prepared in duplicate with the acknowledgement of the driver for all items. One copy of the list shall be kept with the Driver's Daily Diary and the other copy shall be retained by the officer in charge of transport for record. This list should correspond with the balance shown in the register of accessories and spare parts prescribed in sub-para (17).

(17) Register of Accessories and spare parts with vehicles.

- (a) Registers of accessories and spare parts with vehicles shall be maintained in the prescribed form and be kept for each vehicle, with a separate page in the register for each item.
- (b) The registers should record the issue to and return from drivers of tools, tyres, spare parts and other items for each vehicle.
- (c) The balances in the register should always tally with the figures in the lists referred to in sub-para (16) and be balanced quarterly and a return submitted to the District Police Stores for check.

(18) Weekly Maintenance Register

This register shall be maintained in K.P.F. No. 41-M

(19) Monthly Inspection Register

This register shall be maintained in K.P.F. No. 41-G

(20) Vehicle Inspection Reports

This report shall be in K.P.F. No. 41-F

(21) Defect Report of vehicles

This report shall be in K.P.F. No. 41-B

(22) Job Card

The Job card shall be maintained in K.P.F. No. 41-N

(23) Job book

This Book shall be maintained in K.P.F. No. 41-E

(24) Accident Reports.

This report shall be in K.P.F. No. 41-R

(25) Vehicle statement.

This statement shall be in K.P.F. No. 41-P

(26) Auction Register and Register of Deposit of earnest money.

Registers should be maintained to record the proceedings of auctions relating to vehicles and other stores, and the deposits and refunds of earnest money at such auctions.

(27) Register of K.M.P.L. testing of vehicles

This register is maintained in order to record the date of K.M.P.L. testing and the result. K.M.P.L. of every vehicle is to be tested by a competent workshop at least once a year.

(28) General Diary and Attendance Register.

- (a) A General Diary in K.P.F. No. 57 is to be maintained by Motor Transport Sections having a number recording all matters of importance relating to Motor Transport and staff.

- (b) The marking of attendance of drivers and other staff, the time of departure, nature of duty, de important stores taken, time or return, etc., shall also be recorded in this book under the counter concerned. This record shall be kept in the Motor transport Office, or any other convenient ; under the charge of a designated Officer.

- (c) A copy of the days entries in this record shall be submitted to the Superintendent of Police also drivers.

(29) Disposal of Condemned vehicles in Public auction.

Superintendent of Police and Officers of corresponding rank are empowered to confirm the auction sales of condemned vehicles provided the maximum bid exceeds the fair price fixed by the State Transport Corporation or Assistant Engineers of Regional Workshops in the case of vehicles already condemned by competent authorities and ordered to be disposed of in public auction.

[G.O.(Ms) No. 622|Home(A) dated 18-11-1963]

APPENDIX XX

[Referred to in Rule 653 (26) a]

RULES OF THE ROAD

The rules of the road are meant to ensure free flow of traffic and also to assist the individual driver. The rules, official and otherwise, are simple and are given below. These should always be borne in mind by drivers and Officers in charge of vehicles:-

- (1) Be acquainted with all road traffic signs and hand signals, and give the latter in time to give sufficient notice to other road users.

- (2) Observe the prescribed speed limits, and keep to the left of the road, except with reference to slower moving traffic, or when about to overtake another vehicle or to turn right into a side road.

- (3) In order to turn into a side road on the left, show the hand signal and take the vehicle well to the left of the main road after making sure that is not likely to obstruct any vehicle or other road user in the immediate rear. Then turn into the side road. If the side road is on the right, show the hand signal and bring the vehicle gradually to the centre of the road, leaving sufficient room on the left for vehicle in the rear to pass on ahead without obstruction. Turn into the side road when the main road in front is clear of on-coming traffic.

- (4) Overtake only on the right, except when the driver in front has signalled his intention to turn to the right, and has brought his vehicle to the centre of the road to achieve this purpose. In the latter case, overtake by the left.

- (5) In most cases tram cars may be overtaken on either side, but local conditions sometimes rule otherwise. Look out for passengers about to board or alight. Give trams and all other public conveyance, a wide berth to avoid the overflow of passengers hanging on its entrances. Do not overtake a stationary public conveyance on the side where it is to discharge or take in passengers.

- (6) Do not overtake at cross-road, round about pedestrian crossings, blind corners, or when approaching the brow of a hill or a hump backed bridge.

- (7) Do not overtake when by doing so either the other vehicle or the on-coming traffic may have to swerve or slacken speed as a consequence. Overtake another vehicle only when the driver has signalled permission to do so. When being overtaken do not increase the speed until the overtaking vehicle has safely passed ahead. After having overtaken a vehicle do not move across its course until it is at a safe distance in the rear.

- (8) Make absolutely sure that the way is clear before turning or reversing. Watch for children, pedestrians and vehicles behind. When reversing to turn the vehicle, reverse into a side road or other available space, keeping the vehicle facing the main road.

- (9) Slow down or stop at road corners, junctions and cross road. Give way to major traffic or

to pedestrians crossing the road from or into which it is intended to turn.

(10) Do not sound the horn when it might frighten a horse or other animal. The horn must not be sounded near hospitals or public offices, or when it is not essential to do so. In built-up areas, the horn must be hooted, when necessary, in short blasts and not long ones. In country roads, longer blasts should be used, which will be audible to traffic at some distance, especially when nearing road bends, crests or hills, etc. The horn should never be considered as a substitute for cautious driving.

(11) Pay attention to Police traffic signals or light signals

(12) Do not speak to the Policeman on point duty. It may distract his attention from the traffic and possibly cause an accident.

(13) Pay attention to road signs, eg., 'hairpin bend' bend ahead, railway crossing, school, slow, stop'.

(14) Be considerate to other road users, particularly the old and the young. At night bright head lights should not be used in well lighted towns. The head lights must be dimmed as required to avoid strain to on-coming traffic.

(15) Always slow down when passing troops or other formed bodies of persons.

(16) When going down a steep hill, give right of way as far as possible to a vehicle climbing the hill, even when ordinarily it does not have the right of way.

(17) If possible post a look-out man in the rear of the vehicle who can give information about any vehicle that wishes to pass ahead.

(18) Ensure that tarpaulin covers of vehicles are properly strapped down.

(19) Do not park or halt the vehicle in a narrow street, near a bend or a corner, on the hump of a hill or in other such position where it may endanger or impede other vehicles. Park the vehicle facing the direction in which it is to be taken again.

(20) Do not get out of vehicles abruptly without seeing whether there are other vehicles approaching. Do not keep any door open.

(21) If the vehicle has a break-down on or near a bend of a road, or a steep hill, post lookout men to caution on-coming vehicles.

(22) The driver must have his driving license, Daily Diary, Note Book, Accident Report Form and other necessary papers and tools, whenever the vehicle is taken out.

APPENDIX XXI

[Referred to in Rule 655(4)]

Points to be borne in mind when inspecting vehicles, tools and records.**(1) Vehicles**

- i Inspection of the battery to see whether the electrolyte is at the correct level.
- ii Lights and horn-test them
- iii Whether the self starter functions efficiently and the engine starts easily
- iv Whether the dynamo is charging properly
- v Check foot brakes, clutch, sound of the engine and gear box, while the vehicle is running
- vi Check hand brake
- vii Check condition of springs
- viii Check for play in steering control
- ix Check for play in bearings with the wheels jacked up
- x Check a few grease nipples by removing them and examining with a wire whether grease has been going where it ought to be in lubrication.
- xi By reference to previous inspection records, see if faults previously noticed have been rectified
- xii By reference to the Motor Transport Return and Driver's Diary see if the consumption of petrol agrees with the tested K.M.P. litre figure

(2) Tools

- (i) Check tools with list and see whether all items are complete according to the authenticated list.
- (ii) test the efficiency of tools such as grease guns, pump, jack, etc.

(3) Records.

- (i) Check the records and see whether these have been maintained correctly.
- (ii) Test the ability of the driver to carry out the maintenance tasks as recorded in his diary.

APPENDIX XXII

[Referred to in Rule 660(a)]

Instructions for Photographing Persons

1. (1) A prisoner shall always be photographed in an anterior (full face) view, and in profile. The anterior photograph permits ready recognition of the individual, but the profile is necessary for identification with a degree of certainty. In the case of History Sheeted Criminals the following kinds of photographs will be taken:
 - (a) full face, including the head and shoulders-preferably bare-bodied.
 - (b) one profile (the one with scar or any other particular characteristic mark, if any)-preferably bare-bodied.
 - (c) full length-see sub-paragraph (10) below for dress to be worn.
- (2) In the case of history sheeted criminals the full length photograph should be half plate size and the remaining should be quarter plate. In the case of other classes of prisoners whose photographs are taken the quarter plate or any other convenient size will be used.
- (3) The District Intelligence Bureau shall be responsible for having Dossier Criminals photographed, and for supplying copies to all concerned. The Station House and other Officers concerned will arrange for photographing prisoners and objects where such photographs are found necessary. Sufficient number of copies of the photograph will be prepared as are required in each case.
- (4) The profile of the nose and the details of the ear provide the most important feature for identification. The ears constitute the most characteristic part of the body. Therefore, the profile photograph should be taken in such a way that the details of the nose and the ear are recorded fully. When a female is photographed, the hair must be so arranged as to expose the entire ear.
- (5) The correct position of the head when photographing in profile is of importance. The plane of the head in profile should be parallel to the plane of film or plate of the camera, when the picture is taken.
- (6) The negative of the photograph must not be re-touched. Scars and other marks must show sharply and clearly.
- (7) A gray back-ground should be used ordinarily. For every fair skinned persons a black or dark maroon background will be more efficient.
- (8) The light should, as far as possible, be uniform for all photographs. This can best be obtained by the use of artificial light, chiefly from above and the rest from the front and side. The light should play on the ear to bring out its details sharply.
- (9) The date of photograph, the name of the prisoner and the History Sheet Number in the case of history sheeted criminals, should be written on the reverse of every photograph. A record of these should therefore be made at the time the photograph is taken, for guidance in making necessary entries when the prints are ready.
- (10) The dress to be worn by a person when being photographed should be his ordinary every day attire. A professional impersonator may also be photographed in such costumes as he has adopted for the

purpose of such impersonation.

(11) The photographic process has the characteristic of reproducing the colours red and brown even when a human eye cannot see them at all. Photographs sometimes show marks on the face such as those from old injuries which have become through lapse of time invisible to the naked eye, or other brown and red marks in a latent state. Other colours also do not make the same impression as they do in nature. Blue and violet generally appear lighter, but also at times darker according to the chemical nature of the colouring matter and the photographic emulsion used. Natural colour photographs are better than artificial.

(12) The negatives of all photographs of persons will be retained in boxes in the District Intelligence Bureau, Station or Office concerned, separately wrapped in soft paper, and indexed for ready location if further prints are to be taken.

(13) Negatives sent by post should be carefully packed in soft paper and enclosed in a wooden box, fully protected against breakage due to friction or shock.

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APPENDIX XXIII

[Referred to in Rule 669]

Location of Finger Print Bureaux in India.

(1) A list of Finger Print Bureaux serving different States in India is given below:

State	Location of Bureau
1 Andhra Pradesh	Hyderabad (Deccan)
2 Assam	Shillong
3 Bihar	Patna
4 Gujarat	Nagpur, Rajkot
5 Goa,	Panjim
6 Kerala	Trivandrum
7 Madhya Pradesh	Bhopal
8 Madras	Vellore
9 Maharashtra	Poona, Bombay City
10 Mysore	Bangalroe
11 Orissa	Cuttack
12 Punjab	Phillaur
13 Rajasthan	Jaipur
14 Uttar Pradesh	Allahabad, Lucknow
15 West Bengal	Calcutta
16 Delhi	Phillaur (Punjab)
17 Himachal Pradesh	Phillaur (Punjab)
18 Manipur	Shillong (Assam)
19 Tripura	Calcutta (West Bengal)
20 Laccadive, Minicoy Aminidivi Islands	Vellore (Madras)

(2) In addition to the above, there is also a Central Finger Print Bureau at Calcutta.

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APPENDIX XXIV

[Referred to in Rule 671]

Methods of taking finger Prints-Appliances

1. For the purpose of taking finger prints the following appliances are supplied in a portable box:-

- (1) Copper or glass slab.
- (2) Tube containing impression ink
- (3) Rubber roller
- (4) Horse hair brush
- (5) Turpentine or kerosene oil in a bottle.

These must be kept in the box, scrupulously clean and free from dust and grit. Care must be taken that the surface of the slab is kept perfectly dry and clean. The roller, when not in use, should be kept wrapped in a piece of clean oiled paper. Both slab and the roller should be periodically cleaned with soap or kerosene oil. The slab should be freshly cleaned before use each day, all particles of old ink being rubbed off. The impression ink tube should be kept tightly closed, when not in use.

Preparation of appliances

2. (1) The slab must be perfectly smooth and should be wiped free of dust before use. A small quantity of the ink should then be squeezed on to the slab and the roller used to bring it down to the thinnest possible film, so that the slab is dimly visible through the ink. It is easier to start with a small quantity of ink, and to increase it, as may be found necessary. If too much ink has been put on the slab, a sheet of paper laid on it, and rolled over with the roller, will generally reduce it sufficiently. If the ink is dry and thick, it will be found that with a little perseverance, it can worked up smooth on the slab.

(2) Before proceeding to take finger prints, the fingers of the subject should be rubbed clean and dry, as the slightest perspiration on the finger will cause blotches and blur the print. A piece of Clean cloth, slightly dampened with spirit, may be applied for this purpose to the finger tips, which should then be rubbed dry with another piece of clean cloth.

(3) If the skin of the fingers is hard and dry, they should be well soaked in warm water, and very lightly wiped. Without thoroughly drying, before the impressions are taken.

(4) Only the inner portion of the upper phalanges should be inked.

Taking impressions.

3. Prints should invariably be taken on the authorised Finger Print Slip in K.P.F. No. 3-G. In the slip, space has been provided for the 'rolled' prints of all the ten digits, as well as for the 'plain' prints of the four fingers and thumb of each hand. The headings of the slip are self-explanatory, and should be followed in filling it.

Reasons for taking 'rolled' impressions.

4. In a 'plain' impression the whole contour of the pattern does not appear, while a whole pattern is reproduced in a 'rolled' impression. It is easier to determine the type of pattern from a 'rolled' impression. The greater surface of the latter enables a large number of points to be selected, for

comparing and contrasting the details of two prints with a view to deciding whether or not they have originated from the same source.

Slips to be folded for taking 'rolled' prints

5. For convenience in taking 'rolled' prints, the slip should be folded at the line indicated and the fold placed in line with the edge of the table.

Order of taking prints.

6. The 'rolled' prints of the right hand should be taken first, each finger being inked and impressed before the next finger in rotation is inked. When the 'rolled' prints of the right hand have been taken, the operator should take the 'plain' of the four fingers of that hand simultaneously, and then of the thumb in the space provided for them on the slip. When the right hand has been finished the Operator should proceed to take the prints, 'rolled' and 'plain' of the left hand in a similar manner.

Entry of details on slips

7. When the finger prints of both hands have been taken, the subject's name, residence and other particulars will be filled in. The subject should then sign the form, or make his mark if unable to write.

Points to be noted in preparing slips.

8. The following points should be specifically noted in preparing Finger Print Slips:-

(1) Impressions must invariably be taken with the tip of the finger pointing to the top of the form.

(2) The 'rolled' prints should show the complete contour of the bulbs of the fingers.

(3) the 'rolled' print of each finger must be taken in the space allotted for that finger and the impression should not project beyond that space. The impression of only the upper phalanx should appear.

(4) All names, whether of persons or places and other entries should be written legibly.

(5) Impressions sent to the Bureaux shall be well rolled and easily decipherable.

Deformities.

9. (1) If a finger is missing or is so deformed that it is impossible to obtain an impression, the fact should be noted in ink in the space allotted for that finger by the words 'missing' or 'deformed'. In the case of double fingers, the prints of both fingers should be taken, if possible, and the print of the more prominent of the two invariably. Deformities, cuts, scars and disease marks interfering with the clearness of the impressions, should be fully described, and it should be stated whether they are temporary or permanent. Subjects suffering from open cuts or scars in any of the upper phalanges of the fingers should not have the prints of such fingers taken, until the cuts or scars have healed, if the delay will not prejudice any important requirement.

(2) good impressions can sometimes be obtained from contracted fingers by first inking the digit with the roller, and then rolling the finger print slip form, after stiffening it with a piece of card-board folded within it, around the bulb of the finger.

APPENDIX XXV

[Referred to in Rule 686 (13)]

JURISDICTION OF CENTRAL JAILS, SPEICAL SUB JAILS AND
'A' CLASS SUB-JAILS

(Government Proceedings No.D. Dist:25679|57|Home dated 24-9-57)

Government are pleased to sanction the following in regard to the jurisdiction of Central Jails, Sub-jails, and 'A' class Sub jails in the State:-

Central Jail, Cannanore- All non-habitual prisoners convicted and sentenced by Courts for more than three months in the Districts of Cannanore, Kozhikode, Palghat and Trichur, will be admitted to this Jail.

Central Jail, viyyur-All the habitual prisoners convicted and sentenced by the various Courts of the State will be admitted to this Jail.

Central Prison, Trivandrum: All the non-habitual prisoners convicted and sentenced by Courts in the Trivandrum District and all the non-habitual prisoners convicted and sentenced for more than one month by Courts in the Districts of Quilon, Alleppy and Kottayam will be admitted to the Central Prison, Trivandrum.

Special Sub-Jail, Kozhikkode- The remand and undertrial prisoners of the Courts of Kozhikode district and convicted prisoners sentenced up to three months by the Courts of Kozhikode and Cannanore Districts will be admitted to the Special Sub-jail, Kozhikode. The prisoners sentenced for more than one month and up to three months by the Courts in Palghat District will also be admitted to this jail.

Special Sub-jail, Viyyur- The remand and undertrail prisoners from Trichur and Wadakkancehry and those convicted and sentenced up to three months from those places will be admitted to this jail. All prisoners convicted and sentenced for more than one month and up to three months from other parts of the Trichur District will also be admitted to the Special Sub-jail, Viyyur.

Sub-Jail, Palghat.- All remand, undertrail and convicted prisoners sentenced up to one month by the Courts of Palghat will be admitted to this jail.

Sub-Jail, Irinjalakuda- All remand, undertraial and convicted prisoners sentenced up to one month from Chalakudy, Mala, irinjalakuda and Cranganore will be admitted to the Sub-Jail, Irinjalakkuda.

Sub-Jail, Mattancheri-All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Mattancherri, Cochin Cusba, Narakkal and harbour will be admitted to the Sub-Jail, Mattancherri.

Sub-Jail, Ernakulam- All remand undertrial and convicted prisoners sentenced up to one month from Ernakulam South, Ernakulam Cusba and Trippunithura Hill palace will be admitted to this Sub-Jail.

Sub-Jail, Parur- All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Parur and Munambam will be admitted to the Sub-Jail, Parur, when it begins to function as an 'A' Class Sub-Jail.

Sub-jail, Alwaye- All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Alwaye, Edappalli and Perumbavoor will be admitted to this Sub-Jail.

Sub-Jail, Meenachil- All remand and undertrial prisoners and sentenced up to one month from Meenachil and Erattupetta will be admitted to the Sub-Jail, Meenachil.

Sub-Jail, Kottayam- All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Kottayam, Changanacherry, Ettumanoor, karukachal and Pampady will be admitted to this Sub-Jail.

Sub-Jail, Alleppy - All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Alleppey, Pulinkunnu, Haripad, Ambalapuzha, Sherthalai, Kuthiathode and Arookutty will be admitted to this Sub-Jail. When an 'A' Class sub-jail is opened at Mavelikkara, the prisoners from Mavelikkara and Haripad will be accommodated there.

Sub-Jail, Quilon - All remand and undertrial prisoners and prisoners, convicted and sentenced up to one month from Quilon, Chavara, Paravoor, Kundara and Karunagappalli, will be admitted to this Sub-Jail.

Sub-Jail, Trivandrum- All male undertrial and remand prisoners who stand trial at the various Courts in the Trivandrum District will be admitted to this Sub-jail. On completion of a new 'B' Class Sub-Jail at Attingal the remand and undertrial prisoners at Attingal and Varkala will be accommodated there. The female undertrial and remand prisoners will be accommodated in the Women's Section of the Central prisoners, Trivandrum.

Sub Jail	Attingal
"	Kottarakkara
"	Pathanamthitta
"	Mavelikara
"	Ponkunnam
"	Peermadu
"	Devikulam
"	Muvattupuzha
"	Perinthalmanna
"	Ottappalam
"	Tellicherry
"	Cannanore
"	Kasargod

APPENDIX XXVI

[Referred to in Rule 712 (2)]

Records to be maintained in the Criminal Intelligence Bureau

The undermentioned records will be maintained in the Criminal Intelligence Bureau:

(a) History Sheets:

The following classes of persons will be registered in the C.I.B. and history sheets will be maintained for them in K.P.F. No. 174(c).

- (1) D.Cs of this State who have operated in any other State.
- (2) D.Cs of any other State who have operated in this State.
- (3) Important criminals who have operated in more than one District.
- (4) Professional poisoners.
- (5) Persons convicted u/s 232, 234 to 236, 238, 240, 243, 245, 247, 251, 253, 255 and 489 A.B.C.D. & E.I.P.C.
- (6) All professional offenders convicted in cases investigated by Crime Branch C.I.D.
Suspects in cases investigated by Crime Branch, C.I.D. for whom History
- (7) Sheets are ordered to be opened by Superintendent of Police, Crime Branch, C.I.D.
- (8) Any other person for when the D.I.G., C.I.D. considers it necessary to maintain a record in the C.I.D.

(a) Indexes

The following indexes will be kept in the C.I.B in respect of persons of whom history sheets are maintained and other matters as specified.

- (1) Master Index Card..... in K.P.F. No. 248 wherein details concerning name and alias, M.O., physical peculiarities, accomplishment and bogus profession, peculiarities of habit, sphere of operation and particulars of conviction, etc, will be noted.
- (2) Lost property (identifiable) index cards in respect of property which is likely to be disposed off in distant places.
- (3) Alphabetical index cards for general subject files.
- (4) Index of photographs of all history sheeted criminals in the State-to be filed alphabetically.
Series Indices-of counterfeit notes for each denomination showing the

(5) district and place of presentation, date of occurrence, date of report, classification of the note according to the finding of the Nasik Press, Crime No., Station, accused, disposal-to be maintained according to series.

(c) **General Subject Files-** General Subject Files will be maintained for the following.

Important cases handled by the Crime Branch, C.I.D. such as 'hold up'

(i) cases, "bogus railway receipt cases", "money fraud cases", "Political offences", etc. (both detected and undetected).

(ii) Important and interesting cases with peculiar modus operandi.

(iii) Important gang operations in the kidnapping of children.

(iv) Professional poisoners, counterfeiters, smugglers, illicit manufacturers and illicit dealers in arms.

(d) **Alphabetical list of wanted persons.**

This list will be prepared from the publication of wanted persons in the

(i) Criminal Intelligence Gazettes, and from criminal Intelligence Gazettes of other states.

(ii) Where photographs are published in Criminal Intelligence Gazettes, these will be filed as a supplement to the list, and the reference to the page number of the file will be noted against the number of the person concerned in the alphabetical list.

(e) **Alphabetical list of smugglers of opium-** Will be maintained according to information received in the

(f) **Register of convicts whose Release Notices are to be published in the Criminal Intelligence Gazette-** will be prepared from the reports of conviction received from Superintendents of Police.

(g) **Crime Maps, Charts and Graphs-** To be maintained as directed from time to time by the Superintendent of Police, with particular reference to the charts and graphs included in the Police Administration Report.

(h) **Monthly and Annual Crime Review-** As prepared by the Bureau, and published in the Criminal Intelligence Gazette.

(i) **Other Records-** As prescribed in the Manual for Office Procedure, or other orders.

(3) The Criminal Intelligence Bureau will publish a weekly Criminal Intelligence Gazette, which will be the ordinary channel for the dissemination of criminal intelligence relating to each week ending Saturday.

(4) The Criminal Intelligence Bureau will also attend to the following items of work.

(a) Corresponding on criminal intelligence, other than Special Branch intelligence, from other State Government.

(b) Railway Protection Schemes.

Study of Weekly Crime and Occurrence Sheets received from District Intelligence Bureau for

(c)

relevant information in the Criminal Intelligence Gazette.

- (d) Study of the monthly review of crime received from Districts and preparation of a review of crime pertaining to the whole State, dealing primarily with the larger questions that relate to general trends, periodical variations and influences that cause them.
- (e) Study of the annual reviews of crime received from Districts, and preparation of an annual review of the state.

Note: (i) Advance copies of the monthly and annual crime reviews will be sent to the Chief Secretary to Government with a copy to the Private Secretary to the Minister holding the Police portfolio.

(ii) Monthly and Annual Reviews of crime will be printed and supplied to all recipients of the Criminal Intelligence Gazette.

(5) Station House Officers will send month-wise statement of current doing of criminals registered in C.I.B. in K.P.F. No.III to the Crime Branch through the District Intelligence Bureau concerned.

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APPENDIX XXVII

[Referred to in Rule 712(3)]

The Criminal Intelligence Gazette

(1) Information will be published in the Criminal Intelligence Gazette according to the following arrangement. Matter intended for publication in the Gazette should be sent to the Criminal Intelligence Bureau, as far as possible ready for the Press, carefully drafted and written only on one side of the paper.

Part I.

- (a) Serious crime (i.e. cases of professional poisoning, any serious crime which appears to have a political motive, including all offences involving arms and explosives which are suspected to be of a political nature, and any other cases in which action by the Criminal Investigation Department is called for or which possess instructive features which should be made generally known).
- (b) Particulars of property lost or stolen, and suspicious property recovered (The lists should be confined to article capable of being identified, or to rare and highly valuable articles).
- (c) Arms, ammunitions and explosives-lost and recovered. Reports from private individuals may also be published.
- (d) Persons wanted or arrested by the Police, missing persons and suspicious individuals (rolls for persons wanted should be sent for publication only when there is good reason to believe that the individual will travel) beyond the Districts to which the District Police Crime and Occurrence Sheet is circulated).
- (e) Military deserters.
- (f) Counterfeit coins and forged currency notes.
- (g) Notifications under the Foreigners Registration Act.
- (h) Instances in which scientific aids were useful in detection
- (i) Departmental Circulars and instructions to Subordinate officers
- (j) Miscellaneous-such as descriptive particulars of unidentified dead bodies (without photographs) and any other matter which the Deputy Inspector-General, Criminal Investigation Department, deems fit for publication in the Criminal Intelligence Gazette.

Part II

Information, if any, regarding wandering groups with criminal propensity.

Illustrated Supplement-Where photographs are to be published.

(2) Release Notices of dangerous criminals.

- In order that the Police may be warned that a dangerous criminal is about to be released from jail,
- (a) the Criminal Investigation Department will publish in the Criminal Intelligence Gazette a Release

Notice of such an individual, shortly before his release from jail.

(b) The Release Notice will take the form of a description and concise history of the criminal.

(c) Release Notices will be published for the following classes of criminals:

- (i) Members of wandering groups with criminal propensity, who move over large areas.
- (ii) Any particular criminal who is likely to commit crime over a large area, such as a domestic servant, forger, coiner, swindler, etc.

(d) Release Notices will be printed on separate sheets and circulated with the Criminal Intelligence Gazette.

All Police Officers, who receive the Criminal Intelligence Gazette, should place the Release

(e) Notices of criminals who are likely to operate within their jurisdiction in a separate file for reference.

(3) Reports of conviction of criminal whose Release Notice is to be published.

(a) The Superintendent of Police of the District concerned will report to the Crime Branch C.I.D. direct the conviction of any criminal included in the preceding order, or of any other criminal whose Release Notice should in his opinion be published. The report will give the following particulars:-

- (i) Full personal description.
- (ii) A brief history of the individual, detailing his criminal career and propensities.
- (iii) The probable date of release and the jail in which confined.

(b) The Criminal Intelligence Bureau will record the information in a register and arrange for publishing the Release Notice at the proper time.

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APPENDIX XXVIII

[Referred to in Rule 741 (3)]

CLASSES OF CRIME

I. Thefts in running passenger trains -

- (a) Pocket-picking
- (b) Jewel snatching
- (c) Personal effects, in first and second class
- (d) Personal effects, in other classes.
- (e) Mails
- (f) Luggage van

II. Thefts in passenger-sheds, stationary trains and on Platforms-

- (a) Pocket-picking
- (b) Jewel snatching
- (c) Baggage
- (d) From stationary trains, first and second class
- (e) From stationary trains, other classes.

III. Thefts from running goods trains-

- (a) Of whole consignments
- (b) By extraction

IV. Thefts in goods-sheds and stationary wagons-

- (a) Of unshipped consignments.
- (b) During loading
- (c) By extraction
- (d) From sealed wagons.

V. Thefts in Parcels Offices-

- (a) Of whole consignments.
- (b) By Extraction

VI. Thefts of railway material.

- (a) Iron material from the track and yard.
- (b) Carriage fittings
- (c) Dynamo belts
- (d) Miscellaneous

VII. Miscellaneous thefts-

(a) Bicycles

(b) Other articles

VIII. Murder for gain, dacoity, robbery.

IX. Drugging or poisoning

X. House-breaking

XI. Receiving stolen property-

(a) Consignments.

(b) Personal effects

(c) Railway materials

XII. Cheating-

(a) By sale of tickets

(b) Confidence trick

(c) False personation

XIII. Counterfeit coin and currency notes

XIV Indian Railways Act-

(a) Section 126

(b) Section 127

(c) Section 128

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APPENDIX XXIX

(Referrdd to in Rule 588 and 768)

Instructions regarding message writing , use of priorities, messages which can be transmitted on the Police Radio net work etc.

GUIDING INSTRUCTIONS FOR ORGINATORS

General Instructions on Message Writing

Messages must be written legibly preferably type written in the Standard form one ward in each space provided.

Normally one copy of the message is to be sent for transmission which will be retained in the Radio station. In the case of messages addressed to more than one authority, the number of copies required will be prescribed under local instructions. This will avoid delay in as much as no time would be wasted in the Radio station in making out copies of the messages for transmission by different nets.

Address to:- Insert designation of official or name of the department along with the name of the station. If approved abbreviated addresses are available, those should invariably used. Under no circumstances, titles, prefix or suffix will be given.

Address for Information (INFO):-If the message is also required to sent to any authority to other than the addressee for information only, the name or designation of the official concerned or the name of the department together with the name of the station will be inserted in this space. Approved abbreviated addresses, if available should be used.

Address from:- Insert name or designation of official or name of department of the originator along with the name of the station. Approved abbreviations, if available should be used.

Originators number:-The originator will insert his reference number of the correspondence.

Date:- The date on which the message is originated is inserted in this space. The date may be written in figures separated by obliques only; for example, 29th of September 1951, wil be written as 29/9/51.

In reply to:-The reference of the correspondence to which the message is in replay is inserted in this space. This eliminates the use of the common preamble in a letter Eg." Reference is invited to your No. (....." or "with reference to (Abbreviated designation) No.....)....."

Dated:- The date of the reference shown in para 8 above, namely, "in replay to" is inserted in this space. It is written only in figures as in para 7 above.

Text:- Owing to the large volume of traffic handled in a Radio Station and also because an unnecessarily long message may cause delay and hold up communications, it is essential to observe brevity with intelligibility. Before writing a message, careful consideration is to be given to the contents. Thereafter the text to be written as briefly as possible, ie. In Telegraphic Language. The use of words like please, kindly, would be grateful etc., must be eliminated. Omission of these words in a Radio Message will not imply impoliteness. The following punctuation signs only can be used.

- (i) Full stop written within a circle, whether by hand or by typewriter. No full stop is required at the end of the text e.g. (.)
- (ii) Comma written ", "

- (iii) Inverted comma written (" ")
- (iv) Hyphen written "-"
- (v) Oblique or stroke or fraction bar written "/"
- (vi) Brackets written "()"
- (vii) Decimal point written "."
- (viii) Apostrophe written "'"

Apart from the above signs, no punctuation signs or mathematical signs may be written and care must be taken to ensure that their omission does not alter the sense of the message. On no account in the text contain tabular statements which cannot be transmitted by Radio.

Priority:- If it is desired that a message should be transmitted more expeditiously than an ordinary message, the degree of priority is inserted in this space. The categories of priorities available and their use are given in "use of priorities".

Originator Signature and Designation:- The Originator will give his signature and designation in this space signifying that he has sanctioned the contents of the message including the priority classification, if any, and authorised its transmission by Radio. Message not signed by an authorised person will not be accepted for transmission by Radio.

Time of origin - (T.O.O.) The time, in four figures at which the originator signs a message is inserted in this space. The two first figures indicate the hours and the two next indicate the minutes. Thus five minutes passed six O'clock in the morning is written as "0605". The abbreviation HRS will not be used. In all cases the T.O.O. must be entered by the originator.

The remaining spaces in the message form are for use of the Wireless staff only and nothing will be written therein by the originator.

Use of Priorities- Normally messages are cleared according to their serial order of the receipt at a wireless station i.e, according to the time handled in; it is, however; necessary to ensure quick clearance of messages which need reach addressee as early as possible in view of the urgency of the text matter. This is, of course, a relative basis for comparison and call for classification of messages into different groups. Therefore to give precedence to such messages over the earlier received ones, the following system of priorities is laid down. Originators will arrange for delivery at Radio Station of priority bearing message immediately after their completion.

(1) CRASH (2) MOST IMMEDIATE (3) IMMEDIATE (4) ORDINARY.

CRASH- When a message of this priority is received in the Radio Station communication in all concerned channel is suspended forthwith to enable the message bearing "Crash priority" to be cleared. The use of this priority is restricted for extreme emergencies and should therefore, be resorted to in very exceptional circumstances. The urgency demanding the use of such priority should Be of such vital importance that the interruption of the communication in progress, perhaps of other urgent traffic, can be justified. The priority may be used where recipient has to take immediate executive action to save human life or to prevent damage to valuable property.

MOST IMMEDIATE- The use of this priority is restricted to messages conveying information or instructions relating to the natural calamities, disturbances (communal, anti-social and political), strikes, accidents, riots, murder, security measures and important movements of police force which, in the opinion

of the originator should reach the addressee immediately.

IMMEDIATE- The use of this priority is restricted to messages conveying important information relating to law and order for immediate attention and action; for instance information regarding probability of strikes, disturbances or any other upheaval; movement of high Government officials dealing with law and order, political leaders, agitators and dangerous criminals.

ORDINARY- This category is used in messages of routine nature which do not come under any of the above categories but are connected with law and order which are urgent enough to justify the use of Radio.

The instances mentioned above are not exhaustive and are intended as a broad guide for the use of originators. It is the duty of the originator to consider each case and assign the minimum priority compatible with the requirement. As a guide, and also as a means of ensuring the correct use of priorities, the following entitlements of priorities is laid down which is uniform for all police force in the country. An officer, however, can assign a higher priority than he is entitled to if the contents of the message fall under the broad subject division given above.

(a) **Most immediate**-Chief Secretary, Commissioners of division, Home Secretary, District Magistrates, Inspector General of Police, Commissioner of Police, D.I.G. or Equivalent, Chief Commissioner and Superintendents of Police, Police Radio Officer.

(b) **Immediate** -Dy. Secretary (Home), Sub Divisional Magistrates and Police Officers, Under Assistant Secretary (Home), Deputy Superintendent of Police and other police officers in independent charge of stations.

(c) **Routine** - All the above.

The above allocations have been framed for general applications only and are subject to variation prevailing for equivalent ranks in the different States. All originators must remember that when considering priorities, the minimum priority compatible with the circumstances under which a message has been sent should always be used irrespective of the allocation given in the above table; for Eg. A Superintendent of Police is entitled to use of priorities up to Most immediate but it does not imply that he will use this priority only in all messages originated by him. Also, officials other than those enumerated against the different categories of priorities allotted, provided the situation warrants it and he can justify its use subsequently.

The Police Radio Officers in charge of the State Police Radio Organisations will lay down a procedure to check misuse of priorities by originators.

Security

As all Radio transmissions are subject to interception by any persons possessing a receiver, there is no security attached to the transmission of a message by Radio. Originators must, therefore, ensure that if the contents of a message are of a secret or confidential nature which should not be known by all they must encypher the message before despatching it to the Radio Station for transmission. No responsibility is accepted by the Radio Staff for the eneyphering or decyphering.

APPENDIX XXX

(Referred to in rule 772)

Records to be maintained in Radio Stations and by Radio Supervisors.**(1) At Radio Stations.**

- (a) In an out messages registers
- (b) Superior Officers visiting book
- (c) Radio Station log
- (d) Message delivery book
- (e) Duty roster
- (f) Government property register
- (g) Trunk call register
- (h) Attendance register
- (i) History sheets for batteries, battery chargers, cycles, clocks etc
- (j) Tappal (despatch) book
- (k) List of fixed Police Radio Stations in India (to be kept under lock and key)
- (l) Registers for petrol, oil, distilled water etc.
- (m) Any other registers, files and charts as ordered from time to time.

(2) By Radio Supervisors

- (a) Government property register and distribution register
- (b) Casual leave register
- (c) Railway and bus warrant books
- (d) Stock register for signal stores, stationery etc
- (e) Distribution register for oil, petrol, distilled water etc
- (f) Tappal book
- (g) History sheets of all equipment in charge
- (h) Circular files

(i) Any other registers, files and charts prescribed from time to time.

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ADMINISTRATION**

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CHAPTER I
STATION ROUTINE RECORDS ETC

Duty Roster

- 518.** (1) A Duty roster in K.P.F. No. 164 should be maintained in all rural Police Stations and Outposts. In town stations, the Duty Roster should be maintained in K.P.F. No. 164-A and in Railway Police Stations, in K.P.F. No. 163-A. Duty Roster for Railway Police Outpost will be in K.P.F. No. 163-B. The main heads of duties to be performed in each station and out post should noted in the respective Duty Rosters. Other heads of duties may also be opened to meet local requirements and in compliance with any instructions issued by the superior officers from time to time. Care should be taken to avoid too many columns in the Roster.
- (2). Persons posted on duties involving use of some discretion should be continued in such duties for long periods. It is only in the case of duties which involve no discretion and which are allotted to the junior most constables that a regular change and allotment are called for. This will be done by the Station house Officer or the senior Head Constable in his absence.
- (3). Whether the men should start on their duties from the residence or the station depends on the nature of duties. As far as possible, they should start from the station and must report at the station, closing the work for the day.
- (4). The Duty Roster should be filled up immediately after daily duties are allotted to the Police Officers.
- (5). If any Police officer fails to perform his duty, the reason for the failure should be noted in the remarks column of the Duty Roster and also in the General Diary.
- (6). When a Police Officer is sent on detective duty, the Crime No., should be entered in red ink, under his general number, in the Duty Roster. But if he is the Investigating Head Constable of the station, such crime number need not be mentioned.
- (7). When Police officers proceed on any special duty, the nature of such duty should be clearly noted under a separate heading in the Roster.
- (8). The number of constables or Head constables detailed for a particular duty and their names and numbers should be mentioned under the date on which such duty was performed. In the case of Sub Inspector or additional Sub Inspector, the entries under the relevant dates will be "S.I.", "A.S.I." respectively.
- (9). Beat checks done by Sub Inspectors or other superior officers should be marked against the particular beat, noting the date and hour of check.
- (10). The new moon day should be marked on the particular date with a thick dot, and five days preceding and following, should be shaded with thin lines. This will enable the officers to find out whether beats are served properly during dark nights.
- (11). At the end of each month, an abstract of the duties performed should be made out on the back of the Duty Roster, where there are columns for it.

Village Roster.

519. (1). A register in K.P.F. No. 165 should be maintained in all rural Police Stations and

Outposts, in which should be entered the names of all villages in the jurisdiction, hamlets or desoms being noted immediately below the village to which they are attached. The names of villages (amsoms) should be written in red ink and those of hamlets or desoms in blue or black ink. The visiting of a Constable, Head Constable or the Sub Inspector on any duty to a Village should be noted against it by marking the date on which the visiting was done and the number of constable or Head Constable or the letters "S.I." as the case may be and night halt in the village should be indicated by the letter "N".

- (2). It is essential that every village in a station jurisdiction should be visited by the Sub Inspector at least once a quarter. He should visit important villages and make night halts as often as possible.

Petty Case Register.

- 520(1) A register in K.P.F. No. 123 A should be kept for entering petty cases charged under the Police Act, Motor Vehicles Act etc. Charge sheets in such cases will be sent in K.P.F. No. 123.
- (2). At the end of each quarter, an abstract will be made out showing the number of each category of cases detected during the quarter, numbers pending trial and numbers disposed of.
- (3). Entry regarding disposal of each case should be attested by the Station House Officer.

Process Register.

- 521.(1). A register of process in K.P.F. No. 149 should be maintained in each police station, in which should be entered all process received from courts for service or execution, as the case may be, and the disposal of such processes.
- (2). The register should be maintained in the form of a ledger. A separate section in the register, or separate registers, should be set apart for each of the Magistrate's courts from which the particular police station receives processes.
- (3). Every Inspector of Police of a circle should atleast once in two months, take the process registers of the Police station under him to the concerned Magistrate's courts, check the entries with the corresponding registers and, if necessary, with other records maintained by the court, and report any serious delays or omissions to the Superintendent of Police.
- (4). Unexecuted processes should be brought forward in the register at the beginning of the month.
- (5). Entry relating to all warrants should be made in red ink.
- (6). All non-bailable warrants issued at the instance of other departments, should be executed by the Police with the assistance of the concerned departmental officials if necessary to identify the accused.
- (7). **Monthly Abstract:-** At the end of the month, an abstract in K.P.F. No. 149-A should be entered in the register.
- (8). **Return of arrest warrants** – Warrants of arrest should not be transferred from one station to another or returned to court without the sanction of the Circle Inspector of Police or an Officer of higher rank. Unexecuted bailable warrants should only be returned to court through or under the orders of Sub Divisional Officer and above. It is not necessary to return warrants when applying for proclamation orders under section 87 of the Code of Criminal Procedure.
- (9). All processes issued by the High Court or Court of Session, for service through Magistrates' courts, also should be entered in this register.

- (10). At the close of each quarter, the Station House Officer should send through proper channel to the Superintendent of Police, a list of unexecuted warrants in K.P.F. No. 159.
- (11). Sub Inspectors in charge of police stations will personally take up at least 10% of the unexecuted processes for service, and Circle Inspectors during their inspection of Police Stations, will select at least 5% of unexecuted process for personal verification when they visit villages. The fact of such verification and result should be recorded in red ink in the Process Register. A Sub Divisional Officer or an officer above his rank will ensure that this test check is done regularly. Specific mention regarding this aspect of work should be made in their inspection reports.
- (12). **Execution of distress warrant-Money collected-Remittance of** – The Head Constable or the Police Constable who executes the distress warrant and collects money will immediately issue a temporary receipt to the party on plain paper for the amount received. On reaching the Police Station a formal receipt in Form No. TR.5 will be issued. In this receipt it will be legibly written on top 'in lieu of the temporary receipt' (if a plain paper receipt was given) so as to avoid duplicate receipt for the same amount. Cash thus realized will be entered in the Station Cash Book showing distress warrants No.etc. The entry will be made in red ink. The cash will be forwarded to the concerned court the next working day after realization. Money memo forms will be used for sending the money to the court. The date of realization of the amount from the parties will be clearly indicated in red ink both in the Money Memo and in the Process Register. Officers executing distress warrants will strictly follow the relevant orders contained in the Criminal Rules of Practice.

Government Property Register

522. (1). A Government Property Register in K.P.F. No. 88 kept in all Police Stations, will constitute the record of all property in the station in the charge of the Station House Officer.
- (2). Arms and ammunition in the stations should be kept under lock and key when not in use. Whenever the station House Officer leaves his headquarters, he should hand over the key to the Head Constable or the Station Writer.
- (3). The Station Writer will be responsible for the correct maintenance of the Government Property Register and also the properties entered therein, under the direct supervision of the Station House Officer.
- (4). Particular care should be taken with regard to the upkeep of arms and other accoutrements. Each police officer to whom a weapon is issued should be held responsible for its proper cleaning and maintenance. Every Police Officer should take pride in the proper and efficient maintenance of the arms issued to him. The Station House Officer should see that the men clean their weapons regularly. Instructions regarding the care and maintenance of arms and equipment are given in Appendix-I.

Petition Register

- 523.(1). All petitions, other than those which are registered immediately in the First Information Book, whether received direct or through superior officers, shall be entered in a register in K.P.F. No. 147.
- (2). Immediately on receipt of a petition, a number will be assigned and recorded on it. This number will be the serial number assigned in Col. (i) of the Register mentioned above.
- (3). When a petition is received in person an acknowledgement will be given to the person who

presented it, in the proforma prescribed. When a petition is received by post, the acknowledgement will be issued to the sender by post.

- (4). All petitions will be kept in the personal custody of the S.H.O. and will be taken out only on the day on which enquiry is to be conducted, and will be returned to the Station immediately on the return of the enquiry officer to headquarters. A record will be made in the G.D. of every petition both when it is taken out for enquiry and when it is returned.
- (5). The details of the enquiry made, of the findings, and of the nature of the further enquires, if any, to be made, will be recorded immediately after each enquiry on a sheet or sheets to be attached as 'Note file' to every petition under enquiry. The places visited and the persons questioned will be recorded also in the note book of the enquiry officer and in the station general diary. This procedure will be continued upto the final disposal of the petition.
- (6). The dates on which each enquiry is made in a petition, and the officer who made the enquiry will be recorded in Col.(9) "Action taken on each date" of the petition register (K.P.F No. 147). This will be done by the Station Writer each succeeding day, from the entries made in the General Diary according to the instructions in sub-paragraph (5) above.
- (7). Enquiries into petitions in which women are concerned must be made at the residence of the women or at any other place chosen by them, and not at the Police Station or Outpost.
- (8). In all cases of petition enquiry, written statements of the persons concerned should invariably be recorded, and attached to the petition file.
- (9). Petitions received from persons outside the department should not be returned in original.
- (10). The result of the enquiry should be communicated to the sender of the petition, within a reasonable period.
- (11). It is not necessary that the same individual should continue the enquiry every day. In fact the normal procedure in all petitions in which enquiries are prolonged should be to have the matter dealt with by different individuals.
- (12). The S.I. in the case of enquiries conducted by H.C.s and the C.I. in the case of enquiries conducted by the S.I., will conduct test verification of the enquiries made in selected petitions, particularly those not disposed of within ten days of the commencement of enquiry. The test check by C.I.s will be conducted during their inspections and visits to stations.
- (13). Files of enquiries completed will be forwarded by the 15th of the succeeding month to the D.P.O. with a list in duplicate. One copy will be acknowledged and returned to the station for record.

Current Register

524. All police stations should maintain 'Current Register' (Personal Register) in which all references received by them and started by them will be registered. Particulars such as serial number, the designation of the officer from whom received, date of receipt, reference number, purport of the reference, action taken, final disposal etc., will be noted in the current register. Similar register will also be maintained by the Circle Inspectors and Sub Divisional Officers.

Crime Abstract.

525. (1) An abstract of crime shall be made out quarterly in each station in K.P.F. No. 37 and a copy forwarded to the District Police Office for comparison with the crime ledgers, maintained there. Petty cases also should appear in the Crime Abstract.

- (2). The abstract should be prepared before the 5th of January, April, July and October for the preceding quarter or quarters of the Calendar year. The abstract prepared in January will thus be for the whole of the preceding calendar year. The abstract should show the actual state of crime as on the last day of the preceding quarter.
- (3). The copy of the abstract should be forwarded to the Superintendent of Police through the Circle Inspector and the Sub Divisional officer. The Circle Inspector should check and countersign the abstracts. The copies of abstracts should reach the Superintendent of Police before the 15th of the month in which it is due.
- (4). Detailed instructions for the preparation of crime abstract are given in Appendix II.

List of absconding warrantees.

526. (1) When a person for whom a warrant has been issued, is absconding and there is no immediate prospect of his arrest, the Station House Officer should send a descriptive roll of the individual in K.P.F. No. 20-A to the District Intelligence Bureau.
- (2). These rolls will be published in the Crime and occurrence sheet. These lists will be termed "A" lists and will be published once a month.
 - (3). In addition to absconding warrantees of the District, the Superintendent of Police (District Intelligence Bureau) will publish in "A" list the descriptive rolls of absconding warrantees of other Districts and of persons published in the Criminal Intelligence Gazette, who are natives of, or likely to come to, his District.
 - (4). The "A" lists will be filed separately in each station and from them the Station House Officer shall compile in K.P. Form No.20-A manuscript list of persons likely to come to his station limits, which will be hung up in the station. The officers in the station will be expected to learn the details of these persons.
 - (5). The names of persons who have been arrested or whose arrest is no longer required, will be published in the Crime and occurrence sheet in a list which will be known as "B" List, K.P.F. No. 20-B 'A' List and manuscript lists shall be always kept up-to-date from the 'B' lists.

Register of Persons involved in compoundable Offences.

527. (1) Station House Officers will maintain a register in two parts showing an alphabetical list of all persons involved in compoundable offences (See Section 345 Cr.P.C.), disposed of ultimately, by compounding with the permission of the Court. The first part relates to property criminals. When a potential or budding criminal is involved in property offences like offences under sections 379, 381, 406, 407, 408, 419, 420 Indian Penal Code and whose case was compounded once, repeats the same or similar offences and is charged again, that fact should be noted in the register and the Superintendent of Police of the District and the Superintendent of Police, Crime Branch, C.I.D., should be informed about it promptly. If in the second or subsequent commission of such offences, a petition for compounding is moved before the court, it should be opposed.

In the compounding is allowed by the court in spite of police objection, the matter should be taken up on revision under intimation to the Crime Branch, C.I.D., since the concession for compounding such offences has not been effective in the case of that particular offender and he has proved himself not likely to be reformed. Such a person should be treated on par with other criminals.

- (2) The second part relates to rowdies and bullies. When history sheeted rowdies or other rowdy elements who are likely to prove to be a menace to the public, are involved in cases of violence

like sections 324, 325, 337, 338, 343, 344, 346, 357, 428, 429, 430 and 451 Indian Penal Code, similar action as mentioned above should be taken, when an attempt is made to compound offences for a second time.

Sentry Relief Book.

528. (1) Usually spare men and off duty men should be posted as Station Sentries. The Sentry Relief Book in K.P.F. No.170 in a police station where there is no standing guard, should be entered up with reference to the Constables deputed on station sentry. When a prisoner is confined in the lock-up, a regular guard should be posted, and the necessary entries made in the Sentry Relief Book.
- (2) When there is a cash balance of Rs. 500 or above at night in a Police Station the same should be deposited in the guard, if there is one near by, and if not, a guard consisting of three men should be mounted so that one sentry is always on the alert during night.
- (3). The station sentry shall be responsible for all the property in the Station and the relieving sentry should invariably see that it is correct.

Tappal Book

529. (1) A Tappal Book in K.P.F.No. 180 should be maintained in all Police Stations. Description of paper dispatched, address of the person to whom the papers are dispatched, daily stamp account for the papers sent by post and also postage stamps, if any, expended on telegrams should be entered in the Book.
- (2) Each item of paper despatched should be assigned a serial number beginning from the 1st of every month.
- (3) All tappals for local delivery should be entered in a separate "Local Delivery Tappal Book" in K.P.F. No. 212.

Rough T.A. Bill Book

530. (1) A rough register of traveling allowance in the form of T.A. Bill should be maintained in each station with sufficient space between two names. This register should be written daily as soon as the men return from duty. At the end of the month this would be copied on regular. T.A. Bills and submitted to the District Police Office.
- (2). The Senior Station Writer will be held responsible for the correct maintenance of this register.

Register of Finger Print References & Visiting Book.

531. (1) A register in K.P.F. No. 3-N should be maintained in all Police Stations, in which all finger print slips sent for search and their disposal will be entered.
- (2). The visiting book in K.P.F. No. 189 is for the remarks of Sub Divisional Offices and above and K.P.F. No. 70 for the remarks of the Circle Inspector.

Registers, Records, etc., prescribed for Police Offices, Stations, Outposts, Circle Offices and Sub Divisional Offices.

532. Registers, records and files which are to be kept in sub Divisional Offices, Circle Offices, Police Stations and Outpost, in addition to any other books or registers ordered to be maintained, are given in Appendix III.

Station Name Board and Notice Board.

533. Every Police Station and Outpost should be provided with a Notice Board and a sign Board.

Each of these should be affixed in a conspicuous place outside the building.

Cash chests of Postal Departments.

534. Cash chests of the Post Offices of India may be embedded to the floor of Treasury Guard rooms with the District Magistrate's permission. The same course may be followed with regard to their location in Police Stations, if agreed upon by the Superintendent of Police and the District Magistrate in consultation.

Records-Period of retention and destruction etc.

535. (1) Station and Circle records, which have to be retained in the District Police Office, will be sent to the District Police Office by the Circle Inspector at the beginning of the year.
- (2). At the close of each year, the Inspector will prepare and forward to the District Police Office by the 15th January, for the orders of the Superintendent of Police, a list in duplicate, in respect of each station and of his office, of time expired records which need not be retained and other useless papers for destruction. On receipt of the orders of the Superintendent of Police, the Inspector should send them to the District Police Office for being either retained there or sold to approved contractors. Records sold to contractors should be torn to pieces.
- (3). Similarly, Sub Divisional Officers will follow the same procedure as stated above in respect of records in their offices.
- (4). Names of records, period of retention of each record etc., are given in Appendix IV

Out-post Routine Records

536. Records, registers and files which are to be maintained at Out-posts are given in Appendix III. These records should be maintained in the same way as in the Police Stations.

CHAPTER II

SECTION 1- PAY AND ALLOWANCES

Preparation of Pay Bill

537. Each Station House Officer shall prepare a monthly pay bill in K.P.F. No. 109 A and 109 A-1 for the staff of his station and forward it direct to the District Police Office by the 15th of the month for which pay is claimed. The abstract on the back of the bill will be filled up in the District Police Office.

Instructions for preparing Pay Bills

538. (1) Names will be entered in pay bills, firstly according to rank and secondly according to district number. Men employed as private guards must be shown separately in another bill.

(2). Alterations from the preceding month and casualties will be shown in ink in the remarks column.

Note:- In the case of Officers under temporary reduction, the remark "Reduced to..... for from....." should be entered in the pay bills of each month against the names of the Officers concerned until they are promoted.

(3). Certificates of maintenance of conveyance should be attached to pay bills in K.P.F. No.26 in support of claims for conveyance allowance.

(4). In the "Rate of pay" column, the pay of the appointment actually held, even officiating or provisionally permanent, and not of the substantive appointment, should be given.

(5). Each deduction will be shown separately, in the relevant columns.

(6) The pay bill of the Armed Reserve will be prepared and sent to District Police office by the Reserve Inspector concerned.

Disbursement

539. (1) The District Treasury will issue Cash Orders on sub-Treasuries in favour of Circle Inspectors or Reserve Inspector. The Cash Orders and pay bills will be forwarded by the District Police office to the Circle Inspectors and Reserve Inspector concerned and they will cash it. The Circle Inspectors will send the sheets of the pay bills and the requisite sum of money to the Station House Officer, who will pay the men of the station. In the case of the District Armed Reserve, pay will be disbursed by the Reserve Insepctor.

(2). If there is a Sub-Treasury disbursing money on Government account at the Headquarters of a Sub-Inspector, Cash Orders should be drawn in favour of the Sub Inspector concerned instead of the Circle Inspector. In this case, the pay bill of the Station will be sent direct to the station concerned.

(G.O. (MS) 47/66/Finance dated 09-02-1966)

(Chief Office F1-29604/65 dated 14-2-1966)

Return of Pay Bills

540. The Station House Officer will return the pay bills, signed by the recipients, to the district Police Office by the 15th of the month with a statement of undisbursed pay in K.P.F. No. 109 B he will retain the undisbursed pay with him. The district police office will deduct the amount of undisbursed pay in the next pay bill and advise the Circle Inspector of the amounts so deducted and the amount to be sent by him to each Station House Officer. Entries in K.P.F 109 B should be made chronologically by months and, under each month, according to classes of Officers.

Re-endorsement on Bills-Prohibition.

541. (1) Pay and travelling allowance bills and bills for Office contingencies are not negotiable instruments and re-endorsement on them are prohibited. In such cases the following procedure should be adopted.

- (2) Bills payable at the Bank or Treasury at the Headquarters will be endorsed by the Superintendent or his Personal Assistant to a subordinate selected by him. Those payable at out-stations will be endorsed to a subordinate specially selected by the Circle Inspector. All bills to whomsoever endorsed will be sent only to the Circle Inspector concerned wherever he may be and he should send it to the subordinate in whose name the bill is endorsed and should watch the actual encashment and subsequent disbursement.

Disbursement of last pay due to an Officer.

542. (1) Last payment of pay and allowances to a Government servant who is finally leaving the service of the Government on retirement resignation or dismissal or is placed under suspension will not be made until it is satisfied that no amount is due and outstanding from the Government servant and until the kit has been accounted for and deductions made for deficiencies.

Pay of deceased Officer.

- (2) The pay due to a deceased Officer will be paid to his legal heirs, after such inquiry into the right and title of the claimants and on production of legal heirship certificate issued by the Tahsildar, where the amount does not exceed Rs. 500. The sanction of the Inspector General must be obtained before any disbursement is made in all cases where there is doubt regarding the person entitled to payment. All claims involving payment of over Rs. 500 should be reported for the orders of Government through the Inspector General of Police.

Precaution in transmitting cash.

543. (1) When cheques or bills have to be cashed or when public money has to be sent or brought from one place to another the following scale of escort is laid down for the general guidance of all Officers for the safeguarding of Government money in its transmission in normal circumstances. These escorts are additional to any member of the staff who may be employed to encash the bills or cheques concerned:-

Scale of escort

Amount to be transmitted	Strength of escort
Below Rs. 500	1. Constable
Rs. 500-4999	2. Constables
Rs. 5,000-20,000	1. HC & 2 Constables

Above 20,000

One SI /RSI / APSI / One HC
/ Havildar and two
Constables

- (2) If conditions are in any way abnormal, as when the general tranquility is disturbed or when public money has to be transported a long distance or when crimes against property have been unusually life in any area. Officers will be expected to use proper discretion as to any additional precautions necessary.
- (3) The scale of escorts laid down above does not apply to treasure escorts which are governed by separate orders. See rule 435 of Chapter XIX Vol. II.

When a Head Constable or Constable is detailed to cash any bill at a place outside his own station, and owing to the distance from his own station is forced to halt either at the place of encashment before starting back or on the way, he shall make such halt at a Police Station and shall on reaching such stations immediately deposit the cash in his charge with the Officer in charge of the Station at the time. The latter shall record the fact in the General Diary noting the amount deposited, and also acknowledge the receipt of the amount on the passport of the Head Constable or the Constable as the case may be. Before he starts from the station the Head Constable or the Constable shall note in the General Diary the fact of the cash having been returned to him and the Officer then in charge of the Station shall note on his passport that the cash has been returned to him. The Officer in charge of the Station at the time shall keep the entrusted to him under lock and key and will be held responsible for its safe custody.

SECTION II – COTINGENCIES

Contingent expenditure.

544. The following instructions apply to particular items of contingent expenditure.

Cost of taking records and furniture on tour.

- (1) The cost of conveyance of Office records and furniture as are absolutely necessary on tour to the Superintendent or Sub Divisional Officer may be met from the Contingent appropriation.
- (2). (a) Inspectors will be allowed to take at the cost of Government such of the records and furniture belonging to Government as are absolutely necessary for the efficient discharge of their duties when on tour. The charges thus incurred will be debited to "tour charges", and the bills can be passed on proper vouchers by Superintendents of the District on their own responsibility.
- (b) Superintendent of the District will be careful to see that the concession is not abused.

Use of Service Postage stamps

- (3) The instructions regarding the name of service postage Stamps in official correspondence are contained in Article 132 of the Kerala Financial Code Volume I and Appendix in Volume II of the said code.

Telegram charges

- (4) (a) Telegram charges may be met either in cash payment or by deposit account system, whichever is economical.
- (b) Sub-Inspectors may make use of the permanent advance in the Station, for the payment of telegram charges and later recoup the expended amount by claiming the amount in contingent

bills.

[Government Endt. No. 61636-M1/65/PD/(Miscellaneous Department dated 14-3-1966)]

Station House Officers to send Contingent bills.

545. (1) Each Station House Officer shall submit direct to the District Police Office on the 20th of the month a bill for the contingent charges of his Station. The bill should include all fixed charges, such as rent of station, wages of station sweeper, etc., to be paid during the succeeding month, and also the expenditure actually incurred up to the date of submission of the bill under fluctuating items, such as stamps for which vouchers should be attached. For any charges of an unusual nature the previous sanction of the Superintendent should be obtained through the regular channel before the amount is included in the bill. The Inspector shall make out a separate contingent bill for charges incurred by himself and forward it to the District Police Office on the 20th of the month.
- (2) These bills will be scrutinized in the District Police Office and passed by the Superintendent. The money will be remitted to Inspectors or to the Station House Officers direct.

Indent for the supply of Service stamps.

- (3) Sub-Inspectors shall submit a monthly statement of expenditure of service stamps with an indent for stamps, to the District Police Office by the 5th of the month.

Expenditure under Secret Service Funds.

546. Separate rules regarding the procedure in the drawal and payment of the funds under secret service are sent to Superintendents of Police for guidance. The amount is to be drawn in contingent bill form No. 49 and should be limited to budget allocation.

SECTION III

TRAVELLING ALLOWANCE AND RAILWAY, BUS AND BOAT WARRANTS

Travelling allowance – General Principles.

547. (1) The grant of traveling allowance is regulated by the provisions in Part II of the Kerala Service Rules.
- (2) Officers should bear in mind that the question of traveling allowance is largely governed by one major rule that it should not be a source of profit and that it is entirely compensatory.
- (3) No tours should be undertaken without a definite purpose and the tours should not be mere aimless journeys on the score of vague Special Branch matters and surprise check. It should be undertaken only when there is absolute necessity.
- (4) All touring Officers should draw up regular advance programmes for their tours and submit the same for the approval of the controlling officers on or before the first of every month. In the case of Deputy Inspectors-General and Superintendents of Police, a copy of the tour programme will also be sent to the Collector concerned. The submission of advance tour programme will not apply to emergencies where journeys may be undertaken in anticipation of sanction of the immediate superior authority. In such cases separate procedures, as instructed by controlling officers will be followed.
- (5) In drawing up the tour programmes care should be taken to fix up the engagements in such a way

that several items of work are attended to in a single trip avoiding another trip for the same purpose on another occasion. Rush and return to headquarters will on no account be allowed.

- (6) In the case of subordinate staff when detailed for investigation, enquiry or arrest of absconding accused, tracing of Out of View Known Depradators etc., care should be taken that opportunities are not given for roaming about aimlessly. The movement of men deputed for confidential enquiries should also be strictly controlled by issuing proper instructions for the discharge of their duties without impairing their efficiency and success in their work.

Journeys in attendance upon a sick officer.

548. When a Police Officer is deputed by a Medical Officer to attend during a journey upon a Government servant who is so ill as to make it inadvisable for him to travel without attendance, he will be deemed to have been traveling on duty and will be entitle to traveling allowance for the journey both ways.

Preparation of Travelling Allowance Bills

549. (1) Travelling allowance bills will be prepared by the Station House Officer and forwarded direct to the District Police Office by the 5th of every succeeding month. Only one bill should be presented for each month after its close. In case of journeys by rail or by road the foils of the railway warrants and bus warrants marked "For the Superintendent of Police" should be attached to the bills. Bills relating to the claims of Sub Inspectors will be forwarded by the 5th of the succeeding month to the District Police Office.

- (2) Claims for traveling allowance must be supported by the passports of the men who traveled. These passports and railway warrants foils must therefore be attached to the traveling allowance bills. They will be filed in the District Police Office with the Office copy of the bills.

- (3) Before submitting the traveling allowance bills to the District Police Office, the Station House Officer should check the claims in the bills with the entries in the Rough Travelling Allowance Register maintained in the Station and the passport of the men concerned, and certify to that effect on traveling allowance bills.

- (4) The bills sent from each Station should be accompanied by a statement showing:
- (a) the number of the railway warrant and bus warrant foils attached to the bill;
 - (b) the numbers of the warrants already issued and to be accounted for with the bill of the following month; and
 - (c) the numbers of the warrants still in the custody of the Station House Officer. Superintendents should see that item (a) above agrees with the numbers of the warrants actually received by them and that the foils of the warrants mentioned in item (b) in the statement of the previous month have been sent.

Railway Warrants

550. (1) Railway warrants will be accepted by Station Masters or Booking clerks as cash payment for value of tickets supplied provided the rules printed on the reverse of the foil "for Railway" are observed.

- (2) Before Railway warrant books are issued to Stations, each of the three foils of the warrants should be clearly stamped in the District Stores with the name of the District in the space allotted for "Police Office" and "District" at the top.

Preparation and presentation of Railway Warrants at Railway Stations.

551. (1) Railway warrants shall be made out in English. The foil headed "For Office Record" will be retained in the Office of issue, and the remaining two foils handed over to the Officer in charge of the traveling party, who will fill up Coloum (4) in each, sign the Railway foil and present them both at the Railway Station. The Railway authorities will then issue the tickets required, and also return the foil "for the Superintendent of Police" with the blanks filled in. This foil will be sent by the Officer in charge of the party to the Officer in charge of his Station, who will collect together all the foils received in the course of the month and attach them all to the Travelling Allowance bill of the Station for the month.
- (2) Careful attention should be paid to the rules on the reverse of the foil headed "For Railway" of the form of Railway warrants.
- (3) Whenever possible, Railway warrants shall be issued at the Station of departure for the return journey also.
- (4) Railway warrants should be issued to all Head Constables and Constables, for journeys to and from Hospital and from one Hospital to another, and also for journeys to seek medical advice, provided they are eligible for Travelling Allowance for such journeys.
- (5) Railway warrants may be used for the conveyance of tappal to Officers in camp.
- (6) The following particulars should be invariably given on the Railway warrant:-
- (a) Name and number of Police Officer and nature of duty
 - (b) Reasons for traveling by main train.
 - (c) In the case of transfer, whether it was on public grounds or at the request of the Officer or for misconduct.
- (7) Railway warrants may be used by all Officers of and below the rank of Circle Inspectors for their journeys on Official purposes. If the cost of Railway fare is less than Rs. 5, Railway warrants should not be used.

Presentation of Warrants by Railway Administration for payments.

552. The foil headed "For Railway" will be presented by the Railway Administration to the Accountant General. The Accountant General will forward it to the Controlling Officer for scrutiny and countersignature. To enable the Railway Administration and the Accountant General to send the warrants to the proper officers, the officer issuing it will, when the party does not belong to the same State or District as that of issue, respectively endorse in red ink at the top of the foil headed "For Railway" as follows:-

"PAYABLE BY THE ACCOUNTANT GENRAL"
"TO BE SENT TO THE SUPERINTENDENT OF POLICE,
.....FOR ACCEPTENCE."

Safe Custody of Railway warrants and Bus warrants.

553. (1) The book must be kept under lock and key, in the personal custody of the Officer to whom it is supplied. In the absence of he Station House Officer from the Station, it will be in the charge of the Senior Police Officer present.
- (2) Whenever a Railway or bus warrant is issued its number is to be noted in the General Diary, wherein the duty on which the Officer is sent is noted.

- (3). At the back of the warrant counterfoil will be noted the General Diary page and date.
- (4) Whenever transfers of charge take place, the printed numbers of the Railway and Bus warrants transferred should be given in the charge list.

Bus Warrants.

554. Police personal on duty are allowed to travel in buses on the strength of the warrants issued by the Police Department. The cost on this account will be reimbursed to the Bus companies as per the procedure that may be adopted by Government from time to time.

(1). When bus warrants are issued for travel in Express buses the word "Express" should be noted by the Station House Officer himself and he should sign under the word "Express" with the date of issue.

(2) Every bus warrant shall contain the following particulars:-

(i) The bus warrant number.

(ii) The number and name of the Police Constable or Head Constable or the name of Sub-Inspector.

(iii) The Unit such as Traffic, Armed Reserve, Criminal Investigation Department, Criminal Intelligence Bureau, Finger Print Bureau, and the District to which such Police Constable, Head Constable or Sub-Inspector belongs (to be entered in red ink).

(iv) The date of travel

(v) Purpose of journey

(vi) Place from where the Police Constable or Head Constable or Sub-Inspector starts and the place to which police Constable or Head Constable or Sub-Inspector travels.

(vii) Station from where issued and the date of issue

(viii) The designation and signature of the issuing Officer

(ix) The stamp of the office of issue

(x) Bus warrants without page number are not considered as genuine.

Boat warrants

552. Boat warrants shall be issued to non-gazetted officers for travel by boat on duty. The procedure in the case of bus warrants will apply to the issue of boat warrants also.

Statement of Bus Warrants and Railway Warrants used by Sub Inspectors

556. A Statement of bus and Railway warrants used by Sub Inspectors in a month should be forwarded in K.P.F. No.113 to the District Police Office with their Travelling Allowance bill for the month. The statement should contain particulars of warrants used and the cost of each warrant. The counterfoils of the warrants marked for Superintendent of Police should be enclosed with the statement. Those having no Travelling Allowance claims to prefer will forward the statement separately with counterfoils of warrants.

SECTION IV- CASH ACCOUNTS

Cash Book – Maintenance of – Instructions

- 557.(1) The Cash book in prescribed form shall be maintained in Police Stations and all other Units dealing with receipt or disbursement of government money.
- (2) All Public money received should be brought to account immediately on receipt.
 - (3) Opening balance, receipts and closing balance shall be entered in red ink and all other entries shall be made in black or blue black ink.
 - (4) Each item of transaction, whether receipt or expenditure, should be entered separately. Item number should be separately given to each entry. Item number of corresponding expenditure entry should be noted against each receipt of entry and the item number of relevant receipt entry should be noted against each expenditure entry.
 - (5) Detailed particulars of each transaction such as from whom received, number and date of encashment of bill, date of money memo received, to whom disbursed with number and date of money memo sent should be entered in the cash book.
 - (6) The opening and closing balance should be struck on all days on which there are transactions.
 - (7) All amounts should be disbursed without any delay and no amount should be retained in Police Stations for over two months under any circumstances. A report should be sent to the Superintendent of all such pending items and orders of the Superintendent should be obtained for returning them to the District Police Office or remitting them into the Treasury under relevant head of accounts.
 - (8) Cash book in Police Stations should be personally maintained by the Station House Officer. If he is likely to be absent from the station for more than a day, the book may be handed over to the Station Writer with clear instructions as to its maintenance. When the Station House Officer returns to Station he should check the entries in the cash book and take charge of balance.
 - (9) On the last day of each month, the particulars of amounts working up to the cash balance with item number and date of receipt of each item should be entered in a separate statement in the cash book. If any permanent advance is allotted, the total permanent advance allotted, particulars of items pending recoupment and balance of permanent advance on hand should be furnished in a separate statement.
 - (10) All money memos (in K.P.F No. 105) received should be arranged and filed date-wise, after prompt dispatch of acknowledge item number in cash book, date and item number of disbursement and date of dispatch of receipts of parties.
 - (11) Circle Inspectors should verify cash book and cash balance in hand in Police Stations whenever they visit them for other purposes. In respect of their Headquarters Stations such verifications should be made at least once a week.
 - (12) The cash on hand in Stations shall be kept in a locked receptacle. No private money should be mixed up with Government cash. When the charge of cash book is handed over, the cash balance should also be handed over and acknowledged in the cash book and in the General Diary in words as well as in figure.

SECTION V – LEAVE PROCEDURE AND PENSION

Grant of leave.

558. (1) Leave will be granted to officers according to the Service Rules applicable to them.

(2). Superintendents of Police are empowered to sanction all kinds of leave except study leave and special disability leave to all officers of and above the rank of Sub Inspectors.

[G.O. (MS) 99/Home (A) dated 18-2-1963]

(3) The Superintendent may empower an Inspector to grant in anticipation of sanction, in urgent cases, leave other than casual leave subject to a limit of one month to Head Constables and Constables. The kind of leave admissible will be subsequent decided and the leave will be formally sanctioned by the Superintendent.

(4) Sub-Divisional Officers are empowered to sanction all kinds of leave other than study leave, special disability leave and leave preparatory to retirement, subject to a maximum period of 4 months to Head Constables and Police Constables within their jurisdiction. Before granting the leave eligibility should be got noted by the District Police Office on the leave rolls sent.

[G.O. (MS) 99/Home (A) dated 18-2-1963]

(5) Personal Assistants to Superintendents of Police are empowered to sanction all kinds of leave other than study leave, special disability leave and leave preparatory to retirement to Head Constables and Police Constables of District Armed Reserve, where there is no Assistant Commandant in charge of the District Armed Reserve.

[G.O. (MS) 93Home dated 2-3-1964]

(6) Circle inspectors are empowered to sanction leave except special disability leave to Police Constables and Head Constables after getting the eligibility of leave verified from the District Police Office and in urgent cases subject to eligibility.

[G.O. (MS) 308/Home dated 12-9-1967]

Leave Applications

559. (1) Gazetted officers should submit their leave applications in duplicate in the prescribed form to the Deputy Inspector General of Police in the case of Inspectors and to the Inspector General of Police through the Deputy Inspector General in other cases.

(2) Station House Officers will forward leave applications received from Head Constables and Police Constables with leave rolls in K.P.F. NO. 76, through Circle Inspectors to District Police Office; where the nature of the leave due will be entered. The District Police Office will forward the leave rolls to the Officers authorized to grant leave.

Departure on Leave

560. (1) Police Officers of and above the rank of Deputy Superintendents before proceeding on leave should communicate their address while on leave to the Assistant Inspector General.

(2) All subordinate Police Officers, before proceeding on leave, should communicate their address to their immediate superior and keep him informed of any change of address.

(3) No Police Officer may proceed on leave without sanction

(4) Head Constables and Constables proceeding on leave shall invariably be furnished with passports in K.P.F. No. 120. A man who was obtained a medical certificate recommending him leave should be given a passport in K.P.F. No. 121. Before proceeding on leave, it should be ensured that the leave has been sanctioned. If the medical certificate is given at the district headquarters, the passports may be granted by the Superintendent of Police if the District or, in his

absence, by the Manager Except in the case of men of the Armed Reserve to whom it will be given by the Reserve Inspector. In Circles, it should be given by the Inspector or Station House Officer.

To report 10 days prior to expiry of leave for permission to extend leave or to rejoin duty.

561. An application for extension of leave should be made at least 10 days prior to the expiry of the leave being availed. It is the duty of the Officers on the expiry of their leave to rejoin if they have not received formal intimation of the grant of extension. The incumbent in the Department on leave for more than one month should report his intention to resume duty not less than 10 days before the termination of the leave.

Rejoining duty after leave.

562. The authority competent to grant leave or the authority under whom the Government servant is to be employed on return from leave, as the case may should enforce the provisions of Service Rules regarding procedure for readmission to duty of officers returning after medical or any other leave.

Casual leave

563. Casual leave is a concession to enable Government servants in special circumstances to be absent from duty for short periods without such absence being treated as leave under service rules. Rules regarding casual leave to Officers are given in Appendix VII to Kerala Service Rules.

Special Casual Leave

564. Government servants are entitled to special casual leave as per Service Rules applicable to them. Rules regarding grant of such leave is given in Appendix VII to Kerala Service Rules.

Grant of Casual Leave

565. (1) Casual leave to officers of and above the rank of Sub Inspectors may be granted by their immediate Superior unless the applicant is working under the direct supervision and control of another officer competent to grant such leave.
- (2).The grant of leave by the Superintendent of Police should be communicated to the Deputy Inspector General of Police concerned, and the grant of leave by the Deputy Inspector General of Police should be communicated to the Inspector General of Police for Information.
- (3). The grant or refusal of the leave should be reported in the diaries of the officers and the General Diary if such a record is kept in the Office concerned. All cases in which leave is refused by them should be reported to the Superintendent or Sub-Divisional Officer for orders if any. The applications will be filed in Office of the granting authority with the orders thereon together with a note of the dates of availing of and return from the leave.
- (4) In emergencies, Head Constable in charge of Police Station or Outpost may grant to any of his subordinates casual leave and may also permit them to combine Sundays and other authorized holidays with it, subject to the limits prescribed, reporting the matter for confirmation of the Sub Inspector.
- (5). If an Officer wants to spend the leave, outside his jurisdiction, he should take the previous sanction of his immediate superior authority.

Register of Casual leave.

566. The register of casual leave in K.P.F. No. 135 should be maintained by the Officers competent to sanction the leave. The grant of special casual leave will also be noted in this register.

Pension

567. The pensions of all officers who have opted for Kerala Service Rules will be regulated by the Rules in Part III Kerala Service Rules. The rules in fundamental Rules, Travancore Service Rules and Cochin Service Rules will apply in the case of those governed by those rules.

Resignation –Effect of.

568. (1) If a Government Servant resigns his appointment, all his previous service under the Government-and not only service in the particular post which he held when he resigned-will be wiped out. If such a Government servant is appointed again to Government Service, he will not be entitled, to count any portion of his service prior to resignation for any benefit or concession under any rule or order.

(2) The effect of resignation of appointment by a Government Servant is contained in Rule 33 of Part III of Kerala Service Rules and in other Service Rules applicable to the Government Servants concerned.

Address to be furnished by retiring Officers

569. On retirement Officers should furnish their address in order that the authorities may communicate with them if necessary.

SECTION VI – BUILDINGS IN CHARGE

Upkeep of Compounds

570. (1) The occupant of a Government building or residence shall be responsible for the proper care and upkeep of the trees, shrubs and hedges in the compound and he will also see that the compound is kept in proper order.

(2) No tree or main branch of a tree shall be cut without the permission of the Inspector General of Police

(3) The grounds of the compound shall not be broken for any purpose except that of "gardening" in the ordinary sense of the word and this sense shall not include the digging of pits, ponds or wells for watering purposes.

Occupation and Petty Repairs of Lines.

571. (1) Where Police Quarters exist, Head Constables and Constables shall be bound to occupy them.

(2) Men must be required to execute such trifling repairs to their quarters as they would do if they were their own houses.

SECTION VII-TENTS

Scale of tents for different units is given in the Kerala Store Manual.

Tents-Storage of.

572. When not in use, tents should generally be kept in a dry place on stands about 46 C.M. high so as not be damaged by rats or white ants. But during the monsoon, when they are not in use, they should also be spread out in the sun to dry not less than once a month.

Instructions for pitching and striking of tents etc., are given in Appendix V

SECTION VIII-INDENT FOR STORES; CLOTHING ETC.,-DISTRIBUTION

573. Instructions regarding scale, supply of clothings, Stationeries, Arms, Ammunition and Accoutrements, etc., are given in Kerala Police Departmental Store Manual.

Indents for Store articles by the units to the Chief Stores.

574.(1) Each unit will forward to the Chief Office on the 30th December each year a consolidated list of stores required by it in a year, on the basis of indents received by it from its subordinate Officers. Only items of stores which are authorized for issue through Chief Stores according to general or special orders (or by precedent in the past) should be included in the list. Quantities mentioned in the list should also be within the authorized scale of entitlement, and the scale on which the demand is based should be clearly stated.

(2) On the indents being passed, the stores sanctioned will be packed and dispatched to the units concerned by the Assistant Store keeper by the cheapest possible conveyance.

(3) The passed indents with the acknowledgment foil will be forwarded to the concerned unit from the Chief Stores.

(4) On receipt of the stores in the unit stores, the articles will be verified by the Officer-in-charge of stores. The articles will be acknowledged in the acknowledgment foil of the indent and it will be returned to the Chief Stores.

[G.O. 408 (MS) Home (D) dated 18-10-1965]

Indents by subordinate Officers to the Units (D.P.O. etc).

575. Officers in charge of Sub-Division, Circles and Police Stations will forward indents showing their annual requirements of stores to the District Stores before the 15th of December each year.

Officers in charge of Police Stations will forward two separate indents one for articles issued by the Reserve Inspector and another for articles issued by the Store Accountant and items in each should be granted together under the sub-heads shown below:-

(a) Indents for articles issued by the Reserve Inspector:-

(i) Arms,

(ii) Ammunition, and

(iii) Accoutrements.

(b) Indents for articles issued by the Store Accountant:-

(i) Clothing,

(ii) Forms,

(iii) Stationery,

(iv) Books of instructions, and

(v) Furniture.

[G.O. 408 (MS) Home dated 18-10-1965]

Supply of Articles.

576. (1) The supply of clothing will be made half yearly from the District Stores to the Sub

Inspectors concerned by the 1st of December and 1st of June without indents from them. Acquittance roll for clothing in K.P.F. No. 5 will also be sent to the Sub Inspectors. The Sub Inspectors shall arrange supplies according to requirements and send the acknowledgment to the District Stores promptly returning surplus articles if any on invoices. The acquaintance roll of clothing with signatures and date of receipt entered therein will be completed, carefully checked and sent back to the District Police Office not later than 1st August.

(2) Check register of Indents

The Officer in charge of stores will keep a Check register of indents. Each indent will bear the District Serial number and also the indent number of the Sub-Divisional Officer, Inspector or Station House Officer as the case may be. No indents will be filed by the district Serial number alone.

(3) The book of receipt and issues of stationeries shall be balanced every quarter. A stock taking of stationery shall be made every year before the 25th February by the Officer in charge of stores and results recorded in a statement accompanying the annual stationery indent.

[G.O. 408 (MS) dated 18-10-1965]

Passing of indents.

577. (1) All indents will be passed for supply by the Superintendents of Police or the Personal Assistants to the Superintendent of Police. 85% of the annual requirement of stores in a station or in the Inspectors office or in the Sub-divisional Office according to authorized entitlement will be passed on the first indent. If an indent is not passed it will be returned to the concerned Officer stating reasons as to why it is not passed.

(2) On an indent being passed by the Superintendent of Police, the Store Accountant will pack the sanctioned articles and dispatch the same to the concerned officer by the cheapest possible means. The sanctioned indent with acknowledgment foil will also be forwarded to the concerned officer immediately. On receipt of the articles the concerned officer will check the store material with the passed indents sent to him and acknowledge receipt of the articles in the acknowledged foil of the indent. The acknowledged foil will be returned to the District Stores immediately.

(3) The remaining 20% of the annual requirements of stores in the Sub-Divisional office, Inspectors Office or the Stations will be sanctioned in the District Stores on proper indents on the last quarter of the financial year according to requirements. The stores so sanctioned will also similarly be dispatched to the concerned officer by the Store Accountant.

[G.O. (MS) 408|Home dated 18-10-1965]

Entry in the register of Government Property.

578. The Sub-Divisional Officer, Inspector or Station House Officer as the case may be who receives the stores will immediately bring the articles received by him to account in his register of Government properties.

[G.O. MS. 408|Home (D) Dept. dated 18-10-1965]

CHAPTER III
GENERAL CORRESPONDENCE

General Rules

579. (1) The use of facsimile signature stamps in lieu of signature in correspondence is forbidden. Official documents should be signed in a uniform and legible manner. Ball point pen also should not be used.
- (2) See paragraph 90 of the Manual of Office procedure for the Police Department for instructions on the method of dispatching papers to Departmental officers.
- (3) See Chapters III and IV of the Manual of Office Procedure for the Police Department for instructions relating to the receipt, numbering, distribution and registration of tappals.
- (4) Rules of procedure for offices below the District level shall be as prescribed in Chapter XVI of the Manual of Office Procedure for the Police Department. For other offices the provision in other chapters will apply.
- (5) The name as well as the Official designation of an Officer should be set out at the head of every letter or proceedings issued by him or from his office on his responsibility though it may be signed by an authorised subordinate Officer.
- (6) Initials and signatures should always be dated, the year as well as the date and month shown.
- (7) Letter form should be used for all correspondence to superior Officers, subordinate Officers and to other Officials and non-officials. The salutation "Sir" or "Madam" and the subscription "Yours faithfully" should also be used in all such letters.

(I.G.'s Circular 51| 66 dated 02/09/1966

- (8) Memo form will be restricted only to internal use namely to communicate and call for information between the sections of the same Office.

(I.G.'s Circular 51| 66 dated 02/09/1966

- (9) Language of correspondence : To communications received from public in Regional language, the replies should be given in the regional language itself.
- (10) Delay in disposal of official correspondence-Usually delay occurs due to the following reasons:
- (i) unnecessary movement of papers
 - (ii) Indifferent or incomplete reports from the Subordinate officers
 - (iii) Faulty office procedure
 - (iv) Inadequate control over work and proper application to it. Care should be taken to avoid such defects at all levels.

- (11) When a Personal Assistant signs a letter for the head of the department or Office, he is using the delegated power. Therefore in all Official correspondence to higher authority, if the letter involves a point of opinion or policy, the office copy must be signed by the Head of the Department/ Office. If, however, the letter is simply a recital of facts, it will suffice if the

Personal Assistant takes orders of the Head of the Department/Office in the Office note.

Officials communications.

- 580 (1) Envelopes or packets containing Official correspondence, which is not of a confidential nature, should be addressed by Official designation only, without the addition of an Officer's name.
- (2) Papers may be classified as (a) 'Confidential' (b) 'Secret' and (c) 'Top Secret' according to the nature, importance and degree of security which attaches to the matter dealt with in them.

The following rules of guidance will be helpful

- (a) **Top Secret.** This marking is reserved for papers containing information of such a nature that for reasons of national security it must only be disclosed to persons whose duty makes it essential that they should have knowledge of it. Such papers include references to current or future Military operations, impending movements or dispositions of the armed forces and shipping and secret method of warfare, to matters of high Political Policy and to methods of secret intelligence and cyphers.
- (b) **Secret.** This marking is reserved for papers other than those marked Top Secret, which are of such a nature that their disclosure to persons other than those whose duty is to have knowledge of them would cause administrative embarrassment or difficulty or would be helpful to the enemy, without being gravely dangerous to the national interest.
- (c) **Confidential:-** This marking is reserved for papers containing information the circulation of which, it is desirable to restrict for administrative reasons and which do not disclose such vital information as to warrant their inclusion in the Secret category.
- (d) **Private** means "Not to be placed on an Official file or referred to in Official correspondence". Papers so marked should be kept by the recipient so long as they are required and then destroyed.
- (e) **Personal (on a Cover)** indicates that it should be opened by only the Officer named on the cover or his successor, unless it is superscribed "Not to be opened by any one except the addressee". In the latter case no other Officer should open it and it should be sent to the person named wherever he is.
- (3) Confidential papers should be dealt with by the Section Heads concerned, and they should be kept in the custody of the section Head or the Superintendent, except in cases where the Superintendent, after due consideration, authorizes the paper in original to be dealt with by the subject clerk in the connected file.
- (4) Secret and Top Secret papers should ordinarily be in the custody of the Head of Office, and action on these should be taken by him personally, collecting information, if any, required from the Office, except where a relaxation of this rule is justified in individual cases.
- (5) Section Heads, Superintendent and other Officers who retain confidential, secret or top secret papers in their custody shall keep a register in which such papers and their disposal will be listed. Such papers, with the register, will be handed over on relief to the successor in Office.
- (6) The receipt of such papers will be recorded by the Superintendent, or other Officer concerned also in the Personal Register of the subject clerk, showing the outside reference number, and a catchword indicating the subject, but it should not reveal the confidential matter.
- (7) When such papers are put up for orders, a 'Confidential' slip should be attached to the file.
- (8) Communications bearing the classification "Secret" or "Top Secret" should always be dispatched

in double cover, the inner cover being sealed and addressed by name to the Officer concerned. The outer cover will not be sealed and will be addressed to the Officer by designation alone. The sealed cover with address duly return, and the appropriate security marking and the reference number noted outside, will be handed over to the dispatching clerk, who, after making necessary entries in his register, will put it in another cover addressed to the Officer by designation.

- (9) All papers with security Classification "Confidential" or above, when sent by post, shall be registered. "Top Secret" and "Secret" papers shall be sent "Registered-Acknowledgment Due".

Demi-Official communications.

581. (1) A demi-Official communication may be made when (a) the matter forming the subject of the communication is a stage of discussion and has not reached any Official finality; (b) the writer wants to express his personal views or any subject without allowing them to be treated as his final conclusions or opinions; (c) the writer desires that the contents of the communications should not be given any publicity beyond communication to the addressee; (d) the writer wishes to elicit the individual views or opinions of the addressee and desires it to be understood that such views or opinions will not be treated as final decisions or opinions and (e) when it is desired that a matter should receive the personal attention of the person addressed.
- (2) Envelopes containing demi-official letters shall be addressed to the Officer for whom they are intended both by his name and official designation. If the officer addressed by name has vacated his appointment, his successor or one in charge of the post should open such covers and deal with the communications enclosed, if he is competent to do so. If not competent, he should return them to the sender with an intimation to that effect and should treat any information thus obtained as confidential.
- (3) Demi-Official communications which are intended to be opened by the addressee and by no one else should be enclosed in covers addressed to him by name only, his official designation being omitted. If he has been transferred and they are delivered to his successor or locumtenens, they should be forwarded to him direct if his address is known, and if not, returned to the sender.

Forms of Address.

582. (1) the prefix "Shri" in respect of men and "Smt" in the case of married women and "kumari" in the case of unmarried women, shall be used as the form of address in official correspondence.

Correspondence with Police of other States in India.

- 583 (1) Inspectors and Sub-Inspectors in India may correspond directly with Police Officers of equal rank in other States on the following matters:-

Movements of criminals, enquiries as to antecedents and convictions of persons, circulating lists of property, information concerning crime committed, soliciting assistance in a case or requesting a statement of a person to be recorded.

- (2) The Police Officials of the Kerala State may correspond directly with the Police Officials of equal rank in these States on matters of routine or a non-controversial character.

correspondence with Foreign Police Forces.

- 584 (1) The State Police are not authorized to correspond direct with outside Police Forces. India is a member of the International Criminal Police organization and the intelligence Bureau, is the national Central Bureau of the International Criminal Police Organisation. Any information

required by a foreign Police Force concerning Police in India should be routed through the Director, Intelligence Bureau, New Delhi, and not sent direct.

- (2) The Police authorities in India on the one hand and Ceylon on the other can correspond directly in routine matters relating to the control of emigration or investigation of specific crimes of a non-political nature such as common crimes like murder, dacoity, robbery, burglary etc.

Corrections.

585. All corrections and alterations in Police records should be made by drawing a line across the original entry so as not to obliterate it and writing the required alteration above and initialing it.

Telegraphic communications-Instructions.

- 586 (1) Abbreviated telegraphic addresses of Police Officers are given in Appendix VI to this Chapter.
- (2) State messages may be sent as "Express" or "Ordinary" at the discretion of the sender. The principles to be observed are
 - (a) A Telegram should not be sent where a letter would serve the same purpose equally well.
 - (b) State telegrams should as a rule, be sent in the "Ordinary" class.
 - (c) Messages should be sent as "Express" only in cases of great emergency and in cases where the dispatching officer knows that the line is blocked and considers his message sufficiently important to take precedence over ordinary traffic.
 - (d) State telegrams should be couched in as few words as possible.
- (3) All telegrams and other communications from officers of Government regarding their leave, pay, transfer, leave allowances, fund subscriptions and analogous matters are private and not official and should not be sent at the public expense. If a telegraphic reply to any such communication is desired, it should be prepaid.
- (4) With a view to facilitate the detection of crime, the Central Government have authorized Police Officers of and above the rank of Station House Officer to send "Special Police" telegrams which should take precedence over other telegrams. To enable the telegraph authorities to distinguish the message in question and deal with them properly the senders should mark, them "Special Police".

Use of Telephones.

- 587 (1) Telephones may be used for communicating urgent messages in the course of official business.
- (2) A trunk call register in K.P.F. No. 156 R. shall be maintained for recording all trunk calls made. In it shall be entered the date of call, duration, name of the person who booked the call whether the call is personal, urgent, immediate or ordinary, purpose of call and the signature of the caller, in the prescribed columns. Whenever Police Officers use the Government telephones for private trunk calls, they should pay the schedules charges thereto Monthly trunk call bills should contain a certificate that charge on account of private calls have been recovered and credited to Government account.
- (3) Immediately on receipt of a trunk call bill from the telephone authorities the Officer-in-charge of the phone should be asked to give details of the trunk calls booked through his phone. i.e., whether private or official to the establishment section. The establishment section will enter the details received from the officers who are in charge of the phones in a register as detailed in Appendix VII. It will be the responsibility of the Head of the establishment section of every

office to maintain the register. This register should be inspected periodically by the head of the office or the Officer authorized to sign bills, as the case may be, to see that recovery has been effected promptly and that the register is maintained properly. Any laxity in following this direction will be viewed seriously.

[G.O. (P) 12|67|Fin. dated 4-1-1967]

- (4) In the case of Inland State telephones the Inspector General of Police and Deputy Inspector General of Police are authorized to use the priority indication "Important".

Use of Wireless grids.

588. Police Radio Stations are licensed primarily for passing messages connected with law and order. When communications by ordinary post will not meet requirements, radio messages may be sent. Instructions for the originators of wireless messages general instructions on message writing etc., and a list of "Law and order" messages outlining the subjects on which messages can be cleared on Police Wireless Grids are contained in Appendix XXIX to Chapter "Police Radio Organization".

Report to Government by Subordinate Officers.

589. Heads of Departments and other Officers should not correspond directly with Ministers, but all communications from them to Government should be addressed to the Secretary to Government in the administrative department concerned. When a Minister calls for any information directly from any Officer, his report should be sent direct to the Minister and at the same time a copy should be routed to Secretary to Government concerned, through the proper channel. In special circumstances, it may become necessary for the Head of Department or other Officer to enter into correspondence with a Minister, but if the Minister happens to be one other than the Minister, under whose administrative control he is working and the subject-matter of the correspondence the direct responsibility of the latter he should send a copy of the communication to the Minister concerned through his immediate superior or the Secretary, Home Department.

Correspondence from Government direct to officers subordinate to the Head of the Department Procedure.

- 590 (1) In cases where factual information available only at levels lower than the Head of a Department is required, Officers of the Secretariat of and above the level of Deputy Secretary may address Officers of and above the District level directly.
- (2) Such references will be confined to matters on which an expression of opinion by the Head of the Department is not considered necessary.
- (3) Government will mark to the Head of the department a copy of such references except routine endorsements made directly.
- (4) Regional and District Officers will send their replies direct to Government, with a copy to the Head of the Department.

Correspondence by Superintendents of Police with Chief Office.

- 591 (1) The Superintendents of Police should ordinarily send their reports on the following subjects to the Chief Office through the Deputy Inspectors General of Police concerned:
1. Re-allocation and change of Headquarters

2. Additions to or reduction of staff, and reorganization of Units
3. Application or interpretation of or amendments to rules and Police Standing Orders.
4. Recommendations for medals, honours and titles.
5. Reward Rolls
6. New buildings, telephones or Electrical installations and additions or improvements to them.
7. Extraordinary pension and injury gratuity
8. Reduction and with-holding of pension
9. Correspondence relating to the promotion of Sub-Inspectors, Circle Inspectors, etc.
10. Correspondence regarding Police Training College, Final and Supplementary Examinations.
11. Appeals and petitions
12. Prosecutions and withdrawal of cases relating to grave crimes.
13. Punishment of Gazetted Officers.
14. Periodical confidential reports (of Gazetted and non-gazetted Officers)
15. leave
16. Medical attendance
17. Reports of Death
18. Sanctions for contingent charges of all kinds in cases which are beyond the powers of a Superintendent of Police.
19. Proposals for the application of Acts
20. Papers regarding allegation of torture by the Police
21. Change in dress and equipments regulations
22. New or revised scale of supply of clothing or other store articles

23. Audit report on store accounts
24. Printing of new forms or revision of existing forms
25. Travelling allowance to gazetted Officers
26. Schemes for Railway protection, Railway strike, maintenance of essential services, riot schemes etc.
27. References of a general and unusual interest.

[I.G.'s Circular No. 53/66 dated 07-09-1966]

(2) When Demi-Official letters, wireless messages, or telegraphic messages are sent from the Chief office to the Superintendent of Police calling for reports or particulars on any matter, the Superintendents of Police will send their replies thereto, direct to the Chief Office. When such messages are marked to the Deputy Inspector General of Police, the Superintendents of Police will send a copy of their reply to the Deputy Inspectors General of Police also. If in the messages sent from the Chief Office, there is a direction to send replies through the Deputy Inspectors General of Police, the Superintendent of Police will send their replies through the Deputy Inspectors General of Police concerned.

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CHAPTER IV

WELFARE AND CONCESSIONS, BOY'S CLUB, SPORTS ETC.

The Kerala Police Welfare and Amenity Fund.

592. (1) In order to ameliorate the conditions of the lower ranks of the Police Force, the Kerala Police Welfare and Amenity Fund has been started in each district/ Unit. Inspectors and below, and members of the ministerial staff of the Police Department can become members of this fund. The Government will make an annual grant equal to the collections made by the committee, subject to a maximum of Rs. 10,000 only. The object of the fund will be to relieve distress among the subscribers who are Police Officers of and below the rank of Inspectors and members of the ministerial staff of the Police Department, and their families caused by death, disease or any other emergency which in the opinion of the committee require assistance, to provide scholarship and other assistance for the education of the subscribers' children in deserving cases, to provide medical assistance in cases of exceptional difficulties, to provide reading room, night schools, play and recreation facilities and generally to promote the welfare and amenity of the subscribers and their families.
- (2) The rules regarding the formation of committee, collection of subscription, conditional of grant from the fund etc., are given in Appendix viii.

Family Welfare Centres (Kshema Niketan)

593. Family Welfare Centres may be organized in each District for the benefit of the womenfolk of the Police Force. The rules on the subject are given in Appendix . ix.

Advance for immediate relief to families of Government Servants who die while in service.

594. In order that timely relief may be given to families of non-gazetted officers, who had rendered not less than 3 years of continuous service and who die, while in service (whether on duty or on leave with or without pay) in order to meet their immediate requirements, the Inspector General of Police or the Head of Office is empowered to sanction to the families of officers referred to above, an advance equal to three months' basic pay of the deceased or Rs. 300 whichever is less, if in their opinion, the family concerned has been left in indigent circumstances upon the death of the Police Officer on whom it was dependent and is in immediate need of financial assistance. The amount so advanced will be recovered from the gratuity of the deceased officer.

[G.O.P 550|63|fin. Dated 15-10-1963 and

G.O.P 484|65|Fin dated 30-12-1965.]

Rent free quarters and free electric charges.

595. (1) Officers of and below the rank of Sub-Inspectors are entitled to rent free quarters. Where Government quarters do not exist they are given house rent allowance as may be fixed by Government from time to time.
- (2) Head Constables and Police Constables are eligible for free supply of water and electric current charges as fixed by Government from time to time.

G.O. (MS) 90|Home dated 7-3-1968.

House Building Advance.

596. Police Officers are eligible for house building advance. Inspector-General of Police is the sanctioning authority for the non-gazetted Police Officers. In cases where the applicants do not have full proprietary right on the lands in which the buildings are proposed to be constructed sanction of Government should be obtained even in the case of N.G.Os. As regards gazetted officers, Government is the sanctioning authority. The maximum advance permissible is the sanctioning authority. The maximum advance permissible is Rs. 35,000 or 42 months' pay, whichever is less. The maximum period allowed for repayment of the loan with interest is 216 months.

Police Mess.

597. At the Head-quarters of every district or unit in which there is a demand, a Police mess or canteen or both will be opened with a view to afford nutritious and wholesome diet primarily to Police recruits and also for other members of the constabulary. Government will provide an advance of funds required for the purchase of utensils etc., and the staff required for the management at Government expense. The grant of advances vary according to actual requirements and strength of each unit.

Advance for the purchase of Motor car or Motor Cycle.

598. Government may sanction an advance for the purchase of motor car or motor cycle to officers who are getting Rs. 500 or more as pay. Officers who are getting Rs. 150 or more are eligible to get advance for the purchase of motor cycle/scooter.

(Article 252 of Kerala Financial Code, Volume I as amended by G.O.(P) 72167/Fin., dated 22.2.1967)

Advance for the purchase of bicycle.

599. Advance may be sanctioned by Inspector General of Police or by Superintendent of Police or officers of corresponding rank, to non-gazetted Police Officers and Ministerial staff including last grade employees for the purchase of bicycle. Maximum amount permissible is Rs. 200 recoverable in 20 instalments.

(Article 225 of Kerala Financial Code Volume I
G.O.(P) 499|66|Fin. Dated 16-11-1966)

Advances for journey on tour.

600. It is permissible to sanction an advance of travelling allowance on tour to Police Officers. These advances will be recovered by adjustment with the traveling allowance due for the journey.

(Article 99 of K.F.C. Volumes I and G.O.(P) 107|64|Fin. Dated 10-3-1964)

Advance for the purchase of Mosquito Nets.

601. (1) The advance for the purchase of mosquito nets can be granted to non-gazetted Police Officers. Such advances will be limited to an amount not exceeding Rs.50, or equal to the rate of pay or the cost of the net whichever is less. The controlling officers concerned can sanction the advance, which will be recovered free of interest from the pay of the officers concerned in 10 equal instalments.

(2) The advace should be subject to the following restrictions:

(a) The excess amount of advance after the purchase of net is effected should be refunded within 1 month of the drawal of advance.

(b) The advance is admissible only once in 5 years.

Pay Advance

602. (1) Police Officers are entitled to get one month's pay in advance on transfer, recoverable in 3 monthly installments.

(2) When religious festivals such as "Deepavali", "Easter", "Christmas" and "Bakrid" fall on any day after 28th of the month non-gazetted officers who celebrate the festivals according for their religious customs, are eligible for the pay and allowances for the month being drawn and disbursed on the last 2 working days prior to the festival. In case where such festivals fall after 15th of a month an advance of 50 percent of pay and allowances can be given to them.

(Article 87 Financial Code Volume I)

(3) An advance of 1 month's pay or Rs. 100 whichever is less will be paid to all officers who draw Rs.400 and below in connection with "Onam" festival. The advance will be recovered in 5 monthly installments.

(Article 259 financial Code, Volume I)

Concessions to Police Officers undergoing Anti-Rabie treatment etc

603. (1) A Police Officer undergoing anti-rabic treatment is eligible for 14 days special casual leave. He is also eligible for special casual leave for the days of journeys to or from the nearest Anti-rabic treatment centre.

(2) Police Officers are also eligible for 5 days' special casual leave for undergoing sterilization operation.

(3) When any member in his house is suffering from infectious disease, he is eligible for special casual leave for the period recommended by the Health authorities. This is for purposes of isolation only.

(4) Police Officers are also eligible for special casual leave when they participate in sports events of National and Inter-National importance.

Medical attendance for Government Servants and their families.

604. (1) Indian Police|Indian Police Service Officers are governed by the All India Services (Medical attendance) Rules, 1954 for receiving medical attendance and/or treatment for themselves on their families.

(2) Police Officers are entitled to free medical treatment and advice.

(3) Families of Police Officers are also entitled, free of charge, to medical attendance and treatment at Government Hospitals on the same conditions as are applicable to Police Officers. The concessions does not include medical attendance or treatment other than a Hospital at which the Police Officer himself is entitled to receive such medical treatment and attendance free of charge.

(4) The term family means a Government servant's wife, legitimate children, step children and parents wholly dependent on him.

(5) If drugs essential for effective treatment of a patient entitled for free medical attendance are not

available in the Government medical Institutions, they may be purchased from the open market and the expenditure incurred thereon, reimbursed to the Government servants.

[G.O.(P) No. 440 dt. 24-6-'64)

Boys Club.

605. (1) In order to afford all children an opportunity of participating in clean, healthy recreation to instruct them on the principles of good citizenship, to inculcate an appreciation of the need for observance of the laws of the State, to encourage music, literature, Art and Culture, particularly as regards such of those boys who by reason of their circumstances, may be unable to obtain or may need such benefits or advantages, and to awaken citizens to their responsibility towards adolescents, Government have formulated a scheme for the establishment of boys clubs by the police. Such clubs helps to prevent juvenile delinquency to some extent and also to develop a scheme of co-operation and friendship between the Police and the boys in the areas where such clubs are formed.
- (2) The rules relating to the establishment of such clubs, their activities, management etc., are given in Appendix X.

Police Clubs.

606. In order to provide temporary accommodation at district Head-quarters to Police Officers of the same or other districts visiting the place on duty or on transfer, and also to provide recreational facilities to Police Officers who have become members, Police clubs may be opened at the District Head-quarters in the State. Such Police clubs will be private Institutions and their internal management will be carried out according to their respective rules by managing committees. The management will, however, be subject to the following general conditions:-
- (a) No new club should be started without the previous permission of the Government.
 - (b) For the up-keep of each Police Club, voluntary subscriptions from Police Officers of and above the rank of Sub Inspector may be accepted. But nothing should be accepted from any other members of the force.
 - (c) Acceptance of subscription or donations from any member of the public is strictly forbidden either for starting a Police Club or for its up-keep.
 - (d) The Club must be managed by a committee of members of or above the rank of Sub-Inspector with the Superintendent of Police as president.
 - (e) After keeping a sufficient amount for current expenses on hand, balance should be kept in some recognized and safe institution viz., Post Office Savings Bank or other safe Bank.
 - (f) Regular accounts should be kept and proper receipts passed for all amounts received. The accounts should be inspected by the Managing Committee.

Police Sports and Duty Meets.

607. (1) The improvement of games and athletics is an important part of routine training of Police.
- (2) District Police sports are being conducted in every district including MSP and SAP each year. Selected competitors in the District Sports will be sent for competing in the Central Sports Meet which will be held at Selected places every year. Candidats who are selected in the Central Sports meet will be sent to compete in the All India Police Meet, which will be held at places fixed from time to time. The All India Police Sports Meet is under the control of the Central Board and rules regarding the same have been issued separately.

(3) Kerala Police Duty meet is being conducted every year. Police personnel of all units may compete in the meet. Competitions will be held in

- (a) Rifle shooting.
- (b) Revolver shooting
- (c) First Aid Ambulance Drill.
- (d) Wireless transmission, receiving and mechanics, Scientific aids to investigation of crime.
- (e) Police Photography, and
- (g) Motor Transport competition.

Selected competitors in the meet will be sent to compete in the All India Police Duty meet at places selected from time to time. A fee of Rs. 25 each has to be remitted to the Secretary of the All India Duty meet for participating in each of the items. Rules for All India Police duty meet have been framed separately.

Central Police Sports Funds Committee.

608 (1) The State Government have approved of Police Sports Fund Rules in G.O.Ms.No. 583 Home (A) dated 12-5-1958.

(2) Sports activities of the Police in the State will be controlled by the Central Police Sports Fund committee of which the President will be Inspector General of Police or an Officer nominated by him to hold the office for one year at a time or for a lesser period, and consisting of the office bearers and representatives nominated from the Unit Committees. The Committee will control the expenditure from the Central Police Sports Fund, encourage organization of sports and supervise the transactions of Unit Funds.

The Central Police sports Fund.

609. (1) The Central Police Sports Fund will have the following sources of income.

- (a) The annual grant from Government will be Rs. 10,500.

[G.O. 625 Home (A) dated 7-12-1962)

- (b) Monthly contribution of 40 percent of the subscriptions collected by the Unit Police Sports Fund Committees.

- (c) Other receipts authorized by the rules.

(2) The fund shall be utilized for the following purposes:

- (a) For the purchase of sports goods, trophies, medals and prizes.
- (b) For the repair and maintenance of sports articles coming under (a) above.
- (c) For organizing State Police Sports meets.

- (d) For the maintenance of Police Sports grounds
- (e) For providing extra nourishment to Police sportsmen while under active training for sports meets. (GO 625 Home (A dated: 7/12/62)
- (f) For meeting the expenditure connected with the feeding of the teams for the period of their halts at Trivandrum. (In such cases the members are not entitled to any D.A. for their halts at Trivandrum).
- (g) For meeting expenditure in the manufacture of Atheletic flags.
- (h) For any other purpose intended to promote sports activities of the Police Force, approved by the Central Police Sports Fund Committee.

Unit Police Sports Fund Committee.

610. There will be one Unit Police Sports Fund Committee for each District, for the Malabar Special Police, for the Special Armed Police and training institutions. The Head-quarters Office, Special Branch and Crime Branch, will form part of Trivandrum District for purposes of sports. The Committee will consist normally of seven members including the Superintendent.

Unit Police Sports Fund.

611. (1) Funds for the Unit Police Fund will consist of :

- (a) Collection from members.
- (b) Grant from the Government at the rate of Rs.1,500 for each District and Rs. 3,000 to each of the Armed Police Battalions.
- (c) Other sources of income authorized by rules.

The rates of monthly subscription will be as given below:

Inspector General of Police	Rs. 5
Deputy Inspector General of Police	Rs. 4
Superintendent of Police	Rs. 3
Sub Divisional Police Officers	Rs. 2
Circle Inspectors	Paise 50
Sub Inspectors	Paise 37

Note :- Superior Police Officers who do not draw the I.P.S. scales of pay need only half the rates

specified against each.

(2) The funds of the Unit Police Sports Committee may be expended for the maintenance of playing fields, purchase of sports equipment and entertainment of visiting teams. The I.G.P is competent to make Unit wise adjustments up to Rs. 500 in the annual sports Grants sanctioned by the Government among the various units according to the requirements of the units in each year.

[G.O. 625|Home (A) dated 7-12-1962]

[G.O. (Ms) 68|Home dated 3-31967]

Subscription for Sports Funds.

612. (1) Police Sports Fund subscriptions shall be purely voluntary. The collections of each month shall be transferred to the Treasurer of the Unit Sports Fund Committee. Gazetted Officers will send their subscriptions direct to the Treasurer.
- (2) The Treasurer of the Unit Sports Fund shall transfer each month 40 percent of the subscription to the Treasurer of the Central Police Sports Fund.
- (3) The yearly Government allotment under sports will be utilized according to a programme to be drawn up by mutual consultation between the Central Police Sports Committee and the Unit Committee concerned.

Miscellaneous.

613. Police personnel are eligible for various allowances such as day off allowance, Uniform allowance, smartness allowance, Reserve allowance etc., at the rates as may be fixed by Government from time to time. Library facilities are also available for them at a few centres at Government cost.

CHAPTER V
DISTRICT INTELLIGENCE BUREAU

Introductory.

614. There is a District Intelligence Bureau at the headquarters of each district with a staff consisting normally of one Sub Inspector, one Typist and Head Constables according to volume of work. The bureau is under the direct control of the Superintendent of Police. The functions of the bureau can be classified broadly as collection, recording and dissemination of information and assistance in the investigation of cases.

Collection.

615. The records and statements which are required to be collected by the District Intelligence Bureau from the Station House Officers and the instructions pertaining to the same are as shown in Appendix XI.

Recording

616. (1) the District Intelligence Bureau will maintain the records as shown in Appendix XII.
- (2) History sheets of dossier criminals will be opened by District Intelligence Bureau as indicate in para 256 of the chapter dealing with records of crime and criminals.
- (3) Except when a Dossier Criminal sheet is received by transfer from another Bureau, History sheets in K.P.F. No. 174-C shall be opened for all Dossier Criminals. Every Dossier Criminal shall be assigned a district serial number prefixed by the District letter. Where a Dossier Criminal of one District is registered in one or more other Districts, other District letters and serial numbers shall be noted in records within brackets against the serial number of the District. The Sub Inspector, district Intelligence Bureau, shall send memo in K.P.F. No. 100 and obtain all necessary information for opening the History sheet from the Station House Officers concerned, and also verify these with the records in the Bureau.
- (4) The Sub Inspector, District Intelligence Bureau, shall send a memo in K.P.F. No. 101 with a copy of the History sheet of every Dossier Criminal residing in the District, as soon as it is opened in the Bureau, to the Station House Officer within whose jurisdiction the Dossier Criminal resides. This copy will be filed along with the History Sheet maintained in the Station previously in respect of the same individual.
- (5) Dossiers need not necessarily be maintained for the life time of the criminal concerned, but may be closed under the orders of the Superintendent of Police of the District if the criminal is:
- (a) too old to commit crime.
 - (b) unable from any disability or other reason to commit crime, or
 - (c) is shown beyond doubt to have reformed and abandoned his criminal life.
- (6) When a Dossier is closed in the District Intelligence Bureau intimation of the fact shall be given to the Station House Officer concerned and all other District Intelligence Bureau where dossiers are maintained. This is important because the History sheets (and entries in Station Crime History Part III and General Conviction Register) are to be retained in the station as long as dossiers are retained in District Intelligence Bureau. A permanent register of dossiers closed in K.P.F. No. 238 will be maintained, showing the Dossier Criminal number, name and address,

date of closing and authority.

- (7) Dossiers closed in accordance with sub-clause (6) above should be removed from the main collection and kept in numerical order until the subjects die. When any subject dies, his sheet should be destroyed. Name index cards for closed sheets should be removed from the index drawers to a separate drawer where they will be retained until the death of the subject.
- (8) If a Dossier Criminal whose sheet has been closed reverts to crime, the closed sheet will be re-opened under the orders of the Superintendent of Police.
- (9) The Sub Inspector, District Intelligence Bureau, will check once a year all sheets for Dossier Criminals who belong to his District. The following arrangements will be made in this connection.
 - (a) In December each year, the Sub Inspector of Police, District Intelligence Bureau, will prepare a roster for the checking of sheets of Dossier Criminals with the History Sheets of Stations. Normally the Sheets of one Station should be checked in one session but when the number of sheets in a Station is large, the checking may be spread over to two or more sessions as necessary. The programme for checking, after approval by the Superintendent of Police, will be circulated to the Station House Officers.
 - (b) The Station House Officers will go to the District Intelligence Bureau with their History Sheets according to the programme and complete the checking. The occasion will be made use of also for other discussions and exchange of information.
 - (c) Entries in all connected indices should also be verified and omissions rectified when History Sheets are checked.
 - (d) Descriptive particulars should be checked with photographs and all entries should be compared, corrected and brought up-to-date.
 - (e) Alterations and additions made in sheets of persons for whom such sheets are kept in other districts also, will be communicated to the District Intelligence Bureau concerned.
- (10) The Sub Inspector, District Intelligence Bureau, shall put up to the Superintendent of Police regularly according to a programme the History Sheets maintained in the Bureau. The Superintendent of Police shall peruse the sheets and issue necessary orders about particulars which may be found wanting.
- (11) It is essential that the information contained in the various indices in the Bureau should tally with the particulars in the relevant History Sheet dossiers. A systematic and comprehensive check of the indices in conjunction with the dossiers will be conducted by the Sub Inspector of the Bureau at least once a year, when putting up the dossiers to the Superintendent of Police as laid down in Sub-paragraph (10) above.
- (12) The District Intelligence Bureau shall keep a check on the activities of Dossier Criminals of other Districts in its jurisdiction, and see that History Sheets are opened for them duly if they operate in the District.
- (13) Transfer of dossiers of Dossier Criminals shall be effected through the Superintendent of Police concerned.

Indices.

617. Card indices shall be maintained for facilitating reference to the records in the Bureau. Cards for each set of index shall be arranged in the prescribed order in cabinets of approved type. The

main indices to be maintained in the Bureau are given in Appendix XIII.

General Subject Files.

- 618 (1) Information of permanent value about important classes of crimes and criminals will be maintained in General subject file or folios. Materials for these files will be got from weekly crime and occurrence sheets, case diaries special reports and from any other information obtained or records available. The files should cover all subjects of importance affecting the criminal history and administration of District, and should be carefully maintained and kept up-to-date.
- (2) A sample list of subjects for which General subject file may be maintained is given in Appendix XIV.

Photographs.

619. (1) All criminals for whom history sheets are maintained in the District Intelligence Bureau shall be photographed.
- (2) Photographs will be taken in the following position:
- (a) full face, including the head and shoulder.
 - (b) one profile.
 - (c) full length.
- (3) Unmounted copies of the photographs of District criminals will be prepared on the following basis:- (a) For the District Intelligence Bureau record-one set (b) For the History sheet of the criminal in the police station-one set (c) For supply to the District Intelligence Bureau concerned in the case of inter-district criminals-one set for each District Intelligence Bureau concerned.
- (4) The negative of photographs taken for the District Intelligence Bureau will be retained in boxes in the Bureau, properly indexed so that further prints of any negative may be taken according to requirements. Each negative must be kept carefully wrapped in soft paper and the box must be kept safe from moisture and undue heat.
- (5) Every Dossier Criminal should be rephotographed once in five years. A register in K.P.F. 235 showing the date on which he was photographed and the due date on which he should be rephotographed should be maintained.

History of Crime.

620. (a) (1) A list of cases of all Stations in the District involving property offences, published in Part I in the weekly crime and occurrence sheet (vide Appendix XV) will be maintained in K.P.F. No. 174 (Station Crime History Part I) in the order of their occurrence.
- (2) The above list will be in separate registers to be maintained for each major class of crime.
- (3) Time and space may be saved by pasting in the appropriate register cuttings from the crime and occurrence sheet with space provided in the register for briefly entering later information and disposal.

Crime Classification Index to History of Crime.

- (b) An index in K.P.F. No. 231 will be maintained for the history of crime. Separate sheets shall be maintained for each minor class of crime detailed in rule 252.

Crime Clocks

621. Crime clocks with three distinctive adjustable pointers will be used to show the figures marked on the face of the dials of the clocks, for the current year, for the whole of the preceding year, and for the corresponding period of the preceding year. Separate clocks will be kept for the following groups of offences. These may be changed or supplemented as necessary on the order of the Superintendent of Police.

- (1) Crime (Classes I to IX as per list in Part I in Appendix XV)
- (2) Prohibition (in districts where enforcement is by Police)
- (3) Security cases (u/s 109 and 110 Criminal Procedure Code)
- (4) Rioting and unlawful assembly
- (5) Murder and attempts (other than for gain, culpable homicide and grievous hurt).
- (6) Rashness and negligence involving danger to person.

Crime Charts.

622 (1) Crime Charts will be maintained for such periods and for such types of crime as the Superintendent of Police may decide, the main object being that the chart should be of real practical value. Cases of border stations of neighbouring districts up to a distance of ten miles from the District boundary should also be charted in the Bureau.

(2) Crime charts for the current and the preceding year should be displayed in the Bureau.

(3) In addition to charts for the whole District, separate charts will be maintained also for selected important towns in the District, to keep a watch over the incidence of crime and other occurrences in particular localities.

(4) The following groupings will be used. Different coloured ink will be used as shown against each type of crime. As far as possible the same colour inks will be used for Station charts and District Intelligence Bureau charts. The charts will be plotted as in the case of Station Crime History Part II.

(a) Chart No. 1

Murder for gain.

Dacoity, Robbery.

(b) Chart No. 2

House breaking and theft.

Cattle theft

House theft

Ordinary theft

Receiving stolen property, Cheating and Counterfeiting.

- (c) **Chart No. 3.**
Vehicle occurrences involving death (relating to offence of rashness or negligence and accidents).
Other vehicle occurrences.

(d) **Chart No. 4**

Wandering Group Charts. Showing the movements of wandering groups having criminal tendencies.

Note:- This chart should be used for studying the incidence of crime on their routes, crime, both before and after the passage of such groups, should be carefully considered, and the area of not less than 10 miles either side of their route examined.

Pillargraphs.

623. (1) Pillargraphs will be maintained to assess the comparative study of crime trends and the progress of detection over a period of years (Minimum of five years).
- (2) The graph in respect of each year should have two pillars, one denoting total number of reported true cases, and the other the total of detected i.e, (charged cases) cases.
- (3) The Superintendent of Police of the district shall decide the classes of crimes for which separate pillar graphs are to be maintained. The following list may be adopted as a guide:
- (a) Murder for gain.
 - (b) Dacoity
 - (c) Robbery
 - (d) House-breaking and theft
 - (e) Ordinary theft
 - (f) Cattle theft
 - (g) Security cases (Sections 109 and 110 Cr.P.C)
 - (h) Rioting and unlawful assembly
 - (i) Murder an attempts)other than for gain culpable homicide, and grievous hurt)
 - (j) Rashness and negligence involving danger to person.

Register of Out of View Bad Characters and Wanted Persons.

624. (1) A register of Out of View Bad Characters and wanted persons will be maintained in K.P.F. No. 236.
- (2) The register will be prepared from the weekly statement of Dossier Criminals, Known Depredators and suspects (passing Out of View and traced) received from Station House Officers.
- (3) Abstracts will be prepared as follows in the register, and published as a supplement to the crime and occurrence sheet for the first week of January and July, under the following heads:
- (a) Dossier Criminals who are Out of View.

- (b) Known Depredators and suspects who are Out of View
- (c) Persons against whom warrants for arrest are pending
- (d) Persons wanted in connected with Police investigation.

District Office Finger Print Register.

625. The duties of the District Intelligence Bureau in connection with the maintenance of the District Office Finger Print Register in K.P.F. No. 3B and in connection with the disposal of Finger Print Slips are laid down in Chapters on "Finger Print Bureau" and "Photography".

Finger Prints to be sent to the Central Finger Print Bureau.

626. The duties of the District Intelligence Bureau in respect of Finger Print slips to be sent to the Central finger Print Bureau and the maintenance of the "Register of Finger Prints" sent to the Central Finger Print Bureau in K.P.F. No.3P1 are also laid down in Chapters on "Finger Print Bureau" and "Photography".

Register of Prisoners to be shadowed on release.

627. The District Intelligence Bureau will maintain in K.P.F. No.44, a register of prisoners to be shadowed on release from jail. See instructions in Chapter on "Police Register system. Transfer of convicts to jails and /Shadowing of Convicts on release from Jail. Release of convicts on medical grounds and parole."

Weekly Crime and Occurrence Sheet.

628. The District Intelligence Bureau shall publish before Wednesday each week a "Weekly Crime and Occurrence Sheet" Instructions for the preparation and publication of this sheet are contained in Appendix XV.

Index to Weekly Crime and occurrence Sheets.

629. (1) A rough current index of the weekly crime and occurrence sheets should be maintained and posted weekly from the sheets published. The index will be prepared separately for Parts I to V.
- (2) An index giving the page reference of all entries relating to every registered criminal (Dossier Criminals and Card Criminals) of the District who is concerned in matters published in the crime and occurrence sheets will also be prepared.
- (3) In January each year the index so prepared will be verified for its correctness and will be printed and issued to all recipients of the copies of the crime and occurrence sheets.

Monthly Crime Review-Duties of Superintendent of Police.

630. (1) The District Intelligence Bureau shall prepare a monthly review of crime in K.P.F. No. 239, based on the station reviews. On the material thus placed before him the Superintendent of Police will prepare a comprehensive survey of the salient features of the crimes for the month.
- (a) A careful and methodical analysis of the month's crime in relation to previous figures will be made, and deductions drawn from marked fluctuations under the total and different heads. The information on record in the Bureau should be made use of fully in this respect.
- (b) Cases which call for special attention, marked activity of criminals, special outbreaks of crime, noteworthy or unusual features and incidence of crime on routes of wandering groups having criminal propensity or due to other special factors, shall receive particular

notice. Local outbreaks of crime should be thoroughly examined and dealt with and the possibility of cases occurring in different areas forming part of one series, or being interconnected, should be carefully scrutinized.

- (c) The sources of undetected crime shall be estimated and ways and means of dealing with it will be indicated.
- (d) the nature of the work done under the security sections and the results achieved should be briefly reviewed and directions for future action given.
- (2) Before the 10th of each month the Superintendent of Police of the District may discuss the crime review with his Sub Divisional Officers only if he considers it necessary, and a note the discussion and instructions issued by him will be given at the end of the Crime Review. It is not necessary to call Circle Inspectors and Sub Inspectors for the meeting, unless the crime in their area has gone out of control.

[I.Gs Circular No. 5|65 dated 27-1-1965

- (3) A copy of the monthly crime review will be sent to the following officers so as to reach them by the 10th of the month:-
 - (1) Inspector General of police.
 - (2) Range Deputy Inspector General.
 - (3) Deputy Inspector General of Police C.I.D. (Crime Branch)
 - (4) District Collector (Additional District Magistrate)
- (4) The monthly crime reviews of Districts will be printed and published by the District Intelligence Bureau and issued total recipients of the District Crime and Occurrence sheets as a supplement to the weekly Crime and Occurrence sheet.
- (5) The monthly Review of crime is the main source of information relating to crime of the District and helps the Inspector General to appreciate the position in the District and the interest taken by the Superintendent of Police in his crime. He should therefore give personal attention to it and see that it is prepared properly and in time.

Annual Crime Review.

631. (1) A Crime review for each calendar year in K.P.F. No. 240 will also be prepared by the Superintendent of Police with the help of the District Intelligence Bureau according to standing instructions. The Sub Inspectors of Stations will prepare and submit crime reviews for the preceding year before the 1st February. The review will be forwarded through the Sub Divisional Officer, with a copy direct to the Superintendent of Police (District Intelligence Bureau). The Sub Divisional Police Officers shall forward the review, with their comments and recommendations, so as to reach the Superintendent of Police before 10th February of the year.
- (2) By 20th February the Superintendent of Police shall also discuss the crime review for the preceding year with the Sub Divisional Officers if necessary and issue instructions as required thereon. A short note of the discussion and instructions will be incorporated in the Annual Crime Review of the District.
- (3) The Preparation of the annual statistical returns of crime due to the Office of the Inspector General of Police by 1st March will also be attended to by the District Intelligence Bureau.

- (4) The annual crime review of the District will be completed before 1st March. Advance copies will be sent to the Officers mentioned in rule 20(4). Printed copies will be circulated as supplement to weekly crime and occurrence sheet.

Prohibition Crime Sheets and Monthly and Annual Reviews

632. In all Districts, whether the enforcement of the Prohibition Act is wholly with the Police or not the following statement and review will be prepared:-
- (a) Sub Inspectors will send a monthly statement in Form 110-B before the 5th of the succeeding month.
 - (b) The District Intelligence Bureau will prepare monthly statements of prohibition crime in K.P.F. No. 110-B and submit copies to the Officers mentioned in Rule 20(4) along with copies of the monthly crime review. Printed copies of the review will be circulated as laid down in Appendix XV.

Dissemination

References from and to Investigating Officers - Maintenance of Files.

- 633 (1) The Sub Inspector in charge of the Bureau shall keep a separate file of references received from Investigating Officers asking for information in unlocated cases. Copies of the replies given shall be retained in this file.
- (2). The Sub Inspector in charge of the Bureau should also keep a file of instructions given suo moto to investigating Officers.

Use of Crime and Occurrence Sheets by Circle Inspectors and Station House Officers.

- 634 When weekly crime and occurrence sheets are received by the Circle Inspector, he should go through them carefully and see that any instructions contained therein are promptly carried out by the station house officers concerned. He should also verify whether there has been any omission in the reporting of cases, and promptly bring such cases, if any, to the notice of the District Intelligence Bureau.

Communication of Information of an urgent nature.

- 635 The District Intelligence Bureau should communicate direct urgent items of information to those concerned. This is particularly necessary in the case of known or suspected movements of criminals beyond the district. The Bureau will communicate promptly to the Circle Inspectors of the border circles of adjoining districts, any indication or possibility of any crime in the district being connected with crime or criminals beyond the border.

ASSISTANCE

Use of the District Intelligence Bureau by Circle Inspectors and Sub Inspectors.

- 636 (1) The Circle Inspectors and Sub Inspectors may visit the District Intelligence Bureau if they find it necessary to collect any special details in regard to crimes in their area. As far as possible, such visits could be made when they visit the headquarters on other duty. Routine visits to collect information which could be sent by post, should be discouraged.

[I.G's Memo No. D5-25794|65-1 dated 20-05-1965]

- (2) Whenever a Circle Inspector or Sub Inspector is in Head Quarters, he should try to visit the District Intelligence Bureau and exchange useful intelligence.

- (3) Proceedings shall be drawn up in the "Proceedings Book of Visiting Officers " in K.P.F. No. 70 in respect of all discussions and exchange of information that take place during each visit to the District Intelligence Bureau by Circle Inspectors and Sub Inspectors. A copy of the proceedings should be submitted the same day to the Superintendent of Police with a copy to Sub Divisional Officer concerned.

Visits to the district Intelligence Bureau by Superior Officers.

637. Sub Divisional Police Officers should visit the District Intelligence Bureau regularly and verify whether the subordinate Police Officers of the Sub Division have been making full use of the Bureau, and promptly and correctly furnishing criminal intelligence to the Bureau. During such visits they will also instruct the Sub Inspector, District Intelligence Bureau, regarding any particular aspect relating to crime or criminals in their Sub-divisions, which call for special attention by the Bureau. The remarks of the Sub Divisional Officers, including any omission, error or other defect noticed in the records or working of the District Intelligence Bureau, and instructions given to the Sub Inspector, District Intelligence Bureau, will be recorded by the visiting officer in the "Superior officer's Visiting Book" in K.P.F. No. 189. While locally resident Sub Divisional Officers may visit it once a quarter, Sub Divisional Officers outside should visit it, whenever they visit District Headquarters on other duties.
638. The Bureau will be of assistance to Gazetted Officers of the district in conducting investigation of crimes generally. In important cases of organized crime, and where the Superintendent of Police does not want the Bureau to take it over, an Officer of the Bureau may be placed at the disposal of the local Police in order to collect any particular information or to make any special enquiry. The trained District Intelligence Bureau staff may be utilized by the Investigating Officer for developing latent Finger Prints or lifting foot prints or other marks found at scenes of crimes.

Investigation of offences.

639. The Superintendent of Police of the district may direct the District Intelligence Bureau to take over investigation of cases which he feels should be taken over by it. In such cases the D.I.B. will send the case diaries to the Sub Divisional Officer through the Circle Inspector and a copy to the Superintendent of Police also.

STARANGERS DAY

Stranger's day raids-Organisation of.

640. (1) Stranger's day beats on a District wide basis will be organized by the District Intelligence Bureau at least once a quarter during the dark fortnights. The raids may cover smaller area on the incidence of organized crime which indicates the need for concerted search for suspicious strangers. Instructions about the days fixed for the raid will be communicated confidentially to Circle Inspectors after approval by the Superintendent of Police. Intimation about stranger's days either as part of the general quarterly raids or as special raids, will be communicated to District Intelligence Bureaux of bordering Districts. The District Intelligence Bureaux of border Districts will thereupon arrange for simultaneous stranger's day raids in the border areas.
- (2) Circle Inspectors on receipt of intimation from District Intelligence Bureau will direct the carrying out of stranger's day in all the stations in the Circle in accordance with the instructions. During these days all the villages within their station limits should as far as possible be visited by police men, and a thorough search made for suspicious strangers and

lurking criminals and Out of View Bad Characters. Every suspicious stranger should be challenged and if his conduct and movements are not found to be satisfactory, he should be put under surveillance and his finger print taken and sent for his previous history being ascertained. Bad character rolls-B should be prepared and sent up for verification, if necessary. In suitable cases arrests may be made under sections 54 and 55 criminal Procedure code and other appropriate sections of the special and local laws such as Police Act.

- (3) On the morning of the day following the above days, each Station House Officer will submit a report to the District Intelligence Bureau, showing the result of the work done within his station limits.

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CHAPTER VI

MOUNTED POLICE WOMEN POLICE, DOG SQUAD AND HOME GUARDS

Mounted Police.

641. (1) Mounted Police will consist of such number of Sub Inspectors, Head Constables and Police Constables as may be sanctioned from time to time.
- (2) Personnel for the Mounted Police will be selected only from such Police men who have an aptitude for management of horses.
- (3) The chief uses of mounted Police are : (a) Patrolling for prevention of offences, (b) assistance to Foot Police in traffic control and (c) control of crowds etc.
- (4) Mounted Police shall be specially taught to ride and handle their horses in a horseman like manner. They will also be instructed regarding mounted squad drill, use of Mounted Police, Baton, to saddle and unsaddle and to groom a horse thoroughly, to keep the horses healthy and in good condition, and the stable clean and sanitary, and to lay out their stable properly for inspection.

Women Police.

642. A Women's Branch of the Police consisting of necessary staff has been created in all the Districts. They will function as normal Police but will be specially used in cases of assaults or women or children and questioning and escorting and rescuing, women and children. They are also used to deal with women picketers and to search female prisoners etc.

Dog Squad.

643. For the use of dogs in the detection of crime and to enable the dogs to be brought to the scenes of crime with the least possible delay, "Dog Squads" have been established at Trivandrum, Ernakulam and Calicut. Dog squads are proposed to be established in other Districts also.

Home Guards:

644. (1) Home guards is a voluntary body organized under the Kerala Home Guards Act, 1960 (Act 16 of 1960) and is intended to supplement the ordinary Police in different parts of the State in relation to the protection of persons, the security of property and the public safety, and such other services to the public as they may be called upon to perform. It is essentially civilian body, but is nevertheless bound by discipline.
- (2) The Home guards consist of Commandant General, (I.G.P) the Commandants and several subordinate officers in the Command of companies, platoons, sections etc.
- (3) The Home Guards receive initial training in subjects like lathi training, weapon training and practice, control of traffic, first aid etc.
- (4) The Commandant General may at any time call out any member of the Home guards for training or to discharge any of the functions or duties assigned to the Home guards.
- (5) Similarly a Commandant may at any time call out any member of the Home guards within his jurisdiction, to perform any of the functions or duties assigned to the Home guards within his jurisdiction.
- (6) A member of the Home guards when called out for duties in aid of the Police Force, shall

be under the control of the Officers of the Police Force, in such manner and such extent as may be prescribed. A Home guard on such duty has all powers of Police Officer.

- (7) If any member of the Home guards on being called out for duties, without reasonable excuse neglects or refuses to obey such orders or to discharge his functions as a member of the Home Guard or to obey any lawful order or directions given to him for the performance of his duties, he shall, on conviction, be punishable with simple imprisonment for a term which may extend to 3 months or with fine which may extend to Rs. 250 or with both.
- (8) A duty allowance when called out for duty, will be paid to each member of the Home guard. The Commandant General is the controlling authority for the purpose of allowances of the establishment under him. Government servants who are Home guards are eligible to draw the duty allowance paid to Home guards when called for duty.

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CHAPTER VII

MOTOR TRANSPORT UNIT

Object of the Police Motor Transport

645. (1) In order to facilitate movements of the Police Force in the State and to make the Force self-sufficient in the matter of transport required for the performance of duties routine as also in times of emergencies such as riots, communal or other disturbances, strikes etc., motor vehicles of different types have been provided for all Districts and Armed Police Battalions, the distribution being based on the varying needs of each District or unit. In the Districts, Vehicles are kept at District Headquarters, attached to the armed Reserve, under the direct responsibility of Superintendents of Police. The Superintendents of Police will have the discretion to send vehicles to such of the places in the District on specific requisition of Police Officers under him. The Police Motor Transport Unit will adhere to the provisions of Motor Vehicles Act and Kerala Motor Vehicles Rules.

(2) **Motor Boats-** Motor boats have been provided in some coastal districts. They are stationed at important points on the coast and in the interior, for movement of Police personnel on duty in water logged areas. The Motor boats are under the control of the Superintendents of Police of the Districts concerned.

(G.O. (RT) 882|Home(D) dt. 1-6-1962)

Responsibility for the Maintenance of vehicles and prescribed records

646. (1) The Responsibilities for the proper maintenance of vehicles and prescribed records will be that of the Officer in whose charge the vehicle is placed. In the District Armed Reserve the Motor transport will be in the charge of the Reserve Inspector. A suitable Sub-Inspector will be designated as the Office-in-charge of motor transport by the Reserve Inspector to discharge these responsibilities under his supervision.

(2) In the case of Armed Police Battalions, the vehicles will be under the immediate charge of Battalion Transport Officer.

Use of Vehicles.

647. (1) Vehicles can be used in the following instances.

- (a) To transport departmental personnel on their official duties if the distance is long.

Notes:- The journey between the residence and the office of an Officer will not be regarded as Official duty.

- (b) To transport departmental personnel for duties in connection with training.

- (c) To transport sick personnel from Armed Police camps and from Government quarters to the nearest Government Hospital where they will be admitted for treatment.

For the conveyance of under trial and other prisoners at the District

- (d) Headquarters.
 - (e) For the conveyance of Police teams participating in matches within the town.
 - (f) To transport ration including cooked food of the Department and Armed Police Camp to the personnel engaged in urgent Law and Order duty and guard duty when no feeding charges are given.
 - (g) For any other public purpose authorized by the Inspector General of Police.
- (2) The Senior most Officer using the vehicle will, immediately on the termination of each journey, ensure that the details relating to the journey (Place of starting, route, destination, Kilometer run, purpose of journey, etc.) are reported in the "Driver's Daily Dairy" K.P.F. No. 41-C. He will countersign the entries the entries in the Diary relating to the journeys performed by him or his party.

Use of Vehicles on Hire.

648. Departmental Vehicles may be hired out in the following cases without prejudice to duties at the discretion of Superintendents of Police/Commandants. Care may be taken to see that they are not so hired when needed for duty.
- (a) For carrying servants and personal effects of Police Officers when on transfer.
 - (b) When requisitioned by other Government Departments for Official use.
 - (c) For use in connection with organized sports, recreation and entertainments by or for members of the Police Force.

Hire Charges.

649. (1) When Departmental vehicles are hired out, the following hire charges shall be recovered.
- (a) 32 Paise per K.M. for cars, jeeps and Station wagons-running K.M.
 - (b) 48 Paise per K.M. for trucks, Heavy vehicles and Pick-up-vans-running K.M.

[G.O. (MS) 465 Home (D) dated 24-11-1965]

- (c) A detention fee of Rs. 2 per day for every vehicle on which the vehicle is not used for more than 6 K.M. will be levied. "Day" is calculated as 24 hours from the time the vehicle was last used. Parts of a day more than 6 hours shall be regarded as 1 day and half the daily detention fee shall be realized for detention of 6 hours duration or less.

Note:- The period of detention will be calculated from the time the vehicle is handed over to the party to the time it is received back by the Department.

[G.O. (MS) 465 Home (D) dated 24-11-1965]

- (d) An amount equal to the daily allowance admissible under the rules to the driver of the vehicle engaged should be charged.
- (e) Distance and time for calculating hire and detention charges shall be calculated from the place where the vehicles are garaged.

- (2) A proportionate rebate not exceeding one half of the prevailing full rate of hire per K.M. and detention will be allowed, where a vehicle is used partly for Government purposes and partly for other purposes. The claim for such rebate should be supported in each case by a certificate by the Officer stating the number of Government Servants and the approximate quantity of Government material carried on the trip. The proportionate rebate shall be calculated on the following basis.
- (a) Where the Government servants and materials carried would have taken up at least one half of the capacity of the vehicle used, a rebate of 50 percent in hire and detection charges will be allowed.
 - (b) Where the Government servants and materials carried would have taken up at least one-quarter of the capacity of the vehicle used, a rebate of 25 percent in hire and detention charges will be allowed.
 - (c) No rebate will be allowed for less space than one-quarter of the capacity of a vehicle occupied by Government servants and materials.
 - (d) A rebate of 50 percent in hire and detention charges will be allowed when a conveyance proceeding to a certain place on Government purpose but without any stores or personnel, is used by an Officer for the conveyance of his personal effects or servants.
- (3) Vehicles detailed on hire should not be detained in camp for more than a maximum period of 48 hours, and shall not be taken on unsuitable roads or grounds, likely to cause undue wear and tear.
- (4) No permission shall be granted for the use of Departmental vehicles for any journey outside the state.

Recovery of hire charges.

650. (1) Hire charges, except in the case of other Government Departments or when they are to be deducted from an Officer Travelling Allowance bill, shall be realized in cash and credited to the Treasury by the District Police Office, under the appropriate head. In the case of other Government Departments charges shall be recovered by inter-departmental book adjustment. Relevant detail in respect of the hire of vehicles, including payment by inter-departmental book adjustment and by deductions in Travelling Allowance bills, should be noted against the corresponding entries in the "Register of hire of Motor Vehicles" in K.P.F. Nos. 41-K and 41 to be maintained in the District Police Office and by the Officer charge of transport.

- (2) As soon as a journey for which a vehicle is hired is completed, the Office in immediate charge of the departmental vehicle shall report to the District Police Office concerned the distance run and the amount of hire and detention charges due. A bill shall be sent to the person concerned from the District Police Office. The Officer authorizing the hiring of the vehicle may require the estimated hire charges to be deposited in advance.
- (3) Recoveries effected from Travelling Allowance Bills and by book adjustment should be treated as the receipt of the Office owning the vehicle, and realisation of credit shall be watched in the Office as in the case of other departmental revenue.

Economic use vehicles.

651. (1) Officers who are allotted departmental vehicles should use them for journeys within their jurisdiction. Their Travelling Allowance for journeys within the jurisdiction will be limited to what they would get if the allotted vehicles are used.

- (2) Vehicles are allotted to Districts only and rarely to local Units like Stations and Circles. As a general rule, they should not be taken outside their respective jurisdictions. If the vehicles are taken outside jurisdiction for urgent duty a report should be made to the controlling authority, and the action should be ratified.

Mileage test of Vehicles.

652. (1) The Kilometer per litre which a vehicle can cover shall be tested at least once a year and at every time any serious variation from the prescribed mileage is found. The test will be done by a Government or other competent workshop, as approved by the Superintendent of Police.
- (2) The Certificate of testing will be endorsed in the "Register of K.M.P. testing of vehicles", attested by the Officer who carried out the test. A copy of this certificate will be forwarded immediately by the Officer in charge of transport to the Superintendent of Police with his remarks about any marked variation in the mileage figure.
- (3) The tested K.M.P. litre will be noted in red ink in every Motor Transport Return (K.P.F. No. 41-H)
- (4) The Officer in charge of transport shall be responsible to see that the mileage tests are carried out without fail when due.

Duties of drivers and cleaners.

653. (1) As far as possible drivers should not be changed from vehicle to vehicle, the Officer in charge of transport shall assign drivers and cleaners to vehicles and make suitable arrangements for the replacement of staff who are on leave, or otherwise absent. Duplication should be provided for ignition keys, one being with the driver in charge of the vehicle and the other with the Officer in charge of transport. The key of the driver should be deposited with the guard or other specified authority when the driver goes off duty.
- (2) A driver taking over charge of a vehicle shall check the tools and accessories with the list and satisfy himself whether they tally, and are in good and serviceable conditions. He will also check over his vehicle, test the engine, brakes, steering and lighting speedometer, etc, and if satisfied take charge of the vehicle. If any defects are noticed, these will be brought to the notice of the relieved driver, and the Officer in charge of transport. The details of such checking and the result will be recorded in the driver's Daily Diary (K.P.F. No. 41-C), attested by the relieved and relieving Officer and the Officer in charge of transport.
- (3) The vehicle will be in the immediate charge of the driver assigned to it. He will be personally responsible for the clean and efficient condition of the vehicle. He will be assisted in this work by the Cleaner Constable, when one is available. He will bring to the notice of the Officer in charge of transport any remissness in the performance of such duties by the Cleaner Constable. The driver will report immediately to the Officer in charge of transport any defect noticed or any repair or replacement found necessary for the vehicle. (Defect report of vehicles will be in K.P.F. No. 41-B).
- (4) Bigger type vehicles, for which two drivers are assigned will be under the charge of the senior driver. The junior driver will be subject to the control of the senior driver.
- (5) The driver and the cleaner must be always available for duty. Ordinarily they should, subject to the provisions of sub-para (6), be at the garage between 7 a.m. and 11 a.m., and between 2 p.m. and 6 p.m. They shall leave only after obtaining the permission and receiving instructions regarding probable duties from the officer in charge of transport or other officer

designated for the purpose. Permission for absence must be granted for specified periods.

- (6) In case of absence from quarters they will leave word where they are to be found, if wanted.
- (7) Where spare drivers or cleaners who know driving are available, the Officer in charge of transport shall arrange for such drivers to be present during the absence of the regular drivers.
- (8) The driver and cleaner when present in Headquarters will parade daily at 6.30 a.m., unless they have been out on duty later than 9.p.m. the previous day. In the latter event they will parade at 8 a.m. or at any earlier time specified if so required on particular occasions. After attending roll call they will proceed to the garage for work.
- (9) The driver will be held responsible for the consumption of petrol, oil etc. Any wastage or unusual consumption should be accounted for by him to the Officer in charge of transport and should be recorded in his Daily diary. Any increase in the consumption of petrol should be immediately brought to the personal notice of the Officer in charge of transport.
- (10) A Driver on taking charge of any vehicle for the first time in a day will carry out the "First Routine" of Running Maintenance (see "Maintenance and Servicing Instructions" Appendix XVIII) The Driver will also take the following precautions:-
 - (a) Carry one 10 litre tin full petrol oil, in a holder to be provided for this purpose in the vehicle, when petrol/oil is refilled in the tank, the petrol/oil in the tin should be poured in first, and the balance alone drawn from the pump or other source. The tin will again be filled with 10 litre petrol to be kept as spare.
 - (b) Carry sufficient spare oil when proceeding on any long journey.
- (11) The driver of the vehicle is personally responsible for the proper lubrication of his vehicle, and for any damage that arises from lack of lubrication. He should report immediately defects such as:-
 - (a) failure of the oil guage to register normal.
 - (b) Oil leaks in engine, gear box, rear axle or steering box glands.
 - (c) Defective or lost lubricating nipple.
- (12) Bigger type vehicles for which two drivers are provided must ordinarily proceed with both the drivers. The Officer in charge of transport may use his discretion when it is not possible to arrange this on particular occasions.
- (13) The driver and the cleaner will be in uniform when they go out on duty. They will take muskets and the approved quantity of ammunition with them when out on duties on which precautionary arrangements are to be taken. No bayonets will be carried. The Officer in charge of transport will issue appropriate instructions, after reference where necessary to the superior officers concerned, regarding the carrying of muskets and ammunition on particular occasions.
- (14) The muskets will be carried in clips provided for the purpose, racked cross-wise on the hood backing above the driver's head in bigger type vehicles, and in any other convenient and easily accessible place in smaller vehicles. The muskets should be secured by a chain and padlock, the key of which will be carried by the driver, attached to his vehicle's ignition key. Ammunition will be carried in pouches on the belt, in the usual way.
- (15) The driver will note in the attendance register whether he is taking arms and ammunition with him or not.

- (16) The driver, when proceeding out on duty, will sign the attendance register before departure, stating where and on what duty he is proceeding. On return to Headquarters he will again report his arrival and record it in the attendance register.
- (17) During long runs, vehicles must ordinarily be stopped once in four hours or 161 K.M whichever is less, and rested for twenty minutes. The driver will carry out the "Halt Routine" of Running Maintenance (see Maintenance and Servicing Instructions - Appendix XVIII).
- (18) Immediately on return from a trip or on completion of the day's journey the driver will carry out the "Last Routine" of "Running Maintenance" (see "Maintenance and Servicing Instructions"- Appendix XVIII). Where garages are available, vehicles will be parked in these. Garages will be locked up where facilities exist for the purpose. The key of the garage will be deposited according to instructions issued by the Officer in charge of transport.
- (19) The speedometer reading must be taken and recorded in the Driver's Daily Diary (K.P.F. No. 41-C) at the beginning and the end of each trip and if the trip is not completed in one day, at the beginning and end of the day's work. The speedometer reading must be checked daily by the Officer in charge of transport or any other Officer deputed for the purpose.
- (20) When a vehicle has to remain in workshop for repairs for more than a day, the driver will lock up his tools and accessories or make other effective arrangements for its safe custody with the approval of the Officer in charge of transport. He will also obtain from the Foreman or other person in charge of the workshop a receipt for the quantity of petrol remaining in the tank.
- (21) Cleaner Constables should be given, at regular and sufficiently frequent intervals, practice in driving, under the supervision of drivers where such supervision is necessary. Cleaner Constables will be available for use as reserve drivers.
- (22) No unauthorized person or store will be carried in a vehicle. This does not preclude a lift being given, without overloading the vehicle, to members of the Police Force, with the permission of the senior-most person in the vehicle.
- (23) No person other than the authorized driver or cleaner should drive the vehicle, without the express permission of the Superintendent of Police or other higher authority, and such permission shall not be granted save for exceptionally pressing reasons. An Officer or other person competent to drive a vehicle may do so when the authorized driver is incapacitated due to illness, and even then only for the minimum distance necessary for obtaining the services of an authorized driver.
- (24) Before a vehicle is taken over for driving from its authorized driver under the circumstances mentioned in sub para (23) and when it is handed back to an authorized driver, the person who does so shall make a record of the relevant facts in the driver's Diary (K.P.F No. 41-C). This precaution shall not be omitted or postponed on any account. The record should include the following details:-
 - (a) the time and place at which the vehicle is taken/handed over.
 - (b) the K.M. reading at the time the vehicle is taken/handed over
 - (c) the number, rank and name of the authorized driver from/to whom the vehicle is taken/handed over.
 - (d) the circumstances which have necessitated the step, and reference to the prior sanction of the competent authority, if obtained.

(25) the driver should make a record of all duties performed and of other occurrences of importance relating to the vehicle in the Driver's Daily Diary (K.P.F. No. 41-C)

(26) Drivers and Cleaners:

(a) The drivers and cleaners must know the maintenance programme for the vehicle, how to prepare the vehicle for inspection [see sub para 30 below], the lubricants in use in the vehicle, and when they require changing, the tyre pressures to be maintained, speed limits to be observed and the rules of the road which are given in Appendix XX.

(b) The drivers and cleaners must not attempt any rectification of defect in the vehicle which is beyond their competence use any form of metal polish on the vehicle, exchange tools or accessories or parts of the vehicle, leave the vehicle unattended with engine running, smoke while driving, or with the bonnet open or near fuel sources, and go down descents with the gear disengaged.

(27) The driver, if in uniform, must keep his head-gear on when driving.

(28) The driver and cleaner must have their driving licenses when the vehicle is taken out.

(29) The driver must take the daily diary, accident report form and tools whenever the vehicle goes out.

(30) A driver whose vehicle is to be inspected will prepare it in the following manner:-

(a) clean all parts of the vehicle thoroughly

(b) lay out tools and accessories in accordance with the list

(c) warm up the engine

(d) remove floor boards and open trap-doors

(e) open or remove bonnet

(f) remove battery vent plugs

(g) remove tyre valve caps

(h) loosen oil level plugs of gear box steering box and rear axle.

(i) Circuit up inspection lamp, if provided with vehicle accessories

(j) Keep the Driver's daily diary, Motor Transport Return and the Monthly inspection Register available for reference.

(31) No work will be done in the garage between sun set and sun rise, except on the specific orders of the Officer in charge of transport.

(32) No ranked light shall be allowed in the garage at any time.

(33) For the responsibilities of drivers whose vehicles may be involved in accidents, see the instructions in Rule below.

(34) Whenever a tyre from a running wheel is replaced by the spare wheel, or by a fresh tyre, a

note of the fact with the speedometer reading and the number of the tyre replaced, and the number of the tyre put on will be made at once in the driver's Daily Diary.

- (35) Drivers and cleaners who are members of the Police Subordinate Service should be given regular training in drill and musketry so as to keep them fit to function as disciplined men capable of protecting person and property.

Accidents of Police Vehicles.

654. (1) When a vehicle is involved in an accident whereby damage or injury is caused to any person, animal vehicle or other property, the driver of the vehicle shall (and other person in charge of the vehicle shall direct the driver) take necessary action to

- (a) stop the vehicle as long as may be reasonably necessary.
- (b) give the name and address of the driver and the designation and address of the Head of Office or Unit to which the vehicle belongs to any person affected by the accident or damage, who may demand the information, provided such person also furnishes his own name and address.

Note:- The name and address as shown above, shall also be given on demand to any person, giving his own name and address and alleging that the driver has been driving recklessly or dangerously.

- (c) take all reasonable steps to secure medical attention to any person injured and if necessary convey him to the nearest hospital unless the injured person (including the guardian of an injured minor), desires otherwise.
 - (d) give on demand by any local Police Officer any information required by him or, if no such Police Officer is present, report the circumstances of the occurrence at the nearest Police Station immediately.
- (2) The driver and other person in charge of the vehicle during an accident as mentioned in sub-para (1) will, without delay, give a written report of the occurrence to the Head of the Unit or Office through the Officer in charge of transport, including the following details:

- (a) Date, time and place of accident.
- (b) Name of driver of vehicle and his licence.
- (c) Names of other persons in the vehicle.
- (d) On what duty the vehicle was proceeding, and under whose orders
- (e) Details of other persons or vehicles involved in the accident.

- Width and description of the road, position and direction of the vehicle or vehicles concerned, details of wheel tracks and any other information useful in asseing the cause and responsibility of the accident (A sketch, prepared at the scene of the accident, soon after its occurrence will be a valuable addition to the report. This will be prepared unless the situation makes it impossible to do so).
- (f)

- (g) The estimated speed of the vehicle or vehicles.
- (h) What steps were taken or omitted to be taken by the parties concerned to avoid the accident.
- (i) Any other relevant particulars concerning the occurrence.
- (j) Nature and extent of the injury or damages caused to persons, vehicles or property.
- (k) Names and addresses of witnesses to the occurrence

(3) The Officer in charge of transport shall in cases of such accidents prepare and submit to the Superintendent of Police a report in K.P.F. No. 41-R (Accident Report).

(4) Deterrent action should be taken in all cases where due to the fault of the driver damage to vehicles or injury to persons or loss of life is caused.

Testing of vehicles.

655. (1) Every vehicle shall be tested by the Officer in charge of transport once a month to see whether it is in good condition, and whether maintenance and servicing has been carried out satisfactorily. It is the purpose of such inspections to detect faults in time and to avoid more extensive and costly repairs which delay may necessitate.

(2) The Officer in charge of transport should be assisted in these inspections wherever possible by a competent mechanic or other technically qualified Officer.

(3) A record of such inspections will be kept in the Monthly Inspection Register in K.P.F. No. 41-G.

(4) The points which should be borne in mind when inspecting vehicles, tools and records are given in Appendix XXI.

Repairs and purchase of spare parts.

656. (1) When tyres, batteries or other parts of a vehicle are to be replaced or repaired the service given by them will be verified by the Officer in charge of transport and every case in which premature repair or replacement has become due will be reported to the head of Office or Unit for necessary action.

(2) Sanction of the Superintendent of Police or other corresponding Officer shall be obtained prior to all purchases for vehicles, Except petrol, oil and lubricants. Petrol, oil and lubricants will be obtained according to the procedure prescribed from time to time.

(3) Sanction of the Superintendent of Police or other corresponding Officer shall also be taken before any repair, other than a minor and inexpensive repair unavoidable for the purpose of taking a vehicle back to garage, is undertaken.

(4) Recommendations for sanction for repairs to vehicles shall include detailed information on the following points:-

(a) Cost and date of purchase. The cost of body, chassis and of engine will be stated separately, if known.

(b) Expenditure incurred on different occasions each year for repairs and replacements and the total thereof, with information regarding the agency which did the work. The

book value at the time of repair calculated by the diminishing balance method and the estimated repairing charges should be reported.

- (c) Reasons for any abnormal expenditure incurred in any year.
- (d) The total number of K.M. run by the vehicle after each repair.
- (e) The details regarding the repairs and replacements of major parts to be sanctioned, and an estimate of cost for the same.
- (f) When recommending any major repair, a certificate must be obtained and forwarded from the Motor Vehicles Inspector or other technical expert stating the approximate mileage which the vehicle is likely to serve if the repairs and replacements submitted for sanction are carried out.
- (g) Whenever expensive repairs are undertaken on old vehicles, expert advice should be taken as to whether it will be economical to carry out the repairs.
- (h) Repairs of the vehicles of Northern Range costing upto Rs.500 shall be carried out at approved workshops by the Heads of Units. Other repairs costing over Rs.500 in Northern Range should be got repaired at the M.S.P. workshop, Malappuram.
- (i) Competitive quotations need not be invited for entrusting repair works of departmental vehicles with approved workshops.

[Government Memo No. 11524|D2|65|Home (D) dt. 30-4-1965]

- (j) Payment of bills of private workshops in respect of repair charges not exceeding Rs. 20 can be authorized without scrutiny of the bills by the State Transport Corporation. All other bills are to be scrutinized by the State Transport Corporation before payments are made. Assistant Engineers of Regional Engineering Workshop Sub-divisions at Trivandrum, Trichur and Calicut are also empowered to scrutinize the repair bills of all departmental vehicles received from approved private workshops. They can fix upset value of the unserviceable vehicles of all departments and also inspect and issue certificates to the effect that parts of departmental vehicles are not fit for further use.

(G.O. (MS) 495|63 PW dt 12-11-63)

(G.O. (MS) 63|PW\dt 11|14-3-66)

(G.O. Rt. 1181|66|PW dt 24-10-66)

Vehicles which do not run regularly

- 657 Vehicles which are not required to run regularly shall be started and run for short distances to see that working parts are kept efficient. An allowance of 2 litres of petrol per vehicle is authorized for this purpose. This allowance shall be availed of only when it is not possible more economically to operate the vehicle for any authorized duty during the week.

Tyres and Tubes Batteries and Hoses-Life of.

658. (1) Minimum life of tyres, tubes etc. of the Motor Vehicles of the Police Department is shown below:-

	Spare Parts	Period
(1)	Tyres and tubes of motor cycle	13770 K.M.
(2)	Tyres and tubes of Mobile tank Units	12960 "

- | | | |
|-----|---|--------------------------|
| (3) | Tyres and tubes of Fine Engine Tender | 16200 " |
| (4) | Tyres and tubes of other motor vehicles | 24300 " |
| (5) | Retreaded tyres of all kinds | 2/3 of the original life |
| (6) | Batteries | 2 years |
| (7) | Hoses | 1 year |

- (2) The above articles are not to be condemned necessarily on the expiry of the prescribed mileage or period. The condition of the article must fully justify its being condemned.
- (3) If in an individual case condemnation is found necessary before the expiry of the prescribed mileage or period, a detailed investigation into the reasons for it should be made and the opinion of a technical expert obtained and a decision taken by the Superintendent of Police or other Controlling Officer as to whether there has been any neglect or omission on the part of the driver or other person in charge. Where there has been neglect or omission suitable disciplinary action shall be taken against the defaulters.
- (4) The good work of persons in charge of vehicles who are able to give substantially more service than the prescribed minimum will be placed on record, and in appropriate cases suitable rewards will be given.

(G.O. (MS) No. 957|Home (A) dt. 5-8-'58)

Records to be maintained for Motor Vehicles

659 The records to be maintained in respect of Motor Vehicles by Officers in charge of vehicles are given in Appendix XIX.

In case of District Armed Reserve a suitable Sub-Inspector will be designated by Reserve Inspector to maintain the records (See Rule 646 above).

CHAPTER VIII
PHOTOGRAPHY

- 660 (a) Photographic Bureau in the State is attached to the Criminal Investigation Department. The Bureau takes photographs of prisoners or criminals, scenes of offences, important documents and finger prints, etc, required for comparison and search by the State Examiner of Questioned Documents and Director of Finger Print Bureau. The Bureau also takes and supplies photographs required for identity cards of Police Officers. Instructions for photographing persons are given in Appendix XXII.
- (b) A photographer with necessary equipments is also attached to each District Police Office, to photograph prisoners or criminals, finger prints, scenes of offences, scenes of vandalism committed by goondas, etc., in the District.
- [G.O. (MS) 210|Home(A) dated 3-6-1966)

Photographs-use of Photographs

661. Photographs can be very useful for purposes of identification of individuals, and of the study of scenes and objects. Proper and appropriate use shall therefore be made of photographs in recording and disseminating criminal intelligence.

Persons whose photographs are to be taken for record.

662. A Police Officer may have photographs taken -
- (1) of a person who is convicted of an offence falling under Chapter XII of XVII of the Indian Penal Code, punishable with rigorous imprisonment for a term of one year or upwards, or of any offence which would render him liable to enhanced punishment on a subsequent conviction.
 - (2) Of a person ordered to give security for good behaviour under Section 118, Code of Criminal Procedure.
 - (3) Of a person whose photographs have been ordered by a Magistrate of the First Class to be taken for the purposes of any investigation or proceeding under the code of Criminal Procedure.

The Magistrate can pass such an order only in respect of a person who has at some time been arrested in connection with that investigation or proceeding. The photograph of the person shall be taken at the time and place specified for his production or attendance for that purpose in the order of the Magistrate.

Photographing under-trial prisoners.

663. The photographing of under-trial prisoners is forbidden

Resistance or refusal to be photographed.

664. (1) In the event of resistance or refusal to be photographed under the provisions of rule 662 a Police Officer may lawfully use all means necessary to secure the taking of the photographs [vide Section 6(1) of the Identification of Prisoners Act, 1920 (Central Act XXXIII of 1920), and section 7 of the Kerala Identification of Prisoners Act 1963 (Act 39 of 1963)].
- (2) Resistance to or refusal to allow the taking of photographs will constitute an offence under

Section 186 Indian Penal Code [Section 6(2) of the Identification of Prisoners Act, 1920 (Central Act XXXIII of 1920), and section 7 of the Kerala Identification of Prisoners Act 1963)].

Photographs of Scenes and Objects

665. (1) On principle the Judge trying a case, the Public Prosecutor, the Expert and the Counsel for the defence, ought to visualize everything that the investigator has seen. The investigator has to make this possible by correct description. 'Mahazars' prepared by Investigating Officers for this purpose will be clearer and more convincing if in important matters they are supplemented with Photographs. Photographs can be of great value particularly in the following instances:-
- (a) The scene of an offence or other important occurrence.
 - (b) Perishable objects or those likely to change their appearance, such as -
 - (i) wounds especially when the instrument used, the relative positions of the victim and the assailant, or the fact whether the wound was inflicted on a person when he was living or dead, are in doubt;
 - (ii) foot prints when their relative positions are of importance, or when it may not be possible successfully to take their impression otherwise:
 - (iii) finger and palm prints from scenes of crime which may be required for comparison with prints of suspects, or as proof of identity:
 - (iv) Position of a dead body (to be photographed from different sides) if it is reasonably certain that the corpse is still in its original position.
 - (2) Photography is also of great importance for Experts in the examination of manuscripts and in comparing hand-writing. Photographs taken by means of ultra violet light will show out forgery by disclosing the original entries which have been altered in a document. The use of ultra violet and infra red plates can show up latent marks and carefully prepared alterations.
 - (3) Photographs sent for examination by the Criminal Investigation Department or other agencies should ordinarily be not smaller than quarter plate, and not larger than full plate size.

Photographs of persons released without trial, discharged or acquitted.

666. (1) Where any person, whose photograph has been taken for purposes of investigation or other proceeding under the orders of a competent Magistrate, is released without trial or discharged or acquitted by any Court, all negatives and copies of photographs taken shall be destroyed or made over to such person, except in the cases covered by sub-para (2) below.
- (2) The District Magistrate or the Sub Divisional Magistrate in the case of a person who is released without trial, and the court in other cases may, for reasons to be recorded in writing, direct a disposal different from what is prescribed above.

Periodic elimination of photographs.

667. All photographs will be examined annually, and in the absence of special reasons to the contrary, these will be withdrawn from record in the following cases:-

- (1) In the case of a person who is a professional prisoner, note-forgery coiner, arms smuggler, on his attaining the age of 80 years or on his death, whichever is earlier; and
- (2) In the case of any other person-
 - (a) if he has not more than two convictions in his native District (not having been convicted

outside his native District) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of having committed a crime, on the expiry of ten years from the date of his release or last release from jail, as the case may be, or

- (b) if he has been convicted outside his native District or has more than two convictions in his native district and has not subsequent to his conviction or last conviction, as the case may be, been suspected of having committed a crime, on the expiry of 15 years from the date of his release or last release from jail, as the case may be, or
- (c) on his attaining the age of 80 years, or
- (d) on his death,

Whichever is earlier.

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CHAPTER IX
FINGER PRINT BUREAU

668. The Finger Print Bureau is under a Director and the Bureau works directly under the Superintendent of Police, Crime Branch C.I.D.

Location of Finger Print Bureau in India.

669. A list of finger Print Bureau serving different States in India, etc., are given in Appendix XXIII.

Communication to the Bureau.

670. (1) Communications for the State Finger Print Bureau will be addressed to the Director of the Bureau concerned.

(2) Communications for the Central Finger Print Bureau will be addressed to the Director, Central Finger Print Bureau, No. 30, Gorachand Road, Calcutta-14.

Methods of taking Finger Prints-Appliances

671. Methods of taking finger prints, points to be noted in preparing finger print slips, deformities, etc., are given in Appendix XXIV.

Persons whose finger prints should not be taken,

672. Finger Prints of lepers are not to be taken on any account. Persons suffering from contagious or infectious diseases should not have their finger prints taken until they have completely recovered from such diseases.

Finger Prints-By whom to be taken.

673. Finger prints shall be taken only by an Officer who has been declared to be proficient for the purpose.

Persons whose finger prints are to be taken for record.

674. The finger prints of the following persons, juvenile or adult, should ordinarily be taken for permanent record:-

(1) All persons convicted of offences under Chapters XII and XVII, I.P.C., punishable with rigorous imprisonment for a term of one year or more.

(2) All persons convicted of any offence under Chapter, VI, I.P.C. or of sabotage and subversive activities against the State.

(3) All persons convicted of offences under sections 170, 302, 304, 307, 308, 311, 325, 327, 328, 329, 322, 333, 338, 465 to 477-A and 489-A to 489-D, I.P.C.

[Government Memo, 38371/A4/66-Home dated 26-9-1966]

[I.G.'s Endt. D4/49024/66 dated 30-9-1966]

(4) All traffickers in women and children, who are convicted under sections 363 to 373, I.P.C.

(5) All persons convicted for attempt or abetment (sections) **511 or 109|114-I.P.C.)** and animal conspiracy (section 120-B, I.P.C.) and in respect of offences enumerated in this Rule.

(6) All approvers in gang, dacoity and criminal conspiracy cases.

(7) All persons ordered to execute bonds under sections 109 and 110 Cr.P.C. (for offences against property only).

(8) Non-Asiaties, when convicted for offences punishable with rigorous imprisonment for a term of one year or upwards under the Indian Penal Code.

Note : - In such cases three copies may be taken of which one is to be sent to C.B.I. Delhi through the Deputy Inspector General, in charge of C.I.D.)

(9) All Indian National, convicted outside India of any offences for which finger prints have been received at the State Bureau from those countries.

(10) All International criminals and absconders, whose finger prints are sent to the State Bureau from Countries outside India.

(11) All persons suspected of being professional itinerant criminals and persons of notoriously criminal reputation, who habitually absent themselves from their homes and are believed to travel to other States for the purpose of committing crime, and who have been arrested by Police and whose finger prints have been taken, Even if they are acquitted, provided that in case of acquittal, permission for record of finger prints is obtained from the Court under section 7 of the Identification of Prisoners Act, 1920 (Central Act XXXIII of 1920) and Kerala Identification of Prisoners

Act 1963 (Act 39 of 1963)

(12) Any other person whose finger prints are ordered to be maintained by the Government of India from time to time, subject to the provision of the Identification of Prisoners Act 1920 (Central Act XXXIII of 1920) and the Kerala Identification of Prisoners Act 1963 (Act 39 of 1963)

(13) All persons not specially provided for above, regarding whom it is considered desirable that there should be a permanent record. These include:

(a) Persons of disreputable antecedents.

(b) Persons who take part in violent crimes, whether political or non-political, involving injury to body, life or property, and

(c) The following classes only of persons connected with political offences:

- (i) persons who use aliases or otherwise endeavour to conceal their identity to facilitate commission of political crime.
- (ii) Persons about whom, because of their hidden activities, it is desirable that there should be permanent record, and
- (iii) Persons concerned in offences of criminal conspiracy and section 153-A, section 124-A and section 295-A I.P.C.

(14) All persons convicted under the Arms, Opium and State Excises Acts, who are suspected to be smugglers in arms, opium or dangerous drugs, as defined in the Dangerous Drugs Act, 1930 (central Act II of 1930), or of an offence under any of the said Acts entailing enhanced punishment on conviction.

(15) persons convicted under sections 8 and 10 of Prohibition Act, 13 of 1950 (Amended by Act, 25 of 1960).

(16) Persons convicted under section 48 of the Kerala Police Act, 1960

(17) Persons convicted under the untouchability (offences) Act, 1955 (Central Act XXII of 1955).

(18) Persons notified under the Kerala Habitual offenders Act, 1960 and convicted of any of the offences enumerated in the schedule to the said Act.

(19) All persons convicted under section 5 of the Telegraph wires (unlawful possession) Act 1950 (Central Act LXXIV of 1950) for unlawful possession of telegraph wires.

(20) All persons convicted under the Railway property (unlawful possession) Act, 1966 (Central Act 29 of 1966) (G.O.Rt. No. 530/68, Home 'S.S.' Department dated 1-4-1968).

(21) All persons convicted under sections 101, 126 and 128 of the Indian Railways Act, 1890 (Central Act IX of 1890)

(22) All persons convicted under the Explosive Substances Act, 1908 (Central Act VI of 1908)

(23) All persons convicted under the Indian Official Secrets Act, 1923 (Central Act XIX of 1923)

(24) All professional criminals and persons of dangerous character externed from any area under any State Act.

(25) All foreigners externed under the Foreigners Act, 1946 (Central Act XXXI of 1946)

All persons convicted of smuggling gold, currency and valuable articles

(26) under Foreign Exchange Regulation Act, 1947 (Central Act VII of 1947) and the Customs Act 1962.

Finger Prints to be recorded in the Central Finger Print Bureau.

675. Finger Print Slips of all persons mentioned in items (1) to (12), (14) and (19) to (26) in Para 674 are to be recorded in the Central Finger Print Bureau, Calcutta.

Procedure regarding Finger Print Slips to be taken for search

676. (1) Whenever an unidentified persons is arrested on a criminal charge, and it is considered desirable to trace his identity or previous convictions, if any, the Station House Officer will have his finger Prints taken in K.P.F. No. 3-G. This slip together with a search slip in K.P.F. No. 3-F will be sent direct to the Finger Print Bureau, Trivandrum, immediately.

(2) When a person, whose Finger Print Slips are taken under the provisions of sub-clause (1) above, is reasonably suspected to be a resident of, or is suspected to have extended his operations to one or more other States, a reference should be made by the Station House Officer in the manner explained above, to the Bureau of every such State also. Sufficient extra copies of the Finger Print Slips will be prepared for this purpose.

Finger Printing of persons whose finger prints are to be recorded.

677. (1) Station House Officers are responsible for the taking of finger prints of persons, who, on conviction, have to be finger printed under Para 674.

(2) Sufficient number of Finger Print Slips (K.P.F. No. 3-G) shall be prepared at the time of the arrest of the accused persons, or whenever for taking Finger Print Slips. The number of Finger Print Slips required for record after conviction depends upon the home State of the accused, and also upon the number of other States, if any, in which they have had previous convictions. Slips are required as under:

(a) For the State Finger Print Bureau - one copy for search and one copy for record, if necessary after conviction.

(b) For the Finger Print Bureau of each State in which the accused has had previous convictions-one copy for search and one copy for record, as stated above.

(c) For the Central Finger Print Bureau-one copy for record, in all cases in which slips are to be recorded in that Bureau.

(d) for single print record in the Central Finger Print Bureau -one copy in respect of the undermentioned classes of criminals:

i. Inter-state criminals

ii. Inter-National Criminals

iii. Hotel thieves

iv. Poisoners

v. Forgers of currency

vi. Cheats

vii. Coiners.

- (3) The name and other particulars shall be filled in on the Finger Print Slip immediately after taking the impressions on each slip.
- (4) The Station House Officer will, at the time of arrest, fill up the description of the arrested person in K.P.F. No. 3-F sign on the first page, and send one copy each of the slip for search to the finger Print Bureau, Trivandrum and to other Bureaux, if necessary.
- (5) When sending the Finger Print Slips for search, the name of all the Bureaux to which copies of the slips have been sent for search, should be noted in the appropriate column of every copy of the search slip in K.P.F. No. 3-F so sent.

Resistance to Finger Printing.

678. Resistance to or refusal to allow the taking of finger prints and foot impressions is an offence under section 186 I.P.C. read with section 6 of the Identification of Prisoners Act (Central Act XXXIII of 1920) and the Kerala Identification of Prisoners Act 1963 (Act 39 of 1963). Under the same section a Police officer may lawfully use all means necessary to secure the taking of such impressions.

Finger and foot impressions of dead bodies.

679.(1) Investigating Officers of all cases of murder or suspicious death, shall take the finger prints of unidentified dead bodies and the imprint of the feet of dead bodies where these are likely to be of use in investigation, as early as possible. These impressions may be of value for purposes of comparison with finger and foot prints at or around scene of occurrence.

- (2) The following instructions shall be borne in mind in preparing Finger Print Slips of dead persons.
 - (a) Three copies of the prints will be taken
 - (b) Water should not be used for cleaning the fingers. Methylated spirit, which will preserve the pores, must be used. Greasy or oily finger must be washed with spirit.
 - (c) Dirty fingers may be rubbed with a cloth, dipped in warm water (but not washed such water).
 - (d) The impression must be taken by a 'proficient'.
 - (e) If, after taking the required number of copies of the finger prints, the Investigating Officer considers it necessary to arrange for the preservation of the fingers for future verification, he shall request the Medical Officer to preserve them in separate jars distinctly marked.

Register of Finger Print reference.

680. All Finger Print Slips sent for search and their disposal will be registered in the "Register of Finger Print Reference" in K.P.F. No. 3-N, maintained in every Police Station.

Action by the Finger Print Bureau on search references.

681. (1) Every Finger Print Slip received for search shall be registered in the "Register of finger

Impression Slips received for search in the Finger Print Bureau" in K.P.F. No. 3-M

- (2) Defective Slips, if any, which cannot be classified, shall be returned to the sender with a "Finger Print Bureau Objection Memorandum (Search Slips)" in K.P.F. No. 3-C for re-submission after rectification. Necessary entries shall be made in the Register of impression Slips mentioned in (1) above.
- (3) The Finger Print Bureau shall classify the prints and make a search among the recorded slips in the Bureau. If finger prints of the same individual are on record, the details of previous convictions as noted in the recorded slip, will be copied on the reverse of the Finger Print Slip received for search. The counterfoil of the search slip (K.P. form No, 3-F) will be filled up on the basis of the result of the search, and will be returned to the Station House Officer concerned together with the Finger Print Slip. The foil of the search Slip retained in the Finger Print Bureau will be filed in the Bureau in serial order for future reference.
- (4) Where previous conviction is traced on a search reference, the details of such tracing will be noted on the Finger Print Slip recorded in the Bureau. The details of traced search reference shall be noted also in the "Register of Identifications made in the finger Print Bureau" in K.P.F. No. 3(o). Search slip should indicate where enhanced punishment under section 75 I.P.C. or sections 8 or 10 of the Prohibition Act are applicable.
- (5) All slips received for search shall as far as possible be returned within twenty-four hours of receipt.
- (6) Whenever a recorded Finger Print Slip is removed from its pigeon hole, a "dummy" slip in K.P.F. No.3-W shall be substituted in its place. The "dummy" slip shall be removed only when the recorded slip is put back.

Proof of previous conviction in traced cases

682. (1) If on the return of the Finger Print Slip sent for search to the Bureau previous conviction of an accused is found traced which makes him liable for enhanced punishment under section 75 of the Penal Code, or section 8 or 10 of the Prohibition Act or any such previous conviction of an accused is known from any other source, steps shall be taken to prove such previous conviction under section 511 of the Code of Criminal Procedure.
- (2) There should be a definite charge as to the fact, date and place of previous conviction or convictions. Several previous convictions should not be lumped in one head of charge. These should be set forth separately, each under a distinct head of charge.
 - (3) In the case of a person who has been previously convicted more than once, it will generally suffice to prove the last conviction only, provided that the former convictions were proved in that case and are mentioned in the previous judgment.
 - (4) The proof of previous conviction requires the following:-
 - (a) Records to prove the previous convictions in order to support the charge under section 75 Penal code. The following categories of records may be used for this purpose:-
 - (i) An extract showing the previous conviction or convictions, certified under the hand of the Officer having the custody of the records of the Court; or
 - (ii) A Certificate signed by the Officer in charge of the jail in which the sentence of imprisonment awarded in the previous conviction of convictions or any part thereof was suffered; or

- (iii) A warrant of commitment under which the sentence was suffered.
- (b) If the accused, on being questioned by the court, admits the previous conviction or each of the convictions, no further proof is required and a formal marking of the records already filed with the charge, evidencing the previous conviction or convictions, will suffice.
- (5) If the accused denies the previous convictions, the prosecution will let in evidence as to identity. Identity of the accused shall be proved by any of the following means:-
 - (a) The evidence of a Police Officer cognizant of the previous conviction: or
 - (b) The evidence of a Jail Officer who can recognize the accused as the person who underwent the previous sentence of imprisonment; or
 - (c) If evidence according to (a) or (b) above cannot be obtained, by means of evidence of an Expert from the Finger Print Bureau proved under Sections 45 and 73 of the Evidence Act.
- (6) In order to locate Police officers who will be able to prove conviction of a future occasion, Column 10 of the General Conviction Register and Part III Station Crime History is to contain the names of two such Police Officers.

Procedure on conviction.

683. (1) If the person charged is convicted, the Station House Officer will fill in all the particulars of the conviction in the slips taken under Para 677 and preserve for being sent for record. If the convicted person has had previous conviction the particulars of such previous convictions will also be entered in the slip in chronological order, before the details of the latest conviction are entered.
- (2) All columns in the Finger Print Slips and connected records shall be properly filled up. All entries should be in English. Abbreviations, over writings and erasers should be avoided.
 - (3) The "Conviction Memo" prepared in K.P.F. No. 3-R and "Acknowledgment of Finger Print Slip" (K.P.F. No.3) together with the required number of copies of the Finger Print Slips (as stated in Rule above) will be sent to the Superintendent of the District (District Intelligence Bureau) through the Circle Inspector. The words 'reconvicted', 'untraced', etc., printed on the Finger Print Slip (K.P.F. No. 3-G) which are not applicable shall be cancelled as required, while preparing the form. The counterfoil of the search slip, returned from the Bureau after search, shall also be attached to the Conviction Memo.
 - (4) In dispatching the Finger Print Slips, special care shall be taken to fold the Form in accordance with the direction given on the Form.
 - (5) A short but clear note on the modus operandi of the convict in the present case shall be attached to the copy of the Finger Print Slip to be sent to the Central Finger Print Bureau for the single finger print record. The note should contain also the name of the convict, the Crime Number, Police Station and District.
 - (6) In the case of the prisoners sent to jail, the correct name of the jails to which they have been sent, with dates of despatch of the prisoners, shall be noted in red ink at the front top portion of the Conviction Memo.
 - (7) The Station House Officer concerned shall make a record in every conviction case diary that "Finger Print slips, conviction memo and acknowledgment form are despatched".
 - (8) Station House Officers shall not send for record the same copy of the Finger Print Slip, which was sent to the Bureau for search and received back after search. Spare copies of the

Slips taken according to the instructions above and kept in safe custody in the Station, shall alone be used for record.

- (9) The Circle Inspector and Sub-Divisional Officer shall scrutinise each case and recommend in the appropriate column of the Conviction memo whether the Finger Print Slip of the convict should be recorded in the Bureau or not, and whether the convict is to be shadowed on release.

Finger Prints of persons without trial, discharged or acquitted.

684. (1) Where any person whose finger prints were taken is released without trial or discharged or acquitted by any court, all such prints shall be destroyed or made over to him, except in the case covered by sub-para (2) below.

(2) The District Magistrate or the Sub-Divisional Magistrate in the case of a person who is released without trial, and the court in other cases may, for reasons to be recorded in writing, direct disposal of the finger and foot prints different from what is prescribed above.

Finger Prints of Juveniles sent to a special institution.

685 (1) The finger prints of a juvenile sent to a special institution should be sent for record to the Bureau of the State of which he is a resident, as well as to the Bureau of the State in which he is convicted.

(2) No formal testing of the finger prints of juveniles is necessary; but the Tester Sub Inspector shall verify and record identifying number and other particulars from the institution.

Action in the District Police Office.

686. (1) The Sub Inspector in charge of the District Intelligence Bureau shall maintain the "District Office Finger Print Register" in K.P.F. No. 3-B, in which the receipt and disposal of all Finger Print slips received from station House Officers for record shall be entered.

(2) The Sub Inspector, District Intelligence Bureau, shall check and satisfy himself that the finger prints are clear and fully-rolled and taken in their proper order, that all entries in the slips and connected records are legible, complete and correct, and that there are sufficient number of slips for all bureaux concerned. Defective slips may be returned to the Station House Officer, together with Finger Print Objection Memorandum in K.P.F. No. 3-E for rectification and return. But if such criminals are in the local jail, the District Intelligence Bureau staff should themselves take the proper slips.

(3) The Superintendent of Police of the District shall decide and pass orders on the conviction Memo on the following points:-

(a) Whether the slip is to be retained in the State Finger Print Bureau or destroyed, keeping in mind whether the offence is of a trivial nature and slip is not considered necessary.

(b) Whether or not the slip is to be sent for record in the Central Finger Print Bureau;

(c) Whether the convict is to be shadowed on release.

(4) The Superintendent of Police shall check and countersign the note attached regarding the modus operandi of convicts whose Finger Print slips are to be sent to the Central Finger Print Bureau.

(5) The finger print Head Constable attached to the District Intelligence Bureau shall ascertain the convict numbers of the prisoners concerned, verify the entries in the Finger Print Slips with the entries in the Jail Admission Registers and Jail Warrants (if necessary), and satisfy himself

that all the entries tally, Additional copies of the slips will be taken, if required, and sent back to the Stations concerned for being returned after completing necessary entries.

- (6) The Finger Print Head Constable shall visit the jails within his jurisdiction at least once a week, and see whether, Finger Print Slips of all persons convicted for the offences mentioned in Para 674 have been received. On every Monday, he shall submit to the Superintendent of Police a statement for the week ending Saturday the particulars of convicts coming under the categories mentioned, and in para 674 and admitted in the jail during the previous week (mentioning also dates of admission), showing whether or not their Finger Print Slips have been received. The Superintendent of Police shall take prompt steps to expedite the slips still due. If a slip is not received from the Station House Officer before the release of a convict, the Finger Print Head Constable shall himself prepare the necessary number of slips, and send them to the Stations for being returned after completing the entries therein, along with the other records due.
- (7) It may occur that a convict undergoing sentence in a jail may get another conviction for an offence committed by him previously, and in such cases he will continue to bear his original convict number. The identity of such prisoners and the correct convict number must be located by the Finger Print Head Constable. In order to enable the Head Constable to do so, the Station House Officer shall state clearly in the conviction Memos the last jail numbers of such convicts.
- (8) Testing of Finger Print slips:- The Sub Inspector from the District Intelligence Bureau will visit the jails once a month. Finger Print Head Constable of the District Intelligence Bureau concerned will assist him to test all available Finger Print Slips.
- (9) The Sub Inspector will take the finger prints of the convicts concerned in "Tester Finger Print Slip" in K.P.F. No. 3-Q and by a comparison with the finger prints for record, will satisfy himself that the latter tally with the prints taken by him. He will also satisfy himself by reference to the entries in the Jail Admission Register that the details of the present conviction noted in the Finger Print Slip for record are correct. He will attest the finger Print Slips in the appropriate place. He will also initial in the prescribed column of the "District Office Finger Print Register" (K.P.F. No. 3-B)
- (10) In the case of convicts undergoing imprisonment in a jail outside the District, the Finger Print Slips with the connected records will be forwarded by the Superintendent of Police concerned to the Superintendent of Police (District Intelligence Bureau) of the District in which the convict is undergoing imprisonment, for action under sub-para (9)
- (11) After testing as detailed above, the slips and connected documents will be returned by the Superintendent of Police to the Superintendent of Police from whom these were received.
- (12) The Sub Inspector, District Intelligence Bureau should see that all finger print slips are got tested promptly. Any delay or omission in the matter shall be reported immediately to the Superintendent of Police for taking appropriate action.
- (13) A list of Central Jails, special Sub-jails and 'A' Class sub-jails in the State with the classes of prisoners to be retained therein, is furnished in Appendix XXV.
- (14) All Finger Print slips for record shall be retained in the District Police Office (District Intelligence Bureau) until the appeal period is over. The Finger Print Head Constable, while visiting jails, shall ascertain by reference to the Jail Admission Register, the disposal of Criminal appeals, if any. Where necessary, the Sub Inspector, District Intelligence Bureau will obtain confirmation from the Station House Officer concerned as to whether or not appeal was

preferred. If an appeal is preferred, particulars of disposal shall be noted on the reverse of the Finger Print Slip concerned, under the dated attestation of the Sub Inspector, District Intelligence Bureau. If there is no appeal, that fact also shall be noted on the reverse of the Finger Print Slip under similar attestation.

- (15) Transmission of slips to the Bureau:- All Finger Print slips to be recorded, together with conviction memo and acknowledgment slips, will be forwarded to the State Finger Print Bureau by the District Intelligence Bureau concerned. Copies of slips for transmission, where required, to other State Bureaux, will also be attached thereto.
- (16) In the case of Finger Print Slips to be sent to the Central Finger Print Bureau for record, the District Intelligence Bureau shall prepare despatch cheques in triplicate in K.P.F No.3-A, and forward them with the slips to the State Finger Print Bureau. No separate convictions memo need be attached to the Slips intended for the Central Finger Print Bureau, Finger Print Slips, belonging to not more than ten persons, may be attached to the same despatch cheque. Any finger Print Slip returned as defective from the Bureau for rectification, shall be retransmitted after compliance along with a fresh despatch cheque in triplicate.
- (17) The District Intelligence Bureau shall maintain a "Register of Finger Prints sent to the Central Finger Print Bureau" in K.P.F. No. 3-P1.

Procedure in the State Finger Print Bureau on the receipt of slips for record.

687. (1) All Finger Print slips received for record in the Bureau shall be registered in the "Register of Finger Print slips filed in the Finger Print Bureau" in K.P.F. No.3-L
- (2) Every slip received for record shall be carefully scrutinised before being classified, checked and recorded, and if found deficient in any respect, it will be returned for rectification and return to the sender with a Finger Print objection memorandum in K.P.F. No. 3-E. Details of slips so returned shall be entered in the "Register of filed. Finger Print slips returned with objection Memorandum" in K.P.F. No. 3-K.
 - (3) The slips to be recorded shall be classified and checked in the Bureau. Previous slips, if any, of the same individual on record shall be taken out. The particulars of previous convictions as noted on the new slip, shall be checked with those on the recorded slips, and if these are found correct the new slips will be attached to the recorded slips. These will be checked and passed by the Officer in charge of the Bureau and necessary entries will be made in the "Register of Finger Impression Slips filed in the Finger Print Bureau" in K.P.F. No. 3-L. Slips for record will be arranged and kept in Record pads in K.P.F. NO. 3-D.
 - (4) Action taken in the Bureau, with the Finger Print serial number allotted in the Register mentioned in (3) above, shall be noted on the Conviction Memo and Acknowledgment slip, received along with the connected Finger Print Slip. The Conviction Memo shall be sent to the Superintendent of Police (District Intelligence Bureau) of the District and the Acknowledgment slip to the Officer in charge of the police station concerned. In the case of slips received for record from other Bureaux or Offices, the Acknowledgment Slips received therewith shall be similarly filled up and returned to the sender. The Slips for record shall then be recorded in the appropriate pigeon hole.
 - (5) "Dummy" Slip will be used whenever recorded slips are taken out of a pigeon hole in accordance with the instructions above.
 - (6) **Slips due to other State Bureaux:-** Slips due for record other State Bureau shall be sent

together with a covering memo in K.P.F. NO. 3-H to the Director of the Bureau concerned. This fact shall be recorded in the "Register of Finger Impression Slips filed in finger Print Bureau" (K.P.F. No. 3-L). The names of all the Bureau to which slips have been sent will be noted at the top of all the Finger Print Slips. On receipt of acknowledgment of the slip so sent, connected references shall also be noted against the corresponding entry in the above Register.

- (7) Slips due to the Central Finger Print Bureau- Slips due to the Central Finger Print Bureau shall be sent with their dispatch cheques, and these shall be registered in the "Register of Finger Prints sent to the Central Finger Print Bureau" in K.P.F. No. 3-P. Slips returned by the State Bureau for rectification of defects (refer sub-para (2) above) shall be re-submitted under fresh dispatch cheques, for transmission to the Central Finger Print Bureau.
- (8) All intimation regarding absconders (persons concerned in offences and wanted for investigation) shall be sent by the State Bureau under a dispatch cheque, along with a Finger Print Slip (if available), and particulars of the case in which they are wanted, and the Office to which the intimation of arrest is to be given (in block letters). In the case of absconders whose spare Finger Print Slips are not available the State Bureau shall send a photographic copy (actual size) of the rolled impressions from the recorded Finger Print Slip of the State Bureau. This also should be sent under a despatch cheque. Intimation regarding absconders should be despatched to the Central Finger Print Bureau promptly and in any case within a week of the receipt of the information.
- (9) The State Bureau shall see that all Finger Print slips meant for record at the Central Finger Print Bureau are despatched within a week from the date of their receipt.
- (10) For every name or change of name of a Convict, whose Finger Print Slip is on record in the Bureau, a nominal index card will be maintained in K.P.F. No.38. This card will show the name of convict, with aliases, if any, father's name, finger Print Bureau Serial No. and finger Print classification so that it may serve the purpose of checking when search slips or record slips are received in the Bureau.

Information to the Central Finger Print Bureau

688. The State Finger Print Bureau shall, in addition to the intimation regarding absconders as prescribed in para 687 also keep the Central Finger Print Bureau informed of any new feature regarding finger print identification, any case of forgery of finger print, and such other matters of interest, which may come to the notice of the Bureau.

Service by the Central Finger Print Bureau.

689. (1) Until the Central Finger Print Bureau has built up sufficient records of slips of its own, that Bureau will not undertake search work.
- (2) The State Finger Print Bureau may refer to the Central Bureau for scrutiny any difference of opinion with regard to finger print cases, and any other matter concerning the science of identification from papillary ridges, in which such advice is desired.

When Finger Print Slips need not be tested.

690. In the case of persons sentenced to fine, or imprisonment in the sub-jail only, of those who are released under Section 562 Cr.P.C. and of those who execute bonds for good behaviour under section 109 or 110 Cr.P.C. the Station House Officer will proceed as directed in Rules. If the Superintendent of Police of the District decides that it is unnecessary to send the Finger Print for

record, the Slip will be destroyed. If he decides to the contrary, he will forward the Finger Print Slips to the Bureau for record, together with the Conviction Memo and other records mentioned in para 683 duly filled in. Such Finger Print Slips will not be tested.

Monthly statement of convicted cases in which Finger Print Slips have been sent.

691. Station House Officers shall send direct to the Superintendent of Police of his District (District Intelligence Bureau) by the 5th of each month in K.P.F. No. 3-J a list of convicted cases in the previous month in which finger Print Slips have been sent for record. The Sub Inspector (District Intelligence Bureau) shall verify these statements with the slips received for record and with the Weekly Crime Report (Para II), and report delay or omission, if any, to the Superintendent of Police for necessary action.

Procedure in Bureau in respect of wanted persons whose Finger Print Slips are on record.

692. (1) Reports in respect of persons whose finger prints are on record and are wanted by the Police shall be sent to the Bureau by the Station House Officer concerned through the Superintendent of Police (District Intelligence Bureau) in K.P.F. No.3-I(Memo to Finger Print Bureau of persons wanted). Such reports shall be entered in the "Absconder Register" in K.P.F. No. 3-S.

(2) The information received will be noted in the "Absconders Card" in K.P.F. No.3-V, and the Card will be attached to the Finger Print Slip of the absconder, so that immediate intimation may be given to the Officers concerned if the Finger Print Slip of the absconder is received for search in the Bureau subsequently.

(3) The 'Absconders Card' will be detached from the record finger Print Slip of the absconder, if his slip is subsequently received for search, and intimation will be given as required in (2) above. The detached card will be filed with the connected Memo (K.P.F. No. 3-I) with details of action taken noted thereon.

(4) In the case of absconders whose Slips are on record in other Bureaux the State Bureau shall prepare additional copies of the Memo in K.P.F. No.3-I, and shall send a copy to each such Bureau for similar action, if the finger Print Slip of the absconder reaches them for search.

Report of deaths of persons whose Finger Print Slips are on record in the Bureau.

693. (1) When a person, whose finger Print Slip is on record in the Bureau, dies, the Station House Officer in whose jurisdiction the person resided, shall send a report in K.P.F. No. 3-T through the proper channel to the Superintendent of Police (District Intelligence Bureau) for transmission to the Bureau. Death reports of persons having convictions in other State shall be similarly prepared and sent through the District Police Office to the Bureaux of the States concerned, and this fact should be noted in the Death Report sent to the Finger Print Bureau, Trivandrum. The report of death should be verified by independent Police enquiry and certified as to its correctness by the Station House Officer himself, before sending the report to the District Police Office.

(2) Death Report of a convict, while undergoing imprisonment received from the jail authorities, shall be disposed of in the Finger Print Bureau as in the case of Death Reports mentioned in (1) above.

(3) All Death Reports received in the Finger Print Bureau shall be registered in a "Death Report Register" in K.P.F. No. 3-U. The Finger Print Record slips of the deceased shall be taken and the details of the Death Report with reference number shall be noted in red ink on the finger Print Slips concerned and also against the concerned entries in the Register of Finger Prints filed in the Finger Print Bureau (Form K.P.F. No.3-L). Such Finger Print Slips shall be

retained in the record for two years, when they will be removed and destroyed. The Finger Print Slips of convicts who die in jail shall be destroyed at once.

Periodical elimination of Finger Print Slips.

694. (1) All Finger Print Slips on record in the Bureau will be examined annually or at lesser intervals and in the absence of any special reasons to the contrary, those belonging to the classes of persons enumerated below will be removed from record:-

- (a) In the case of person who is a professional poisoner, note-forgery, coiner, arms smuggler, or a habitual offender notified under the Kerala Habitual Offenders Act, 1960. (Act 26 of 1960) on his attaining the age of 80 years, or on his death, whichever is earlier;
- (b) In the case of any other person-
 - (i) If he has not more than two convictions in his native District (not having been convicted outside his native District) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime, on the expiry of ten years from the date of his release or last release from Jail, as the case may be; or
 - (ii) If he has been convicted outside his native District or has more than two convictions in his native District) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime, on the expiry of fifteen years from the date of his release or last release from Jail, as the case may be; or
 - (iii) On his attaining the age of 80 years; or
 - (iv) On his death;

Whichever is earlier.

(2) To prevent the possibility of the wrongful destruction of any Finger Print Slip in the Bureau, slips withdrawn from record will be sent to the Superintendent of Police of the District concerned for information and destruction. The Superintendent of Police will pass them on to the Sub-Divisional Police Officer concerned for necessary action. If the Sub-Divisional Officer has any objection to the destruction of any particular Slip, he should return it to the Bureau through the District Police office, explaining fully why he wants it to be retained.

(3) The destruction of Finger Prints which are on record also in other Bureaux will be intimated to the Bureau concerned by the Finger Print Bureau, Trivandrum.

Application of private parties of Finger Print Expert

695. (1) In all cases, civil or criminal, when private parties apply for the expert opinion on finger prints by an Expert attached to the State Finger Print Bureau, "Finger Print Expert Fee" of Rs. 35 per opinion shall be levied from the party concerned. Besides the "Finger Print Expert Fee", a sum of Rs. 8/- per finger print to be compared shall be levied towards photographic charges. The Finger Print Expert Fee and the photographic charges should be remitted in advance, and credited to the Government under the appropriate head, and the chalan of remittance sent.

(2) Whenever Finger Print Expert is summoned to appear before a Court the expert opinion furnished in cases, civil or criminal between private parties, an amount at the rate of Rs. 10 per day of absence of the Finger Print Expert from the Bureau will be realized from the party concerned as "Evidence Fee" and credited to the Government. The party will also be liable to pay the Expert in advance the Travelling and Daily Allowance at the rates to which he is entitled.

- (3) All documents containing finger prints to be compared shall be sent to the Bureau with covering letter specifying the impressions to be compared, and giving all points on which expert opinion is to be furnished. The chalan if remittance is to be furnished. The chalan of remittance of the fees referred to in (1) above shall be sent along with the records for examination.
- (4) On receipt of documents containing finger prints to be compared, photographic enlargements thereof shall be obtained from the Departmental Photographer. The Expert who deals with the file shall furnish his opinion after examining the impressions and the enlargements. This opinion will further be checked by the Director of the Finger Print Bureau and shall be despatched to the authority who called for the expert opinion.
- (5) Details of the opinions given by Experts of the Bureau shall be recorded in a Register in K.P.F. No. 3-X.

DEFINITIONS

- (1) "Bureau" means a Finger Print Bureau
- (2) 'Expert' means an Officer, who has been declared by a Board of Examiners constituted for the purpose or by the Deputy Inspector General of Police in charge of the Criminal Investigation Department to be competent to take, examine, compare and give an expert opinion on finger prints.
- (3) 'Finger Prints' include prints of the thumb and are either 'rolled' or 'plain'.
- (4) 'Foot-print Expert' means an Officer, not below the rank of a Sub Inspector of Police, or an 'Expert' in the State Finger Print Bureau, who has been declared by the Deputy Inspector General of Police in charge of the C.I.D., to be competent to take, examine, compare and identify foot prints and to give expert opinion on foot prints.
- (5) 'Identified' means a person whose residence and antecedents are known.
- (6) A 'plain' print is obtained by lightly pressing the inked bulb of thumb or finger upon the paper without any turning movement.
- (7) 'Proficient' means an Officer, who has been declared by a Superintendent of Police to be qualified to take clear and well rolled finger impressions.
- (8) A "rolled" print is obtained by placing the inked thumb or finger on the paper so that the plane of the nail is at right angles to the plane of the paper. The thumb or finger should then be pressed lightly on the paper and turned over so that the bulb surface which originally faced, say, to the left, faces to the right, the plane of the nail align at right angles to the

plane of the paper.

- (9) 'Traced' means a person, against whom previous conviction has been traced.
- (10) 'Unidentified' means a person, whose residence and antecedents are not known.
- (11) 'Untraced' means person, against whom no previous conviction has been traced.

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CHAPTER X

CRIMINAL INVESTIGATION DEPARTMENT

696. (1) The criminal Investigation Department under the control of the Deputy Inspector General, Criminal Investigation Department and Railways has the following branches:

- (a) Special Branch and
- (b) Crime Branch.

Each Branch is under the direct control of a Superintendent of Police who is assisted by one or more Deputy or Assistant Superintendents, Inspectors, Sub Inspectors, Head Constables and Constables.

- (2) Officers required to constitute the personal are selected and posted to Criminal Investigation Department by transfer from the Districts.
- (3) Inspectors and Sub Inspectors while serving in the Crime Branch Criminal Investigation Department will have the word "Detective" prefixed to their ranks (e.g. Detective Inspector-Detective Sub Inspector).
- (4) Except on ceremonial parades and routine parades and giving evidence in Court and other occasions ordered by the Inspector General of Police or the Deputy Inspector General of Police, C.I.D. men of the Criminal Investigation Department do not wear uniform.
- (5) All correspondence intended for the branches shall be addressed to the respective Superintendents.

Special Branch

697. The details of the working of the Special Branch will be found in the "Special Branch Manual", which deals with the organization of the branch at both the State and District levels as also its connection with the 'Special Branches' of other States and the Intelligence Bureau, New Delhi.

Crime Branch

698. The Crime Branch controls

- (1) the crime Investigation staff,
- (2) the Criminal Intelligence Bureau,
- (3) the Finger Print Bureau
- (4) Photographic Bureau,
- (5) Forensic Science Laboratory
- (6) Police Research centre.

Function of the Crime Branch, Criminal Investigation Department

699. (1) The functions of the Crime Branch, CID are:-

- (a) The collection, collation and dissemination of intelligence regarding crimes and

criminals having an inter-State or inter-District interest.

- (b) Study of the general trend of specialized, professional and other grave crimes in the state, and initiating measures for their control as found necessary.
- (c) Investigation of specialized or professional crime such as
 - (i) those of exceptional difficulty or importance;
those which, from the nature of their ramifications, cannot be dealt with by local officers
 - (ii) jurisdiction, or without the co-operation of other officers at a distance, working in one direction, and
 - (iii) those of an organized nature, extending over two or more District.
 - (iv) Those types of crime which are ordered to be taken up by the C.I.D. and given in Rule 6

(2) The services of the criminal Investigation Department will not, except in exceptional circumstances, be requisitioned in cases of ordinary crime confined to one District, and having no special importance.

Manner of assisting the District Police in the investigation

700. (1) The Crime Branch, Criminal Investigation Department will assist the District Police either by
- (a) taking up the entire investigation of a case, or
 - (b) placing one of its officers at the disposal of the Superintendent of Police when such a step is found necessary for investigating a particular case.
- (2) Sub Inspectors attached to the Crime Branch must be deputed by an Inspector or Officer of higher rank to investigate into each particular case on which they are employed.
- (3) All Police Officers of and above the rank of Inspector of Police in the Criminal Investigation Department will have the powers of an officer in charge of a Police Station under the Criminal Procedure Code.

(Govt. Notification No. H2. 54642/58/Home(A) dt. 14-8-1958)

Application for assistance of the Crime Branch

701. Applications for the assistance of the Crime Branch should be made to the Deputy Inspector General in charge of the Criminal Investigation Department. Without his or the Inspector General's orders no investigation or enquiry shall be undertaken.

Responsibility of District Police.

702. (1) The Criminal Investigation Department in no way relieves the district, police of their responsibility for the prevention and Detection of crime.

Class of Crime to be investigated by the Criminal Investigation Department.

703. (1) The Crime Branch will ordinarily deal with crimes of the following classes:-

- (a) Note forgery cases
- (b) Cases of counterfeit coining when the counterfeits are struck from dies, and other cognate offences in respect of coining by dies.
- (c) Cases of professional poisoning.

- (d) Theft of Government arms and ammunition and illicit trade in arms.
- (e) Important cases in which foreigners are concerned (including cases of international criminals and traffic in women by foreigners)
- (f) Cases of dacoity, robbery and house-breaking of peculiar nature which indicate the work of an adept gang, not particularly noticed or accounted for by the local police.
- (h) cases of fraud, theft or cheating of a peculiar nature which affect more than one district.
- (i) Cases of such a nature as, in the opinion of the Inspector General, the Deputy Inspector General, or district authorities call for investigation by an officer of the Crime Branch.
- (j) Important thefts of currency notes or important defalcations of public money.
- (k) Cases of smuggling of opium, cocaine, and other narcotics
- (l) Cases of bringing fraudulent civil suits.
- (m) Gang cases.
- (n) Important conspiracy cases whose ramifications extend to several Districts.
- (o) Pomography
- (p) Professional kidnapping
- (q) Cases of 'suspicious deaths' when investigation by the Crime Branch CID is considered necessary.
- (r) Any serious crime which appears to have a political motive, including all offences connected with arms and explosives which are suspected to be of a political nature.
- (s) Any other crimes which may be brought into the category by an order of the Inspector General or the Dy. Inspector General, C.I.D.

Superintendent of Police to send special reports

704. (1) In all cases detailed in Rule above Express reports should be sent to the Deputy Inspector General, C.I.D. with copies to the range Deputy Inspector General, followed by an immediate written report.

(2) But in cases falling under (a), (b), (c), (d), (e), (o) and (r) of Rule 703, telegrams or W/T signals of the bare facts may be sent to Deputy Inspector General, Criminal Investigation Department or his local Branch head, to enable them to enter on investigation.

(3) In all such cases investigated by the District Police, progress reports should be sent to the Deputy

Inspector General, Criminal Investigation Department and the range Deputy Inspector General till the investigation is completed. A progress report is necessary only if substantial progress is made. A final report should also be sent after the disposal of the case. The final report in cases falling under categories (a) (b) of PSO 703 (1) shall be sent to court only after obtaining the concurrence of the Superintendent of Police, Crime Branch, CID, and in categories (c) (d) (e) (o) and (n) a copy of the final report shall be sent to the Superintendent of Police, Crime Branch, CID.

Classes of crime to be reported to the Central bureau of Investigation and the Criminal Investigation Department.

705. In order to enable the Central Bureau of Investigation to maintain comprehensive records of inter-state and inter-national criminals, the following categories of cases have to be reported to the Central Bureau of Investigation.

- (1) Cheating-all important cases in which specific information may not be available about the identity of the criminal and all cases in which the complicity of inter-state criminals is suspected or known should be reported. If subsequent investigation reveals that the case is of a local nature that fact should also be reported for enabling the C.B.I. to eliminate such cases from their records. The report about the occurrence of crime should be sent immediately after the case is reported. Progress reports should be sent when additional information comes to light during the course of investigation and a report should also be sent after completion of the investigation. Copy of all reports sent to C.B.I. should be sent to C.B.C.I.D.
- (2) Kidnapping of children for purposes of begging:- All cases coming under this category should be reported whether the kidnappers are local or not. This should be reported to Superintendent of Police, Crime Branch, C.I.D. who will forward a consolidated report to C.B.I.
- (3) offences committed by foreigners:- All cases coming to the notice of the Police should be reported to C.B.I. with copy to Superintendent of police, CB.C.I.D.
- (4) Theft of Fire arms:- Report should be sent of fire arms stolen and recovered to C.B.I. with copy to Superintendent of police, CB.C.I.D.
- (5) (a) Counterfeit currency:- All cases of hundred rupee denomination will be reported as and when they come to the notice of the local police and they should be followed by progress report, conviction particulars etc. Whenever any important case of 100 rupee note comes to light, the Superintendent of Police of the District should immediately communicate the information to the Central Bureau of Investigation through radiogram giving brief particulars of the case. A copy of the letter sent to the currency Note Press should also be forwarded to the Assistant Director, Crime Records, Central Bureau of Investigation with copy to S.P. C.B.C.I.D.
In respect of counterfeit currency cases of other denomination periodical
(b) reports as required by Central Bureau of Investigation is to be sent.
- (6) Motor vehicles theft:- All cases falling in the category irrespective of whether they are inter-state or not. Cases of motor vehicle parts need not be reported. Reports will be sent to C.B.C.I.D. who will

forward a consolidated report to C.B.I.

Deputation of Officers of the Crime Branch CID for Investigation or enquiry.

706. (1) In any case in which the services of an officer of the Crime Branch CID are asked for, or whenever an officer is deputed by the order of the Deputy Inspector General, Criminal Investigation Department, or the Inspector General to conduct an investigation or enquiry of any kind, the Officer deputed should take with him a letter addressed to the Superintendent of Police of the District prescribing the work upon which he is sent.

(2) If the Superintendent of Police of the District is on tour, the Officer deputed should hand over the introductory letter, or report his arrival, to the person Assistant to the Superintendent of Police or in his absence the Manager of the District Police Office, and should submit immediately a report in writing to the Superintendent of Police of the District as to the course of investigation he is adopting. He should thereafter take the first available opportunity of meeting the Superintendent of Police, if the enquiry is likely to be a lengthy one.

Cases concerning one District exclusively.

(3) In the absence of special orders from the Deputy Inspector General, Criminal Investigation Department, to the contrary, if the case or enquiry exclusively concerns only one district, the officer should work under the direction of the superintendent of Police of that district, who will then be responsible for the enquiry. In such cases, copies of case diaries should be submitted to the Superintendent of Police of the District.

Cases concerning more than one District.

(4) If, however, the enquiry extends over more than one district the case diaries need be submitted only to the Criminal Investigation Department, but the officer should keep the Superintendents of Police of the districts in which he is working fully informed of his doings, consult them, take their instructions on matters affecting their Districts and inform them the results of the enquiry.

Superintendents of Police of the District to assist Officers of Crime Branch, CID

707. Superintendents of Police of the Districts should give the Officers of the Crime Branch CID every facility for conducting investigation in their Districts and should make available for their assistance the local knowledge of the District Police. Crime Branch staff should not think that, once they take up a case, the local police have nothing to do with it. Officers of the Crime Branch should realize that their branch is there to assist the District Police by taking up investigation in cases where local police may not have the time to pursue clues to a successful end.

Reports of Investigation by senior Police Officers of the Criminal Investigation Department.

708. Reports of investigation of senior Police Officers of the Crime Branch, CID, shall be sent to the Crime Branch direct. The Additional District Magistrates and Superintendents of Police of the Districts concerned should be kept informed of any matter which is of importance in relation to particular Districts.

Investigation of cases by CID Officers

709. (1) Case diaries of Officers of the Crime Branch, CID, and their scrutiny are subject to the same rules as those of the District Police. The Officers of the Criminal Investigation Department have the same right of inspecting records as the District Police. All records of the Crime Branch, C.I.D. are confidential.

2. Cases transferred to the C.I.D. for investigation, shall be re-numbered by the Crime Branch, C.I.D and in the Station records concerned that the case will be indicated as "transferred to the Crime Branch".

The Crime Branch number assigned to the case will be communicated to the Station and will be noted in red ink in the F.I.R. Index Register, against the Station case number.

3. Crime Branch will give information to the District Police in all cases transferred to them for investigation, when the cases are sent up for trial or when the cases referred as undetected or otherwise disposed of.

(I.G's Circular No. D5-1438/65 dated 31-3-1966)

Report of arrival of C.I.D Officers at the Headquarters

710. Every Detective Inspector and Detective Sub Inspector on his arrival at Headquarters should immediately report to the Deputy Superintendent of Police and Superintendent of Police, Crime Branch and acquaint them personally with the progress made in each investigation or enquiry conducted by them and take further instructions.

Importance of Criminal Investigation Department watching notorious criminals.

711. One of the most important duties of the Criminal Investigation Department is to keep a watch over the movements of, and furnish Superintendents of Police of the Districts with information concerning, notorious and dangerous criminals, and this will be of great advantage to District Police.

Criminal Intelligence Bureau.

712. 1) As regards Criminal Intelligence Bureau, attached to C.I.D., information will be collected, recorded and disseminated with regard to the following matters:

- (a) Serious crime;
- (b) Property stolen, lost or detained as suspicious;
- (c) Persons wanted by the Police or persons arrested by the police, who are suspected of being professional criminals;
- (d) Asiatic nomads, foreign vagrants and other persons who give room for suspicion of criminal activity;
- (e) wandering groups having criminal propensity; and
- (f) other suspicious characters who operate on an into District or inter State basis.

(2) Instructions regarding maintenance of records such as history sheets for criminals, general subjects files, photographs of criminals, alphabetical list of wanted criminals, crime maps, graph etc., and other functions of the Bureau like study of weekly crime and occurrence sheets, Monthly and Annual Crime Review received from Districts and the preparation of Annual Review for the whole State etc., are given in Appendix XXVI

(3) The Criminal Intelligence Bureau is also publishing Criminal Intelligence Gazette. Instructions for collection, computation and publications of the gazette are contained in Appendix XXVII. Criminal Intelligence Gazette is being circulated to all Police Stations in the District and also to such Officers outside the State as found necessary.

Police Research Centre.

713. (1) There is a 'Police Research Centre' under a Circle Inspector, assisted by a Statistical officer working under the directions and supervision of the Superintendent of Police, Crime Branch Criminal

Investigation Department, and its primary duty is to collect information of interest to the Police, analyse it, and deduce conclusions regarding the 'modus operandi' of criminals with a view to assisting the District Police in combating crime.

(2) The Research Inspector is in over-all charge of Criminal Intelligence Bureau and the Railway Intelligence Bureau.

(3) The Research Centre will be in constant touch with all Districts and other States to collect information about the movements of criminal and gangs and crimes occurring from time to time. Reports will be received by the centre from Districts about the absence and movements of criminals or criminal gangs and the occurrence of important crimes, together with the details of the 'modus operandi' employed in the commission of each crime. The Research Centre will immediately on receipt of such information, make a study of each important crime with reference to the records available with it and issue necessary instructions by radio to the concerned Police. It will also study the District and City Crime and Occurrence sheets and Monthly Crime Review with a view to know the general trend of crime. It will thus function as a nerve centre of all investigating officers in the State.

Forensic Science Laboratory.

714. There is a Forensic Science Laboratory attached to the Crime Branch, CID to see that all possible help that modern science can render in crime detection is made available to Investigating Officers. The Laboratory has three wings viz., the physical section, the chemical section and the biological section. Each section is directly under the control of an Assistant Director. The supervision of the Forensic Science Laboratory as a whole is vested in a Director. The Laboratory is established on a phased programme, and when completed will have four section (1) Physics (2) Chemistry, (3) Biology and (4) Ballistics. The following types of work will be undertaken by the Forensic Science Laboratory.

(1) Physics section

Examination of tool marks, torn pieces of letter or paper, broken ornaments, pieces of wire or metal that have been broken or severed by various instruments, paint, soil, broken head light and wind shield glass, broken parts of car, indentation, etc restoration of obliterated writings on metal surface, ultra-violet and infrared examinations, spectrographic examination of all types of materials, determination of the general properties of solids and liquids like refractive index density, etc., documents examination including handwriting and physical examination and comparison of any other type of exhibits.

(2) Chemical Section.

Chemical examination of paints, inflammable fluids, cres, tar products, building materials, rubber, plastic, lubricants, oils, waxes, soaps, metals explosives, narcotics, drugs etc.

(3) Biological Section

Identification of fibres, examination of micro-organisms, grass, vegetable and wood fragments, insects, hairs, tissues, biological stains etc.

4). Ballistice Section.

Identification of fire-arms and ammunitions, bullet marks, etc.

Apart from this, the Assistant Director, Forensic Science Laboratory in charge of Physical Section is also the State Examiner of Questioned Documents.

Only the Physical and Chemical Sections are functioning at present.

District Special Branch

715. 1) The District Special Branch is in the charge of an Inspector assisted by one or two Sub Inspectors and a few Head Constables. They cover all confidential enquiries.

2) The branch is under the personal control of the Superintendent of the District, who issues such orders as may be necessary for the effective utilization of the staff for the above purpose.

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CHAPTER - XI

RAILWAY POLICE

General

716. 1) The Railway Police is a branch of the General Police Force and is subject to all Police Rules of general application. This branch is under the direct control of a Superintendent of Police, designated or posted for this purpose; and he is assisted by one Deputy Superintendent of Police/Assistant Superintendent of Police. The Deputy Inspector General of Police in charge of the Railways has the same position with regard to the Railway Police as the Deputy Inspector General of a range bears to the District Police.
- 2) Railway Police District is divided into Circles which are sub-divided into Stations. The Deputy Superintendent of Police/Assistant Superintendent of Police, Railway Police has his jurisdiction throughout the Railway Police District.
- 3) Officers required to constitute the personnel are selected and posted to the Railway Police by transfer from the Districts.

Jurisdiction.

717. The jurisdiction of the Railway Police extends over the area included within the boundary of the Railway line and covered by Stations, Station yards and goods sheds; and this area is called 'The Railway limits'. This jurisdiction does not extend to the lands occupied by the dwellings of the Railway staff in or outside the Railway limits. The boundary of the Railway line means, the area to a distance of 10 feet on either side, from the centre of the track.

Officer to take command of Police.

718. When the Railway Police and the District Police are on duty together on a railway, as defined in Section 3 of the Indian Railways Act, 1890 (Act XI of 1890), the senior Police Officer present whether belonging to the Railway Police or to the District Police, will take command of all the Police present. If, however, any doubt arises about the relative seniority of the Railway and District Police Officer, then the Officer of the Railway Police as having jurisdiction will take command.

Duties and powers of the Railway Police.

719. Duties and powers of the Railway Police are similar to those of the District Police. In addition, instructions with regard to their particular duties are given in the succeeding paras.

Railway Police are primarily responsible for the maintenance of law and order as also the prevention, detection and prosecution of cases within the Railway limits. But the want of jurisdiction of the local Police will not be a tenable plea for not rendering timely help to the Railway Police in the arrest of accused and recovery of stolen properties.

Circle Inspectors.

720. 1) It is the particular duty of the Circle Inspectors to know, and frequently visit, and maintain satisfactory relations with, the Railway officials, especially the District Officers. They must also take steps to secure co-operation with the District Police, visiting the Additional District Magistrate, Executive First Class Magistrates and Superior Police Officers, connected with their circles, and keeping in close touch with the District Police Inspectors. They shall attend the half-yearly meeting of District Police Inspectors.

2) They shall visit forthwith the scene of any serious crime or accident and take the necessary steps.

Sub Inspectors

721. 1) The position and duties of the Sub Inspectors corresponds to those of the Sub Inspectors of the District Police. He is responsible for the efficient working of the men of his section.
- 2) He must acquire local knowledge, not only of the employees of the railway, but also of the criminals residing in the vicinity of his section.
- 3) He shall attend the railway platform, wherever he may be at the time of the arrival or departure of mail trains or other important trains.
- 4) He shall travel throughout his section in the train conveying the Governor and in special trains conveying persons of high position.

Railway Police Staff.

722 The Railway Police Staff is divided into two sections:-

- (a) The traveling and detective staff.
- (b) The Platform staff.

Railway Station Duty Head Constables

723. The Railway Station head Constable has control of the platform staff. He should not leave the neighborhood of the railway station without orders. His duty should be so arranged as to enable him to have three nights in the week, off duty. In his absence, another Head Constable or a constable shall invariably be deputed to act. He is responsible for telegraphing any important occurrences to the Sub Inspector during his absence, unless this is done by the station-writer. He shall be present at the arrival and departure of all important trains.

In charge Constable.

724. 1) At railway stations where three or more constables are deployed and to which no Head Constable is allotted, a constable shall be appointed to be in charge and shall perform the duties of a platform Head Constable.
- 2) When two constables are posted to a railway station, the senior will be considered to be in charge.

Duties of Platform staff.

725. 1) The Chief duties of the platform staff are.

- 1). The maintenance of order at stations and ii) watching passenger trains standing at stations.
- 2) a) Where a sufficient platform staff exists, the platform shall be divided by the Inspector into sections, called posts, which will be numbered. Men will be told off to those posts and their numbers entered against them in the Duty Roster in K.P.F. No. 163-A. Men shall move about within the limits of their posts. A plan shall be hung up in the Police station showing the limits of each post and on this will be specified which posts should be filled at the arrival of each train.
- (b) At Railway Police outposts, a Duty Roster in K.P.F. NO. 163-B and General Diary in K.P.F. No. 74-A shall be maintained.

Constables on duty at Railway Stations.

726. At Railway Stations where two Constables are employed, one shall stand near the gate and

observe the passengers going out while the other shall stand on the platform where the rear brake van will halt and, after the arrival of the train, shall move slowly up and down looking into carriages. He shall also have an eye to the off-side of the train, crossing the line behind the rear brake van looking along the train.

Beats of the Travelling Staff.

727. (1) A travelling constable's beat consists of the train by which he travels from his station over a prescribed length of line, and the train by which he returns to his station. The serial numbers of the trains which form a beat shall be entered in the Duty Roster. Railway ticket requisition in K.P.F.No. 186 are used for such journeys.
- (2) Beat Constables shall report at the Railway Police Station situated at the termination of their beat, and their numbers shall be entered in the Duty Roster of that station. Station-house Officers of sections between which there is a meeting will compare their rosters once a month.

Travelling Staff.

728. (1) Men of the travelling staff shall be selected for suitability. No man shall be appointed to it, except temporarily, without the order of the Superintendent of Police on the Inspector's recommendation, and men found unfit shall be removed at once. The travelling staff must be kept up to strength at the expense of the platform staff.
- (2) Men of the travelling staff are, as a rule to be exempted from travelling every third day, when they shall perform platform duty, if not otherwise detailed.

Duties of Beat Constables

729. (1) Beat Constables shall always wear uniform. At every station they shall see the station master and ask him whether he wishes to make any report or complaint and request him to initial the Beat Book in K.P.F. No.19-A. When time admits they will walk from end to end of the train making observations. On return from beat they will hand over the Beat Book and their note books to the Sub Inspector or Officer in charge of the station.
- (2) The beat constable will be required to search the off sides and the underneath of the compartments which are reserved for women only and to maintain a watch at each stopping place particularly at the time of the departure of the train to ensure that no one is travelling on footboards or couplings.

Mufti Men.

730. In addition to beat constables, men in mufti may be employed to travel by train on detective duty, such as shadowing suspects. They should never speak to the beat constables nor should the beat constables recognize them.

Police not to do duties of Railway Protection Force.

731. The Railway Police are not ordinarily responsible for duties of Railway Protection Force, but they should patrol station yards and goods sheds when thieves are suspected to be operating, and there is reason to believe that unreported thefts are being committed.

Telephonic or Telegraphic Reports and Express reports.

- 732.(1) All cognizable cases, serious losses of property, all offences falling under section 126 of the Indian Railways Act 1890 (Act IX of 1890), and other important occurrences reported at places outside Railway Police Stations shall be telephoned or telegraphed at once to the Station House Officer of the Railway Police Station of the section and also to the nearest District Police Station House Officer and to the Superintendent, Deputy Superintendent and Inspector, Railway Police, by the senior member of the platform staff or the beat constable.
- (2) When the Station House Officer is absent from his headquarters, all reports of the above nature received in the station shall be communicated to him by telephone or telegraph.
- (3)(a) Station House Officers shall telephone or telegraph serious cases and occurrences to the Inspector, Deputy Superintendent and the Superintendent, and the Inspector shall likewise inform the Superintendent and Deputy Superintendent any information which he considers should be so reported.
- (b) Rules regarding sending express reports in grave crime will be the same as in the case of the District Police. All strikes and attempted strikes of railway employees shall be reported to the officers concerned by telegraph or telephone and followed by express report. A copy of such report should also be sent to the Additional District Magistrate having jurisdiction.
- (4) Telegrams concerning railway cases shall be sent "on railway service" and other telegrams as "State" messages.

Entering upon Investigation

733. The Railway Police are bound to investigate all crimes and occurrences which the Police are required by the Criminal Procedure Code to investigate.

Crime Investigation and Supervision

734. Rules in regard to investigation and crime supervision applicable to District Police, are also applicable to the Railway Police.

Complaints by Railway Officials.

- 735.(1) On receipt of a report from a railway official which appears to show that cognizable offence has been committed, the Station House Officer will at once register a case and proceed to make an investigation according to the Criminal Procedure Code.
- (2) In the matter of complaints or information reported by railway officials by telegram, the telegram shall be confirmed by a further report in writing.

Shortages and lost Property

- 736.(1) The Police shall not register information of 'Shortages' or of the loss or missing of property as crimes, or proceed to make an Investigation according to the Criminal Procedure Code upon such information, unless there is reasonable suspicion that a cognizable offence has been committed in connection with the loss of the articles. They shall, however, register such information in the General Diary and take what steps they can, to trace the missing articles.
- (2) In order to ensure that proper steps have been taken to trace missing articles, a register in K.P.F. No. 2 will be maintained in Railway Police Stations, entries being made immediately on receipt of the information about the loss or shortage.

Separate entries, either in separate registers or in different parts of the register, will be made for -

- (a) shortage of goods or parcels,
- (b) shortage or loss of railway materials, and
- (c) property of passengers

Entries in classification (a) will clearly distinguish whether the shortage or loss occurred in a stationary wagon a wagon in transit or from a transshipment shed or platform. When making entries in the register, care should be taken to note in each case in column 10, whether a report against any railway official was sent to the railway authorities and the action taken by them thereon.

Station house officers will be responsible for the disposal of any shortage or loss amounting to a maximum of Rs. 25, Circle Inspectors for values up to Rs. 50, Deputy Superintendent up to Rs.100 and the Superintendent for property valued above Rs. 100.

Particulars attention will be paid by inspecting officers to the action taken and enquiries made by the Station House Office in regard to such shortage and losses.

The register will also include reports which the Station House Officer transfers to another jurisdiction. He should state his reason for such action and this must be ratified by his Circle Inspector.

Petty Thefts

737. Care must be exercised in the matter of refusing to investigate petty thefts on the ground of the small value of the articles stolen. The theft of an important piece of mechanism, of small intrinsic value, may amount to a grave offence under the Railway Act.

Nuisances.

738. All nuisances committed within Railway limits must be dealt with by the Railway Police.

Custody of Prisoners.

739. At Railway Police Stations where there is no lock-up, prisoners who are not immediately sent for remand, shall be sent to the nearest District or City Police Station for custody. The hour at which a prisoner is thus sent shall be entered in column 7 of the Search.

Copy of Inquest report to be sent to Railway Officials.

740. In cases of death (whether by railway accident or otherwise), within railway limits, in which an investigation is held under section 174 of the Criminal Procedure Code, an extract of the investigation report in K.P.F. Nos. 1, 1-A or 1-B shall be forwarded to the District Engineer, in all cases, and the District Traffic Superintendent also in cases occurring within the limits of a Railway station. In the event of the investigation having been held by the District Police, a copy of the report shall be obtained from them.

Crime records of Railway Police Stations.

741. The Railway Police Stations will maintain all the crime records that are prescribed for the stations in the districts with the following modifications:

(1) S.C.H. Part I in the Railways will be in K.P.F. 130

- (2) In Part II SCH. The crime map, the Railway Police will demarcate the various Railway

Stations and their areas in lieu of the villages of the District Station maps.

- (3) For the purpose of SCH part I and Part III GCR there will be a separate classification of crimes committed solely in Railways as shown in Appenidx XXVIII.
- (4). Part IV SCH in the district consists of village crime note books in four parts ABC and D. The Railway Police will maintain this record with the Railway Station instead of the village as basis. Parts A and D of the Railway Police containing information on general matters will be written up keeping in view the points relating to the set up of the Railway organization, Railway Protection Force, Fairs and Festivals resulting in heavy flow of traffic and activities of criminals and also other matters of general interest to the Railway Police.
- (5) History sheets (SCH Part V) will be maintained in Railway Police Stations for Railway criminals as defined in Rule below.

Railway Criminals

742. The following classes of criminals will be registered as Railway Criminals (R.C.S) in the Railway Intelligence Bureau:

- (a) A Bad character who has had convictions in more than one Railway Police Station.
- (b) A K.D or suspect registered in a local police station who is convicted in a Railway crime.
- (c) Any other person whose activities, due to special reasons are ordered by the Superintendent of Police to be watched.

Co-operation with the District Police.

743. (1) There should be the closest co-operation between the District and Railway Police.
- (2) The Railway Police should be in a position to afford the greatest assistance to the District Police in arresting offenders who are trying to escape, and in noting the movements of criminals.
 - (3) In matters of placing obstructions on the line, tearing up rails, throwing stones at trains, and such like, the help of the District Police should be promptly sought.
 - (4) In the event of crime being committed in the limits of the District Police, but in the close neighbourhood of the railway, the Railway Police shall take any legal action pending the arrival of the District Police.
 - (5) (a) (i) Superintendent, Railway Police may require the District Police to take over the entire responsibility for the investigation of a grave crime such as murder or dacoity, the circumstances of which are of a local nature quite unconnected with the railway even though the case occurred within the jurisdiction of the Railway Police. On the requisition, the District Police shall at once take over the investigation.
(ii) In the event of a strike on the railway, the Railway Police investigating staff will deal with the ordinary offences of normal times. While the staff of the local Police which will be reinforced, will investigate all the offences arising out of the strike except those considered by the Deputy Inspector General, Criminal Investigation Department and Railways, sufficiently grave to be taken up by the Criminal Investigation Department.
 - (b) Whenever a case is reported to the Railway Police for which persons other than Railway criminals are suspected to be responsible a copy of the First Information Report dealing with the occurrence will be sent at once to the local Police Station House Officer by the officer in charge of the Railway Police Station.
- (6) Whenever a Circle Inspector of the District Police happens to be at a place where the

Superintendent of Railway Police is camping he should visit that officer. Similarly Inspectors of Railway Police should meet the Dy. Superintendent and Superintendent of Police of the District.

- (7) When an offence committed within Railway Police jurisdiction is reported to a District Police Station of the Railway line, the latter shall forthwith inform the Railway Police Station by telegram to be followed up by a First Information Report transferring the case forthwith by express through the Railway Police travelling staff.

Co-operation with Railway Protection Force.

744. The Railway Protection force is a statutory organization charged with the primary duty of protecting Railway property and detecting offences under the Indian Railways Act. This organization has got its own machinery for enforcing the relevant provisions of the Railways Act and to prosecute offenders. But it is however incumbent on the part of the Railway Police to keep close liaison with the Railway Protection Force and Co-operate with them whenever necessary. By mutual contact their Co-operation will also be enlisted by the Railway Police, when necessary in the discharge of official duties.

Measures to fight against Railway Crimes.

- 745.(1) Localities notorious for activities of Railway criminals should be checked by mufti squads made up of the Railway and local Police at frequent intervals. Only those local stations which have jurisdiction close to the Railway lines need provide men for this purpose.
- (2) "Strangers Day" should be observed in the Railway Police areas with the collaboration of the local Police at fixed intervals, preferably once in 3 months. All the unauthorized persons found in the Railway premises will be dealt with either under the preventive sections of the Criminal Procedure Code or the Railway Act. Intimation of all such preventive arrests made by the Railway Police should be sent to the Sub Inspectors of the nearest Police Station of the Districts concerned. At the time of interrogation of suspects by the District Police Officers, they should invariably question the suspects to find out whether they are concerned in any of the Railway crimes and whether they have traveled to important places in trains etc.
- (3) The Superintendents of the Districts should keep the concerned Railway Police Stations informed in advance of any important festival, market days or other gatherings so that the Railway Police may keep a special look-out for bad characters who may be travelling in trains. The Sub Inspector, Railway Police concerned should send one or two Police Constables to attend such functions in order to spot out bad characters and take timely action against them.
- (4) The Sub Inspector, Railway Police should maintain a record showing the bus-routes diverging from Railway Stations within his jurisdiction, their destination and timings, etc., so that the Railway Police may have adequate information to watch movements of bad characters who may come from the interior for operating on the Railways.
- (5) Separate Crime and Occurrence sheets is being published by the Railway Intelligence Bureau. The Railway Police Sub Inspectors will furnish data of all grave crimes as also of other important crimes special to the Railway Police to the officer in charge of Railway Intelligence Bureau promptly.

- (6) Superintendent, Railway Police should convene half yearly meetings of the Railway Police Sub Inspectors and other Sub Inspectors of Police. These meetings will be attended by the Sub Inspectors of the District Intelligence Bureau and Railway Intelligence Bureau as well. Proceedings of such meetings should be furnished to the Inspector General of Police.

Stopping of Trains at non-stopping stations.

746. In special and urgent cases a Police Officer of gazetted rank may by written requisition to the concerned local Railway official cause. A train to be stopped at a station at which it is not booked to stop either to effect an arrest or when the stoppage is otherwise necessary to safeguard the public peace and safety.

Notice of Accidents on Railways to Police

747. Under section 83 of the Indian Railways Act, 1890 (Act IX of 1890) the Station master is bound to give information, without unnecessary delay, to the Station House Officer in whose limits the accident occurred, and to such other Police Officer as the Safety Controlling Authority may appoint in this behalf, of the following accidents:-

- (1) any accident attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property;
- (2) any collision between trains of which one is a train carrying passengers;
- (3) the derailment of any train carrying passengers, or of any part of such a train;
- (4) any accident of a description usually attended with loss of human life or with such grievous hurt as aforesaid or with serious injury to property;
- (5) any accident of any other description which the Safety Controlling Authority may notify in this behalf in the GAZETTE OF INDIA.

- The Railway authorities have been requested to communicate information of accidents both to the Railway Police and the District Police. The nearest Police Officer should take any action that may be immediately necessary.

- (6) All cases of accident, injury and death occurring on the railway shall be mentioned in the 'General Diary'.

- In cases of accident on Railways, the first arriving officer at the scene of accident should prepare the mahazar go through the necessary procedure and give immediate clearance for restoration of traffic and other operations. In preparing the mahazar, the following points will be made clear:

- (7) (a) The position of the detailed or wrecked train.
- (b) Damages caused to the train.
- (c) Position of the track at the place of occurrences;
- (d) If there is any actual sabotage, the material used for it.

If possible the photographs of the salient features may be taken. After completing the preparation of the mahazar the track will be allowed to be cleared for restoration of traffic.

(IG's Circular No. 27/66 dated. 27.5.1966)

Accidents on sidings.

748. Accidents on private sidings should be reported similarly as accidents occurring on the main lines of the Railway.

Reports to General Manager by the Railway Police.

749. The Police are bound to report at once to the General Manager, the Government Inspector and the Divisional Superintendent the result of every Police investigation regarding the circumstances of any of the accidents noted below:-

- 1). All cases of loss of, or injury to, life or limb from causes connected with the working of railways;
- 2) All cases of injury to the permanent way, stock or works (including interruptions to traffic owing to several breaches—whether attended or not by injury to life or limb;
- 3) All cases, without exception, of cattle being thrown off the line or run over;

Accidents occurring

- (a) in railway workshops; or
- (b) on new works not opened for traffic; or
- (c) on lines under construction; or
- (d) on lines not used for the public carriages of passengers, animals or goods; or
- (e) to steamers or flats working in connection with railways.

Mobilization of accidents.

750. On the occurrence of a serious accident the station house officer of the Railway Police shall mobilize the men of his section and have them taken to the spot. If the men of one section are insufficient, the Inspector shall mobilize other sections. The Railway Police shall guard property and help injured persons.

Unclaimed Property.

751. Unclaimed property should be made over to the station master for disposal.

Railway Servants as witnesses.

752. When Railway subordinates are bound over by the Police to appear as witnesses, the District officer of the Department concerned should be informed and he will arrange for their relief.

Railway Police not to purchase tickets for passengers.

753. The Railway Police are strictly prohibited from having anything to do with the purchase or sale of tickets or collection of excess fares demanded from passengers.

Festivals-List to be maintained.

754. A list of festivals held near the railway line, detailing the Police arrangements to be made should be kept in every Railway Police Station. In the event of any festival or large gathering not included in the list, being held, the Inspector should give timely information to the Superintendent of Police of Railway.

Journeys by train of Governor-security arrangements.

755. The following security arrangements will be made for the Governor of Kerala:

- 1) When the Governor travels by special train the platforms of all railway stations enroute where he does not halt to alight should be kept clear.
- 2) When the Governor travels by ordinary train one Head Constable and two Constables carrying short lathies (out of the party mentioned in sub paragraph 4) will be on duty opposite the saloon of the Governor to guard against any unauthorized or irresponsible person gaining access to the saloon at the same time taking particular care to avoid unnecessary interference with the traveling public.
- 3) The Superintendent of Police of the Government Railway police or a Deputy Superintendent of Police of the Government Railway Police should travel in the same train as the Governor.
- 4) An armed guard of one Sub Inspector, one Head Constable and six Police Constables, (four constables armed and two constables carrying short lathies). Should always travel with the Governor. At all train halts, four out of the six Constables who are armed will mount sentry on either side of the Govern's saloon stationing themselves as near as possible to the windows of the compartment occupied by the Governor. When the train stop at a place where the halt is short, one armed constable will get out at each side and look along the train to the Governor's compartment.

Journeys by rail of the Ministers of Kerala State.

756. The following security arrangements will be made for the Ministers of Kerala State:

One plain clothes Head Constable of the Railway police will be provided for general duty. He will travel in the compartment adjoining (i.e., immediately behind) the Minister's compartment. Whenever the train halts for sometime, Head Constable will alight from the train on the platform side, and station himself at a reasonable distance from the Minister's compartment to prevent the approach of undersirable persons. If the train halts only for a few minutes, the Head Constable will get down on the platform and look towards the Minister's Compartment.

Journey by rail of other very important personages.

757. The following rules will apply to all special trains or saloons conveying persons of high position, e.g., Ministers of the Central and other State Governments in the Indian Union:-

- 1) (a) A Railway Police guard of two Constables armed with short lathies will travel in the special train in a compartment as near as possible to the saloon in which the high personages travel. This guard will be relieved at the first halt in each Railway Police Circle.
(b) duties of the guard at stopping stations:- Where the train halts for any length of time, one constable will immediately take up his position on the platform near the saloon and prevent any unauthorized person from approaching it, and will keep any crowd which may gather, at a reasonable distance from it. The second constable will be posted on the off side of the saloon. When the train is about to start, the train guard will fall back to their compartment.
(c) If the halt is only for a short time, say, only two or three minutes, or if the train stops outside a station on account of signals or any other cause, the guard will not be mounted at the saloon itself but one constable will get out on each side of the compartment and look along the train towards the saloon.
- (2) At railway stations where the person where the person of high position entrains or detrains, the

platform and entrance to the station should be kept clear of all persons other than those authorized to be present.

- (3) At railway junctions or other large stations where the special train or saloon stops, the Railway Police Sub Inspector having jurisdiction will post constables on the platform to augment the train guard to the extent necessary.
- (4) If a long halt is made at any station and the high personage continues to occupy the train on a siding, the train guard will mount guard on the saloon occupied by the high personage and the Railway Police Sub Inspector having jurisdiction will arrange reliefs.
- (5) When the empty special is stabled with luggage in it, one constable with lathi will be posted as sentry and relieved every three hours.
- (6) If at any station a large crowd is expected to meet the high personage on the platform or present an address, the Railway Police Circle Inspector should obtain the help of the local Police for the necessary bandobust.
- (7) The train guard will not wear boots between twenty-one hours and six hours.
- (8) The Railway Police Sub Inspector will travel in his jurisdiction in the same train as the high personage, and the Superintendent, Railway Police, will travel in the same train if specially ordered.
- (9) When the high personage travels in a saloon attached to a mail or passenger train, the same arrangements should be made as for the special train, but care should be taken to see that the travelling public have free access to the trains, only the portion of the platform opposite to the saloon in which the high personage is travelling being kept clear. The travelling public should be kept to the further side of the platform in the vicinity of saloon.
- (10) If the Ministers of other States visiting the State of Kerala do not bring their own armed orderlies for their protection or if they express their desire to have a guard from this State Police, a Special Branch Officer or Officers will be sent as bodyguard, or to carry out other Special Branch work.
- (11) If the Superintendent of Police, Special Branch thinks it necessary s Special Branch Officer or Officers will be sent as body guards to other high personage or to carry out other Special Branch work.

Note:- Police bandobust arrangements for Deputy Ministers should be similar to those made for the Union Ministers, but the arrangements need not be so elaborate as in the case of Union Ministers. As regards security arrangements Deputy Ministers should be treated as on a par with Union Ministers. No Police guards however should ordinarily accompany the Deputy Ministers of the Government of India when they travel by train or road. Should, however, local conditions require special precautions to be taken, these should be arranged as considered necessary.

Escort of High Personages-Relieving of.

758. Escorts of High Personages will be relieved by the respective Railway Police Escorts at the centres specified below:-

Line	Centre for Relief	Trains	Remarks
(1)	(2)	(3)	(4)

1	Virudhunagar, Quilon(Main-line) Via Maniachi & Tirunelveli Junctions	Shencottah	All Trains	Thiruchirappalli Police will take from and relieve State Escorts through main line.	Railay charge Kerala coming
2	Virudhunagar Quilon, (Chord-line) Via Tenkasi Chord line	Do	Do	Thiruchirappalli Police will take from and relieve State Escorts through chord line.	Railay charge Kerala coming
3	Madras to Cochin Harbour Terminus and Mangalore	Olavakkot	For all trains.	Kerala State Police will Tiruchirappalli Police at Olavakkot.	Railway relieve Railway
4	To Madras from Cochin Harbour Terminus and Mangalore	Podanur	Do	Thiruchirappalli Police will relieve State Railway Police at Podanur.	Railway Kerala Police at

Drill and instructions.

- 759.(1) Hours for drill and instruction, arranged according to trains, should be detail in a form prepared by the Inspector and hung up in each Police Station.
- (2) Platform constables at out-stations should be relieved for three days each month and called into the Railway Police station for drill and instruction.
- (3) Constables employed on platform duty at outstations should be changed periodically at the Superintendent's discretion.

Rules for the use and custody of arms.

760. (1) The arms will be kept in the Station secured to an arms rack by means of a chain fastened with a lock, and be in the charge of the Sub Inspector or other Officer in charge of the Station in his absence. Stations sentries will keep the key and be responsible for the arms in succession. The ammunition will be kept in a locked ammunition box, the key of which will be kept by the station sentry. The Sub Inspector or the Officer in charge of the station, in his absence, will be responsible for its correctness and this officer will issue the requisite number of rounds whenever necessity arises.
- (2) The muskets should be used on the occasions prescribed by the Superintendent but the officer for the time being in charge of the station may direct them to be used in any emergency or for the following purposes:-
- Patrolling station yards, goods sheds, transship sheds and yards.
 - Escorting running goods train.
 - Escorting prisoners.

- 761.(1) The Railway Intelligence Bureau will perform the functions of the District Intelligence Bureau in respect of Criminal Intelligence relating to Railways. The Criminal Intelligence Bureau attached to CID will be in charge also of the Railway Intelligence Bureau, but work relating to Railway Intelligence Bureau will be kept separate from other Criminal Intelligence Bureau work.
- (2) Railway Intelligence Bureau will act as a connection link between the Railway Police Unit and the District Police Unit concerned, and with the Railway Police in neighbouring States, with regard to information concerning Railway Crime and Criminals.

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CHAPTER XII**POLICE RADIO ORGANISATION****Functions of the Organisation.**

- 762.(1) The Kerala State Police Radio Organisation is part of the Kerala Police force and provides radio communications in the State for the use of the Police force. It is intended for the transmission and reception of messages pertaining to law and order, and the prevention and detection of crime. It may also be used for the clearance of the traffic of other departments in times of emergency subject to the approval of Government of India.
- (2) The organization is working directly under the Deputy Inspector General of Police, in charge of the C.I.D.
- (3) Investigating Officers can broadcast information to any Police Officer, in any of the important cities or district Headquarters, in any part of India at the quickest possible time, about crimes and criminals.

Set up of the Organisation.

- 763.(1) The Police Radio Branch consists of the following subject to such additions as may be prescribed from time to time.
- (a) The State Police Radio net work.
 - (b) The Police Radio Signal School.
 - (c) The general and zonal maintenance workshops.
- (2) Armed Police Battalions have their own static stations as well as Transportable Stations.
- (3) Transportable stations are intended for the use of Superintendents |Commandants, in their camps in an emergency so that they may be in touch with their Headquarters as well as the Sate Police Headquarters. They can also be sent to places where trouble is anticipated and where Police parties are deployed so that the latest developments could be ascertained from time to time and the necessary orders issued. These Transportable stations work in groups of Districts in which they are located.
- (4) The Armed Police Battalion Radio Branches will be distinct from the Kerala Police Radio Branch.
- (5) Interstate Police network, a separate organisation run by the Government of India has its own station. Messages to Police Officers in other States in India and vice versa have to pass through this station.

State Police Radio Network.

- (6) The Scheme of the State Police Radio network consists of (a) Static (fixed) Stations, and (b) Transportable stations. All the Districts in the State, have static stations as well as Transportable stations in their respective Headquarters. When need arises static stations will be provided at other places also.

General supervision over Radio networks.

764 Police Radio Officer (of the rank of Deputy Superintendent of Police) will exercise supervision over radio nets.

He will also exercise general technical supervision over Armed Police Battalion Radio networks.

Applicability of Rules to the Personnel.

765. Kerala State Police Rules and Kerala State Subordinate Service Rules apply to Gazetted and non-gazetted Officers of the Police Radio Organisation in respect of recruitment. Promotion, service conditions and allied matters.

Duties and Powers of Officers

Police Radio Officer.

766. (1) (a) He will be responsible for the efficient administration and working of, all Police Radio stations under his charge.

(b) He will be responsible for the efficient maintenance of equipment in the radio stations under his charge.

(c) He will inspect all the Radio stations of the Police Radio Branch and Armed Police Battalions once a year; and physically verify all Government properties and stores transactions at various radio stations during his inspections.

He will forward his inspection report to Inspector General of Police through Deputy Inspector General of Police, in charge of the C.I.D.

(d) He will undertake technical instructions in Signal School or the Police Training College, whenever required by the Deputy Inspector General of Police in charge of the C.I.D. or the Inspector General of Police.

(e) He will work in liaison with the Directorate of Co-ordination (Police Wireless), Ministry of Home Affairs, Government of India.

(f) During the time of emergencies he will work in close liaison with the nearest Defence Service Radio Unit|Station as well as with Radio or Telephone services of Posts and Telegraphs and Railways and will co-ordinate and co-operate with these agencies.

(g) He will represent the State at the Police Radio Officers Conferences.

(h) He will supervise all stores under him (Radio Stores, Motor Transport Stores and general stores).

- (i) He will be responsible for the efficient maintenance of all Motor Vehicles under his charge and see that registers relating thereto are properly and correctly maintained.
- (j) He will attend to such other duties as may be assigned by the Deputy Inspector General, in charge of the C.I.D. or the Inspector General of Police.
- (k) He will submit his weekly diary for the week ending Sunday to the Deputy Inspector General of Police in charge of the C.I.D.

The Inspector-Police Communications (Training).

- (2) He will (a) charge of the Signal School, V.H.F. (Very High Frequency) and H.F. (High Frequency) radio net works; (b) look to the efficient training of men in the Training school and exercise disciplinary and administrative control over the trainees under him; (c) hold weekly tests and submit results to the Police Radio Officer; (d) maintain personal sheets for each trainee and enter the weekly results in the sheet; (e) be available to undertake special monitoring and security wireless log of all stations and work when ordered by the Police Radio Officer; (f) be in charge of security section and maintain all records pertaining to it; (g) be responsible for all Government properties in the sections in his charge; (h) undertake lectures in the signal school and conduct refresher courses for Radio operators and Technicians to improve their efficiency; (i) submit a weekly diary of his work to the Deputy Inspector General Through the Police Radio Officer; (j) conduct examinations to operators and Radio Technicians, whenever required; and (k) under take other duties as may be allotted to him.

Sub-Inspectors-Communication.

- (3) They will (a) be in charge of the communication office, scrutiny section, monitoring section, radio stations and be responsible for the efficient working of these sections; (b) be responsible for all Government property in all the sections in their charge; (c) keep stock books in respect of signal stores, consumable items, stationery etc., in their charge; (d) ensure that all the main links are working on proper frequencies allotted to them and there is no break down of communications due to faulty equipment; (e) scrutinise daily traffic and put up reports to the Police Radio officer; (f) promptly deal with all correspondence concerning communication matters such as breakdowns and delay and disciplinary matters, (g) maintain diary and record therein all events concerning the communications and put up every day to the Police Radio Officer for perusal; (h) inspect all Radio Stations in their charge once a quarter and submit inspection notes to the Deputy Inspector General of Police, in charge of the C.I.D. through Police Radio officer; (i) ensure all aerials are kept in proper condition (j) attend to major repairs of all equipment in their charge and (k) do such other duties as may be ordered by their superior Officers.

Radio Supervisors-(Jamadars|Head Constables).

- (4) They will (a) be in charge of radio stations in the District; (b) be responsible for the efficient working of radio stations in their charge; (c) be responsible for all Government property under their charge; (d) superwise the work of the operators and also attend to the maintenance of the equipment(e) submit reports to Police Radio officer on all important matters pertaining communications and discipline through the Sub-Inspector Communications; (f) scrutinise logs and

traffic records of Radio stations daily; (g) ensure that all instructions on working of Radio stations are correctly implemented; (h) arrange for periodical overhaul of equipment under their charge; (i) maintain history sheet for equipment under their charge; (j) maintain a high standard of efficiency and prevent leakage of secret messages; (k) submit weekly report of the work done by them to the Police Radio Officer; and (l) do such other duties as may be ordered by their superiors.

Radio Technicians.

- (5). They will (a) work under the immediate control of the Radio Supervisor; (b) attend to repairs and maintenance of the equipment in the District; and (c) do such other work as may be assigned to them.

Radio operators-(Naiks, L/Nks, and Police Constables).

- (6) They will (a) attend to operating work of the Radio station and maintain log book; (b) attend to the proper upkeep and cleanliness of the Radio Station; (c) do monitoring or any other duties assigned to them; and (d) maintain complete secrecy over the intelligence passing through the Radio net work.

Officers authorized to use Police Radio Grid.

767. (1) The following are authorized to send messages on the Police Radio net-work, provided they relate to the subject specified in the Rules.

All Police Officers of and above the rank of Sub-Inspectors.

- (i) All Ministers
- (ii) Chief secretary to Government
- (iii) Secretary to Government, Home Department
- (iv) Collectors
- (v) Central Intelligence Officers, Deputy Central Intelligence
- (vi) Officers and Assistant Central Intelligence Officers of the Ministry of Home Affairs, Government of India.

- "(2) The following categories of messages may be transmitted over the Police Wireless net work:.

- (i) Message relating Law and Order, Semi-law and Order and Service messages.
- (ii) Messages relating to Parliament questions covered by Law and Order.
- (iii) Messages in emergencies arising out of serious natural calamities".

- (3) Since the increase in volume of messages of semi law and order category is likely to cause unnecessary delay to other traffic pertaining to law and order of urgency and importance, the clearance of semi law and order messages should be kept to the minimum extent possible by adopting the following measure:-

- (a) Only very urgent semi-law and order messages shall be passed on Police Wireless links, and this should be done only where it is apprehended that public tele-communication channels will not be expedient and adequate for the purpose; and
- (b) Every such message passed shall be issued under the specific authority of the officer authorized for the purpose, or by any officer present at the place, senior to the authorized officer.

- (4) The following officers are authorized to pass messages pertaining to semi-Law and Order categories originating from their offices.
-

Office of origin

Officer designated

1	Messages originating in the Secretariat	Joint Secretary Dy. Secretary concerned
2	Messages originating in the Police Headquarters	Assistant Insp. General of Police.
3	Messages originating in Dist. Police Office.	P.A. to Supdt. of Police.
4	Messages originating in Collectorate	P.A. to the District Collector.

5. A list of Law and Order subjects, semi-Law and Order subjects and service messages, is given below:-

(A) Law and Order messages-

Messages relating to:-

1. Court attendance-Summons, warrants, Trials
2. Information relating to arrests, Movements of suspects
3. Dacoits
4. Murder cases
5. Theft cases-arrests and proceedings relating thereto
6. Searches, Recoveries and possession of stolen properties
7. Look-out for stolen properties
8. Escorts by police personnel
9. Corruption cases
10. Information regarding accused persons in custody
11. Verification of allegations against suspected persons
12. Descriptive rolls of deserters: Military | Police
13. Movement of personnel under "DIB Vigilance"
14. Foreign National passport verification
15. Evacuation of Muhammadans to Pakistan
16. "CRIMES" Statistics
17. Identification parade
18. Failure of State W/T stations
19. Demands for police personnel in emergencies for formation of Police Companies
20. Tour Programme of VIPs (for example, Ministers, Envoys etc.,)
21. Information relating to "Missing" persons (such as children, disabled persons) efforts by police to trace.
22. Movement of Police Officials on duty
23. Antecedents verification of ex-convicts

24. Death reports regarding police personnel
25. Communal incidents where violence is threatened or has actually taken place.
26. Strikes Hunger strikes and strikes by labourers or workers etc.
27. Movement of personnel under C.I.D. vigilance
28. Violation of Narcotics Laws and Measures
29. Opening of Fire on Mobs by Govt. servants in the discharge of their duties
30. Escape of prisoners, and stay of execution of condemned prisoners
31. Out-break of riot in prisons
32. Hunger strike of prisoners
33. Movement of prisoners having a special background
34. public meetings
35. Processions
36. Demonstrations-anti-government demonstration or proposed demonstration at the time of visits of V.I.Ps. during other important function.
37. Emergency cases of breach of peace or disturbance of public order and agitation affecting Law and Order.

(B) 'Semi-Law and Order'- Messages-Police Administration.

1. Appointments and postings in the police ranks and statistics relating to strength, promotions demotions etc. of police personnel-
2. Police courses, training etc.
3. Character Rolls, Service Books etc. of Police personnel
4. Police Officer Conference Inter-State and Intra State.
5. Police business indirectly related to "Law and Order"

(C) "Service messages" of Directorate of co-ordination (Police Wireless)

Messages relating to communication and technical maintenance of the Police Wireless grids including Inter State Police Wireless such as daily equipment reports etc., and other technical service matters".

Message writing - Instructions.

768. Instructions regarding messages which can be transmitted on the Police Radio network, the manner of writing messages, use of priorities etc, are given in Appendix XXIX

Schedule of working hours

769. The main network linking various District Headquarters to the State Police Head-quarters, works from 08.00 to 22.00 hours on all days of the week. The Radio Network linking sub-stations in the District |Unit to District |Unit Headquarters work from 08.00 hrs to 12.00 hrs and 15.00 to 1900 hours on all days of the week. All net works will work for extended hours when required. They will also work round the clock in times of emergency.

Location and protection of Radio Stations.

770. (1) All fixed Radio stations are located in District Police Offices or Armed Reserve head-quarters where Armed Armed guards are available. The mobile Radio Stations when taken by Officers on tour should also be located where there is armed guard, as far as possible. At places where no guard is available it may be located in a building where the Officer using the mobile station is actually put up.
- (2) Radio installations should be treated as vital and protected areas, and the security of such installations is the responsibility of the Superintendent of Police of the District.

Movement of Radio Stations.

771. A fixed Radio station should not be moved by any Officer, except under the orders of the Inspector General. Mobile Radio Station attached to various Officers can be moved by them in their respective jurisdiction. The Inspector General can order the transfer of a Radio station anywhere in the State.

Records to be maintained.

772. The important records to be maintained in the Radio Stations and by Supervisors are given in Appendix XXX.

In addition, files will be maintained by the officers concerned separately for circulars on each subject, i.e., for instructions on the maintenance and operation of sets, Radio procedure, tour programmes, and other such matters.

APPENDIX I

[Referred to in Rule 522(4)]

Maintenance, Cleaning and Repairing of Arms-Instructions

1. Each Police Officer is responsible for the cleanliness of the weapons issued to him, or to his unit, irrespective of the rank of the Officer concerned. He should take pride in the proper and efficient maintenance of Arms under his custody.
2. Unit Care and Maintenance:- It is necessary that cleaning of arms is resorted to every day. In the Armed Reserve and the Armed Police Battalions, each man is issued with a rifle, the maintenance of which is his personal responsibility. After each day's work or parade, the arms, before being deposited in the Armoury, should be cleaned by the individuals and properly lubricated in accordance with the instructions given in the Small Arms Training Pamphlets with regard to the cleaning of arms. The parades will be called off 5 minutes earlier and the men will be marched to the Armoury where they will break off and do cleaning for 10 minutes. The rifles so cleaned should be personally inspected by the Reserve Sub-Inspector or Reserve Inspector as the case may be. It is better to detail one officer each day for this who will inspect the rifles and will permit them to break off after depositing the rifles in the Armoury soon after he is satisfied that the barrels, etc., are clean. On all Thursdays, a through cleaning of rifles will be undertaken at a maintenance parade when each section Commander and Platoon Commander will ensure that the arms are cleaned thoroughly and properly. Particular attention should be paid to the overall cleaning. Cleaning of rifle does not merely mean that the barrel alone should be cleaned. The entire rifle should be cleaned up properly and lubricating oil, etc., should be applied to the working parts. On Thursdays, all the arms held on charge including Sten Gun and Light Machine Guns will be taken up for full cleaning. On such days, the Superintendent of Police should make it a point to detail a Reserve Inspector for personal inspection of arms and report the fact to him either through the General Diary or through special reports. While doing the cleaning work the type of cleaning should not be ignored. Various grades and scales of lubricants have been prescribed for various types of cleaning. These instructions should be strictly adhered to.
3. In the case of Police Stations and other Units where Muskets are not used daily, it is necessary that the available men should be utilized for cleaning the arms of a Police Station or Circle every morning. The S.H.O, should organize this cleaning for the first 10 minutes of the day's work by detailing individuals for this duty. The fact should be recorded in the General Diary of the Station for the day. A Convenient day in a week should be fixed up for the weekly maintenance parade when all the arms of the Unit or Station will be thoroughly cleaned and oiled. This fact also should be recorded in the General Diary.
4. Armourers should not be diverted from their primary functions for such duties as repairing furniture for issuing and receiving arms and for maintaining the ledgers and correspondence pertaining to arms and ammunition. Even cleanliness of weapons is not their responsibility. The Armourer's primary job is to attend to repairs and maintenance of arms and bring to the notice of their superiors any irregularity observed by them during the course of the inspection. To properly make use of their service in this direction the following procedure should be adopted:
 - (a) The armourers should carry out full inspection of Arms once in every quarter.
 - (b) During the 2nd and 4th quarterly inspections the armourers should carry out all repairs.
 - (c) Half yearly lubrication should also be completed during these inspections.

- (d) In the course of annual lubrication, the barrels of muskets found badly fitted externally will be noted and produced for the next inspection of the A.I.A.
- (e) Arms will be withdrawn to the armourer's shop for major repairs.
- (f) A record of such inspections, repairs and lubrications should be made in K.P.F. NO. 13-Arms Inspection Register.
- (g) A Consolidated report of all the irregularities in the maintenance, handling and use of arms along with loss and damage noted during inspections will be sent to the Superintendent of Police for information and necessary action.
- (h) The Superintendent of Police should scrutinise the inspection reports and take necessary action to rectify the defects.
- (i) Programme for the inspection will be drawn by the Unit Offices in the case of Armed Police Units and by the Reserve Inspectors in case of Districts. The Programme should be laid out in such a way as to enable the armourers to inspect all arms in the Unit|District effectively. Such Programme in the case of district should be approved by the Superintendent concerned.
- (j) The armourers when not on inspection duty should take about 20 rifles| muskets into the work shop daily and carry out all repairs replacements of unserviceable parts, and deficient parts and modification, etc. Normally one Armourer should be able to attend to the following number of weapons:-

20 Arms a day	Minor repairs.
10 Do	Major repairs
5 Do	General overhaul

5. Browning of all arms of the Department should be carried out by M.S.P. or S.A.P. At least 100 rifles | Muskets with their bayonets should be sent for browning at a time. Browning of these weapons should be completed within a week. The officer in charge of the armoury will see that all arms are repaired, overhauled and returned to the units after browning. Any weapon found to require arsenal repairs or with barrels [badly pitted] will not be browned, but returned to the units concerned to be produced before A.I.A. at his next inspection.
6. The Armourer of the unit should accompany the arms when they are being sent for browning so that they may be able to improve their knowledge in browning, repair and maintenance of small arms.
7. There should be a thorough supervision of work of the armourers by superior officers. Officers should not be satisfied by a mere perusal of the inspection notes and correspondence thereon. A personal verification of the condition of arms is an essential part of inspections of stations and units.
8. Inspecting Officers should peruse the A.I.A's inspection Report on small arms, and ensure that the instructions issued from time to time are carried out.
9. According to rules, 'bulge' in a barrel is due to 'unfair wear and tear' and it has to be charged on the individual concerned except in cases where leniency is merited due to special reasons.
10. The Armourers attached to the District Head Quarters will thoroughly inspect all the arms of that District once in 2 months. In the case of Armed Police Battalions and Armed Reserve such inspection shall be carried out once in a month. Arms History sheets should be maintained for each weapon in K.P.F. No. 43 which is available, in Chief Stores. The History of each weapon in the possession of the Unit should be recorded in the Arms History sheets Unit Armourers will

make entries themselves in the A.H. sheets regarding the result of inspection. The Unit Armourer will also prepare his inspection report whenever he inspects each station or Unit and a copy will be sent direct to the Superintendent of Police or the Commandant. It is the duty of the Superintendent of Police or the Commandant to ensure that instructions given by the Armourers are carried out by their subordinate officers. Where there are instances of negligence in the proper maintenance of arms by an individual disciplinary action should be taken against him and in the case of an officer who does not attend to proper maintenance of arms, severe action will be taken by the Superintendent of Police concerned under intimation to the D.I.G of Police of the Range concerned. The work of Armourers should be closely supervised by the Superintendents of Police concerned. Technical advice in this matter will be given by the Range Armourer Sub Inspectors. Facilities must be afforded to the Unit Armourers for the proper maintenance and inspection of arms by Unit Officers. Strict instructions should be issued in this respect to Station House Officers and Inspectors. Officers in charge will ensure that inspection of arms by Armourers does not lapse into a mere formality or routine. During inspections by Sub Divisional Officers and District Officers and the Deputy Inspectors General particular attention should be paid to this aspect of administration of a District or Sub-Division as the case may be .

11. When arms are used on the Range for practice they should be cleaned thoroughly by pouring boiling water and the barrel properly cleaned. Sufficient amounts should be made available from contingencies of Units for the preparation of boiling water, etc., Cleaning of arms at the Range will be carried out at the Range itself and not whenever convenient to the men. As and when a man finishes his range fire each day, his weapon will be cleaned thoroughly. Officers who take men to the ranges should pay particular attention to this aspect because this is a main factor in the maintenance of arms. It is the duty of the Supdt. of Police or Unit Commander to see that his arms are regularly inspected by the Range Armourer S.Is and the Chief Inspector of Arms. He must detail a responsible officer to attend the inspection of arms by these technical officers. He should also see that all facilities are offered to these inspecting officers to carry out their inspection. Inspection reports received from Chief Office or Range Office should be progressed and all necessary action taken to see that a satisfactory standard of maintenance is ensured in this Unit. He must also ensure that all E.M.E Publications containing modifications, etc., are made available to these Armourers. Facilities for repair, should be examined by the officers in charge periodically. A weapon should not be kept unused for want of spare parts or repairs. Prompt action to get store repairs carried out through the District Stores and factory repairs through the Ordinance Factories concerned should be taken at the District Headquarters.
12. Lubrication of arms is an item which is more often neglected. All weapons in possession of a Unit should be lubricated by Armourers concerned at least once in three months. Detailed procedure for lubrication of arms has been issued. This lubrication should be done not by the individuals, but by the Armourers. This involves the stripping of arms and lubricating various parts of a weapon. Linseed oil should also be applied to the wood work at that time. This is to be done under expert supervision and the Superintendents of Police will ensure that an advance programme is drawn up by the Armourers for this and lubrication at half yerly intervals is carried out correctly.
13. Fifty percent of the total arms of the Unit should be placed for inspection by the Chief Inspector of Arms, once a year. An advance programme of inspection will be distributed to all Unit Commanders and it is the duty of the Superintendent of Police on Unit Commanders to ensure that all facilities are offered to the Chief Inspector of Arms and inspection is carried out thoroughly. Reports of such inspections will be progressed at District Offices. Reports of such inspections will be progressed at District Office. The initial filling up of the report forms in

quadruplicate will be done by the Units concerned.

14. In order to enable the Armourers to carry out their work properly, it is essential that he is given the necessary tools and equipment. Where such equipment does not exist, Superintendents of Police and other officers will take immediate action to acquire the necessary tools and equipments.
15. Rebrowning of arms should be periodically carried out and with regard to weapons requiring rebrowning the expert opinion of the Range Armorer Sub Inspectors will be obtained. Such arms will be rebrowned at the Rebrowning Centres to which the District Unit is attached. Arrangements should be made to send the arms for rebrowning batches.
16. It is absolutely necessary that the arms of the Police Units are kept at a very high standard of maintenance and the instructions issued above will be strictly adhered to by all concerned.
17. Security and Storage of Arms- Storage of arms and ammunition should receive special attention by the officers in charge of Districts or Units. Proper arms racks should be provided in the Armoury. Action should also be taken to secure the arms with chains with locking arrangements during nights. The Armoury should be protected by a Sentry. Proper chests or racks should be provided for Sten Guns. Pistols and Revolvers should be locked up in boxes. An Armoury Acknowledgement Book should be maintained for each quarter Guard, wherein every weapons received or issued will be entered under the signature of both the receiving and issuing parties. One of the Naiks or Havildars should be made personally responsible for the Armoury and without his knowledge no weapon should go out of the Armoury or be brought in. The Armoury will remain locked up and the keys will be left with the Guard Commander for safe custody, the fact being noted in the Sentry Relief Book. Drawing of Arms and Ammunition will be on proper written records and only authorized person, should be allowed to draw arms and ammunition from the Armoury. The Armoury and premises should be kept clean and properly guarded. No unauthorized person should be allowed any access to the Armoury. Loss of arms or spare parts will be considered as a serious matter and a thorough enquiry should be ordered immediately on loss or damage being detected. Loss of arms by individuals by their carelessness will be considered as a serious offence and severe punishments will be awarded. Arms and ammunition on charge of the Units will be checked every evening by the person on duty and their accuracy should be recorded in the General Diary of the Unit or the Sentry Relief Book in the case of Quarter Guards. Damages to arms will be immediately reported and action taken to rectify them.

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APPENDIX II

[Referred to in Rule 525(4)]

The following instructions should be followed in the preparation of Crime Abstract.

- (a) The Abstract shall be prepared before the 5th of January, April, July and October for the preceding quarter or quarters of the calendar year. The abstract prepared in January will thus be for the whole of the preceding Calendar year. The Abstract should show the actual state as on the last day of the preceding quarter.
- (b) A copy of the Abstract will be forwarded to the Superintendent of Police (District Intelligence Bureau) through the Circle Inspector and Sub Divisional Officer. The Circle Inspector shall check and countersign the Abstracts. The figures given regarding property lost and recovered require special scrutiny. The copies of the abstracts should reach the District Intelligence Bureau before the 15th of the month in which it is due.
- (c) Station House Officers should realize that the Crime abstract is the basic statistical record for crimes for the Department and that the utmost care, accuracy and promptness are required in its preparation and maintenance.
- (d) Statistical statements for the preparation of the annual administration report of the Department will be furnished on the basis of the Crime Abstract. The column headings and the arrangement of offences for entry in the Register shall be in conformity with the needs of these statistical statements.
- (e) **Arrangement of offences**, Crimes shall be entered in the following order in Columns (1), (2) and (3) of the Register:

Sl.No.	Section of law (2)	Offences (description) (3)
1	115, 117, 118, 120B(1)	119, Abetment of cognizable offence, cognizable criminal conspiracy.

Total

Class I - Offences against the State, Public tranquility, safety and Justice

Sl.No.	Section of law (2)	Offences (description) (3)
2	131 to 136, 138	Offences relating to the Army and Navy
3	231 to 254	Offences relating to coin
4	255 to 263A	Offences relating to stamps
5	467 to 471	Offences relating to Government promissory notes
6	489 A to 489 D	Offences relating to currency notes and bank notes
7	212 and 216, 216 A	Harbouring an offender
8	213, 215, 224, 225, 225B 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
10A	295, 296 and 297	Offences against religion
		Total

Class II-Serious offences against 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, 335	Grievous hurt
19	328	Administering stupefying drugs to cause hurt

20	324, 327, 330	Hurt
21	363 to 369 and 371, 372 & 373	Kidnapping or abduction selling, etc., for prostitution and dealing in slaves
22	346 to 348	Wrongful confinement and restraint in secret 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 in 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

Sl.No.	Section of law (2)	Offences (description) (3)
25	395, 396, 397, 398, 399, 402	Dacoity and preparation and assembly for dacoity
26	392, 393, 394, 397, 398	Robbery
27	270, 281, 430 to 433, 435 to 440	Serious mischief and cognate offences
28	428, 429	Mischief by killing, poisoning or maiming any animal
29	449 to 452, 454, 455 to 560	Lurking house trespass or house breaking with intent to commit an offence or having made preparation for hurt and house trespass with a view to commit an offence or having made preparation for hurt.
30	311, 400, 401	Belonging to gangs of Thugs, dacoits, robbers and thieves
		Total

Class IV- Minor offences against person

Sl.No.	Section of law	Offences (description)
--------	----------------	------------------------

(2) (3)

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

Sl.No.	Section of law	Offences (description)
	(2)	(3)
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 to 420	Cheating
37	447, 448, 453 and 456	Criminal or house trespass and lurking house trespass or house breaking
38	461, 462	Breaking closed receptacle
		Total

GRAND TOTAL

Class VI - Other offences not specified above

Sl.No.	Section of law	Offences (description)
	(2)	(3)
39	269, 277, 279, 280, 285, 286, 289, 291 to 294 Section 34 of Act V of 1861 and nuisances punishable under local laws	Public nuisances and Section 34 of Act V of 1861 can bribery under Section 161, I.P.C and Act II of 1947. Offences under special and local laws declared to be cognizable Police Act Arms Act Opium Act Gambling Act

Excise Act

Explosives Act and Explosive substances Act

Offences under Special and Local Laws

Declared to be cognizable but not included in above

Non-cognizable offences under the Indian Penal Code.

Death Cases

Suicidal

Accidental

Other suspicious death finally reported as involving no offence

Arrests in cases not falling under any offence in Classes I to VI above

Note: Abetments punishable under Chapter V Indian Penal Code, other than those specified in Sections 115 to 120 of the code, should be shown with the substantive offence abetted. Attempts should be shown immediately after the offence attempted.

(f) The serial numbers allotted above to each Section of law shall be adhered to strictly for making entries in Columns (1), (2) and (3) of the Register. Where there is no crime to be entered against a particular serial, that serial number shall be omitted and the next relevant serial number entered.

(g) Entries relating to property.

Details of property the possession of which has been transferred by theft, or extortion or robbery, or property which has been criminally misappropriated or in respect of which criminal breach of trust has been committed, need alone be entered under the heading "property" (Columns 56 and 57 of the Abstract).

(h) Selection of particular serial against which a crime is to be entered in the Register.

Where a crime involves the commission of offences falling under more than one serial ref: list under sub para (e) the proper serial against which it is to be entered in the Register will be decided according to the chief motive of the criminal(s), with special regard to the Police significance of the occurrence from a professional angle, or from the point of view of public peace.

Examples: If a violent mob, in the course of a political disturbance cause death (with no special animus against an individual) or grievous hurt or commit other specific offences, the crime should be classified in the abstract against 9 (rioting and unlawful assembly) and not under item 11 (murder) or 18 (grievous hurt) etc. So also if a professional thief, committing theft of ornaments from a woman, causes grievous hurt, the crime may fall under item 26 (robbery) if it is found that the hurt was caused by him voluntarily in order to the committing of theft or for such other purpose as mentioned in section 390 I.P.C. On the other hand, it should be noted in the register against item 33 (theft) if the infliction or grievous hurt was not made under any circumstance covered by section 390 I.P.C. No entry will be made against item 18 (grievous hurt), despite the fact that the accused may be liable for an offence under section 326 Indian Penal Code also.

(i) Long Pending cases.

Details regarding cases transferred by Courts to the long pending list need not be entered in the Abstract from the quarter following their transfer to the long pending list. But such cases will continue to be included at the beginning of the page Abstract, in red ink, with the Crime number and year. (Egs.12|50)/LPT

(j) **Page Abstract**

(i) In every alternate opening of the Register a blank space will be left for the Page Abstract, to indicate the disposal of each case. The following abbreviations to denote disposal will be used:-

N.I.	Not investigated, Section 157(b), Criminal Procedure Code.
F.	Referred as intentionally false and struck off.
A.T.P.	Charged and after trial found intentionally false.
M.	Referred and struck off as mistake of fact or law.
N.C.	Referred and struck off as non-cognizable
A.T.M.	Charged and after trial declared a mistake of fact or law.
R.	Referred and pending trial.
P.T.	Charged and pending trial
U.I.	Under investigation (final report yet to be submitted)
C.	Convicted
Dis.	Discharged or acquitted
Un.	Reported as undetectable
R.C.R.	Referred charge sheet refused (i.e., case referred by the Police
	but orders to strike off declined)
Com.	Compounded.

(ii) The Page Abstract should be prepared under the following heads:-

I	Murder for gain	125	183	204	208
		U.N.	M	N.I.	R.C.R.
II	Dacoity	2	104	150	
		P.T.	C.	AT.P	”
III	Robbery	7	68	83	25
		U.I.	Dis.	P.T.	C.
IV	House breaking and theft by night	85	183	216	12

- V House breaking and theft by day, etc,
etc.
- VI House theft
- VII Ordinary theft (Major)
- VIII Ordinary theft(Minor)
- IX Cattle theft
- X Receiving stolen property
- XI Cheating
- XII Counterfeit of coin or currency
- XIII Breach of trust and misappropriation
- XIV Rioting and unlawful assembly
 - (i) Those arising from labour and agrarian dispute
 - (ii) Those arising from political rivalry
 - (iii) Those arising from communal faction
 - (iv) Those arising from other causes.
- XV Murder and attempt to murder (other than for gain)
- XVI Suicides and attempts
- XVII Grievous hurt
- XVIII Hurt
- XIX Rashness or negligence causing death, grievous hurt, hurt and endangering human life.
- XX Cognizable offences under Special and Local Law separately in respect of the under mentioned items:
 - (i) Police Act
 - (ii) Prohibition Act
 - (iii) Opium Act
 - (iv) Suppression of immoral traffic in Women and Girls Act

- (v) Gambling Act
- (vi) Arms, Explosive and Explosive Substances Acts
- (vii) Other special and Local Laws

XXI Juvenile delinquency (included in the cases mentioned against the appropriate head in this abstract):

- (i) Serious offences against person
- (ii) Serious offences against person and against property and against property only
- (iii) Minor offences against person
- (iv) Minor offences against property
- (v) Other offences not specified above

XXII Security sections:

- (i) Under Sections 106 and 107
- (ii) Under Section 108
- (iii) Under Sections 109 and 110

XXIII Death Cases:

- (i) Suicidal
- (ii) Accidental
- (iii) Other suspicious death finally reported as involving no offence.

XXIV Cases not mentioned against any other head.

Note: If the Superintendent of Police of the District considers that any group of offence not given a separate classification among the heads enumerated above is of special significance in his District, a separate head may be assigned for the purpose.

(iii) The abstract of all cases pertaining to the preceding year or years shall be entered in red ink, at the beginning of the Page Abstract. Entries regarding such cases shall be continued from quarter to quarter until and including the quarter in which they are disposed of.

(iv) An abstract of the cases in which property is lost or recovered (according to the entries in Cols. 56 and 57 of the Register) will be given at the end of the Page abstract, under the following heads.

Cr. No. and	Value of property	Value of property
-------------	-------------------	-------------------

Sec.of Law	lost	Recovered	Remarks

Note: When non-compoundable cases (like those under Section 143, 148, 307 IPC) are ultimately eliminated in the course of trial and the offenders are finally tried only under compoundable offences and the cases ultimately compounded, the original number noted under rioting etc. should be altered accordingly noting down proportionate increase in the subsequent category (324, 325 etc) to which it is altered, with a foot note. So when the crime figures are given, the original number reported under rioting etc., should be brought down to the correct category to which they are subsequently dealt with, and in the statement under column reported during rioting etc., the number of cases compounded ultimately from that category should be subtracted and the concerned number should be added in the column pertaining to the sections of offences under which they are ultimately compounded.

[IG's memo 3313/66-2 dated 20-1-1966]

APPENDIX III

(Referred to in Rule 532 and 536)

**List of Records to be maintained in Sub Divisional Offices
Circle Offices, Stations and Outposts.**

Sl.No	Name of Record	KPF No.	Rule No.
1	By Sub divisional Officer		
1	Check Register of Case diaries	24-B	
2	Check Register of General Diaries	57-B	
3	Crime Memo Book	58	
4	Crime Charts	--	
5	Circular File	---	
6	Current Register	CF-71	
7	Criminal Intelligence Gazette file	--	
8	Ephemeral Note Book	--	
9	Grave Crime report file	--	
10	List of Detectives	85	
11	Police Gazette File	--	
12	Personal file and confidential sheets of HCs and PCs fit for promotion as-- HCs		
13	Petition Register	147	
14	Register of casual leave	135	
15	Register of shops licensed under Arms & Explosives Act & Rules	128	
16	Tappal Book	180	
17	Weekly Diaries file	191	
	Weekly Crime & Occurrence Sheet		

18 file --

2 By Circle Inspectors

1 Case Diary files (In cases investigated
by Circle Inspectors) 24

2 Check Register of General Diaries 57-B

3 Circle Information Book 32

4 Crime Register 39

5 Criminal Intelligence Gazette --

6 Crime Memo Book 58

7 Circulars of Superior Officers --

Sl.No	Name of Record	KPF No.	Rule No.
8	Current Register	CF-71	
9	Casual Leave Register	135	
10	Crime Charts	--	
11	Defaulter sheet of S.Is	35-H	
12	Ephemeral Memo Book	--	
13	General Memo Book	58	
14	Government Property Register	47	
15	Inspector's Note Book	59	
16	Indent Book	62	
17	List of articles returned to Stores	81	
18	List of persons suitable for enlistment as Special Police Officers	--	
19	Police Gazette	--	
20	Petition Register	147	
21	Register of shops licensed under Arms and Explosives Act & Rules	128	
22	Small Service Books of S.Is	152-B	
23	Tappal Book	180	
24	Target Practice Register	181	
25	Travelling Diary	185	
26	Weekly Crime & Occurrence Sheet		
27	Weekly Diaries (office copy) of Circle Inspectors	--	
3	For Police Stations	--	
1	Alphabetical Index of persons entered in Part III & G.C.R.	7-A	

2	Arrest Report	14
3	'A' list (List of absconding warrantees)	20-A
4	Allocation list	6
5	Ammunition Account Register	176
6	Bad Character Roll-A	15
7	Bad Character Roll-B	15A
8	Bad Bond (counterfoil)	16
9	Beat Books	19
10	Boat Warrants	21
11	Bus Warrants	22

Sl.No	Name of Record	KPF No.	Rule No.
12	'B' list (of persons in 'A' list arrested)	20-B	
13	Case Diaries	24, 24-A	
14	Cash Book	(Account Form)	
15	Check Register of Bad Characters	89-A	
16	Check Register of persons entered in Part III & GCR)	188	
17	Circulars from Superior Officers (File)	--	
18	Certificates under Section 565 Cr.P.C	107A	
19	Case Property Register	182	
20	Crime Cards	38	
21	Crime History-Part I	174	
22	Crime History - Part II (Crime Chart)	--	
23	Crime History-Part III& GCR	174-A	
24	Crime History-Part IV (Village crime note book)	174-B1&B2	
25	Crime History-part V (History Sheets)	174-C	
26	Crime Abstract	37	
27	Current Register	CF-71	
28	Casual Leave Register	135	
29	Cash Memo Book	--	
30	Charge Sheet	29	
31	Conviction Memo Book	3-R	
32	Criminal Intelligence Gazette	---	

33	Defaulter Sheets of HCs and PCs	35-H
34	Duty Roster	164-164-A
35	Extract from Arms Deposit Register	106
36	Final Report (Referred charge sheet)	133
37	First Information Book	25
38	Gang Intelligence Report	56
39	General Diary	57
40	General memo Book	58
41	Guard Rules	--
42	Government Property Register	88
43	Index to Part I & Part III & GCR ₇ (Loose-leaf Index)	
44	Inspectors Visiting Book	70

Sl.No	Name of Record	KPF No.	Rule No.
45	Inspector's Memo file	--	
46	Indent for clothing	5-A	
47	Indent Book	62	
48	List of festivals	--	
49	List of persons ordered to notify residence (565 Cr.PC)	90	
50	List of undetected cases	93	
51	List of property sent to Magistrate	151-A	
52	List of articles returned to Stores	81	
53	Magistrates' Memo File		
54	Medical History Sheets of HCs & PCs	201	
55	Notes Books	59	

56	Notice Board & sign Board	--
57	Notice to complainant or Informant	114
58	Orderly Room Register	117
59	Petty Case Register	123-A
60	Point Books	59
61	Police Gazette File	--
62	Process Register	149
63	Prisoner's Search Register	151
64	Petition Register	147
65	Railway Warrants	131
66	Register of Arms Licences	144 & 144-A
67	Register of Arms deposited	136
68	Register of Finger Print references	3-N
69	Register of prisoners hand-cuffed	150
70	Rough T.A. Book	--
71	Recognizance Bond of witnesses	194
72	Rowdy History Sheets	166
73	Reserve Mobilization Orders	--
74	Report of death of Ex-convicts	3-J
75	Register of non-cognizable cases	--
76	Register of persons involved in compoundable offences	--
77	Sample Signature Book	167

Sl.No	Name of Record	KPF No.	Rule No.
78	Search List	151-B	

79	Sentry Relief Book	170
80	Small Service Books of HCs & PCs	152-B
81	Tappal Book	180
82	Unclaimed Property Register	187
83	Village Roster	165
84	Visiting Book of Officers (S.D.Os and above)	189
85	Weekly Crime and Occurrence Sheets and Crime Review Sheets and Prohibition Reviews	

In addition to the above records, Railway Police Stations will maintain the following records.

- 1 Register of loss and shortage of property KPF No.2
- 2 Telegram Requisition Book 171-A
- 3 Railway Ticket Requisition Book

1	Arrest Report	14
2	Bad Character Roll - A	15
3	-do- B	15-A
4	Beat Books	19
5	Check Register of bad characters	89-A
6	Duty Roster	164
7	General Diary	57
8	History Sheets of bad characters (copies)	174-C
9	Inspector's Visiting Book	70
10	List of undetected cases	93
11	Memo Form Book	58
12	Note Books	59

13	Prisoner's Search Register	151
14	Sentry Signature Book	170
15	Sample Signature Book	167
16	Tappal Book	180
17	Visiting Book of Officers (S.D.Os and above)	189
18	Village Roster	165

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APPENDIX IV

[Referred to in Rule 535 (4)]

Period of Retention of Records

(Note:- Years are always Calendar years unless specified to the contrary).

Sl.No	Name of Record	KPF No.	Rule No.
(1)	(2)	(3)	(4)
1	Check Register of case diaries	Three years	To be destroyed by the Sub Divisional Officer on the sanction of the Superintendent of Police
2	Check Register of General Diaries	Do	Do
3	Crime & General memo books	Do	Do
4	Current Register	Do	Do
5	Crime Charts	Five years	Do
6	Criminal Intelligence Gazette	Ten years	Do
7	Circular Files	Five years	Do
8	Ephemeral Note Book	One year	To be destroyed by the Sub Divisional Officer, one year after the incorporation of the entries in periodical reports or the final decision of representation of the officer concerned, whichever is later.
9	Grave Crime reports file	Ten years	To be destroyed by the Sub Divisional Officer on the sanction of the Superintendent of Police
10	Petition Register	Three years	Do
11	Indent Book	Three years	To be sent in January for retention in District Police

Office

12	List of articles returned to stores	Do	To be sent in January for retention in District Police office
13	Police Gazette files	Two years	To be destroyed by the Sub Divisional Officer on the sanction of the Supdt. of Police
14	Register of casual leave	Three years	Do
15	Register of shops licensed under Arms & Explosive Act & Rules	Five years	Do
16	Register to watch receipt and disposal of confidential reports	Three years	Do
17	Tappal book	Do	To be sent in January for retention in District Police Office
18	WEEKLY Crime & Occurrence Sheets	Five years	To be destroyed by the Sub Divisional Officer on the sanction of the Supdt. of Police
19	Weekly Diaries file	Three years	Do
20	Government Property Register	Three years	To be sent in January for retention in District Police Office

INSPECTOR'S RECORDS

1	Circle Information Book	Permanent	To be retained in the Circle Office
2	Circle Inspector's Crime Register	Three years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police.
3	Case Diaries	Three years after disposal of the case	To be destroyed by Circle Inspector on the sanction of the Supdt. of police
4	Crime Charts	Five years	Do
5	Current Register	Three years	Do

6	Check Register of General diaries	Do	Do
7	Criminal Intelligence Gazette	Ten years	Do
8	Circulars of Superior Officers	Five years	Do
9	Defaulter sheets of Sub Inspectors	Till the Officer retires from service	After retirement of the officer, to be sent to D.P.O. to be filed with service records
10	Ephemeral Note Book	One year after incorporation of entries in the periodical reports or till the representation of the officer concerned, is decided, whichever is earlier	To be destroyed by Inspector
11	Government Property Register	Three years	To be sent in January for retention in Dist. Police Office.
12	Indent Book	Do	Do
13	Inspector's Note Book	Three years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police.
14	List of articles, returned to Stores	Do	To be sent in January for retention in District Police Office
15	Memorandum Books	Three years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police
16	Petition Register	Do	Do
17	Police Gazette File	Ten years	Do
18	Register of Casual leave	Three years	Do
19	Travelling diary	Do	To be sent in January for retention in district Police

20	Target Practice Register	Do	Do
21	Tapal Book	Do	Do
22	Visiting Book	Permanent	To be retained in the Circle Office
23	Weekly Crime & Occurrence sheet	Five years	To be destroyed by Circle Inspector on the sanction of the Supdt. of Police
24	Weekly Diaries file	Three years	Do

STATION HOUSE RECORDS

1	Arrest Report(Arrest Card)	Three years card	To be sent in January to District Police Office
2	Arms Licences Register	Do	Do
3	Ammunition Account Register	Do	Do
4	Arms Deposit Register	Do	Do
5	'A' list file	One year	To be destroyed by the Inspector on the sanction of the Supdt. of Police on receipt of revised list
6	'B' list file	Do	Do
7	Alphabetical Index to Part III and GCR	30 years	To be sent in January to District Police office
8	Bus Warrant	Three years	To be sent in January to District Police Office
9	Boat Warrant	Do	Do
10	Beat Books	Do	Do
11	Bail Bond	Do	Do
12	Bad Character Roll A	Do	Do
13	Bad Character Roll B	Do	Do
14	Cash Book	25 years	Do

15	Cash memo	Do	Do
16	Current Register	Three years	To be destroyed by Inspector on the sanction of the Supdt. of Police
17	Case Diaries	Three years after the disposal of the case	Do
18	Crime Card	Three years	Do
19	Crime Abstract	Five years	To be sent to District Police Office
20	Conviction Memo	Do	Do
21	Certificate under 565 Cr.P.C,	Do	Do
22	Criminal Intelligence Gazette	Ten years	To be destroyed by Inspector on the sanction of the Supdt. of Police
23	Charge sheet	Three years	To be sent to District Police office.
24	Duty Roster	Do	Do
25	Defaulter Sheets of HCs and PCs	Till the Officer retires from service	To be sent to District Police Office for being filed with service record
26	Death report of ex-convicts	One year	To be destroyed by Inspector on the sanction of the Supdt. of Police.
(1)	(2)	(3)	(4)
27	First Information Book (Counterfoils)	Three years	To be destroyed by Inspector on the sanction of the Supdt. of Police
28	Final Report	Do	To be sent to District Police Office
29	General Diary (Station copy)	Do	To be destroyed by Inspector on the sanction of the Supdt. of Police

30	General Memo file	One year	Do
31	House Search List	Three years	To be sent to District Police Office
32	Inspector's Visiting Book	Permanent	To be retained in the Station
33	Index to Part I, Part III & GCR	30 years	To be sent to District Police Office
34	Inspector's Memo file	One year	To be destroyed by Inspector on the sanction the Supdt. of Police
35	Indent Book	Three years	To be sent to district Police Office for retention.
36	List of property sent to Magistrate (Book)	Do	Do
37	Medical History Sheet	Till the Officer retires from service	To be sent to District Police Office to be filed with service records.
38	Memo Form Book	Three years	To be sent to District Police Office
39	Magistrate's Memo file	One year	To be destroyed by Inspector on the sanction of the Supdt. of Police
40	Notice to complainant	Three years	To be sent to District Police Office
41	Note Book	Do	Do
42	Orderly Room register	Do	Do
43	Prisoner's Search register	Three years	To be sent to District Police office
44	Process Register	Do	Do
45	Petty Case Register	Do	Do
46	Police Gazette file	Ten years	To be destroyed by Inspector on sanction of the Supt. Of Police.
47	Petition Register	Three years	Do

48	Register of Casual leave	Do	Do
49	Railway Warrant	Do	To be sent to District Police Office
50	Register of Government Property	Do	Do
51	Register of Prisoners Handcuffed	Do	Do
52	Register of bad characters	Do	Do
53	Rowdy history sheets	Ten years after closure	Do
54	Register of Finger Print references	Three years	Do
55	Recognizance bond of witnesses (Counterfoils)	Do	Do
56	Register of non-cognizable offences	Do	Do
57	Register of persons concerned in compounded cases	20 years	Do
58	Rough T.A. Bills	One year	To be destroyed by Inspector on the sanction of the Supdt. of Police
59	Small Service Books of constabulary	Till the officer retires	To be sent to District Police Office for file with service records.
60	Sample Signature Book	Three years	To be destroyed by Inspector on the sanction of the Supdt. of Police
61	Sentry Relief Book	Do	To be sent to District Police Office
62	Station Crime History Part I	Permanent	To be retained in the Station
63	Do Part II	Five years	To be destroyed by Inspector on the sanction of the Supdt. of Police
		30 years after	

64	Do. Part III & GCR	the entries are deleted	Do
65	Do. Part IV	Permanent	To be retained in the station
66	Do. Part V (History Sheets)	30 years after closure	To be sent to District Police Office
67	Superior Officers Circular File	Five years	To be destroyed by Inspector on sanction of the Supdt. of Police
68	Tappal Book	Three years	To be sent to District Police Office
69	Unclaimed Property Register	Five years	do
70	Village Roster	Do	Do
71	Visiting Book	Permanent	To be retained in the station
72	Village-war Check Register of Ex-convicts	20 years	To e sent to District Police Office.
73	Weekly Crime and Occurrence Sheets	Five years	To be destroyed by Inspector on the sanction of Supdt. of Police
74	Weekly diaries of Sub Inspectors	Three years	Do

APPENDIX V

[Referred to in Rule No. 572]

Instructions for pitching of tents.

1. The following instructions are laid down for pitching and striking tents. Attention to these will make them last much longer than they would do otherwise.
 - (1). Tents should on no account be pitched under tamarind trees.
 - (2). When tents are being pitched or struck and the ground is all muddy, the tents bag or some straw should always be spread bellow them to keep clean.
 - (3). Great care must be taken in pitching tents that the pegs for the ropes are placed in a straight line with the seams in the fly so that the strain may be direct and equal, and not cross-wise. Ropes should not, therefore, be tied to trees unless they happen to be exactly in the true line, which will seldom happen. It is the safest plan never to allow them to be tied to trees. If tents bag to the corners, the ropes which pass up inside the fly round the pole must be pulled moderately tight and tied to the corner ropes so as to make the strain come on them and not on the canvas.
 - (4). In stormy weather, the corner and storm ropes of tents should invariably be "bushed". If bushes cannot be procured, as in sandy tracts, a hole should be dug and a tent peg be buried at right angles to the direction of the rope at a depth of a couple of feet, the rope tied to it and the hole filled in and the sand firmly rammed down. It will be found that ropes so secured will hold in sandy soil far better than if tied to pegs driven in the ordinary way.
 - (5). When rain comes on, all tent ropes should be slightly slackened off, so as to allow for the shrinkage of the ropes and canvas when wet. Ropes are otherwise liable to be broken and canvas to be torn and it often happens that their shrinking pulls the pegs out of the ground, especially in the dry weather when the ground is hard and the pegs have probably not been driven in deep. If this should happen at night, as it frequently does, the fact that the Pegs have drawn is likely to pass unnoticed and the tents will be liable to be below down if the wind should rise.
 - (6). Care should be taken not to strike and pack tent when damp due to rain or dew. A march had better to be a little delayed than a tent be spoilt from mildew, which is the certain consequence of packing tents when damp.

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APPENDIX VI

[Referred to in Rule 586]

Telegraphic Address

The following abbreviated telegraphic addresses have been registered for Officers in this State:

Designation of Officers	Telegraphic address
Inspector General of Police, Trivandrum	POLICE
Deputy Inspector General of Police, CID and Railways	DIG CID
Deputy Inspector General of Police, Southern Range	DIGSAR
Deputy Inspector General of Police, Northern Range	DIGNOR
Superintendent of Police of Districts	DISPOL
Superintendent of Police, Special Branch CID Trivandrum	SPECIAL

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APPENDIX VII

[Referred to in Rule 587 (3)]

Telephone No.	Date of call	Name of Officer In charge of The telephone	Call booked to <hr/> Place & No.
(1)	(2)	(3)	(4)

Whether private Or Official	If Official, Office Officers contacted	Whether recovery has been effected in respect of private calls and date
(5)	(6)	(7)

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APPENDIX VIII

[Referred to in Rule 592(2)]

KERALA POLICE WELFARE AND AMENITY FUND RULES

1. These rules shall be called "The Kerala Police Welfare and Amenity Fund Rules".
2. These rules shall come into force with effect from 1-4-1961.
3. For the purpose of these rules-
 - (a) "Central Committee" means the Committee of the Kerala Police Welfare and Amenity Fund. The committee shall normally include a representative elected from each of the Unit Committees. President and Vice-President shall be Ex-Officio members of the Committee.
 - (b) "Unit Committees" mean the committees constituted under the rules to administer the Unit Fund according to these rules and the directions from the Central Committee from time to time.
 - (c) "Family" for the purpose of these rules shall include husband or wife, children, father and mother, and brothers and sisters (under 14 years of age) and solely dependent on the member.
 - (d) "Fund" means the Kerala Police Welfare and Amenity Fund.
 - (e) "Members" means, members of the department who are subscribers to the Kerala Police Welfare and Amenity Fund.
 - (f) "President" means, the President of the Committee. The President of the Central Committee shall be the Inspector General of Police or an Officer of the Police Department nominated by the Inspector General of Police to hold Office of the President for one year at a time or such lesser period as the Inspector General of Police may direct. The President of the Unit Committee shall be a member of the Fund and be an Officer of the Police Department nominated by the Inspector General of Police or an Officer authorized by him, to hold the Office of the President of the Unit Committee for one year at a time or for such lesser period as the nominating authority may direct.
 - (g) "Vice-President" means the Vice President of the Committee (Central and Unit) of the Police Welfare and Amenity Fund. The Vice President shall be a member of the Fund and shall be an Officer of the Police Department. The Vice President shall be elected by the Committee and will hold office concurrently with the term of the Committee.

4. Object

The Object of the Kerala Police Welfare and Amenity Fund will be to relieve distress among the subscribers (Police Officers of an below the rank of Inspectors and members of the Ministerial staff of the Police Department) and their families caused by death, disease or any other emergency which in the opinion of the Committee require assistance, to provide scholarships and other assistance for the education of the subscribers' children in suitable cases, to provide medical assistance in cases of exceptional difficulties, to provide Reading Rooms, Night Schools, Play and Recreation facilities and generally to promote the welfare and amenity of the subscribers and their families.

5. Source:

(a) **The existing Fund:** - The amount outstanding to the credit of Gasson Police Benevolent Fund in the erstwhile Malabar area and Bensley Fund of the erstwhile Travancore area and the sum of Rs. 66,000 sanctioned by the Government of India in appreciation of the services rendered by the State Police during the strike of the Central Government Employees, shall from a part of the Fund, and these funds shall cease to exist when the rules of the Kerala Police Welfare and Amenity Fund come into force.

(b) **Grant from Government:-** Government will make an annual grant equal to the collections raised by the Committee, subject however to a maximum of Rs. 10,000 (Rupees ten thousand) only. Grant equal to the amount of collection raised by the Committee for the preceding year will be sanctioned in the beginning of each year on an ad-hoc basis without insisting on the production of utilization certificate and the amount will be adjusted against the final grant which will be sanctioned only on the production of the audit certificate.

(c) **Subscription from members:-**

Rates of subscription will be as under:

Annual subscription to the Fund at the following flat rate will be recovered from members every year in the month of January.

Executive Staff	Rs. Ps.
Inspectors, Officers of corresponding rank and above	3.50
Sub-Inspectors and Officers of corresponding rank and Jemadars	2.00
Head Constables and Officers of corresponding rank	1.00
Police Constables	0.75
Camp Followers	0.50
Ministerial Staff	
Superintendents (Gazetted)	3.50
Head Clerk, Office Superintendent (Non-Gazetted) and members of the corresponding rank	3.00
Upper Division Clerks and Typists	2.00
Lower Division Clerks and Typists	1.00
Peons, Attenders, and personnel of corresponding rank	0.50

Note:- Other Civilian staff, (if any) may subscribe, at the rates applicable to members of the ministerial staff having the corresponding rates of pay.

6. **Constitution:-** The fund will be open to voluntary subscription from all executive and ministerial officers of the Police Department of the Kerala State, permanent and temporary. The benefit will be restricted solely to officers of and below the rank Inspectors and the Ministerial staff who have been subscribers to the Fund under Rule 5(c) and to their families.

7. Management

(a) Central Committee - Constitution.

The Central Committee shall be constituted as follows:-

- (1). Inspector General of Police President
- (2). An Officer of the Department elected by the Committee Vice President.
- (3) Presidents of the Unit committees or their nominees.
- (4) One of the Senior Superintendents of the Office of the Inspector General of Police nominated by the Inspector General of Police will be the Hon: Treasurer-cum-Secretary.

(b) Functions:-

The Central Committee shall have the following functions:-

- (i) Act as a Central body for control, co-ordination advice and appeal in all matters covering the administration of the Fund.
- (ii) Prescribe and ensure the observance of Uniform rules by all Unit Committees.
- (iii) Secure Funds necessary to carry out the objectives and distribute them to all Units.
- (iv) Make modifications for the rules as and when necessary subject to the approval of Government.
- (v) The President of the Central Committee is competent to incur an expenditure of Rs. 100 for Office expenses in any one year.

(c) Meetings:-

The management of the Fund will vest in the committee. Committee members shall be the subscribers of the fund and shall hold office for one year only. The Committee shall meet once in a quarter and shall convene a general body of the Fund once a year after the close of the financial year and all audited accounts of the unit committee shall be scrutinized. The president or in his absence the Vice President shall preside over the General Body. The quorum for the General Body shall be 1/3 of the total number of members. The minutes of the meeting shall be recorded in a minutes books by Honorary Treasurer-cum-secretary who is nominated by the President.

(d) A business Committee with the following Officers of the Police Department will be constituted to attend to the disposal of applications for grant from the Fund and other routine matters relating to the Fund:-

Dy. Inspector General of Police, CID and Railways-President

Dy. Inspector General of Police, Southern Range,

Assistant Inspector General of Police, Commissioner of Police, Trivandrum City,

Principal, Police Training College-Members.

The Committee will meet as and when necessity arises and dispose of urgent and routine affairs of the fund. The transactions of the business committee will be placed before the Central Committee at the next meeting and its ratification obtained.

(e) Unit Committee - Constitution.

(i) The Unit Committee consists of a President nominated by the Inspector General of Police, Vice President elected by the Unit Committee and members consisting of an Inspector of Police, Sub Inspector of Police, Head Constable and Constable elected by the subscribers to the Fund. The Treasurer-cum-secretary of the Committee shall be nominated by the President.

(ii) The Unit Committee shall meet every month. The quorum for the meeting will be three. The President of the Unit Committee or in his absence a member elected from among the members present shall preside over the meeting. The proceedings of the meeting shall be recorded in the minutes book and proceedings of any meeting should be placed at the next meeting. The President of the Committee shall cause the minutes of the meeting to be recorded and attested by the members present. The Unit Committee shall call for the balance sheet from the Hon. Secretary-cum-Treasurer once in every quarter and scrutinise the accounts and forward the audit reports to the Central Committee.

(iii) The subscribers to the Unit Fund shall meet once a year and elect the Unit Committee for the next year. The President of the Unit Committee or in his absence a subscriber duly elected by the members present shall preside over such general body. The quorum for the General body shall be $\frac{1}{3}$ of the total number of subscribers. The Hon. Secretary-cum-Treasurer will present an account of the Fund duly audited by the Examiner of Local Fund Accounts before the General Body and send a copy of the same to the Treasurer of the Central Committee with the audit certificate.

(iv) The Hon. Secretary-cum-Treasurer shall be entitled to keep with him Rs. 50 in his hand for meeting emergent expenses and the balance amount shall be remitted into the Treasury Saving Account. Vouchers for the emergent expenses have to be presented before the Committee at the next meeting for ratification. Cheques will be operated by the President and the Treasurer jointly.

(v) The President shall be competent to sanction an amount not, exceeding Rs. 50 per annum towards the office expenses.

(vi) The Unit committee may make supplementary rules if necessary with the concurrence of the Central Committee in conformity with the spirit of the rules drawn up by the Central committee. Such rules shall apply only to the Unit which has framed them.

(f) There will be separate Unit committee for-

- (i) Each District including District Armed Reserve.
- (ii) Railway Police.
- (iii) Malabar Special Police
- (iv) Special Armed Police
- (v) Police Training College and Central Recruits School
- (vi) Special Branch

- (vii) Crime Branch
- (viii) X-Branch
- (ix) Office of the Inspector General of Police
- (x) Each Fire Service Division.

8. Admission of Members and recovery of subscription

Membership is voluntary but all ranks are expected to become members. A member of the executive or ministerial staff who wishes to join the Fund shall fill up the prescribed form (Form No.1 annexed hereto) indicating his/her willingness to subscribe to the Fund at the prescribed rate. On his/her admission his/her name shall be entered in the register maintained for the purpose (Form No.II annexed hereto).

(2) The Police Welfare and Amenity Fund subscriptions shall be collected by the Officer who disburses the pay of the individual and collections shall be remitted each month to the Treasury meeting the expenditure on account of M.O. or draft commission from the amounts so collected.

Purely voluntary contributions of any extent to the Fund from Officers who are non-members will be gratefully accepted.

9. Conditions of grant from the fund.

Grant will be admissible from the Fund in cases where Government grants are inadmissible or where they are utterly inadequate to relieve distress. Grants are admissible only to members of the families of members who subscribe without default. The Committee will have full discretion to deal with each case on merits. However, grant may be made in deserving cases to provide scholarship for the education of subscribers' children to render monetary help to widows and dependents either in lump-sum or in monthly instalments, or to police personnel who are in exceptional difficulties such as prolonged illness, serious injury etc., to provide reading rooms, Night Schools etc., for the benefit of the subscribers' children or dependents. Members will be eligible for help till date of retirement. Small advanced without interest may be allowed in deserving cases to be recovered in easy instalments.

10. Procedure for grant.

Those requiring relief from the Fund shall apply in Form No.III annexed hereto, giving full and complete account of his/her distress. The President on receipt of the application will order such verification as he considers necessary of the statement in the application. After verification, the application will be placed before the Committee. When the matter is urgent the petition with the record of verification will be circulated among the members of the Committee, who will record their opinion as to the grant and as to the amount they suggest. In case of difference of opinion the majority view will be accepted and the President will finally fix the amount of grant or refuse grant as the case may be. The President will naturally be guided by the opinion of the Committee and the amount available in the Fund. A member whose services are dispensed with for no fault of his own and otherwise than on receipt of pension or gratuity will be paid an amount in the form of financial assistance, equal to the Contribution made by him but without any interest added to the contribution.

11. Accounts

- The Hon. Secretary-cum-Treasurer shall be responsible for maintaining the accounts relating to the fund and shall keep day-to-day accounts of all items of receipt and expenditure and shall make available all cash and account Books for scrutiny whenever
- (1). the President calls for them. The President shall issue instructions regarding the account

books to be maintained and will be similar to those prescribed for private funds (Rules published in P.G. dated 2-1-1953)

(2). The amounts received towards the Central Committee or Unit Committee shall be deposited in the Treasury Savings Account and all withdrawals made by regular withdrawals in the usual form.

(3). The Hon. Secretary-cum-Treasurer shall be paid suitable remuneration. This remuneration shall be fixed by the President and shall not exceed Rs. 15 per mensem in any case.

(4). Legitimate expenditure for the purpose mentioned in para (3) shall be incurred by the Unit Committee.

(5). The Treasurer of the Unit Committee shall remit each month to the Treasurer of the Central Committee 40% of the total subscription and shall receive the annual grants from the Central Committee.

(6). The cash in respect of this Fund shall not be mixed up with the office cash or accounted for in the office Cash Book. The welfare and Amenity Fund subscription shall be apportioned on the following basis:-

For the Unit Committee-60 per cent.

For the Central Committee-40 per cent.

(7). The Unit Committee shall have the power to incur expenditure upto the limit of 60 per cent of its annual income. The Unit Committee shall take care not to spend more this amount as they cannot depend on receiving subsidies from the Central Committee except for very special reasons. No expenditure which is not for bonafide purposes shall be admitted from this Fund. The Unit Committees shall sanction grants upto Rs. 200 in individual cases and all other grants shall be disposed of by the Central Committee.

(8). The Treasurer of the Unit Committee shall transfer each month to the Treasurer of the Central Committee the share of the subscription due to the Central Committee.

(9). The Treasurer of the Unit Committee shall watch the remittance of subscriptions and take proper steps to realize the arrears, if any.

(10). The annual Government grant will be utilized according to the programme to be drawn up by mutual consultation between the Central Committee and the unit committee concerned. The expenditure from this allotment shall be strictly regulated by the provisions of the Financial and Account Code and of any other orders which may be issued on the subject.

(11). The account of the Fund shall be maintained according to the financial year. The accounts have to be got audited by the Examiner of Local Fund Accounts. The consolidated balance sheet presented before the general body meeting shall contain the details of transactions of each unit committee. The audit certificate is to be submitted along with the application for the grant from the Government. A copy of the accounts of the fund audited

and certified by the Examiner of the Local Fund Accounts will be furnished to the Accountant General also. The audit of the accounts of the Fund for each year should be completed before the close of the succeeding year.

(12) The Hon. Treasurer shall maintain in a cash book in Form No. IV appended hereto, which shall be in two halves and show all receipts on the left half and all payments and other expenditure on the right half. The balance should be struck on the date of each transaction. Vouchers (with sanction) for payments and invoices for receipts should be separately and serially maintained for each year and filed in separate file books for easy reference.

(13) The Treasurer will prepare at the end of each quarter in March, June, September and December of every year a balance sheet showing all details of assets and liabilities for the period.

(14) Purchases, if any, in the case of furniture shall be made on the basis of quotations.

FORM NO. I

APPLICATION FOR ENTRANCE INTO THE KERALA POLICE WELFARE AND AMENITY FUND

I have read and understood the rules of the Kerala Police Welfare and Amenity Fund and desire to be a subscriber to it. I agree to the deduction from my pay annually of the subscriptions mentioned in the rules.

Station: Signature and Designation.

Date:

FORM NO. II

REGISTER OF SUBSCRIPTIONS TO THE KERALA POLICE WELFARE AND AMENITY FUND

Sl. No.	Rank	Number	Name	Particulars of subscriptions			
				1961	1962	1963	1964 Etc.
<hr/>							

(The same register to be used for a number of years)

FORM NO. III

Application for basic Grant from the Kerala Police Welfare and Amenity Fund made by

- (1) Rank No., Name of the subscriber.
- (2) Length of service
- (3) Nature of Causality with date
- (4) Name and address of grantee with relationship to the subscriber
- (5) No. of dependents on the subscriber (with particulars of age, monthly income, etc.)
- (6) Financial status of subscriber:
 - (a) Amount in General Provident Fund.
 - (b) Amount of Life Insurance, if any.
 - (c) Particulars of movable and immovable properties of subscriber.
- (7) Amount applied for now.
- (8) Amount already granted from the fund, if any previously.
- (9) Amount available in the fund.

Certified that the subscriptions of the applicant are current at the time of casualty.

Hon. Treasurer.

Remarks of the President of the Committee.

Circulated among Committee members.

- (1)
- (2)
- (3)
- (4)

Order of the President.

FORM NO. IV**CASH BOOK**

Date of receipt	Vr. No.	Particulars of Amount received	Amount Rs. Ps.	Date of payment	Particulars of Payment	Amount Rs. Ps	Remarks

APPENDIX IX

(Referred to in Rule 593)

RULES-THE KERALA POLICE KSHEMA NIKETAN

[G.O. (MS) No. 191|Home dated 11-2-1959]

RULES

1. These rules may be called "The Kerala Police Kshema Niketan Rules, 1959".
2. (i) "Kshema Niketan" means any Institution attached to the quarters of the Police and calculated to promote the welfare and amenities of the Police Force and also of the Policemen and includes any ancillary institution to further the same object.
(ii) "Developmental Activities" include all operations calculated to improve food production, communications, irrigational facilities, social amenities and other developmental services.
(iii) "The Superintendent of Police" shall include the Commandants of Malabar Special Police and Special Armed Police.
3. The Superintendent of Police may take steps to start Kshema Niketans in all Centres where ten or more Policemen and their families are stationed.
4. The objects of the Kshema Niketan are:-
 - (i) to start production units which will enable the families of the Policemen to earn a side income;
 - (ii) to promote the welfare of the women and children of the Policemen and families;
 - (iii) to provide canteen facilities and sports amenities to Policemen and their families;
 - (iv) to run nursery schools and to afford other educational facilities to the Children of Policemen;
 - (v) to supply food and medicine for the general improvement of the health of the families of the Policemen;
 - (vi) To promote cultural and social activities among the Policemen and their families; and
 - (vii) To improve generally the lot of the Policemen and their families.
5. For each District, there shall be a separate fund for the purposes of Kshema Niketan and Malabar Special Police and Special Armed Police shall also have similar funds.
6. The Superintendent shall administer the Fund.
7. The fund shall consist of:-
 - (a) contributions received from the State Government; which shall be Rs. 1,000- per Kshema Niketan which benefits 25 families and above.

- (b). Money realized by performances organized by the Policemen which are allowed by the Government.
- (c). Profits derived from the production units run by the Kshema Niketans
- (d). Amounts received in appreciation of services rendered in connection with developmental activities with the previous approval of the Government.

8. (a) All amounts which are not necessary for the operation of the accounts shall be deposited in Savings Bank accounts in the State bank or the Travancore Bank or any other Bank of sound financial standing with a branch within convenient distance. When the bank is not either the State Bank or the Travancore Bank the approval of the Inspector General of Police should be taken.

(b). The Head Accountant of the District Police Office will be responsible for the safe custody of the money relating to the fund. He shall maintain a ledger showing the details of receipts into, withdrawals from and outstanding balance to its credit. Entries in the ledger should be divided into "Bank" and "Cash" columns. The Superintendent of Police or Commandant may draw only such amounts as are necessary for the expenses in connection with the Kshema Niketan and Forward it to the senior most Officer stationed at each centre. He shall not draw an amount exceeding one thousand rupees in a single case,, without the sanction of the Inspector General of Police. He will exercise adequate scrutiny of all accounts of the Kshema Niketans and arrange for the audit of the accounts once in every six months.

(c) The Chief Officer of each Kshema Niketan shall with draw from the Superintendent of Police or Commandant amounts necessary for authorized items of expenditure, but he shall not retain in his possession any amount in excess of the "Imprest" which he is specifically authorized to hold. The following information shall be furnished to District Police Office along with all requisitions for withdrawal of money:-

- (i) Date and amount of previous withdrawal.
- (ii). Date and amount of expenditure incurred.
- (iii) Date and amount of refund to the Head accountant made, if any.
- (iv) Balance in hand.

(d) The Chief Officer of each Kshema Niketan shall arrange for the maintenance of the following records. The person in charge of cash should not be made responsible for any other transactions connected with the fund.

- (i) A cash book.
- (ii) File of invoices and vouchers
- (iii) Stock register
- (iv) Book of financial orders.

(e) The cash book shall show separately all receipt and payments. It should be possible there from to strike a balance showing the worth of the account. Instructions regarding maintenance of cash book and preparation of balance sheet relating to private funds should be adhered to in this case also.

(f) The cash book should be attested by the Chief Officer in charge of each centre. Balance sheet of the income and Expenditure for each month will be sent to the District Police Office regularly. A list showing details of properties belonging to the fund should also be sent to the District Police Office with the balance sheet for the last month of the quarter.

(g) Invoices pertaining to receipts and vouchers in respect of expenditure should be given a common serial number for purposes of easy checking. Vouchers and invoices for every financial year should be sent to the District Police Office on the 1st of April of the succeeding year.

9. The Superintendent of Police, may when circumstances require, spend money for the transport of Policemen and for their diet, from the funds of the Kshema Niketans when they are engaged in developmental activities.

10. The accounts relating to the Kshema Niketans shall be annually audited by any auditor approved by the Government and the report shall be sent to the Inspector General of Police.

11. The Inspector General of Police will have general power of superintendence and control over the Kshema Niketan and its funds.

12. The Inspector General of Police may, if he finds that the working of any production unit is not profitable, order it to be closed and permit the starting of any other production unit which in his opinion is suited to that centre.

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APPENDIX X

[Referred to in Rule 605 (2)]

Annexure to G.O. MS. 373|Home dated 18-6-60

**MODEL SCHEME REGARDING THE ESTABLISHMENT OF BOYS
CLUBS BY THE POLICE**

INTRODUCTION

The establishment of Boy's Clubs by the Police helps to prevent Juvenile delinquency to a great extent and also to develop a fine spirit of co-operation and friendship between the Police and the boys in the areas where such clubs are formed. This has been tried in other States with success.

Definition of Police Youth Clubs

The basic principles governing the Police Youth Clubs are:-

These are organizations for children with parents in the lower income group.

- (1) Subscriptions are calculated so that the poorest of children can become members on an equal footing with his fellows.

Costs must not be an obstacle to enthusiastic possible members. The cost of joining and

- (2) belonging to a Boy's Club should be so low that many originally uninterested boys may try it and stay on.

- (3) It is a Club for children

- (4) It has variety of activities in one Place. It attracts boys of various inclinations.

- (5) It is a place of opportunity. More than a place of recreation; it is place for the development of body, mind brain and character under guidance.

- (6) It is a place of individual service and guidance.

- (7) It is completely non-sectarian. Boys of any faith may join.

It is intended to give youngsters something to do in their moments of leisure and to look

- (8) after them is the common aim of all youth Clubs. The thing which distinguishes Police Youth Clubs is that the youngster comes into constant contact with the Police and he begins to consider them as friends.

Objects of the Police Youth Clubs

The objects of the Police Boys' Clubs should be:

- (a) to afford children an opportunity of participating in clean, healthy recreation;
- (b) to instruct children in the principles of good citizenship;
- (c) to inculcate an appreciation of the need for observance of the laws of the State.

- (d) To encourage music, literature, art and culture among the young, particularly as regards such of those who by reason of their circumstances, may be unable to obtain or may need such benefits or advantages;
- (e) To awaken citizens to their responsibility towards adolescents.

Time of the Club

The clubs will meet in the evening from 4.30 to 7.30 generally. But variations in the timings can be effected suitably according to the conditions and necessities existing in each place.

Activities of the Club

The Boys' Clubs shall provide opportunities and facilities for the children to participate in every sort of healthy recreation. The activities may comprise the following:

- (i). **Recreation :** Outdoor games: Foot Ball, Ring Tennis, Badminton, Khokho, Kututu, etc.
Indoor games: Carrom, Ping Pong, Chess, Drafts Board etc.
- (ii). **Educational:** A separate reading room with a library should be provided.
- (b) Supervised tours, quiz programmes, lectures and debates could be frequently organized.
- (iii) **Social:** cinema shows, seasonal parties, bands and plays may be arranged for their benefit.

Conditions for the Members

Though a great deal of attention is concentrated on the material aspect, the moral well-being of the boys should be Chief concern of the Boys' Clubs. When the boy joins, he may be asked to sign a declaration to the effect that he has read, understood and accepted the Club's code of ethics, which may be as follows.

- (i). While remaining as a member he shall keep his mind and body active.
- (ii). He shall conduct himself in an orderly manner and treat other members as he would like to be treated himself.
- (iii). He shall at all times take proper care of the furniture and property of his club.
- (iv). He shall respect the principles of good citizenship and encourage his comrades to do likewise.
- (v). He shall endeavour to build friendship with his Clubmates because friendship is one of the greatest assets that he can have and it is advantageous to his future welfare.
- (vi). He shall follow his club leaders and respect and obey his instructors.
- (vii). He shall be loyal to his club.
- (viii). He shall look upon every Policeman as his friend and comrade to whom he can come when he needs help.
- (ix). Finally he shall be loyal to his country and love and respect his parents.

Management of the Club

The affairs of the club shall be managed by a Committee of 9 consisting of the following members:-

- (1). A Professor or a Lecturer of the nearest College if any, or the Headmaster of the Local High School.
- (2). The District Medical Officer or a Civil Assistant Surgeon attached to the nearest Government Hospital.
- (3). The District Educational Officer.
- (4). Representatives of Social Welfare Organisations and Children societies, Philanthropists, Secretaries of YMCA and YWCA and such other allied institutions.
- (5) Deputy Superintendent of Police or the Superintendent of Police (Chairman)

These Boys' Clubs shall be under the general control of the Inspector General of Police for the proper implementation and efficient administration. The Managing Committee, constituted by Government, shall be in charge of the day-to-day administration. The financial control of each Club shall be vested with the concerned Superintendent of Police.

The Clubs shall be housed in rented buildings or at the premises of the Police Clubs, where facilities are available for games and sports (out-door)

Revenue of the Club

- (1) A nominal subscription of 12 Np for enrolment and 6 Np as monthly subscription may be levied from each member. The managing Committee may exempt for temporary periods not exceeding three months at a time those children who are too poor to pay.
- (2). The club should welcome all voluntary donations from public.
- (3). The proceeds of the entertainments organized by the Club should be credited to the accounts of the Club.

Rules of the Club

The following rules should be observed by the clubs.

- (1) The club shall be open from 4.30 pm to 7.30 pm every day including Sunday for registered members.
- (2). A register of members shall be kept in the Club
- (3) Upon entry each boy must sign his name in the register kept for the purpose.
- (4) Each member upon joining must pay 12nP for enrolment and the monthly subscription of 6 nP.
- (5) All games articles are the property of the Club and must not be removed from the premises.
The Reading Room is a silent room and is to be used solely for reading or looking at picture books etc. No games are to be played in this room. Magazines, Books or other reading materials should not be removed from the Reading room.
- (6)

The Library.

The Librarian will be on duty on each day from 4 p.m. to 7 p.m. to loan books to members which they may take home. Upon borrowing, the member must sign the Library Lending Book. All Books borrowed must be returned to the Club within 5 days from the date of borrowing.

Shouting and unnecessary noise in and about the club is against rules and should be avoided. This is particularly important at the time of closing.

No boy will be permitted to enter the Club before the Scheduled time.

The Club shall be purely non-sectarian and non-political.

Expenditure of the Club

To look into the daily affairs of each Club there shall be one Scout Master, one clerk-cum-Librarian and a Peon, all on part-time basis. The expenditure for a club is estimated to be as under.

Non-Recurring.

Games aids articles of kit for indoor and outdoor games	Rs. 500
---	---------

Office and Library equipments	Rs. 500
-------------------------------	---------

RECURRING EXPENDITURE PER ANNUM

1	Scout Master - 1 on a honorarium or (part-time) special pay of Rs. 25 p.m.	Rs.300
---	--	--------

2	Clerk-cum-librarian-1 (Part time) on a special pay of Rs. 20.p.m.	Rs. 240
---	---	---------

3	Peon - 1 On a honorarium or special of Rs. 10	Rs. 120
---	--	---------

4	Rent for the building and premises at Rs. 50 pm	Rs. 600
---	---	---------

5	Electric charges	Rs. 100
---	------------------	---------

6	Books, dailies and periodicals	Rs. 200
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7	Other contingencies	Rs. 80
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	Total	Rs. 2640
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Conclusion

Juvenile delinquency cannot be prevented without the active co-operation of both the parents and the teachers. The organisation of children's clubs afford good opportunity to establish and develop this co-operation. If the Children's Clubs are to have the required effect they should obtain the active support of all those who are interested in the well being of the youth.

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APPENDIX XI

(Referred to in Rule 615)

Collection and dissemination of Intelligence

(1) The under mentioned records and statements will be sent by station House Officers direct to the District Intelligence Bureau. Weekly statements will be sent for the week ending Saturdays and monthly statements will be sent before the 5th of every succeeding month.

(a) Crime cards in K.P.F. No. 38 in respect of crimes against property known or believed to have been committed by habitual criminals.

(b) Weekly Report in the following parts:

(i) Part I (in KPF No.192 A) in respect of all cases which are to be entered in Part I Station Crime History, furnishing the following details.

- (1) Crime number.
- (2) Section of law.
- (3) Village (in the case of town the name of the Street)
- (4) Direction and distance from station.
- (5) Date of occurrence and date of report.
- (6) Value and nature of property lost with identification particulars, if any, and details of property recovered if any.
- (7) Crime classification (major and minor)
- (8) Name, father's name and address of offender reasonably suspected with brief reason for suspicion, whether suspected person is known Depredator, casual, local, non-local, etc. whether suspect is under arrest, absconding, etc.

Note:- A criminal will be classified as 'local' if he is normally resident within the limits of the District concerned. Others will be classified as 'non-locals' with the name of the District to which they belong.

(ii) Part II (in K.P.F. No. 192 B)- Police and Court disposals of all cases which were reported in weekly Crime Report, part I furnishing the following information.

- (1) Reference to part I of Crime and Occurrence sheet in which details of the case were published (sheet no. and serial no.)
- (2) Crime Number.
- (3) Section of Law
- (4) Disposal.

By Police: Nature and date on which report was sent to Court, with name of accused and section of Law in cases charged.

By Court: Name of accused, conviction and sentence, or other order, name of Court, CC No. and date of

conviction or order.

- (iii) Statement of Dossier Criminals, Known Depredators and suspects (passed Out of View or traced during the week) (in KPF No. 112). In the case of those passing Out of View, descriptive particulars, places likely to visit and addresses of relatives and associates and Modus Operandi classification will be given.
 - (iv) Statement of persons wanted in cases with description, relations and places likely to visit (in KPF No. 192)
 - (v) Statement of persons previously reported as wanted, who were arrested or traced (in KPF No. 216) reference of the crime and occurrence sheet number and the serial number under which previously published to be furnished.
 - (vi) Statement of persons arrested on suspicion (in KPF No.217). The names and address of persons, date of arrest, Crime No. and Section of Law, details of property if any seized, and any other useful information obtained from the arrested person will be furnished.
 - (vii) Statement of persons against whom security proceedings under Section 109 and 110 Cr.P.C. were initiated, and of persons bound over or discharged.
 - (viii) Statement of unclaimed or suspicious property seized, details of property, place and circumstances of seizure, and any other relevant information will be given.
 - (ix) Statement of missing persons, property, cattle, etc. (in KPF No. 83)
 - (x) Any other interesting matter in the station from crime point of view.
- (c) fortnightly statement of prohibition cases in KPF Nos. 242 A and 242 B.
- (d) Monthly current doings statements of Dossier Criminals. The Dossier Criminal Number, name and a note on the activities of the Dossier Criminal for the preceding month will be given.
- (e) The result of the annual ex-convict check carried out by the Station House Officer in respect of criminals registered in the District Intelligence Bureau, to be sent by 10th April.
- (f) Arms, ammunition and explosives lost and recovered. Identification particulars and other details, Crime No., and Section of Law, if any, place and circumstances of loss or recovery, name and address of owner if any, and any other useful information will be given. Reports will be sent as necessary.
- (g) Death of any criminal registered in the District Intelligence Bureau as a Dossier Criminal or Card Criminal. This report will be sent apart from the death report due to the Finger Print Bureau in KPF No. 3 T.

(2) In the case of the current doings statements of Dossier Criminals who are registered as District Criminals in any other District (including Districts of other States) the District Intelligence Bureau shall send to the Superintendent of Police (District Intelligence Bureau) concerned a copy of the statements

received under paragraph (1) (d) above. The District Intelligence Bureau shall similarly obtain from the Districts concerned current doings statements of District Criminals registered in the District who are reside in other Districts.

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APPENDIX XII

(Referred to in Rule 616 (1))

The following records will be maintained in the district Intelligence Bureau.

(1) History sheets of Dossier Criminals (D.Cs) in KPF No. 174-C and C.C.in KPF NO. 174-D

(2) **Indexes.**

- (a) Alphabetical name and alias index for D.Cs in KPF NO. 200.
 - (b) Alphabetical name and alias index for Card Criminals (CCs.) in KPF No. 200.
 - (c) Modus Operandi Index - D.Cs. and C.Cs.
 - (d) Physical Peculiarity Index.
 - (e) Lost property (identifiable) Index.
 - (f) Accomplishment and profession Index D.Cs.
 - (g) Peculiarities of habits Index - DCs. (See Appendix XVI).
 - (h) Sphere of operation (Station-war) Index- D.Cs and C.Cs
 - (i) Alphabetical index cards to general subject files.
- (3) General subject files.
 - (4) Photographs of Criminals.
 - (5) History of Crime In K.P.F. No. 174 (cuttings of C & O Sheet).
 - (6) Crime classification index to History of Crime and occurrence Sheets. (See KPF No. 201).
 - (7) Crime clocks.
 - (8) Crime charts. (year was one or two).
 - (9) Pillar graphs
 - (10) File of advisory memos sent to Investigating Officers.
 - (11) File of reference from Investigating Officers.
 - (12) Register for programme of re-photographing D.Cs. in KPF No. 235.
 - (13) Register of O.V.B.Cs. and wanted persons in KPF No. 236.
 - (14) District Office Finger Print Register in KPF No. 3-B.

- (15) Register of finger prints sent to the Central Finger Print Bureau in KPF No. 3-P1.
- (16) Permanent register of dossiers closed in KPF No. 238.
- (17) Register of P.R./S. Convicts to be shadowed on release in KPF No. 44.
- (18) Crime and occurrence sheets and annual index thereto. (form given in P.S.O.)
- (19) Monthly statement of crime in KPF No. 110.
- (20) Monthly crime review in KPF No. 239 and yearly crime review in KPF No. 240
- (21) Superior officer's visiting officers in KPF No. 189.
- (22) Proceedings Book for visiting officers in KPF No. 70.
- (23) Check Register of visits to District Intelligence Bureau in KPF No. 189 of Circle Inspectors and Sub Inspectors.
- (24) Other records and registers prescribed under the Manual of Office Procedure, or by any other Order.

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APPENDIX XIII

(Referred to in Rule 617)

The following are the main indexes to be maintained by the District Intelligence Bureau.

(1) Alphabetical Name and alias Index (D.Cs)

- (a) Alphabetical name and alias (including nick name) index cards will be maintained in KPF No. 200.
- (b) The cards for the name index will be maintained in three colours white for criminals of the District, blue for criminals of border districts operating in the District, and pink for criminals who operate in several Districts. Inter-District criminals will be given appropriate coloured cards from the point of view of each District, e.g., a criminal of Trivandrum District who also operates in Quilon district, will have a white card in the Trivandrum Bureau, and a blue card in the Quilon Bureau. A criminal of Trivandrum District who operates in Quilon and Kottayam Districts will have a white card in the Trivandrum Bureau, and a pink card in the Quilon and Kottayam Bureaux. The white card maintained in the home District of the criminal will be given a green signal for every other District in which he has operated. The cards have a line 1/4 inch above the bottom edge. Below this line the name or alias of the criminal, followed by his father's name indicated by the prefix 's/o' should be typed. The card provides for the entry of various details for easy reference. A card should be opened for each alias that a criminal is known to assume.
- (c) These index cards will be retained as long as a dossier is retained for the criminal and should be filed with the dossier when it is closed.

(2) Alphabetical Name and Alias Index-Card Criminals (C.Cs)

Criminals belonging to the undermentioned categories shall be registered in the District Intelligence Bureau as "Card Criminals" (C.Cs.)

- (i) A.K.D. or suspect convicted in more than one station. Every C.C. of one District, convicted in another district, shall be registered as a C.C. in the latter District also.
 - (ii) A habitual offender convicted (two or more times in any of the offences mentioned in Rule 257 (2) of Kerala Police Manual 1970, Vol.II,) in more than one Circle who is not registered as a D.C.
 - (iii) Habitual offenders who operate in more than one Circle and are recommended by the Circle Inspector to be registered as a C.C.
 - (iv) K.Ds. and suspects of border stations for whom Dossiers are not maintained.
 - (v) Card Criminals of border stations.
 - (vi) Any other criminal regarding whom the Superintendent of Police of the District desires to maintain a record in the District Intelligence Bureau.
- (b). Alphabetical name and alias index cards for card criminals will be maintained in KPF No. 200. Cards will be prepared in two colours, white for criminals of the District, and blue for criminals of border stations. Instructions given in para (i) above for making entries in the card will be followed.
- (c) Cross references to the general subject files will be noted on the name index cards. Convictions,

jail Nos., dates of release and other information of interest will be recorded on the card and on supplemental sheets.

- (d) The Sub-Inspector, District Intelligence Bureau, shall send a copy of the card of every C.C. to the Station House Officer concerned once in six months and get relevant entries brought up-to-date. Cards belonging to criminals of another District shall be sent through the District Intelligence Bureau concerned.
- (e) These cards will be retained for a period of 10 years after the latest conviction of the concerned criminal and destroyed afterwards under orders of Superintendent of police ; provided that the Superintendent of police may on reasons of good conduct of the concerned criminals order the removal of the cards at any earlier date in which case the cards will be removed from the cabinets, filed separately and destroyed after the 10 years period referred to above.

(3) Modus Operandi Index (D.Cs)

- (a) The cards for this index will be arranged in the alphabetical order of the minor classification (modus operandi) under each major classification of crime.
- (b) The modus operandi will be indicated by description in full and not by numerals and letters.
- (c) Plain index cards will be used for this class of index. The full names with aliases, and D.C. numbers of all criminals addicted to the particular type of crime shall be entered on both sides of the cards, three to four names on each card. If more than one card is used for the same classification the cards shall be numbered serially.

(4) M.O. Index (C.Cs)

Modus operandi index cards will also be prepared and maintained for all C.Cs according to the instructions in sub-paragraph (3).

(5) Physical Peculiarity Index cards (D.Cs)

- (a) Cards shall be maintained in alphabetical order for each type of noteworthy physical peculiarity like birth-marks, scars, moles, or other marks on body, deformities such as harelip squint, limp, etc.,
- (b) Plain cards will be used for this class of index. The physical peculiarity shall be typed below the bottom line of the Card. The full names with aliases and D.C. numbers of all criminals having the particular physical peculiarity will be entered on both sides of the card according to the instructions in (3) (c) above.

(6). Lost property (Identifiable) Index.

- (a) Cards shall be maintained for each item of identifiable property, in alphabetical order.
- (b) These cards shall include details of properties lost and which have not been recovered at the time of the publication of the occurrence in the weekly C & O Sheet.
- (c) Plain index cards will be used. The name of the property will be typed below the bottom line of the card. The crime numbers, stations, C & O sheet reference, description including identification marks, if any, and value will be entered on both sides of the card.
- (d) When an item of property entered in this index is recovered, the connected entries in the cards will be scored out.
- (e) Cards shall be preserved for a period of twenty years from the date of registration of the connected cases.

(7) Accomplishment and profession index Cards (D.Cs)

(a) Cards shall be maintained in alphabetical order for each type of accomplishment and profession such as "Beggar" "Blacksmith" "Carpenter" "Cook" "Electrician" :Fortune Teller" "Goldsmith" "Hawker" "Linguist" "Magician" "Mason" "Tailor" "Umbrella repairer" etc. etc.

(b) Plain cards will be used. The name of the profession or accomplishment will be typed below the bottom line of the card. The full name with aliases and D.C. numbers of all D.Cs. who are known to possess or claim the particular profession or accomplishment will be entered on both sides of the card.

(8) Peculiarities of habits index cards (D.Cs).

(a) Cards shall be maintained in the alphabetical order for each peculiarity of habit to which particular D.Cs are known to be subject. A list of peculiarities of habits which may be accepted as a basis and amplified as necessary, is given in Appendix XVI.

(b) Plain cards will be used. The particular peculiarity of habit will be typed below the bottom of life of the card. The full name with aliases and D.C. nos. of all D.Cs will be typed in accordance with instructions in sub-para (3) (c) above.

(9) Sphere of operation (Station-war) Index cards-D.Cs and C.Cs.

(a) Cards shall be maintained in alphabetical order of the names of stations of the district showing the names with aliaser and the DC or CC numbers of all DCs and CCs who have operated in each stations jurisdiction.

(b) Plain cards shall be used. The name of the station shall be typed below the bottom line of the card. Cards will be prepared in accordance with the instruction in (3) (c) above.

(10) Alphabetical Index cards to General subject files.

(a) Cards shall be maintained in alphabetical order for each subject for which a "General subject file" is kept in the Bureau.

(b) Plain cards shall be used. The name of the particular subject file will be typed below the bottom line of the card. Such Information as will be useful to pick out quickly items from the file will be recorded in the index card. For example in respect of index cards relating to crime circulars or similar general matters, classified and detailed information of the subjects available in the file concerned should be typed.

(11) Signals.

Slip or signals indicating the particulars noted below will be attached to the Alphabetical names and alias index cards of D.Cs and C.Cs.

Blue-In jail

Red-Out of view

Two reds-Out of view and wanted

Orange-Inactive

Green-Operates outside the District

NO signal - Active.

Alphabetical Name Index of Prohibition offenders.

(12) A separate alphabetical name index for Prohibition offenders will be kept in the District Intelligence Bureau, wherein particulars of persons convicted for offences under section 8 and 10 of the Prohibition

Act, should be entered.

(I.G.'s Circular No. 91/66 dated 28-12-1966)

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APPENDIX XIV

[Referred to in Rule 618 (2)]

Sample List of Subjects for General Subject Files.

1. Counterfeits and counterfeitors of coins and currency.
2. Dacoity and robbery
3. Bogus public servants.
4. Cheating by note doubling trick.
5. Cheating-other forms
6. Receivers of stolen property
7. Thefts from children
8. Wire thefts
9. Cycle thefts
10. Thieves using stupefying drugs or other or other such materials
11. False personation
12. Temple thefts
13. Snatching jewels
14. Pocket picking
15. Juvenile delinquency
16. Wandering groups addicted to crime
17. Dealers in illicit liquor
18. Smugglers of gold, opium, etc.
19. Dealers in illicit arms
20. Special and Local Laws and Notifications regarding the promulgation, etc.,
21. Crime Circulars and instructions which are published in Crime and occurrence Sheet
22. Special instructions regarding finger prints and cases in which scientific methods led to

detection of cases.

23. Thefts involving milk powder etc. (CARE articles).

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APPENDIX XV

[Referred to in Rule 620 a) and paras 628]

Weekly crime and Occurrence Sheet.

- (1). The District Intelligence Bureau shall publish before Wednesday each week a "Weekly Crime and Occurrence Sheet".

The District Intelligence Bureau shall prepare the matter for publication in the district Crime and Occurrence Sheet before the end of Tuesday, and shall dispatch

- (2). advance copies to the Deputy Inspector General. C.I.D. Trivandrum, and the Range Deputy Inspector General, the District collector (Additional District Magistrate) and the Superintendent of Police the same day.

The sheet should be dated Tuesday of each week, and should embody information received up to Tuesday. The sheets will be arranged to be printed at District Headquarters by the Superintendent of Police of the District.

- (3). Antique types or block letters should be used in printing important points such as places likely to be visited by wanted persons, Officers whose attention is to be directed to any particular entry, etc.

- (4). Each weekly sheet should be numbered serially for the calendar year. The pages of the sheets for the whole calendar year should be numbered consecutively to facilitate reference.

- (5). At the top of the sheet the following should be given:

- (a) Postal registration number (the Crime and Occurrence sheet will be registered with the Post and Telegraph Department).
- (b) "On I.G.S." printed boldly.
- (c) Address in the following manner:

"To

The Superintendent**Asst. Dy. Superintendent****Circle Inspector****Sub Inspector****of Police**

(d) At left:

"From District Intelligence Bureau ."

Note: - After the above entries, a line should be printed across. Entries above this line should be exposed when the sheet is folded for posting, and should suffice, with the blank spaces filled in, for dispatch by post. The following details will then be printed:

(e) Sheet number.

(f) District Intelligence Bureau

. District

(g) Crime and Occurrence Sheet for the week ending Tuesday

19

(h) Full Moon date.

(i) New Moon date.

(7) The Sheet will be divided into five parts as explained below:

(a) **Part I - New cases.**

(i) **Crime for the week, compared to the previous week.**

Figures for both weeks to be given separately for -

Murder for gain

Deceit

Robbery

House-breaking and theft (day and night shown separately),

Ordinary theft,

Cattle theft,

Receiving stolen property,

Breach of trust, cheating etc.,

Counterfeiting coins and currency.

(ii) **Circle-war crime for the week.**

Figures classified according to the heads given in (i) above, separately under each Circle in the District, and Sub divided into two categories reported (R) and located (L).

(iii) **Review of crime for the week.**

A brief review of crime, compared to the figures for the previous week, the classes of crime under which variations have occurred, special factors if any, which may have contributed to the variation, and the general result of investigation into the reported cases.

(iv) **Enumeration of cases.**

Cases under each head of crime as mentioned in (i) above should be enumerated in tabular form in chronological order giving:

Station,

Circle (and Border District, if any),

Crime Number,

Date of occurrence,

Date of report,

Section of Law,

Village or street of occurrence with direction and distance from station,

Crime classification-Major and minor,

Nature and value of property lost, with identification particulars if any,

Name and address of accused or suspect with information as to whether he is D.C. K.D., or casual, local or non-local, and whether he is arrested, absconding, etc.

Note:-

(1) The names of frontier stations of the District will be printed in italics, below the name of the Circle and the name of the bordering District (or Districts) will also be printed in italics.

(2) The cases under each head of crime will be enumerated according to the date of their occurrence, and not Station-war or Circle-war.

(3) The crime classification must be given in words in addition to figures and letters.

(4) Instructions or comments for guidance in respect of any case should be printed in italics under the case concerned.

(5) Each case enumerated under Part I shall be assigned a serial number for future reference. This serial number shall be continuous for the whole of the calendar year.

(6) All true cases against property should be reported.

(7) When a person concerned in any case is a member of a wandering group with known criminal propensities, the fact with available details of the origin and movements of the group should be given.

(b) Part II-Disposal of old cases.

The disposal (Police as well as Court) of cases published previously in Part I will be given tabulated under the following heads:

(i) Reference to publication in Part I (Sheet No., Sl. No., Page No.).

(ii) Station

(iii) Crime Number

(iv) Section of Law

(v) Remarks showing nature and date of disposal (Name of Court, C.C. No., date etc.)

(c) Part III - Persons

This part will publish information regarding persons under the following categories.

A- Persons wanted.

B- Persons arrested or traced

C- Particulars of O.V.B.Cs

D-Particulars of O.V.B.Cs. traced. Particulars will be published on the basis of the weekly statements or other reports received from Station House Officers.

(d) Part IV- Wandering groups of Criminals.

Information relating to movements, if any, of wandering groups with criminal propensity and the incidents of crime suspected to be connected with them. Information of this nature, included in the Crime and Occurrence Sheets or other reports of bordering District, will also be republished in this part if the activities of such groups are likely to extend into the District.

(e) Part V-general.

This Part will include the following categories of information:-

(i) Other cases of interest. Details of cases of a professional type or of special interest, of the undermentioned types not coming under the categories of cases to be published in Part I of the Crime and Occurrence Sheet:-

(1) Important crime in other Districts or States

(2) Kidnapping of a professional nature

(3) Important cases under special and Local Laws

(4) Other cases about which dissemination of information is deemed useful.

(ii) Person missing or missing person traced.

(iii) Unidentifiable dead body of person found or such body identified.

(iv) Cattle missing or missing cattle traced.

(v) Unclaimed property

(vi) Property missing and recovered after being reported as missing.

(vii) Property lost (in cases reported in Part I) and recovered.

(viii) Prisoners escaped from custody and re-arrested.

(ix) Jail Release Notice (convicts to be shadowed).

The following information will be published in a tabulated form, arranged under each station to which the convict is shadowed:-

- (1) Convict No. (P.R./S.No.) and name of jail.
- (2) Name and address
- (3) Date of release
- (4) Station to which to be shadowed.
 - (x) Stranger's day-instructions and report of results. (See Rule 640)
 - (xi) Dossiers-opened, closed and transferred.
 - (xii) Card criminals registered or deleted.
 - (xiii) Rewards
 - (xiv) Lists of cars suspected to be used as unauthorised taxis
 - (xv) Instructions of Government.
 - (xvi) Orders and instructions of Inspector General of Police.
 - (xvii) Orders and instructions of Deputy Inspector General of Police.
 - (xviii) Orders and instructions of Superintendent of Police.
 - (xix) Extracts from other publications
 - (xx) Any other matter of general interest to the Police administration in the District.
- (8) The Sheet will be issued under the signature of the Superintendent of Police of the District, with the address of the District Intelligence Bureau and the date of the Sheet at the bottom left hand portion.

(9) Distribution of copies of the Crime and Occurrence Sheets.

Copies of the Crime and Occurrence sheets will be issued to:-

- (a) All officers of the District Police down to and including Station House Officers.
- (b) All other District Intelligence Bureaux of the State.
- (c) District Intelligence Bureaux of border Districts in the neighbouring States
- (d) The State Criminal Investigation Department.
- (e) The Collector of the District
- (f) The Deputy Inspector General of Police
- (g) The Inspector General of Police
- (h) Any other Officer, with the approval, of the Superintendent of Police of the District.

APPENDIX XVI

Referred to in Rule 617 Appendix XIII 8 (a)

List of Peculiarities of habit

Accompanied by children

" dog

Bites finger nails.

Clothing changed frequently.

Couples-Work together in-

Door-Barricades.

Dress any noteworthy peculiarity.

Employs ex-prisoners

Feigns illness

Food or drink taken on premises

Leaves behind matches.

" notes or drawings.

Nuisance committed on premises.

Sends threatening letters.

Uses candle.

" chloroform and other stupefying agents.

" garden implements

" glass cutter.

" ladder, rope, etc

" vehicle-

" bicycle

" motor

" other

" Violence against women

" " against others

Washes or bathes on premises

Wears ear-rings (men)

" gloves, mask, etc.

APPENDIX XVII

Referred to in Rue 632

Classification of Prohibition Crimes.

- I Smuggling of liquor from foreign territory
- II-A Smuggling of liquor outside district
- IV Illicit distillation of arrack
- V Possession of I.D. arrack
- VI Sale of I.D. arrack
- VII-A Tapping fermented toddy
- VII-B Permitting sweet toddy to ferment
- VII-C Tapping for sweet toddy without a licence
- VIII Illicit transport of liquor
- IX Unlicensed sale of liquor
- X Possession of liquor without permit
- XIV Illicit cultivation of hemp plant
- XV Smuggling of intoxicating drugs
- XV-A Smuggling of intoxicating drugs from other States
- XVI Illicit transport of drugs
- XVII Unlicensed sale of drugs
- XVIII Unlicensed possession of drugs
- XIX Miscellaneous
- XIX-A Attempting to render or rendering denatured spirit fit for human consumption or possession of denatured spirit rendered potable.
- XX Smuggling of opium
- XXI Transport of opium
- XXII Possession of opium
- XXIII Sale of opium

APPENDIX XVIII

[Referred to in Rule 653 (10) (17) & (18)]

Maintenance and Servicing Instructions for Motor Vehicles.

1. (1) The object of these maintenance and servicing instructions is to ensure that the mechanical efficiency of Motor Vehicles is kept up at a high standard, so as to avoid break-downs and undue wear and tear.

Instructions are grouped under the following heads:-

(a) Driver's maintenance of motor vehicles.

(i) Running maintenance

(ii) Weekly maintenance

(iii) Monthly maintenance

(b) Lubrication

(2) The object of prescribing a set routine of maintenance programme is to preclude the possibility of any serious omission in maintenance tasks. The existence of such a routine shall however be no excuse for failure to carry out promptly any item of work which requires immediate attention.

2. Driver's Maintenance of Motor Vehicles.

(1) It is necessary to have a regular system of maintenance by drivers which will ensure the following:-

(a) proper cleaning of vehicles.

(b) timely replenishment of fuel, oil and water.

(c) inspection for defects and deficiencies and immediate rectification or reporting of these.

(d) timely lubrication of parts.

(2) Driver's maintenance is divided into the following parts:-

(a) Running maintenance

(i) First routine.

(ii) Halt routine.

(iii) Last routine.

(b) Weekly maintenance.

Vehicles other than motor cycles 4 tasks

Motor cycles 5 tasks

c. Monthly maintenance (including mileage tasks).

Vehicles other than motor cycles - 4 tasks

The periodical maintenance of a vehicle consists of four weekly tasks and four monthly

tasks. The weekly tasks will be done strictly in the order shown in paragraph 4, one each day on the first four days of the week. The four monthly tasks will be carried out, one each week, on the fifth day of the week. This will leave Saturday free for inspection. If for any reason a task cannot be carried out on the appointment day sufficient time must be given on the subsequent day to do two or more tasks so that the maintenance cycle is completed each week.

(4) All defects to the vehicle during maintenance shall be reported immediately to the Officer in charge of transport for necessary action.

(5) A record of all categories of maintenance work carried out and of defects noted will be entered in the Driver's Daily diary (K.P.F. No. 41.C). The Officer in charge of transport will scrutinise these entries, and give timely instructions to the driver to get the maintenance tasks completed according to the prescribed routine.

(6) The weekly and monthly maintenance tasks carried out will be recorded by the Officer in charge of transport in the weekly maintenance register (K.P.F. No.41M). This Register will enable him to keep a check over the progress of the maintenance tasks.

(7) Maintenance and servicing tasks which are beyond the competence of the driver shall be arranged to be done by the "Maintenance, Servicing and Repair Units" or any other authorised agency.

3. **Running Maintenance (Other than for Motor Cycles).**

(1) First routine (to be done every morning before commencement of the day's duties).

(a) Check petrol, oil and water.

(b) Clean windscreen, windows and driving mirror.

(c) Check tyre pressures and inflate, if necessary.

(d) Examine for oil, petrol and water leaks. Examine for oil leaks from all assemblies and under chassis.

(e) Start engine and check lights, windscreen wiper, trafficators where provided and horn.

(f) Check whether the ammeter is registering and oil pressure gauge is indicating.

(g) Check operation of brake pedal.

(h) Check vacuum brake system if fitted. Drain water from air reservoirs.

(i) Listen for unusual knocks, rattles and uneven running of the engine.

(j) Switch off engine.

(2) **Halt Routine.** (to be done during halts between long runs).

(a) Check oil, water and petrol and replenish, if necessary.

(b) Check for oil leaks from oil assemblies and under chassis.

Visually check tyres to see that they are correctly inflated and check tread for

(c) pieces of flint, stone and glass, lodged in the tread. If present they will be removed.

(3) **Last Routine.** (to be done after the day's duties but before putting the vehicles away for the night).

(a) Do all checks shown in halt parade.

(b) Examine road springs for loose "U" bolts and broken leaves.

(c) Clean the vehicle thoroughly.

(d) Replenish the vehicle with petrol, oil and water Record the mileage and fuel drawn.

(e) Record weekly, Monthly and mileage tasks carried out during the day.

(f) Complete all entries in the Driver's Daily Diary.

Note:- If the last routine is done thoroughly, it will be found that the next day's first routine will be very simple, and take practically no time.

4. **Weekly Maintenance Tasks (other than for Motor Cycles).**

The following tasks will be carried out as stated in paragraph 2 (3) before the commencement of the day's duties or if this is not practicable, in conjunction with the last routine maintenance detailed in (3) above. One task as shown below will be done on each day, or as ordered. However, whether one or more tasks are done on a single day, the tasks must be carried out strictly according to the following sequence:-

(1) **Task No. 1**

(a) **Body and fittings.**

(i) Clean the interior stowage compartments and exterior of vehicle thoroughly.

(ii) Check up all stowages and fittings for security and serviceability.

(iii) Inspect body, cab, seats, superstructure and hood for security and damage.

(b) **Engine and Controls.**

(i) Clean engine thoroughly.

(ii) Check security of engine mountings. Watch for excessive movement of engine block when starting from cold. Remove traces of oil if any on rubber mounting blocks.

(iii) Check controls for looseness, damage and free operation.

(c) **Cooling Systems.**

(i) With engine running open radiator cap and watch for circulation of water. Note cleanliness of circulating water and if oil is visible in the radiator neck, report.

(ii) Inspect all hoses and clips for tightness.

(iii) Check tightness of radiator mounting and tighten where necessary.

(iv) Examine the fan for loose blades and bolts.

(2) Task No. 2

(a) Electrical System.

(i) Examine plug lead for chafing and burning, tighten terminals where necessary.

(ii) Check generator and self-starter mountings.

(iii) Keep the ignition system free from grease, oil and dirt.

(iv) Check over all wiring and ignition and lighting systems for wear or damage to insulation and for loose terminals. Pay particular attention to places where leads are linked or enter covered channels.

(b) Batteries.

(i) Check electrolyte level and top up if necessary with distilled water.

(ii) Ensure air vents are clear and tighten filler plugs.

(iii) Clean and dry the tops of cells.

(iv) If the pillars and terminals are corroded wipe them clean after removing. Smear liberally with vaseline, lanoline, or mineral jelly. If these are not available the pillars and terminals must be left clean and dry. Do not use grease under any circumstances.

(v) Check security of battery in the carrier or the cradle.

Notes:- (1) On no account will the terminal be forced on to the battery pillar by use of a hammer or other heavy implement.

(2) When removing terminals they will be moved a little from side to side to loosen them and then lifted off. On no account will they be levered off with a screw driver using the battery case as a fulcrum.

(3) Never test the battery by shorting the terminals with a screw driver or any other metal implement.

(3) Task No. 3

Suspension, transmission and steering.

(a) Inspect road springs and spring centre bolts for damage. Examine 'U' bolts and tighten if necessary.

(b) Inspect carefully tie rods and all steering linkages for damage or undue wear.

(c) Check security of steering wheel, column and box and tighten where necessary.

(d) Check transmission for:

(i) Loose bolts on propeller shaft.

(ii) Check breather on rear axle for cleanliness.

(e) Touch up all exposed moving joints with a mixture of kerosene and engine oil.

(4) Task No. 4

Chassis, wheels and brakes.

- (a) Check wheel nuts for tightness by application of wheel wrench.
- (b) Jack up wheels turn by turn and
 - (i) Depress brake pedal and release-Check whether wheels are free and not binding-if binding, report.
 - (ii) check hand-brakes
 - (iii) Examine brake drums externally-if oil is coming out of brake drums, report.
 - (iv) Check tyres for cuts, and other injuries.
- (c) Inspect guards and brackets for looseness or damage.
- (d) Ensure the exhaust system is secure in its brackets.
- (e) Touch up all exposed moving joints with a mixture of kerosene and engine oil.

5. Monthly Maintenance Tasks (other than for Motor Cycles).

The following tasks will be carried out in strict rotation. One task being done each week.

(1) Task No. 5

Tools and Equipment.

- (a) Clean and check all tools and equipment, against the authenticated list. Report deficiencies and defects, if any.
- (b) Oil the tools which need oiling.
- (c) Check up to see if any mileage task is due. If due carry out the task.

(2) Task No. 6 - Lubrication I.

- (a) Clean all nipples and lubricate with the approved lubricant.
- (b) Report all deficient or damaged nipples. The location of grease nipples is given in the lubrication diagram for each vehicle.
- (c) Check up the various oil levels and top up where necessary with the correct grade of oil.
- (d) Check to see if any mileage task is due, and if so carry it out.

(3). Task No. 7 - Lubrication II.

- (a) Lubricate the following with oil HD-30 using an oil can (a few drops only):
 - (i) Engine and hand throttle control joints
 - (ii) Clutch pedal bearings.

(iii) Brake pedal bearings

(iv) Hand-brake lever pivot rod joints

(v) Hand-brake pivot rod joints.

(b) Oil all hinges and locks.

(c) Check to see if any mileage task is due and if so carry it out.

(4) Task No. 8-General check for tightness.

(a) Check for tightness all bolts and nuts (except cylinder head-nuts and split pinned nuts) on chassis engine and superstructure and tighten where necessary.

(b) Check for cracks, leaks, or signs of overheating in differential housings.

(c) Check to see if any mileage task is outstanding and if so carry it out.

6. Mileage tasks (other than for Motor Cycles).

The following tasks will be carried out as they become due on a mileage basis, or when a replacement engine is fitted. Where the tasks specify a change of oil the correct grade of oil as prescribed for the vehicle must be used.

(a) New and reconditioned engines.

Change engine oil on completion of first 402 and 805 K.M. running.

(b) Every 1610 Kilo Metres.

(i) Check contact breakers gap.

(ii) Remove and clean sparking plugs.

(iii) Change engine oil.

(iv) Clean air cleaner

(v) Check and if necessary top up oil in steering box.

(c) Every 3220 Kilo Metres.

(i) Lubricate distributor.

(ii) Change tyres round

(iii) Lubricate dynamo (Grease No.3).

(d) Every 4830 Kilo Metres.

(i) Clean filters in the fuel line, i.e., pump and carburettor (mechanics only)

(ii) Examine dynamo brushes, clean and adjust as necessary (mechanics only)

(e) Every 8050 Kilo Metres.

(i) Change gearbox oil.

- (ii) Change transfer case oil, where there is a transfer case.
- (iii) Change rear axle oil. Clean breather where fitted.
- (iv) Change front axle oil, where the front axle is a driving axle. Clean breather where fitted.
- (v) Drain moisture and surplus from service cylinder, if there is one on the vehicle.
- (vi) Re-pack front and rear hubs (mechanics only).
- (vii) Clean sump oil strainer (mechanics only).
- (viii) Replace external oil filter, if replaceable type (mechanics only).
- (ix) Flush out cooling system.
- (x) Remove the speedometer cable from the casing and after thorough cleaning smear it lightly with a good quality graphite grease.

Note:- See also paragraph 9(6) 'Lubrication of road springs'

7. Running Maintenance for Motor Cycles.

(1) **first routine** (to be done every morning before commencement of day's duties.

- (a) Check and replenish, petrol and oil.
- (b) Check lights and horn.
- (c) Check tyre pressure and inflate, if necessary.
- (d) Check Oil stowages
- (e) Start engine and carry out further checks as below:
 - (i) Check whether ammeter is registering.
 - (ii) Check operation of brakes
 - (iii) Examine for gas, petrol, if necessary
 - (iv) Listen for unusual knocks, rattles and uneven running of the engine.

(2) **Halt routine** (to be done during halts between long runs).

- (a) Check brakes and controls; if found defective report immediately.
- (b) Check and replenish oil and petrol, if necessary
- (c) Check for oil leaks

- (d) Visually check tyres to see that they are correctly inflated and check tread for pieces of flint, stone, glass lodges in the interstices of the tread. If present, they will be removed.
- (e) Pay particular attention to the security and operation of any part repaired or adjusted during the previous day.

(3) **Last routine** (to be done after the day's duties, but before putting the vehicles away for the night).

- (a) Do all checks shown in halt parade, and in addition.
- (b) Complete all records of mileage, fuel and oil drawn.
- (c) Leave the vehicle clean and tidy and ready to move off at a moment's notice.

(8) **Weekly Maintenance Tasks for Motor Cycles.**

The following maintenance task will be carried out one on each day (or more than one task where necessary) of the week, strictly according to the sequence of the tasks.

(1) **Task No. - Body Wheels and Cycle fittings.**

- (a) Clean the exterior of the cycle thoroughly, inspect mud guards and brackets for looseness or damage.
- (b) Check tyres for cuts and other injuries. Check tyre pressure and inflate if necessary.
- (c) Place motor cycle on stands so that both wheels are off the ground. Spin wheels to check whether binding. If binding operate brake foot pedal and front handbrake lever. If defective report for attention.
- (d) Examine all controls for correct operation. If found defective report for attention.
With front wheel on the ground depress handle bars by standing astride the machine. Note movement of fork links, fork dampers should be slacked off for this test. If no movement in fork lines, report for defect. Note side clearance in fork links, if abnormal, report for adjustment.
- (e)

Note:- When fitted with telehydraulic forks test for the correct operation of the fork by depressing the steering handle down. If found defective report.

- (f) Check for broken or loose spokes. Check for buckled wheel. Report if necessary.
- (g) Clean all nipples and lubricate with the approved lubricant. Report all deficient or damaged nipples.

(2) **Task No. 2 - Engine.**

- (a) Start engine and note oil indicator. On motor cycles with no oil pressure indicator, open oil filler cap and note the flow of oil. If pump is working properly froth will be present in the oil.
- (b) Check exhaust valve lifter for correct operation, check cable and report if frayed or defective.
- (c) Check for any unusual noise in the engine. If noted, report.
- (d) Check all nuts and bolts for tightness, except cylinder head nuts and split pinned nuts.
- (e) Examine for any oil leak from the engine, gas leak from silencer and exhaust pipe joints. If noted, report.

(3) Task No. 3 - Clutch and Transmission.

(a) Check clutch adjustment. If clutch lever is hard to operate, report.

Note:- There should be approximately $1\frac{1}{4}$ free movement on the clutch lever.

(b) Check clutch control wire. If frayed, report for attention.

(c) Check rear chains for adjustment, there should be $3\frac{3}{8}$ to $1\frac{1}{2}$ " up and down movement in the chain mid-way between the sprockets. Report if adjustment is incorrect.

(d) Check gear box holding down bolts and nuts for tightness.

(4) Task No. 4- Fuel and Ignition Systems.

(a) Turn petrol on and see whether carburetor floods. If it does report to M.T.O. for attention.

(b) Start the engine and note beat in slow and fast running. If the engine misfires report for action.

(c) Examine H.T. cables; if defective, report.

(d) Check magneto holding down bolts for tightness.

(5) Task No. 5 - Electrical system.

(a) Check battery connections and wirings. Wipe away with a wet cloth and signs of corrosion on the battery terminals. Smear terminals with vaseline or petroleum jelly.

(b) Check for the proper functioning of lights and horns. If found defective, report.

(c) Start engine and note ammeter reading; if no charge is indicated on the ammeter, report.

(d) Check for the mounting of head lamp, horn. Tighten any loose nuts and bolts.

9. Lubrication.

(1) General

(a) Lubrication may be divided generally into six classes.

(i) Lubrication of the engine.

(ii) Lubrication of the gear box, transfer case, axles and steering box.

(iii) Lubrication of the chassis working parts.

(iv) Lubrication of electrical accessories.

(v) Lubrication of road springs.

(vi) Lubrication of motor cycle driving chains.

(b) Lubrication charts are provided for all makes and types of vehicles in the Police. These

charts show the type of the lubricant to be used for the various parts of the vehicle and in certain cases the frequency with which it should be applied.

(c) A reserve of engine oil should always be carried in the tin provided for this purpose. Care should be taken that the top of the tin is wiped clean and dry before the screwed cap is removed and oil poured out.

(d) Whenever a driver takes over a vehicle from another Unit or Workshop, all oil levels will be checked before running the vehicle.

(2) **Lubrication of the Engine.**

(a) It is essential that the correct grade of oil as laid down for the particular engine is used. Only in an extreme emergency will another grade of engine oil be used in which case, the nearest specification to that laid down for the engine will be used. On no account will two grades of oil be mixed. If an alternative grade has to be used the original oil will be completely drained before the engine is filled with the new oil.

(b) A "Dip stick" indicator is incorporated on all vehicles except motor cycles. This dip stick is graduated and shows the depth of oil in the engine sump this dip stick will be inspected frequently and the oil kept up to the full mark. The procedure for checking the oil level in the sump is as follows:-

- (i) Stand the vehicle on level ground.
- (ii) Stop engine,
- (iii) Await a few moments to let the oil settle in the sump.
- (iv) Remove dip stick and wipe clean with a clean cloth. Cotton waste must not be used.
- (v) Replace dip stick-remove-check level.
- (vi) Pour into engine sump estimated amount of oil required and re-check.

(c) When filling or "topping up" the sump the oil funnel with the coarse gauze filter will be used. The cap and oil filler neck will be wiped clean prior to removing the cap for filling to ensure that no grit or dirt enters the sump.

(d) The majority of engine lubricating systems are fitted with an oil pressure indicator or gauge. The correct registration of the gauge shows that the oil in the engine is being circulated correctly. The gauges or indicators vary in type, the majority however, are of the dial type fitted to the dash board of the vehicle. If in doubt as to the correct oil pressures, refer to a competent automobile engineer.

(e) The driver's first duty after starting the engine is to ascertain from the pressure gauge that the oiling system is working correctly. He should also during the course of his duty glance occasionally at the oil gauge for the same purpose.

(f) Certain types of motor cycles are not fitted with oil pressure indicators. On the later models, however, the fact that the oil is being circulated can be ascertained by removing the filler cap from the oil tank and observing the nature of the oil in the tank. Froth on the oil indicates that oil is circulating properly.

(g) It is important that the outside of the engine sump or both motor cycles and vehicles should be kept free from mud and oil. This facilitates the dissipation of heat from hot oil in the engine sump.

(3) **Lubrication of gear boxes and driving axles.**

Oil filler plugs are provided for gear boxes and rear axles on nearly all vehicles. These filler plugs also serve to indicate when an axle or gear box contains the correct amount of lubricant. When filling or topping an axle or gear box these plugs should be removed and the lubricating oil poured in until it begins to run out of the filler plug hole. It is important when filling the rear axle to ensure that the vehicle is on the level. Overfilling is likely to occur if the front of the vehicle is lower than the rear. Overfilling of driving axles will result in oil getting into the brakedrums.

(4) **Chassis lubrication.**

(a) A regular routine of chassis lubrication must be incorporated in all maintenance programme. The driver should start on the near side at the front of the chassis work towards the rear up the offside of the vehicle and then down the centre.

(b) Chassis lubrication is divided, generally speaking into two parts:

Lubrication by oil or grease gun. The vehicle lubrication chart shows all the points to be lubricated and the type of lubricant to be used for each point. Nipples or lubricators will be wiped clean before the gun is applied and the lubricant will be injected until it commences to ooze out from the ends of the bearing or joint being lubricated. If the lubricant fails to pass, it indicates a defective lubricator or a blocked oil way which should be attended to as early as possible.

(i) Oil-can lubrication-The oil-can is intended for lubricating small bearings for which no oil gun arrangements are provided. These are usually enclosed bearings of electric assemblies, such as dynamos, self starters, magneto and exposed joints. Wipe the joint clean and insert a few drops of oil between the jaws of the joint.

The procedure for the lubrication of electrical accessories is given in the next paragraph.

(5) **Lubrication of electrical accessories.**

Dynamos, self starters and magnetos should be lubricated very sparingly. Two or three drops of oil of the same specification as used in the engine every two months or 1610 K.M. are sufficient. Over lubrication of an electrical assembly will cause the oil to penetrate on to the commutator and into the armature, causing damage to the insulation of the winding.

(6) **Lubrication of Road Springs.**

(a) Springs will be lubricated every 9660 K.M. or six months, whichever is earlier.

(b) The vehicle must be jacked up by taking the weight of the vehicle on the chassis. This will cause the spring levels to partly open. If the spring leaves do not open sufficiently in this manner to allow for grease to be forced in, they should be forced apart by use of a spring leaf separator or large screw driver. Graphited grease should be applied to the surface of the spring leaves. This can be best inserted by application of the grease with a thin knife.

(7) **Lubrication of Motor Cycle Driving chains.**

Driving chains, except primary chains of motor cycles fitted with an oil bath, should be treated as follows:

(a) Chains must be removed after every 1610 K.M. and thoroughly washed in kerosene oil until all

trace of foreign matter is removed. Chains must then be immersed for two hours in bath of graphited grease, which has been melted over boiling water. To assist penetration of the grease into the rollers of the chain, the chain should be agitated about in the bath being finally removed after the grease has cooled to its semi-solid state. The chain should then be wiped free from surplus grease and then refitted.

(b) Primary chains of motor cycles fitted with an oil bath require no attention other than that the level in the oil bath should be correctly maintained.

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APPENDIX XIX

(Referred to in Rule 659)

The following records will be maintained in respect of each Motor Vehicle.

(1) Vehicles Stock Register.

This shall be maintained in KPF No. 41-Q. This register should be maintained by every district Police Office or corresponding Unit Office in respect of vehicles attached to that Unit or Office. One page should be allotted for each vehicle. When a vehicle is transferred from one Office or Unit to another an extract of the entries in the register relating to that vehicle should be taken and forwarded for making necessary entries in the register maintained in the latter Unit.

(2) Stock Register of spare parts.

This register shall be maintained in the prescribed form given in KFC by the Officer in charge of transport.

(3) Register of Drivers

This register shall be maintained in KPF No.41-J

(4) Driver's Daily Diary.

(a) This shall be maintained in KPF No. 41-C

The Driver's Daily Diary should be maintained for each vehicle and should be written up in duplicate by the carbon process in the form of a

(b) General Diary. All trips, time of start and finish, work done, and mileage covered, supplies of petrol, oil and lubricants, tyres changed etc., should be written up chronologically. One copy will be sent to the Superintendent of Police daily through the Officer in charge of the vehicles. The other copy will be retained in the book as office copy.

(c) The Officer in charge of transport should make necessary entries in the records maintained by him on the basis of the entries in the Driver's Diary, issue instructions regarding defects or irregularities, if any, found in the use of the vehicle and forward the diary with his remarks to the Superintendent of Police or other controlling authority. He will also verify the balance stock of petrol; and oil in the vehicle and endorse on the copy of the diary to be submitted to the Superintendent of Police or other controlling authority whether these tally with the balance recorded in the diary.

(d) On days on which no journey is performed by a vehicle a nil report should be sent in the diary form itself.

(e) When a vehicle is used by an Officer or a party, the Officer or person in charge of the party should attest entries relating to the use of the vehicle by himself or his party.

The Officer in charge of Transport should examine and attest the office

(f) copies of the Diary once a week.

Completed diary books will be retained by the Officer in charge of
(g) transport for three months and will then be forwarded to the Superintendent of Police or other controlling authority for record.

753. Purchase of petrol, oil etc., and Register of petrol and lubricants.

(a) The Director General, Supplies and Disposals, New Delhi is concluding every year rate of running contracts for a number of articles. Purchasing Officers should avail of these contracts, wherever it is economical and easier to do so. They should keep themselves conversant with the rules and procedure of the Director General, Supplies and Disposals contracts.

In the case of items for which rate|running contracts settled by the Store Purchase Committee exist or a running contract settled by the Head of a Department exists, it is obligatory to avail of these contracts.

(Articles 152 of K.F.C. Vol. I).

(b) A register of petrol and lubricants shall be maintained in the prescribed form.

(c) Instructions for issue for indents for supply of petrol, Diesel, oil, lubricants etc., are given below:

Indent books for P.O.L. should be kept under lock and key under the personal custody of the M.T. Officer or Officer-in-charge of Armed Reserve Camps. Indents for the supply fo Petrol,

(i) Fuel-oils etc., should invariably be signed by the M.T. Officer, Assistant Commandant, Armed Reserve|Reserve Inspector, Armed Reserve or in their absence by Officers not below the rank of a Reserve Sub Inspector of Police.

Indents should be prepared in triplicate and after delivery of petrol, fuel-oils, etc., to the vehicle an endorsement showing the quantity of petrol, fuel-oils etc., supplied should be

(ii) obtained from the bunk-man in the triplicate and produced by the Driver along with his Diary. This should be verified by the M.T. officer or Officers in charge of Armed Reserve Camps and filed with the original.

Note: The petrol indent book in K.P.F. No. 41, is in duplicate and till new books in triplicate are issued, the issue may either be got endorsed by the suppliers on the reverse of the counterfoil of the indent or an endorsement showing the quantity of petrol, oil etc., issued may be obtained noting the corresponding indent number and date and filed with the office copy.

The Driver-in-charge of the vehicle will make a corresponding entry in the Driver's Daily
(iii) Diary showing time of drawal, bunk from which and the quantity of P.O.L. drawn. This entry in the Diary should be signed by the Driver.

At 6 pm every day for vehicles parked in the camp or immediately thereafter on return to the camp after duty the M.T. Officer or orderly officer of the camp should verify the balance stock
(iv) of P.O.L. in the vehicle and endorse the quantity on the copy of the Diary to be submitted to Superintendent of Police|Commandant.

The monthly bills presented by the Firms for the supply of Petrol, Fuel-oils etc., should be
(v) verified with the indents and a certificate to the following effect recorded on the Bill by the M.T. officer|Officer-in-charge of vehicles, before the 15th of the succeeding month.

"Verified with the Indent Book and certified that the quantity of P.O.L. shown against each indent has been received and issued to the vehicles shown against each, and brought to account".

- (vi) The monthly Transport Return for the month should be checked with Bills and vouchers by the Head Accountant of the District Police Officer or Unit.

(Circular No. 50|66 dated 17-8-1966)

(6) Motor Transport Return

- (a) This register shall be maintained in K.P.F. No. 41-H.
- (b) The Motor Transport return should be maintained by the Officer in charge of the vehicles. A separate register will be maintained for each vehicle, one page being assigned to each month. Entries relating to all items of expenditure, and use of tyres in each month, will be made in the register. All articles should be acknowledged by the driver. The tested K.M.P.L. of the vehicle will be noted in red ink in every return.
- (c) When a journey is performed for which hire is charged, the number of miles for which it is charged with a reference to the Daily Diary concerned, should be noted in the remarks column of the return, against the entries regarding the purchase of petrol, oil and grease connected therewith.
- (d) The return should be totaled each month and checked and signed by the Superintendent or other controlling authority. Any variation from the tested K.M.P.L. of the vehicle will be specially scrutinized and attended to.
- (e) At the end of December each year, the Officer in charge of transport should work out the "all-in" cost of running per K.M., with reference to the undermentioned particulars and report the result to the Superintendent of Police or other controlling Officer.

- i Capital cost.
- ii Renewals and repairs
- iii Maintenance charges, petrol, oil, etc., including driver's and cleaner's pay.
- iv Depreciation at 20 per cent of original cost should be written off each year.
- v Amount of tax under the Motor vehicles Taxation Act.
- vi Cost of registration fees
- vii Cost of driving license fees

(7) Register of hire of motor vehicles.

- (a) Two registers as given below shall be maintained:
- (i) By District Police Office-in K.P.F. No. 41-K
 - (ii) By the Officer in charge of transport-in K.P.F. No. 41-L
- (b) The register maintained in the Motor Transport Section shall be submitted to the Superintendent of Police or other controlling authority by the 20th of each month for scrutiny and comparison with the

register maintained in the District Police Office.

(8) Bill Book

The Bill Book shall be maintained in K.P.F. No. 41-A.

(9) Register of unserviceable articles condemned:

This register shall be maintained in K.P.F. No. 41-D

(10) Order Book.

This register shall be maintained in K.P.F. No. 41-D

(11) Register of part-worn articles

This register shall be maintained in the prescribed form

(12) Register of Local purchase

This register shall be maintained in the K.P.F. No. 146

(13) Repair Register

This register shall be maintained in K.P.F. No. 154

(14) Invoice Book for articles.

The invoice book shall be maintained in K.P.F. No. 190. The forms may be printed in different convenient sizes for use according to the number of articles to be sent with the same invoice.

(15) Day Book

The Day book and companion register shall be maintained in the forms specified below:-

- (a) Day Book-K.P.F. No. 42
- (b) Check Register of Invoices-K.P.F. No. 27
- (c) Check Register of Issues-K.P.F. No. 27-B.

(16). List of Motor Transport accessories and spare parts

A list of accessories and spare parts issued to each vehicle shall be prepared in duplicate with the acknowledgement of the driver for all items. One copy of the list shall be kept with the Driver's Daily Diary and the other copy shall be retained by the officer in charge of transport for record. This list should correspond with the balance shown in the register of accessories and spare parts prescribed in sub-para (17).

(17) Register of Accessories and spare parts with vehicles.

- (a) Registers of accessories and spare parts with vehicles shall be maintained in the prescribed form and be kept for each vehicle, with a separate page in the register for each item.
- (b) The registers should record the issue to and return from drivers of tools, tyres, spare parts and other items for each vehicle.
- (c) The balances in the register should always tally with the figures in the lists referred to in sub-para (16) and be balanced quarterly and a return submitted to the District Police Stores for check.

(18) Weekly Maintenance Register

This register shall be maintained in K.P.F. No. 41-M

(19) Monthly Inspection Register

This register shall be maintained in K.P.F. No. 41-G

(20) Vehicle Inspection Reports

This report shall be in K.P.F. No. 41-F

(21) Defect Report of vehicles

This report shall be in K.P.F. No. 41-B

(22) Job Card

The Job card shall be maintained in K.P.F. No. 41-N

(23) Job book

This Book shall be maintained in K.P.F. No. 41-E

(24) Accident Reports.

This report shall be in K.P.F. No. 41-R

(25) Vehicle statement.

This statement shall be in K.P.F. No. 41-P

(26) Auction Register and Register of Deposit of earnest money.

Registers should be maintained to record the proceedings of auctions relating to vehicles and other stores, and the deposits and refunds of earnest money at such auctions.

(27) Register of K.M.P.L. testing of vehicles

This register is maintained in order to record the date of K.M.P.L. testing and the result. K.M.P.L. of every vehicle is to be tested by a competent workshop at least once a year.

(28) General Diary and Attendance Register.

- (a) A General Diary in K.P.F. No. 57 is to be maintained by Motor Transport Sections having a number recording all matters of importance relating to Motor Transport and staff.

- (b) The marking of attendance of drivers and other staff, the time of departure, nature of duty, de important stores taken, time or return, etc., shall also be recorded in this book under the counter concerned. This record shall be kept in the Motor transport Office, or any other convenient ; under the charge of a designated Officer.

- (c) A copy of the days entries in this record shall be submitted to the Superintendent of Police also drivers.

(29) Disposal of Condemned vehicles in Public auction.

Superintendent of Police and Officers of corresponding rank are empowered to confirm the auction sales of condemned vehicles provided the maximum bid exceeds the fair price fixed by the State Transport Corporation or Assistant Engineers of Regional Workshops in the case of vehicles already condemned by competent authorities and ordered to be disposed of in public auction.

[G.O.(Ms) No. 622|Home(A) dated 18-11-1963]

APPENDIX XX

[Referred to in Rule 653 (26) a]

RULES OF THE ROAD

The rules of the road are meant to ensure free flow of traffic and also to assist the individual driver. The rules, official and otherwise, are simple and are given below. These should always be borne in mind by drivers and Officers in charge of vehicles:-

- (1) Be acquainted with all road traffic signs and hand signals, and give the latter in time to give sufficient notice to other road users.

- (2) Observe the prescribed speed limits, and keep to the left of the road, except with reference to slower moving traffic, or when about to overtake another vehicle or to turn right into a side road.

- (3) In order to turn into a side road on the left, show the hand signal and take the vehicle well to the left of the main road after making sure that is not likely to obstruct any vehicle or other road user in the immediate rear. Then turn into the side road. If the side road is on the right, show the hand signal and bring the vehicle gradually to the centre of the road, leaving sufficient room on the left for vehicle in the rear to pass on ahead without obstruction. Turn into the side road when the main road in front is clear of on-coming traffic.

- (4) Overtake only on the right, except when the driver in front has signalled his intention to turn to the right, and has brought his vehicle to the centre of the road to achieve this purpose. In the latter case, overtake by the left.

- (5) In most cases tram cars may be overtaken on either side, but local conditions sometimes rule otherwise. Look out for passengers about to board or alight. Give trams and all other public conveyance, a wide berth to avoid the overflow of passengers hanging on its entrances. Do not overtake a stationary public conveyance on the side where it is to discharge or take in passengers.

- (6) Do not overtake at cross-road, round about pedestrian crossings, blind corners, or when approaching the brow of a hill or a hump backed bridge.

- (7) Do not overtake when by doing so either the other vehicle or the on-coming traffic may have to swerve or slacken speed as a consequence. Overtake another vehicle only when the driver has signalled permission to do so. When being overtaken do not increase the speed until the overtaking vehicle has safely passed ahead. After having overtaken a vehicle do not move across its course until it is at a safe distance in the rear.

- (8) Make absolutely sure that the way is clear before turning or reversing. Watch for children, pedestrians and vehicles behind. When reversing to turn the vehicle, reverse into a side road or other available space, keeping the vehicle facing the main road.

- (9) Slow down or stop at road corners, junctions and cross road. Give way to major traffic or

to pedestrians crossing the road from or into which it is intended to turn.

(10) Do not sound the horn when it might frighten a horse or other animal. The horn must not be sounded near hospitals or public offices, or when it is not essential to do so. In built-up areas, the horn must be hooted, when necessary, in short blasts and not long ones. In country roads, longer blasts should be used, which will be audible to traffic at some distance, especially when nearing road bends, crests or hills, etc. The horn should never be considered as a substitute for cautious driving.

(11) Pay attention to Police traffic signals or light signals

(12) Do not speak to the Policeman on point duty. It may distract his attention from the traffic and possibly cause an accident.

(13) Pay attention to road signs, eg., 'hairpin bend' bend ahead, railway crossing, school, slow, stop'.

(14) Be considerate to other road users, particularly the old and the young. At night bright head lights should not be used in well lighted towns. The head lights must be dimmed as required to avoid strain to on-coming traffic.

(15) Always slow down when passing troops or other formed bodies of persons.

(16) When going down a steep hill, give right of way as far as possible to a vehicle climbing the hill, even when ordinarily it does not have the right of way.

(17) If possible post a look-out man in the rear of the vehicle who can give information about any vehicle that wishes to pass ahead.

(18) Ensure that tarpaulin covers of vehicles are properly strapped down.

(19) Do not park or halt the vehicle in a narrow street, near a bend or a corner, on the hump of a hill or in other such position where it may endanger or impede other vehicles. Park the vehicle facing the direction in which it is to be taken again.

(20) Do not get out of vehicles abruptly without seeing whether there are other vehicles approaching. Do not keep any door open.

(21) If the vehicle has a break-down on or near a bend of a road, or a steep hill, post lookout men to caution on-coming vehicles.

(22) The driver must have his driving license, Daily Diary, Note Book, Accident Report Form and other necessary papers and tools, whenever the vehicle is taken out.

APPENDIX XXI

[Referred to in Rule 655(4)]

Points to be borne in mind when inspecting vehicles, tools and records.**(1) Vehicles**

- i Inspection of the battery to see whether the electrolyte is at the correct level.
- ii Lights and horn-test them
- iii Whether the self starter functions efficiently and the engine starts easily
- iv Whether the dynamo is charging properly
- v Check foot brakes, clutch, sound of the engine and gear box, while the vehicle is running
- vi Check hand brake
- vii Check condition of springs
- viii Check for play in steering control
- ix Check for play in bearings with the wheels jacked up
- x Check a few grease nipples by removing them and examining with a wire whether grease has been going where it ought to be in lubrication.
- xi By reference to previous inspection records, see if faults previously noticed have been rectified
- xii By reference to the Motor Transport Return and Driver's Diary see if the consumption of petrol agrees with the tested K.M.P. litre figure

(2) Tools

- (i) Check tools with list and see whether all items are complete according to the authenticated list.
- (ii) test the efficiency of tools such as grease guns, pump, jack, etc.

(3) Records.

- (i) Check the records and see whether these have been maintained correctly.
- (ii) Test the ability of the driver to carry out the maintenance tasks as recorded in his diary.

APPENDIX XXII

[Referred to in Rule 660(a)]

Instructions for Photographing Persons

1. (1) A prisoner shall always be photographed in an anterior (full face) view, and in profile. The anterior photograph permits ready recognition of the individual, but the profile is necessary for identification with a degree of certainty. In the case of History Sheeted Criminals the following kinds of photographs will be taken:
 - (a) full face, including the head and shoulders-preferably bare-bodied.
 - (b) one profile (the one with scar or any other particular characteristic mark, if any)-preferably bare-bodied.
 - (c) full length-see sub-paragraph (10) below for dress to be worn.
- (2) In the case of history sheeted criminals the full length photograph should be half plate size and the remaining should be quarter plate. In the case of other classes of prisoners whose photographs are taken the quarter plate or any other convenient size will be used.
- (3) The District Intelligence Bureau shall be responsible for having Dossier Criminals photographed, and for supplying copies to all concerned. The Station House and other Officers concerned will arrange for photographing prisoners and objects where such photographs are found necessary. Sufficient number of copies of the photograph will be prepared as are required in each case.
- (4) The profile of the nose and the details of the ear provide the most important feature for identification. The ears constitute the most characteristic part of the body. Therefore, the profile photograph should be taken in such a way that the details of the nose and the ear are recorded fully. When a female is photographed, the hair must be so arranged as to expose the entire ear.
- (5) The correct position of the head when photographing in profile is of importance. The plane of the head in profile should be parallel to the plane of film or plate of the camera, when the picture is taken.
- (6) The negative of the photograph must not be re-touched. Scars and other marks must show sharply and clearly.
- (7) A gray back-ground should be used ordinarily. For every fair skinned persons a black or dark maroon background will be more efficient.
- (8) The light should, as far as possible, be uniform for all photographs. This can best be obtained by the use of artificial light, chiefly from above and the rest from the front and side. The light should play on the ear to bring out its details sharply.
- (9) The date of photograph, the name of the prisoner and the History Sheet Number in the case of history sheeted criminals, should be written on the reverse of every photograph. A record of these should therefore be made at the time the photograph is taken, for guidance in making necessary entries when the prints are ready.
- (10) The dress to be worn by a person when being photographed should be his ordinary every day attire. A professional impersonator may also be photographed in such costumes as he has adopted for the

purpose of such impersonation.

(11) The photographic process has the characteristic of reproducing the colours red and brown even when a human eye cannot see them at all. Photographs sometimes show marks on the face such as those from old injuries which have become through lapse of time invisible to the naked eye, or other brown and red marks in a latent state. Other colours also do not make the same impression as they do in nature. Blue and violet generally appear lighter, but also at times darker according to the chemical nature of the colouring matter and the photographic emulsion used. Natural colour photographs are better than artificial.

(12) The negatives of all photographs of persons will be retained in boxes in the District Intelligence Bureau, Station or Office concerned, separately wrapped in soft paper, and indexed for ready location if further prints are to be taken.

(13) Negatives sent by post should be carefully packed in soft paper and enclosed in a wooden box, fully protected against breakage due to friction or shock.

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APPENDIX XXIII

[Referred to in Rule 669]

Location of Finger Print Bureaux in India.

(1) A list of Finger Print Bureaux serving different States in India is given below:

State	Location of Bureau
1 Andhra Pradesh	Hyderabad (Deccan)
2 Assam	Shillong
3 Bihar	Patna
4 Gujarat	Nagpur, Rajkot
5 Goa,	Panjim
6 Kerala	Trivandrum
7 Madhya Pradesh	Bhopal
8 Madras	Vellore
9 Maharashtra	Poona, Bombay City
10 Mysore	Bangalroe
11 Orissa	Cuttack
12 Punjab	Phillaur
13 Rajasthan	Jaipur
14 Uttar Pradesh	Allahabad, Lucknow
15 West Bengal	Calcutta
16 Delhi	Phillaur (Punjab)
17 Himachal Pradesh	Phillaur (Punjab)
18 Manipur	Shillong (Assam)
19 Tripura	Calcutta (West Bengal)
20 Laccadive, Minicoy Aminidivi Islands	Vellore (Madras)

(2) In addition to the above, there is also a Central Finger Print Bureau at Calcutta.

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APPENDIX XXIV

[Referred to in Rule 671]

Methods of taking finger Prints-Appliances

1. For the purpose of taking finger prints the following appliances are supplied in a portable box:-

- (1) Copper or glass slab.
- (2) Tube containing impression ink
- (3) Rubber roller
- (4) Horse hair brush
- (5) Turpentine or kerosene oil in a bottle.

These must be kept in the box, scrupulously clean and free from dust and grit. Care must be taken that the surface of the slab is kept perfectly dry and clean. The roller, when not in use, should be kept wrapped in a piece of clean oiled paper. Both slab and the roller should be periodically cleaned with soap or kerosene oil. The slab should be freshly cleaned before use each day, all particles of old ink being rubbed off. The impression ink tube should be kept tightly closed, when not in use.

Preparation of appliances

2. (1) The slab must be perfectly smooth and should be wiped free of dust before use. A small quantity of the ink should then be squeezed on to the slab and the roller used to bring it down to the thinnest possible film, so that the slab is dimly visible through the ink. It is easier to start with a small quantity of ink, and to increase it, as may be found necessary. If too much ink has been put on the slab, a sheet of paper laid on it, and rolled over with the roller, will generally reduce it sufficiently. If the ink is dry and thick, it will be found that with a little perseverance, it can worked up smooth on the slab.

(2) Before proceeding to take finger prints, the fingers of the subject should be rubbed clean and dry, as the slightest perspiration on the finger will cause blotches and blur the print. A piece of Clean cloth, slightly dampened with spirit, may be applied for this purpose to the finger tips, which should then be rubbed dry with another piece of clean cloth.

(3) If the skin of the fingers is hard and dry, they should be well soaked in warm water, and very lightly wiped. Without thoroughly drying, before the impressions are taken.

(4) Only the inner portion of the upper phalanges should be inked.

Taking impressions.

3. Prints should invariably be taken on the authorised Finger Print Slip in K.P.F. No. 3-G. In the slip, space has been provided for the 'rolled' prints of all the ten digits, as well as for the 'plain' prints of the four fingers and thumb of each hand. The headings of the slip are self-explanatory, and should be followed in filling it.

Reasons for taking 'rolled' impressions.

4. In a 'plain' impression the whole contour of the pattern does not appear, while a whole pattern is reproduced in a 'rolled' impression. It is easier to determine the type of pattern from a 'rolled' impression. The greater surface of the latter enables a large number of points to be selected, for

comparing and contrasting the details of two prints with a view to deciding whether or not they have originated from the same source.

Slips to be folded for taking 'rolled' prints

5. For convenience in taking 'rolled' prints, the slip should be folded at the line indicated and the fold placed in line with the edge of the table.

Order of taking prints.

6. The 'rolled' prints of the right hand should be taken first, each finger being inked and impressed before the next finger in rotation is inked. When the 'rolled' prints of the right hand have been taken, the operator should take the 'plain' of the four fingers of that hand simultaneously, and then of the thumb in the space provided for them on the slip. When the right hand has been finished the Operator should proceed to take the prints, 'rolled' and 'plain' of the left hand in a similar manner.

Entry of details on slips

7. When the finger prints of both hands have been taken, the subject's name, residence and other particulars will be filled in. The subject should then sign the form, or make his mark if unable to write.

Points to be noted in preparing slips.

8. The following points should be specifically noted in preparing Finger Print Slips:-

(1) Impressions must invariably be taken with the tip of the finger pointing to the top of the form.

(2) The 'rolled' prints should show the complete contour of the bulbs of the fingers.

(3) the 'rolled' print of each finger must be taken in the space allotted for that finger and the impression should not project beyond that space. The impression of only the upper phalanx should appear.

(4) All names, whether of persons or places and other entries should be written legibly.

(5) Impressions sent to the Bureaux shall be well rolled and easily decipherable.

Deformities.

9. (1) If a finger is missing or is so deformed that it is impossible to obtain an impression, the fact should be noted in ink in the space allotted for that finger by the words 'missing' or 'deformed'. In the case of double fingers, the prints of both fingers should be taken, if possible, and the print of the more prominent of the two invariably. Deformities, cuts, scars and disease marks interfering with the clearness of the impressions, should be fully described, and it should be stated whether they are temporary or permanent. Subjects suffering from open cuts or scars in any of the upper phalanges of the fingers should not have the prints of such fingers taken, until the cuts or scars have healed, if the delay will not prejudice any important requirement.

(2) good impressions can sometimes be obtained from contracted fingers by first inking the digit with the roller, and then rolling the finger print slip form, after stiffening it with a piece of card-board folded within it, around the bulb of the finger.

APPENDIX XXV

[Referred to in Rule 686 (13)]

JURISDICTION OF CENTRAL JAILS, SPECIAL SUB JAILS AND

'A' CLASS SUB-JAILS

(Government Proceedings No.D. Dist:25679/57/Home dated 24-9-57)

Government are pleased to sanction the following in regard to the jurisdiction of Central Jails, Sub-jails, and 'A' class Sub jails in the State:-

Central Jail, Cannanore- All non-habitual prisoners convicted and sentenced by Courts for more than three months in the Districts of Cannanore, Kozhikode, Palghat and Trichur, will be admitted to this Jail.

Central Jail, viyyur-All the habitual prisoners convicted and sentenced by the various Courts of the State will be admitted to this Jail.

Central Prison, Trivandrum: All the non-habitual prisoners convicted and sentenced by Courts in the Trivandrum District and all the non-habitual prisoners convicted and sentenced for more than one month by Courts in the Districts of Quilon, Alleppy and Kottayam will be admitted to the Central Prison, Trivandrum.

Special Sub-Jail, Kozhikkode- The remand and undertrial prisoners of the Courts of Kozhikode district and convicted prisoners sentenced up to three months by the Courts of Kozhikode and Cannanore Districts will be admitted to the Special Sub-jail, Kozhikode. The prisoners sentenced for more than one month and up to three months by the Courts in Palghat District will also be admitted to this jail.

Special Sub-jail, Viyyur- The remand and undertrial prisoners from Trichur and Wadakkancehry and those convicted and sentenced up to three months from those places will be admitted to this jail. All prisoners convicted and sentenced for more than one month and up to three months from other parts of the Trichur District will also be admitted to the Special Sub-jail, Viyyur.

Sub-Jail, Palghat.- All remand, undertrial and convicted prisoners sentenced up to one month by the Courts of Palghat will be admitted to this jail.

Sub-Jail, Irinjalakuda- All remand, undertrial and convicted prisoners sentenced up to one month from Chalakudy, Mala, irinjalakuda and Cranganore will be admitted to the Sub-Jail, Irinjalakkuda.

Sub-Jail, Mattancheri-All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Mattancheri, Cochin Cusba, Narakkal and harbour will be admitted to the Sub-Jail, Mattancheri.

Sub-Jail, Ernakulam- All remand undertrial and convicted prisoners sentenced up to one month from Ernakulam South, Ernakulam Cusba and Trippunithura Hill palace will be admitted to this Sub-Jail.

Sub-Jail, Parur- All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Parur and Munambam will be admitted to the Sub-Jail, Parur, when it begins to function as an 'A' Class Sub-Jail.

Sub-jail, Alwaye- All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Alwaye, Edappalli and Perumbavoor will be admitted to this Sub-Jail.

Sub-Jail, Meenachil- All remand and undertrial prisoners and sentenced up to one month from Meenachil and Erattupetta will be admitted to the Sub-Jail, Meenachil.

Sub-Jail, Kottayam- All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Kottayam, Changanacherry, Ettumanoor, karukachal and Pampady will be admitted to this Sub-Jail.

Sub-Jail, Alleppy - All remand and undertrial prisoners and convicted prisoners sentenced up to one month from Alleppey, Pulinkunnu, Haripad, Ambalapuzha, Sherthalai, Kuthiathode and Arookutty will be admitted to this Sub-Jail. When an 'A' Class sub-jail is opened at Mavelikkara, the prisoners from Mavelikkara and Haripad will be accommodated there.

Sub-Jail, Quilon - All remand and undertrial prisoners and prisoners, convicted and sentenced up to one month from Quilon, Chavara, Paravoor, Kundara and Karunagappalli, will be admitted to this Sub-Jail.

Sub-Jail, Trivandrum- All male undertrial and remand prisoners who stand trial at the various Courts in the Trivandrum District will be admitted to this Sub-jail. On completion of a new 'B' Class Sub-Jail at Attingal the remand and undertrial prisoners at Attingal and Varkala will be accommodated there. The female undertrial and remand prisoners will be accommodated in the Women's Section of the Central prisoners, Trivandrum.

Sub Jail	Attingal
"	Kottarakkara
"	Pathanamthitta
"	Mavelikara
"	Ponkunnam
"	Peermadu
"	Devikulam
"	Muvattupuzha
"	Perinthalmanna
"	Ottappalam
"	Tellicherry
"	Cannanore
"	Kasargod

APPENDIX XXVI

[Referred to in Rule 712 (2)]

Records to be maintained in the Criminal Intelligence Bureau

The undermentioned records will be maintained in the Criminal Intelligence Bureau:

(a) History Sheets:

The following classes of persons will be registered in the C.I.B. and history sheets will be maintained for them in K.P.F. No. 174(c).

- (1) D.Cs of this State who have operated in any other State.
- (2) D.Cs of any other State who have operated in this State.
- (3) Important criminals who have operated in more than one District.
- (4) Professional poisoners.
- (5) Persons convicted u/s 232, 234 to 236, 238, 240, 243, 245, 247, 251, 253, 255 and 489 A.B.C.D. & E.I.P.C.
- (6) All professional offenders convicted in cases investigated by Crime Branch C.I.D.
Suspects in cases investigated by Crime Branch, C.I.D. for whom History
- (7) Sheets are ordered to be opened by Superintendent of Police, Crime Branch, C.I.D.
- (8) Any other person for when the D.I.G., C.I.D. considers it necessary to maintain a record in the C.I.D.

(a) Indexes

The following indexes will be kept in the C.I.B in respect of persons of whom history sheets are maintained and other matters as specified.

- (1) Master Index Card..... in K.P.F. No. 248 wherein details concerning name and alias, M.O., physical peculiarities, accomplishment and bogus profession, peculiarities of habit, sphere of operation and particulars of conviction, etc, will be noted.
- (2) Lost property (identifiable) index cards in respect of property which is likely to be disposed off in distant places.
- (3) Alphabetical index cards for general subject files.
- (4) Index of photographs of all history sheeted criminals in the State-to be filed alphabetically.
Series Indices-of counterfeit notes for each denomination showing the

(5) district and place of presentation, date of occurrence, date of report, classification of the note according to the finding of the Nasik Press, Crime No., Station, accused, disposal-to be maintained according to series.

(c) **General Subject Files-** General Subject Files will be maintained for the following.

Important cases handled by the Crime Branch, C.I.D. such as 'hold up'

(i) cases, "bogus railway receipt cases", "money fraud cases", "Political offences", etc. (both detected and undetected).

(ii) Important and interesting cases with peculiar modus operandi.

(iii) Important gang operations in the kidnapping of children.

(iv) Professional poisoners, counterfeiters, smugglers, illicit manufacturers and illicit dealers in arms.

(d) **Alphabetical list of wanted persons.**

This list will be prepared from the publication of wanted persons in the

(i) Criminal Intelligence Gazettes, and from criminal Intelligence Gazettes of other states.

(ii) Where photographs are published in Criminal Intelligence Gazettes, these will be filed as a supplement to the list, and the reference to the page number of the file will be noted against the number of the person concerned in the alphabetical list.

(e) **Alphabetical list of smugglers of opium-** Will be maintained according to information received in the

(f) **Register of convicts whose Release Notices are to be published in the Criminal Intelligence Gazette-** will be prepared from the reports of conviction received from Superintendents of Police.

(g) **Crime Maps, Charts and Graphs-** To be maintained as directed from time to time by the Superintendent of Police, with particular reference to the charts and graphs included in the Police Administration Report.

(h) **Monthly and Annual Crime Review-** As prepared by the Bureau, and published in the Criminal Intelligence Gazette.

(i) **Other Records-** As prescribed in the Manual for Office Procedure, or other orders.

(3) The Criminal Intelligence Bureau will publish a weekly Criminal Intelligence Gazette, which will be the ordinary channel for the dissemination of criminal intelligence relating to each week ending Saturday.

(4) The Criminal Intelligence Bureau will also attend to the following items of work.

(a) Corresponding on criminal intelligence, other than Special Branch intelligence, from other State Government.

(b) Railway Protection Schemes.

Study of Weekly Crime and Occurrence Sheets received from District Intelligence Bureau for

(c)

relevant information in the Criminal Intelligence Gazette.

- (d) Study of the monthly review of crime received from Districts and preparation of a review of crime pertaining to the whole State, dealing primarily with the larger questions that relate to general trends, periodical variations and influences that cause them.
- (e) Study of the annual reviews of crime received from Districts, and preparation of an annual review of the state.

Note: (i) Advance copies of the monthly and annual crime reviews will be sent to the Chief Secretary to Government with a copy to the Private Secretary to the Minister holding the Police portfolio.

(ii) Monthly and Annual Reviews of crime will be printed and supplied to all recipients of the Criminal Intelligence Gazette.

(5) Station House Officers will send month-wise statement of current doing of criminals registered in C.I.B. in K.P.F. No.III to the Crime Branch through the District Intelligence Bureau concerned.

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APPENDIX XXVII

[Referred to in Rule 712(3)]

The Criminal Intelligence Gazette

(1) Information will be published in the Criminal Intelligence Gazette according to the following arrangement. Matter intended for publication in the Gazette should be sent to the Criminal Intelligence Bureau, as far as possible ready for the Press, carefully drafted and written only on one side of the paper.

Part I.

- (a) Serious crime (i.e. cases of professional poisoning, any serious crime which appears to have a political motive, including all offences involving arms and explosives which are suspected to be of a political nature, and any other cases in which action by the Criminal Investigation Department is called for or which possess instructive features which should be made generally known).
- (b) Particulars of property lost or stolen, and suspicious property recovered (The lists should be confined to article capable of being identified, or to rare and highly valuable articles).
- (c) Arms, ammunitions and explosives-lost and recovered. Reports from private individuals may also be published.
- (d) Persons wanted or arrested by the Police, missing persons and suspicious individuals (rolls for persons wanted should be sent for publication only when there is good reason to believe that the individual will travel) beyond the Districts to which the District Police Crime and Occurrence Sheet is circulated).
- (e) Military deserters.
- (f) Counterfeit coins and forged currency notes.
- (g) Notifications under the Foreigners Registration Act.
- (h) Instances in which scientific aids were useful in detection
- (i) Departmental Circulars and instructions to Subordinate officers
- (j) Miscellaneous-such as descriptive particulars of unidentified dead bodies (without photographs) and any other matter which the Deputy Inspector-General, Criminal Investigation Department, deems fit for publication in the Criminal Intelligence Gazette.

Part II

Information, if any, regarding wandering groups with criminal propensity.

Illustrated Supplement-Where photographs are to be published.

(2) Release Notices of dangerous criminals.

- In order that the Police may be warned that a dangerous criminal is about to be released from jail,
- (a) the Criminal Investigation Department will publish in the Criminal Intelligence Gazette a Release

Notice of such an individual, shortly before his release from jail.

(b) The Release Notice will take the form of a description and concise history of the criminal.

(c) Release Notices will be published for the following classes of criminals:

- (i) Members of wandering groups with criminal propensity, who move over large areas.
- (ii) Any particular criminal who is likely to commit crime over a large area, such as a domestic servant, forger, coiner, swindler, etc.

(d) Release Notices will be printed on separate sheets and circulated with the Criminal Intelligence Gazette.

All Police Officers, who receive the Criminal Intelligence Gazette, should place the Release

(e) Notices of criminals who are likely to operate within their jurisdiction in a separate file for reference.

(3) Reports of conviction of criminal whose Release Notice is to be published.

(a) The Superintendent of Police of the District concerned will report to the Crime Branch C.I.D. direct the conviction of any criminal included in the preceding order, or of any other criminal whose Release Notice should in his opinion be published. The report will give the following particulars:-

- (i) Full personal description.
- (ii) A brief history of the individual, detailing his criminal career and propensities.
- (iii) The probable date of release and the jail in which confined.

(b) The Criminal Intelligence Bureau will record the information in a register and arrange for publishing the Release Notice at the proper time.

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APPENDIX XXVIII

[Referred to in Rule 741 (3)]

CLASSES OF CRIME

I. Thefts in running passenger trains -

- (a) Pocket-picking
- (b) Jewel snatching
- (c) Personal effects, in first and second class
- (d) Personal effects, in other classes.
- (e) Mails
- (f) Luggage van

II. Thefts in passenger-sheds, stationary trains and on Platforms-

- (a) Pocket-picking
- (b) Jewel snatching
- (c) Baggage
- (d) From stationary trains, first and second class
- (e) From stationary trains, other classes.

III. Thefts from running goods trains-

- (a) Of whole consignments
- (b) By extraction

IV. Thefts in goods-sheds and stationary wagons-

- (a) Of unshipped consignments.
- (b) During loading
- (c) By extraction
- (d) From sealed wagons.

V. Thefts in Parcels Offices-

- (a) Of whole consignments.
- (b) By Extraction

VI. Thefts of railway material.

- (a) Iron material from the track and yard.
- (b) Carriage fittings
- (c) Dynamo belts
- (d) Miscellaneous

VII. Miscellaneous thefts-

(a) Bicycles

(b) Other articles

VIII. Murder for gain, dacoity, robbery.

IX. Drugging or poisoning

X. House-breaking

XI. Receiving stolen property-

(a) Consignments.

(b) Personal effects

(c) Railway materials

XII. Cheating-

(a) By sale of tickets

(b) Confidence trick

(c) False personation

XIII. Counterfeit coin and currency notes

XIV Indian Railways Act-

(a) Section 126

(b) Section 127

(c) Section 128

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APPENDIX XXIX

(Referrdd to in Rule 588 and 768)

Instructions regarding message writing , use of priorities, messages which can be transmitted on the Police Radio net work etc.

GUIDING INSTRUCTIONS FOR ORGINATORS

General Instructions on Message Writing

Messages must be written legibly preferably type written in the Standard form one ward in each space provided.

Normally one copy of the message is to be sent for transmission which will be retained in the Radio station. In the case of messages addressed to more than one authority, the number of copies required will be prescribed under local instructions. This will avoid delay in as much as no time would be wasted in the Radio station in making out copies of the messages for transmission by different nets.

Address to:- Insert designation of official or name of the department along with the name of the station. If approved abbreviated addresses are available, those should invariably used. Under no circumstances, titles, prefix or suffix will be given.

Address for Information (INFO):-If the message is also required to sent to any authority to other than the addressee for information only, the name or designation of the official concerned or the name of the department together with the name of the station will be inserted in this space. Approved abbreviated addresses, if available should be used.

Address from:- Insert name or designation of official or name of department of the originator along with the name of the station. Approved abbreviations, if available should be used.

Originators number:-The originator will insert his reference number of the correspondence.

Date:- The date on which the message is originated is inserted in this space. The date may be written in figures separated by obliques only; for example, 29th of September 1951, wil be written as 29/9/51.

In reply to:-The reference of the correspondence to which the message is in replay is inserted in this space. This eliminates the use of the common preamble in a letter Eg." Reference is invited to your No. (....." or "with reference to (Abbreviated designation) No.....)....."

Dated:- The date of the reference shown in para 8 above, namely, "in replay to" is inserted in this space. It is written only in figures as in para 7 above.

Text:- Owing to the large volume of traffic handled in a Radio Station and also because an unnecessarily long message may cause delay and hold up communications, it is essential to observe brevity with intelligibility. Before writing a message, careful consideration is to be given to the contents. Thereafter the text to be written as briefly as possible, ie. In Telegraphic Language. The use of words like please, kindly, would be grateful etc., must be eliminated. Omission of these words in a Radio Message will not imply impoliteness. The following punctuation signs only can be used.

- (i) Full stop written within a circle, whether by hand or by typewriter. No full stop is required at the end of the text e.g. (.)
- (ii) Comma written ", "

- (iii) Inverted comma written (" ")
- (iv) Hyphen written "-"
- (v) Oblique or stroke or fraction bar written "/"
- (vi) Brackets written "()"
- (vii) Decimal point written "."
- (viii) Apostrophe written "'"

Apart from the above signs, no punctuation signs or mathematical signs may be written and care must be taken to ensure that their omission does not alter the sense of the message. On no account in the text contain tabular statements which cannot be transmitted by Radio.

Priority:- If it is desired that a message should be transmitted more expeditiously than an ordinary message, the degree of priority is inserted in this space. The categories of priorities available and their use are given in "use of priorities".

Originator Signature and Designation:- The Originator will give his signature and designation in this space signifying that he has sanctioned the contents of the message including the priority classification, if any, and authorised its transmission by Radio. Message not signed by an authorised person will not be accepted for transmission by Radio.

Time of origin - (T.O.O.) The time, in four figures at which the originator signs a message is inserted in this space. The two first figures indicate the hours and the two next indicate the minutes. Thus five minutes passed six O'clock in the morning is written as "0605". The abbreviation HRS will not be used. In all cases the T.O.O. must be entered by the originator.

The remaining spaces in the message form are for use of the Wireless staff only and nothing will be written therein by the originator.

Use of Priorities- Normally messages are cleared according to their serial order of the receipt at a wireless station i.e, according to the time handled in; it is, however; necessary to ensure quick clearance of messages which need reach addressee as early as possible in view of the urgency of the text matter. This is, of course, a relative basis for comparison and call for classification of messages into different groups. Therefore to give precedence to such messages over the earlier received ones, the following system of priorities is laid down. Originators will arrange for delivery at Radio Station of priority bearing message immediately after their completion.

(1) CRASH (2) MOST IMMEDIATE (3) IMMEDIATE (4) ORDINARY.

CRASH- When a message of this priority is received in the Radio Station communication in all concerned channel is suspended forthwith to enable the message bearing "Crash priority" to be cleared. The use of this priority is restricted for extreme emergencies and should therefore, be resorted to in very exceptional circumstances. The urgency demanding the use of such priority should Be of such vital importance that the interruption of the communication in progress, perhaps of other urgent traffic, can be justified. The priority may be used where recipient has to take immediate executive action to save human life or to prevent damage to valuable property.

MOST IMMEDIATE- The use of this priority is restricted to messages conveying information or instructions relating to the natural calamities, disturbances (communal, anti-social and political), strikes, accidents, riots, murder, security measures and important movements of police force which, in the opinion

of the originator should reach the addressee immediately.

IMMEDIATE- The use of this priority is restricted to messages conveying important information relating to law and order for immediate attention and action; for instance information regarding probability of strikes, disturbances or any other upheaval; movement of high Government officials dealing with law and order, political leaders, agitators and dangerous criminals.

ORDINARY- This category is used in messages of routine nature which do not come under any of the above categories but are connected with law and order which are urgent enough to justify the use of Radio.

The instances mentioned above are not exhaustive and are intended as a broad guide for the use of originators. It is the duty of the originator to consider each case and assign the minimum priority compatible with the requirement. As a guide, and also as a means of ensuring the correct use of priorities, the following entitlements of priorities is laid down which is uniform for all police force in the country. An officer, however, can assign a higher priority than he is entitled to if the contents of the message fall under the broad subject division given above.

(a) **Most immediate**-Chief Secretary, Commissioners of division, Home Secretary, District Magistrates, Inspector General of Police, Commissioner of Police, D.I.G. or Equivalent, Chief Commissioner and Superintendents of Police, Police Radio Officer.

(b) **Immediate** - Dy. Secretary (Home), Sub Divisional Magistrates and Police Officers, Under Assistant Secretary (Home), Deputy Superintendent of Police and other police officers in independent charge of stations.

(c) **Routine** - All the above.

The above allocations have been framed for general applications only and are subject to variation prevailing for equivalent ranks in the different States. All originators must remember that when considering priorities, the minimum priority compatible with the circumstances under which a message has been sent should always be used irrespective of the allocation given in the above table; for Eg. A Superintendent of Police is entitled to use of priorities up to Most immediate but it does not imply that he will use this priority only in all messages originated by him. Also, officials other than those enumerated against the different categories of priorities allotted, provided the situation warrants it and he can justify its use subsequently.

The Police Radio Officers in charge of the State Police Radio Organisations will lay down a procedure to check misuse of priorities by originators.

Security

As all Radio transmissions are subject to interception by any persons possessing a receiver, there is no security attached to the transmission of a message by Radio. Originators must, therefore, ensure that if the contents of a message are of a secret or confidential nature which should not be known by all they must encypher the message before despatching it to the Radio Station for transmission. No responsibility is accepted by the Radio Staff for the encyphering or decyphering.

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APPENDIX XXX

(Referred to in rule 772)

Records to be maintained in Radio Stations and by Radio Supervisors.**(1) At Radio Stations.**

- (a) In an out messages registers
- (b) Superior Officers visiting book
- (c) Radio Station log
- (d) Message delivery book
- (e) Duty roster
- (f) Government property register
- (g) Trunk call register
- (h) Attendance register
- (i) History sheets for batteries, battery chargers, cycles, clocks etc
- (j) Tappal (despatch) book
- (k) List of fixed Police Radio Stations in India (to be kept under lock and key)
- (l) Registers for petrol, oil, distilled water etc.
- (m) Any other registers, files and charts as ordered from time to time.

(2) By Radio Supervisors

- (a) Government property register and distribution register
- (b) Casual leave register
- (c) Railway and bus warrant books
- (d) Stock register for signal stores, stationery etc
- (e) Distribution register for oil, petrol, distilled water etc
- (f) Tappal book
- (g) History sheets of all equipment in charge
- (h) Circular files

(i) Any other registers, files and charts prescribed from time to time.

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**THE
KERALA POLICE
MANUAL
1972
VOLUME IV
INVESTIGATION HAND BOOK**

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CHAPTER I

SCIENTIFIC AIDS TO CRIME DETECTION

773. (1) The Chapter deals with the Scientific Aids at the disposal of an investigating officer. Details are not given in many cases, but only an outline and such instructions as packing of material objects for being sent for expert examination and the like.

(2) It should also be noted that no scientific test should be undertaken by any investigating officer, but should be left to the appropriate expert.

(3) Though in a high percentage of criminal cases reference of material to the expert is unnecessary, there are some in which scientific help of one kind or another is essential, and in such cases much depends upon the appreciation by the investigator of the type of help he is likely to obtain and from whom he can obtain it. Such help varies very widely in character. It may constitute the keystone of the case, it may provide corroborative detail, or it may assist by resolving doubts upon points of minor importance or in sorting out the essential from the non-essential. The various ways in which the expert can be of service are summarised below:

- (a) by supplying one or more missing links in a chain of evidence.
- (b) By strengthening a weak link, or links in a chain of evidence.
- (c) By checking the accuracy or otherwise of statements made by a suspect or a witness.
- (d) By clearing up doubtful points in the preliminary stages of an investigation which may or may not be significant at a later stage.
- (e) By assisting in the rapid clearing up of routine inquiries.

(4) The Investigating Officer should have a clear grasp of the type of material likely to yield evidence of value when sent to expert examination and how, when necessary to collect and pack such material. While it is not always possible to secure the assistance of a Scientist in an examination of the scene of crime, it is highly desirable that the Investigating Officer should send the potential exhibits to the laboratory or other places of examination, properly packed and some distinctive seal, and a precis of essential facts of the case and the nature of the enquiry sent separately to facilitate examination by the expert. If this procedure is adopted the registration receipt for each package should be carefully preserved for production in court.

Samples of material found on suspects or their effects have to be compared with material present or associated with the scene. This type of cross-matching necessitates standard samples being taken and a convenient definition is the word "Control".

Samples would be as follows:—

- (a) Blood stains left at a scene of house breaking — Sample of suspect's Blood (control)
- (b) Foot impressions — Suspect's shoe for sole and heel impression or foot impression (control)

- (c) Paint on materials in the possession of the suspect- Paint from place of entry from scene (control)
- (d) Brick dust and debris found on the clothing or body of the thief (suspect) Brick dust and debris from scene (control)

Various Experts and their duties

774. (1) The various experts, who can be of assistance to the investigating officer and their addresses are:--

- (a) The Professor of Forensic Medicine, in Government Medical Colleges.
- (b) The Chemical Examiner to the Government of Kerala, Trivandrum.
- (c) The Director\ Finger Print Bureau, Kerala, Trivandrum.
- (d) The Director, Forensic SCIENCE Laboratory, Trivandrum,
- (e) The Coin and Currency Expert, Nasik.
- (f) The Chief Government Analyst, Trivandrum.
- (g) The Ballistic Expert. (Fire Arms Expert), Madras.
- (h) The Inspector of Explosives, South Circle, 43, Thyagaraya Road, Madras-17.
- (j) The Director, Central Forensic Science Laboratory, 30, Gorachand Road, Calcutta-14.
- (k) The Drugs Controller, Trivandrum.

(2) The functions of these experts with a brief indication of the type of cases in which they may be consulted are given below:

(a) The professor of Forensic Medicine conducts medico-legal post mortem examination and examinations in cases of sexual offences and gives opinions in medico-legal cases requiring expert opinion. He may be consulted in regard to skeletal remains (bone cases) cases of forensic identity and other matters requiring expert medico-legal opinion. In cases where tooth is to be examined he is helped by the Forensic Odontologist of the Dental College.

(b) The Chemical Examiner to the Government of Kerala, examines substances sent to him for investigation by Magistrates, Police Officers and Medical Officers in cases of suspected poisoning, suspected blood and seminal stains, hairs etc., and in miscellaneous cases requiring chemico-legal examination. The Analytical work for Excise and Prohibition is confined to the examination of imported liquor suspected to be under strength or impure, testing of country made drugs, medicines and tinctures for spirit value, testing of toddy samples, beer, wort, liquor (including country liquor), intoxicating drugs, ganja and its preparations,- cocaine and its preparations, Opium and its preparations morphine and its preparations and miscellaneous samples of spirituous preparations, and testing and standardization of dram and other measures.

(c) The Finger Print Bureau is attached to the Criminal Investigation Department, and maintains a record, of the finger prints of criminals as indicated in PSO 674 (Chapter IX Vol. IH). There is also a Single Digit Bureau attached to the State Finger Print Bureau dealing with single digit classification in respect of local jurisdictions specially selected. This has come into operation in Trivandrum City and its extension to other centres will be notified. All correspondence relating to finger print is to be addressed to the Director, Finger Print Bureau, Trivandrum. He is also the expert with regard to foot prints.

(d) The Forensic Science Laboratory is also attached to the CID. In a full-fledged Forensic Science Laboratory there will be mainly four Divisions, viz., Physics Division, Chemistry Division, Biology Division and Ballistic Division. The Forensic Science Laboratory here has at present, only two Divisions, they being the Physics and Chemistry Divisions. The Biology and Ballistics Divisions will be started in due course. The Physics Division can undertake the following types of examinations.

- (i) Examinations of documents containing alterations erasures or obliterations, examination of writings, and determination of authorship, age or order of writings;
- (ii) Restoration of filed off numbers on metal;
- (iii) Examination of tool marks and plier marks useful in the identification of stolen copper wire;
- (iv) Examination of fibres, textile, dirt, glass;
- (v) Examination of tyre impressions etc.
- (vi) Examination of paints in automobile accidents etc.
- (vii) Examination of torn pieces of cloth, paper etc., (contour matching);
- (viii) Examination of rope, cordage etc.;
- (ix) Examination of glass fragments and glass fractures, soil etc.

The Chemistry Division undertakes the analysis of all materials, the quality of which may be important in criminal investigation such as paints, inks, chemicals, fertilizers, explosives, dyes, food materials, metals, oils. Fuels, ores, minerals, soil, tar products, rubber, plastics, lubricants, drugs, stains, pacer, fabrics, waxes, soaps, narcotics, poisons, building materials, glass etc.

(e) The Coin and Currency Expert, Nasik will undertake the examination of counterfeit coins and currency notes and materials used counterfeiting.

(f) The Chief Government Analyst analyses articles of food under the Food Adulteration Act. Water analysis is also done by him.

(g) The Ballistic (Fire Arms) Expert, Madras undertakes examination of all fire arms and his assistance in cases involving gun shot injuries, etc., will be useful.

(h) The Inspector of Explosives, South Circle, examines all substances and objects which are suspected to be explosives or connected with an explosion. He should be contacted in all cases of explosives, explosions and incendiarism without delay, and his instructions followed.

(j) The Central Forensic Science Laboratory undertakes examination of evidence materials such as hair, paint, ink, fibre etc., by Neutron Activation Analysis.. A unit of the Central Forensic Science Laboratory has been set up in the Bhabha Atomic Research Centre for developing N.A.A. techniques. Any investigating officer requiring Neutron Activation Analysis of a sample can send it to the State Forensic Science Laboratory. The Forensic Science Laboratory will after critical examination get it analysed by the Central Forensic Science Laboratory, Calcutta if found necessary.

While the technique is applicable to almost all types of materials which could be identified on the basis of inorganic constituents it cannot be used for identification of organic compounds as such. Neutron

Activation technique is one of the most sophisticated methods for identification of samples and there is only one such unit in the entire country. The help of N.A.A. should therefore be sought only in such cases when all other available methods of analysis prove to be inadequate either due to their lesser sensitivity- or due to extreme paucity of the material. Examples of few such cases where N.A.A. may be of practical help are traces of paint flakes in hit and un cases, occupational dust in ear-wax, debris inside nail tips of criminals climbing a wall, minute glass particles inside folds of wearing apparel, traces of rare earth in gun powder residues, alloys in counterfeiting coins, curios and antiques of dubious origin.

It is emphasised that all samples should first be sent to the State Forensic Science Laboratory. No exhibits should be sent direct to the Director, Central Forensic Science Laboratory or to B.A.R.C. Bombay.

(k) A Drugs Testing Laboratory is functioning under the Drugs Controller, Trivandrum. This Laboratory conducts the analysis of drugs under the Drugs Act, In cases of supply of spurious drugs involving cheating, the Police Officer should get in touch with the Drugs Inspector and send the drug for analysis to the Drugs Controller, Trivandrum.

Packing and transmission of material objects to the Expert.

775 Instructions for collecting, packing and transporting of different types of exhibits (material objects) are given in Appendix-I.

Blood grouping and identity.

776. (1) Instructions regarding blood grouping and identity, requirements for the blood group etc., are given in Appendix II

(2) It should be noted that the taking of blood from a living person where no legal compulsion exists, can be made only with the consent of the "person concerned, given freely after full explanation of the reasons for which the examination is required and of the consequence that may result. In all case of doubt consent should be taken in writing in the presence of disinterested witnesses.

Examination of seminal stains.

777. (1) In certain criminal cases; clothes and other article belonging to the victim and the accused may have to be examined for semen which is Occasionally accompanied by blood. In cases of rape and unnatural offences, the clothes worn by the victim and the accuser should be collected. The pubic hair and smears from the vagina or as, at; the case may be, should be taken by the medical officer. Very often the Chemical Examiner is asked to determine whether the victim was suffering from a venereal disease from an "examination of the clothes worn by the victim. It may not be possible to answer this question unless the vaginal smears are sent for examination. It is, therefore, necessary in all cases to send vaginal smears and pubic hair for examination. The stains on the clothing need not be marked with pencil or ink. It is enough if the dry stained areas are protected with pads of cotton wool before packing. The clothing should not be rolled, as, when the stain is dry, it becomes brittle and falls off in small pieces,

(2) In order to preserve spermatozoa, seminal stains should, as in the case of blood be dried thoroughly in the shade and kept dry. If this is done, spermatozoa can sometimes be found ever after long periods, months or years.

Poisoning cases.

778. (1) When a magistrate or a Police Officer has to decide whether any action is necessary in a suspected poisoning case, the following is a guide for forming a reasonable presumption that poisoning has occurred, if one or more of the following symptoms are or have been noticed.

- (a) Vomiting, frequently accompanied with purging and abdominal pain,
- (b) Coma, i.e., a very deep sleep from which the subject can not apparently be aroused,
- (c) tingling of the skin, tongue and throat, and
- (d) delirium and clutching at imaginary object.

There may be such other symptoms as general or partial paralysis, dilation or contraction of the pupils of the eyes difficulty of breathing, and blue colour in the face and finger tips.

(2) It must be remembered that there are diseases which may produce symptoms similar to those of poisoning but, in cases of poisoning,

- (a) the symptoms usually appear suddenly and generally when the patient is in good health;
- (b) the symptoms commonly make their appearance after the patient has taken food, drink or medicine; and several persons who have taken the same food or drink show similar symptoms.

(3) There are, however, exceptions to these guides and in all cases, the local Medical Officers should be consulted.

(4) In every case where poisoning is suspected and the victim is still alive, he should be taken to the hospital without delay. Suspected food, vomited matter, urine and motions should be collected, suitably preserved and despatched to the Chemical Examiner through the Medical Officer. Remnants of the suspected poison and, if the stomach had been washed, the washing also should be preserved and sent. In cases of poisoning by an obscure vegetable poison, such as a local plant, a specimen of the plant, with its leaves and flowering parts intact, should be collected and sent to the Chemical Examiner for investigation and identification along with the information as to its name in the local language and any other information concerning it.

(5) The mode of collection and preservation is dependent on the history of the case. It is the main duty of Police Officer to give the full history of the case available to the Medical Officer before he conducts the post-mortem examination. For instance, in a case of poisoning by poisoned arrack, the viscera should be preserved in a saturated solution of common salt. If the Medical Officer is not informed of the apparent cause of death, he may preserve the viscera in alcohol itself (alcohol being a common preservative) and thus render the specimen unfit for examination for alcohol. In the case of barbiturate poisoning (sleeping tablets), the urine and the brain are the most important articles required for a satisfactory analysis. Unless the Medical Officer is aware of the nature of the poisoning, he may not preserve and send the brain and urine. In cases of poisoning by gases like carbon monoxide or hydrogen sulphide, it is blood and lungs that are the most important articles for analysis. If they are not sent by the Medical Officer; nothing conclusive might be obtained by the analysis of other things. Hence, it is imperative on the part of every investigating officer to place before the medical officer the full history of the case before the post mortem examination. Vague terms like "suspicious death", "death by poisoning", should not be used under the column "History of the case".

(6) In every case of death from suspected poisoning, a post mortem examination is necessary. An

examination of the alimentary tract alone is insufficient and a thorough examination of all parts of the body should be made, both to determine the presence or absence of disease and to ascertain the remote effects of the poison. During the examination, the viscera should be taken out and preserved for despatch to the Chemical Examiner.

(7) The Chief Value of a post mortem examination in cases of suspected poisoning, apart from securing visceral matters for chemical analysis, lies (a) in finding out whether the appearances correspond to or are at least compatible with poisoning, and (b) in disclosing the presence or absence of disease or other natural cause of death. It should be borne-in-mind that the post-mortem appearances produced by a poison are not always the same and even the most characteristic appearances may be completely absent in some cases. It should also be noted that death may have occurred from a poison even where the deceased person was suffering from a serious, or even fatal, disease.

(8) Substances will not ordinarily be forwarded by the Medical Officer to the Chemical Examiner, except on receipt of a requisition from a Magistrate or Police Officer. It is, therefore, imperative that requisition, when necessary, for the transmission of substances to the Chemical Examiner for analysis should be issued promptly by these Officers. A requisition should invariably be granted, if the Medical Officer considers it advisable to obtain the opinion of the Chemical Examiner, whilst, on the other hand, Magistrates and Police Officers should issue a requisition for examination, if they consider it desirable to consult the chemical examiner although the opinion of the Medical Officer does not suggest the need for such action. When the substances in regard to which the Medical Officer considers it advisable to obtain the opinion of the Chemical Examiner is one liable to rapid decomposition, he should forward the substance to the Chemical Examiner in anticipation of the requisition of the Magistrate or the Police Officer. Viscera and other highly decomposable articles should not be detained by the Medical Officer longer than 24 hours. In such cases, the Medical Officer should at once communicate the fact of the despatch to the Officer authorised to requisition an examination and that Officer should thereupon send by the next post the required order along with the information prescribed.

(9) Magistrates and Police Officers on instructing Medical Officers to forward articles for analysis to the Chemical Examiner should at the same time address the latter Officer, quoting the number and date of their requisition to the Medical Officer and furnishing him with a brief summary of the case.

(10) Examination for poisons is a very elaborate affair involving a great deal of time and trouble, especially where accurate information is not provided by the forwarding officer regarding the particulars of the case. The provisions of such information will, to a large extent facilitate the examination and disposal of the case by the Chemical Examiner.

(11) In some cases, enquiries are made whether the quantity of poison present in the stomach and intestines would be sufficient to cause the death of a human being. In this connection, one should bear in mind the obvious, but not always recognized, fact that it is not the part of the poison found on post-mortem in the stomach and intestines which causes the victim's death, but the part which has been absorbed into the system. If, therefore, the victim has lived long enough to absorb all the poison, none will be found in the alimentary tract. Methods of quantitative determination do not exist for many-organic poisons, such as oleander or madar juice, and it is not, therefore, possible to state the quantity of the poison present in such cases.

(12) In cases of suspected poisoning, investigation must be taken up promptly and continued vigorously, without waiting for a report from the Chemical Examiner. All efforts must be made from the beginning to gather evidence in the case, and as soon as the Chemical Examiner's report is received, a final disposal should be given. Superior officers should closely supervise all investigations made by the subordinate staff in such cases.

Cattle Poisoning.

(13) In every case of suspected cattle poisoning, it is desirable that all the substances requiring analysis should be packed and forwarded to the Chemical Examiner by the local Veterinary Officer.

Post Mortem on Animals.

779. Where a Veterinary dispensary exists, the body of an animal, which has died under suspicious circumstances or in respect of which an offence is reasonably believed to have been committed, as well as any living animal regarding which a cognizable offence resulting in serious injury to such animal is reasonably believed to have been committed, should be sent to such Dispensary for post-mortem or other examination and not to any other institution, and 'no fees will be charged by Veterinary Surgeons in charge of Veterinary Dispensaries maintained by the Government.

DISPUTED DOCUMENTS INTENDED FOR EXAMINATION BY EXAMINER OF QUESTIONED DOCUMENTS

780. Instructions for the guidance of Police and other officers in sending documents for examination by the Assistant Director, Forensic Science Laboratory (Examiner of Questioned Documents) are given in Appendix III.

Scientific Examinations of skeletal remains, Fire Arms, weapons, cartridge cases, wounds, stains etc.

781. Detailed instructions regarding scientific examinations of skeletal remains (bone cases) fire arm cases, weapons, cartridge cases, wads, stains etc., are given in Appendix IV.

Counterfeit Coins.

782. (1) A counterfeit coin is one that is not genuine, but resembles, or is apparently intended to resemble, a genuine coin. As defined in section 28 of the Indian Penal Code, a person is said to counterfeit, who causes one thing to resemble another thing, intending by means of that resemblance to practice deception, or knowing it to be likely that deception will thereby be practised. It is not necessary in counterfeiting that the imitation should be exact.

(2) Counterfeit coins are mainly divided into two classes, namely, cast counterfeits and struck counterfeits. Cast coins are more common. They are made by pouring molten metal into a mould made of finely powdered clay, burnt brick powder, porcelain powder, plaster of paris, cement, powdered barytes or similar material. Struck counterfeits are made by striking or pressing metal blanks between a pair of dies of hard metal (steel or bronze), the designs of which are either engraved by hand or transferred from a genuine coin. Hand engraved dies will have many defects and can easily be detected by a trained eye.

(3) While searching a person or his belongings or house, the investigating officer should look for moulds or dies for making coins, material such as finely powdered clay, porcelain pieces, barytes, stones or powder, honey or molasses or glycerine, metal or wooden collars, finished or unfinished coins, cut pieces of lugs, pieces of tin, lead, zinc, copper or molten alloy; milling machines, punches for letters and other designs, engraving chisels, polishing materials, crucibles, funnels and other miscellaneous instruments such as files, hammers and saws.

(4) The materials thus recovered should be carefully packed and sent to court with a requisition to send them on to the Coin and Currency Expert, Nasik for examination and opinion. No specific questions need be put to the Coin Expert in the requisition. He will examine the coins and all the materials and offer his opinion in writing,

Counterfeit or forged currency notes.

783. (1) Counterfeit currency notes are usually printed from blocks either engraved by hand or made by photographic process, whereas genuine notes are printed by a special process in high grade machines in the Currency Notes Press, Nasik.

(2) During a search of the premises, the investigating officer should look for bundles of currency notes, both finished and unfinished, blocks for printing the obverse and reverse of notes made of copper, zinc or any other metal or alloy, blocks for printing the water mark, type figures for numbering or a numbering machine, colours intins, white paper similar in texture and thickness to genuine notes and cut to the size of currency notes, printing machine, glass slabs, wooden blocks, wax candles, oil, photographic camera, material for photography, and other miscellaneous articles such as brushes, scales, knives, blades, blotting paper, sand paper, scissors and screw drivers.

(3) Counterfeit notes and materials thus seized should be sent to court carefully packed and sealed, with a requisition to send them to the Coin and Currency Expert for examination and opinion. Only after the report of the Expert has been received should a charge-sheet be laid.

Foot prints.

784. (1) Foot prints left by a criminal at or near the scene of a crime are generally of great value and under favourable conditions may furnish strength of case. Foot prints are often found in the open and the first preliminary measure to be taken is to protect them from damage or destruction. This can be done by covering them with a hollow box and constructing a mud barrier around the box to prevent rain water from flowing into the impression.

(2) There are two classes of foot impressions, viz., surface prints and sunken prints. Surface prints are usually found on hard surfaces and sunken prints in loose soil. Both surface and sunken prints should first be photographed with a scale placed alongside them. Surface prints can be preserved by (a) keeping the original impression intact if it is found on a portable object, such as mat, slab, plank, cardboard or box (even in such cases it is wise to take a tracing of the impression), (b) tracing on a glass sheet or a celluloid plate or tracing paper; (c) beating the impression into a photographic bromide paper using a paper exposed, developed and fixed or a paper unexposed but fixed, according as the background is light or dark (this method should be adopted whenever it is felt difficult to photograph a foot print found on a background which is dark or coloured. (d) lifting with a lifting tape or foil or a photographic negative film fixed in hypo, washed in water and dried. Sunken prints are preserved by taking casts or moulds with a mixture of resin and paraffin wax or with plaster of paris and water.

(3) Whenever the manner in which a foot impression is preserved, the details of the case, viz., (a) the name of the Police Station, (b) the crime number and section of law, (c) whether right or left foot impression, (d) medium on which the impression was found, (e) brief particulars about the place, the exact spot where the impression (North, South, North East etc.) and (f) date and hour of recording the print, should be written on the record of the print. The signature of the officer recording and the

signatures of one or more panchayatdars should also be affixed on the record of the print.

(4) All Police Officers must be conversant with the various methods of preserving foot prints, but it is always advisable to obtain the services of a trained hand from the District Intelligence Bureau. In extremely difficult or very important cases, the services of the Expert may be obtained, if necessary.

Use of powders in developing latent finger prints.

785. Visible finger prints are preserved by photographing in direct or oblique light. Latent prints are first developed by the application of one or the other of the following powders, according to the nature and type of surface on which a latent print is observed.

- (1) Grey Powder (mercury and chalk),
- (2) Universal Powder (aluminium and bismuth),
- (3) Aluminium Powder,
- (4) Graphite Powder, and
- (5) Charcoal Powder.

Every care should be taken in developing latent prints to see that they are not lost or damaged in the process. All Police Officers should know the use of the various powders for this purpose and how to develop latent prints. It is advisable to obtain the services of a trained hand from the District Intelligence Bureau for developing and recording latent prints. In extremely difficult or very important cases, the Director, Finger Print Bureau, Trivandrum, may be requested to send an expert from the Finger Print Bureau, if necessary.

Equipment of the Investigator.

786. In the work of the crime investigator the equipment used plays a very important part. For this purpose an Investigator's Kit Box is being supplied to all Police Stations. An illustrative list of the items supplied is given below. These are to be utilised while inspecting scenes of crime and for packing and forwarding material objects collected from the scene.

- (1) Magnifying Glass
- (2) Saw Blade
- (3) Brush Camel Hair German
- (4) Divider
- (5) Compass
- (6) Scissors
- (7) Sprayer-Kit.,
- (8) Specimen Tube Plastic
- (9) Set Squares, Protractor & Scale
- (10) Detachable handle for saw
- (11) Lucoplast
- (12) Cello-tape in Plastic Box
- (13) White Cotton in container

- (14) Grey powder in container
- (15) Graphite powder in container
- (16) Small Phials
- (17) Glue, small
- (18) Bottle to be used with blower
- (19) Knife
- (20) Torch with battery
- (21) Thread, cotton
- (22) Plastic reel, containing tape
- (23) Plastic reel, containing twine
- (24) Tape metal
- (25) Pin in Plastic case
- (26) Drawing (Pin in Plastic case
- (27) Magnetic compass in Plastic case
- (28) Candle
- (29) Needle
- (30) Eraser
- (31) Stick Fast
- (32) Inking Roller
- (33) Thumb impression ink
- (34) inking Slab
- (35) Plasticine
- (36) Pliers
- (37) Hammers
- (38) Forceps
- (39) Clamping Bolts with nuts
- (40) Screw driver
- (41) Chisel

CHAPTER II COLLECTION OF ORAL EVIDENCE

787.(1) Under section 191 of the Code of Criminal Procedure, the investigation officer is empowered to examine orally any person (including a suspect) who is acquainted with the facts and circumstances of the case, and he may reduce to writing the statement of each such person, and when he does so, he shall make a separate record of the statement of each such person whose statement he records). The person so questioned shall be bound to answer all questions relating to such case put to him, other than questions the answers to which would have a tendency to expose him to a criminal charge or to a penalty or forfeiture.

(2) The investigating officer may, whenever necessary, require any other Police Officer not lower in rank than a Head Constable, to examine witnesses. For the examination of witnesses residing at long distances a requisition may be made to local Police Officers not lower in rank than Head Constable through the Station House Officer concerned.

788.(1) In order to examine a witness, the investigating officer should as far as possible, contact him at his place, but may, if necessary, require the attendance before himself of any person who is not a woman or a male under 15 years of age, being in the limits of his own or adjoining Police station.(Section 160 Cr. P.C.).If a person so called intentionally fails to attend in spite of a written order served on him, he is liable to be prosecuted under section 174 of the Indian Penal Code. However, under proviso to section 160 of the Code of Criminal Procedure, no male person under the age of 15 years or woman shall be required to attend at any place other than the place in which such male or woman resides.

(2) The power of summoning witnesses should be exercised only sparingly as it is desirable that the obligations of a witness which are sufficiently exacting, should be lightened as far as possible. In Towns the examination of witnesses at the Police station may be conducted without objection.

(3) For detailed instructions regarding interrogation of witnesses refer to Appendix V.

Admission of Police Officers into Jails.

789. (1) If it becomes necessary to question a prisoner in the course of an investigation, the District Magistrate (Judicial) or Supdt. of Police may by letter addressed to the Superintendent or Jailor, authorise any Police officer therein specified to interrogate any prisoner and the officer so specified shall there upon be permitted to interrogate such prisoner.

(2) For the purpose of identifying convicts who are habitual criminals, Police Officers will be, permitted to visit Central Prison at the weekly inspection parade or at other times, if desired, provided such visits are not allowed to interfere with the labour or routine of the jail. The Jail Superintendent shall grant a written pass permitting a fixed number of Police officers to enter the Jail at hours stated. This pass shall not be given at the gate but shall be retained for the period specified therein. The Police shall be permitted to ask any prisoner any question directly bearing on his identity or previous history; but shall not be allowed to hold any further communication than is necessary for the purpose of such identification.

(3) Every such question shall be put in the presence of a Jail officer not below the rank of Assistant Jailor and no prisoner shall be liable to punishment for refusing or omitting to answer.

4) Prisoners in Sub-jails may be interviewed only after the authority to interview is shown to the Superintendent of the Sub-jail.

Summoning as witnesses Police Officers of other Districts.

790. When an Investigating officer requires the attendance of a Police Officer of another District to give evidence either before him or before a court in a case belonging to his own District, he should be careful, in calling for his attendance to cause the least inconvenience to the other District. The best course in such a case is to leave the nomination of the witness to the Sub Inspector of the Station from which he is to be summoned, intimating to him at the same time the point or points on which his evidence is required. The Sub Inspector will then determine who is the person best fitted to give evidence on those points and send him to the Police Officer requiring his attendance.

Recording of statements of witnesses.

791. 1) Though under sub-section (3) of section 161 of the Code of Criminal Procedure a Police Officer is not bound to record the statement of witnesses examined by him during the course of investigation, yet it is desirable to reduce to writing the statements of all important witnesses who are acquainted with the facts and circumstances of the case and who may have to be cited in the court as witnesses. The statement of each witness should be recorded separately. Statements recorded by Police Officers under section 161(3) of the Code of Criminal Procedure should be in the first person and should, as far as possible, be in the language in which it was made in his own words. Such statements will be certified as truly recorded by the Police officer recording the same and will be attached to the case diary for the relevant dates. As sub-section (4) of section 173 of the Criminal Procedure Code indicates that copies of statements of all persons whom the prosecution proposes to examine as its witnesses should be given to the accused before the commencement of the inquiry, it is necessary that such statements, atleast, are separately recorded.

(2) It is equally important for an investigating officer to record the statement of an accused person, especially if it contains lengthy details in complicated cases, so that these details may not be forgotten or overlooked in the course of enquiries for their verification. The statement may sometimes disclose his line of defence and may also at times indicate sources from which independent evidence may be available.

Dying declaration.

792.(1) The statement made by a person as to the cause of his death or as to any of the circumstances of the transaction which resulted in his death, in cases in which the cause of that person's death comes into question, is admissible in evidence under clause (1) of section 32 of the Indian Evidence Act. Such statement is relevant whether the person who made it was or was not, at the time when it was made, under expectation of death, and whatever may be the nature of the proceeding in which the cause of his death comes into

question. (2) The dying declaration may be recorded by any person. But the dying declaration should

preferably be recorded by a Magistrate, if readily available. Where this is not practicable, the investigating officer may record it, preferably in the presence of witnesses. Even if the declaration is made to a Police officer, it is admissible in evidence and its use is not barred by Section 162 of the Code of Criminal Procedure. Even if it has been made orally in the presence of any person, it may be proved in court by the oral evidence of that person. The dying declaration becomes admissible, if the declarant subsequently dies. If he survives, it will be useful, if made before a Magistrate, or any one other than a Police officer, to corroborate his oral evidence as a witness in court. If it was made before a Police officer, it will be treated as a statement under section 162 of the Code of Criminal Procedure.

(3) The dying declaration must, as far as possible, be complete by itself. The person making the declaration must be speaking from personal knowledge of the facts. If reduced to writing by the police, the declaration should, as far as possible, be in the form of questions and answers and in the very words of the declarant. The signature of the declarant should invariably be taken on the dying declaration. But, if the declarant is an illiterate or is incapacitated from signing for any reason, such as his hand being maimed, his thumb impression should be taken. A note should be made in the dying declaration giving reasons why the signature of the declarant was not taken.

(4) When the declarant, being in a serious condition and unable to speak, makes signs by hand or head, the person recording the dying declaration must record the precise nature of the signs which the declarant made.

(5) Incomplete dying declarations are not by themselves admissible in law. Though a dying declaration is incomplete by reason of the deceased not being able to answer further questions in his then condition, yet the statement, so far as it goes to implicate the accused, could be relied upon by the prosecution, provided it is quite categorical in character and complete by itself so far as the implication of the accused is concerned. If there is corroboration for the dying declaration, it is so much the better, as the incomplete dying declaration would then gain more veracity.

Recording of statements of witnesses before a Magistrate.

793 In important cases, witnesses may be produced before a First Class or specially empowered Second Class Magistrate and their statements got recorded by the Magistrate on oath under section 164 of the Code of Criminal Procedure, before the commencement of the inquiry or trial. Such statements cannot be used as evidence by themselves, but if the witnesses were to renege subsequently in court during the inquiry or trial from their earlier statements made on oath, they can be charged under section 193 of the Indian Penal Code.

Confessional statement of the accused.

794. (1) Statements made to Police Officers are admissible in evidence under section 27 of the Indian Evidence Act, provided that, when any fact is discovered in consequence of information received from a person accused of any offence while he is in the custody of a Police Officer so much of such information, whether it amounts to a confession or not, as relates distinctly to the fact thereby discovered, may be proved. The wording is broad enough to include not only objects produced but other relevant factors. In other words, the fact discovered is not equivalent solely to the object produced, the fact discovered embraces the place from which the object is produced and knowledge of the accused as to this, and the information given must relate distinctly to this fact.

(2) Confessions are recorded by judicial officers under section 164 of the Cr. P. C. However, when an

accused on being arrested is willing to confess to a Police Officer about the crime committed by him the officer should record the same in the case diary, as far as practicable in the same words of the accused and in first person, and himself certify at the end that it was correctly recorded by him. This record of the version of the accused will be made by the Police officer even if the statement does not amount to a confession, since the same may help further investigation and collection of evidence. If any material fact is to be discovered in pursuance of such a statement so much only of such statement as will lead to the discovery will be reproduced in the recovery mahazar which will be attested by witnesses.

(3) If an accused person on being arrested expresses his desire to make a confession before a Magistrate, the Police Officer concerned will send him immediately to a competent Magistrate under proper escort with a memorandum containing the request. The Police Officers escorting the accused will ensure that while the actual recording of the confession is done they are nowhere in the view of the accused. The escort will abide by all lawful directions of the Magistrate concerned, commensurate with the safe custody of the prisoner.

795. When a discovery is made in pursuance of statements made by several accused persons such discovery will not bind anyone of them individually. "If there is no evidence on record which leads one to conclude that it was any particular accused that made the crucial statement or that it was that particular accused who led the panchayatdars to the place where the articles were found, all must be given the benefit of doubt and acquitted". Similarly, where one person has made a statement which leads to the discovery of the incriminating article, a similar statement by another person subsequently would be of no avail to the Police because the Police already knows where the incriminating article is. In *Budha V Emperor* it has been held that if the whereabouts of the stolen articles was discovered from the statement of one accused, then the statements of the other accused would not be admissible as they do not lead to discovery". It is only the information that was given by the first person and which led to the actual discovery which may be proved under the terms of Section 27 Evidence Act.

796. Under section 30 of the Evidence Act a confession made by a co-accused may be taken into consideration by a court against the other accused under the following conditions.

- (a) The statement must be confession of the person who makes it.
- (b) It must affect the confessing prisoner and his fellow prisoner.
- (c) The confession should be of a person who is being tried jointly with others,
- (d) The trial should be for the same offence.
- (e) The joint trial of the prisoners must be a legal one.
- (f) The confession must be proved.

It may be seen from the above that the confession of a coaccused is no substantive evidence against the other accused and that no conviction of the other accused can be based on such a confession even though it may have led to discovery of any material fact as envisaged in section 27 of the Evidence Act. It is important to note that action under section 30 of the Evidence Act rests solely with the court trying the case and the Police do not come into the picture at all.

Tendering of pardon.

797. (1) In cases where it is otherwise impossible to establish the guilt of the accused from other

evidence, conditional pardon can be tendered to an accomplice in a crime with a view to securing the evidence of such a person and bringing home the guilt to the other accused. Such accomplices to whom pardon is tendered are known as approvers.

(2) In the case of any offence triable exclusively by the High Court or Court of Session or any offence punishable with imprisonment which may extend to seven years or any offence under any of the following sections of the Indian Penal Code, namely, sections 161, 165, 165-A, 216-A, 369, 401, 435 and 477-A, the District Magistrate, a Sub divisional Magistrate or any Magistrate of the First Class may, at any stage of the investigation or inquiry into, or the trial, of the offence, with a view to obtaining the evidence of the person supposed to have been directly or indirectly concerned in or privy to the offence, tender a pardon to such person on condition of his making a full and true disclosure of the whole of the circumstances within his knowledge relative to the offence and to every other person concerned, whether as principal or abettor, in the commission thereof.

(3) Provided that, where the offence is under inquiry or trial no Magistrate of the First Class other than the District Magistrate shall exercise the power hereby conferred unless he is the Magistrate making the inquiry or holding the trial, and where the offence under investigation, no such Magistrate shall exercise the said power unless he is a Magistrate having jurisdiction in a place where the offence might be inquired into or tried and the sanction of the District Magistrate has been obtained to the exercise thereof.

(4) The pardon tendered to a person under section 337 of the Code of Criminal Procedure, as already stated, is on condition that he should make a true and full disclosure of the whole of the circumstances within his knowledge relative to the offence. If such person either wilfully conceals anything essential or gives false evidence and thus does not comply with the conditions on which the pardon was tendered, he may be tried for the offence in respect of which the pardon was tendered.

(5) The uncorroborated testimony of an accomplice is strictly admissible and a conviction based on it is not illegal. But the rule of prudence, which is now recognized as a rule of law, is that evidence of accomplice, before it is utilized for convicting an accused person must be corroborated in material particulars in so far as it involves the accused. But such independent corroboration need not cover the whole of the prosecution story or even all the material particulars, It would be sufficient if there is substantial corroboration to afford the necessary assurance that the main story disclosed by the approver can be reasonably and safely accepted as true,

Approvers.

798. (1) The choosing of an approver requires care and should not be done at random. It is necessary to guard against pardon being tendered to more criminals than can be helped. One who is thoroughly acquainted with every circumstance and every accomplice, and is at the same time willing to tell the entire truth must be chosen. Where the crime is an isolated transaction, it will be best, if possible, to select one who has borne the least guilty part in the matter. In such cases one who took a minor but active part will have least to conceal which tells against himself and will therefore be more truthful than the ring leaders. He is also likely to be less intimately connected with the other accomplices and therefore more ready to give information that may tell against them. On the other hand when crime is a matter of wide organisation, it will be much more valuable if information is obtained by taking an old offender who is ready to divulge the gang's activities with honesty. It should be distinctly explained to him that his pardon is only conditional and that the condition is that he should make a full and true disclosure.

After choosing the approver, the Police must sift his evidence and compare it with other facts of the case. They must remember that there is a strong probability against such a statement being accepted as true by the court, individuals named by the approver should be particularly questioned and all other circumstances verified and every investigation should be made as to facts which tend to corroborate or contradict him.

(2) The investigating officer, whenever he finds it necessary to make an accused person an approver, should obtain the prior permission of his Sub Divisional Officer. More than one accused person may be made approvers in a case, if it is necessary and advisable to do so, but this should be done only with the Superintendent's sanction and after legal advice. It may be noted that according to Section 337 (3) Cr.P.C, such a person who has accepted pardon, if not already on bail, should be kept separately from his co-accused and should not be given bail till the trial is over.

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CHAPTER III

COLLECTION OF DOCUMENTARY EVIDENCE, PROPERTY AND MATERIAL OBJECTS**Powers of search**

799. Under section 94 of the Code of Criminal Procedure, whenever any officer in charge of a Police Station considers that the production of any document or other thing is necessary or desirable for the purpose of any investigation under the Code of Criminal Procedure by such officer, he may issue a written order to the person in whose possession or power such document or thing is believed to be, requiring him to attend and produce it or to produce it at the time and place stated in the order. The person receiving such an order is legally bound to produce it unless the document requisitioned comes within the purview of section 123 or section 124 of the Indian Evidence Act or other document or parcel or thing in the custody of Postal or Telegraphs Department. Failure to produce the document or thing is punishable under section 175 of the Indian Penal Code.

Conduct of search

800.(1) A search should be undertaken only when the Investigating officer has reasonable grounds to believe that anything necessary for purpose of investigation may be found as a result of the search. A vague suspicion by the complainant of a vague information received during investigation should not be made an occasion for searching places.

(2) All searches which are undertaken without warrant should be preceded by the investigating officer recording in writing his grounds for doing so. (Section 165(1)CrPC). This record should be forwarded to the nearest Magistrate empowered to take cognizance of the offence.

(3) The conduct of "Informal searches" without complying with the provisions of section 103 CrPC and section 165 CrPC is illegal. Inspecting officers will, during their visits, ensure that the provisions of the said sections are strictly followed in all cases in which searches have been undertaken.

(4) Under section 165(2) CrPC, the Station House officer or Investigating officer must, if practicable, perform the actual searching in person. If incapacitated from so doing, he must comply with sub-section 3 of section 165 Cr PC and deliver to his subordinate the prescribed order in writing.

(5) When a search has to be conducted in the jurisdiction of another station, whether in the same or different district, an officer in charge of a Police station making an investigation may require under sub-section (1) of Section 166 of the Code of Criminal Procedure, the officer in charge of the former station to make a search or cause search to be made. But, where there is reason to believe that the delay occasioned by such a procedure might result in evidence being concealed or destroyed, the investigating officer may, under sub-section (3) of section 166 of the Code of Criminal Procedure, make the search himself or cause the search to be made, in which case he shall forthwith send a notice of the search together with a copy of the list prepared under section 103 of the Code of Criminal Procedure to the officer in charge of the Police Station, within the limits of which the place searched is situated and to the nearest Magistrate empowered to take cognizance of the offence.

(6) When a search is made under section 165 or section 166 of the Code of Criminal Procedure, a copy of the list prepared under section 103 of the Code of Criminal procedure, signed by the witnesses, shall be delivered to the owner or occupier of the place searched.

Time of search

801. The law does not require a search under section 165 Cr PC to be made by day light. However, unless there is risk of removal of property, searches should ordinarily be postponed till day light in which case a careful all night watch over the premises will be necessary.

Points to be kept in mind in making search

(1) Before search

802. (a) Grounds of search and article for which search is to made and the place are to be recorded. Copy of record should send to the Magistrate of competent jurisdiction.

(b) When an Investigating officer deposes a subordinate officer to conduct a search, he should make in the case diary, a clear record of his inability to conduct the search in person together with the reasons therefore and then issue a written order authorising the subordinate officer to search.

(c) Calling of two respectable disinterested witnesses of the locality including the Village Officer, if available to witness and attend the search is a very important point. While selecting Panchayatdars for witnessing the search, the investigating officer should make proper enquiries as to their respectability and residence and satisfy himself that they are respectable inhabitants of the locality. A record of having made such enquiry should be made in the case diary. If for any reason, persons residing in a different locality are selected, an explanation should be recorded both in the search list and the case diary as to why it was not possible to select witnesses residing in the same locality as Panchayatdars., Persons Who are hostile to the accused or who belong to the rival party or who are interested in the complainant, should not be chosen as Panchayatdars. Investigating officers should realise that any failure on their part to make proper enquiries may result in such persons being taken as. Panchayatdars. Sometimes the attitude of persons residing in the neighborhood does not make it worth-while calling them as witnesses. In such situations a record to that effect should be made in the Case Diary so that the omission, if any, may satisfactorily be explained in Court.

(d) Person of both officers and witnesses who enter the premises should be searched. There should be a clear record for the observance of this rule both in the search list and the case diary.

(2) During search

The search must be conducted in person and it must be systematic and thorough. During the search witnesses and the owner of the house searched must be actually present. Women must be allowed to withdraw and if they are also to be searched it must be done with the help of another woman. While preparing the list of articles seized, exact place from which each article was recovered should be noted. Indiscriminate search and damage to property should be avoided. Any other properties found in circumstances which create suspicion of the commission of an offence may also be seized (Section 550 Cr PC).

(3) After search

After the search the owner of the house searched should be given a copy of the search list. The officer who conducted the search should be subjected to personal search again. A copy of the search list shall be despatched to the Magistrate having jurisdiction.

Search list

803. The Search List (KPF No. 151-B) is in duplicate with a trifoil for the Station record. One copy should be forwarded to the Magistrate having jurisdiction with a Case Diary sheet and the other attached to the copy of the case diary and forwarded to the Circle Inspector. If blank paper has unavoidably to be used, two copies of the list should be made and dealt with, as above, and an entry made on the trifoil in the Station book on return there.

Obtaining Records of Post office and Audit offices

804. (1) Requisitions for delivery of vouchers from the Postal department or other Audit Offices should be made through the Inspector General of Police, furnishing reasons, if originals are required and Photostat copies are not sufficient.

(2) When an investigating officer during any investigation under the Criminal Procedure Code, requires to inspect any post office records, he shall make a written application to the Post Master, who will produce, the records and. give the information required, provided that only those entries in the records will be disclosed which relate to the person or persons accused of the offence under investigation or which relate to that offence. In any other case the Post Master will refer to the Post Master-General, who will decide whether or not, the information should be withheld under section 124 of the Indian Evidence Act.

(3) The provisions of Section 95 of Cr PC will be invoked if there is a difficulty in complying with the above sub-paragraph.

Property coming into the hands of the Police—Disposal

805. KPF No. 151-A is used for sending property to the Magistrate. Three copies of the form should be prepared by means of carbon paper. The triplicate should be retained in the station and the remaining two copies sent to the Magistrate with the property. When the duplicate copy is received back from the Magistrate with his orders thereon, it should be pasted in the book and the triplicate copy removed and filed with the case diary. Care should be taken to see that the case properties and the personal properties of the accused are sent promptly to court, and any delay in sending them has an adverse effect on the Case.

Recovery of stolen property other-wise than on house search record of material facts

806. (1) When any property is recovered by a Police Officer otherwise than on a formal search of premises, a contemporaneous record of the facts relating to such recovery shall be prepared by him and may be attested by witnesses present at the time of such recovery. The record so made is admissible in evidence to corroborate the testimony of the Police Officer who prepared it or may be used to refresh his memory. The signature of the attesting witnesses may be used in evidence only to corroborate the statement of the Police officer that they were present at the time of the recovery of the property and attested the record prepared by him. Statements of persons other than those of the Police officer who prepares the record should not be entered therein. The record should reach the Magistrate with the least possible delay.

(2) Persons who attested "panchanama" prepared or such recoveries, should invariably be examined as witnesses in court.

Livestock

807. The seizure of livestock by the Police in criminal cases shall be forthwith reported to the Magistrate for orders under section 523 of the Code of Criminal Procedure. Pending the orders of the Magistrate regarding its disposal, the livestock shall remain in the custody of the Police, but they may deliver it to the charge of the Village Officer or its owner or to any third party (other than an accused person) to be produced when required and a bond taken to that effect.

Disposal of property which court declines to take possession

808. When a court or Magistrate refuses to receive any property from the Police or to pass any order under section 517 of the Code of Criminal Procedure regarding its disposal on the ground that he does not believe that an offence has been committed in regard to it the following instructions should be observed.

(1) The Police shall retain the property sufficiently long to enable the parties to appeal to a higher court against the Court's or Magistrates Order.

(2) If no application for revision is made nor order passed on revision, the Police shall return the property to the person from whom it was taken, unless there is obvious objection to do so.

(3) When no order can be obtained from a Magistrate or court and the ownership of the property is in dispute or difficult of determination, the safest course will be for the Police to retain the property until one of the parties obtains the order of a court. Such cases shall be reported to the Inspector General for orders.

(4) The Police shall not hand over property seized in a criminal case to any person without a court order. If the court refuses an order, action under sub rule (3) above will be taken.

Police not to receive back property without orders as to disposal

809. When once a Magistrate has taken over property from the Police, they should refuse to receive it back without orders as to its disposal.

Unclaimed property

810. Unclaimed properties of persons who die on public roads or buildings and properties abandoned in public places should be sent for disposal to the Executive Magistrate having jurisdiction over the area with KPF No, 151-A. The receipt of such property should be entered in the general diary and in a register kept therefore in KPF 187 (Register of unclaimed property).

Preparation of Mahazars for injuries.

811. The Police should draw up at the earliest opportunity, the form of a mahazar, a description of wounds or marks violence found on the person of a complainant or prisoner. The mahazar should be attested by witnesses and forwarded to Magistrate. When a case arises requiring medical opinion, Police Officer should forward the subject to the Medical Officer such a general description of what is known of the case that the attention of the Medical Officer

may be turned in the right direction. In cases of serious wounds where attendance of the patient at the Police Station is likely to affect him injuriously the patient should be taken directly to the hospital for immediate medical aid and the enquiry held in the hospital.

Instructions for recording injuries, marks, etc, on the body

812. The following instructions should be complied with for describing injuries in mahazars and for recording scars or other marks of identification.

(1) The marks, scars or injuries should be described in appearance and with reference to their distance from fixed points in the body.

(2) Marks and scars to be of value must be permanent. Their size, shape and probable cause (if known) should be stated.

(3) The fixed points to be taken usually are:

- (a) For the head and face—The corner of the eyes or mouth the ears or nostrils, whichever may be most convenient for purposes of measurement.
- (b) For the neck—The seventh or prominent vertebra at the back, or Adam's Apple at the front.
- (c) For the arms—the point of the elbow.
- (d) For the hands—the tip of the middle finger.
- (e) For the front of the body—the navel and middle line.
- (f) For the back—the seventh vertebra and middle line.
- (g) For the legs—the middle of the bend of the knee.

(4) (i) In measuring marks on the front as well as on the back of the body, an imaginary line is drawn down the centre of the body. Scars will be denoted as being either to the right or left of this line, above or below the navel or seventh vertebra on the back.

(ii) To measure the distance of a scar on the trunk of the body from the given point, it will first be necessary to ascertain its distance from a horizontal direction to the right or left of the imaginary line. The next step will be to measure the distance from the point where these imaginary vertical and horizontal lines intersect to the navel. If the scar is anywhere on the imaginary line it will only be necessary to give the distance above or below the navel to localise it

(5) It should invariably be stated whether the mark is on the right or left limb and, if so, whether it is on its interior, exterior, anterior or posterior surface.

(6) Deformities of any kind should always be recorded. The following are a few principal kinds.

(i) Head—Hare-lip, loss of, or Injury to an eye, squint, misshapen ears, nose, or skull, loss of teeth.

(ii) Body—Loss of or supernumerary fingers or toes, webbed fingers, loss of a limb or part of a limb, immovable joints, wasted muscles.

(7) In addition to marks, scars and deformities, any peculiarity which may specially distinguish the individual under examination may prove useful, such as unusual height, a stammer in speech, peculiar gait or attitude, and the like.

"Panchanama" or "Mahassar"—how prepared

813. (1) The occasion on which a document which is popularly styled as a "Panchanama" or Mahazar is required by law to be drawn up are when (i) some articles are seized in the course of a search of a place under section 103(2) of Criminal Procedure Code, or (ii) an investigation into the cause of death is made under section 174 Cr. PC. The drawing up of "Mahazar" on other occasion is not a duty imposed upon a Police Officer by law, though in practice a Police Officer resorts to it as a mode of procuring independent evidence to corroborate the results of his own inquiry or observation. In such cases a Mahazar" by itself has no evidenciary value. It is merely a memorandum of what has been observed by the witnesses and the investigation officer, who are apt to forget many of the details observed by them, in the interval between the events themselves and the day on which they are called on to testify them in court. Hence the "mahazar" is useful only as a piece of corroboration of the oral evidence of the mahazar witnesses and the investigating officer (section 157 Evidence Act) or as a memorandum of facts observed by them, which they may use to refresh their memory while giving evidence of those facts (section 159 Evidence Act). For the latter purpose, it is essential that the person proving the "mahazar" must either have written it himself or at his dictation immediately, after having observed certain facts or must have personally read it soon after it was written up by some one else, and found it to be correct.

(2) In view of the above legal position of "mahazar's" the witnesses to be selected, should be of mature age, intelligent, literate as far as possible, respectable, impartial, free from objectionable antecedents, not likely to be influenced by pecuniary or other considerations, free from bodily infirmities of loathsome disease and should be selected by the Police officer and not by the complainant or any other interested person. When females are concerned female witnesses may be called in.

(3) The witnesses should be present from the beginning to the end of the transaction, should be informed beforehand of the nature of the proceedings in which they have to serve as witnesses and should also be instructed to observe carefully what they are called on to see, as they would afterwards be required to give evidence about the facts observed by them.

(4) The "mahazar" should be written up at the place where and immediately after, the proceeding concerned, eg., a search, is held. It will be held ordinarily during day, but if circumstances demand it, even during night time.

(5) It should be written up very carefully, so as to avoid the need for insertions or erasures. All erasures and insertions, if inevitable should be inevitable by witnesses, as well,

(6) In case of the attachment of currency notes or documents, the identification of which is a material point, the initials of the witnesses should be taken on them and in cases of currency notes the numbers should also be noted in the "mahazar".

(7) Where the complainant or informant is present, the identification of property attached, should be done in the presence of the witnesses and the fact noted in the "mahazar".

(8) When ornaments are concerned, they should be got properly weighed by a goldsmith who may be included as a witness.

(9) Where any property is produced by the accused, the exact place where it was found and the fact that the mahazar witnesses accompanied the accused producing it should be mentioned.

(10) Care should be taken to avoid the inclusion in the "mahazar" of any statement of accused person except to the extent admissible Under section 27 of the Evidence Act, or of other persons except when the statement is coupled with some relevant conduct, eg, the owner of property in identifying it makes a statement that it is his own. Statement of the accused admissible under section 27 Evidence Act should

be-incorporated in the "mahazar", only if the accused has made the statement in the presence of the mahazar Witnesses. It should be borne in mind that the value of such a "Mahazar" is reduced to a great extent if some part of that statement is found inadmissible.

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CHAPTER IV IDENTIFICATION

814. Statements expressed or implied communicating a fact of identification, if sought to be proved by a Police Officer as a fact of such identification, will come within the bar of section 162 Cr. P. C. Where test identification is carried out by the Police in their presence, no distinction can be made between the statements made to the Police Officers and the statement made to 'Panch' (Mahazar) witnesses called by Police conducting test identification parade. Hence unless the Police completely obliterate themselves from the parade, the statement made by the identifier to panch witnesses will be hit by section 162 Cr. P. C.

815. (1) When a witness says that he can identify a property, or accused persons or others connected with the case under investigation, the investigating officer shall record their description in detail and request the Magistrate to conduct identification parade.

(2) The Magistrate will conduct identification proceedings and the record he makes can be used as a statement under section 164 Cr. P.C.

Instructions for the guidance of Magistrates and Jail authorities in the conduct of identification parades are given in Appendix VI.

Identification parade by private persons.

816. (1) If the services of a Magistrate are not easily procurable, the identification parade may be conducted by independent persons of the locality, not in any way connected with or concerned with the case. After making all arrangement for the parade, the Police Officers should completely efface themselves, leaving it to the Panchayatdars to conduct the actual identification proceedings.

(2) The proceedings of an identification parade cannot be used as evidence against accused persons, unless the Magistrate or Panchayatdar who recorded it has been called as a witness.

Identification by Photographs.

817. (1) Photographs of certain classes of criminals are maintained in the District Intelligence Bureau. Photographs exist also for dossier criminals. Witnesses may be shown the photographs and asked to identify them. In cases where criminals are identified through photographs, a regular identification parade should also be held after the apprehension of the accused.

(2) When identification is sought to be made through photographs, single and individual photographs should not be shown to witnesses. Photographs of as many persons as possible, among which should be the suspect's photograph, should be shown to the witness, who should be asked to pick out from among them the suspect's photograph, if it is there.

Identification through finger and foot impressions.

818. Identification can also be established from finger impressions left on the scene. Finger impressions found on the scene can be developed and tested to find out whether they tally with those of the suspected persons or not. Foot impressions left on the scene can also be lifted and compared later with foot impressions of the suspects.

CHAPTER V

UNNATURAL AND SUDDEN DEATHS

819. Under section 174 of the Code of Criminal Procedure Officers in charge of Police Stations, or, Head Constables (who have been specially empowered by the State Government in this behalf) are required to make an investigation as to the apparent cause of death in cases where they receive information that a person—

- (a) has committed suicide, or
- (b) has been killed by another, or by an animal, or by machinery or by an accident, or
- (c) has died under circumstances raising a reasonable suspicion that some other person has committed an offence.

820. An officer in charge of a Police Station shall, upon receipt of information of the sudden or unnatural death of any person, immediately send the first information report to the nearest Magistrate authorised to hold inquests and to other officers as mentioned in the Chapter on "First information to the Police" and shall proceed to the place where the dead body is and hold an investigation in the manner prescribed by section 174 of the Code of Criminal Procedure. When the officer in charge of the Police Station is unable, for adequate reasons, to hold the investigation himself and deposes a subordinate to do so, he shall, at the first opportunity, personally verify the latter's investigation, if there are circumstances warranting suspicion of any foul play in the matter.

Action on arrival at the scene.

821. (1) On arrival at the place where the body of the deceased is lying the officer making the investigation will

- (a) prevent the destruction of evidence as to the cause of death; and
- (b) prevent crowding round the scene and the obliteration of footsteps or other traces or marks.

(2) If a Medical Officer or superior Police Officer is available near the scene and is immediately expected to arrive, it is advisable to keep the body without altering its position until his arrival.

Disinterment of bodies

822. The following rules relate to the disinterment of bodies.

(1) An officer in charge of a Police Station and any superior Police Officer lawfully making an investigation into the unnatural or sudden death of any person shall, on learning that the body of the deceased person has been buried, record in writing the information which has reached him and the grounds on which he considers it necessary that the body should be disinterred.

(2) He shall forward the information so recorded to the nearest Magistrate empowered to hold inquests and request for action under sub-section (2) of section 176 of the Code of Criminal Procedure, and in the meantime guard the grave.

(3) If the Magistrate himself does not attend to the disinterment, but allows the Police to disinter the corpse, the police Officer shall in the presence of two or more respectable inhabitants of the neigh

bourhood, cause the body to be disinterred. The Police Officer shall then comply with the provisions of section 174 of the Code of Criminal Procedure.

(4) Police Officers shall invariably examine witnesses to prove the identity of disinterred bodies before commencing their investigation.

(5) If an investigation is made under section 156 of the Code of Criminal Procedure or under section 157, the Police have the general powers to investigate and collect all evidence relating to cognizable cases, which would include, in cases of murder, the disinterment of bodies, e.g., discovery of corpses on information of a witness or confession of a prisoner. In cases of suicide and accidental death, however as there is no investigation of a crime, a Police Officer has no such powers and has necessarily to obtain the orders of a Magistrate to disinter corpses. Notwithstanding the provisions in para (3) above, Police Officers will, however, well-advised to ensure, in all cases requiring disinterment that a Magistrate with power to hold inquests is present at the time of the disinterring of bodies buried after due ceremonies.

(6) As far as possible the presence of a Medical Officer should be secured at the time of examination, more so when it is a case of suspected poisoning, (or in the event of advanced purification) as in most of these cases the post-mortem examination may have to be conducted at the spot. If the death was recent one sample of earth With which the body is in contact with, will be sufficient, but if the death was a long time back several samples may be necessary. If the body is coffined then also several samples may have to be collected of the soil actually in contact with the body. The body may be removed to the mortuary if a further examination is required. Even if skeleton is found, injuries on the bones can be looked into and the nature of weapon used may be judged.

Arsenic poison may be detected from the bones or earth where the body was buried, years after death.

Investigation under section 174 of the Code of Criminal

823. (1) Two or more respectable inhabitants, who are required by section 174 of the Code of Criminal Procedure to take part in the investigation as Panchayatdars, should be summoned, if necessary, by an order in writing in KPF 179 (section 175 Cr. P.C.). Care should be taken to see that the Panchayatdars are neither related to be deceased nor to the accused, if any. In addition, persons who appear to be acquainted with the facts of the case should also be summons similarly and examined during the investigation in the presence of are Panchayatdars and the dead body. Only those summoned are bound to give true answers to questions by the Police Officer.

(2) At the scene of occurrence the points particularly to be noted are to fix the position of the body with reference to two fixed objects at the scene; and other objects (exhibits) found at the scene indicating with reference to the body, measuring the distance accurately Thereafter, the position in which the body was found, the position hands, feet, head etc., the position, length and breadth of any wound bruises or other marks of injury, including marks on clothes and body such as charring etc., as in gun shot wounds; the nature of any fracture; the articles of clothing, jewellery and any other articles found on or near it (an inventory should be taken on this); all points which might show the person's caste, community and age; the condition of the hair, whether disheveled or recently cut and any other special features; in the case of a male, full description of the hair on the face, including beard and moustache, if any, and whether clean shaven or not; the holes in the lobes and helices of the ear and in the nose, if any, skin of palms and feet whether horny or not, and exact distribution of horniness, and marks of shoes, boots etc.; any old scars, warts, moles etc., and their exact Situation and the colour and approximate height of the body have to be noted.

While examining the body (say from head to foot) all points useful for fixing up the time of death such as rigor mortis present or passed off—the manner of dressing etc., and also all other points which are likely to prove useful for the identification of the deceased or the investigation of the case have to be noted.

If the identity is not established it is necessary to take the finger prints and photographs of the body.

Nail clippings are also useful; the Medical Officer conducting the post-mortem examination, may, if necessary, be requested to take them.

Without taking down the required *notes* the position of the body may not be changed.

Investigation Report.

824. (1) When the investigation has been completed, the investigating officer shall draw up a report, in KPF 72, in which he shall state the apparent cause of death, give a description of any mark or marks of violence which may be found on the body, and describe the manner in which, and the weapon or instrument with which, such marks appear to have been caused. In making the report in KPF 72, the investigating officer should try to answer the questions posed in the form fully and in detail.

(2) Statements of witnesses examined during the investigation (that is, at the "inquest") should be reduced to writing. Such statements should be made a record Separate from the investigation report. They should be signed by the Investigating Officer and Panchayatdars and not by the deposing witnesses.

(3) The report shall be signed by the investigating officer and by the panchayatdars assisting in the investigation, after their opinion is recorded, and shall be forwarded without delay to the Magistrate concerned and to the Superintendent of Police or the Sub-Divisional Officer through the Inspector.

(4) The individual opinion of the persons engaged in the investigation are on no account to be entered in the report. Persons who do not concur with the report need not sign it. Any difference of opinion may be recorded in the case diary. The report must on no account be presented for signature to any person who was not actually present at the investigation or who has not satisfied himself by personal observation of the truth of the statements contained therein.

(5) A carbon copy of such report shall be filed in the Police Station.

(6) A copy of all reports relating to death caused by railway accidents shall, when made by an officer other than a railway Police be forwarded to the concerned Station House Officer of the Railway Police.

(7) When more than one person meet with their deaths in the same incident, there shall be separate inquests and separate reports on each body.

(8) After the investigation under section 174 of the Code of Criminal Procedure is over, the Police should at once make further enquiries as in other cases, if there is reason to think that a cognizable crime has been committed.

(9) After the investigation under section 174 of the Code of Criminal Procedure is over the Officer who held the investigation shall immediately intimate the executive authority of the Municipality or Panchayat within the jurisdiction of the Police Station, the particulars of the deceased., the cause and nature of death and other details. Even there the inquest is held by a Magistrate, the

Station House Officer shall be responsible for sending the information. No such intimation need be sent if the body is not identified.

Post-mortem Examination—when and by whom held.

825. (1) (a) The legal requirements in respect of post-mortem examination by a qualified Surgeon are contained in sub-section (3) of section 174 of the Code of Criminal Procedure.

(b) If there is any doubt regarding the cause of death or if, for any other reason, the Police Officer making the investigation considers it expedient so to do, he should send the body immediately for post-mortem examination to the nearest Medical Officer or other qualified Medical Officer appointed by the State Government in this behalf. Bodies sent for post-mortem examination should be accompanied by a requisition in KPF No. 102.

(c) (i) If the cause or motive of death is the prior state of health of the deceased person and there is no reliable evidence available immediately to prove that fact, a postmortem examination is desirable.

(ii) In other cases when all near relatives are not available at the time of inquest, in spite of the best efforts as a measure of abundant caution, it would be desirable to have a post-mortem examination done and viscera preserved till all such relations are also questioned.

4. It is specially important that no time should be lost in the despatch of the dead body to the Medical Officer as every hour's delay means further decomposition and, therefore, additional difficulty in detecting the cause of death.

5. Honorary Medical Officers, appointed in the hospitals in which there is only one Government Medical Officer are authorised to conduct post-mortem and other Medico-legal work during the unavoidable absence of the Government Medical Officer but not in other circumstances.

2. While the body should be sent to the nearest qualified Medical Officer for post-mortem examination, in exceptional cases, where, owing to advanced putrefaction or the circumstances in which the corpse was found, the movement of the corpse may make it impossible for the Medical Officer to form a correct opinion as to the nature of the injuries or the exact cause of death, the Medical Officer may be requested to conduct his examination at or near the scene,

3. Medical Officers shall be required to conduct post-mortem examination of a dead body at site under the following exceptional circumstances.

- (a) When the state of a body is such that it cannot be removed to a hospital in tact,
or
- (b) When the transport of the body will cause unnecessary delay; or
- (e) When immediate examination of the corpse without its removal to a hospital is essential due to any special reason.

In all other cases body for Post-mortem examination shall be sent by the investigating Officer to the mortuary attached to a hospital.

Preservation of corpses in cases where it is found necessary.

826.(1) In order that the body may be kept in as good a state of preservation as possible, it should be placed upon a layer of powdered charcoal, from which it is separated by a cloth. It should then be covered by a cloth upon which another layer of charcoal is laid, the whole being covered by another cloth and a mat.

(2) A composition of sulphate of iron and powdered charcoal may be used over dead bodies sent to hospitals for post-mortem examination to prevent decomposition. Two or more handfuls of this composition will suffice for one dead body. This should be done particularly in cases where life has been extinct for over 24 hours.

Duties of Police officers in charge of dead bodies.

827.(1) A Head Constable or a Police Constable who had seen the dead body at the scene, shall accompany the body to the mortuary and remain in charge of it until the examination is over. If necessary, an additional guard shall be supplied for the posting of a Sentry at the mortuary but the officer who accompanies the body from the spot shall hand it over personally to the Medical Officer conducting the post-mortem examination together with all reports and articles sent by the investigating officer to assist the examination and shall receive and convey to the investigating officer the post-mortem certificate. He should be able to testify that the body examined by the Medical Officer was the one escorted by him.

(2) As soon as the Medical Officer has intimated that his examination is complete, the Police shall, unless they have received orders from a competent authority to the contrary, hand over the body to the relatives or friends of the deceased, and, if there are no relatives or friends or if they decline to receive it, the Police shall arrange for the disposal in the manner prescribed for the disposal of dead bodies.

Grant of Post-mortem and wound certificates to the Police.

828 (1) Medical Officers are bound to grant post-mortem and wound certificates to Investigating Officers. In addition they should furnish the Investigating Officers with all possible information calculated to assist the elucidation of the case either orally or in writing.

(2) Further written opinion contemplated in the above sub-para should be given by Medical Officers, if an application there for is made by the Police in writing setting forth the circumstances of the case with reference to which the opinion is required. In furnishing the written opinion, Medical Officers should invariably state in their communication to the Police that the opinion is based on the facts and circumstances of the case already available and or presented to the Medical Officers by the Police Officers in their requisition for the grant of written opinion.

(3) Answers to requisition so made should be answered to specific questions made by the Police.

(4) Each question should be on a particular point.

Unidentified bodies.

829. (1) If a body is unidentified, the officer making the investigation shall record a careful description of it, giving all marks, peculiarities, deformities and distinctive features and shall take the finger impressions, in addition to taking all other reasonable steps to establish the identity with the help of witnesses, rotations, friends, letters and photographs. The descriptive particulars will be-circulated to all the surrounding stations, in addition to their publication in the District Crime and Occurrence Sheet, and in cases where such action appears desirable, a description and the photo will also be published in the Criminal Intelligence Gazette. Taking and publication of photographs is unnecessary when the body is an unidentifiable condition.

(2) In all cases of murder in which scientific evidence regarding identity of the offender and the

weapons used is necessary, the blood of the deceased should be taken during postmortem examination for ascertaining the group to which the blood belongs. The blood found on the body and clothes of the suspect and on the weapons concerned should also be sent for similar examination, when seized. This will afford strong circumstantial evidence in the absence of evidence of eyewitnesses. The covering letter to the Chemical Examiner in such cases should contain a specific request that the group to which the blood belongs must be ascertained.

Death in Police Custody.

830. (1) Death of any person while in Police custody should always be inquired into by a competent Magistrate. So, when a person dies in police custody, an immediate Report should be made to the nearest Magistrate empowered to hold inquests detailing the facts and circumstances so far known and the body should be preserved for inspection by the Magistrate. Confessions made by accused persons to a Magistrate holding an inquest under section 176 of the Code of Criminal Procedure and recorded by the latter are admissible as evidence against the accused. Executive I Class Magistrates (Revenue Divisional Officers) have been empowered to hold such inquests.

(2) In all cases of death in Police custody the Superintendent of Police/ Commissioner of Police of the District as the case may be shall submit without delay a full report to the Inspector General of Police, Collectors and Government.

Death in Jails.

831. On the occurrence of a sudden or violent death or whenever there is any doubt or complaint or question concerning the cause of death of any prisoner in a jail, the inquest should be held by a Magistrate as required under the Jail Manual. But the Police can hold a preliminary enquiry pending inquest to be held by the Magistrate. No Jail official or servant should be chosen a member of the panchayat. The presence of the Village Officer should, if possible be secured.

Filing of report under section 174 of Criminal Procedure Code.

832. In cases of trial for culpable homicide, the report of preliminary investigation under section 174 of the Code of Criminal Procedure shall invariably be exhibited by the prosecution in the trial. If there is any discrepancy between the facts noted in the inquest report and the evidence elicited in the course of the trial, it should be brought prominently to the notice of the court and if it is susceptible of explanation, it should be explained to the court.

Grant of post-mortem certificate etc., by the Police.

833. (1) The Superintendent of Police may issue copies of inquest and post-mortem certificate to Insurance Companies subject to the condition that they satisfy themselves about the bonafides of the applicants. A fee of Rs. 10 should be levied for each copy issued and the amount realised should be credited to the Treasury under the appropriate head.

(2) In the case of motor vehicle accidents resulting in the death or injury to persons in respect of which prosecutions are launched, an intimation or notice that a prosecution has been launched may be sent if requested, to the Insurance Companies concerned by the Police. No details of the case need be given.

(3) A report on the result of the prosecution may be sent by the Police to the Insurance Company on requisition. A fee of Rs. 10 shall be levied in respect of each such report and shall be paid in advance

along with the requisition.

(4) The Superintendent of Police Commissioner of Police may issue free of cost on requisition, copies of investigation reports, i.e., only result of investigation and post-mortem certificate required by Departments of the State and Central Governments for assessing the amount of compensation payable to the families of the deceased.

Points for enquiry in death cases

834. In order that no important medico legal evidence may be overlooked, the following points of procedure and observations are to be carefully attended to by the police when investigating cases of unnatural or suspicious death.

In cases of suspected poisoning.

- (a) To collect and preserve under seal any food (especially ata or sweetmeats), drink, tobacco or drugs, which may be in the house or near the body.
- (b) If vomiting had occurred, to swab up with a clean rag any vomitted matter which may be on the person or bed and to seal up the rag in a packet.
- (c) To bring away under seal any clothing, matting, wood or mud flooring into which any vomitted matter has soaked.
- (d) To carefully bottle and seal the contents of any vessel containing vomitted matter.
- (e) To ascertain the exact time between the taking of food, drink or medicine, the appearance of symptoms, and the occurrence of death.

2. In the case of hanging or strangulation.

- (a) To note, before cutting down the ligature, or removing the strangulating medium, any lividity of face, especially of lips and eyelids, any projection of the eyes; the state of the tongue, whether enlarged and protruded, or compressed between the lips, the escape of any fluid from the month and nostrils, and direction of its flow.
- (b) On cutting down the ligature or removing the strangulating medium, to note the state of the neck, whether bruised along the line of strangulation.
- (c) To note the direction of the mark, whether circular or oblique.
- (d) To note the state of the thumbs, whether crossed over the palm.
- (e) To bring away the materials, such as ropes or clothes, by which hanging or strangulation has been effected.
- (f) It is advisable to forward the body to Medical Officer with the ligature in tact.

3. On finding a Body on a tank or well.

- (a) To note any marks or blood around the mouth or on the sides of the well or tank.
On removing the body, to note carefully any external marks of injury especially about the

- (b) head and neck.
- (c) To note the state of the skin whether smooth or rough.
- (d) To examine the hands and remove carefully anything they may hold.
- (e) To note the condition of hands and feet and discolouration or corrugation of skin. Sand or weed if any, under nails should be removed and preserved, and their particulars noted.
- (f) To note full details of clothing, especially how put on. This is specially important in the case of females. Arrangements of waist cloth, tucked up or tightly fixed, should also be noted.
- (g) Take a note of the state of the parapet walls, steps, etc.

4. In the case of a body found murdered in an open field, place or road

- (a) Note the number, character and appearance of any injuries.
- (b) Should a weapon be found, pack and seal it carefully after noting any mark of blood and preserving any adherent hairs.
- (c) In the case of an exposed infant, note the state of umbilical cord especially if tied and any marks of violence.

5. In the case of presumed murder and burial of the remains—

- (a) To examine for and note any marks of violence, especially about the skull.
- (b) To note carefully any indications of sex; if there is any doubt as to the sex, to bring away a jaw and the bones of the pelvis
- (c) If there is any suspicion of poisoning, to bring away, under seal, the earth where the stomach would have been and the same quantity of earth away from the body should also be obtained and sealed for purposes of 'control'.
- (d) If the body has been burnt, to collect and bring away fragments of bones or other articles which may be found among the ashes.

6. Additional special points to be noted regarding bodies found on railway track.

- (a) Timings of all trains which have passed.
- (b) Exact position of body when found and of all portions separated (make a rough plan with correct measurements, sleeper by sleeper).
- (c) Extent and position of blood patches on the permanent way, rails, sleepers, etc.
- (d) Position of clothing, etc.
- (e) Any other special points.

Salient points to be remembered about inquests, Inquest Reports, Exhumation and Post-mortem Examination.

835. The following are the salient points which should be borne in mind regarding the formalities precedent to exhumation and postmortem examination.

Inquests and Inquest Reports.

- (1) Hold an inquest over the dead body immediately after the preliminary inspection of the scene of offence.
Do not fail to uncover the dead body and examine the private parts, if necessary, after observing the usual formalities in the case of a female body. The manner in which ladies tug up their sarees may indicate whether it is a case of suicide.
- (2) Get the inquest held by a Magistrate even when a person dies under Police surveillance. (Although "Police custody" used in law may not cover the aspect shown above, it is better to err on the safe side.)
- (3) Secure independent respectable and elderly persons of the locality as panchayatdars for the inquest.
- (4) When bones or dismembered portions of a body are recovered at different places on different dates draw up separate 'panchayatnamas' or 'Inquests'.
- (5) Complete the inquest at one stretch, and do not adjourn and complete it in installments. Do not make any overwritings or erasures in the inquest report but if corrections are necessary strike out the portion to be corrected by drawing a single line over it and leaving it still legible, and initial.
- (6) Mention the names of the accused and eyewitnesses in the inquest report, if such names have been disclosed before or at the time of drawing up the inquest and especially if they have not been mentioned in the First Information Report.
If the body is not identified, take a photograph and finger impressions. Take the photograph of the corpse as it is found, i.e., the corpse should not be disturbed before being photographed. If this photograph does not give a view of the face, take another photograph head and shoulders, placing the corpse in a sitting position. If the corpse is in an open space, photograph the immediate surrounding i.e., the photograph taken should give a perspective view. (For general instructions regarding Photograph, please see chapter VIII-Vol. III).
- (7) Describe the clothes on the deceased accurately with reference to colour, nature, size, and position of tears, rents, holes, etc., how found on the body, stains, their positions, size and nature.
- (8) Avoid vague expressions. Give exact measurements instead of using phrases like 'some distance away' 'not far from the body'
- (9) Record the amount of blood and blood stains found near and about the body. (This will give an opportunity to infer whether it was the scene of offence or not, considering the serious nature of injuries found on the person of the deceased).
- (10) Search the dead body for articles that may give you a clue about its identity.

Post-mortem Examination.

- (11) Even in cases of ordinary inquests, do not be carried away by the imaginary opinions of the panchayatdars but send the body for post-mortem examination.
- (12) Do not forget that the opinion regarding the cause of death expressed by the medical officer in his post-mortem examination report is the only opinion acceptable under the law.
- (13) Take enough care in the despatch of the dead body for postmortem examination and see that no delay is caused in the journey.

CHAPTER VI
INVESTIGATION OF PARTICULAR OFFENCES
(A) ROBBERY AND DACOITY

Robbery.

836. Robbery is an aggravated form of theft or extortion, with the element of violence or imminent fear. Robbery if committed by five or more persons becomes dacoity.

837. Robberies and dacoities can be generally classified as those committed in (1) fields, (2) houses, (3) highways, and (4) running trains.

838. In nearly all such cases, criminals are armed and, when victims protest or resist, violence is used.

839. When a complaint of robbery or dacoity is made at a police station, the officer in charge of the station, while recording the complaint, should record in detail the time, sequence of events, duration of attack, language spoken by the offenders (when they are unknown), weapons carried, disguises, if any, used, and note in detail the description and number of the offenders, the actual part played by each, the degree of force used by either side, and the description and value of each item of property carried away by the offenders.

840. In instances where the complaint is made to the village officer or others and it does not contain all or any of the particulars mentioned in the preceding order or where the informant could not furnish all these details to the police when making the first report, the investigating officer should ascertain the necessary particulars from witnesses and record them in the case diary at the earliest opportunity.

(1) After recording the complaint in the First Information Report form, the Station House Officers should despatch express reports to all the authorities concerned.

(2) It is important that such information should be disseminated to all the neighboring stations and the District Crime Intelligence Bureau by the quickest means available, so that those stations can also take immediate action and the District Intelligence Bureau, may be able to guide the investigating officer.

(3) If the criminals are not mentioned by name, the Station House Officer should consult the Station Crime History for similar previous occurrences and the criminals responsible for them.

(4) Criminals who were concerned in previous cases should be immediately checked, and, if they are absent, men should be deputed to their known places of visit and of their relations, associates and friends. These will be found in their history sheets.

(5) The Station House Officer should himself proceed to the scene with the required number of Constables for his assistance, and inspect it paying careful attention to all details.

(6) He should question the victims of the robbery or dacoity and the people of the neighborhood. The victims should also be specifically questioned as to the use of force and injuries, if any, caused by them to the accused.

If it is established that the criminals are not local, special-par ties, should be organised and bus stands, railway stations, ferries, choultries, abandoned temples, and the

- (7) surrounding areas inclusive of all hiding places should be combed. The neighboring Station House Officers should be requested by the quickest means possible to make similar searches for the criminals in their station limits.
- (8) Suspicious persons should be questioned, and if suspicion is well based, they can be arrested and further enquiries relating to them pursued without delay.
- (9) Vigorous and day to day enquiries should be made to apprehend the criminals and recover the property lost.
- (10) Information, with details and descriptive particulars of the property lost, should be sent immediately to the police of nearby towns where the property is likely to be disposed of.
- (11) Enquiries should be made about known receivers.
- (12) Standing informants should be set on the job, and new informants should be engaged. Enquiries should also be made at bus stands, ferry points and railway stations about movements of strangers and persons under suspicious circumstances on roads near-about the scene of crime.
- (13)

842. On receiving information of the occurrence, Police Officers of the surrounding stations will take immediate steps to look up their resident criminals of the modus operandi employed in the case and interrogate suspicious strangers in their respective jurisdictions, watch roads, bus stands, railway stations, public resorts and all hiding places. Any useful information obtained should be promptly communicated to the investigating officer.

(B) HOUSE BREAKING

843. (1) House-breakings are a common form of crime.
- (2) If the complainant knows the exact time of occurrence of the house-breaking, the Station House Officer should make it a point to note it in the First Information Report.
 - (3) The Police Officer registering the case should also ascertain and note the correct and full details of all the items of property lost with special emphasis on their marks of identification. In case the person who makes the complaint is not in a position to furnish the correct details, the investigating officer should ascertain them from witnesses at the earliest opportunity. He will also note the correct modus operandi and the description of offender or offenders, if known in the First Information Report.
 - (4) The investigating officer should, before proceeding to the scene, study the Station Crime History including the crime chart, ex-convicts register and Crime and Occurrence sheets with a view to ascertaining the identity of the criminals likely to have committed the offence. He should fix the scene on the map, and study the past crimes in that area and also crimes of the same modus operandi within the jurisdictions of his station and neighboring stations.
 - 5) Steps should be taken promptly to circulate the particulars of the crime to the bordering Police Stations and the District Crime Intelligence Bureau, along with a list of stolen property and marks of identification (crime cards KPF No. 38 or by crime memos). On receipt of such information, these stations should hasten to make enquiries about the likely criminals and movement of strangers or gangs in their jurisdiction and intimate the results as early as possible. They should also establish sources of

information about the disposal of the property.

(6) Investigating officer should proceed to the spot without losing time as delay may destroy important evidence. He should carry his investigator's box to enable him to deal with the clues in a scientific manner. Modus operandi should be carefully ascertained and studied. This is the most important point in the investigation of a burglary. Just as the style of a painter can be recognised by a connoisseur, so also the hand work of an accomplished criminal should be recognised by a successful investigating officer.

844. (1) The following are some of the points to be noted while investigating cases of burglary:

- (a) special circumstances, if any, concerning the time and date of occurrence (e.g., fair, festival, or any special occasion for a gathering);
- (b) nature of locality, i.e., dwelling house, office, temple, shop, hospital, or school and its relation to the rest of the village or town;
- (c) class of property attacked;
- (d) class of property removed;
- (e) the particulars of the rooms entered by the accused and whether or not the rooms were occupied at the time.
- (f) whether or not property was removed from the particular room to which the accused first gained admittance;
- (g) any clue left to indicate whether the accused worked in the dark or by means of a light;
- (h) Particulars of any belongings like clothes, kerchief etc., of the accused left by him at the scene;
- (i) any boxes, safes, almirahs, receptacles containing valuables overlooked by the accused and not touched by him, if so, their location;
- (j) Precautions, if any, adopted by the accused during the commission of the offence to guard against surprise, such as chaining of doors;
- (k) when the property removed was last seen at the place from which it was stolen;
- (l) the exact position of finger prints, if any, and steps taken for their preservation;
number of foot prints found leading to and from the spot or on the spot, and deductions drawn there from as to the number of culprits involved,
- (m) directions from which the accused came and went and place, if any, where they waited, before they committed the offence and steps taken to preserve the prints and take their traces or casts;
- (n) means of transport, if any, employed by the accused for the removal of property; and
- (o) any other clues or matters of importance requiring attention.

(2) if admittance to the house was obtained by means of a hole in the wall, the following additional points should be noted;

- (a) whether the wall is built of mud, bricks, or stone;
exact location of the hole and its relative position with regard to

- (b) doors, windows, ventilators, or other such openings;
- (c) shape of the hole, to be illustrated by a diagram;
- (d) heights of the hole from the ground, outside and inside;
- (e) exact measurements of the hole, outside and inside;
- (f) thickness of the wall where hole was made;
- (g) side to which excavated earth was thrown;
- (h) details of marks left by the instrument used and inference' drawn there from as to the nature of the instrument; and
- (i) whether the room in which the hole was made was occupied or not at the time.

(3) If admittance was obtained by lock breaking or lock opening, the following points should be noted;

- (a) type of lock broken; .
if opened by key, any indication as to whether the key used was the original or false key and, if the former, how accused obtained possession of it;
- (b) if lock was broken (i) give particulars of mark on it and inference drawn therefore as to the instrument used and (ii) state if lock is still in working order; and
- (c) if lock is intact and hasp or chain wrenched out state the type of instrument that appears to have been used.

(4) If admittance was obtained by means of a hole in the roof, the following points should be noted:

- (a) whether the house is a terraced one or has a tiled or thatched roof;
- (b) any indication as to how the accused ascended the roof;
- (c) position of the hole, e.g., whether adjoining a beam or in one corner;
- (d) whether the room beneath was occupied or not;
- (e) whether property was removed from the room above which hole was made;
- (f) means employed by the accused to descend into the room below;
how tiles, thatch and such materials removed were disposed of and precautions adopted by the accused to prevent them from falling into room below; and
- (g) any other matters of importance requiring special mention.

(5) If admittance was obtained by any other method than those mentioned above the following points should be noted:

- (a) how admittance was gained;
if admittance was gained through windows or ventilators, give

- (b) particulars to indicate how bars were forced or glasses broken and means adopted, by the accused for preventing noise;
- if the culprit scaled the wall, (i) state the means employed, e.g., ladder, bamboo, or drain pipe, and (ii) give particulars of marks, if any, left on the wall;
- (c) if admittance was gained through eaves, give measurements, height from the ground and means employed to ascend;
- (d) if admittance was gained through a threshold hole give the height of the basement, its relation to the door and furnish details as in sub-order (2) above; and
- (e) in cases of admittance obtained by deceitful means, threat or force, give details as ascertained during investigation.
- (f)

- (6) In the case house-breakings by day, the following points should also be noted:
- (a) state the Whereabouts of the occupants at the time the offence was committed; and
 - (b) precautions, if any, taken by the accused or his associates to divert the attention of neighbors away from the house attacked.

845. The investigating officer must

- (a) learn the system followed by burglars for forcing, or attempting to force, entry into the house attacked;
- (b) draw a rough plan of the house looted with its surroundings;
- (c) make a close search for foot prints or finger prints or other clues which may eventually be of use as evidence against the culprits when captured;
- (d) enquire regarding recent visitors to the village or to the house exploited; and
- (e) compile a complete list of property lost,

(2) Should such enquiries lead to a promising clue as to the identity of the burglars, the investigating officer should, of course, follow-it up immediately and work it out to a conclusion.

(C) THEFTS.

Thefts from letters, insured covers and parcels.

846. (1) Cases of theft from letters, parcels and insured covers are becoming frequent and hence knowledge of how such offences are committed is essential for their successful investigation.

(2) Some of the methods usually employed for opening a letter are given below:

The envelope is held in the left hand with its face down. An ordinary steel knitting needle held in the right hand is inserted gently under the least gummed portion of one of the flaps, and rolled with a gentle pressure simultaneously away or towards the palm of the left hand till the flap is opened out.

(b) The envelope with its face down is placed on a clean white sheet of paper on a table. The flaps are moistened with a wet piece of linen or clean rag. When the flaps have been sufficiently moistened, the envelope is held with the left hand and the flaps are opened out as described in clause (a) above.

- (c) The flap side of the envelope is held against a jet of steam issuing out of a steam kettle. As the ad the flaps gets moistened, the flap begins to curl up and finally gets unfastened.
- (d) In the case of sealed letters, plaster moulds of the seals are first made and then, after removing t cover is opened by either of the methods described in clauses (a) to (c) above,

(3) Ordinarily, valuable clues to the investigation of cases of tampering with letters, insured covers and parcels are destroyed by careless handling first by the receiver, then by the public and finally by the Police Officer dealing with them. This handicaps the expert to whom the article is sent for examination.

Thefts of copper wire.

847. (1) The offence of theft of copper wire falls within the definition of theft punishable under section 379 of the Indian Penal Code, and unlawful possession of telegraph wires is also an offence under the Telegraph wires (Unlawful Possession) Act. As telegraph and electric copper wires are generally made from the purest variety of copper, its theft brings handsome returns to the thief as well as the receiver of the stolen property. This type of crime shows an increase when the price of metal goes up. It is easy to commit these offences along the vast stretches that telegraph and electric wires cover and only simple tools, like a pair of pliers, or clippers, are required.

(2) The points to be proved in a case of theft of wires are:—

(a) the loss of wire from a particular place, and

(b) the identity of the wire, firstly, that the recovered wire is of the same general variety as that of the wire found missing at the spot and, secondly, that it is the particular wire that was stolen.

(3) In order to prove the identity of wire recovered from the possession of the suspect with the span of wire stolen the laboratory examination of the stolen property should be directed,

(a) to prove that the recovered wire was of the same linear weight, thickness and composition as the stolen wire,

(b) to establish that the cut ends found on the poles match the ends of the wire recovered, and

(c) to show that the marks on ends found on the telegraph poles were made by the tools recovered from the possession of the suspect.

(4) In case the prosecution succeeds in proving one or both of the last two facts, a clear case of theft, or of receiving stolen property, is established against the person found in possession of the wire or the tools as the case may be.

(5) Telegraph wires used in our country are manufactured in three standards, namely, 300 lb., 200 lb. or 150 lb. weight per mile. Fortunately, with the exception of the Government Telegraph Department, copper wire of these standards is not generally used. Thus, the determination of the weight of the wire easily proves the ownership of the Telegraph Department.

(6) Different strands of copper wire of the same density some times bear individualities on their cylindrical surfaces in the form of fine striations or linear marks. If these striations are examined under a comparison microscope and are found to match systematically in the two pieces, it can be

proved that the pieces came from the same coil.

(7) It will thus be seen that important evidence lies on the surface and ends of wires found on the scene of crime and in the possession of the accused. In order to make the best use of this evidence it is emphasised that the investigating officer should take the following precautions in collecting wires from the scene of crime and suspects.

(a) The ends of wires at the spot cut by the culprit should be clearly distinguished from the ends investigated by the investigating officer while removing them from the main piece or the insulator. To obviate confusion as to which end was cut by the culprit and which by the investigating officer, the investigating officer should take the precaution mentioned in (b) below before he cuts out the piece of wire from the main piece or insulator.

(b) The questioned ends should be carefully wrapped with cotton wool and tied by means of thread so that delicate surfaces may not lose their individualities.

(c) All the cut ends of the spirals or pieces of wires recovered from the possession of suspects should be packed and marked in a like manner.

(d) The wires should be packed in such a way that unnecessary friction is not caused in transit, either on the wire or to the cylindrical surface.

(e) In case it is not possible for the investigating officer to send the whole spiral recovered to the laboratory, the investigating officer should cut about one foot of wire from each end of the spiral and carefully mark the questioned end to distinguish the end cut by himself.

(f) The cutting instruments recovered from the spot, or from the possession of the suspects, should be wrapped in cotton and care should be taken not to use the instrument in securing sample ends.

(8) In every case of telegraph, telephone or electric wire theft, a thorough examination should be made for finger prints and foot prints. Every print found on the posts should be carefully preserved and developed to be compared with those of the accused when he is subsequently arrested.

(9) The Telegraph, Telephone, and Electricity Departments and Railway authorities should be requested to issue instructions to their subordinates to see that posts which have obviously been scaled by the culprits are not touched till the arrival of the Police.

(10) To prevent this type of crime, special night patrols should be organised and concentrated in affected and likely areas, and a vigorous check of scrap merchants shops and known and suspected receivers must be done.

Cycle Thefts.

848. (1) Cycle thefts are prevalent in cities and big towns and are generally committed during busy hours at hotels, cinemas, post offices, banks, hospitals, educational institutions and crowded gatherings on occasions of sports and games. In some instances cycle theft also occur at shops and houses where cycles are carelessly left. Failure to lock cycles and lack of suitable cycle stands and the token system are the main causes for this class of crime.

2) Cycle thefts are generally committed by individual offenders and the stolen cycles are often taken to distant places and sold at a low price. Stolen cycles are often dismantled and fitted with parts belonging to other cycles before they are disposed of by thieves or receivers. In certain instances, the manufacturer's number and letters are filed off or otherwise defaced to make the identity of the cycles

difficult. It is possible by chemical and other methods to restore the erased marks and prove the identity of cycles in such cases. Cycles or cycle parts should, in cases of this kind, be sent to the Forensic Science Laboratory, Trivandrum for the restoration of the erased numbers, letters or marks, if this is not possible locally.

3) There have been instances in which the culprits left the stolen cycles as security with jewellers and walked away with a gold ring or an ornament pretending to take it for approval. Obviously the culprit finds it easier to dispose of the ring or other ornament than a cycle.

4) Another type of crime involving loss of cycles is breach of trust where the offender takes a cycle on hire from a cycle shop and absconds with it. It is taken to a distant place and sold. In instances of this type, complaints are either belated or never brought to notice.

(5) (a) As a preventive measure, bicycle owners should be advised to make note of the manufacturer's number, make, and any other mark of identification present on their bicycles, so that there may be no difficulty in their identification in case of theft or loss, to lock them when not in use, and to keep them at the stands, if any, in charge of attendants at public places. The public should be educated in this regard through cinema slides and by distribution of leaflets.

(b) The police should maintain a list of places where cycles are kept in large numbers and lay traps at them for cycle thieves.

(6) When a cycle theft is reported, the complainant or the owner must be questioned in detail and descriptive particulars, inclusive of make, manufacturer's number and any other marks of identification should be ascertained and disseminated to all the surrounding stations as well as the District Intelligence Bureau for publication in the Crime and Occurrence Sheet.

(a) Men must also be catechised and instructed in this regard.

b) Dealers and repairers suspected to be dealing in stolen cycles must be unobtrusively watched.

All cycle dealers and repairers must be requested to give the Police their whole-hearted co-operation in passing immediate information to the Police of any cycle or its part suspected to be stolen coming to their notice.

A list of cycle lifters, who are residing or have operated in the jurisdiction, with their photographs should be maintained in each Police Station and every member of the station staff should be able to identify them on sight. If a Constable comes across a cycle thief with a cycle in his possession, he should immediately arrest the thief and question him as to how he came by the cycle and in case of suspicion, take him to the Police Station for further action. Even if the cycle thief is able to give a satisfactory account of how he came to possess the cycle, the make, manufacturer's number and other identification marks of the cycle should be noted by the Constable in his note book and reported to the Police Station on return to it.

Pocket picking.

849. (1) Of all crimes, pocket-picking is the easiest to commit. It involves far less labour and time than any other type of crime. Detection is extremely difficult, except where red-handed, arrests are made, for the obvious reason that the property involved is mostly cash. Pocket-picking is generally committed in shandies, fairs, festivals, railway stations, trains, buses and bus stops, banks, post offices, places of entertainment and other places where crowds gather. Pick-pockets may work singly or with associates. They are generally decently dressed to escape suspicion.

(2) The devices adopted by different pick-pockets to divert the attention of their victims vary. In crowded centres, like a bus stop, pick-pockets may operate in a bunch. After marking a victim, they close upon him like intending passengers. One of them dashes against the victim, and while the latter turns his face towards him, another from the gang instantly removes his purse and passes it on to a third, who decamps with the loot. Sometimes, one of them in trying to board a train or a bus causes temporary obstruction to other passengers who are in a desperate hurry to get in and secure a seat, and his associates who are mixed up in the crowd to their job with such dexterity that the victim never suspects their designs. The article picked is passed on immediately from one to the other and the last person who receives it disappears from the scene all in a moment. They later meet at their den and share the booty. Some pick-pockets use knives, razor blades, or scissors to cut the pockets.

(3) The following are a few among other points to be noted in a case of pick-pocketing:—

- (a) means employed by the culprit, i.e., scissors, knife, or a razor blade or merely by hand;
- (b) the type of the garment, and the position of the pocket, e.g., jubba, shervani, shirt, coat, waistcoat, side, upper or lower, inner or outer pocket;
- (c) position of other pockets and their contents which were not touched;
- (d) means adopted to distract the victim;
- (e) reasons, if any, for believing that the culprit operated singly or had associates.

(D) Counterfeit coins and currency and Forged Currency notes.

Instructions in regard to counterfeit and currency notes are contained in Chapter "Scientific aid to crime detection", with which every investigating officer should be familiar.

Forged Currency Notes.

850. (1) Under the Currency Department Code, forged currency notes received in treasuries and banks are sent to the Police Station, in the jurisdiction of which the treasury or bank is situated, for enquiry. In a large number of these cases, the appearance of the forged note provides no basis for the investigation of an offence under the Indian Penal Code.

2) The principle upon which each case should be dealt with is whether any useful result is likely to be obtained by an investigation or not.

3) The Station House Officer must be guided by this principle in deciding whether he should register a case under the Indian Penal Code and investigate it. Gazetted officers must exercise close supervision over the proceedings of the Station House Officer in deciding which case should be registered for investigation.

4) It is undesirable to waste time over investigations which are not likely to produce results and it is better to concentrate upon cases which give hopes of success. However a pre-investigation enquiry into such forged currency notes will be useful. Instructions for such enquiry are given in Appendix VII.

5) The same principle should be applied and followed in cases in which the appearance of forged notes is reported direct to the Police Station by a member of the public.

6) (i) Since the type of crime is such that it is necessary to arrange inter-district co-ordination of enquiries, investigation of all such cases should be done under the control of the Crime Branch CID. Hence a detailed report should be sent in KFF No. 65 (with copy to the Superintendent of Police of the District through Circle Inspector and Sub-Divisional Officer), as soon as information of circulation of counterfeit notes is received.

(ii) On receipt of the report, the Crime Branch CID will immediately communicate the case to the Intelligence Bureau, Ministry of Home Affairs, New Delhi.

(7) In every instance, a special report should also be sent to the Presidency Currency Officer, Reserve Bank of India, Issue Depot, Madras, immediately on the appearance of a forged note, whether the forgery be new or old. The report should give the following particulars :

- (i) Series and number of notes,
- (ii) value,
- (iii) from whom and under what circumstances received and date of receipt
- (iv) designation of officer receiving the note,
- (v) reasons for not registering a case, if a case has not been registered, and
- (vi) any other particulars.

The note seized should be sent to the Currency Officer along with a report, except when the note is required for investigation, in which case the note should be forwarded to the Currency Officer after the investigation is over, quoting the number and date of the original report sent to him. Investigation in such cases includes examination of suspected notes by a Coin and Currency Expert of the State.

(E) FRAUD AND FORGERY

851. Fraud involves deception, and deceiving has been explained as causing to believe what is false or misleading as to facts, or leading into error. Therefore, wherever there is a showing as true what is false or misleading into error by intentional concealment of facts or positive misrepresentation, there is deception and fraud.

852. (1) Forgery has been defined as making any false document or part of a document, with intent to cause damage or injury to the public or to any person, or to support any claim or title, or to cause any person to part with property, or to enter into any express or implied contract, or with intent to commit fraud or that fraud may be committed. Though forgery in its simple form is not cognizable the police are very often called upon to investigate forgery in conjunction with other cognizable offences or under the orders of a court.

(2) The ingredients to prove the offence of forgery are:—

- a) the making of a false document or part of it;
- b) such making should be with intent

- (i) to cause damage or injury to (A) the public or (B) any person, or
- (ii) to support any claim or title, or
- (iii) to cause any person to part with property, or
- (iv) to enter into any express or implied contract, or
- (v) to commit fraud or that fraud may be committed.

(3) To constitute the offence of forgery the simple making of a "false document" is sufficient. What amounts to the making of a "false document" is explained in section 464 of the Indian Penal code.

(F) GANG AND CONSPIRACY CASES

Gang Cases.

853. (1) The successful handling of a gang case usually involves a prolonged investigation during which the services of the investigating officer will not be available for other work. Its prosecution is also a very lengthy and difficult task. If the prosecution happens to rely upon an approver, the length and difficulty of the task are further increased. Gang cases under sections 400 and 401 of the Indian Penal Code need normally be undertaken only when it is not possible to break up a criminal gang by prosecutions for specific offences and action under the preventive sections. When a gang case is unavoidable, the service of an officer of the Criminal Investigation Department should ordinarily be requisitioned in order to free, the Station House Officer for his ordinary duties.

(2) The evidence of an approver on the activities of the gang is often the basis of prosecution in gang cases. But it is seldom advisable to grant a pardon to the ring leader or organiser of a gang and, when two or more suspects make confessional statements the accused selected for pardon should ordinarily not be a prominent member. The scope of section 337 of the Code of Criminal Procedure, has been considerably extended by the revised code, and it now applies to all offences punishable with imprisonment which may extend to ten years as well as to certain other specified offences including section 401 of the Indian Penal Code. A pardon can be granted (a) during an investigation by the District Magistrate or, with the sanction of the District Magistrate, by a Magistrate of the first class having jurisdiction in the place where the offence may be inquired into or tried, and (b) during an enquiry or trial by the District Magistrate or a Magistrate of the first class holding the inquiry or trial.

(3) It must be remembered that an approver is deemed unworthy of credit unless his testimony is corroborated in material particulars, and the verification of his statement should be directed towards securing this corroboration.

4 (a) The essential points to be proved in a gang case are:

- (i) that the persons proceeded against have associated themselves to form a gang (not necessarily a wandering gang), and
- ii) that the object of the association was the habitual commission of dacoities, robberies, of thefts, as the case may be.

b) The essence of the offence is criminal association apart from any specific offence committed in pursuance of such association.

c) The association of the persons prosecuted is best proved by:

- (i) evidence of relationship by blood or marriage among the persons prosecuted,
- (ii) evidence of joint conviction in previous cases,
- (iii) evidence that certain members of the gang were jointly proceeded against or bound over under the preventive sections, and
- (iv) evidence of their frequent meeting or contact.

(d) The object of the association, i.e., the habitual commission of crime, is best proved by:

- (i) evidence of the commission of offences in the area in which the members of the gang reside,
- (ii) evidence of specific offences committed jointly by members of the gang,
- (iii) the recovery of property stolen in a single case from several members of the gang,
- (iv) evidence of the simultaneous absence from their house of members of the gang coincident with the occurrence of offences in the neighborhood,
- (v) evidence of the cessation of crime in the affected area after the arrest of the gang, and
- (vi) joint conviction of members of the gang in previous cases.

5) The principal investigating officer should be put into the witness box at an early stage of the case to describe how the evidence has been got together and sifted.

6) All gang cases and all important conspiracy cases whose ramifications extend to several districts should be investigated by the Criminal Investigation Department. When a gang case is to be charged, the memorandum of evidence must be carefully prepared, sifting the available evidence to show the number of instances in which each accused is involved, the nature of evidence against each of them and the names of witnesses who depose against each of them.

Conspiracy.

854. Criminal conspiracy is the hatching of a common plan by two or more persons to do, or cause to be done, an illegal act or a legal act by illegal means. The offence of criminal conspiracy consists only in the various constituents agreeing to do an unlawful act or a lawful act by unlawful means. Hence, the gist of the offence of criminal conspiracy is an agreement between the accused persons. In instances where the alleged conspiracy is for the purpose of committing an offence, such agreement itself would amount to a criminal conspiracy. It is not necessary that each conspirator should know or be aware of every act of the others. It is often difficult to prove agreement by direct evidence, unless there be an

approver in the case and/or the investigating officer has been able to get at the correspondence of the conspirators regarding the offence. But it is mostly by circumstantial evidence relating to the sequence of events, conduct, meetings and contacts of the accused that agreement among them is sought to be proved.

855 The authority for dealing with conspirators for illegal acts committed in furtherance of the common object is provided in sections 34 to 38 of the Indian Penal Code. Under section 34, when number of persons is involved in a criminal act in furtherance of their common intention, each of them is liable for the act in the same manner as if it was done by him alone. If one of the accused with the common intention and common object has been merely present without participating in the offence which is actually committed, he cannot escape from the constructive liability under section 149 of the Indian Penal Code. Section 35 emphasizes that each participant should have the knowledge that the various acts are done with a criminal intention. This section safeguards innocent persons used as tools by conspirators. Section 36 deals with designs to accomplish a criminal object partly by criminal acts and partly by criminal omission. Section 37 of the Indian Penal Code lays down that when a crime is committed by means of several acts, whoever intentionally co-operates in the commission of the offence by doing any one of those acts either alone by himself or along with others is liable for the complete crime. Section 38 of the Indian Penal Code provides that where several persons are engaged or concerned in the commission of a criminal act, they may be guilty of different offences by means of that act.

856. (1) In section 107 of the Indian Penal Code, which defines abetment, the words, engages with one or more person or persons in any 'conspiracy', are used. Therefore, all the accused to a criminal conspiracy are liable at least as abettors. Under explanation to section 108 of the Indian Penal Code, it is not necessary to the commission of abetment by conspiracy that an abettor should concert the offence with the accused who actually commits it. It is sufficient if he engages in the conspiracy, in pursuance of which the offence is committed. Section 109 of the Indian Penal Code prescribes that whoever abets any offence shall, if the act abetted is committed in consequence of the abetment for the punishment of which no express provision is made in the Indian Penal Code, be punished with the punishment provided for the offence. Section 120-A and 120-B of the Indian Penal Code deal with conspiracy and provide for the punishment.

(2) Cases involving offences under section 120-B of the Indian Penal Code should be handled by well equipped legal personnel who can simplify the issues and present the prosecution case in a proper way. Where convictions can be secured on simpler charges, which can be definitely proved, the charge under section 120-B of the Indian Penal Code should not be added as a routine measure,

AUTO ACCIDENTS

857. Investigation of auto accidents does not differ materially from other investigations. Reconstruction of the scene of crime and application of scientific methods are essential features of the investigation. In "Hit and Run" cases especially, the emphasis is more upon the evaluation of physical evidence found at the scene rather than relying upon the statements of witnesses. It is therefore necessary for every investigating officer to know what scientific aids are available and where they should be familiar with the basic principles of the techniques.

Investigation will comprise of examination:—

- (A) At the scene of accident,
- (B) Of injured person or dead body.
- (C) Of the suspected vehicle.
- (D) Of the driver of the vehicle.

(A) Examination at the scene of accident—

(1) The place should be isolated till the examination is complete.

Note the exact position of bodies of victims and the vehicle. Take photographs from different angles of the scene before removal of bodies and the vehicle.

2) Search for—

- (a) Skid marks—Note their length. Prepare a sketch giving: details of various measurements.
- (b) Tyre impressions—for determining their make, condition, size and the direction of movement.
- (c) Dirt and debris from impact—for comparison with the dirt from the under-surface of the suspected vehicle.

(d) Chipped flakes of paint and enamels—for comparison with samples from the suspected vehicle.

(e) Fragments of glass—pieces of glass from damaged head lights, mirrors, windows or wind screen must be collected and carefully preserved. These will help in determining the type of vehicle involved in the accident and also connecting a suspected vehicle found with, broken wind screens or head lights etc.

f) Broken equipments—Such as pieces of metals from broken bumpers, door-handle, radiator-emblem which may have been detached.

g) Fabric small fragments of cloth or fibres of torn away should be carefully collected. Similar ones may be found on the vehicle involved in the accident.

h) Blood, hair tissues -These will indicate as to what else to look for in a suspected vehicle.

(B) Examination of injured person or dead body—

(1) An attempt should be made to find out—

(a) Whether the injury was caused by a direct or glancing impact.

(b) Whether the injuries were due to crushing effect of weight of the vehicle.

(c) Whether the body was dragged along.

(d) Whether the person was lying on the road when hit.

- (e) When the person fell down from a vehicle.
- (f) Whether the injury was by parts projecting under the vehicles, such as axle etc.
- (g) The speed of the vehicle at the time of the impact.
- (h) Any physical disabilities of the injured or deceased, cataract, deafness, epileptic fits, etc.

- 2) Any foreign matter present in the wound should be preserved; marks such as tyre marks, grill marks if on the person or his clothing should be photographed and carefully noted.
- 3) Take samples of blood and urine of the deceased, if any.
- 4) Take sample of hair from the head of the deceased, if any.
- 5) Take out any foreign matter found on clothing and note loss of buttons and signs of tears etc.
- 6) Preserve clothing of the deceased or injured.
Clothing should be searched for flakes of glass, traces of paints, traces of metal, blood or any other stains, dirt and debris which should be carefully preserved. Such clothing should be dried naturally and not by using heat, before packing.
- 7) Each garment should be packed separately.
- (8) Each garment should be packed separately.

(C) Examination of suspected vehicle

- 1) The suspected vehicle should be protected from other interference and should not be cleaned.
- 2) Search for finger print should be made first.
- 3) If glass work is broken it should be taken possession of and sent to the expert for examination
- 4) Specimen sample of paint and enamel should be taken and sent to expert for examination, along with any paint found at the scene of occurrence.
- 5) The inside of the vehicle should also be searched for presence of material from the other vehicles involved having been thrown inside through the window etc., at the time of impact.
- 6) Broken portions of the vehicle found at the scene or on the route should be preserved for comparison. These should also be photographed if possible.
- 7) Stains of blood etc., should be scraped and collected. Hairs and fibres sticking to the vehicle should be collected.
- 8) Sometimes pattern marks of clothing of the victim are produced on the area of impact. These should be photographed.
- 9) Dents and scratches can provide valuable clues to find out the nature of impact and should be closely examined.
- 10) The presence on the vehicle of vegetation and soil typical of the scene will fix its identity.

- 11) The under-structures should be examined for evidence of contact with the victim.
- 12) Mechanical examination by a mechanic should be done to find out defects etc.

(D) Examination of driver for drunkenness or disease

The driver involved will be immediately produced before a Government Medical Officer for examination and issue of a certificate regarding his drunkenness or disease as the case may be.

Bodies found in a vehicle on fire.

858. When a vehicle is on fire it is possible that some of the inmates may be trapped. In such cases both the body and the mechanical parts of the vehicles should not be disturbed until an expert inspects them, because, in case foul play is suspected both the contents of the vehicle and the position of the body may indicate to an expert whether the body was there already or had been dragged into it after death. But if the body has to be moved before the expert arrives then photograph the same from different angles as also the vehicle. If there are more than one body each body should be carried in separate stretchers so that anything belonging to that body especially those that may be helpful in establishing its identity may not be lost. Particularly metallic objects such as identity discs studs, cufflinks, finger rings, watches, brooches, etc., may be helpful in fixing the identity. Clothings may have been burnt and marks on the body would have been charred beyond recognition.

General instructions for investigation of Auto accidents.

859. Accident investigation is essentially getting and recording information to form a definite opinion as to how the accident happened, why it happened and whose fault it was. The investigating officer will look for clues to show what kind of a vehicle was involved if it is not present at the scene. Clues should also be looked into for identifying a particular vehicle or particular driver in hit and run cases. The points to be looked for at the scene have been given in detail in Rule 857 A above. Debris found at the scene should be particularly scrutinised since the same may contain broken parts of vehicles, rubbish, dust and other materials resulting from the collision. Even paint from vehicles involved may be seen among the debris. Things carried on a vehicle and scattered or dropped at the scene may be helpful to fix the point of impact or resting place after the impact. Liquids like milk and oil carried in tanks serve the same purpose in investigation as water or oil dropped from the vehicles involved. Fingerprints in the vehicle especially at the steering wheel or handles can afford sufficient clue to trace an absconding driver or other inmates of the vehicle. Tyre prints and foot prints should also be searched for according to the circumstances of each case.

Importance of road-marks.

860. As a rule every motor accident leaves some physical signs of what happened. It may be damage to a vehicle, injury to a human being or some marks on the road. The discovery and a correct interpretation of these physical signs will never be disputed. On a broad classification, it may be seen that seven kinds of marks are left on the road by accidents, of course there may be several varieties of each of these seven. The first of these is "DEBRIS" with the following varieties:—(1) Underbody debris (2) Parts (3) Vehicle fluid (4) Liquid cargo (5) Solid cargo (6) Road materials and (7) Blood. The second category consists of DAMAGE TO FIXED OBJECTS like guard rails, fences, sign-posts, -

bridge parts and other structures above the road surface which may have been bent, broken, dented or scratched as a result of the accident. The BEHAVIOUR OF VEHICLES and tyres is the third item under this category. Tyre marks of various features caused in different circumstances come under this category. Tyres will leave different kinds of impressions on the road according to the conditions of the road surface and the behaviour of a vehicle at a given time. The fourth is the SKID MARKS: Skid marks are the marks left on the road surface by tyres that have no free rotation because brakes are applied strongly enough to lock wheels. However, wheels may also be locked by damage resulting from an accident. It is also seen that the wheel free to rotate may sometimes leave a skid mark if it slides directly side ways, that is to say parallel to its axis. There are said to be eight kinds of skid marks like (1) Pavement grinding, occurring on wet or dry hard surfaces, (2) Tyre grinding, (3) erasing resulting in a clean light area where a sliding tyre has erased or removed dirt from the road surface (4) Squeegee marks which are areas where a sliding tyre rubs moisture off the surface in its path; (5) smear of soft material caused by a sliding tyre and occurring on road with snow, slush or mud; (6) smear of bituminous material by spreading excess asphalt or tar usually warm by a sliding tyre; (7) Tyre-smear i.e., rubber melted from the tyre by a sliding tyre, and (8) Furrow which means a ploughed depression made by a sliding tyre with material piled up on each side and usually at the end. Like tyre prints the skid marks also show definitely the location on the road of the wheel by which they were caused. Absence of skid marks may show that the driver did not apply brakes hard or that the brakes were ineffective. Unlike tyre prints, skid marks give an indication of the reduction in speed of a motor vehicle and thereby helps in estimating its speed previous to the accident. The difference between tyre prints and skid marks is that in the former, the wheel is rolling and in the latter it is sliding. The investigating officer should endeavour to find out where these skid marks begin and where they end. Overlapping skid marks should always be distinguished by careful observation. Gaps in skid marks if available should be brought on record as they indicate interruption made by a release of brake pressure and its reapplication. Skid marks should be protected until they are studied by the investigator. Efforts should be made to identify skid marks with tyres that made them. The fifth in this category is SCUFF MARKS: There are five varieties of these marks namely decelerating scuffs, accelerating scuffs, side scuffs, combination scuffs and flat-tyre scuffs. Decelerating scuffs are formed when the vehicle is slowing by braking effort and tyres are both sliding and rolling; and they usually occur at the beginning of skid marks after the brakes have been applied enough to slow the wheels so that they drag but before the wheels are locked. Accelerating scuffs are caused by a wheel driven by the engine and spinning on the road surface. Side scuffs are left by a tyre free to rotate without braking but sliding side ways. Combination scuffs are combinations of slide with either of the two aforesaid scuffs. Flat tyre-scuffs are caused by the edges of under inflated or over inflated tyres and are usually smears of rubber or tar material. The sixth in the series are SCRATCHES AND GOUGES. Two kinds of scratches are left by vehicles involved in accidents. One is slight tearing or forcing aside of road materials by light metal parts of the vehicle and the other is rubbing or smoothing of road surfaces and rubbing of vehicle material. These two may combine together sometimes. Scratches are useful in locating the position of a vehicle at the time of collision and particularly its course afterwards. Gouges are holes depressions or grooves left when material is dug out of the pavement by strong and hard parts of a vehicle under the great forces developed in collisions. The last in the series are ROAD SIDE MARKS like ruts, furrows or holes. Ruts and furrows may clearly show the course of a vehicle and its direction. Often they are a continuation of skid marks

Hit and run cases.

861. In hit and run cases when there is no clue as to the vehicle or driver involved, besides the points




made in the above paragraphs of this part of the chapter, the investigating officer has to devote his attention to certain other aspects as well, as detailed below. Questioning victims and witnesses and examining physical evidence are two important ways for getting clues. Witnesses should be questioned as to the available descriptive particulars of the vehicle and the occupants and the direction in which the vehicle was traveling. Broken parts of vehicles should be collected from the scene. Paint marks or scrapings left at the scene are very important. Suspicious persons at the scene will be checked. A search should be made for people who can give more information than is available from and around the scene. The solution to most hit and run accidents is through locating the vehicle involved. If it is located very soon after the incident, the investigator should feel the engine radiator and muffler to find out whether they are warm. As a rule the engine will stay warm for about 4 hours and the muffler for 40 minutes. Questioning of the suspect driver should be conducted with confidence, patience and calmness. The instructions regarding interrogation of accused persons appearing in Chapter II of this volume of the manual apply in these cases also.

Determination of speed.

862. (1) The speed of the vehicle involved is a material factor in deciding whether the accused was rash or negligent at the time of the incident. Testimony of eye witnesses will not go a long way to firmly establish what the speed was at a particular time. Each witness will have his own estimate of the speed, according to his own conceptions in the matter. Needless to say that a definite proof of speed can be available only by checking with speed watches, which of course is not possible in such cases. Noting of speedometer is possible only by an inmate of the vehicle involved. Skid marks at the scene may be of immense help in this matter, even though speeds guessed from skid marks are usually high. It is common knowledge that vehicles colliding at low speeds can do little damage and that those at high speeds can do immense damage. Similarly a heavier vehicle at the same speed can do more damage in collision than a lighter one. From this it can be inferred that when the damage is great, the speed or weight of one or both vehicles in collision must have been great and vice versa.

(2) There is a formula for estimating the distance of a vehicle involved in an accident by calculating the reaction time, reaction distance and the travelling distance. The distance the car travels after the application of brakes is called the travelling distance. The brakes are applied only after the driver sees the emergency. The time taken by the driver between noticing the emergency and the application of brakes is called the reaction time and the distance the car travels during this interval is the reaction distance. The reaction time of an average driver is $\frac{3}{4}$ of a second. It follows therefore that a car which is travelling at 40 m.p.h, covers a distance of 60 feet per second. So the reaction distance at this speed for an average driver should be 45 feet before the application of brakes. The distance a car travels during the reaction time and the braking time will be the actual stopping distance for the car. Therefore the stopping distance for the above car travelling at 40 m.p.h. will be 45 plus 84 feet 129 feet.

(3) The following chart gives the least margin of safety which should be allowed for various speeds taking for granted that the driver is of average calibre and the road surface and the brakes of the car are good enough:

Speed	Reaction distance	Braking distance	Stopping distance
20 m. p. h.	22 feet	21 feet	43 feet
30 	33 	47 	80 „

40 ..	45 ◆	84 ◆	129 ◆
50 ..	55 ◆	131 ,,	186 ,,

Note.—It should be remembered that the stopping distance would be double on a wet, greasy or skiddy road.

The above particulars are worked out by applying the following formula.

$$S = S1 \times \sqrt{DD1}$$

Here S stands for the speed of the vehicle at the time of the accident,

S1 = stands for the speed of the vehicle at which experiment was conducted in the same area where the accident took place.

D = stands for the length of the skid mark found at the place of accident.

D1 = stands for the length of the skid mark found on experiment.

$$S = 20 \times \sqrt{40/10}$$

$$\text{Or } S = 20 \times \sqrt{4} = 20 \times \sqrt{2 \times 2}$$

$$\text{or } S = 20 \times 2$$

or S= 40 i.e., the speed of the vehicle at the time of the accident was 40 miles per hour.

Note.—This formula is evidently based on a variable, viz., the coefficient of friction. This depends on the slipperiness of the road surface and the road grip the tyres give. The formula would need adoption to specific cases. Ordinarily, however, the formula would be found suitable within the generally required degree of accuracy.

(4) The chart and formula given above are only for the guidance of investigating Officers to help them in rough calculations. Needless to say, inferences from the formula-have no legal sanction behind them and may not be acceptable to courts as expert evidence under law. Therefore the investigating Officer should look for the most reliable and acceptable evidence regarding speed and place it before the court in proof of rash driving or over speed,

Road Accident Reports.

863. (1) Whenever a road accident causing death or bodily injury or a road accident involving damage (excluding trivialities) is either reported and brought to the notice of the Police, the Station House Officer concerned shall, after prompt enquiry prepare a report in duplicate in K.P.F. No. 161 in respect of accidents in which Motor vehicles are involved and in K.P.F. No. 161-A in respect of accidents in which non-motor vehicles are involved, and forward the original without delay to the Superintendent of Police of the District through the usual channel, the duplicate copy being retained in the station.

(2) As soon as Form No. 161 or Form No. 161-A is received in the District Police Office, the details will be recorded in two separate ledgers in K.P.F, No. 79-C.

(3) From these ledgers quarterly return shall be prepared by each Superintendent of Police of the

District in K.P.F. No. 129 in respect of Motor vehicle accidents and in K.P.F. No. 129-A in respect of non-motor vehicle accidents. These returns will be sent before the 5th of April, July, October and January to the Additional District Magistrate and a copy to the Inspector General of Police through the Deputy Inspector General, concerned. Each Superintendent of Police shall include in his Administration Report analysis or the causes of road accidents in his jurisdiction in the year.

4) The following instructions should be carefully followed when filling up the forms:—

a) Each accident causing death or personal injuries accounted as one accident only, irrespective of the number of persons killed or injured thereby. An accident in which more than one vehicle is involved is also counted as one accident only.

b) The "vehicle to which the accident was attributed".

i) where only one vehicle is concerned, that vehicle and

(ii) where more than one vehicle is concerned, that vehicle to which the accident appeared to be primarily attributable.

(H) ASSAULT ON PERSONS INCLUDING MURDER

864. The following are some hints for investigation of cases of assault on persons—

1) Be quite sure whether the victim is alive or dead. In case there is the slightest doubt, arrange for medical aid immediately.

2) Before removal of the body, the position of the body and limbs and the condition of the clothing should be carefully noted.

The fingers and clothing should be examined to see if they contain any hair, skin or any such other clue.

The position of the body, if possible, should be marked out on the ground with chalk.

3) Isolate the premises and preserve the dead body and the immediate surroundings.

4) Conduct a preliminary survey of the entire crime scene in order to:—

(a) Choose the point from which to start the search for evidence.

(b) Determine the equipment that will be needed for the search and photography. The scene should not be left unattended and unprotected; and

(c) Ascertain the condition of the scene from the first person who discovered the crime and then see if any change in the crime scene has taken place before your arrival.

5) Make a detailed sketch of the scene showing the exact place where the articles were found.

6) Take sufficient number of photographs to cover all aspects of the scene of crime.

(7) In most of the cases the starting point for search would be the body of the victim. The work should be done in ever-widening circles and a careful examination -of the floor, walls, ceiling, furniture and all exposed surfaces should be made. This should be thorough, systematic and critical.

(8) Examine the victim carefully. This should consist of the following:

- (i) Photographs of the body.
- (ii) Complete description of the body.
- (iii) Examination of clothing.

(iv) In sex cases, search for evidence of semen, injuries, choking or other evidence of use of force. Samples of victim's hair should be obtained from head and body including genital region.

(v) Examine area directly under the body for blood stains, vomitted matter, semen, bullets and marks of weapons.

(9) Search for the following:—

a) Lethal weapon: If found, examine for traces of hair, tissue, fibres, finger prints, dirt, rust and any substance sticking to it;

b) Bullets, cartridges etc.

c) In poisoning cases, search for the poison which should be preserved. Also search for latent prints, samples of vomit and food examining carefully glasses, bottles, medicines, etc.

(d) Search carefully for finger prints, foot or heel prints, marks left by clothing, tool marks, etc.

(e) Articles left by the criminal such as used matches, cigarette butts, buttons, tools, weapons, dirt from footwear, dirt from clothes, fibres from clothes.

(f) Position of blood stain, torn off hair, overturned or displaced articles of furniture, etc., to indicate resistance, injuries and other signs of struggle.

(g) In cases of sexual offence examine all garments, bedding and other material such as towels, rags, handkerchief, etc., for signs of seminal stains, blood stains and other material.

(10) Search the following places:—

(a) All openings to rooms and other parts of entry and exit you may find evidence of tool marks, fingerprints, foot prints, fibres from clothing, blood stains, dust etc.

(b) Unexposed places such as the wall behind furniture, waste basket, vases, under beddings. You may find recently washed clothings, rags, etc., that might have been used for wiping or washing blood stains.

c) The route of approach and the means of reaching the point of entry. If the crime occurred in the open, search the area for several hundred feet around for signs of footprint, tyre tracks or other signs. Also search the immediate grounds, carefully.

(d) The line of approach and departure, specially all obstacles such as hedges, walls, barbed wire, railing, fall pipes, window sashes, other pipes, windows and anything that has been moved. Also fibres, foot prints and tyre tracks.

(11) Take photographs in the following manner—

- (i) Photographs from several angles.
- (ii) One or two close-up photographs of the body showing location and character of wounds, condition of clothing, etc,
- (iii) Photographs showing the entrance and exit to the crime scene.
- (iv) Photographs of roads used in reaching the premises.
- (v) If firearms used, photograph of all bullet holes and marks,
- (vi) Photographs of places used for concealment,
- (vii) Any other photograph considered useful.

(12) Search the suspect for mark on his clothing. Also the skin underneath his fingernails. Marks of struggle on body and clothes, Matches, cigarettes, and other things in his pockets, e.g., knife, or tools.

(13) Take actual measurements of all distances and heights especially of doors, etc., used as entrance and exit.

14) Make casts of all tyre tracks, tool marks if possible, foot prints, etc., where a definite imprint exists. This will be useful in addition to photographs which should also be taken.

(I) CASES INVOLVING USE OF FIRE ARMS

865. In order to investigate successfully a case in which a fire arm has been used, it is very necessary for the investigating officer to have an idea of the types of weapons in common use, the mode of their functioning and the nature of injuries they are capable of inflicting on the human body.

866. Every Investigating Officer should be thorough with the instructions regarding investigation into fire arm cases.

867. The following points should be borne in mind while investigating a case involving the use of fire arms.

1) Never touch the weapon at the scene of crime before its exact location has been recorded in detail both verbally and by a sketch or photograph.

2) In developing the finger prints, that may be found on the polished surfaces of the weapon, note that it should be handled by the minimum number of persons with the maximum amount of care.

3) Make detailed notes immediately of the condition of the weapon, such as the position of the safety catch and the cartridge case and whether a fired cartridge is found in the weapon or a defective one is sticking up rendering the weapon inoperative. If a loaded cartridge is found, it should be removed with as little manipulation as possible and the cartridge so removed should be separately marked with a label tied to the rim for future identification.

4) After the loaded cartridge, if any, has been removed, record the name, model and other particulars of the weapon and any other identifying marks which may appear on the surface.

5) It is advisable to close the muzzle-end of the weapon immediately on reaching the scene, for it may later be necessary to take barrel washing to ascertain whether powder has been used.

6) Look for the presence of wads at and around the scene from where the weapon was discharged. Where a shot gun was used in a closed place, a room for instance, the pellets should be looked for in the cushion of chairs, in the door frames and other places where they are likely to have embedded themselves. In an open place with trees around, they are likely to be found embedded in the trunks. In case a weapon with a single projectile was used, search should be made in the places mentioned above for bullets which might have come out after hitting the person or which might not have hit him if more than one shot was fired.

7) The same hints should be remembered where no weapon is found on the scene. Here, the recovery of any pellet, wad, or such other article may give a definite clue to the type of weapon used. If bullets with rifle marks are found the expert will tell you the exact nature of the weapon used, viz., Colt, Webly, etc., from the lands, grooves, twist and pitch of the rifling. The nature of weapon can also be determined by the expert if a fired cartridge case is recovered from the scene. In these cases, if the suspected weapon is subsequently traced, the expert will be able to tell whether that particular weapon discharged the bullet or fired the cartridge. Care should be taken in transmitting these articles for examination to the expert. The bullet or the cartridge case should be preserved in a protecting roll of cotton or similar soft material and placed in pill box, each item separately. Care should be taken to see that no additional markings or scratches are caused on the bullet or cartridge case thus sent. Also, care should be taken in handling weapons where the accused pleads accidental discharge. Do not try to verify what the accused says, but send the weapon after packing it carefully to the expert for his detailed examination.

(J) POISONS AND POISONING

868. A poison is a substance which when administered by mouth, by intravenous, intra-muscular or subcutaneous injection or by any other means proves injurious to health or life.

869. Poisoning in the living may be acute or chronic. In acute Poisoning, symptoms at variance with the normal state of the individual appear suddenly, whereas in chronic poisoning, they do so gradually because of the administration of small doses of the poison on each occasion.

870. In investigating a case of suspected poisoning, the following line of procedure may prove of considerable assistance to the investigating officer:

- (1) Send for a physician, if the victim is still alive and render first aid, if possible, pending his arrival.
- 2) Enquire about the appearance of the symptoms and their characters.
- 3) Ascertain:
 - a) how long after the taking of food, drink or medicine the symptoms appeared,
 - b) whether the symptoms were intermittent or increasing steadily, and
 - c) What was the previous state of health of the victim.
- 4) Search the premises of the victim and the suspect for the poison likely to have been employed. be done without any loss of time so that the culprit or his associates may not be able to remove before the police could secure it.

- Examine the vomiting, if any, paying particular attention to its colour. Coffee brown colour with onion-like odour is an indication of phosphorous poisoning. Black vomits may be due to sulphuric, greenish to hydrochloric, and yellow to nitric or chromic acid. White vomit turning to black indicates the administration of silver nitrate. Sharp ammoniacal smell is due to ammonia and its odour, to acetic acid. Bluish green vomit is characteristic of copper sulphate. Whenever vomit is found in connection with a case of suspected poisoning, it should invariably be taken possession of, preserved and forwarded to the Chemical Examiner for analysis.
- (5) Food, drink or medicine suspected to have any connection with the case should also be collected and forwarded for analysis. Urine should be treated likewise.
 - (6) If food is suspected to have been poisoned, enquiries should be made to find out whether any other persons, other than the one affected has or have been similarly affected more or less simultaneously.
 - (7) Explanations or remarks made by the victim or other persons regarding the onset of the symptoms should be carefully noted.
 - (8) When the symptoms do not conform to ordinary illness and when, in spite of appropriate treatment, they persist, the environments of the victim and the conduct of his attendants should be carefully watched. Services of a reliable and dependable consultant should be utilised.
 - (9) Should there exist reasonable grounds for suspicion the patient had better be removed to a hospital or nursing home where he can be under close observation far removed from his usual surroundings.
 - (10) The investigating officer should under no circumstances undertake the administration of the first aid. He should not be well acquainted with the subject, but he should strive to obtain medical aid at the earliest rather than make the case more complicated by his interference.
 - (11)

(K) CRIMINAL ABORTION

871. Criminal abortions can be effected by producing toxic condition in the mother by use of drugs (abortifacients) which cause the foetus to be rejected by the body.

2. Abortifacients commonly used in India are—

- 1) Drastic purgative e.g., Aloe, Colocynth, Kaladane, etc
- 2) Irritants—(a) Metallic irritants e.g., salts of arsenic, mercury, lead etc. (b) Vegetable irritants e.g., juice of madar, twigs of Lal Chitra, roots of white or pink Oleander, etc.
- (3) Emmenagogues (drugs or poisons causing contraction of uterus and thereby causing expulsion of its contents) e.g., Ergot, Pituitrin, Quinine, so-called "female correctives" etc.

3. Abortions are also caused by Mechanical interventions. Methods commonly adopted in India are—

- (1) Introduction of sound catheter, or similar objects into the womb.
- (2) Vaginal douches with irritant fluids, e.g., Cyso, potassium permanganate solution, corrosive sublimate solution, oxalic acid solution, etc.
- (3) Introduction of so called "abortion sticks" (small wooden or bamboo sticks anointed with irritant materials).

4. The Investigating Officer should—

- (i) Get the suspected mother examined by a medical officer. collect all relevant materials used for procuring criminal abortion as well as materials suspect
- (ii) been expelled from the womb for despatch to the laboratory for examination. Search for this should be—
 - (a) suspected mother's house,
 - (b) suspected abortionist's chamber, and
 - (c) various places of disposal e.g., dustbins, gutters, dark lanes, fields, river banks, etc.

5. The Investigating Officer should look for the following—

- (a) Syringes, hollow instruments, e.g., clay pipes, stems, etc., pointed pieces of wood knitting needles, catheters, slippery vegetable, sticks of cotton wool, gauge etc. Any medicines, drugs, "female pills", "female corrective" soap solution disinfectants, etc.
- (b) indigenous poisons e.g., fruits of yellow oleander, roots of white or pink oleander, twigs and leaves of marking nuts, carrot seeds, etc.
- (c) Careful examination should be made of bed, clothes, chairs and soft covers, rugs, lavatory pan

(L) KIDNAPPING AND ABDUCTION

872. (1) In the investigation of kidnapping cases, the proof of lawful guardianship is an important link and it should be clearly established after a thorough investigation. Sometimes the first information reports are prepared as the statements of informants or complainants other than lawful guardians who may not be in a position to know best about the age of the girl. Dubious or incorrect informations should not be incorporated in the First Information Report. The law of guardianship differs from community to community; and hence the investigating officer should have a fair knowledge of the law relating to the kidnapped person. For example the Muslim law relating to guardianship differs from Hindu law in important respects. In case of conflicts between the parents and the husband of a girl, the kidnapping from one for restoration to the other and vice versa has been a subject of much controversy. In case of marriage between persons belonging to different communities, the particular law applicable may be consulted.

(2) No room should be left for doubt regarding the question of the age of the kidnapped person. The entries in the registers of birth or school certificates or other age certificates such as horoscope, baptismal certificate, or those of neighbours born at about the same time should not only be proved but the proof of identity should also be collected and placed before the trial court. In the absence of the above documentary proof, the kidnapped person may be sent for medical examination and determination of apparent age, but all High Courts do not accept the conclusiveness of medical evidence based on ossification methods of determining the age. Radiological examination, is necessary in all such cases. It is best to combine documentary evidence of age with scientific evidence.

(3) In practice courts seek corroboration of the kidnapped person's statement though it is not a rule of law.

(4). Investigating officer has to be cautious in cases of blackmail where by her amorous gestures an accomplice girl; induces a wealthy or respectable person to accompany her and stay with her in a hotel

for a day or two. The other confederates of the girl pretending to be her guardian lodges a report with the Police and approach the kidnapper with a threat of prosecution and thus extorts a considerable amount of money from him to drop the proceedings. The victim also does not report due to shame and infamy. The investigating officer should go into the interior of such matter and try to bring the real offenders to book for extortion and cheating offences. It should be borne in mind that the offence of kidnapping is complete with the taking or enticing away the minor. The presence of the accused is not necessary at the moment when the minor leaves her or his father's house as a result, of persuasion. That an accused meets a girl by previous arrangement, stays with her away from her father's house for several days without her father's consent or against his will, enjoying with her at night in some place and then allows to return home, was held to constitute an offence u/s 363 IPG

(5) A minor may not be competent to give her consent to her taking and even if it is given it is immaterial. But a minor is certainly competent to leave the protection of her guardian of his or her own accord. Where the guardianship is thus irrevocably abandoned Section 366 does not apply.

The letters of correspondence extending to inducement to the minor may provide ample documentary proof in court. Hence house searches of the accused are necessary for recovery of such papers. Needless to say, in such cases the evidence of handwriting expert becomes necessary.

(6) The defence plea of the accused that the girl had such developed features that she looked to be over 18 years old is no defence at all and could be negated by the documentary proof of minority.

(7). If the accused is charged u/s 366 IPC and the proof of the age of the victim is not adequate to the satisfaction of the court-conviction is difficult to be secured. There may be composite cases where the evidence comes both within the purview of kidnapping and abduction; charges in such cases should be framed in the alternative.

(8) In cases of kidnapping, the victim usually the girl, might have a soft corner for the accused particularly in cases developing out of a love intrigue. It is sometimes useful to get her evidence recorded u/s 164 Cr.P.C. Throughout the trial care must be taken to ensure that the accused does not again play upon her fancy to make her go back on her statement.

(M) RAPE.AND UNNATURAL OFFENCE

Rape.

873. (1) According to the definition in section 375 of the Indian Penal Code, a man is said to commit "rape" who has sexual intercourse with woman under any of the circumstances described below:

- (a) against her will,
- (b) without her consent,
- (c) with her consent, when her consent has been obtained by putting her in fear of death or of hurt,
- (d) with her consent, when the man knows that he is not her husband and that her consent is given because she believes that he is another man to whom she is or believes herself to be lawfully married,
- (e) with or without her consent, when she is under sixteen years of age.

(2) There should be actual penetration of the penis into the vulva, although there be no emission of semen, to constitute the offence. Even when the signs of virginity are in no way interfered with and there is no physical evidence either, still, if there was the slightest penetration according to medical evidence, the offence of rape has been committed.

(3) Rape can be committed on any woman, whatever her age or character may be, except in the relationship of husband and wife as mentioned in the exception under section 375 of the Indian Penal Code.

(4) When coitus is forced on a woman against her will and consent, there must normally be the evidence of resistance from her. Such resistance may be borne out by the tearing of clothes and injuries to the accused. In trying to overcome physical resistance, the accused may also inflict injuries, bruises and scratches on the body, and injuries to the sexual parts of the victim. But, they may not be present, if the victim is held by another while she is ravished or is forced to submit on account of fear of life or threat of injuries, or is drugged with a view to render her incapable of physical resistance. Injuries to the victim may also not be present in instances of rape on young girls as they are physically incapable of resisting a grown-up male.

for these offences are.

- 874. (1) animal passion and want of self control,
- (2) belief that venereal disease is cured by sexual intercourse with a virgin.
- (3) to disgrace a family.

- 875. (1) False complaints of rape are sometimes made for the following reasons:
 - (a) A prostitute or woman of low morals may be induced to make a false accusation due to revenge.
 - (b) She may do it at times herself to extort money.
 - (c) A woman accustomed to clandestine visitors may come up with a story of rape, if she was by chance detected.

(2) The investigating officer must take careful enquiries to find out if the statement of the victim is sufficiently corroborated by other independent evidence, as it is unsafe to charge a case of this nature on the only testimony of the woman who complains of having been ravished. Corroboration may be by direct or circumstantial evidence, which should, in addition to confirming that the offence was committed, establish that the accused committed it.

876. The following are some of the points to be noted while investigating a case of rape.

- (1) In the case of the victim:
 - (a) age, and whether the victim reported the matter immediately to her relations or neighbours,
 - (b) the character of the woman,
 - (c) whether she is healthy and physically strong and, if so, whether one person could have committed rape on her.

- (d) the place where the offence was committed, and whether her cries could reach some one in the vicinity,
- (e) tearing of clothes,
- (f) whether she was drugged, if so, by whom,
- (g) injuries to the body and their nature and position,
- (h) presence of marks on external clothing when the offence is alleged to have been committed outside a house,
- (i) presence of semen or blood stains on her person or on the clothes,
- (j) injuries to private parts and presence of blood,
- (k) in the case of young and unmarried girls, presence of rupture of semen; if the latter whether it was recent, and signs of recent defloration,
- (l) infection of venereal disease the accused may be suffering from,
- (m) the condition of pubic hair, whether mixed with semen or blood, and
- (n) the presence of hair similar to that of the accused in or near the vagina or other parts of the body or on the clothes.

(Note.—The examination of private parts and the removal of semen or any hair from the vagina and pubic hair must be got done by a medical officer and should under no circumstances be attempted by the investigating officer).

(2) In the case of accused:

- (a) age physical development and capacity,
- (b) injuries to his person, face, neck, and particularly in the neighborhood of genitals,
- (c) tearing of clothes,
- (d) presence of blood or semen stains on his person or clothes or pubic hair,
- (e) injuries to the male organ,
- (f) presence of venereal disease detected in the examination of the woman,
- (g) presence of hair similar to that of the woman ravished,

(Note,—The examination of private parts for injuries, presence of blood, semen or hair and evidence of a venereal disease should, of course, be done toy a medical officer.)

877- The determination of blood may prove to be of invaluable help in the detection of rape cases.

Unnatural sexual offences.

878. Unnatural offence, as defined in section 377 or the Indian Penal Code, is carnal intercourse against the order of nature with a man, woman or animal. As in rape, penetration, however slight, is necessary to constitute the offence

Sodomy is anal intercourse between two males, or between a man and a woman. Mostly, young boys are victims of such unnatural carnal connection. These offences are common but are rarely brought to notice. There are also eunuches who are foul of appearing in woman's costume, and ostensibly, live by singing, but habitually trade in sodomy as passive agents.

880. A case under section 377 of the Indian Penal Code can be charged on the basis of the evidence of the victim, if it is not of a doubtful nature, but it should be borne in mind that it is easy to make an allegation of this nature and very difficult to refute. It is, therefore, not safe to act on the uncorroborated testimony of the victim alone. The version of the victim should be corroborated by independent, direct or circumstantial evidence. For instance, stains of semen may constitute important circumstantial evidence in these cases. Evidence of the medical officer, who has examined the victim soon after the offence is committed is important.

881. The following are some of the points to be ascertained while investigating these cases.

- (1) injuries to the body, such as scratches and bruises on face, neck and hands,
- (2) stains of semen on person or clothing,
- (3) presence of semen in the anus, particularly in young children.
- (4) injuries to, or in the neighbourhood of, anus,
- (5) laceration of rectal mucus membrane,
- (6) infection of venereal disease present in the active agent and
- (7) presence of the hair of the passive agent on the offender, and vice versa.

882. It is very important that the investigating officer should in cases of rape and unnatural offences send the victim and the accused to the medical officer for examination as early as possible. Clothing and other articles with semen or blood stains in their possession must be seized, carefully packed and despatched to the Chemical Examiner for analysis and report.

APPENDIX I
(Referred to in Para 775)

Packing and transmission of material objects to the Expert.

1. The proper packing and transmission of articles to the expert is very important since carelessness in the packing or transmission may defeat the very purpose for which articles are sent, viz., to obtain scientific evidence which would be useful in the investigation of crime. In sending articles for scientific examination, the aim should be to avoid damage to or deterioration of the material to be tested. Damage is commonly caused by

- (1) improper handling of material objects in the first instance, leading to accidental loss of or addition to the evidence provided by the material objects;
- (2) decomposition, which can be prevented by trying blood and seminal stains in the shade, or by usual suitable preservatives, as in the case of viscera, etc.
- (3) careless packing, leaving material objects partly exposed or loosely held, leading to damage during transit or by contact with other objects or by friction; and
- (4) insecure packing, or sealing, permitting of the contents being tampered with.

Following are instructions for the packing and transmission of articles to experts.

2. (1) Packing material—material objects, by virtue of their varied nature, require different types of packing material. In the selection of such material, following points should be kept in view.

- (a) the packing material should be of sufficient strength to withstand rough handling and wear and tear during transmission by rail or road;
- (b) It should completely cover the material object;
- (c) it should afford ample protection to the material object against breakage; and
- (d) it should permit of secure nailing or stitching to form a compact parcel and of sealing.

(2) Mode of packing—(a) Articles should be separately packed, labelled and sealed in such a way that the packages cannot be opened and the contents interfered with without the seals being broken. The clothing of the deceased may, however, be sent as one packing, but each item containing stains or other clue should be packed separately. However, all such packages may be sent together in one box or bundle. Similar action should be taken for the clothing of the deceased—Articles belonging to the accused and deceased should never be packed together, as, by this, stains may be transferred from one article to another thus destroying the value of semen or other physiological substances if any, on the clothing of the accused or suspected person. The best way to pack clothing is to roll it in a clean cartridge paper and tie the bundle securely. It should be borne in mind that stains on clothing should be dried properly in the shade before packing.

- (b) Articles, which are themselves material objects, like gunnies, mats and pieces of cloth, should never be used as wrappers for other articles in the case.

- (c) A label should be affixed to each packet. The label should be affixed on the packet and not directly pasted on the surface of the article to be examined.

Likewise, seals should also be on the packet and not on the surface of the object.

- (d) A stain on a material object which is unwieldy should be cut out or scraped and sent. It should be indicated from which object *it* was cut or scraped. A stain free portion clearly marked as "control" for each item should also be sent. The instructions given elsewhere in this Chapter regarding the collection of earth, control earth, hair and fibres should be closely followed.

- (e) Clothes requiring examination for seminal stains should be sent as a whole, care being taken to cover the suspected dried stains with cotton to prevent them from being damaged during transit.

- (f) If a number of bottles are to be sent, they should be so packed that they do not break in transit.

- (g) All packets belonging to one case should be enclosed in a box or outer covering, unless there is disparity in the size of the various articles. Articles belonging to different cases should not be sent together in one package.

- (h) Articles concerned in one and the same blood stain case should, as far as possible, be forwarded to the Chemical Examiner at the same time, so that specimen stains from them may be forwarded in one parcel to the Serologist for examination, since a charge is levied by him for each parcel irrespective of its being in continuation of a previous parcel sent in the same case. The despatch of articles concerned in one and the same case at different times will thus involve extra expenditure to the Government and should be avoided as far as possible.

- (i) The box or outer covering containing the material objects should be securely sealed. The seal used be the same throughout and should be either a private seal or an official seal which *is* kept in the personal custody of the forwarding officer. Impression of keys, weights or coins should not be used as seals. A specimen of the seal used should be sent separately to the expert along with the letter of advice. Seal impressions should be clear so as to enable a comparison to be made by the expert on receiving the articles.

- (j) Articles to be sent to the expert should be kept in sight or under lock and key till they are packed and despatched. After they have been properly packed and sealed they should be sent through a Constable.

3. All material objects forwarded to the expert should be accompanied by a letter of advice.

4. In poisoning cases supplementary information should be sent with the letter of advice. Omission to supply the essential supplementary information leads to unnecessary correspondence and delay in the disposal of the case.

Method of packing articles bearing finger prints.

5. (1) The packing of objects bearing latent prints requires nothing more than common sense. When the article on which a finger print is found is portable, it should be securely and carefully packed before despatch to the Finger Print Bureau. It is most essential to ensure that no damage is caused to the print in packing or transit either through careless handling or by friction from the packing materials. In deciding on the method of packing the investigating officer should ask himself the question whether the method chosen is adequate to prevent the obliteration of the print and or damage to the article in

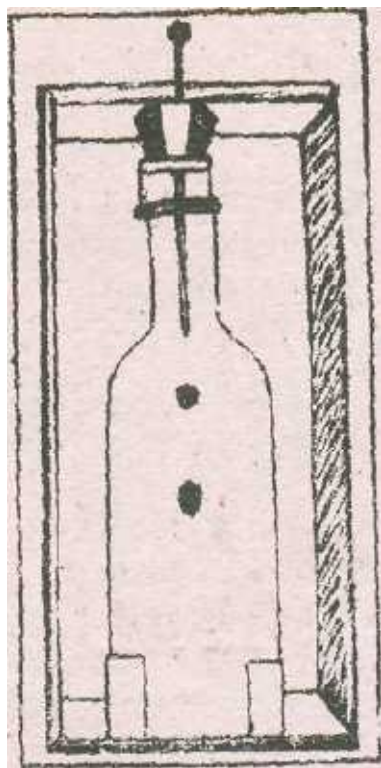
packing or transit. Each article should be packed separately.

(2) In packing material objects, always use, if possible, screws instead of nails.

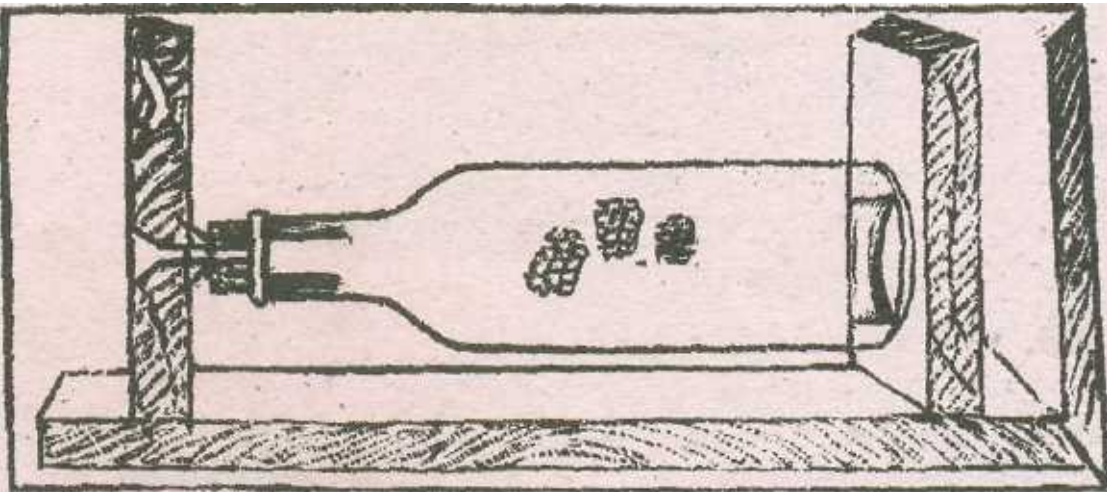
(3) Candle—As marks on candles are generally useless unless impressed into the wax, little trouble need be taken in packing, as the candle may be safely wrapped in cotton wool and enclosed in a wooden box.

(4) Bottle—There are several ways of packing a bottle. In every case, there should be no difficulty in securing the neckend of the bottle. A screw through the end of the box into the cork will do this.

(5) Model 1—The bottom of the bottle is secured by means of four corks which are stuck to the bottom of the box by means of sealing wax. The corks will adhere in a surprising manner provided the wool is slightly roughened. Two corks are first fixed to the bottom, the bottle is placed in position and then the remaining two corks are fixed. All the four corks must touch the bottle. Tapering corks as shown in the figure below should be used, as this ensures that the point of contact between the corks and the bottle is reduced to the minimum.

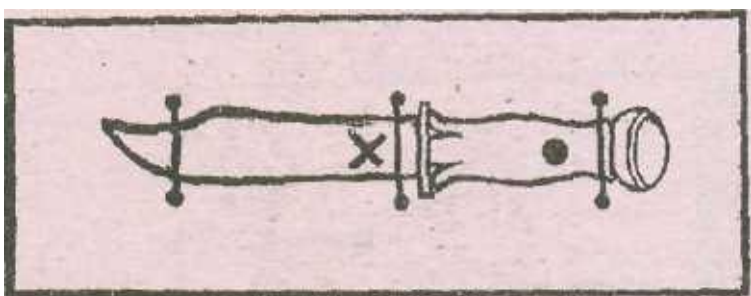


b) Model 2- The ends of the bottle are inserted into the holes made in two thick pieces of wood, and a thin piece of wood is fixed across the outside of each opening to prevent the article from passing through. The two pieces are then screwed to a base board which again is screwed to the base of a wooden box—see the figure given below.

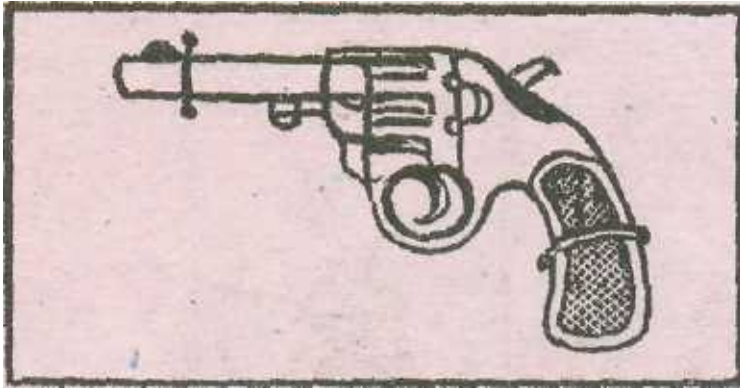


(5) Knife—(a) Model 1—A shallow box, slightly less in length than the knife is all the packing that is required for this article. The knife is inserted diagonally as shown in the figure below.

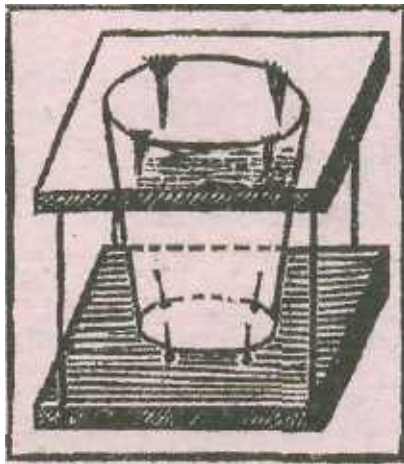
b) Model 2—The knife battened down to a piece of wood and held in place by string or cord as shown in the figure below. The cord is passed over such parts of the knife which do not possess latent prints.



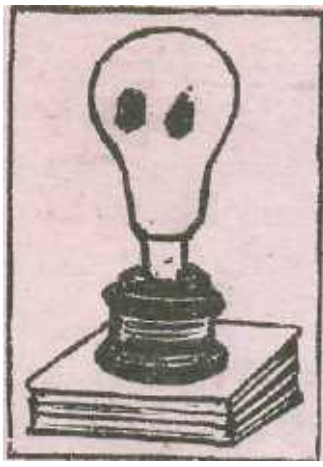
(6) 'Firearms—A twine is passed over the knurled grip and at the muzzle-end near the front sight where no latent prints are present— see the figure given below.



(7) Tumbler or drinking glass—Four thin nails are driven through a piece of plywood so that the bottom of the glass or tumbler just fits into the space bounded by the nails. Again four nails are driven through another piece of plywood according to the diameter of the top portion of the glass or tumbler. The space formed by the four nails will thus enclose the top portion of the glass or tumbler. In order to prevent the glass from falling the plywood covers are held in place by fine wire or twine from the top piece to the bottom piece of wood as shown in the figure below.



(8) Electric bulb—Fix to a base board larger than the diameter of the bulb an electric lamp holder of the "screw-on" type. The bulb can then be fitted into the holder as shown in the figure below. The base board can, then be screwed to the inside, of a box of convenient size.



(9) It will be wise, even where the article is portable, to photograph the print before the article is removed from the scene of crime, as it is common experience that, in spite of all precautions, prints sometimes got damaged or destroyed in transit.

(10) If the object on which finger impressions are found is too large to be removed, it should sometimes be possible to cut off just that portion on which the prints appear. But, if that will destroy the print or if it is not possible to cut off or despatch the portion, the print should be photographed and also, if necessary, lifted by means of lifting tape.

(11) In all cases where articles are sent to the Finger Print Bureau, an explanatory letter should be forwarded in a separate cover, containing a reference to the offence in connection with which the articles are sent, instructions as to how to open the articles and any other useful information.

(12) It is always advisable to send such articles rather by hand than by post. It should, however, be borne in mind that the office hours of the Bureau are from 10.15a.m. to 5.15 p.m. on working days, the Bureau is not ordinarily open on Sundays and other gazetted holidays.

Explosives.

6. All exhibits and substances suspected to be explosive or connected with an explosion should be sent by the local authorities to the Inspector of Explosives, South Circle, Madras, in the first instance,

(1) (a) Military grenades, mortar bombs, artillery shells, land— mines, cartridges, etc.—It is dangerous to handle or remove articles, like military shells, grenades and mortar bombs, which are suspected to have not exploded; it is immaterial whether the article is suspected to be faulty or is in good order. Such an object should not be removed, but a guard should be placed over it and information should be sent to the Inspector of Explosives, South Circle, Madras. Its discovery should also be reported to superior officers.

(b) In cases involving the prosecution of persons for illegal possession of articles, like unexploded military grenades and mortar bombs, the Inspector of Explosives should be informed by wire and his arrival awaited. If the bomb or other such articles has exploded and it is desired to prosecute a surviving person, the Inspector of Explosives and the Chief Inspector of Explosives should be informed by wire. In other cases, the remnants of the exploded articles, should be sent to the Inspector of

Explosives.

(2) (a) Unexploded country bombs in sodawater bottles, jam tins, water cistern floats, chatties, coconut shells, bundles of jute, hemp or cloth, or bamboo tubes, book bombs and letter bombs may be designed to explode

- (i) when moved in any way,
- (ii) when turned over,
- (iii) when placed in water,.
- (iv) when thrown down,
- (v) when a fuse is lighted,
- (vi) by a clockwork arrangement, or
- (vii) by chemical reaction.

(b) Before touching the bomb, examine it where it lies and see if you can detect the arrangement for exploding it. See if there is any trigger and, if so, whether it is set or not. Do not move the bomb unless you are satisfied that it is safe to do so.

(c) If you are satisfied that there is no danger in its removal, then send the bomb to the Inspector of Explosives by hand, packed according to the instructions contained in the booklet "Instructions for dealing with substances or objects suspected of being explosive. If you are not satisfied, then place a guard over the bomb and report to your senior officer and send telegrams immediately to the Chief Inspector of Explosives as well as to the Inspector of Explosives, South Circle Madras ("In south—Madras"), asking for assistance to render it safe.

(3) Remnants of exploded bombs— All remnants of exploded bombs should be sent to the Inspector of Explosives together with a history of the case.

(4) Incendiary devices not coupled with a bomb or explosive device— the initiating agents in these devices should be carefully examined and removed before they are sent by a messenger to the Inspector of Explosives. Whenever any doubt is felt, the facts of the case should be reported to the senior officer and the assistance of the Inspector of Explosives should be sought by telegram, if necessary. If the device has already taken fire, the remains, without removing the ash or soot, will have to be sent to the Inspector of Explosives.

(5) Incendiary device coupled with an explosive device—These devices have a fairly elaborate mechanical arrangement and may look like bombs. The Inspector of Explosives will have to be informed by telegram and his arrival awaited. If any piece of yellow phosphorus is found, it should be removed immediately. If the arrangement has already fired or exploded, the remains together with the ash or soot will have to be sent to the Inspector of Explosives for his opinion, along with a report of the facts of the case.

(6) In forwarding articles suspected to be of an explosive nature, special precautions should be taken to avoid the risk of their exploding in transit or while being unpacked. The usual type of bomb is

generally quite safe to handle if thoroughly wet, but very dangerous if dry. Any thing of the nature of a live bomb should, therefore be thoroughly wetted, packed in such a way that it will not dry in transit and sent by a messenger, and not by railway or post, to the Inspector of Explosives.

Stain cases.

7. (1) Blood stains in and around the scene of an offence should be collected and sent to the Chemical Examiner. When collecting blood stains from the earth, two important points should be borne in mind, viz., the blood stains should be thoroughly dried in the shade and should, as far as possible, be free from foreign material. For the successful analysis of a blood stain it should be thoroughly dried in the shade and should, as far as possible, be free from foreign material. For the successful analysis of a blood stain, it is the quality of the stain that counts 'and not the quantity. If the blood stains on earth are moist, the blood-stained earth collected should be spread in the shade and allowed to dry. Heating or exposure to the sun should be avoided. Unless dried, blood will rapidly decompose and it will not then be possible to detect its presence. Hence, blood stains on all types of material objects should be dried in the shade before they are packed and despatched. Another important thing to note in the collection of blood stained earth is that only the well-stained superficial area of the earth should be scraped. About one pound of well-stained earth is ample for the examination of blood stains. An equal quantity of stain free earth (termed as control earth) should be collected from the vicinity of the stained earth, packed and labeled separately and transmitted to the Chemical Examiner along with the stained earth. In the case of stains on walls, the stained area should be cut, if possible, without disturbing the stains. If this is not possible, the superficial stained area should be gently scraped and collected. A stain-free area should also be separately scraped and sent with the scrapings from the stained area as control. Stained areas on articles of furniture and permanent fixtures like doors and windows should be cut out with the help of a carpenter, if necessary, care being taken not to disturb the stains. It is seldom necessary to send the entire piece of furniture. If, however, the investigating officer feels that he is not able to tell which is a blood stain and which is not, he should send the entire article. Stains on articles which have smooth surfaces or which are brittle should, after they have been dried perfectly in the shade, be protected with cotton wool, as otherwise, the stains may fall off and get lost

(2) The Chemical Examiner tests articles for blood and issues a report stating on which items blood has been detected and on which it has not been detected. Portions of the stains are at the same time sent by him to the Serologist, Government of India, Calcutta, who after examination reports whether the blood stains are of human origin. If specially asked, he will also report whether the stains are of any bird or animal. Sometimes, though blood has been detected by the Chemical Examiner, the Serologist is unable to determine the origin of the blood either on account of the stain having disintegrated or its being too small for his tests. When a stain is too small, it is sent by the Chemical Examiner without any examination to the Serologist, who, after examination, reports whether blood has been detected and, if so, its nature.

APPENDIX II (Referred to in **Para 776.**)

Blood grouping and identity.

1. (1) When the red blood cells of a human individual are brought into contact with the blood serum of another human individual, the clotting or adhering together of the red blood cells is frequently caused. This phenomenon is known as agglutination. It is brought about by agglutinable substances or agglutinogens present in the red blood cells and agglutinating agents - or agglutinins present in the serum.

Two types of agglutinogens, A and B, and two types of agglutinins, a and b, are found in human blood. Based on the presence or absence of these agglutinogens and agglutinins, human blood is classified into four groups, O, A, B, and AB. The agglutinogens and the agglutinins present in the blood of human beings persist throughout the life without changing the group and thus basic fact constitutes the value of this test.

(2) No method of differentiating male from female blood is yet known. But, the determination of the group, to which a specimen of blood belongs is of forensic importance in

- (a) the identification of blood stains on a suspect weapon as belonging to the same group as that of the victim,
- (b) the identification of blood on the clothing of the accused as being of the same group as that of the victim. and as these features of individuality are inherited, it is possible to apply the grouping further
- (c) to assist in disputed paternity,
- (d) to assist in sorting babies claimed by two sets of parents or mixed in hospitals, and to assist in inheritance claims.

Other body fluids such as semen, saliva, urine and perspiration, if available in sufficient quantity, can similarly be grouped for such purpose as the identification of a seminal stain on the victim's clothing as belonging to the same group as that of the accused.

2. The importance of the group test lies in suggesting a suspect's innocence rather than his guilt. If the group of a blood stain is not the same as that of the suspect's blood, it can be averred with certainty that the stain was not, produced by his blood, but, if the group of a blood stain is the same as his, the utmost that can be stated is that the blood stain could have been derived from him. The grouping reaction is thus of importance in that, besides helping to establish the innocence of certain persons, it narrows down the field of enquiry by limiting the number of individuals from whom a given sample of blood may have been derived.

3. During the last few years numerous sub-groups and other groups have been discovered. The trained blood expert can now identify more than three hundred separate kinds of human blood. This serves greatly to increase the usefulness of blood examination as a means of positive identification. This examination for the whole country is done by the Serologist, Government of India, Calcutta. Requirements for the blood group test.

4. (1) In addition to blood-stained articles, specimens of blood from both the victim and the accused are necessary for blood group tests. The following are required by the Serologist for a satisfactory determination of blood groups.

1. Stains on clothing-There should be available about one grain of well-stained material stiff with blood or, about half a grain of dried blood.

2. Blood from living persons (victim or accused)-The following specimens should be sent with the help of a medical officer.

- (i) About 0.25 cubic centimetre of blood dried on chemically pure filter paper. The blood is to be dried quickly but not in the sun. An unstained part of the filter paper should also be sent for 'control'.
- (ii) About 0.5 cubic centimetre of clear serum. This is taken from a test-tube in which blood (about 3 cubic centimetres) has been allowed to clot under

sterile conditions without disturbing the contents.

- (iii) About 5 cubic centimetre of 5 per cent suspension of red blood cells in saline.

If, for any reason the whole of the above procedure is not practicable, a thick drop of blood taken on chemically pure filter as in (i) and dried in the shade; would be sufficient, an unstained piece of filter paper also being sent as control

(c) Blood from dead bodies.—It should be the general rule that, at the time of post-mortem examination of all bodies in cases of violent crime, the medical officer should reserve specimens of blood from the bodies for the determination of the blood group if later found necessary. The procedure described above under (b) should be followed.

(2) (a) It should be remembered that the precipitin test which is used to determine the origin of the blood, and the grouping test can be considered complete and reliable only after rigid control tests have been conducted simultaneously with the experiment. Articles which have no blood stains on them may react during the tests in the same manner as if there were blood stains on them, and to eliminate this possibility, a portion of the article which is not blood-stained should also be sent by the investigating officer as "control" to the Chemical Examiner. Thus, at the scene of crime when the investigating officer removes blood stained earth, he should, also collect some earth near the blood stained earth but which at the same time he is sure does not contain blood stains, pack it carefully and sent it to the Chemical Examiner as "control".

(b) Normally, when blood-stained articles like garments or other movable articles like chairs, tables and weapons, are sent, there is no need to send any "control", because the Chemical Examiner can use the unstained portions for this purpose.

(c) The following summarised table is self-explanatory and is designed to assist the investigating officer in the collection of blood evidence.

<i>Stains found on</i>		<i>Manner of submission</i>	<i>Required control</i>	<i>Remarks</i>
1	2	3	4	5
A. Dried Stain 1. Cloth or other fabrics	All the clothing intact	Protect all stained areas from rest of material by interlaying white paper, fold so as not to disturb the stain. Wrap each article separately and pack securely in a box		
		(a) Remove the dried clot from the surface by a	Remove a portion of the the scalpel used unstained area	The scapel

2. Plaster, dried mud, etc.		clean scalpel and place in a clean soft paper and then in pill box or cellophane envelope. Avoid breaking crust by rough handling	immediately in 2 (a) should surround the stain to the same depth as the stained areas with a clean scalpel and pack separately.	used in 2 (a) should not be used again before washing and drying
		(b) Remove the plaster or the soil itself underneath to a depth of a quarter of an inch, pack separately as in fa)		In removing blood soaked earth worms and insects if any, must be removed as far as possible since they eat blood.
3. Weapon or All tools	All	Protect the stain with clean white paper or cotton rigidly in a box		
4. Dry leaves	All	Embed them in a mass of plasticine, stained side uppermost, pack in a pill box with dry cotton and then in a large box to prevent crumbling of the leaves in transit or scrape off the stain as in 2 (a.	A portion of the unstained area immediately surrounding the stains or an entire unstained leaf, pack separately	
5. Bottle or piece of glass	All	Preserve by interlaying cotton and between packing boards, pack as if they were being examined as for finger print		
		Moisten a clean	A portion of the unstained blotting paper	

6. (a) Person or on animal	All the stains	piece of blotting paper or white fabric, 2 or 3 inches square with salt solution (two tea spoonful of common salt in a quart of water) and allow this to lie on the stain until the paper or cloth is stained dry in normal atmosphere and pack as before	or white clean fabric, pack separately	
(b) Matted hair or nails	All	Clip off the matted hair or nails and pack as in 2 (a)	A portion of unstained hair from the adjacent area or nails free from blood, pack separately as in 2(a)	
B. Immovable objects				

(a) Wood, e.g., door, door posts, or furniture	All the stains	Saw out the stained portion, protect the stains with clean paper or cut out as much as possible in the form of thin shavings with a chisel and pack separately	Cut out the surrounding area of unstained material in the form of shavings to the same depth as stained area to control experiments unstained area, separately	
(b) Metal surface Liquid Blood	All the stains	Scrape off as much as pack as in 2(a)	Scrapings of the unstained portion.	
	(a) 5c.c. of blood (victim			

(i) for grouping	deceased or defendant) b.)0.5 c.c. clean serum (victim, deceased or defendant)	In a dry sterile glass container heremetically sealed, individual specimens must be placed in separate containers, submit as quickly as possible.		
(ii) for Alchohol	5.c.c of blood	Do		
(iii.) for Carbo-monoxide	2 c.c. of blood from heart	do		

ALTERNATIVE METHODS OF SUBMISSION OF FRESH BLOOD

Soaked in filter, " blotting paper or a piece of clean and white cloth and thoroughly air dried	All	Pack only when dry, protect the stained area with cotton, place in a pill box and pack separately	Equal portion of the unstained filter paper, blotting paper or clean, white cloth	
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(3) In all cases where the blood group test is required, the articles should be *sent* through a Government Medical officer who will satisfy himself that the above instructions are satisfied. This test should be asked for only in special cases and not as matter of routine. The test is a time consuming one and no special arrangements exist in the Serologist's laboratory to meet this demand from all over the country.

APPENDIX III
(Referred to in Para 780)

Instructions for the guidance of Police and Other officers in sending documents for examination by the

Assistant Director, Forensic Science laboratory (Examiner of Questioned Documents) attached to the CID or requiring his attendance in law Courts.(1) Disputed documents intended for examination by the Asst. Director, Forensic Science Laboratory, Trivandrum should if possible be placed flat, either between blank sheets or thin boards. If they are too large to be kept flat, they should be rolled rather than folded. If folding cannot be avoided, care should be taken to refold along the original folds.

(2) Every paper should bear a distinguishing mark such as A,B,C or (1), (2), (3). Any other writing on the document should be avoided. In cases of letters sent together with their envelopes or covers, the envelopes or covers should bear a sub-mark or number to the letter it contained. Thus, if a letter is marked A, its covering envelope should be marked A-1, or if the letter is marked 1, its envelope should be marked 1-a. In the case of documents already entered as court exhibits, the court marks will, of course, be observed.

(3) In stitching or stringing papers together, care should be taken not to mutilate any written portion.

(4) In cases where opinion is required on, or the attention of the Director is directed to, only the signature, or a portion of the writing, the particular portion should be clearly indicated by being encircled in pencil (black lead, or red). The marks should be avoided. Encircled disputed writings should be marked as Q1, Q2, Q3.

(5) Encircling, or marking off, of signatures or portions of writings should be carefully and neatly done by means of a fine pointed pencil. The encircling should be complete and underlines and brackets avoided. If there are other writings in juxtaposition, the dividing line should clearly exclude the outside portions. Carelessness in this matter causes unnecessary increase of work and is apt to lead to mistakes. Special attention should be given to interpolations, additions and over-writings and to signatures on bonds and on the reverse of government currency notes, in case there are other endorsements, writings or signatures on them.

(6) It is advisable to send as many specimens of the handwritings about which an opinion is required as can conveniently be obtained. Care should be taken in the selection of these standards, and no writing should be characterised as admitted or genuine, unless it is absolutely certain that it is so.

(7) As a general rule, the standard writings required are

(a) admittedly genuine writings, i.e., writings written in the ordinary course of transactions on similar documents, or

(b) specimen writings, i.e., the matter contained in the disputed writings, written to dictation six times by the person or persons whose handwritings are required to be examined.

While normally what is necessary is (a) above and when it is not available it is advisable to take (b) also even when (a) is available. The standard writings of one person say A, should be marked S1, S2, S3, and the standard writings of a second person, say B, should be marked as S4, S5, S6, and so on.

(8) When selecting handwritings for comparison, writings written about the same period as the

document in question should, as far as possible, be selected. This should be done in cases where already existing writings of the person or persons whose handwritings are required to be examined are readily available, whether contained in correspondence or in books or registers.

(9) When taking specimen handwritings of several persons whose handwritings are required to be examined, the writing of each individual should be taken on separate sheets of paper. In cases where a person is required to give several specimens of his signature, it is also advisable to take each specimen on a separate sheet of paper, care being taken to remove the previously written sheets from the sight of individual when he is writing the later specimens. When obtaining specimen handwriting the matter, should preferably be dictated. If the person, whose handwriting is required to be examined, is unable readily to write from dictation, he may be made to write from typewritten or printed matter, but not manuscript matter, so that the chances of imitation or variation are minimised. In no case should he or she be allowed to see the document in question. When a long piece of writing is dictated or given to copy, the actual time taken for writing should be noted and also the kind of pen used and the position of the paper while in the act of writing, i.e., whether laid on a flat hard surface or held across the palm or placed across the thigh or in any other position. The officer taking the specimen should state on it the writer's name and the date of writing, together with the particulars referred to above. He should also certify on the same sheet that the specimen was written in his presence.

(10) Admitted writings, if undated, should, if possible, bear on them, a pencil entry giving the probable date of the writing, e. g., "Said to have been written in July, 1958". In the same way, if the disputed document bears no date, the supposed or probable date of the writing, or the date of receipt, should be ascertained and noted.

(11) A sealing wax impression which is to be despatched to the expert for examination should be packed with great care and sent only by hand, so that the wax or lac may not be broken in transit. A thin layer of cotton placed- on either side of the portion containing the seal impression will afford good protection.

(12) The greatest care should be taken to guard a disputed document from handling or soiling and from the formation of finger or other marks on the written characters. This is especially necessary in the case of documents whose age is called in question. In such cases, if the pen and ink-pot said to have been used for writing the document are available, they should also be sent.

(13) In all cases where papers are despatched to the Expert for examination, they should be sent, carefully packed, by hand, to his official address accompanied by a memorandum or letter stating—

(a) the number of exhibits sent, their distinguishing marks, and other necessary particulars, indicating separately the documents in question, i.e., those on which opinion is sought and admitted documents with which comparison is to be made, these latter being classified according to their respective writers; (b) the questions to the Expert, clearly and precisely put, in regard to the particular writings or portions of writings on which opinion is desired; and

c) only such particulars as are necessary to facilitate the work of the handwriting expert.

Under no circumstances should he be apprised of the prosecution case.

(14) When summons or requisitions for court attendance are issued in regard to writings on which opinion has already been obtained, an entry should be inserted on the summons, or mention made in the letter or requisition, of the fact and a reference given to the number and date of the letter or report containing the opinion.

(15) As long a notice as possible should be given to the Expert for his attendance in court and efforts should be made to arrange for dates suitable to him. It sometimes happens that owing to an emergent call or an important case or other circumstances, the Expert is obliged to revise his current programme of court attendance. In such cases, he will suggest fresh dates for the acceptance of the courts.

(16) As the Expert is required to keep to his programme of court attendances and attend to other forensic work, courts and prosecuting officers should arrange to take his evidence promptly and not detain him longer than is absolutely necessary. Similarly, when on investigation, the Expert should not be delayed longer than he is actually required.

APPENDIX IV
(Referred to in Para 781)

Scientific Examinations

Examination of skeletal remains (bone cases).

1. (1) It may happen that a man dies or is murdered at a lonely spot and the body is left to decompose. There is sometimes only a portion of a body, the remaining portions having been removed by human beings or by animals such as bandicoots and jackals or by birds such as vultures. The examination of skeletal remains is a post mortem examination and the local Medical Officer should primarily examine these remains and offer his opinion. Where, the local Medical Officer is unable to express an opinion, the skeletal remains may be forwarded to the Professor of Forensic Medicine, Medical College. Before such articles are forwarded, care should be taken to dry them thoroughly in the sun so as to stop further putrefication and to pack them properly. The local Medical Officer should be consulted with regard to the nature of the information required and the packing and forwarding of such articles should preferably be left to him. The packing and forwarding of such articles by Police Officers or Magistrates directly without consulting the local Medical Officer is undesirable. It may be possible to obtain the following information from skeletal remains (i) whether the remains are human and if so (ii) the age, (iii) the sex, (iv) the height, (v) any individual skeletal peculiarities, if present, and (vi) the "probable cause of death. Questions about the time of death can only be answered under" special circumstances, if knowledge of the soil and climate conditions is available.

Examinations in Fire arm cases.

(2) It is entirely within the scope of the Medical officer who conducts the post mortem examination to furnish the detailed description of, and the opinion about, the nature of injuries caused by projectiles. The Fire arms Expert (Ballistic Expert) Madras may be asked to give his opinion on the firearms used, empty cartridge case, the bullet and wads. The stains on clothing and tissues may be sent to the Chemical Examiner for analysis.

(a) Examination of the weapon.

(i) If a weapon is found at the scene of a crime, it should be photographed or a sketch prepared in relation to the body. The weapon should not be touched by anyone before the finger print expert examines it for any fingerprints. If the weapon has to be transmitted to the fingerprint expert, it should be removed without touching any of the smooth parts. Finger prints should be looked for not only on the weapon but also on the magazine, the empty cartridges in the magazine and empty shells found at the scene. Note should be made of the condition of the weapon, the position of the safety catch, whether a fired cartridge was found inside or a defective cartridge was found stuck up resulting in non-operation of the weapon. If a live cartridge is found inside the weapon, it must be carefully removed after noting the position. If there is a spent cartridge inside, it should not be removed from the weapon but sent with the weapon to the Firearms Expert for examination- If spent cartridge cases or bullets are found, they must be handled carefully by hand and packed separately in cotton, wrapped in cotton wool, put in a paper packet, separately labelled, put in a card board box, which should be sealed and marked. They must be handled in such a manner as to eliminate any possibility of alteration or destruction of any marks found on them.

(ii) The weapon may be examined as to its type (whether rifled or smooth bore, muzzle loading or breach loading) and calibre and for smell, if any, in the barrel, indicating recent use. The empty shell or bullets will be useful in establishing the identity of the weapon. By the examination of dust in the joints of the weapon and in the magazine, it is sometimes possible to obtain valuable information about the occupation and habits of the person who has been using the weapon.

(b) Examination of cartridge cases.

The cartridge cases must be examined to see whether they are rimmed or rimless. The former indicates that a revolver is used and the latter that a pistol has been used. But it should be remembered that the rim of a rimmed cartridge may be filed off and used in a pistol and that rimless cartridge can be fired from a revolver with the aid of a special device.

(c) Examination of wads.

(i) When shot guns are used (viz., D.B.B.L., S.B.M.L., and D.B.M.L.), the wads in the shot-gun cartridge which prevent the pellets from dropping out of the cartridge will be found at the scene of offence. A careful search should therefore be made for the wads at the scene. Wads are discs or cylinders of papers, felt or similar material placed between the propellant and the shot charge and over the charge, to hold the components in place. In the simplest form, a wad of some substance as stated above is placed between the powder and the shot charge, the end of the case being folded over shots in some cases, while in others an overshot wad is used. In the case of muzzle loading guns, pieces of cloth, paper, hay or other material are used as wads. All these are discharged when a shot gun shell is fired and might be found at the scene. The investigating officer should carefully collect these materials and send them to the Firearms Expert, as these wads sometimes give a clue as to the calibre of weapon used and the identification of the cartridge. The over-shot wad (closing wad) is of particular importance. Often, it has printed on its outer surface letters and figures which give information about the name of the manufacturer, brand, name of shell, amount of powder, amount of shot and size of shot. The overshot wad bears characteristic markings, and if it is recovered from the scene, and if the same kind of shot gun ammunition is found on the person of the

suspect, it will be good presumptive evidence. In the case of M.L. weapons, burnt portions of either the cloth, paper or other material used as wad should be carefully preserved and sent to the Expert for examination. The investigating officer should examine whether similar paper or cloth is found in the possession of the suspected accused, which will also be good presumptive evidence."

(ii) Some times pellets may be found at the scene of offence. A sufficient number of the same should be recovered which may be useful in determining the size of the shot. But other than that, they serve no useful purpose to the Firearms Expert.

(d) Examination of stains.

(i) When a bullet causing the wound passes through the clothing, the skin surface may show little signs of blackening or tattooing, in some cases, valuable information can be obtained from the examination of the clothing, which should be carefully packed and sent to the Chemical Examiner.

(ii) Both scorching or blackening prove that the weapon was fired from close quarters. The presence on the skin of unburnt or partially burnt powder grains also indicate close range fire. The presence of unburnt powder also prove that the shot was fired from a revolver or pistol (short-Barrelled weapon).

(e) Injuries.

(1) Firearm injury provides indications of the nature of the weapon and projectile used and the distance from which the shot was fired, and the main question that will arise in regard to it is whether it could have been caused by a particular weapon in a particular manner. A detailed and accurate observation and record of every injury is essential, if the subsequent inferences are to be of value. For necessary observation and record, the Police should essentially depend on the Medical Officer, with whom the investigating officer must co-operate closely. The chief features of a firearm injury are the entrance and exit wounds and the track. The entrance wound is of special importance. It must be described accurately and in detail particular attention being paid to the following points:—

(A) whether the wound is in the form of a cross shaped tear, a clean punched hole, or an irregular hole;

(B) whether there is bruising of the margins, denudation of the outer layer of the skin immediately surrounding, the turning in of the edges of the skin;

(C) whether there is singeing of hair and scorching or blackening of the skin surrounding the wound, and the characteristic tattooing due to grains of unburnt powder getting embedded in the skin surrounding the wound.

Exact and accurate measurements should be taken, with a scale, of both the entrance and exit wounds. In the case of the entrance wound, the area of discolouration surrounding it should also be measured accurately. Firearm wounds should be examined under a lens. In cases of murder, the Medical Officer should be instructed to preserve the skin having the entrance and exit wounds.

(ii) The deductions to be drawn from the nature of the wounds noticed is entirely within the realm of the Medical Officer. However, the investigating officer being almost the first person to see the body and examine the wounds and also being posted with other details of the case (which the Medical officer may not know), should be able to arrive at certain provisional conclusions from the nature of the wounds observed by him. It is for his guidance that the following information is given. The provisional conclusion drawn by him should be confirmed later by the examination of the Medical Officer.

(A) When the wound is:—

- (i) a 'contract wound' it is in the form of a cross-shaped tear, indicating that the weapon was fired in contact with the body surface and such an injury would be generally be caused by rifled arms,
- (ii) a 'close range' wound, it is one fired from a distance of less than about 18 inches and is characterised by tattooing by unburnt powder,
- (iii) a 'distant range wound', it is one fired from more than 18 inches and is characterised by a clean punched hole with bruising or margins, denudation of the outer layer and turning in of the edges.
- (iv) and 'irregular hole', it indicates that a shot-gun was fired from close range.

(B) The denudation of the skin in the case of a close range firing is caused by the efflux of hot gases emerging from the muzzle end, which scorch the skin, and leave the fleshy portion underneath it, blackening and tattooing around the entrance wound. So denudation accompanied by singeing of the hair, exposed. There will be the evidence of singeing of the hair, scorching, blackening, or tattooing, is indicative of a close-range shot.

The bruising of margin and denudation of the outer layer of the skin in a distant range wound are caused by the spin of the bullet, and not by the hot efflux of gases as in the case in a close-range shot. The distant range will be devoid of the effects of close-range shot, ie, singeing, scorching, blackening or tattooing.

(C) Singeing of hair, scorching, blackening, indicates not only that the firing was from a close range but also that the wound is an entrance wound.

(D) Scorching is due to the very hot powder gases from the muzzle which are projected against the target. With a service revolver scorching may occur upto 6 inches; with a revolver or pistol upto 2 or 3 inches.

Blackening is due to the deposit from the dirty powder gases, and is really akin to scorching, the blackening range beginning where the scorching range ends. Blackening with a high power rifle, can occur upto about 9 inches; and with a revolver or pistol upto about 6 inches. If the shot is fired with a cartridge loaded with black powder, the blackening range is increased because of smoke. With a short-gun firing 3 m drachms of black powder the range is about 12 inches.

Tattooing is the name given to the area surrounding an entrance wound which has been fired by the

products of combustion of the cartridge discharge. These products, viz., powder granules that have escaped combustion, particles from a previous firing, powder grains only partially burned and, rarely, particles of molten metal from the bullet which accompany the projectile, when they strike the skin, some of them partially penetrate and others become incrust-ed upon the neighbouring area, to form the popularly discribed "Tattoo". The appearance, form, extent, arrangement, and colour of this tattoo are elements of great importance, since they determine a number of relevant circumstances, such as the approximate distances from which the shot was fired, the type of weapon and its position, and the kind of powder employed.

Tattooing is usually seen when small firearms are used, especially pistols and revolvers the barrel of which is so short that powder combustion is not complete and unburnt powder is projected out of the muzzle, while in long barrelled fire-arms this tendency will normally be so slight as to be sometimes almost non-existent. Tattooing may be seen occasionally in shot gun cases due to defective cartridge manufacture and more commonly in countrymade weapons like muzzle loaders.

The number of powder grains incrust-ed about a wound is more or less an indication of the distance from which the shot was fired; the greater the number of granules, the closer the range. Also, the unburnt powder grains are more abundant with black powder than with smokeless, and with old cartridges than with ammunition of recent make. When the muzzle is held against the skin, or a half inch distant, a tattoo pattern is absent owing to lack of space for expansion of the powder grains, which then penetrate the body through the entrance wound. At four inches, discolouration from smoke will be noticeable with the powder grains occupying a narrow zone about the wound of entrance and presenting a uniform black appearance. At twelve inches the zone of vapour extends its dimensions and the powder grains are dissociated, the grains dispersing more than the other elements. When the distance is 18 inches to 24 inches or more, only the powder grains attack the skin, all visible traces of vapour being absent. The above appearances are only approximate, and when the suspect gun and ammunition are available the firearms expert will be able to substantiate the opinions gained from the wound examination as to the distance from which the shot was fired. For this purpose, wooden frames of one foot square are made, over which white bedsheeting material is tacked and by firing shots through these frames from carefully measured varying distances, similar tattooing marks will be created. The tattooing area most closely approximating that of the wound will have been made from the same approximate distance.

In all cases, it is very essential to take a close-up photograph of the entrance and exit wound with a scale laid close to the area being pictured before post-mortem examination. The Medical Officer should be instructed to preserve the skin showing the entrance and exit wounds in all cases, as it will be useful for re-examination by an expert if need arises.

(E) Ricochet: It is the tendency of a bullet to glance off an object or to skip, like a flat stone thrown out over a water surface. This skipping is known as ricochet (pronounced as rick o' shey). A bullet that strikes an object at an extreme angle may ricochet off any substance even water. The Police Officer should always investigate a crime scene for the possibility of a bullet having ricocheted, and mention the presence or absence of such marks in the inquest report in all firearm cases. The exit wound, will on the contrary, show none of these features. It will consist merely of a hole in the skin-torn to a degree dependent upon the momentum of the bullet leaving the body, its lie (nose-on, wobbling or turning over and over) and the amount of bone splinter it carries away with it.

In cases of distant wounding, only the soiling ring may distinguish entry from exit, unless some

deflection by striking bone gives away the bullet's direction. Where the momentum of the bullet is small, as at extreme range or after striking bone, there may be no exit wound.

(iii) The exit wound should be accurately measured as in the case of the entrance wound and its appearance noted and recorded. It should be specially noted whether it is torn or puckered with the edges turned outwards. If no exit wound is found, the projectile should be searched for in the body by X-ray examination and later by dissection at the post mortem examination.

(iv) Injuries caused by firearms sometimes appear to have been due to other causes, while injuries apparently due to other causes may actually have been caused by firearms. Occasionally a projectile strikes the skull causing a complete and typical entrance hole but does not actually enter.

(v) The question whether an injury could have been caused by a particular weapon in a particular manner and at a particular range should be referred to the Medical officer who conducted the post-mortem examination and his views ascertained. The matter should then be referred to the Superintendent of Police who will obtain a confirmation of the views from the District Medical Officer. In cases of doubt or in difficult or important cases, a Professor of Forensic Medicine should be consulted.

(F) General technical information about firearms for the guidance of investigating officer. The science of firearms identification is a specialised one, on which an expert alone is normally competent to give evidence. Knowledge pertaining to the range of a particular type of firearms does not, however, come exclusively within the realm of the Expert, and every investigating officer should be in a position to give evidence with authority on this subject. An officer investigating into a case where firearms are used should be conversant with the fundamentals of forensic ballistics and the use of firearms. It is only then that the investigating officer would be able to appreciate the oral evidence in its proper perspective and to sift truth from falsehood, particularly in factious riotings and the like, where witnesses have a tendency to mix up truth with falsehood or otherwise mislead the investigating officer. The weapon mostly used are shot guns, muzzle loading guns, revolvers, pistols and rifles. Given below are some relevant particulars relating to these weapons.

(i) Number of pellets to an ounce of shot and their diameter.

Designation	No. of pellets per ounce	Weight per pellet in grains	Diameters	
			Inches	Millimeters
L.G.	6	70.00	.360	9.14
S.G.	8	54.70	.332	8.43
Special S.G.	11	39.77	.298	7.57
S.S.G.	15	29.17	.269	6.83
A.A.A.	35	12.50	.203	5.16
B.B.	70	6.25	.161	4.09
1	100	4.38	.143	3.63
3	140	3.12	.128	3.25
4	170	2.57	.120	3.05
5	220	1.99	.110.	2.79
6	270	1.62	.102	2.59
7	340	1.29	.095	2.41

8	450	.97	.087	2.21
9	580	.75	.080	2.03

(From page 24 of the Shooter's Year Book—1958, published by the Imperial Chemical Industries, Ltd., London, S.W.I, and also from LCI. Catalogue of Eley-Kynoch Am—

(ii) Diameter of spread in inches of shot at various distances for various bores.

Cylinder	5	10	15	20	30	40
Half	yds	yds	yds	yds	yds	yds
Choke	8"	20"	26"	30"	45"	60"
Full	5"	12"	16"	20"	32"	45"
Choke	3"	9"	12"	15"	25"	40"

(iii) Lethal and maximum ranges in yards for various firearms.

Firearm	Lethal range	Maximum range	Remarks
.12 bore shot, gum	50 yards	128 yards	
16 bore shot gun	50 yards	198 yards	Less in lethal effect
M.L. Guns	30 yards	100 yards	◆
Revolvers and Pistols	50 to 100 yards	10,00 yards	◆
Rifles	200 to 500 yards	2,400 yards	◆

It should be borne in mind that the above information is subject to the fact that there are hundred of firearms of different makes and calibres and also to the nature of amunition used. Even weapons of a particular type and calibre will show variation in range and direction and are subject to small corrections depending upon the idiosyncrasies of individual weapons and ammunition. The above instructions do not, and are not intended to dispense with the need to examine the firearms expert as a witness in court. This should be done wherever it is felt necessary and investigating officers are not expected to encroach upon the field of the firearms expert on the basis of the above information. The above information is intended only to serve as a partical guide to investigating officers in the investigation of cases involving the use of firearms.

(3) Examination of hair (a) This often provides valuable in the investigation of criminal cases. For example, in cases of homicide and hurt, pieces of hair may be found sticking to the weapon, and the identification of the hair on the weapon and its comparison as regards appearance and structure, with the hair of the victim may be found necessary. Hair may also be found elsewhere at the scene of the offence. It should be collected, if necessary to find out whether it is human hair and, if so whether its appearance and structure are similar to the hair of either the victim or the assailant. In some cases, the cultched hands of

the deceased may contain hair which may be that of the deceased or of the assailant and will require comparison. In all such cases, the investigating officer should not overlook the usefulness of this examination and should secure and forward the specimens to the Chemical Examiner with specimens of hair collected from both the victim and the suspected assailant or assailants.

(b) Specimen of hair should be collected from the corpse at the time of the post-mortem examination. Specimens of human hair should be taken from the parts of the body from where the hair seized in the case is suspected to have originated. In collecting specimens of scalp hair from the deceased or from the suspected assailant or assailants, the hair should be cut as near the root as possible and tied together with a thread near the cut ends. In forwarding such specimens care should be taken to see that they do not get mixed. Each specimen should be carefully enclosed in its own packet, secured, sealed and labelled, stating where it was found or the name of the person from whom it was obtained. The nature of the information required by their examination in the laboratory should be clearly stated. Complete local information with regard to the history and other particulars should be provided in order to enable a thorough and complete examination.

(c) If hair is found sticking to a weapon, it need not be removed, but the weapon, with the hair sticking to it, should be carefully packed, sealed and forwarded to the expert. The detection of animal hair other than human hair on weapons, etc., may also be of use in the investigation of cases by the identification of the species of animal to which the hair belonged.

(d) Conclusions based on the examination of single pieces of hair should generally be treated with caution. With large quantities, it is possible in most cases to gain sufficient information to enable one to conclude whether two specimens could have belonged to the same individual or not.

(4) Examination of other fibres.

The fibres used in textiles such as cotton, silk, artificial silk, gunny, flax and hemp can be identified by microscopic and chemical tests. Similarity between two threads can sometimes be established by (a) the material, (b) thickness of the thread, (c) number of strands, (d) the thickness of the strands, (e) direction of twists, and (f) the number of twists per unit length. Similarity between two specimens of cloth is determined by (a) their thickness and (b) their texture as compared under the comparison microscope. The presence of a dye, if any, may give further conformatory evidence.

(5) Examination of dust and dirt.

(a) Microscopic examination is extremely useful. The materials should be sent carefully packed to the Chemical Examiner for the necessary tests.

b) Stains from extraneous sources may be varied and may come from any part of the mineral, vegetable or animal kingdom. The identification of such stains in the laboratory may not be possible unless clues are supplied by the investigating officer.

(c) The question of examination of dirt and dust covers a very wide field, often requiring all the resources of a Forensic Laboratory. For the present, an examination under this heading should not be asked for in an off-hand manner. The investigating officer requiring such examination should

satisfy himself that is really necessary and state in his letter to the expert the exact purpose for which it is required so that both time and trouble may not be wasted without fulfilling any useful purpose. The investigating officer should state the nature of the dirt suspected by him in all cases requiring such examination and also give definite reasons why the examination is required.

(6) Examination in acid throwing cases.

Throwing of acids and other corrosives on persons with a view to causing hurt and disfigurement is a common offence. In addition to corrosive acids, a common substance used in such cases in our country is marking nut juice. Stains of such irritants on clothing and other materials may be identified by chemical tests. Such articles should each be separately packed and sent to the Chemical Examiner as transference of such stains by contact may create misleading evidence. The general instructions already given with regard to the despatch of articles should be followed in such cases.

(7) Examination of tool marks on objects.

(a) The principles involved in the examination of bullets fired from rifled firearms may be used for the examination of objects for tool markings. For example, wires drawn through the same die would present markings which can be compared and matched under the comparison microscope. This examination is useful in identifying stolen telegraph and telephone wires.

(b) A cutting instrument has a number of irregularities on its cutting edge, and any solid object cut with it would have on its surface the markings of these irregularities, It is thus possible to state, by examination under the comparison microscope, whether markings on two surface have been caused by the same cutting instrument.

(8) Examination of petroleum.

When comparison of two specimens of petrol, including military petrol, is considered essential at least 10 ounces of each specimen of petrol should be sent carefully packed and sealed through a responsible messenger.

(9) Examination of seals.

Similarity or difference between two specimens of sealing wax may be established by (a) noting fluorescence of an alcoholic solution of a small bit of the sealing wax under ultra-violet light, and (b) by an examination of the nature of filling material. Interference with seals can often be detected by careful examination.

(10) Examination of adhesives.

Adhesive materials, such as vegetable gum, starch paste and dextrin, even if present in small quantities on strips of paper, may be identified by chemical, microscopic and ultra-violet ray tests. Such examination is of value in cases where a closed envelope has been opened and repasted using a different adhesive material.

(11) Examination of faecal stains.

Faecal stains are met with in several types of sexual offences, of which sodomy is important. The finding of faecal stains associated with seminal stains on the files of trousers, front portion of pyjamas-front flaps of shirts may be significant. Hence, the articles containing such stains should be sent carefully packed to the Chemical Examiner for examination.

(12) Examination of urinal stains.

In cases of throttling and other violent deaths, the victim may pass urine at the scene. For connecting the scene of the crime, the examination of bed sheets and other clothing may be helpful. The identification of urine depends largely on chemical analysis and the determination of the chemical constituents of urine in the stain.

(13) Examination of saliva stains.

This has already been dealt with under blood grouping. It is useful in the examination of cigarette stubs found at the scene of a crime and of the sealing of envelopes and stamps by anonymous letter writers. It is also important in case of tampering with letters and covers. This test is carried out by the Serologist, Government of India.

(14) Traces of teeth.

(a) Marks of teeth may sometimes be found on the skin of the victim in cases of rape, sex murders, private quarrels or fights. These if found, should be immediately photographed. Photographs of the specimen marks made on similar objects by the suspect should also be taken and the two then compared. If it is not practicable to have the specimen marks on an object similar to the crime object, the suspect, if he consents, may be asked to bite a piece of dental modelling composition. Plaster casts of the crime marks and the specimen marks are then made and compared.

(b) The points of interest in the identification of the culprit from teeth marks are the kind and number of teeth arrangement and position of teeth in the arch, width of each individual tooth, distance between successive teeth, measurements of the marks of the lobes of teeth, if present, and finally measurement of the marks of the teethgrooves, if they exist.

(15) Traces in ear-wax.

(a) If a person has long been subjected to dusty environments, all kinds of dust peculiar to those environments are likely to find their way into the interior of his ears and get deposited on the ear-wax. This dust will remain fixed on the wax even after careful cleaning. An examination of the ear-wax may often lead to a clue of profession or environment even long after it has been given up.

(b) The finding of insignificant traces of dust in earwax is not of any importance. It must be present in easily detectable quantities to enable one to arrive at a definite conclusion.

(c) The detection of foreign material in ear-wax is made by microscopic examination followed by microanalysis to determine its nature and composition.

(Referred to in paragraph 788
INTERROGATION OF WITNESSES

Interrogation— When, where and how?—Investigation is but a search for the truth. Naturally, the Investigator is a fact-finder. His aim, however, is not merely to find out the truth but also to bring the culprit to book by the collection of legal evidence. He must, therefore, have a fairly good knowledge of the law of evidence and the ingredients that go to constitute the offence under investigation. And as evidence in most cases has still to be obtained by the examination of Witnesses, the question that naturally arises is; when, where and how should he examine the witness.

Early interrogation is desirable— The interrogation of witnesses should be conducted early because human memory becomes fainter and fainter with the lapse of time, and ultimately a time comes when the witness forgets almost everything about the occurrence. A belated examination of witness may produce another undesirable result; often witnesses discuss things observed not only amongst themselves but also with others and as a result enrich their story with what they hear from others. Moreover, as memory fades with the lapses of time, there grows a certain tendency to fill up the gaps from one's own imagination. All these, however, do not always happen as a result of a conscious process of thinking; rather, they happen most unwittingly in very many cases. Nevertheless, they show the necessity of taking up interrogation of witnesses soon after the occurrences, although it should not be undertaken before the place of occurrence has been carefully inspected, map of the scene of crime prepared, searches made and exhibits preserved.

How to revive lost memory—In some cases it is found that due to genuine pre-occupation the investigator fails to contact the witnesses within a reasonable time and by the time a contact is established, the witnesses have either forgotten all about the occurrence or forgotten a substantial portion of it. Now what to do in such cases? Should the investigator throw up his hands and abandon all hope of unearthing the crime, or should he try to help the witness to recollect his thoughts? Obviously, he should adopt the latter course, but how? There are two different ways of achieving this purpose, namely, (i) by adopting the association method of investigation and (ii) by placing the witness amidst the surroundings in which, he first made his observations.

The association method—The association method is of great help in reviving lost memory. Generally a man associates different facts with each other and one fact remembered may stir up his memory with regard to another fact. Thus an educated man's memory regarding date of occurrence may be revived by making a reference to an interesting or sensational political event and that of a rustic villager by reaching a village festival of about the same date.

Place the witness amidst the same surroundings—Another method of reviving lost memory is to place the forgetful witness in the surrounding and situation in which he first made his observation. Environment helps a great deal in stirring up the memory of the witness. Even if his memory be not revised instantaneously it is likely to be rekindled after a certain lapse of time. For this reason, it is rather advantageous to examine all important witnesses on the spot because memory reacts better, if it has the actual place of occurrence before it. It must, however, be remembered that nothing should be suggested to the witness so as to make him testify on matters about which he has no personal knowledge. To be trustworthy the testimony must come spontaneously from the witness and not as a result of suggestions and feelers thrown at him with a view to getting particular statement.

Witnesses to be examined separately, favourable witnesses to be examined first— Each witness

should be examined separately and none of the suspects or witnesses should be allowed to hear the interrogation of others. As far as possible, the important, favourable and trustworthy witness should be heard first so that the investigator may be sufficiently conversant with the facts of the case before he takes up the interrogation of the suspect or of the unfavourable witnesses. The questions should be clear and unambiguous; they should be neither suggestive nor leading. As a rule the witness should be allowed first to give an account of his experience in his own way and only thereafter should the real interrogation begin. The investigating officer must see that the witness does not omit any important details but he should at the same time guard against being misled by any false or inaccurate statement.

Psychology, an essential step. The method of interrogation should vary according to the psychology of the person interrogated his age, sex, education and social status. A good investigator must, therefore, have a practical knowledge of human psychology and a good deal of fact and experience in the art of handling different classes of witnesses.

Some witnesses may require a little bit of stern handling, but as a rule best results are obtained through patient and sympathetic treatment. The complainant and the inmates of the house, for example, must be made to feel that they are narrating their own tale of woes to their own kith and kin and not to be a band of collous and indifferent persons. People wronged deserve kindness and sympathy. To talk to people in distress in a high handed haughty, and imperious fashion is not only indiscreet but also inhuman and unknown to any Code of civilised conduct. A word of sympathy brings witnesses much nearer to the investigator than a thousand harsh words.

Classification of witnesses—(1) Interested witnesses—Witnesses may be classified into following groups:—

An interested witness is a person who stands to gain by the successful investigation of the case. The test in every case is: What interest the witness has to further the ends of investigation? The complainant and his relations the rival Zamiridar (landlord) the unfriendly neighbour, the envious co-sharer, the leader of the rival faction, the jealous lover and the disgruntled employee all belong to this class. No doubt the investigator should tap these sources to the best of his ability, but he should not repose implicit faith in their statements without some sort of preliminary checking.

Their evidence requires preliminary check-up—These witnesses are prone to exaggerate things and an intelligent investigator must be on his guard against being taken in by half-truths and falsehood by such witness. Interested persons might set up a story before the investigator in accordance with a pre-conceived plan and if he readily believes that story without any verification or without going to the root of the case, he will in some cases at least simply play into their hands unwillingly and become a party to the bringing of a false charge before a court of law.

(2) Hostile witnesses—They are a class of witnesses who stand to lose something from the result of the investigation and generally come from amongst the friends, relatives, associates, receivers or other well-wishers, of the suspect or his family. The investigator must be on his guard against this class of witnesses. They often lead the investigator to wrong path. Interested as they are in the suspect their constant endeavour would be to lead the investigator to a wrong path and thus thwart the purpose of investigation. So, to deal with them, the investigator must at once be tactful, courteous and firm in his stand. It is almost wrenching something from unwilling hands, not by sheer use of superior force but by the utilisation of greater intelligence wit and resourcefulness over the forces of the hostile camp.

The investigator should not give any chance to the hostile witness to know that he proposes to examine him. It is always profitable to take him by surprise. If he gets an earlier intimation, he either absents himself or gets enough time to cook up a story to mislead the investigator. Take him by surprise and examine him away from his own place, preferably at his place of employment.

He should be examined at a place away from his friends, associates, lawyers and relations. The place of his employment is often the most suitable place for this purpose. And if the interrogation takes place in the immediate presence of his employer, his position becomes all the more difficult. Any attempt to become evasive or shuffling is bound to produce an adverse impression in the mind of his employer. A thing which no employee wants to create to his own detriment. His attitude, therefore, becomes to tell that he knows and get back to his work without much fuss.

(3) Disinterested witnesses—This class consists of persons who have neither to gain nor to lose anything from the result of the investigation. Devoid as they are of any personal motive or consideration for manipulating things, their evidence deserves the highest credence. Such a witness, however, unless he is an extremely duty-conscious citizen, does not usually come out of his own accord to help the Police.

(a) Look to their convenience regarding the time and place of interrogation—Naturally, such a witness does not like to stay away from his place of business incurring an amount of personal loss simply to oblige the investigator. The convenience of such witnesses must, therefore, be taken into consideration in deciding the date and time of interrogation.

(b) Develop common ground for conversation—While interviewing a disinterested witness, the investigator would do well to develop a common ground of mutual interest for the conversation instead of putting a blunt question like "what do you know about this case" at the very outset. That is indeed an awkward way of beginning a conversation with a respectable and disinterested person. Such a cut and dry question produces a very bad psychological effect on the mind of the witness and he instinctively assumes a sort of unfavourable attitude towards the imperious investigator. A strong approach at the outset acts and reacts as a colossal barrier between the investigator and his subject much to the disadvantage of the investigator himself. So, he should be extremely cautious in dealing with a witness of this type and approach him only with utmost civility, politeness and a due sense of dignity in his undertaking. On no account should he provoke the apathy of the witness. A word of greeting or an expression of courtesy from the side of the investigator often produces a marvellous effect and the investigator at once finds his ground well prepared to start the conversation in a congenial atmosphere.

(4) Lying witnesses—Lying witnesses are not necessarily hostile witnesses. Witnesses may at times, give false information from lack of observation, incorrect observations, low intelligence, lack of education, as also due to self interest and interest in the suspect.

Motive should be discovered and questions shaped accordingly—so, a good investigator must be able to find out the motive of the witness in giving false information in each case and shape his questions accordingly. Allow him to speak; constant lying is not possible.

As regards the person who gives false information intentionally it is always better to allow him talk as such as he likes, as it is not possible to lie logically and consecutively for any length of time. When the witness exhausts himself, an intelligent interrogator may not take much time to discover the issues of falsehood in his statement. In most cases it would be found that the witness has contradicted himself on a number of material points.

(5) Unwilling witnesses—Unwilling witnesses may come from a variety of reasons. Interest in the accused is, no doubt, a real cause but it is not the only cause to engender such a feeling. A witness may be unwilling to depose because of his dislike for the police, his reluctance to be drawn before a court of law or is averse to publicity.

Causes of unwillingness should be removed—The remedy lies in discovering the cause of aversion in each case and in taking steps to remove it. Threatening or bullying the witness in such cases makes the matter worse confounded. Thus, if a "pardanshin lady" is found to be reluctant to appear in open court and that is why she does not like to give a statement to the interrogator, she may be assured that arrangements would be made for taking her evidence on commission under the provisions of the Code of Criminal Procedure.

(6) Nervous witnesses—From the nervous witnesses the interrogator will have to pick up information slowly and gradually. The witness should be allowed to collect his thoughts and then, made to deal with the points one after another in a systematic fashion.

Examine him in his own environs by way of a conversation—He should not be confronted with a volley of interrogatories as that invariably increases his nervousness and he may mix up things. He should therefore, be approached in a spirit of sympathy and examine in his own surroundings.

The interrogation should be in the nature of a conversation.

(7) Child witnesses—Children are often good witnesses, when handled, with care. They are minute observers but being responsive to suggestions are easily influenced and terrified. A friendly, almost, a fatherly, tone should be used to give them self-confidence. They should be asked to tell about their own experiences and not what they heard. Children often confuse their own experiences with those of others. The interrogation should be in the form of a simple conversation and must be as brief as possible. The questions should not be leading or suggestive as on account of their tender age it sometimes becomes difficult for them to give a precise narration of what they actually witnessed and when leading questions are put in their mouth, they are likely to give affirmative answers without understanding the full implications of the questions.

(8) Female witnesses—In view of the peculiar conditions obtaining in India and other Oriental countries, it is necessary to say a few words about the examination of the female witnesses. In India, especially in the villages, the majority of the women still observe 'Pardah'. So when women figure as witnesses, the investigator is often faced with a number of peculiar difficulties. If the female inmates of a household had witnessed an occurrence, say the commission of a "dacoity" or murder—that took place in the house, they become the most natural and vital witnesses of the case and as such it is not possible to ignore their evidence. For, the presumption of law is that evidence that could be and is not produced, would, if produced, be unfavourable to the party which withhold it. In view of their "Purdah" system, low standard of education, great aversion to publicity and habits of seclusion, the females in Indian villages constitute the most nervous set of witnesses in India. The examination ought to be conducted, as far as possible, at the residence of the witness and in the presence of a relation or a guardian. A high standard of decorum and courtesy should be maintained throughout the interrogation and on no account should the interrogator lose patience or behave in a way that may look like rudeness or incivility on his part. The witness, who is not accustomed to speak at all with an unknown male, may take a long time

simply to overcome the initial shyness that stands in the way of her giving narrative of facts witnessed by her. If possible, the services of the women police should be requisitioned to help the interrogator. If no member of the women police be available, the interrogation may be conducted through the help of an elderly female, preferably a co-villager, or with the help of adult male relation of the witness with whom the witness is on a speaking term.

Application of evidence natural limitations of human testimony— No human faculty is infallible, "To err", they say "is human". This principle is equally true in the case of witnesses. Human, testimony has three stages of development, i.e. - (i) perception, (ii) fixation in the mind of what is seen and (iii) expression. As the powers vary from person to person, some discrepancies are bound to crop up amongst the versions of different witnesses even regarding a particular incident. The investigator should see if the discrepancies are vital and go to the root of the case. Minor discrepancies, however, do not take away a case-; rather they go to prove the genuineness of the occurrence. Dove-tail precision is only possible in concocted cases.

It is not possible for every witness to remember all the details. Some differences and discrepancies in details are generally found even in the case of honest witnesses and unless the contradictions are material they need not necessarily be "disbelieved". Slight differences in the story of witnesses of the same incident even show that the witnesses are giving their own account and not a single agreed upon story.

Discrepancies in the statement of the witnesses do not necessarily point to their uttering deliberate falsehood. When they do, full effect must be given to it. But in a case where the witnesses have to state a long story, after a lapse of considerable period, of a number of acts by various persons divided into parties and at various places, discrepancy need not necessarily point to a falsehood. Power of observation and retention and description and expression all have their own part to play, when one comes to examine the record of evidence. Therefore, mere immaterial discrepancies will not be allowed to be availed of, without regard to their actual importance in the case.

It is, therefore, seen that material discrepancies on important and broad points of the case have to be given their due weight in arriving at a conclusion but mere minor discrepancies need not worry an intelligent investigator. In fact, they are often a sure test of the truth.

APPENDIX VI

(Referred to in Paragraph 815)

Instructions to Magistrates and jail authorities for conducting Identification Parades.

Government have issued the following instructions to Magistrates and Jail Authorities regarding the conduct of identification proceedings in G.O.MS. 791 Home (A) dated 25-6-1958.

I. Of accused persons.

Evidence based on identification is either important and conclusive or absolutely useless; hence it is of the utmost importance that proceedings should be properly conducted and entirely above suspicion. Unfortunately, however, the value of identification is often completely destroyed by omission to take the necessary precautions and both the Magistracy and the Police should realise that such omissions are not only obviously unfair to the accused, but may also result in guilty persons evading justice. The following instructions have therefore been drawn up

to secure the proper conduct of identification proceedings, and District Magistrates should also see that they are observed by all Officers concerned.

(1) When prisoners for identification are admitted to the Jail the Circle Inspector or Senior Police Officer will inform the Jailor at the time of admission, or as soon as thereafter as possible, that identification proceedings will be held.

(2) On receipt of such information, the Superintendent of the Jail will issue instructions to prevent the prisoners being disguised or their appearances changed in such a way as to make recognition difficult such prisoners should be required to keep their hair in the same state until identification proceedings are held and they must not grow a beard if clean shaved or vice versa. During identification proceedings the prisoners should ordinarily wear the same clothes as they were wearing at the time of admission unless the Magistrate who conducts the proceedings otherwise directs.

(3) The Magistrate who attends the identification will of course take charge of the proceedings and jail officials will obey his order. The prisoners to be identified should be placed among a number of other prisoners and should not be allowed to conceal their faces or stature so as to impede recognition. In case the number of suspects is one or two, the number of other undertrials in the parade may generally be in proportion of nine or ten per suspect. Where the number is larger they may be mixed in the proportion of not less than five undertrials per suspect. Care should, however, be taken to avoid unnecessarily long parades and this may be done by dividing up the suspects into two or three batches for identification. Care will, however, have to be taken that the same undertrials are not made to stand in more than one parade. So far as possible, there should be in the parade for each suspect, a fair number of undertrials who have the same general appearance and belong to the same age group. If any of the suspects has a beard or small-pox marks every endeavour should be made to get as many persons with similar beards or small-pox marks in the parade as possible. If any of the suspects has a scar, a mole, pierced ears, a blind eye, a split or any other distinctive mark, efforts should be made to have others having as far as possible similar peculiarities and belonging to the same age group as the suspects, standing in different places in the parade.

(4) The question of clothing presents some difficulty. Ordinarily every prisoner should wear the clothes in which he was admitted in the jail. There should be no attempt to disguise; prisoners should not be allowed to exchange clothing, and if a prisoner cannot wear his own clothes he should wear clothes of a similar kind; that is to say, if he is a field labourer he should not be dressed in the white clothes of a city man or vice versa. If, however, a prisoner is wearing conspicuous garment such as a pick turban of a curious pattern, the Magistrate should consider whether the prisoner should be allowed to wear such garment to avoid the possibility of the witnesses making the identification on account of such distinctive mark.

The Magistrate conducting the identification must at the very time make a record of his proceedings. He should note therein Whether the prosecuting staff or any counsel was present at the proceedings, the precautions taken at the time of identification the number of under trials mixed with the accused and the result of the identification made together with any other matter needing mention.

The intention of these instructions is to assist in ensuring that identification proceedings shall afford a fair test neither unduly severe nor unduly easy, of a witness ability to identify an accused who is alleged to have been seen before under circumstances connected with the commission of the offence. . The effect of the instruction, if properly carried out will be to render it difficult for an accused by making alterations in his personal appearance, to vitiate an honest attempt at identification. In the concluding portion of para (2) above it is stated that during identification proceedings the prisoners should ordinarily wear the same clothes as they were wearing at the time of admission unless the Magistrates who conducts the

proceedings otherwise directs. This discretion by Magistrates must be retained, but it is important that the ordinary rules should not be deviated from without good reason and this should be impressed on all Magistrates concerned.

(ii) Of Property.

1. Property to be identified should be sealed by Investigating Officer in the presence of the persona who witnessed its recovery and who should then sign or affix their thumb impression on the wrapper containing the property in token that it was duly sealed in their presence. The seals affixed should thereafter be left intact and should only be broken when the parcel is opened by the Magistrate at the time of conducting the identification.

2.(1) In submitting his report for identification of property the Investigating Officer should clearly indicate what particular articles are expected to be identified by each witness and shall also furnish in respect of each articles for identification such description as is avail able in order to enable the Magistrate to instruct the Tahsildar or contractor regarding the number, nature and kind of articles required to be mixed.

(ii) In order that sufficient articles of the required description will be available on the date proceedings are held, the Magistrate will in the first instance obtain from the Tahsildar or Contractor, as the case may be, a written report or intimation that the articles required will be forthcoming and the date by which they will be available. On receipt of such report or intimation, the Magistrate will then fix a date, time and place for the proceedings.

(iii) The District Magistrate should see that satisfactory arrangements have been made in the District for the supply of similar articles to be mixed with property to be identified. Where it is found that identification proceedings have to be frequently postponed owing to the inability or neglect of the Contractor to produce suitable articles to be mixed, steps should be taken to remedy the matter, if necessary, by appointing any other suitable person to undertake these duties or by making other arrangements. It is essential that the Tahsildar or Contractor producing property to be mixed should be clearly instructed that all such property must be enclosed in a covering and sealed before being taken to the place where identification will be held and that the property must be produced seal intact before the Magistrate conducting the inquiry.

It must be clearly understood that the person producing property to be mixed before the Magistrate must be able to ensure the latter that such articles had not been seen by the witnesses before the proceeding:—

- (a) The bundle or bundles of property to be identified produced by the Police Officer should be sealed intact and the Magistrate should note whether the wrapper bears any signature or thumb impressions in attestation of the seals.
- (b) Note should be made whether the bundle or bundle of articles to be mixed produced by the Tahsildar or Contractor are duly sealed and the Tahsildar Official or the Contractor bringing the bundles should be questioned so as to make sure that such articles have not been seen by the witnesses.
- (c) The bundle should be opened and articles mixed in presence of the Magistrate. He should note whether the articles mixed were similar in appearance to those for identification subject to any exception which should be noted.
- (d) Witnesses should be kept outside at a distance and in such place that they cannot see what is going on; witnesses should not be able to communicate with or after identifying

make signs to incoming witnesses.

- (e) The signature or thumb impression of each witness should be taken against his name after he had identified.

(iv) Unless there is special reason to do so, it is ordinarily unnecessary to hold identification proceedings of property:—

(a) in cases where there is no possibility that the articles recovered will be claimed by the accused; or

(b) where the property to be identified is so clearly described in a report previously made, as to establish its identity; and

(1) is either of such a distinctive nature that it will not be possible to obtain like articles of similar description to be mixed for identification; or

(2) where similar articles cannot be obtained within a reasonable period of time.

Thus where a special kind of article bearing a particular mark is so described in the first information report, it would in such case be ordinarily unnecessary to hold identification proceedings as the very marks described would be sufficient to identify the articles.

APPENDIX VII

(Referred to in para 850)

FORGED CURRENCY NOTES—ENQUIRY INTO CIRCULATION

The following are some of the important points to be kept in view in holding enquiries about forged currency notes.

1. All recoveries should be examined to see if similar notes have come to notice before.

2. Very careful enquiries should be made to trace the origin of such counterfeit notes. The endeavour of the Police Officers should be to collect concrete evidence to pin point the source precisely. Organising intelligence amongst smugglers will help the Police Officers not only to prevent illicit trade but might also to trace the origin of forged currency notes. All suspects, connected with circulation of notes should be put through sustained interrogation as a part of more determined effort to get to the bottom of the racket.

3. Since the type of crime is such that it is necessary to arrange inter-district co-ordination of enquiries investigation of all such cases should be done under the control of the Crime Branch, C.I.D. Hence a detailed report should be given to the Crime Branch C.I.D., in K.P.F. No. 55 (with a copy to Superintendent of Police of the District through Circle Inspector and Sub Divisional Officer) as soon as information of any circulation of counterfeit notes is received. Such report should contain the following details.

(1) Brief summary of the case with remarks regarding:

(a) Whether the notes are hand-drawn or process made.

(b) Defects by which such notes can be distinguished from the genuine one.


(3) Whether likely to deceive the general public.

(2) Enquiries so far made regarding the forged notes in circulation.

(3) Extent of circulation.

- (4) Address of suspects, if any.
- (5) Series.
- (6) General number.
- (7) Circle.
- (8) Date.
- (9) Denomination of notes.
- (10) Date and place of appearance.
- (11) Description of the notes giving the following particulars.

(a) Size, (i) There is no absolute uniformity in size even in genuine notes. Slight difference are likely to exist owing to the variable materials employed, e.g., the printing plate, the paper and the ink and the personal element involved. However, any variation in excess of $\frac{1}{32}$ of an inch should be regarded as suspicious. In the old notes it will be noticed that the fold of the paper makes the notes appear shorter or narrower when measured. This will be seen more in length than in the width. Before measuring a note which has been in circulation the creases must be removed to get the correct size. Standard sizes of current genuine notes are:

Re. 1	Government of India currency Note	4"x2 1/2"
Rs. 2	Reserve Bank of India Notes	4 1/2"x2 1/2"
Rs. 5.	do.	5"x2 7/8"
Rp. 10	do.	5 3/4"x3 
Rs. 100	do.	6 3/4"x4 1/4"
Rs. 1000	do.	8"x5"
Rs. 10000	do.	8" x 5"

(ii) The margins.

Slight variations in the width of the white margins outside the printed design occur during printing and cutting. Any variations in excess of $\frac{1}{6}$ th of an inch should be treated as suspicious.

(iii) Size of printed design.

In genuine notes this is almost constant. The variation during printing is negligible but due to the expansion and contraction of the paper caused by atmospheric conditions, e.g., humidity, a slight variation may take place. In forgeries it is very common to find considerable differences in the size of the printed design when compared with a genuine note.

(b) Quality. The paper of a genuine note will be found to have a distinct 'Crackle' due to its method of manufacture. In forged notes this crackle is generally non-existent.

Note:— In a very humid atmosphere the crackle is less noticeable in genuine notes also, though it can be

restored by drying.

(c) **Colour, (i)** Variations in colour may occur during printing. But such noticeable variations are not allowed to pass by the Master. Security printing, India. Any variation in colour should therefore be treated with suspicion, for further scrutiny.

(ii) The darker shade in a genuine note is sometimes due to a double impression during the machine's printing. This can be seen under a magnifying glass and this effect is extremely unlikely to appear in forgeries. Such variations are all, however, nothing but stronger or lighter shades of the same colour, e.g., where the head colour of a blue Rs. 10 notes is a greyish blue or purplish blue, the note should be looked on with suspicion.

(iii) The individual lines a line tint, e.g., the vertical green lines on the background of the portrait panel of the blue Rs, 10 notes are sometimes almost obscured by "doubling" which causes additional lines to print in what should be the white space between the lines. This results in a flat tint effect instead of a line tint but the lines can be detected under a magnifying glass. "Doubles" are an almost certain indication of genuineness.

Notes:— Obvious doubles are cancelled during examination **and** not issued from the Currency Notes Press.

(d) Water marks.

(i) It is a sure test of a forged note. Often the water marks are very clear in ultra-violet light. In a genuine note watermarking is done during the process of manufacture. The forger imitates it by a mechanical process. Such water mark withers, fades, changes colour or becomes indistinct with the lapse of time. In a genuine note therefore the water mark is constant. Possibly the general effect may vary in strength but the general appearance is always the same.

(ii) Variations in the expression of the face or portrayal of the features, or in the details of State emblem should be viewed with suspicion.

(iii) The positioning of the water mark in a genuine note does not vary more than 1/8th of an inch. The "water, mark window or the printed frame surrounding the portrait head is large enough to admit all these variations in the position of the water mark head.

(iv) When the water mark head is covered by part of the printing of the front of the note it should be regarded as suspicious.

(v) The correctness of the water mark is the most important criterion as between a genuine and a forged note. It is the most difficult details of a note for the forger to copy. Thus in all suspicious cases the first feature to examine is the water mark.

(vi) Water marks are also imitated by rubbing or scrapping or by printing the portrait in oil, wax or grease to give transparency to the paper. Such forgeries are readily detected.

(e) Quality of printing.

(i) It is defective and the standard lower in forged notes. Forged contain a number of broken lines. A single broken line or even two or three breaks may occur in a genuine note owing to a piece of fluff, or a fibre from the paper becoming stuck on the plate or on the transfer blanket. But this is very rare.

(ii) Large defects of this kind (blanks) do not appear in forgeries. If found it would indicate a defect that has escaped detection in examination but this again is very rare. Any note showing multiple breaks in the fine lines of a printing is almost certainly a forgery.

(f) Register.

Variations in register (i.e., *the* accurate positioning of one plate printing over another) are unlikely to occur in forgeries since they are almost invariably printed singly, while genuine notes are printed in sheets. The sheets of paper stretching during printing particularly in deep weather results in slight variations in register. This defect is more marked around the portrait head where the outlines of the portrait may appear to have a clear space either in front or behind up to 1/32 of an inch. It is also at times noticeable in the numbering panel and in the signature panel, and very occasionally around the main border of the note.

Note:— Outstanding defects in register are cancelled during examination.

A forger is most unlikely to issue a note, i.e., printed noticeably out of register. This defect should not therefore be regarded with suspicion.

g) Numbering.

Genuine notes should always have the number and prefix within the numbering panel where a panel is provided. A very narrow or any unusually wide space between serial prefix and number should be regarded with suspicion. Forgers find difficulty in copying the usual face (or shape) of the individual numbers accurately, and in a doubtful note the numbering will repay close scrutiny. In genuine notes the serial prefix should sit on an imaginary line, i.e., either at the same level as, or slightly below, the base line of the six digits.

(h) Stapling.

Certain series of notes have two rectangular shaped staple holes in the border of the note, whereas other series have not been stapled. Should this be noticed in a note which appears a forgery a reference should at once be made (through the proper channel) to the Master, Security Printing, India, Nasik. See also instructions in paragraph 9(13).

4. General points for the detection of Note Forgery Cases.

- (1) The better the forgery the more likely will it have a successful circulation. It is therefore essential that available details be recorded and all possible clues carefully followed.
- (2) Provincial boundaries form no bar to the operations of utterers, and many forgeries come thousands of miles from the place where they are prepared.
- (3) The conduct of the booking clerks, ticket collectors and other Railway staff, employees of banks, treasuries and other departments having money transactions should form the subject of careful confidential enquiry.
- (4) The present whereabouts, occupation, activities and movements of persons previously convicted and suspected in manufacturing forged notes should be carefully ascertained.
- (5) The methods of circulation and the specimen of forged notes may reveal the class or classes of criminals at work.
- (6) Forged notes are generally passed at Railway Stations, Village markets, Liquor shops, Race Clubs, Treasuries, Carnivals, Restaurants etc.
- (7) Before coming to an opinion whether a note is a forged or a genuine one the various points mentioned above should be examined. (8) Forgeries discovered so far have invariably contained many defects. The discovery of one defect only should not be regarded with great suspicion, but it should encourage a search for other defects. If half a dozen defects are found it is almost certain that the note is a forgery. In **that** case the ultimate criterion is the water mark.

5. Reports to the Intelligence Bureau, Ministry of Home Affairs, New Delhi.

On receipt of the report mentioned in para 3, the Crime Branch C.I.D. will immediately communicate the case to the Intelligence Bureau, Ministry of Home Affairs, New Delhi

(6) However, subject to the instructions in paragraphs 1 and 2 regarding enquiries, Station House Officers need not register cases on all occasions they come across currency notes which are suspected to be not genuine, as it is undesirable to waste time over investigation which is not likely to produce results. Cases which do have some clues for useful investigation will be registered and investigated. When cases are registered due reports will be sent to the concerned officers as directed in Chapter VI.

(7) Gazetted Officers must exercise a close supervision over the proceedings of their Station House Officers in deciding which cases shall be registered for investigation.

8. Reports to the Currency Officer.

In every instance, in addition to sending a special report to the Criminal Investigation Department as required in para 3, a report should be sent to the Presidency Currency Officer, Reserve Bank of India, Issue Depot, Madras-4 immediately on the appearance of a forged note whether the forgery be new or old, in the form in which report is to be sent to the Criminal Investigation Department. The note seized should be sent to the Currency Officer along with the report except when the note is required for investigation in which case the note should be forwarded to the Currency Officer after the investigation is over quoting the number and date of original report sent to him.

9. A few hints for investigation.

When investigating note forgery cases the investigating Officers should bear in mind the under-mentioned points:—

- (1) Where the utterer is known or has been arrested, there is good chance of the note being traced back to its source. In many instances the victims may be able to furnish a clue leading to the arrests of utterers and the recovery of incriminating articles. With the detection of utterers the unearthing of the forgers is the next step. At times the utterer may himself give away the forger or indicate the source of supply. So the utterer should be closely questioned. Experience tells that the utterers of forged notes are invariably connected with the actual forgers. A sifting enquiry into the undernoted points, among others, will prove helpful;—
 - (a) Proof of associations of accused with the note forgers or utterers.
 - (b) Personal qualifications of the accused,
 - (c) Antecedents, status and profession in life,
 - (d) Previous convictions, if any, in note forgery cases.
 - (e) Financial circumstances.
- (2) Criminal Intelligence Gazettes must be consulted for study of appearance of forged notes.
- (3) Co-operation and looking up of C.I.D. records about forgers and utterers.
- (4) A study of incidences and appearances may give clue to the centre of distribution, if not of the place of manufacture.
- (5) Advent of foreigners, strangers and suspects must be watched for and criminal intelligence about them collected.
- (6) Investigating Officer must possess knowledge of the materials used so that he can look for them when investigating.
- (7) Inquiries about known forgers or utterers or agents including their financial position, affluence being always looked upon with suspicion, must be made.
- (8) During a house search, the Investigating Officer may expect to find and should seize enlarged drawings of the designs found in genuine currency notes, negatives, blocks,

photographic materials, printing inks, engraving chisels, copper, zinc, lead plates, papers etc.

(9) In the event of house search, speed, secrecy and detailed planning are essential requisites for success. A slight leakage of information may completely upset the plan.

(10) A Police Officer conducting searches should be able to distinguish the instrument, materials and other equipment used in forging notes and also to have a general idea to distinguish a forged note from a genuine one.

(11) Informers should be handled with caution. They ought not to accompany the riding-party. If this is absolutely necessary to take them they should be thoroughly searched before they accompany the search party.

(12) In the event of forged notes being recovered they should be signed by the Police Officer conducting the search and the two search witnesses. Failure to take this precaution will result in the acquittal of the case.

(13) The forged notes in all fresh recoveries and the material seized should be sent to the Master, Indian Security Press, Nasik for examination and opinion. The requisition for examination should be of a Magistrate or a superior Police Officer. In the requisition it should be specifically requested to examine whether similar cases have come to the notice before. The Currency notes and the other materials used for counterfeiting seized during investigation, should be separately listed. Each article is to be packed individually and labelled. Articles like moulds etc. which are easily breakable, are to be wrapped in cotton, wool or bits of cloth and put in preferably in cardboard boxes. All the articles are duly packed in deadwood or cardboard boxes in straw or bits of cloth and sealed. When sending such requisition the place and date of appearance of the forged notes should be given in the letter and it should specifically mention on what points the expert opinion is required.

(14) The seizure of the articles already mentioned coupled with the recovery of forged notes are enough to establish guilty knowledge and intention.

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