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# THE BOMBAY POLICE MANUAL 1959

( Containing the Rules, under the Bombay Police Act, XXII of 1951,  
the Bombay Police (Extension and Amendment) Act,  
XXXIV of 1959 and other Departmental Regulations )

VOLUME II - FINANCE, SUPPLIES AND OFFICE PROCEDURE

[ Eighth Edition ]



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## CHAPTER - I

### Supplies of Stores

#### 1. Indenting for supply of articles of clothing and equipment -

- (1) The articles of clothing and equipment enumerated in the list, in Appendix II will be purchased by the Inspector - General of Police through the Central Stores Purchase organization.

(I. G.'s No. 5676, dated 26th August 1949)

*Note : In Greater Bombay, the powers of the Inspector-General of Police are exercised by the Commissioner of Police, Bombay.*

- (2) Articles other than (a) those mentioned in the list and (b) those obtained from the Stationery Department and the Ordnance Depot will be purchased by Superintendents of Police under their own, arrangements, indents in respect of (a) being sent to the Central Stores Purchasing Officer for scrutiny and decision as to what articles could, with advantage, be purchased locally and what articles would be supplied by him.
- (3) Articles can be purchased without reference to the Central Stores Purchase Organisation, provided they are required occasionally and in small quantities and the aggregate cost thereof is not more than 50 per cent of the contingent grant sanctioned for the year or Rs.2,000, whichever is less, in the case of each officer who has contingent grants at his disposal. In such cases copies of orders stating items of stores with specifications, their cost and the name of the supplier, should be forwarded to the Central Stores Purchasing Officer.

(G. C., Ind. and Coop. No. SPO 2259 / IND-II, dated 6th February 1959).

- (4) The Inspector-General of Police will communicate the requirements in respect of articles referred to in Sub-Rule (1) to the Central Stores Purchasing Officer, who will call for tenders and in appropriate cases also make negotiations with various contractors and obtain samples of articles from them. After complete examination of the tender samples by the Central Stores Purchasing Officer there will be a joint scrutiny of the samples by the representatives of the Central Stores Purchasing Officer and the Inspector-General of Police. The Inspector-General of Police will communicate the samples approved by him to the Central Stores Purchasing Officer, who will place orders for the articles required with the contractors whose offers and samples have been accepted. Contractors will then supply the articles direct to the Superintendents of Police concerned.

(G. R., D. D., No. 34, dated 2nd December 1949)

- (5) After the tenders are invited, the specifications of the articles required must be adhered to, and if any change in them becomes inevitable, fresh tenders should be invited.
- (6) The Central Stores Purchasing Officer will send the approved bulk supply samples to the indenting officer for the purpose of checking up the stores when supplied by contractors. For this purpose, if the indenting officer or the department has any doubt, he or it will make

**(Bk) K-1-1 (Mono)**

an immediate reference to the Central Stores Purchasing Officer to depute his inspecting staff in order to check up the specifications oil the stores in question.

(G. R., E and I. Dept., No. 8000, dated 14th May 1949)

**2. Size statements to be furnished when ordering clothing.-**

(1) Superintendents' orders for the supply of clothing must be accompanied by size statements. In forwarding size statements for khaki coats, belted shorts and slacks, the actual measurements for the required number should be given with a view to ensure proper fitting.

(2) (a) The Measurements of great coats will be as under :

Height of man	Neck	Length	Shoulder	Sleeves	Chest	Waist
5' 3"	16"	43"	16½"	22"	38"	37"
5' 5"	17"	46"	17½"	24"	40"	38"
5' 5"	17"	47"	18"	25"	42"	40"
5' 9"	18"	51"	19"	26"	44"	42"
5' 11"	19"	52"	19½"	27"	48"	46"

(I. G.'s Cir. No. 49, dated 5th December 1951)

(b) When caps are provided, they will be made of two pieces joined at a seam down the middle of the back.

(c) In the indents of great coats, great coat straps should be described as "great coat straps with one loose runner in addition to the fixed one".

(I. G.'s No. 2271, dated 21st December 1936)

(3) For fatigue caps the measurements round the forehead should length be given.

(4) (a) There is a universal scale of sizes for boots based on the of foot as follows :-

Length of foot	Corresponding length of foot	Corresponding size
9-1/2 inches	9-2/3 inches.	4
9-2/3 inches.	10 inches.	5
10 inches.	10-1/3 inches.	6
10-1/3 inches.	10-2/3 inches.	7
10-2/3 inches.	11 inches.	8
11 inches.	11-1/3 inches.	9
11-1/3 inches.	11-2/3 inches.	10
11-2/3 inches.	12 inches.	11
12 inches.	12-1/3 inches.	12
12-1/3 inches.	12-2/3 inches.	13

(b) Each size is, however, sub-divided into three fittings or breadths of foot numbered 4, 5 and 6 in ascending scale. No. 4 is the narrow width, No. 5 the medium and No. 6 the broad. Most feet are of either 4 or 5 fitting size and fittings are generally denoted by one figure placed above the other : thus 8/4 means 8 size length and 4 fitting breadth.

- (c) The Reserve Inspector/Sub-Inspector should ensure that each man is fitted properly and that his size is recorded for all future issues against his name. The number of boots of each size required can then be ordered without difficulty.

(I. G.'s No. 10842, dated 10th September 1900 and 4239, dated 8th April 1932)

- (5) The scales of sizes for chappals based on the length of foot are as follows :

Length of foot	Corresponding length of happal
9"	9½"
9½"	10
9¾"	10¼"
10"	10½"
10¼"	10¾"
10½"	11"
10¾"	11¼"
11"	11½"
11¼"	11¾"
11½"	12"
12"	12½"

(I. G.'s File No. 5692)

3. **Check on Shortage of articles received by railway :** Officers taking delivery of goods at railway stations should examine thoroughly and weigh carefully in the presence of the goods delivery clerk all consignments before accepting them. Should any tampering with the parcel be noticed or should the actual weight of the parcel not tally with that given in the railway receipt, this fact should at once be brought to the notice of the responsible railway official and a signed certificate giving the exact description and weight of the package concerned obtained from him. This certificate will support any further representation to the consignor.

(I. G.'s No. 8, dated 14th March 1941)

4. **Supply-examining Committee :**

- (1) Whenever a consignment of stores of any description required for the department is received, it will be inspected by a committee presided over by the Superintendent of Police or a Sub-Divisional Officer or, if neither is present at headquarters, the Home Inspector, and consisting of the following members:-
- (i) The Home Inspector,
  - (ii) The Reserve Inspector or Sub-Inspector, and
  - (iii) The city, town or taluka Sub-Inspector, if available.

*Note : In Greater Bombay it will be inspected by a Committee consisting of the following members.-*

- (i) Superintendent of Police, Head Quarters.
- (ii) Superintendent of Police, L. A. 1. Division; Head Quarters;
- (iii) Inspector of Police, Stores.
- (iv) Subedar, Stores.

If the committee cannot be convened without unreasonable delay, the President may accept one consisting of two members only.

- (2) (i) The committee will first examine the consignment outwardly for any signs of its having been tampered with and then have it opened and the contents checked.
- (ii) If any shortages are detected in the case of articles ordered through the Central Stores Purchase Organisation, the following procedure should be adopted :-
- (a) If the seal of the bundle containing lesser number of articles than that mentioned on the label attached is intact, the bundle should be returned to the suppliers (at their cost) with their seal intact.
  - (b) If the seal of the bundle containing lesser number of articles than that mentioned on the label attached is found broken, the fact should be reported at once to the suppliers, together with the following, particulars:
    - (i) Gross weight of the bale containing the bundle or bundles with lesser number of articles
    - (ii) Weight of packing materials.
    - (iii) Net weight of articles.
    - (iv) Bale number and numbers, of bundles containing lesser number of articles.

If these instructions are not strictly observed, the firms are not liable.

If shortages are detected in articles ordered from other sources, the same should be reported to the supplier.
  - (iii) The committee should then compare the contents with the prescribed samples ( vide Rule 5 below ). If the committee has reason to find fault with the articles examined, a careful examination of the whole consignment must then be made. In such cases it is not sufficient to examine a percentage only and thereby come to the conclusion that the articles supplied are inferior.
 

(I. G.'s No. 13082, dated 13th November 1901, 211-B, dated 6th January 1910 and  
182 3, dated 22nd December 1924/3rd January 1925 ).
- (3) All articles that are rejected as not in accordance with the sample in a district will be indelibly marked as "rejected " and returned to the contractors at their expense by the Superintendent of Police.
- If such articles weigh more than the maximum limit of weight prescribed for the postal parcels, they should be carefully packed, and returned by goods train.
- (I. G.'s No. 10621-B, dated 26th July 1912, 182-3, dated 3rd January 1925)
- (4) The procedure laid down in Sub-Rule (3) is applicable only to such articles as are ordered direct from the contractors. Articles ordered through the Central Stores Purchase Organisation or supplied by the Jails can only be rejected and returned with the prior approval of, and subject to the procedure laid down by, the department concerned.
- (5) In cases of supply of clothing and leather articles by the Jail Department, one of the Sub-Divisional Police Officers or Home Police Inspectors from Poona City, Nasik, Baroda and Ahmedabad City should

on receipt of intimation from the Jail authorities at Yeravada, Nasik Road, Baroda and Sabarmati respectively be deputed for joint inspection of the quality and quantity of the articles packed before dispatch of the packages to the consignees concerned. This will obviate complaints from the consignees in the matter of short and inferior supply. This, however, does not absolve the consignees of the responsibility of checking of the supplies on receipt.

(I. G.'s Cir. No. (I) - 781, dated 21st February 1958)

- (6) When articles of Police equipment supplied by Government institutions are lost in transit the bills for the supply of the articles should first be accepted and paid to the institutions in full and on recovery of the claims from the railway or other transport authorities the amount realised should be credited to Government under XXIII Police Receipts.”

(C. L., H. D., No. PEQ 2755/8187, dated 29th March 1955)

#### 5. **Samples :**

- (1) A cupboard should be specially kept at Head Quarters for all clothing samples, which should be neatly folded and looked at from time to time to see that they are in good order, with the seals and labels intact. Inside the shutter of the cupboard, a list of contents should be affixed which should be a copy of the list of samples received from the Inspector-General. The samples are always taken on the Stock Registers as they form part of the supply for which an order is placed. Whenever a new consignment of the same article is received, the sample in the cupboard will ordinarily be replaced by the sample received with the new consignment unless of course the transaction in respect of the old sample is complete. In the former case, the sample removed from the cupboard should be issued, and in the later case both the old and new samples will continue to be kept in the cupboard.

(I. G.'s No. 11975-B, dated 5th August 1910 and Cir. No. 7315-II, dated 14th July 1956).

- (2) All samples entered on the list should be forthcoming.
- (3) Leather samples of every description should be hung up in a line, with a list attached, and should be kept in a prominent place, so that they can be seen at all times, and the store orderly should be held responsible that they are kept polished and in good order.

(I. G.'s No. 11895, dated 28th November 1899)

- (4) The power of re-sealing sample articles is delegated to Superintendents of Police.

(I. G.'s No. 13-A, dated 26th July 1921)

6. **Accounting for articles received** – All articles received must be accounted for in the appropriate parts of the stock accounts (*vide* Rule 267).
7. **Marking of articles** – (1) All articles of clothing and accoutrements except boots should, on issue, be numbered in oil point with the policeman's number and date of issue thus : 435/22nd May 1959.

- (2) The date of original issue should invariably be maintained. In the case of boots the same procedure should be adopted except that the figures will be stamped on the leather.
- (3) The articles shown in column (2) will be numbered at the place mentioned against each in column (3) in the sub-joined table :

S. No.	Article	Place where the number and date of issue are to be stamped.
	2	3
<b><i>Clothing</i></b>		
1	Kit box	Date of issue (no number) as near the centre of the inside of the lid as possible.
2	Great coat	On the centre of back outside, under the cape, 3' below collar.
3	Carpet	In the center, 3" from the lower end.
4	Great coat strap	Inside, near the buckle.
5	Boots	Inside, on either side, of ankle.
6	Chappals	In the centre of the instep.
7	Jersey	Outside on the chest, 6' below collar.
8	Fatigue cap	Inside, on the left hand side, 2' front lower edge.
9	Shorts	Inside, in the middle of top pleat, at the back.
10	Haversack	Inside, in the centre of flap.
11	Khaki coat, shirt	Inside, on the hem on the right hand side, between the 2nd and 3rd buttons.
12	Putties	Inside, near the folded end to which the tape is attached.
13	Button stick	On the plain portion of the side which is graduated. The date of issue should be added in continuation of the number with a hyphen between, thus : 100-4-3-59.
14	Hose-top	In the middle, so that both ends will be available for use and the number so given will neither appear nor create any difficulty in the matter of turn over.
15	Socks	3" below the open end.
16	Water bottle	In the middle of the outer side.
17	Salwar	Inside, on the front of right leg lower hem.
<b><i>Accoutrements</i></b>		
1	Waist Belt	Inside, near the buckle.
2	Bayonet frog	At the back.



S. No.	Article	Place where the number and date of issue are to be stamped.
	2	3
3	Bayonet scabbard	On the upper face of the rim of the upper metal mounting.
4	Pouch	In the centre of the inside of the flap, without causing damage by deep impressions.
5	Sling	Inside, near the buckle.
6	Sword scabbard	At the back, on the upper brass mounting
7.	Sam Brown belt	Inside, on the waist-belt tongue.
8	Baton	On the flat round base at the thong end of the baton.
9.	Holster (leather) for revolver.	Just below the hook.

Other articles of clothing and accoutrements need not be numbered.

(I. G.'s No. 4530, dated 14th April 1900 and 57, dated 15th November 1935)

- (4) All rifles, smooth-bores and revolvers should be the following manner :
- Smooth bores should be numbered from 1 to the number equal to 33 per cent of the sanctioned unarmed strength.
  - Rifles for the Emergency Company should be lettered E.C. and numbered from I to the sanctioned number of men in the company.
  - Rifles for other armed men should be numbered from the number consecutive to the last number of rifles of the Emergency Company to the number of the total sanctioned armed strength.
  - All other reserve rifles and smooth-bores should be lettered R. and numbered from 1 up to the number so held in reserve, the numbering, for rifles and smooth bores being separate and etch beginning with number 1.

*Note : In Greater Bombay, all the rifles, muskets, pistols, revolvers, T. S. 'd. Guns Sten Guns and sub-machine guns are numbered serially from 1 onwards.*

- (5) Revolvers in a district should be marked with district letters and numbered consecutively from 1 upwards. Each revolver should be numbered on the steel foundation of the grip and immediately above the number should be struck the letters representing the name of the district to which the revolver belongs. In the case of the Central, Police Training School, the revolvers should be numbered in one series.

(I. G.'s No. 1487-B, dated 25th January 1913 )

- (6) Serial number and the district abbreviations should be engraved on the hand cuffs.

(I. G.'s Cir. No. 1/2271, dated 24th March 1958)

- (7) The issues of clothing in Greater Bombay should be regulated in accordance with Standing Order No. 52-A, dated 3rd February 1927 of the Commissioner of Police.

8. Issue of arms and kit :- (1) A complete list of articles of clothing and accoutrements comprised in a man's kit will be found in Appendix III. A copy thereof should be issued from the office of the Superintendent of Police and hung up in each Police Station and in the office of the Reserve Inspector or Sub-Inspector, as the may be. This list will enable a Superintendent of Police, during his inspection, to see what articles should be in possession of each man.

(I. G.'s No. 5220, dated 16th June 1906 and 5443/C, dated 8th April 1909).

(2) In order to have a proper check over the kit articles, Kit Issue Books in forms P.A. 56 and 57 should be issued to all policemen. This will assist the Store Orderly or other officer receiving the kit of men going on leave etc., enabling him to note in the Kit Deposit Register either that the kit has been received complete or that certain specified articles are missing. The Sub-Inspector will initial the entry and when any article is missing, will at once make necessary enquiries and take steps to have the articles recovered or replaced.

(G. R., H. D., No. PEQ/6258/9014, VI, dated 31st December 1958 )

(3) Police officers and men are forbidden to purchase new articles from the Head Quarters stores for their private use.

(4) The officer in charge of Head Quarters should maintain an issue book in Form No. I in Appendix-I, in which the description of and arsenal numbers on the revolvers in possession of Police Officers of the district should be recorded against the officers to whom they are issued. The arsenal number on each revolver is stamped on the knuckle joint of the barrel, which is the prominent joint on which the barrel hangs. Rifles and muskets should be similarly registered in the same issue book by the numbers on the barrel, body, bolt and side of knob form, the district marking being shown against each weapon.

(I. C.'s No. 4397, dated 7th June 1905 and 10544, dated 19th December 1906)

(5) As a rule, it will not be necessary to supply Policemen, employed for a brief period in an emergency, with full uniform. This, however, is a matter that must be left to the discretion of the Superintendent of Police, who should settle it in accordance with the circumstances of each case.

(G. R., J. D., No. 3030, dated 1st May 1900 and G. R., H. D., No. 3072, dated 18th March 1924).

(6) In the case of Policemen who die of plague, T. B. or such other highly contagious diseases or who are infected with such diseases but subsequently recover, great coat straps, leather waist-belts, slings, bayonet scabbards and ammunition pouches need not be destroyed. All their clothing articles except the metal ones should be destroyed without reference to the Deputy Inspector-General subject to Sub Rule (7) below.

(I. G.'s No. 575, dated 22nd January 1903 and 467, dated 19th January 1905)

(7) The destruction of the articles of clothing and accoutrements referred to in Sub-Rule (6) above should only be carried out, if for

climatic reasons the following method of disinfecting the articles cannot be adopted :

In case of plague, small-pox, leprosy, T. B. or such other highly contagious diseases occurring among men, their articles of clothing and accoutrements should be exposed in a thin layer to the full strength of the sun's rays for two or three days. After proper disinfection by exposure to the sun, articles that can be washed should be so treated before they are taken into store and re-issued.

(I. G.'s No. 10203-B, dated 13th June 1914 and 18534-B, dated 21st November 1914).

- (8) In Greater Bombay, the articles of uniform are fumigated by the Bombay Municipality.
- (9) Revolvers are to remain in the district to which they are allotted and are not to be taken away by officers, when transferred. Inspectors and Sub-Inspectors, when taking charge in another district, should pass a special receipt for the revolver allotted to them, stating its number and whether it is received in good condition. This receipt should be attached to the charge report submitted to the Superintendent of Police. The officer handing over charge should also note on the charge report the fact of his having delivered over the revolver in his possession, quoting the number. In short, when a revolver changes hands, a special receipt must always pass.
- (10) For the disposal of kit boxes of men transferred. Volume I.

**9. Life of uniform and other articles supplied to the constabulary –**

- (1) Column 4 of the list in Appendix III will show the minimum periods for which uniform and other articles supplied to Head Constables and Constables from the clothing grant should ordinarily last.
- (2) The periods specified are the minimum periods during which articles must last. If any article of a man's kit becomes unfit for wear in less than the period specified, the instructions in Volume I as regards its replacement should be followed.

**10. Disposal of condemned clothing and accoutrements –**

- (1) The power of condemnation and disposal of all time expired and unserviceable articles of clothing and accoutrements issued to men has been delegated to Superintendents of Police, and to Sub-Divisional Officers with regard to men in their respective Sub-Divisions. As regards swords, the power has been delegated to Superintendents of Police.

(G. R., J. D., No. 7187, dated 31st October 1915)

- (2) Unserviceable articles of clothing that are really worn out and will fetch little when sold will not be taken away from the men, but will be allowed to be used by the men for private wear -
  - (a) Unserviceable chappals need not be recalled. The men will keep them after they have been condemned and replaced.
  - (b) All condemned uniform which is capable of being made use of in Government interests is to be withdrawn.

**(Bk) K-1-2 (Mono)**

- (c) Shirts, shorts and fatigue caps are to be used as fatigue suits for the use of working parties.
- (d) Carpets should be sewn together as *jajams* for subordinate offices.
- (e) Great coats should be re-issued to *puttewalas* where they exist or sold to other departments for use by their *puttewalas*, the proceeds being credited to Government.
- (f) Putties may be re-issued for use as *kamarbands*.
- (g) All leather accoutrements should be used for boot and chappal repairs.
- (h) Unserviceable socks should be burnt.
- (i) Ordinarily jerseys, Ammunition Boots and haversacks should be retained by the men, but Superintendents are at liberty to withdraw them if they can otherwise make good use of them.
- (j) The best among condemned chevrons may be kept for wear with fatigue coats worn by Head Constables.
- (k) Time-expired unserviceable tin kit boxes after being condemned should be sold and the proceeds credited to Government.

(G. I., J. D., No. 3951, dated 8th July 1907, I. G.'s Nos. 4623-B, dated 1st April 1913, 19, dated 11th March 1922, 26, dated 19th May 1923, 7594-B, dated 28th May 1912).

- (3) The condemned clothing articles other than woollen and those allowed to be retained by the policemen as per Sub-Rule (2) above, should be sent to the Range Central Motor Transport Workshop instead of selling them by auction.

(I. G.'s Cir. No. 1/8218, dated 14th October 1957)

- (4) Accoutrements, other than leather accoutrements, swords and scabbards, when worn out, will be sold and the sale proceeds credited to Government.
- (5) Whenever unserviceable articles of uniform are given to the Police or are sold, all buttons, detachable numbers, district letters, chevrons, etc. should be removed therefrom.
- (6) When a man leaves the force on pension or otherwise, he will give up the articles supplied to him at Government cost. The Superintendent of Police has, however, discretion to permit those who retire on pension or gratuity or proceed on long leave preparatory to retirement to retain such articles of clothing as are, in the opinion of the Superintendent, not fit for re-issue.
- (7) Police Officers on leaving the force should be required to hand over articles of clothing at the Police Station to which they are attached and not be called on to pay the expenses of conveying them to Head Quarters.

(I. G.'s No. 8661, dated 1st September 1899)

- (8) Jamadars and Brevet Jamadars who are permitted to wear uniform after retirement should be allowed to retain one set of clothing articles comprising their first kit.

- (9) Police Officers, on promotion to grades in which uniform differing from their previous uniform is supplied free or obtained ' wholly or partly, at their own expense, should give up the uniform of the lower grade supplied to them from the clothing grant.

(I. G.'s No. 3617, dated 2nd May 1901)

**11. Employment of tailors etc -**

In order to carry out repairs to articles supplied to Policemen, a *darzi*, a *mochi* and a *bellows boy* have been sanctioned for each district. Their service is pensionable.

(G. R., F. D., No. 1787/33, dated 1st September 1945)

**12. Disposal of swords of Inspectors and Sub-Inspectors -**

- (1) Inspectors and Sub-Inspectors when leaving the service may, if they wish, leave their swords and belts at the Head Quarters of the district in which they have been serving to be sold to other officers of similar ranks on payment of the original cost (*minus* a reasonable deduction for wear and tear), provided that the articles are serviceable and according to the standard pattern in force.
- (2) All such swords and belts should be kept at the Head Quarters of the district in which the officer concerned was serving, and notices of such articles should be sent, to the Inspector-General's office for insertion in the Bombay Police Gazette.
- (3) The cost of the articles, when disposed of, will be remitted to the owner at his own expense.

(I. G.'s No. 6274, dated 24th July 1895 and 4521, dated 8th June 1896)

**13. Disposal of surplus articles -** To obviate unnecessary correspondence between Superintendents of Police and Deputy Inspectors General of Police in the matter of the disposal of surplus clothing excess of stock by means of a notice sent to the Inspector General's office for publication in the *Police Gazette*. Adjustment can then be made without reference to Deputy Inspector General of Police.

(I. G.'s No. 2-B, dated 2nd May 1921)

**14. Source of supply of ordnance stores –** Arms, ammunition and other ordnance stores including component parts of arms, bayonets, armourer's tools, lubricants, cleaning material, respirators, etc. required for the use of the Police will be supplied by the Ordnance Department.

**15. Controlled Stores and Uncontrolled Stores -**

- (1) Stores consist of stores of all description supplied by the Indian Army Ordnance Corps including guns, machine guns, small arms, etc., and materials for repair and preservation allowed by the Regulations for the equipment of the Army (India).
- (2) Small arms include, light automatics, machine guns, rifles, muskets, bayonets, pistols, revolvers, etc.
- (3) Ordnance stores mentioned in Appendix IV are treated as "Controlled Stores" or "Class A Stores" and all other stores (*e.g.* spare parts of firearms, lubricants, cleaning materials, etc.) as "Uncontrolled Stores" or "Class B Stores".

- \* (4) Arms and ammunition required by the Police Department are Controlled Stores".

(I. G.'s endst. No. 8125, dated 26th July 1957)

16. Annual forecast of requirements in ordnance stores -

- (1) The supply of ordnance stores may be required for two purposes -

- (a) for normal maintenance; and
- (b) for meeting extraordinary demands due to additions to the force or the creation of new organisations.

In order that the supply may be made economically and without administrative inconvenience, every Superintendent of Police will submit to the Inspector-General of Police, on or before the 15th July each year for subsequent two years a forecast of his requirements of Class 'A' and Class 'B' stores, prepared on a realistic basis and furnishing the following data :

- (i) quantity of requirements of each of the categories of ammunition during the past two years; and
  - (ii) actual off-take, *i.e.*, actual demand placed in the annual indent for each of the categories of ammunition during the same period.
- (2) For covered by purposes mentioned in item (b), full explanation as to the reasons for requirements should be given in the forecast. Ordinarily, it will not be possible to comply with indents for stores which have not been included in the annual forecast.

(I. G.'s No. 8125, dated 26th July 1957)

17. Scales of Supply of Ordnance Stores -

- (1) For scales of arms and ammunition for State Reserve Police Force, refer to rule 32 (Appendix VI) of the Bombay Reserve Police Force Rules, 1954. The scales of ordnance stores for other branches of the Police should be based on calculations made in accordance with the following scales prescribed by the Government of India, the quantities already in stock being taken into consideration in making the calculations :

A. *Arms for service*

- I. *Unarmed Police (Dist.)* - (Police other than those included in categories II to V below).
  - (i) One rifle/musket per Head Constable and Constable
  - (ii) Revolvers, one per officer of and above the rank of Assistant Sub-Inspector.
- II. *District Armed Policemen* -
  - (i) One rifle per Head Constable and Constable.
  - (ii) Carbine Machine Thompson 4 for each hundred rifles authorized.
  - (iii) Revolvers - One per officer of and above the rank of Assistant Sub-Inspector.

III. *City Police* -

- (i) Rifles/muskets - 1/3 of the total strength.
- (ii) Revolvers - one per officer of and above the rank of Assistant Sub-Inspector.

IV. *City Armed Police* -

- (i) Rifles - 1/3 and Muskets - 2/3 of the total strength with an option to the local authorities to alter the proportion of rifles and muskets according to the local needs.
- (ii) Carbine Machine Thompson – 4 for each hundred rifles authorized.
- (iii) Revolvers - One per officer of and above the rank of Assistant Sub-Inspector.

V. *C.I.D.* – (Intelligence Branch and Special Branch) – Revolvers – One per officer down to the rank of Head Constable.***B. Arms for training***I. *For District Police, City Police, District Armed Reserve and City Armed Reserve.*

- (i) .22 Rifles – One per 20 trainees.
- (ii) .303 Rifles, .410 Muskets - One for each trainee.
- (iii) .455 / .38 Revolvers - One per 10 trainees.
- (iv) Carbine Machine Thompson – One per 10 trainees.

II. *At training Centres* -

- (i) .22 Rifles - One per 10 trainees.
- (ii) .455 / .38 Revolvers - One per 10 trainees.
- (iii) Carbine Machine Thompson - One per 10 trainees.
- (iv) .303 Rifles / .410 Muskets - One per trainee.

***C. Ammunition for service***

<u>Category of ammunition</u>	<u>Scale</u>
(i) .303 Rifles / .410 muskets (Ball)	100 rounds per weapon per annum
(ii) .455 / .38 Revolvers (Ball)	30 rounds do.
(iii) .45 Carbine Machine Thompson (Ball)	192 rounds do.
(iv) .303 Bren Gun Ammunition (Ball)	500 rounds do.

***D. Ammunition for Practice***

<u>Category of ammunition</u>	<u>Scale</u>
(i) .303 Rifles / .410 muskets (Ball)	100 rounds per weapon per annum
(i) .303 Rifles / .410 muskets (Ball)	65 rounds per weapon per annum
(ii) .455 / .38 Revolvers (Ball)	60 rounds do.
(iii) .45 Carbine Machine Thompson (Ball)	15 rounds do.

<u>Category of ammunition</u>	<u>Scale</u>
(iv) .303 Bren Gun Ammunition (Ball)	360 rounds per Bren Gun per annum
(v) .22 Rifle (Ball)	10 rounds per capita per annum
(vi) .303 / .410 Blank Ammunition	10 rounds per weapon per annum

***E. Ammunition for Training***

<u>Category of ammunition</u>	<u>Scale</u>
(i) .303 Rifles / .410 Muskets (Ball)	100 rounds per trainee per annum
(ii) .455 / .38 Revolvers (Ball)	70 rounds do.
(iii) .45 Carbine Machine Thompson (Ball)	50 rounds do.
(iv) .303 Bren Gun Ammunition (Ball)	300 rounds per Bren Gun per annum.
(v) .22 Rifle (Ball)	10 rounds per capita per annum

- (b) Blank ammunition will be supplied up to the extent of 10 rounds per weapon per annum.
- (c) In the scales for .410 ammunition, the quantities indicated are for both ball and buckshot. In estimating the quantities of buckshot to be indented for, Superintendents should remember that since the .410 musket has a very limited effective range with buckshot, no buckshot is to be issued to armed Police for the purpose of dealing with riotous mobs and that it is to be indented for only for the destruction of stray dogs, for the use of the armed Police on night patrol duty, and for Policemen on sentry duty, who should be supplied with 10 rounds buckshot. On relief, the sentry will hand over his buckshot cartridges to his relief. The rest of the guard should carry ball ammunition only.

(T. G.'s Cir. No. 1787/1, dated 6th June 1957)

- (2) In the matter of supply of "uncontrolled stores" or class B stores, no have been laid down by the Government of India, and the forecasts to be submitted in regard to them under Rule 16 should be based on calculations made as heretofore.

**18. Indents for arms and ammunition -**

- (1) Indents for "controlled" or class 'A' stores and "uncontrolled" or class 'B' stores should be kept distinct and should not be mixed up.
- (2) (a) Indents should be prepared separately for each of the five categories of Police referred to in Rule 17, for each class of requirement indicated at A to E in that Rule and for each type of arm, ammunition etc.; e. g., there should be one indent for District Police for muskets for service, another for District Armed Police for revolver ammunition for practice, and still another indent for rifles for training for a Special Armed Police unit and so on.
- (b) In the case of arms for service, arms for training, ammunition or practice and ammunition for training, the relevant information regarding the numbers of men for whom particular categories of arms



are required, the total entitlement according to the scales in Rule 17, the number on charge and the number required should be shown.

- (c) In the case of ammunition for service, the number of arms of each category on charge, the quantity of entitlement according to the scales in Rule 17, the quantity on charge and the number / quantity required should be indicated.
  - (d) In the case of indents for Carbine Machine Thompson the number of rifles/muskets authorized for the purpose of determining entitlement, along with information regarding the number on charge and the quantities outstanding as well as required should be stated.
- (3) In the case of ammunition for service, it will be sufficient if the demand is based on the difference in the quantity admissible and that on charge at the time of indenting.
  - (4) The demand for ammunition for training should be included in the indent for the year.
  - (5) The requirements of ammunition for practice may also be calculated on a yearly basis and one indent for the whole year's consumption should be submitted,
  - (6) The letter forwarding the indents should explain the basis of calculation adopted in each case and any other relevant information.

(I. G.'s Cir. No. K/15-60, dated 4th April 1959)

**19. Instructions for the preparation and submission of indents -**

- (1) In all indents for arms and ammunition, the correct description of the various types of arms and ammunition as given in Appendix IV must be strictly adhered to.
- (2) For the correct nomenclature of other ordnance stores, the Vocabulary of Army Ordnance Stores, Indian Addendum, should be consulted.
- (3) Requisitions for Army and India Army Forms should be forwarded direct to the 2nd Deputy Controller of Printing, Forms, Stores, 166, Dharamtala Street, Calcutta, for compliance.
- (4) Indents should be prepared in consultation with local military authorities, if any.
- (5) Demands for ammunition should be for less than 100 rounds for any type of ammunition.
- (6) Indents for arms and ammunition should be prepared in quadruplicate in Forms Nos. 2, 3 and 4 in Appendix 1.
- (7) Full consignment instructions (viz., Nearest Railway Station, Name of Railway, Designation of the Consignee etc.) should be furnished in respect of every indent.
- (8) (a) Indents are to be submitted on yearly basis for the period from 1st April to 31st March of the next year.
  - (b) The indents- should be submitted so that they may reach the office of the Inspector General of Police not later than 1st April each year.

- (c) *Indents for Ordnance stores, other than arms and ammunition, will be submitted annually in form IAFO-2705 in triplicate.*

(I. G.'s Cir. No. K/15-60, dated 4th April 1959 )

**20. Disposal of indents for ordnance- stores -**

- (1) The indents received from all the districts will be consolidated and further action taken by Inspector-General of Police for securing the necessary supplies, which will be made by the Ordnance Depot concerned direct to the units under the direction of the Government of India.
- (2) The scales in Rule 17 for the supply of arms and ammunition represent the maxima that may be indented for; but it must not be understood that the full quantities as arrive-I at according to those scales should be indented for or, if indented for, would be supplied. The supplies of other ordnance stores will be made according to their availability.
- (3) Whenever arms, ammunition and wireless equipment are drawn from the Ordnance Depots, an escort should be detailed for the purpose. Its responsibility will be limited to escorting the stores only.
- (4) For rules regarding Police escorts for arms, ammunition and wireless equipment see Appendix V-

(G. L., H. D., No. 73018/C-1870-D, dated 22nd December 1952)

**21. Purchase of armourer's tools -**

- (1) Superintendents of Police are empowered to purchase from sources other than the Ordnance Department armourer's tools not authorized by the " Equipment Tables of the Civil Police and Jails", subject to the condition that the cost of the tools ordered can be met from the budget grant of the year concerned.

(G. L., H. D., No. 73018/C-1870-D, dated 22nd December 1452).

**22. Returns of Issue Vouchers -**

- (1) In accordance with the procedure governing payment by Book Debit Issues the following copies of Issue Vouchers are sent to Units :
  - (a) No. 1 copy (unpriced) along with the railway/postal receipt.
  - (b) No. 2 copy (unpriced) in the package.
  - (c) No. 7, 8 and 10 copies (priced) by covering letter.
- (2) The Units are required to return to the Depots the following copies duly signed and receipted / accepted :
  - (a) No. 2 copy (unpriced) - in token of receipt of stores. This copy is retained in Depots for record.
  - (b) No. 7 or 8 copy (priced) - in token of acceptance of the debit. This copy is sent to the Controller of Defence Accounts to raise necessary debits.
- (3) The responsibility of the Ordnance Establishment is to see that the indented stores are put on rail and the relevant railway receipt forwarded to the Consignee. The non-receipt of stores or the settlement of discrepancies due to transit losses is a matter to be taken up by the consignee with the Carrying Railway Authorities. This should, on no account, delay acceptance and return of the vouchers.
- (4) When stores are no longer required by the consignee and are returned to the issuing establishments, the proper procedure for the

consignee to adopt is to claim a refund and not return the vouchers unaccepted. The receipt of the stores and return of the same to -the issuing depot should be considered as two separate transactions and financial aspect thereof needs also to be treated as separate.

- (5) Non-acceptance of the vouchers on the grounds that sufficient funds do not exist indicates an irregularity in that indents are placed without proper provision of funds, in case the demand materialises. Such practice should not, therefore, be followed.
- (6) The difference between the "accepted priced copies" and "receipted copies No. 2" of Payment Issue Vouchers should be clearly understood. No. 2 copies of the issue vouchers are invariably placed in the packages of stores consigned to Units and these copies of issue vouchers are required to be receipted and returned to the issuing depots immediately on receipt of stores by the consignee irrespective of the fact whether priced copies, duly accepted, have been returned or not. When return of No. 2 receipted copies are called for by the issuing depots, the Units should comply with the same without merely furnishing a reply stating that receipted No. 2 copies have already been. cleared giving reference to the Clearance of accepted priced copies of issue vouchers.
- (7) Similarly, clearance of receipted copies / accepted copies of further part issue vouchers should not be confused. For, in case the stores are not available in the first instance these are issued as and when they become available on further part issue vouchers by the issuing depots. The further part issue vouchers show the original number and date of issue voucher, as well as sub-depot Serial number and date at the right and top corner of the issue voucher. Both these Numbers are invariably, quoted by issuing depots while expediting return of receipted / accepted priced copies, of further part issue vouchers and as such the Units should clear the correct issue voucher to avoid unnecessary correspondence on the subject.
- (8) The loss of priced and unpriced copies of payment issue vouchers is a serious matter warranting a thorough investigation at consignee's end. As such the indenting Units should be more careful in clearing these copies duly accepted,/receipted immediately the same are received at their end.

(I. G.'s Cir. No. 15, dated 28th October 1952)

### 23. Disposal of surplus or unserviceable ordnance stores :

#### (I) FREE ISSUES :

- (i) *Method of disposal* : When ordnance stores issued free of cost become unserviceable, applications on I. A. F. Z./2098 will be made to the nearest Chief Ordnance Officer and instructions obtained for their disposal.
- (ii) *Freight charges on stores ordered to be returned* : If stores originally free are ordered to be returned to the Indian Army Ordnance Corps freight charges will be borne by the Army i. e., the receiving establishment.

**(Bk) K-1-3 (Mono)**

- (iii) *Disposal of sale proceeds* : If, however, such stores are ordered to be sold locally, the sale proceeds will be credited to the Army.

(2) PAYMENT ISSUES -

- (i) *Method of disposal* : Ordnance Stores issued on payment which become unserviceable, will except as stated in paragraph 3 below, be disposed of at the discretion of the head of the department concerned. Local sale will, in most cases, be the most profitable method of dispersals. If, however, it is desired to return any stores to the Indian Army Ordnance Corps for disposal, I. A. F. Z./2098 (in duplicate) should be forwarded to the nearest Chief Ordnance Officer showing in detail the unserviceable stores it is desired to return. The Chief Ordnance Officer will use his discretion in allowing the return of any, or all, of the stores reported for disposal.
- (ii) *Disposal of sale proceeds* : The sale proceeds of stores disposed of locally in accordance with para (2)(i) will be retained by the department concerned, Credit for stores returned voluntarily to the Indian Army Ordnance Corps for disposal will be allowed by the Army at the actual sale or scrap value (or in cases where this is inconvenient at a rate to be assessed by the Chief Ordnance Officer, not exceeding their approximate sale or scrap value) of the articles returned less expenses incurred in breaking the articles up or preparing them for sale.
- (iii) *Freight charges* : Freight, charges on stores voluntarily returned will be prepaid by the consignor.

(3) DISPOSAL OF TECHNICAL AND WARLIKE STORES ISSUED ON PAYMENT -

- (i) *Procedure for obtaining disposal orders* : Unserviceable technical warlike stores will be disposed of in the same manner as for the regular army *i.e.*, indenters will forward to the nearest Chief Ordnance Officer (together with an indent for their replacement if replacement is necessary), I. A. F. Z. / 2098 showing the unserviceable articles for which disposal orders are required. On receipt the Chief Ordnance Officer will give instructions for disposal locally or return to arsenal as he may consider desirable.
- (ii) *Articles, the return of which is compulsory* : Unserviceable guns, machine guns, sights, arms, ammunition and explosives and important components thereof must be returned to the Indian Army Ordnance Corps, except in cases where ammunition and explosives are ordered to be destroyed locally.
- (iii) *Credit for articles returned* : Credit for articles returned in accordance with clauses (i) and (ii) of this sub-rule will be allowed by the Army, at the actual sale or scrap value (or in cases where this is inconvenient, at a rate to be assessed by the Chief Ordnance Officer not exceeding their approximate sale or scrap value) of the articles returned less expenses incurred in breaking the articles up or preparing them for sale.

- (iv) *Freight charges* : Freight charges for stores returned in accordance with clauses (i) and (ii) of this sub-rule will be borne by the Army.

(G. F., H. D., No. AAM-4059 / 67817-V, dated 19th June 1959)

(4) PROCEDURE -

- (a) The Superintendent of Police will submit disposal order from (I. A. F. Z. 2098) in original duly prepared. A separate sheet for each section as detailed in the Vocabulary of Army Ordnance Stores, Indian Addendum, will be submitted to the Chief Ordnance Officer, Arsenal. Columns 1, 3, 4, 5, 14 and 15 will be completed.
- (b) The Chief Ordnance Officer will affix his office No. and date to the disposal order from (I. A. F. Z. 2098), complete column 16 as per Disposal Index (see column 17 of the disposal order form I. A. F. Z. 2098) and return it to the Superintendent of Police.
- (c) The Superintendent of Police will return the stores to the Arsenal or will dispose of them as instructed and at the same time will forward I. A. P. Z.-2096 (vouchers ) in quadruplicate with railway receipt to the Chief Ordnance Officer for store,-, being returned to the Arsenal, endorsing thereon the Arsenal No. and date which is affixed to the disposal order form [I. A. F. Z. 2098, vide clause (b) above].
- (d) The Arsenal will check the consignment on receipt, will price I. A. F. Z. 2096 and will return two copies, which act as receipt vouchers for the Superintendent of Police.
- (e) The Superintendent of Police, on receipt of the vouchers, will write off his ledgers.
- (f) The Chief Ordnance Officer being the final condemning authority, only column 4 of I. A. F. Z. 2096 will be completed by the Superintendent of Police.
- (5) The following ordnance stores may be returned to the Arsenal by Superintendents of Police :
- (a) Packages of all description, if serviceable, and no cost to the State is incurred thereby.
- (b) Recovered fired bullets, which include lead.
- (c) Empty cartridge cases and misfires.
- (d) Unserviceable components of small arms which have been replaced from the annual allowance.
- (5) Superintendents of Police will state in the return indents whether the ordnance stores returned were supplied in the year in which they are returned. Empty small arms ammunition boxes which are in good order and are 20½ inches long, 6-7/8 inches broad and 8-5/8 inches deep can be utilised for packing supplies of cartridges, and it would, therefore, be advisable to return them to Arsenals instead of selling them by auction. Empty ammunition boxes

which are not strictly of the dimensions given or which are riot serviceable should be disposed of with other unserviceable stores, being useless to the Ordnance Department.

(I. G.'s No. 15591-B, dated 23rd September 1914)

- (7) Cartridges which misfire, cut or fail should be returned to the Arsenal with a report of their distinguishing mark and the regimental numbers of the arms with which the failure occurred, requisitions to replace the same being submitted.

(I. G.'s No. 5820, dated 10th July 1895)

- (8) Superintendents of Police will immediately report, as they come to notice, any defects in the ammunition they have on charge. In each case the date and place of manufacture, the number of rounds fired, the number of rounds found defective, and the number of unopened boxes of the same place and date of manufacture remaining on hand should -be clearly specified.

(I. G.'s No. 9328, dated 6th November 1906 and 18663-B, dated 7th December 1910).

- (9) Old lead bullets fired at practice by the Police should be recovered and returned to the Arsenal, packed in old ammunition boxes (1 cwt. in a box) or, if these are not available, in sacking either in double bags of 1 cwt. or single bags of 1/2 cwt. each. This lead should be weighed and accounted for in a column of the Stock Account Register, Part 1, each time the lead is collected. The credit allowed by the Arsenal for such lead is shown in Rule 219(2).

(I. G.'s No. 4916-B, dated 24th March 1914 and 15142-A, dated 20th October 1916).

- (10) All packages containing empty cartridge cases or lead under return should be carefully sealed with a readily distinguishable seal before dispatch to the Arsenal, as such articles are otherwise extremely likely to be pilfered in transit.

(I. G.'s No. 10794, dated 25th October 1899)

- (11) Each of the packages should be marked with the nature, the number and the weight (exclusive of package) of the cases it contains.

(I. G.'s No. 440, dated 26th August 1899)

- (12) Superintendents of Police should note that when deficiencies in consignments of ammunition returned to the Arsenal by the Police are discovered, they are reported at once by the Chief Ordnance Officer concerned to the Director of Equipment and Ordnance Stores, Simla, and to the State Government at the same time.

(G. R., J. D., No. 2717, dated 24th April 1895)

- (13) In order to preclude the possibility of misfires and live round,-, being mixed up with fired cases, the following precautions Should be, taken

- (a) Such consignments of small arms ammunition cases should be thoroughly examined before dispatch to the Indian Army Ordnance Corps.
- (b) In no circumstances should. bullets be removed from misfires.

(c) Misfires or doubtful cases should be kept, entirely separate from fired cases and they should be separately vouchered as " misfires" and packed as such. Under no circumstances should misfires and empty cartridge cases be packed together.

( I. G. 's Cir. No. 37, dated 30th July 1935)

(14) Tools, packing, cases etc. originally received from the Arsenal, which have become unserviceable should be broken up and sold and not returned to the Arsenal.

(15) Whenever stores are returned to the Arsenal, they should be accompanied by four copies of vouchers (form No. I. A. F. Z. 2096), namely, two delivery and two receipt vouchers. The delivery vouchers and one copy of the receipt voucher should be signed by the Superintendent and the remaining copy of the receipt voucher should be left unsigned. On receipt of the stores at the Arsenal, they will be checked and the Arsenal authorities will retain three copies of the vouchers and return one copy of the receipt voucher to the Superintendent. These vouchers should not be submitted with the requisitions but with the stores when they are being returned.

(I. G. 's No. 15591-B, dated 23rd September 1914)

(16) All receipt vouchers should be given a number for reference.

(I. G. 's No. 8675, dated 1st September 1899 )

(17) Vouchers, for condemned stores, empty cartridge cases, old lead or returned packages and those for surplus articles returned to the Ordnance Department must be distinct from each other.

(18) A detailed list of every article returned, with the number of each, must be entered in the usual manner in the delivery and receipt vouchers, and a memorandum entered at the foot of the detailed list on the delivery voucher , specifying the date on which the articles are despatched and the mode of transit. The delivery voucher must be signed by the consignor and the receipt voucher duly signed by the consignee, returned to the former as soon as practicable after the stores have been received.

(19) The delivery and receipt voucher accompanying stores ordered to be sent into the Arsenal for alteration, examination or repairs must be endorsed with the word " deposit" written in red ink in conspicuous place. The stores while in deposit must not be struck off charge in the Stock Accounts, the Ordnance Officer's receipt in such cases not being a sufficient voucher for their writing off. In the event, however, of the Director of Ordnance Stores ordering the retention at the Arsenal of any of the stores so returned, as regular receipt voucher will be furnished by the Ordnance Officer or Superintendent to the Superintendent of Police with a view to their being written off the Stock Accounts.

(I. G. 's No. 8440, dated 26th August 1899 )

(20) Freight on the ordnance stores returned to the Arsenal should be paid before despatch by the officer returning the stores.

(T. G. 's No. 2257, dated 31st January 1936)

**24. Stores to be sent for repair -**

- (1) (a) The Superintendent of Police will submit I. A. F. O. 1370 to the Arsenal in quadruplicate duly completed and enfacéd Payment or Book Debit. A separate I. A. F. O. 1370 in quadruplicate should be submitted in respect of each item bearing a distinct nomenclature and mark or size.
- (b) Order, to return the stores to the Arsenal for repair will be entered by the Chief Ordnance Officer on the four copies of the I. A: F. O. 1370, as also the date by which the stores should be sent into the Arsenal. Three copies of the form will be returned to the Superintendent of Police and one copy retained by the Chief Ordnance Officer for workshop reference.
- (c) Stores returned to the Arsenal for repair or alteration under the authority of the Chief Ordnance Officer, in accordance with clause (c) of Sub-Rule (4) of Rule 23 will be accompanied by the I.A.F.O. 1370 in triplicate (which will be used as Issue Vouchers) and railway receipt.
- (d) When stores sent in for Arsenal repair are found unserviceable or beyond Arsenal repair, a condemnation report (A.F.G. 1043) and a regular receipt on I.A.F.O. 2672 will be furnished to the unit by the Chief Ordnance Officer as the authority to strike off ledger charge.

Form I.A.F.Z. 2098 serves both purposes, i. e. (i) "Indent", (ii) "Disposal order form", the wording of the head-line being amended as necessary, e. g., the words "and disposal order form" being deleted when used as an Indent, and the words "Indent and" deleted when used as a disposal order form.

(I. C.'s No. 67, dated 4th June 1926)

- (2) All arms, whether serviceable, repairable or unserviceable, should be carefully examined before return to an Arsenal, and any small screws or other components found deficient shown as such in the vouchers.
- (3) Considerable inconvenience and clerical labour is caused both to the Police office and the Ordnance Department by the frequent submission of indents for repairs to rifles etc. As a general rule, there is no necessity for such calls on the Ordnance Department. being. executed within a short interval of time. Superintendents have reserves in their Head Quarters on which they can draw for immediate requirements, and damaged arms can be replaced by serviceable weapons from store. This course should, when possible, be followed, arms for repairs etc. being put until a certain number has accumulated, when one indent may be submitted.
- (4) As a reserve of component parts is supplied to each district, care should be taken to send to an Arsenal only such damaged weapons as cannot be repaired in the Head Quarters by the local armourer. The number of unserviceable weapons to be sent for repair each year to an Arsenal can further be reduced by an interchange of component parts on the unserviceable arms accumulated. So far as possible, defects should be made good on the spot and the number of weapons sent annually for repair reduced to a minimum.



- (5) When arms are returned to an Arsenal for repair etc., the cases should be sealed with four seals, two on each side of the case, one at the junction of the side and lid of the box and one at the junction of the side and bottom of the box, and not on the top and bottom.

The seals should be placed in countersunk holes into which a small piece of tape should be lot in and tacked down on either side of the seal, the seal being placed over the tape.

(I. G.'s No. 1627, dated 6th-February 1900 and 6252, dated 15th July 1902)

**25. Issue of ammunition for private practice :**

- (1) Ammunition required for private practice should be issued from Head Quarters stores, the cost being recovered from the officer concerned at the rates quoted in the voucher, and credited into the treasury. Any unused ammunition will remain in store and will be set against the next year's requirements. The cost recovered should be credited to the receipt budget (XXIII Police).
- (2) It is permissible to issue, on payment, to all Police officers of and above the rank of first-Grade Head Constables 50 rounds of revolver ammunition per annum for practice purposes. A strict check should be maintained on the ammunition so issued and measures taken to ensure that it is completely expended on practice.

(G. R., H. D., No. 9059, dated 2nd December 1925)

**26. Examination of supply of ordnance stores :**

- (1) All packages of ordnance stores under delivery by railways or other carrying companies, whether private or Government, must, before they are taken over, be carefully examined by a capable officer specially deputed for this purpose; and in the event of any damage or deficiency being apparent, a clear receipt is to be given only under written protest, when delivery is otherwise refused. In such cases the carrying company's agent must be requested to send a representative to attend the opening and examination of the packages; and this should take place only in the presence of a committee which should be convened with the least practicable delay.
- (2) The committee will consist of-
- (i) the Home Inspector,
  - (ii) the reserve Inspector or Sub-Inspector, and
  - (iii) one other Sub-Inspector.

The most senior officer on the committee should preside. If the Superintendent of Police or Sub-Divisional Officer be available at headquarters, one of them should serve on the committee vice an executive Sub-Inspector.

- (3) All ordnance stores when received must be at once examined, the packages containing the stores opened and the contents counted and carefully inspected in the presence of the Superintendent of Police to whom the stores are issued or an officer deputed by him. This examination must be made before the stores are taken on charge, and previous to the signing and return of the receipt voucher. Any damage they may have received is to be at once reported to the Ordnance

Officer who issued them, in order that it may be determined whether the damage was caused by the carelessness of the carriers or otherwise' A note shall always be made on the circumstance on the bill of lading, convoy note, or delivery and receipt vouchers, since, in the absence of any, remarks, no claim can be made against the person or persons responsible for the safe carriage or packing of the stores. The receiving officer, who fails to take these precautions, will be hold responsible for any loss or damage that may be brought to light subsequently.

- (4) The above instructions refer to ordinary consignments of stores, i. e., stores packed in boxes or bundles for transport only. As the boxes containing small arms ammunition are soldered and intended for the storage of the ammunition, they should not be opened until their contents are required for use. Superintendents of Police may make a remark on the receipts to be signed and returned by them to the Ordnance Department that the boxes are not opened and contents not checked.

(I. G.'s No. 8440, dated 26th August 1899 and 13, dated 7th February 1927)

- (5) All receipt vouchers for articles supplied from the Arsenal should be returned to the Arsenal as promptly as possible in order that they may be dispatched to the Controller of Military Supply Accounts, Calcutta, with the accounts of the month to which they pertain.

(I. G.'s No. 4779-B, dated 20th March 1914)

- (6) An addition of 10 per cent to the rates of ammunition indented for will be charged, when ordinary packing materials are used. If special packing material is used, the cost of such material will have to be paid in addition.

(C. M. A.'s Letter No. ARR-Cost / 8906, dated 9th August 1923)

## 27. Issue and distribution of arms and ammunition -

- (1) Inspectors and Sub-Inspectors (including those who have continuously officiated for one year and are not likely to revert) should be supplied with a Government revolver and be put through the annual revolver course.

(G. R., J. D., No.3401, dated 17<sup>th</sup> June 1910 and 4672, dated 14<sup>th</sup> August 1911)

- (2) For the scale of ammunition to be issued for the annual musketry practices of armed and unarmed men reference should be made to Volume I.

## 28. Care of -

- (1) Hammer protectors for revolvers may be obtained on indent. When in use, the protector should be adjusted in the proper position. In order to adjust the hammer protector in that position, the revolver should be cocked (care being taken that there are no cartridges in the chambers) and the protector then slipped on to the hammer to the base of the striker. The hammer should then be lowered gently, when the protector will be found in the proper position. The revolver may then be loaded in the usual way. All officers armed with revolvers should be instructed in the use and manner of adjustment of the protector.

(I. G.'s No. 5714-B, dated 23rd April 1913)

- (2) Arms in charge of the Police are generally kept in clean condition except as regards the actions, which get clogged and dirty owing to

want of proper cleaning and lubrication. The actions should, where possible, be stripped, cleaned, overhauled and oiled monthly; otherwise they clog and are liable to give misfires, non-extractions and other failures causing an unnecessary expenditure of components in repairs. Moreover, that part of the barrel which is imbedded in the stock fore-end requires lubricating half-yearly with a mixture of 1 lb of bees wax to one pint of lubricating oil and unless this is done, the barrels rust and eventually become unserviceable from deep external corrosion.

(G. R., J. D., No. 3594, dated 8th July 1908)

- (3) For instructions as to the care of fire-arm's in store and when issued to men, reference should be made to Appendix VI.
- (4) Instructions as to the cleaning of fire-arms before and after firing will be found in "Small, Arms Training, Vol. I".
- (5) The Superintendents should take such action as may be appropriate (including disciplinary measures where necessary) to ensure that fire-arms are not rendered prematurely unserviceable for want of proper maintenance and attention and report to Government through the Inspector General of Police each case of action taken by them against the delinquents.

(G. E., H. D. No. 4680 / 6 - H, dated 17th October 1952)

29. Special Inspection by the Assistant Inspector of Armourers of arms on charge of police.

- (1) The inspection year is from April 1st to March 31st.
- (2) 100 per cent inspection of the arms of the Police will be carried out in a period of three years. 100 per cent inspection of one-third of the arms of each district will be carried out annually.
- (3) Special inspection of all units will be carried out on request.
- (4) Applications for special inspections should also be addressed to the Brigadier, I.E.M.E., Headquarters, Southern Command, Poona.
- (5) Inspections will be carried out by a team consisting of one' Assistant Inspector of Armourers and two Armourers.
- (6) If the arms of the Military, Excise or Jail Department be inspected by the Assistant Inspector of Armourers in conjunction with those of the Police, Superintendents should accept only a proportionate debit of the traveling allowance charges for the Assistant Inspector of Armourers and his artificers' journeys, the proportion being worked out with reference to the number of arms of each department inspected during the visit.

(I. G.'s No. 3201/IX, dated 13th May 1946)

30. **Life and replacements of bayonets and fire-arms :** Bayonets and bored out fire-arms are expected to last 12 years. They are, however, not to be replaced simply because the minimum period allowed for their durability has expired, if they are still serviceable.

(I. G.'s No. 14261-C, dated 20th October 1913 and 16672 dated 16th November 1915).

\* **31. Instructions for the storage of ammunition :**

- (1) "*Ammunition in sealed boxes*" means ammunition in boxes with the factory or Arsenal seal intact, or in open boxes if the tin lining is unopened and has

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obviously not been tampered with or, briefly, ammunition in a hermetically sealed box which has not been opened since leaving the factory or Arsenal.

- (2) "Loose ammunition" means ammunition other than that held as described in Sub-Rule (1) above, e. g., cartridges carried in pouches or stored loose in boxes etc.
  - (3) Where no proper magazine is available, cartridges may be stored in any substantially constructed building, or in any room, cupboard or other compartment in such a building, provided that the following conditions are fulfilled :
    - (i) The "place selected" must be free from easily inflammable material, and must be subject to no undue risk of fire. Provided that these conditions are fulfilled, it is not necessary that the "place selected" should be detached from other buildings.
    - (ii) The building must be weather-proof and be kept dry.
    - (iii) The "place selected" must be in charge of a responsible person, be kept scrupulously clean and devoted exclusively to such storage.
    - (iv) The safe custody of the ammunition must be provided for at all times and the officer in charge of the Head Quarters will be responsible that the places selected are suitable in all the above respects.
  - (4) Boxes containing ammunition will be raised at least six inches from the floor by means of battens or other suitable supports.
  - (5) The boxes should be arranged according to date of manufacture (the latest being at the bottom and oldest at the top) and stacked headers and stretchers, each stack being a few inches away from its neighbouring stack. Boxes must be stored away from the wall.
  - (6) The service and practice ammunition should be stacked separately. The oldest ammunition should always form the practice stock. Ammunition for training should be included in practice stock.
  - (7) To prevent deterioration of ammunition, care must be taken to exclude damp from the place of storage and the minimum number of boxes only opened at one time; loose ammunition must be kept at a minimum.
  - (8) *Turnover will be carried out in the following order:*
    - (a) The contents of broken boxes, viz., boxes, the tin linings of which have been opened, and loose rounds.
    - (b) Boxes of ammunition on which the words "Examined (Year)" are enfaced on the labels, in order of date of examination.
    - (c) Other ammunition the oldest dates being used first.
- (G. R., H. D., No. 7071, dated 23rd March 1937)
- (9) Whenever fresh stocks are received they should be placed in the service stock and the oldest ammunition from service stock should be transferred to the practice stock.

- (10) Where service ammunition must be held loose, ready for use (e.g., gaurds, during emergency etc.), it should, as far as possible be of the latest date of manufacture available from the service stock. For this purpose a few boxes of latest date of manufacture from the service stock should be kept aside.
- (11) Loose ammunition referred to above should be turned over at least once annually and replaced by new ammunition from sealed boxes, the old ammunition being expended at the earliest opportunity.
- (12) No explosives, other than Government Police ammunition received from the Arsenal or Government ammunition for the rifles of members of the I.T.F., should be kept in the Police magazine.

(I. G.'s No. 14261-C, dated 20th October 1913 and 16672-B, dated 16th November 1915).

- (13) Ammunition belonging to the Excise Department may be kept in the Police magazine at every district Head Quarters on the conditions that :
  - (i) the ammunition boxes are properly sealed by the Excise Officer who deposits or removes from time to time any ammunition.
  - (ii) the Police are responsible for the safe custody of the boxes only and are in no way concerned with the contents thereof, and
  - (iii) the Excise officer will apply for access to this Excise ammunition at reasonable times in direct consultation with the officer in charge of the Head Quarters.

(I. G.'s No. 38, dated 26th June 1938)

### **32. Examination and test of ammunition :**

- (1) Ammunition in sealed, may be considered fully serviceable up to five years from the date of its manufacture, provided that the boxes have not been subjected to bad storage conditions. If cartridges of the same date of manufacture as ammunition held in sealed boxes have been expended in practice during the previous 12 months and have functioned satisfactorily, all ammunition, held in sealed boxes may be regarded as serviceable, irrespective of age.
- (2) Ammunition over five years old which has not been used for practice during the previous 12 months or ammunition in boxes which appears to have been subjected to bad storage conditions win be examined and tested.
- (3) To do this a sample box from each make and date of manufacture on charge will be opened and the cartridges examined for deterioration. This is indicated by verdigris or other signs of corrosion on the case of round the cap chamber or by rust on the base disc of rolled case cartridges. The latter should be tested also by thumb pressure for any weakness in their attachment to the case. Forty rounds will then be fired from a serviceable rifle or musket into a bank of earth or other safe place to test for misfires, hangfires, pierced caps, bursts etc. In the case of rolled case cartridges, difficulty in extraction, due to the base "o coming pf will be regarded as a serious defect.

Splits at the mouth may be ignored, unless the number is high or their severity is such that they extend down below the shoulder of the case.

- (4) The ammunition will be dealt with as below on the result of this examination and test
  - (i) If the visual condition of the ammunition appears good and the cartridges function satisfactorily at the above firing test, it should be regarded as serviceable.
  - (ii) If the visual condition is good, but the ammunition fails at the firing test, a re-test should be carried out with another serviceable musket or rifle. If, at this re-test, failures occur again and the weapon is above suspicion, the ammunition will be regarded as unserviceable.
  - (iii) If at the visual examination, marked signs of verdigris are noticed around the cap or, in the case of rolled case cartridges, the base disc becomes loose or falls off on thumb pressure, the ammunition should be regarded as unserviceable.
  - (iv) The result of the examination and test of the ammunition from the sample box covers the remaining ammunition of the same make and date, unless there is reason to think that the box is not representative of the whole. In this case discretion must be exercised as to what further test will be necessary to eliminate boxes containing unserviceable ammunition.
- (5) Boxes of ammunition of the same make and of dates of manufacture with not more than one month between extreme dates may be regarded as one group for the purpose of this examination and test. The number of boxes in any one - group, however, should not exceed about 20 boxes.
- (6) Loose ammunition should be examined periodically. The frequency of the examination will depend on local conditions, storage and the handling etc. which the ammunition has been subjected to. If the ammunition is turned over frequently, as advised in Sub-Rules (9), (10) and (11) of Rule 31 the frequency and extent of the examinations may be curtailed.
- (7) The examination and test will be as follows :
  - (i) Loose rounds, except those obviously unserviceable due to deterioration or excessive handling, of the same make and year of manufacture will be treated generally as one group. Forty rounds which are suspected to be in the worst condition will be taken and the test carried out as directed in Sub-Rules (3) and (4) above.
  - (ii) If a large number of rounds are held and some obviously have been subjected to worst treatment than others, it may be necessary to divide them into several groups, a test being carried out from each separate group.
- (8) In any case of doubt the advice of the Chief Ordnance Officer at the nearest Arsenal should be requested. This Officer will arrange for any inspection or test necessary to be carried out.
- (9) The breaking up of ammunition locally is forbidden.

Any ammunition found defective should be returned to the nearest Ordnance Depot or Arsenal for break-up under expert supervise on.

(G. R., H. D., No. 2232/2, dated 18th July 1927)

**33. Custody of arms and ammunition issued to men, when off duty :**

- (1) Men at Head Quarters and large Police Stations should not carry ammunition when off duty, as taking it to their houses is dangerous.
- (2) At Outpost and on personal escorts, the men must be allowed to carry their ammunition in most cases, there being, no guard-room or proper place to keep it; but it is left entirely to the discretion of Superintendents to treat each Outpost as they may consider best.
- (3) Policemen, whether residing in Police Lines or outside in the town when off duty should keep their Government arms in the Bell of Arms, for safe custody. Those at Outpost or on personal escort duty may however, be permitted to keep their arms with themselves, but they must take every precaution against their theft or loss.

(I. G.'s No. 11955-B, dated 19th August 1912)

- (4) All officers should take proper precaution to see that their service revolvers are either carried away with them on duty or kept in safe custody during their absence. They will be liable for departmental action if they are found negligent in this respect.

(I. G.'s Cir. No. 2368, dated 8th June 1953)

**34. Loss of arms and ammunition :**

- (1) It is essential to maintain the closest possible check over losses of arms and ammunition, and a committee of three members should usually be appointed to investigate cases in which arms or ammunition have been lost. The members of the committee might ordinarily be a Magistrate, the Superintendent or a Sub-Divisional Officer and an Inspector. In places where three members are not available, the Ordnance Department will accept the certificate of the Superintendent of Police that a committee of the required number or even of two officers could not be convened.

(I. G.'s No. 3-B, dated 2nd May 1921)

- (2) It is not necessary to hold committee proceedings in connection with the loss of empty paper cases of blank cartridges or component parts of arms, such as screws.

(G. R., J. D., No. 5257, dated 3rd August 1896)

- (3) When metal blank ammunition cases have been lost in circumstances that call for no detailed investigation (e. g., during skirmishing or ceremonial parades), the Superintendent of Police should attach to his requisition for fresh blank ammunition a certificate to the edict that the circumstances in which the missing cases have been lost have been investigated to his satisfaction and that there is no objection to their being written off.

(I. G.'s No. 7952-B, dated 31st May 1911)

- (4) Committee proceedings held over the loss of arms and ammunition should be submitted in type and in duplicate in form I. A. F. D.-931 (Form No.1 5 in Appendix 1).

(I. G.'s No. 11070-B, dated 15th November 1909)

- (5) The proceedings should be attached by the Superintendent of Police to the indent in which are included the arms or ammunition required to replace those lost.

(G. R., J. D., No. 5763, dated 6th September 1917)

- (6) Fifty naye paise will be recovered for every loaded cartridge or empty metal case lost, when the loss has been thoroughly investigated and the defaulter ascertained by the investigating committee. The amount recovered should be credited to XXIII-Police.

(I. G.'s No. 15, dated 11th July 1930)

**35. Tear Smoke Munition and Equipments :**

- (1) The authorised quantity of tear smoke munition and equipment for one Gas Squad consisting 1 P. S. I., 2 H. Cs. and 12 P. Cs. is shown at "A" in Appendix VII. The tear smoke munition and equipment (except respirators) mentioned therein are supplied by Messrs Govan Bros. (Rampur) Private Ltd., New Delhi, on receipt of direct requisition from the Police Units having, Gas Squads. The indents for the supply of respirators should be forwarded in form I. A. F. O.-2705 (in quadruplicate to the Inspector-General of Police for transmission to Government.

(I. G.'s Cir. No. 5585-IV, dated 29th March 1957)

- (2) As the tear smoke munition loses its potency after three years, the Police Units who had no occasion to use it for service purposes should ensure that the 1/3 stock of the authorised quantity of munition as shown at "B" in Appendix VII is utilized for demonstration and training, purposes and replenished by fresh stock. The fresh stock should be used first for service purposes for achieving desired effect.

(G. L., H. D., No. 3766/2-VI(a)-D, dated 27th September 1946)

- (3) Tear smoke material should be stored in a cool and dry place. Otherwise, there is possibility of its deterioration even before the prescribed time limit viz. three years. The fresh stocks should be kept in cases as they arrive in and stored on racks until such time as they are required for use.

**36. Supply of Stationery :**

- (1) Stationery for all Police Offices in the State will be supplied by the Director, Government Printing and Stationery, according to the scale (given in the form of indent) on the basis of numerical strength of staff using stationery and the previous year's consumption.
- (2) Superintendents of Police and other Heads of Offices should calculate the stationery requirements of their own offices and their subordinate offices separately and submit two separate indents direct to the Director, Government Printing and Stationery, Bombay, in February each year for compliance.

(G. R., Dev. Deptt., No. GSO-1452, dated 1st May 1953)

- (3) Only stationery articles mentioned in the indent form will be issued by the Stationery Office; but articles mentioned in Appendix IX at pages 283-284 of the Bombay Stationery and Printing Manual, 1943, Vol. I, which, though not articles of stationery. are stocked by



the Director, Government Printing and Stationery, Bombay, will be supplied on indent, free of cost.

(G. C., G. D., No. 1538, dated 14th March 1923)

- (4) Canvas cloth required for repairs to tents and raoties should also be included in the annual stationery indent under the relevant item.

(G. R., D. D., No. SPO 1956-F, dated 17th February 1956)

- (5) If in cases it is considered absolutely necessary to have additional supplies of stationery, proposals should be submitted to Government through the proper channel giving full justification for such articles and furnishing -the Government full details whenever it is found that there is no alternative than to ask for additional supplies. Since these supplies are generally based on the strength of the establishment, the following information, in the absence of which their requests are likely to be turned down, should invariably be furnished :

- (a) Number of members in the office who require stationery.
- (b) In respect of each item of stationery --
  - (i) Number/quantity sanctioned as per indent.
  - (ii) Number/quantity in balance at the time of submission of annual indent.
  - (iii) Number/quantity asked for in the annual indent.
  - (iv) Number/quantity actually supplied by the Director, Government Printing and Stationery (including "Will follow" items).
  - (v) Number/quantity required in addition to (iv) above, and,
  - (vi) reasons justifying the demand as at (v) above.

- (6) The Stationery Office will send the supply of stationery to the Superintendents of Police and other Heads of Offices, who will complete the certificates on the indent form in connection with the receipt of the stationery and send it back to the Stationery Office. They will then distribute the stationery among their subordinate offices.

- (7) No expenditure is to be incurred by any officer for the local purchase of stationery without the sanction of Government except as indicated below :-

- (a) The newly created offices should purchase stationery articles locally for the first year. The expenditure in the local purchase should, however, be limited to Rs. 20 per officer and/or clerk for whom stationery articles are required. In case the office is supplied with typewriter, the additional expenditure on account of purchase of typing paper, carbon paper and typewriter ribbons should not exceed Rs. 30 per machine. The total expenditure, which has to be met from the grants of the office, should not exceed the available contingent grant.
- (b) The articles of stationery which are required immediately, if they have not been supplied by the Director, Government Printing and Stationery, at the time of the original compliance with, the

indent, may be purchased locally upto 25 per cent of the approved requirements subject to the following conditions :-

- (i) The cost should be met by indenting officer from his contingent grant. No additional grant will be sanctioned for this. p
- (ii) The bill for the local purchase of articles which individually exceeds in value Rs. 25 should be paid after it is countersigned by the Director, Government Printing and Stationery. The bill of articles, the individual cost of which is Rs. 25 or less, should be forwarded to the Director, Government Printing and Stationery, for countersignature after payment thereof. The purchase of articles costing less than Rs.25 should not be made for the second time until the countersignature of the Director, Government Printing and Stationery is obtained with regard-to the first purchase.
- (iii) Intimations of these purchases should be given while returning the Advice Note.
- (c) If during an emergency or due to other unavoidable circumstances, officers are compelled to resort to local purchase of stationery articles, they should purchase upto 5 per cent of the quota admissible to them in their annual indents and make payments in respect of such purchases according to the rate list for all standard articles plus upto 50 per cent thereof. The rate list will be supplied by the Director, Government Printing and Stationery, to the indenting officers, every year.
- (d) The officers should, however, exercise care to see- that only articles of standard specifications given in the rate list are purchased, the cost being met from their contingent grants. It is necessary to obtain ex-post-facto sanction of Government regarding the local purchases made by officers. The officers should, therefore, furnish detailed reasons about the necessity of such purchases to Government through the proper channel.
- (e) If the bills pertaining to purchases mentioned in (c) above are within the admissible rates, the officers should forward them to the Director, Government Printing and Stationery, for his countersignature. In the bills they should assign standard numbers (by a reference to the rate list) to the articles purchased and also certify that the rates of purchase do not exceed the rates allowed for local purchase. The Director, Government Printing and Stationery, will return the bills duly countersigned on receipts of a copy of order sanctioning the purchase from Government.
- (f) Where the rates paid as regards purchase mentioned in (c) above are higher than the rates admissible, the bills should not be sent to the Director, Government Printing and Stationery, as he is not authorised to sanction excess expenditure. Such bills should be sent to Government through proper channel for sanction giving detailed reasons that it was not possible to make local purchase within the; admissible rates.

- (g) The officers in respect of purchases mentioned at (c) above, should certify that the local purchase does not exceed 5 per cent of the quota of articles admissible to them, according to their indents. They should also certify that they have not purchased stationery articles locally before, i. e., during the year for which supply has been made by the Director, Government Printing and Stationery.

(G. C., D. D., No. GSO 1455-E, dated 31st March 1956 and G. C., I. & C. D. No. GSO-1459-PRS, dated 2nd July 1959)

**37. Economy in the use of Stationery and Forms :**

- (1) All officers should economise in the use of stationery as much @ possible and reduce their demands by personally checking the wastage of stationery articles. A few instances for effecting such economy are given below for guidance :-
- (a) The smallest suitable size of paper should be used; typing should be single space wherever possible ; and the margin should not exceed one quarter.
  - (b) All non-official correspondence delivered to Departments in the same building should be sent loose and not in envelopes.
  - (c) Wrappers or envelopes Containing confidential or non-confidential documents, should be fastened down with economy 8lip8 in such a manner as to allow them to be used as many times as possible.
  - (d) The use of disproportionately large envelopes for letters which can be folded to the size of a smaller envelope should be strictly forbidden.
  - (e) When confidential covers are not sent by post and addressed by name to the person who should open them, double covers should not be used.
  - (f) Packing papers, wrappers etc., of parcels received from other offices should be opened very carefully and material retained for subsequent use.
  - (g) Blotting papers should be retained in use as long as serviceable and should not be changed at regular intervals as a matter of course,
  - (h) Letters issued to the same office on the same day should be sent in one and not in separate envelopes so far as this does not entail serious delay.
    - (i) Greater use should be made of boxes or canvas bags, instead of covers in sending confidential papers from one office to another in the same place.
    - (j) After regular intervals all the old files should be gone through and the records destroyed if permissible, and the file covers of old records should be used for opening new files.
  - (k) Obsolete forms and waste papers of which one side only has been used, should be utilised for rough work or noting and drafting purposes.

(G. R., D. D., No. 998, dated 18th March 1950)

**(Bk) K-1-5 (Mono)**

- (2) In order to exercise proper care in the use of proper sizes of paper for typing and roneoing circulars etc., the following instructions should be followed :-
- (i) Quarto size paper for foolscap paper should be used as far as this can be done conveniently.
  - (ii) Except when a thin paper is used, both sides of a sheet should be used for typing.
  - (iii) In roneoing circulars etc., both the sides of the sheet should be used. When -rate circular is of a small size it should be roneoed on a quarto size paper on both sides.

**38. Use of Inland Letters :**

Inland letters require a postage of 10 Naye Paise as against an ordinary envelope for which a postage of 15 Naye Paise is insisted. With a view to, therefore, securing economy in the use of stationery and expenditure in the 86rvice Postage Stamps, all officers should utilise Inland Letter Forms in their offices wherever possible. These Inland Letter forms bearing standard No. Gen. 155 can be obtained from the Government Presses as indicated below

Name of the area	Name of the press
Bombay (except Surat District), Poona, Nagpur and Aurangabad Divisions.	Yeravda Prison Press, Poona.
Ahmedabad and Rajkot Divisions and Surat District.	Government Press and Stationery Depot, Baroda,

(G. C., D.D., No. GSO 1351-E, dated 9th July 1951 and G. C., I. & C. D., No. GSO 1354-E, dated 31st May 1957)

**39. Supply of bicycles and accessories :**

- (1) Bicycles and their accessories including tyres and tubes required by all officers of the Police Department for official use are stocked and supplied by the Stationery Office, free of charge, when required. Bicycles required for the first time will be supplied by the Director, Government Printing and Stationery, only on receipt of the necessary sanction of Government.
- (2) Repairs to bicycles should be carried out locally, parts and accessories, if required for the purpose, being obtained from the Stationery Office. Officers having a large number of bicycles should always obtain and keep in stock parts and Accessories of common requirements in quantities sufficient to last for About six months, the type of bicycles in need of such parts and accessories being specified in ' the indent. The cost of parts and accessories so supplied by the Stationery Office will be debited to the officer concerned in the accounts of that office. The expenditure for repairs to bicycles should be., restricted to Rs. 5 per bicycle per annum.

(G. R., D. D., No. EST 3353-E, dated 22nd October 1953)

- (3) Heads of Offices should entrust the supervision of their office, bicycles to a responsible person, who will often inspect them and get them cleaned, oiled and adjusted by the peons or orderlies concerned,,

(Parae 199 to 211 of the Stationery Manual)

- (4) With a view to keep proper control over the maintenance of Government bicycles, the following orders should be strictly followed :-
- (i) For all Government bicycles a chart in triplicate should be prepared by the Reserve Police Inspector/Sub-Inspector, as per Form No. 6 in Appendix 1. One chart should be maintained at the Head Quarters, one in the Superintendent's office and the third should be with the officers or at the Police Station in charge of the bicycle.
  - (ii) A log book should be opened for each bicycle in which its condition should be noted. The signature of the bicycle orderly should be obtained in it in token of receipt of the bicycle in good condition and he should be held responsible for its proper up-keep. Whenever a Government bicycle changes hands, the orderly or person receiving it should sign the log book in token of receipt of the bicycle in good condition, so that it should be possible to locate the person responsible for any damage caused by careless use.
  - (iii) The bicycle should be produced for inspection before the Reserve Police Inspector/Sub-Inspector, once in a week OD a day fixed by the Superintendent of Police. The Reserve Police Inspector/ Sub-Inspector, after inspection should note in a register defects as well as repairs, if required, and send a copy of his inspection notes to the Superintendent of Police. He should also mention in his report any damage that might be attributed to careless use.
  - (iv) Government bicycles at mofussil stations should be inspected by the Sub-Inspectors once in a month and a report as mentioned in clause (iii) submitted to the Superintendent of Police. The Circle Police Inspectors concerned should occasionally see that these orders are properly carried out.
  - (v) Each bicycle should be provided with a chain and lock. In order to prevent the theft or exchange of the Government bicycle, the bicycle orderly should be warned invariably to lock it when leaving it at Post Offices, Government offices or any other places which he has to visit in the discharge of his duties.

(I.G.'s Cir. No. 6263, dated 31st March 1948)

- (5) Whenever Government bicycles are lost, the Heads of Offices should approach the Director, Government Printing and Stationery, Bombay, with details of the lost bicycles, such as : its make, the date of the order sanctioning the supply of bicycles etc., and obtain from him the information regarding the replacement value of the machine. They should then approach the Government through the proper channel with full details about the circumstances in which the bicycles were lost and their recommendations about the replacement value which should be recovered, and obtain necessary orders in the matter.
- (6) No new bicycles should be supplied in lieu of the old ones in use unless it is examined on the spot by an expert. Officers who desire to replace their old office bicycles should furnish the following details

to the Director, Government Printing and Stationery, while sending the requisition for new bicycles :-

- (a) Date of purchase of the bicycle in use.
- (b) Reasons for replacement.
- (c) Dates when previously repaired and the total cost paid for its repairs upto date.

After complying with the above, old bicycles condemned locally and the old parts removed in repairs need not be returned to the Stationery Office. They may be sold by auction and the sale proceeds credited to Government under the head : XLV Stationery and Printing. (G. C., D. D., No. PST-3352, dated 15th January 1954) 1

**40. Supply of typewriters and duplicators :**

- (1) Whenever any officer subordinate to a Superintendent of Police requires a typewriter to be supplied for the use of his office, he should report his requirements with reasons to the Superintendent of Police for further action.
- (2) All typewriters and duplicators required for the use of any Police officer will be supplied by the Director, Government Printing and Stationery, on indent.
- (3) Indenting officers are authorised to select the make of the typewriter required by them from among the approved list according to their choice and requirements.
- (4) The supply of new or additional typewriters or duplicators requires previous Government sanction. Requisitions for new typewriters and duplicators required for the first time or in replacement of old ones condemned or found unserviceable before they have served their full period of service shall be forwarded to the Stationery Office through the proper channel. In cases of replacement of old ones, the Director, Government Printing and Stationery, shall supply them without the sanction of Government.
- (5) Sanction of Government is also necessary in the case of items noted below :-
  - (a) to supply a typewriter larger in size,
  - (b) for the supply of bigger carriage in lieu of the smaller one which is already in use,
  - (c) to supply a typewriter or a duplicator of different pattern in exchange of one in use before its life period, and
  - (d) to supply another machine in lieu of one condemned or considered unserviceable before it has been used for 10 years or 8 years respectively in the case of Standard or Portable typewriters.
- (6) When a proposal is made for the supply of new or additional supply of typewriter or duplicator it should invariably be accompanied by the following information :-
  - (a) No. of clerks in the office
  - (b) No. of clerks who are competent typists;
  - (c) Total number of outward references on an average per day;
  - (d) No. of letters to be typed on an average per day.-

- (7) Payment on account of typewriters or duplicators supplied by agents or Company direct, shall be made by the Director, Government Printing and Stationery, on receipt of the suppliers' bills duly received by the receiving officers.
- (8) As regards care to be taken in the maintenance of the machines, repairs to be carried out to them, the disposal of unserviceable parts, see Chapter VI of the Bombay Stationery and Printing Manual, 1943 (Volume I).
- (9) When a typewriter is required immediately for the permanent use of any Police Officer but cannot be supplied -without delay by the Director, Government Printing and Stationery, or when it is required only for a short period, it may with the sanction of the Deputy Inspector General of Police concerned, be obtained locally on hire at a monthly rate ranging from Rs. 20 to Rs. 25 for a standard size machine and Rs. 15 to Rs. 20 for a portable machine, the cost of the hire being paid out of the contingent grant of the officer's disposal.

(Extracts from Stationery Manual)

**41. Supply of safes, treasure chests, steel despatch boxes, brass badges, etc., which are not standardised :**

- (1) Heads of Departments and offices under them should obtain orders of Government for the supply of such articles as safes, steel despatch boxes, brass badges, etc. As regards the purchase of cash boxes and coffers, the power to accord sanction for the same is delegated to the Heads of Departments. The direct purchase of all articles cited above are sanctioned by Government/Head of Department in accordance with the orders in force by operating upon the rate contract entered into by the Director of Industries and Central Stores Purchasing Officer from time to time. In order to facilitate the Central Stores Purchasing Officer in entering into rate contracts for the supply of articles, all officers should supply their indents to him through the Heads of Departments at least six months before the beginning of the financial year.
- (2) The following sizes of articles mentioned against them have been standardised

			Small size	Medium size
Safes	..	..	26"x21"x21i"	31" x25 ff x 251"
Treasure chests	..	..	10" x 70 x 5"	14" x 10" x 6'
Steel despatch boxes	..	..	19" x 13ff x 7"	18" x 14" x 12"

(G. R., E. and I. D., No. 8000, dated 8th May 1948 and G. R., H. D., No. GOD. 2058-109801 -XIII, dated 30th January 1959).

**42. Supply of rubber stamps :**

- (1) Rubber stamps and their accessories required for official use are supplied on annual indent by the Director, Government Printing and Stationery, Bombay, along with the annual indent of stationery articles.
- (2) No printed forms for indent of rubber stamps are supplied by the Stationery Office and Heads of Offices should prepare rough sketches of all rubber stamps required and send a list of these to the Director, Government Printing and Stationery, Bombay, with a forwarding letter for compliance.

(G. R., G. D., No. 7504, dated 16th November 1931)

**43. Indents for Strychnine powders :**

Superintendents of Police shall submit indent for Strychnine powder in April each year to the Inspector-General of Police who will place a consolidated indent with the Director of Industries and Central Stores Purchasing Officer, Bombay, for arranging supply.

(G. R., H. D., No. 3378/7-54732-4, dated 13th August 1956)

**44. Supply of forms and envelopes :**

- (1) Standard and de-standardized forms and envelopes are printed, stocked and supplied by the Yeravda Prison Press to each indenting officer, to whom a complete catalogue showing such forms and envelopes is supplied by the Press. The catalogue shows the forms, which indenting officers shall abstract therefrom and enter in the annual indent for submission to the Manager, Yeravda Prison Press, through the Director, Government Printing and Stationery, in October every year. The catalogue should be kept up-to-date by each indenting officer by adding thereto and deleting therefrom time to time according to the orders of Government and no new form or any new forms standardized or old forms abolished from time to time according to the orders of Government and no new forms for envelope not so sanctioned shall be added to the catalogue.
- (2) The indent should be prepared on the printed form supplied by the Yeravda Prison Press. No forms will be supplied beyond quantities shown in the indent sanctioned by the Inspector-General of Police and recorded in the office of the Director, Government Printing and Stationery. No requisition other than the annual indent will be complied with by the Press except under very special circumstances. It is, therefore, necessary that all forms and envelopes required for the following year are indented for and included in the annual indent.
- (3) Supplementary indents should be avoided as far as possible ; but if it becomes absolutely necessary owing to special reasons, one such indent is admissible in a year and should be forwarded by Superintendents of Police and other indenting officers through the Inspector General of Police.
- (4) For further details as to the instructions in the matter of preparation of indents of forms and envelopes, reference should be made to Chapter XXIV of the Bombay Stationery and Printing Manual, 1943, Vol. 1.
- (5) In order to ensure proper preparation of indents, the following precautions should be taken by the indenting officers :-
  - (a) The indent should be prepared in the authorised forms and with the outer cover.
  - (b) It should be submitted in duplicate.
  - (c) All the details on the cover page should be filled in.
  - (d) It should be distinctly specified in columns 4 and 5 whether the forms are required in English or in regional language (namely Marathi and Gujarathi).
  - (e) Balance on hand should be shown.



- (f) The annual requirements should be calculated after taking into consideration the balance on hand.

(I. G.'s No. 90-B, dated 11th September 1953)

- (6) The Manager, Yeravda Prison Press, will despatch the forms and envelopes to the indenting officer, who will distribute them among the offices subordinate to him.
- (7) For the purpose of effecting economy in the use of forms-
- (a) a senior clerk in each office should be made personally responsible for seeing that the forms in the office are kept in good order and properly accounted for;
  - (b) the Superintendent of Police should record in the account of forms maintained in his office a certificate to the effect that the stock of forms has been inspected and that it is in good order and the Deputy Inspector-General concerned should inspect the accounts during the course of his inspection ;
  - (c) a certificate should be attached to the annual indent stating that the stock has been checked and either that there is no surplus stock of any forms or that if there is a surplus, it has been reported for orders for its disposal to the Superintendent of Police who is the controlling officer for this purpose;

(G. R., J. D., No. 1657, dated 16th May 1922 and 20th April 1925)

- (d) inspecting officers should check the stock of forms at Police Stations and outposts and return all surplus stock to Head Quarters for re-issue; and
- (e) books of forms of large size (say of 100 or 200 pages) which last for 1 number of years should be split up and re-issued in smaller and more convenient size.

**45. Forms for indenting for medical stores :**

Superintendents of Police requiring blank forms of indent for obtaining stores from the Medical Store-keeper to Government should get them from the nearest Civil Hospital or Dispensary or, failing that, from the Surgeon-General with the Government of Bombay.

(I. G.'s No. C-3188, dated 16th July 1907)

**46. Supply of books and publications :**

- (1) The power to purchase for their own use books, newspapers and other publications and to sanction such purchases for the use of officers subordinate to them has been delegated to all Police officers of and above the rank of Superintendent of Police. The power is subject to the condition that, the expenditure can be met from their grants under "contract contingencies."
- (2) This power may be exercised in respect of all books, newspapers and periodicals, whether published in India or out of India. These publications may be purchased from any book-seller in India who quotes the lowest rates. For this purpose, whenever foreign books or publications are to be purchased, enquiries should be made from the local important bookseller and the lowest quotations should be accepted.

(G. R., D. D., No. MSC 40555-E, dated 27th October 1955)

- (3) Only, those Acts of the Bombay Legislature in which specific duties for the Police are laid down, as published by the Director,

Government Printing and Stationery, Bombay, will be furnished free to Superintendent of Police and other Heads of Offices according to the distribution list published by Government and in force for the time being. On receipt, the officers should make the necessary distributing amongst their subordinates. Additional copies, if required, must be obtained on payment. The Inspector-General of Police should decide what copies of Acts in regional languages should be supplied to Police Officers.

(G. R., H. D., No. 5677, dated 9th April 1926)

- (4) Acts of Parliament and Ordinances of the President of India will be reproduced in Part VI of the Bombay Government Gazette. Spare copies of such Acts as impose specific duties on the Police will be supplied to Superintendents of Police and other officers according to the distribution list for the time being in force in that behalf. Any Acts of Parliament, if called for from the Manager, Government of India, Central Publication Branch, Civil Lines, Delhi, must be paid for.

(G. R., D. D., No. S-34, dated 8th March 1950)

- (5) Superintendents of Police of the districts in which there are Police Prosecutors are empowered to purchase from the grant for purchase of books annotated copies of the Indian Evidence Act, the Criminal Procedure Code and the Indian Penal Code for the personal use of such Police Prosecutors, who should be made responsible for the books to Superintendents of Police concerned.

(G. R., J. D., No. 3120, dated 12th June 1908)

- (6) One copy of the " Criminal cases of the Bombay High Court is supplied to each of the following officers :-
- (a) The Inspector-General of Police, Bombay State.
  - (b) The Deputy Inspector-General of Police, Criminal Investigation Department, Bombay State.
  - (c) All Range Deputy Inspectors-General.
  - (d) The Principal, Police Training School, Nasik.
  - (e) Superintendents of Police.
  - (f) Assistant and Deputy Superintendents of Police holding sub divisional charges.
  - (g) Police Prosecutors.
- (7) One copy of the Indian Law Reports, Bombay Series, is supplied to the Inspector-General of Police, the Principal, Police Training School and the Deputy Inspector-General of Police, Criminal Investigation Department.

(G. R., H. D., No. 1890, dated 28th September 1923)

- (8) (i) English copies of the Police Guide should be supplied to all Police Officers (excluding Police Prosecutors) of and above the rank of Sub-Inspector and to English-knowing Head Constables and Constables.
- (ii) Copies of the Police Guide, in regional languages should be issued to all unarmed and literate armed Head Constables and Constables at Police Stations and Outposts.

- (iii) The Guide should be supplied free of cost in the first instance, the book being regarded as Government property. Thereafter copies lost, damaged or destroyed should be replaced at the cost of the individual responsible.

(G. R., J. D., No. 1524, dated 1st March 1902 and I. G.'s No. 2664, dated 9th December 1926)

- (9) Officers of and above the grade of Superintendent of Police are empowered to send requisitions to the Director, Government Printing and Stationery, for the supply of official publications which are kept on stock in the Government Book Depot, Bomba@, provided that they are required for bona fide Government service.

(Rule 418 of Stationery Manuals)

- (10) Desk Diaries are printed only at the Yeravda Prison Press and supplied on indents to Government offices only. Indents should be sent to the Manager, Yeravda Prison Press only by all Heads of offices before 1st of September for the supply of Desk Diaries for the following year. The district indent shall cover requirements for the subordinate offices. One Diary will be supplied for use to each Head of office and Gazetted Officer. One Diary is allowed to each non-Gazetted Officer, whose maximum pay is Rs. 200 or over. A small office of 3 or 4 clerks is allowed a paper-bound Diary in addition to the copy of the Head of that office. In large offices one paper-bound Diary is allowed to each of the different branches and sections.

(Rules 349, 350 and 353 of Stationery Manual)

- (11) Officers who have contract grants are allowed to purchase therefrom copies of Railway Guides, time-tables, and railway publications which are required for the preparation and checking of bills containing railway charges. Officers who have no contract grants are authorized to purchase such publications out of their non-contract contingent grants for the purpose referred to above.

(G. R., F. D., No. 305, dated 22nd January 1902)

- (12) Applications for military publications, such as Indian Field Service Manuals, should be made to the Heads of Branches concerned of Army Headquarters by Officers to whom the power to purchase books etc., has been delegated.

(G. R., F. D., No 1746, dated 19th May 1911)

- (13) For the whole State, only one copy of the list of Police Stations and Outposts of other States shall be purchased and maintained upto date in the office of the Deputy Inspector-General of Police, Criminal Investigation Department, Bombay State. Any Superintendent of Police requiring information in regard to Police Stations and Outposts of other States should obtain the same from that office.

(I. G.'s No. 41, dated 9th October 1933)

- (14) For rules regarding the supply of official and non-official publications published in and out of India, reference should be made to Rules 140 to 146 of the Bombay Contingent Expenditure, Rules, 1959.

#### 47. Supply of Gazettes :

- (1) (i) The Inspector-General of Police is authorized to amend the distribution list of the Police Gazette from

time to time, so far as it relates to the State of Bombay, without reference to Government.

- (ii) As regards Parts I and II, the revision of the list should be in accordance with the following principles :-
  - (a) Part I should be supplied to all superior Police Officers and to all Police Stations and copies should be posted outside Police Stations; but it should not be otherwise published.
  - (b) Part II should be distributed only to Superintendents of Police and trustworthy subordinates.
- (2) Copies of the Bombay Government Gazette are supplied by the Manager, Government Central Press, Bombay, free of charge -Co the officers whose names appear in the distribution list made by Government. Any additions or alterations in the list require the sanction of Government in each case.
- (3) Matters appearing in the Gazette of India, which are of use or interest to the officers in the Bombay State are ordinarily reproduced in Bombay Government Gazette and the supply of the Gazette of India to district officers will not be necessary. Any Superintendent of Police or higher officer, who requires for the use of himself or officers subordinate to him any part or parts of the Gazette of India, should obtain the same on payment from the Manager, Central Publication Branch, Civil Lines, Delhi.

(G. R., J. D., No. 598, dated 1st February 1908)

#### 48. Supply of maps :

- (1) The following procedure should be adopted in obtaining maps published by the Survey of India, Calcutta :-
  - (a) Any Police Officer requiring a map will obtain the sanction of the Inspector-General of Police and apply to the officer in charge of the Map Record and Issue Office, 13, Wood Street, Calcutta, for the supply of the map on public service. The application may be made to Messrs. Thacker and Company, Bombay, or the Superintendent, Government Photo zincographic Department, Poona, who are the authorized agents to the Surveyor-General, if cash payment can be made.
  - (b) The application for supply should give full and clear particulars as to the kind of map required, its scale and every other information that will guide the supplying office in knowing exactly what is required and should also state the mode of transit and the address. The application should be made on a form to be obtained from the officer in charge, Map Record and Issue Office.
  - (c) When the value (including incidental charges on account of colouring, mounting etc.) exceeds Rs. 50, supply will be made by book debit and in other cases on cash payment (including payment by postal money order or remittance transfer receipt). All charges for freight and postage of parcels will be borne by the applicants themselves. Instructions printed on the invoices should be strictly followed.

- (2) District and taluka maps can be obtained on requisition by Superintendents of Police from the Director, Government Printing and Stationery, Bombay, free of charge.

(G. R., R. D., No. 9006, dated 16th September 1909 and I. G.'s No. 14180-B, dated 30th September 1916)

**49. Libraries in Police offices :**

- (1) A list of Acts, books etc. to be maintained in the libraries of Police Station and offices of Police Inspectors and Prosecutors will be found in Appendix VIII.

(I. G.'s Cir. No. 21, dated 24th September 1942 and 22, dated 25th November 1942)

- (2) The Range Deputy Inspector-General of Police should inspect the libraries periodically and pass such orders as are necessary.

(G. R., J. D., No. 144, dated 8th June 1912)

- (3) The head of the clerical staff in every office should be hold responsible for all the books in the library attached to that office and every such officer, on receiving charge of his appointment, should certify that the Library Register is written up-to-date and that the books mentioned in it are forthcoming.

(G. R., J. D., No. 6205, dated 23rd November 1908)

- (4) As regards the destruction and preservation of books, see Rule 258.

**50. Police Prosecutors and law libraries :**

Police Prosecutors should, if practicable, be instructed to obtain admission to local law libraries free of charge in consideration of the copies of Acts and Law Reports supplied to the libraries gratis by Government. If this is not practicable, Senior Police Prosecutors should be allowed to join the Local Law Libraries, the subscriptions for membership being paid from the contingent grants of the Superintendents of Police concerned, subject to a limit of Rs. 48 per annum in any one case.

(G. R., J. D., No. 3120, dated 12th June 1908 and G. R., H. D., No. SPP 4654/1655, dated 12th June 1954)

**51. Special printing :**

- (1) No papers and forms are to be sent by Heads of Offices in the Police Department to be printed at any Government press without the sanction of Government in the Home Department.
- (2) All forms-standard or special-must be sanctioned by Government.
- (3) The mere fact that a form has previously been printed at a Government press shall not be construed as an authority for its subsequent printing without Government sanction.
- (4) Alteration in or revision of the standard forms, whether retained as such or destandardized, cannot be made without the previous sanction of Government ; but additions or alterations to special forms, class (b), can be ordered by the Heads of Departments or Offices - concerned.
- (5) The application to Government for their sanction to the printing of a form, either as standard or special, should fully explain the necessity of the form, and it should be forwarded through the Director, Government Printing and Stationery, Bombay, for a certificate that a printed

form similar to the one proposed to be printed does not already exist. With a view of economy, he should also make his recommendations regarding the size and the quality of paper to be used. The presses shall not undertake to print or supply a form which has not been sanctioned by Government and scrutinized by the Director, Government Printing and Stationery, Bombay.

- (6) The power has been delegated to the Inspector-General to get the following matter printed at the Government presses
- (a) Certain proclamations.
  - (b) List of Policemen who subscribe to the General Provident Fund, etc.
  - (c) Rules regarding the system of punishment by black marks.
  - (d) Notices, lists, special forms etc. required in connection with the departmental work, subject to the concurrence of the Director, Government Printing and Stationery, Bombay. (In case the Director does not agree, the Inspector-General should approach Government for the necessary sanction).
  - (e) Police notices regarding the playing of music during festivals (to be printed at the Yeravda Prison Press).

(G. R., H. D., No. 3393, dated 13th August 1923 and 9753, dated 7th April 1926)

**52. Local printing :**

For expenditure on local printing, please see Rule 106.

**53. Printing of confidential papers :**

Copies of confidential papers sent to the Government Central Press to be printed should not in any case be kept at the Press without the specific sanction of Government.

(G. R., G. D., No. 176, dated 10th January 1901)

**54. Cost of printing and binding work :**

Heads of Offices should indicate to the press the budget head to which the cost of all printing and binding works, etc., sent to it should be debited, at the time of sending requisitions. Every requisition or- the press should be accompanied by the necessary standard forms (Gen. Nos. 206-e and 207-e duly completed).

(G. Rs., G. D., No. 6970, dated 28th June 1928 and 10th August 1929)

**55. Printing of Advertisements in Local Newspapers :**

- (1) Official advertisements should be given for publication to the newspaper included in the list maintained in accordance with the orders of Government issued from time to time.
- (2) The medium of advertisements should be selected according to the requirements on each occasion keeping in mind the broad principle that advertisements should not go to the same paper over and over again nor should some other newspapers and periodicals be denied advertisements altogether. The number of newspapers/periodicals to be used should be determined according to the requirements on each occasion and newspapers/periodicals having comparatively smaller circulation should be selected on fewer occasions.
- (3) Advertisements requiring state-wide publicity should be published ordinarily in one or more newspapers in each of the -two regional

languages. When necessary, advertisements may also be published in some other Indian language papers and one or two English newspapers.

- (4) Advertisements pertaining to Greater Bombay should be published in one or more newspapers/periodicals.
- (5) Advertisements requiring publicity in an area larger than a district may be published in one or more newspapers having a circulation in the area in question, and, if considered necessary, newspapers published from outside the district concerned. -
- (6) Advertisements requiring publicity in a district should be published in one or more papers published in the respective districts,

(G. C., H. D. (Political) No. 2080/7-POLL, dated 16th March 1955)

**56. Binding work :**

- (1) All Heads of Police offices in Bombay and Thana should send their binding work to the Government Central Press, Bombay, and those in Poona and Sholapur to the Yeravda Prison Press, Poona.
- (2) Heads of other Police offices in the State should call for quotations locally for binding work at the beginning of every fourth year in Form No. 7 in Appendix I. The quotation which is considered best by the Inspector-General of Police should be sent by him to the Director, Government Printing and Stationery, with an estimate of the kinds and quantities of binding work required in Form No. 8 in Appendix 1.
- (3) The Director, Government Printing and Stationery, will then scrutinise the quotations and advise the officers concerned as to the rates at which they may get the work done locally. In fixing the rates the Director, Government Printing and Stationery, should consider the time, labour and expense involved in sending work to the Government presses and should permit local contracts to be entered into, unless he anticipates a clear saving to Government by doing the work at the Government presses. The rates approved by the Director, should hold good for three years.
- (4) The Director, Government Printing and Stationery, should make such amendments in the fifth column of the estimates of kinds and quantities of binding as he considers desirable in the interests of economy, and the Inspector-General of Police will conform to these amendments, when work is done locally.
- (5) In cases of urgency, the Heads of Offices other than those in Bombay, Thana, Poona and Sholapur may get their work done locally and incur expenditure thereon not exceeding Rs. 10 with the previous sanction of the Inspector-General of Police.
- (6) Only those files should be got bound which contain matter which ought to be preserved either permanently or, in view of the importance of the files as sources of reference, for a period sufficiently long to justify binding.

(G. R., G. D., No. 6986, dated 6th July 1932 and 30th March 1940)

**57. Return of packing cases :**

- (1) All Heads of Police Offices in Bombay and Poona should return to the Stationery Office, Bombay, and the Yeravda Prison Press, Poona, respectively empty boxes in

which forms and stationery etc. are supplied to them. Heads of other Police Offices should also send them to the Yeravda Prison Press, but should not do so, if-

- (a) the total cost of transport is more than the rate of the box as bashed in the Bombay Government Gazette by the Director, Government Printing and Stationery.
  - (b) the price obtained by local sale is equal to or more than the difference between the cost of the new box and the cost of its transport, and;
  - (c) the condition of the box would preclude the possibility of its being used again.
- (2) The number of such boxes to be returned at any one time should not be less than 10.
  - (3) The cost of packing and other incidental charges in connection with the carriage of boxes as far as Poona railway station will be borne by the officers returning the boxes, and all further charges by the Yeravda Press.
  - (4) Advice of the consignment and the railway receipt should always be sent by the despatching officer to the Yeravda Press immediately on despatch of the boxes.
  - (5) Officers who have to use packing cases on their own account or for detailed distribution of forms to offices subordinate to them will be exempted from returning the boxes.
  - (6) Boxes, which are not returned in accordance with Sub-Rule (1) above, should be sold at the most favourable opportunity, and their sale proceeds credited to Government under XXIII-Police-Miscellaneous-Other items.

(G. Rs., G. D., No. 927, dated 11th January 1927, 17th January 1928 and 27th November 1929)

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## CHAPTER II

### Buildings

#### 58. Building Works :

- (1) The building works are primarily divided into two classes, 'Original Works' and 'Repairs' or 'Maintenance'.
- (2) The term 'Original Works' indicates new construction whether of entirely new works or of additions and alterations to the existing works or repairs to the newly purchased or previously abandoned buildings required for bringing them into use.
- (3) The term 'Repairs' indicates primarily operations undertaken to maintain in proper condition buildings and works in ordinary use.
- (4) The 'Original Works' are classified into two categories, viz. (a) Major Works and (b) Minor Works.

(Rules 127 and 128 of P. W. D. Manual)

#### 59. Major Works :

A Major Work means an original work, the estimated cost of which, exclusive of departmental charges, is Rs. 50,000 or more. These works are classified as 'Section 1, New Items'. But, works costing between Rs. 20,000 and Rs. 50,000 though they come under the 'Category 'Minor Works', cannot be financed from the discretionary grant of the officers concerned, since the expenditure on their account has to be debited to the Capital Section for all works whose cost individually exceeds Rs. 20,000. These works will have, therefore, to be put up as 'Section 11, New Items' under Capital Head of Accounts. (For definition of Section I and Section II New Items, see, Rule No. 130).

(G. R., F. D., No. P. 70, dated 31st October 1956, G. L., H. D., No. CCQ, 1156 / 642061 / 104667-VII, dated 26th / 28th April 1958)

#### 60. Minor Works :

A minor work means an original work, the estimated cost of which, exclusive of departmental charges, is less than Rs. 50,000.

(G.R.,F.D.,No.P-70-V, dated 31st October 1956).

#### 61. Various stages of an original work :

The following are the stages which lead to the finalisation of any original work

- (a) Selection of site.
- (b) Acquisition or transfer of land.
- (c) Preparation of rough plans and estimates.
- (d) Obtaining administrative approval.
- (e) Preparation of detailed plans and estimates and obtaining technical sanction.
- (f) Inviting of tenders and fixing of agency.
- (g) Supervision over works in progress.
- (h) Taking possession.

#### 62. Selection, acquisition and transfer of sites :

- (1) The careful selection of suitable and healthy sites for buildings is a matter of great importance to which all officers concerned should give their close attention.

- (2) Sites selected should satisfy the following requirements :-
- (i) They should be on high, dry land having natural drainage and should have conveniences such as proximity of drinking water, privacy, etc.
  - (ii) They should as far as possible be outside but close to towns or villages.
  - (iii) They should be far away from burial or funeral grounds and free from all in sanitary conditions.
  - (iv) They should invariably have the approval of the Executive Engineers, and where possible, of Deputy Directors of Public Health.
- (3) All proposals connected with the selection of sites, acquisition of land, construction of buildings etc. should, in the first instance, be sent to the Deputy Inspector-General concerned who, after obtaining all necessary information, will forward them to the Inspector-General of Police for his or Government's approval.

(I. G.'s No. 10617, dated 21st December 1906)

- (4) The Inspector-General of Police is empowered to accord administrative approval to the acquisition of land upto an estimated cost of Rs. 2,00,000. He is, however, not authorised to sanction awards as to the grant of Government land.

(G. R., H. D., No. RSA-1457/3826-VII, dated 17th January 1958 and 30th April 1959)

- (5) In no case should Superintendents of Police address officers of other departments, with a view to their taking steps for the acquisition of sites, without first obtaining approval as required by Sub-Rule (3) above.

(I. G.'s No. 4345-C, dated 10th April 1919)

- (6) On receipt of approval, the Superintendent of Police will address the Collector to take necessary action under the Land Acquisition Act, and the latter, in his turn, will submit the necessary draft notification to Government through the Inspector-General of Police.

(G. R., R. D., No. 955, dated 30th September 1907)

- (7) In connection with land acquisition, Superintendents of Police have no occasion to draw money from the treasury or to submit detailed bills for land compensation, as this is paid by the Collector or Executive Engineer from the budgeted provision and debited by the Accountant General/Deputy Accountant General to the grant "Compensation for land".

(I. G.'s No. 14693-B, dated 5th September 1914)

### 63. Preparation of Plans and estimates :

- (1) The Superintendents of Police may call upon the Executive Engineer to prepare preliminary plans or sketches and to state roughly the probable cost after obtaining the approval of the competent authority as indicated below:

S. No.	Limit	Competent authority
1	Works costing less than Rs. 26,000.	Deputy Inspector-General of Police concerned.

S. No.	Limit	Competent authority
2	Works costing more than Rs. 25,000 but not exceeding Rs. one lakh.	Inspector-General of Police.
3	Works costing more than Rs. one lakh.	Government.

(2) It is not necessary to obtain plans or sketches for the works for which standard plans have been approved (e. g. Police Lines). These plans and estimates are, however, to be scrutinised and countersigned by the Superintendent of Police before forwarding them to the Deputy Inspector-General of Police.

(Rule 136 of P. W. D- Manual)

(G. R., H. D., No. RSA-1457/3826-VIII, dated 17th January 1958 and 30th April 1959).

#### 64. Approval of plans and estimates :

- (1) Heads of offices must clearly understand that, before signing plans and elevations, it is their duty to satisfy themselves that the building will be in all respects suited to the purposes for which it is required, and that they will be held responsible for not adequately discharging their duty in this respect. The Public Works Department should not be called on to effect alterations the necessity for which could have clearly been foreseen at the time of examining the plans and elevations, and they should not be required to undertake any such alterations.
- (2) Before approving plans and estimates for the construction of new works, Superintendents of Police should see that provision for items, such as kitchens, out-houses, latrines, drainage, water supply and electrical installations, wherever possible, is made.

(Rule No. 143 of P. W. D. Manual).

- (3) When scrutinising plans, particular attention should be directed to seeing that provision is made for bent out-let pipes to the sinks of the look-ups and sub-jails at Police Stations.

(I. G.'s No. 3350, dated 5th September 1926)

- (4) Superintendents of Police should see that the following conveniences, not included in the approved type designs, are provided in Police buildings :-

#### *Police Lines*

- (i) A pair of hooks for swinging a cradle in the central room.
- (ii) Wooden or bamboo "dandis" for drying clothes in the living room.
- (iii) A niche for keeping a lamp in each room.
- (iv) A roof suitable to local conditions consistently with economy.
- (v) Lamp posts between-two rows of Police lines.
- (vi) Choola platform.
- (vii) Sink.
- (viii) Smoke-outlet (Mangalore type) in roof.
- (ix) Teak-wood shelf in kitchen.
- (x) Glass tiles (Mangalore type) in roof.

**(Bk) K-1-7 (Mono)**

*Sub-Inspectors' Quarters*

A wooden shelf in the store room.

(G. C., P. W. D., No- 1340148, dated 26th September 1949 and I. G.'s Cir. No. E/3155-11, dated 20th February 1959)

- (5) Whenever Police lines and other similar buildings are constructed expensive brick walls round the compounds should not be constructed, unless absolutely necessary, in most cases a much cheaper form of fencing being all that is required.

( G. C, P. W. D., No. 6446/27, dated 18th March 1932)

- (6) With a view to ensuring the correct layout of Police buildings and the proper scrutiny of plans and estimates, the following general instructions should be followed :

- (a) Location of building -..
- (i) The minimum distance between the- constabulary quarter on the one hand and blocks of Sub-Inspectors' quarters, office and other miscellaneous buildings on the other, should be 50 feet.
  - (ii) The quarters should be built in blocks, the maximum number of quarters in each block being 15. Wherever availability of sufficient space for construction presents a problem, possibility of constructing storied structures should be considered in consultation with the Public Works Department,
  - (iii) The quarters should face front to front and back-yard to back-yard.
  - (iv) The minimum distance between fronts of two blocks should be 50 feet and that between back-yards 30 feet. I
  - (v) A sufficient number of latrines in accordance with the sliding scale laid down in Government order, P. W. D. No. C. W, 17043, dated the 2nd October 1920 (i. e., one seat for 8 men or 6 women and children; two for IS men or 14 women and children , three seats for 30 men or 24 women and children and so on) should, be provided on the leeward side at convenient places at a minimum distance of 50 feet from the nearest block of constabulary quarters,
- (b) Reserve Sub-Inspector's Office, Quarter Guard, Store rooms, Magazine and Armourer's Shop, should be built according to the type design approved by Government.
- (c) Sub-Inspector's office and Lock-up :
- (1) Police Station Houses should be built in accordance with the plan of type design approved by Government,
  - (2) The following minor items should also be provided in a Police Station House :-
    - (i) A cheap but strong tarred wooden record stand in the Record Room.
    - (ii) Pegs and shelves in office and Record Room.

(I. G.'s No. 6, dated 23rd January 1922)

**65. Administrative Approval :**

- (1) For every work proposed to be, executed it is necessary to obtain the concurrence of the competent

authority and this formal acceptance is called 'administrative approval'.

(Rule No. 130 of P. W. D. Manual)

- (2) The proposals for 'administrative approval' to now ME.4-or Works should invariably be submitted through the Deputy Inspector General of Police concerned in all cases and through the Superintending Engineer of the Public Works Department circle when the estimated cost of the project exceeds Rs. 1,00,000.
- (3) They should be accompanied by an approximate estimate and by such preliminary plans, information as to the state of existing buildings, sites whether readily available or are still to be acquired, and such other details as may be necessary, fully to elucidate the proposals.

(G. C., P. W. D., No. BPD-6059/Housing, dated 28th April 1959)

**66. Power of according administrative approval to residential and non-residential buildings :**

The following table will show the powers that have been delegated to Police Officers in the matter of according approval in connection with building works to be undertaken by the Public Works Department :

S. No.	Nomenclature	Competent authority and limit of according administrative approval.		Remarks
		1	2	
		I. G. P. RS.	D. I. G. P. RS.	
(a)	Non-residential buildings which follow without material deviation the type plans approved by Government.	1 lakh	25,000	
(b)	Non-residential buildings not covered by (a) above.	20,000	10,000	
(c)	Residential buildings which do not follow any type design, and subsidiary, services, e. g., sanitary, water supply and electric installations provided therein.	10,000	5,000	This power is subject to the condition that the scale of accommodation supplied shall not exceed that which is appropriate to the status of the occupant and also to the proviso that the standard rent calculated according to Rule 846 of the B. C. S. Rules does not exceed 10 per cent. of the average monthly emoluments of the class of tenement for whom the residence is intended.
(d)	Residential buildings ( <i>viz.</i> , Sub-Inspector's quarters, which follow type designs approved by Government)	No limit	Nil	For this purpose Police Lines are not treated as residential buildings.

S. No.	Nomenclature	Competent authority and limit of according administrative approval.		Remarks
		1	2	
		I. G. P. Rs.	D.I.G.P. Rs.	
(e)	Electrical installations pertaining to residential or non-residential buildings, whether new works on additions and alterations to an existing installation.	1,000	Nil	Subject to the conditions that :- (a) Previous approval of Government in the Public Works Department is obtained;  (b) The scale of fittings does not exceed that laid down in Rule 845 of the B.C.S. Rules, Volume 1.  (c) In the case of buildings, the standard rent calculated according to Rule No. 846 of the B, C. S. Rules (Vol. 1) does not exceed 10 per cent, of the average monthly emoluments of the class of officer for whom the residence is intended; and that,  (d) The contingent grant of the officer concerned does not as a result require to be increased.

(G.R., H.D., No.RSA-1457/3826-VII, dated 30th April 1959)

#### 67. Preparation of detailed plans and estimates for technical sanction :

After 'administrative approval' has been accorded by competent authority, detailed plans and estimates will be prepared by the Executive Engineer, who will then send them to the Superintending Engineer if he himself is not competent to sanction the same. The Superintending Engineer will then sanction the estimate if it be within his powers of technical sanction, or in the alternative, will send it to Government.

(Rule 140 of P.W.D. Manual)

#### 68. Tenders and fixing of agency :

(1) Sealed tenders will be invited by the Public Works Department after the estimates are technically sanctioned, The following time limit is admissible for calling the tenders

Cost of Works	Period of Notice
(i) Rs. 20,000 or less	15 days
(ii) Between Rs. 20,000 and Rs. 50,000/-	21 days
(iii) Between Rs. 50,000 and Rs. 1,00,000/-	One month
(iv) More than Rs. 1,00,000/-	6 weeks

(2) Government have got the power of reducing this period if they consider that work cannot otherwise be started during the financial year.

- (3) Acceptance of a suitable tender means the fixing up of an agency for undertaking the work and the work will be entrusted to the agency for its immediate commencement.

(G. R., P. W. D., No. Con. 1256/S, dated 5th September 1957)

**69. Supervision over works in progress :**

Although it is the responsibility of the Public Works Department officials to supervise the progress of work commenced by the Contractor, it is also simultaneously necessary for the Police Officers to ascertain and watch the progress of the work periodically and keep the Inspector-General informed of the same from time to time.

**70. Taking over possession of buildings :**

The possession of the buildings constructed by the Public Works Department should be taken over by the officer of and above the rank of Inspector of Police. The officer taking over possession should satisfy himself that the work has been carried out according to the requirements of the Department and that there are no obvious structural defects.

**71. Proposals for Major Works :**

- (1) All officers should submit, through the Deputy Inspector-General of Police concerned, by the 15th of January each year, a list of now Major Works in Form No. 9 of Appendix 1.
- (2) The Deputy Inspector-General of Police concerned should consolidate and forward the proposals to the Inspector-General of Police by 15th of February each year, arranging them in the order of priority.
- (3) The Inspector-General of Police should forward to Government by the 15th of August each year the lists of new Major Works which have received the administrative approval of the Government together with the number and date of technical sanction, received if any, for execution during the next financial year. He should make only such provision against each work as can reasonably be expected to be spent during the year. In case of building works estimated to cost not more than Rs.30,000 demands for budget allotment should be framed on the principle that they must be completed as far as possible within the year.
- (4) In preparing the list, urgent projects at District and Taluka Head Quarters or at really important centres, should ordinarily be given preference.
- (5) All officers should note that works, the administrative approvals for which are more than five years old on the 15th August of the year previous to that in which they have to be entered in the budget and which have not been completely revised by that time, should be struck off the list for the year. To prevent important works being struck off the list, they should take steps in time through the Executive Engineer concerned for the revision of the plans and estimates of such works and then obtain revised administrative approval as also the technical sanction of the competent authority.

(G. R., H. D., No. RSA-1457/3826-VII, dated 30th April 1959)

**72. Emergency works :-**

In cases of works of urgent nature for which no provision could be made in the budget, proposals should be

sent to the Inspector-General of Police through the Deputy Inspector General concerned explaining the urgency, so as to enable the Inspector General to obtain the amount from the contingency funds in case it is not possible for Government to obtain the sanction of Legislature.

(G.R., H.D., No. RSA-1457/3826-VII, dated 17th January 1958 and 30th April 1959)

**73. Proposals for minor works :**

When Superintendents of Police wish to propose minor works the cost of which is debatable to the discretionary grant placed at the disposal of the Range Deputy Inspectors-General they should submit their proposals to the Deputy Inspector General of Police concerned who will authorise the call for plans and estimates from the Executive Engineer concerned.

(G.R., P. W. D., No. A/2359, dated 22nd September 1906 and CW/9651, dated 23rd June 1921)

**74. Construction of and repairs to departmental buildings :**

- (1) Construction and repairs for the buildings under the control of the Police Department involving an expenditure not exceeding Rs.2,500 should be treated as "Petty Works". Grants for petty construction and repairs are at the disposal of the Deputy Inspectors-General of Police who distribute the grants at their disposal amongst the Superintendents of Police under them.
- (2) Proposals for petty construction and repairs should be submitted to the Deputy Inspector-General of Police concerned and timely arrangements made to start works, so that they may not have to be hurried through at the last moment. Superintendents are personally responsible for seeing that the money on petty constructional repairs is properly spent and to that end should, from time to time, visit the works. Expenditure should be carefully watched. The grants provided for repairs should not be proposed for re-appropriation for other objects. The Deputy Inspectors-General are empowered to sanction such works upto an estimated cost of Rs.4,000.
- (3) All works and repairs connected with sanitary, water supply and electrical installations and other fixtures should be carried out by or through the agency of the Public Works Department.

(I.G.'s No. 3707-C, dated 30th April 1908 and G. R., H. D., No. RSA-1457/3826 11298-VII, dated 11th September 1958)

**75. Construction and maintenance of petty departmental works :**

- (1) Departmental construction should be limited to chowkies, village Police patrol shelters, rifle butts and similar really petty departmental constructions, residential quarters for the Police at Out-post being entrusted to the Public Works agency, by whom alone they can be properly and economically built to the standard type.
- (2) The work of maintenance of buildings etc., departmentally constructed should be carried out by the department which constructed the building.
- (3) In the case of buildings constructed by the Public Works Department and situated in outlying places inaccessible to any suitable Public Works Department agency for their maintenance, arrangements for their annual ordinary repairs should be made by the local head of the



administrative Department concerned, subject to the limit of 1 per cent, and 3 per cent of the capital cost of pucca buildings and kuchha buildings and of Rs.500 and Rs.200 respectively as expenditure on any one building in one year on such repairs.

- (4) All works, original or repair, provided for in the Police budget should be carried out departmentally, the professional advice of the local Public Works officers being obtained, if necessary.
- (5) When making budget provision under "Petty Construction and Repairs Works", Superintendents of Police should see that proper preliminaries, such as the selection of suitable sites, preparation of plans, estimates and agreements and the selection of contractors to execute works, are arranged in good time, so that as soon as the grants are notified, the works can be started.
- (6) For rules regarding budget provision for petty construction and repairs, see Rule 129(2).
- (7) For rules regarding construction of temporary huts for accommodating Policemen necessitated by outbreaks of plague or cholera reference should be made to Volume I.

(G.R., J.D., No. 505 of 28th January 1908, I.G.'s No.2099/C, dated 7th February 1914 and  
G. R., P. W. D., No. 6862/27, dated 29th January 1934)

#### 76. Approved type designs of buildings :

The following type designs have been approved by Government

Serial No.	Type of design	Authority
1.	A Police Office and lock-up	G.R., P.W.D. No., C.W. 2244 of 25-8-1908; I.G.P.'s No.1420-C, dated 29-1-1909 and G. O., P. W. D. No. C. W. 6717 of 14-1-1919.
2.	A Police Chowky	I. G. P.'s No. 11 783-C, dated 30-10-1918.
3.	Quarters for Inspectors of Police	G. R., P. W. D. No. 8643/36-W, dated 30-10-1950 read with Government Memo. P.W.D.No. BPD-1657-W dated 29-4-1957.
4.	Quarters for Sub-Inspectors of Police	G. R., P. W. D. No. BP-D-2151, dated 2-3-1954.
5.	Police Station building and quarters - for Bombay City	G. R., P. W. D. No. 9639/ officers in 36-W, dated 1-10-1956.
6.	Quarters for Policemen	G. R., P. W. D. No. BPD-1631, dated 22-11-1952.
7.	Quarters for Policemen in Bombay City	G. R., P. W. D. No. 7488/36 dated 26-4-1946.

Serial No.	Type of design	Authority
8.	Quarters for sweepers serving in the Police Lines	G. Rs., P. W. D. No. W. 1656 of 28-1-1922, No. W-3170 of 27-2-1922 and No.O/W-455 of 9-3-1922.
9.	Quarters for class IV servants and others of similar rank.	G. R., P. W. D. No. 5415 of 7-10-1926.
10	Mamlatdar's kacheri	G. R., P. W. D. No TDB-2855-W, dated 21-5-1957.

### 77. Buildings of other departments :

- (1) Whenever a portion of a Revenue building is occupied by the Police, the nomenclature of such portion should not be changed from "General Administration" to "Police". Funds for additions or alterations to offices in the occupation of the Police which form part of Revenue buildings should be obtained from the minor works grant placed at the disposal of the Revenue authorities concerned under the head "50-Civil Works-A Original Works-Civil Buildings-Central Administration". The applications for additions or alterations to such offices should be submitted to the authority through the Collector and the Deputy Inspector General of Police concerned.

(G. R., H. D., No. 9114/4, dated 12th January 1946)

- (2) For the purposes of avoiding unnecessary labour involved in preparing plans and estimates separately, all officers should report their requirements in respect of additions and alterations to the electric installations in Government buildings in their charge to the Executive Engineer, Electrical Division, once at the beginning of each financial year.

(G. C., P. W. D., No. 5645/36, dated 8th January 1942 )

- (3) When proposing additions and alterations to Government buildings and providing electric installation, the detailed head under which the building is classified in the Return of Buildings should be ascertained from the Executive Engineer and reported to Government.

(G. R., P. W. D., No. NP-552, dated 22nd December 1953)

- (4) In every case not covered by Rule 66, the administrative approval of Government must be obtained.

### 78. Allotment of funds for minor works and petty construction and repairs :

- (1) Allotments are not to be made for new minor works in the closing months of the official year. Officers holding discretionary grants should see that no funds are allotted except in very urgent and exceptional circumstances, for new minor works after the 15th February in each official year.
- (2) The Police Department should intimate to the Public Works Department the sanctioned grant within which the expenditure is to be incurred. The Public Works Department will be responsible for seeing not only that the allotment placed at its disposal is not exceeded, but also that any anticipated savings are notified and surrendered in time. In cases where an excess is anticipated, the Public Works Department should be hold responsible for obtaining additional allotment in proper time through the Police Department.

- (3) The power of sanctioning of funds for minor works having been delegated to Deputy Inspectors-General of Police, all communications relating to minor works (other than residential buildings) should be addressed to the Deputy Inspector-General of Police concerned.
- (4) The discretionary grant or minor works, when notified by Government, will be distributed among the Deputy Inspectors-General of Police, and communicated to them, whereupon 95 per cent. of the grant should be distributed by them among the most urgent works in the several Districts and Railways comprising their changes and 5 per cent. reserved for contingencies. All allotments sanctioned should be communicated to Executive Engineers in form No. - 207-e, copies being forwarded to Superintendents of Police and the Superintending Engineers concerned.
- (5) While sanctioning funds for potty construction or minor works, the Deputy Inspectors-General of Police should satisfy themselves that the proposed work is really necessary, and is designed to meet its object as economically as possible. At many places in the State there may be lines of old construction which could well be converted and improved, in preference to being condemned and rebuilt.
- (6) A register of appropriations made by the Deputy Inspector General of Police should be maintained in standard form No. P. W. D. 494-e showing the amounts withdrawn and surrenders accepted out of allotments already sanctioned.
- (7) A statement showing the appropriations made, the amount withdrawn or surrenders accepted during each month should be submitted to the Accountant General, Bombay/Deputy Accountant General, direct so as to reach him not later than the 10th of the month following that for which the account is furnished.
- (8) A record of minor works awaiting allotment of funds should be kept arranged in order of urgency, which can and should be frequently revised and rearranged as the Deputy Inspector-General assesses the urgency of the various works in the course of his tour.

(I. G.'s No. 6, dated 23rd January 1922).

- (9) No allotments should be sanctioned for minor works, unless such works are administratively approved and the plans and estimates therefore are sanctioned by the proper authority.

(G. R., P. W. D., No. P-42, dated 23rd April 1922)

#### **79 Supervision during construction :**

- (1) On receiving intimation from the Deputy Inspector-General of Police of allotments made from his discretionary grant for minor works in their districts Superintendents of Police should see that all necessary preliminaries, such as the question of site, are taken without undue loss of time. They should ascertain from time to time how the works are progressing and if necessary, expedite the Executive Engineers. In the event of any hitch or difficulty, Superintendents should give the matter prompt attention and assist in removing it. When funds have been allotted, every

**(Bk) K-1-8 (Mono)**

endeavour should be made to utilize them for the purpose sanctioned and to avoid their entire or partial surrender.

(I. G.'s No. 2099, dated 7th February 1914)

- (2) Works under construction should be visited from time to time and any deficiencies discovered reported at once by Superintendents of Police to the Deputy Inspector-General of Police.

(I. O.'s No. 3707, dated 30th April 1908)

#### **80. Completion Certificates :**

- (1) Completion certificates for Police buildings constructed or repaired departmentally should be signed by the Circle Inspector of Police within whose jurisdiction the buildings constructed or repaired are situated. Provided that in the case of ordinary current repairs to police buildings carried out departmentally and costing Rs. 50 or less, the completion certificates should be signed by the Sub-Inspector of Police within the limits of whose Station the building is situated instead of by the Circle Police Inspector.
- (2) When works are completed, the Sub-Inspector of Police concerned should forward a separate completion certificate for each work not covered by the proviso to Sub-Rule (1) above, describing particulars of the work done, for the signature" of the Circle Police Inspector, who should satisfy himself that the work has been properly carried out in general accordance with the specification. After signing the completion certificate, the Circle Police Inspector should return it to the Sub-Inspector to be forwarded to the Superintendent of Police for attachment to the detailed bill as required by Sub-Rule (2) of Rule 214.
- (3) The signing of a completion certificate implies, in the case of an original work, that the work has been completed and taken over and in case of repairs, that the building or work generally is in proper order, and involves no further responsibility. If the countersigning officer is not satisfied with the work and wishes to make any remarks, he can do so over his signature, but he should bear in mind that in making remarks which are unnecessary or irrelevant, he may occasion much trouble and delay.

(G. B., J. D., No. 6510, dated 22nd November 1909 and 4122, dated 26th May 1919)

#### **81. Purchase and sale of Government buildings :**

- (1) No building residential or non-residential, may be purchased without the orders, of Government.
- (2) Permanent buildings, whatever be their book-value, constructed from Government funds, may be sold or dismantled *ONLY* under the orders of Government. The limit and conditions on the sale or dismantlement are regulated by the Manual of Financial Powers and Delegation Orders.

(Rules 390 and 391 of P. W. D. Manual)

#### **82. Leasing of private buildings for Government purposes :**

- (1) When it is more convenient or economical to do so, a building may be leased with the sanction of Government instead of constructing or purchasing a residence for Government servant.

(Rule 404 of P. W. D. Manual)

- (2) No private building should be hired without first ascertaining from the Collector or the Executive Engineer concerned whether any suitable Government or private building at a lower rental is available. To avoid delay, personal contacts may be made, but on no score proposals should be sent without being accompanied by a certificate from the local Executive Engineer, countersigned by the District Magistrate, to the above effect and also that the accommodation is not excessive. Such proposals should be submitted in sufficient time to receive the careful consideration of Government. I

(G. C., P. W. D., No. RNT-1151, dated 14th November 1951)

- (3) Proposals for the renewal of the sanctions in connection with rents' and leases of buildings hired for residential and non-residential purposes and house rent allowance have to be submitted to Government at least three months before the date of the termination of the existing sanctions, accompanied by a certificate regarding non-availability of Government buildings. No certificate regarding reasonableness of rent is necessary ever' year unless there are fluctuations in rent in the locality or changes in area or size of the accommodation. All officers concerned must, therefore, submit their proposals in that behalf through the proscribed channel so as to reach the Inspector-General's office at least four months before the date of the termination of the existing sanctions.

(I. G.'s No. 33, dated 22nd August 1936 and G. C., P. W. D., No. RNT-1553, dated 2nd February 1954)

- (4) For the procedure in connection with leasing of private buildings for residential accommodation and for the rent to be charged to the occupants of Government buildings, see Section I of Appendix XVII of the Bombay Public Works Department Manual, 1956, and Chapter XVII of the Bombay Civil Services Rules Manual, Vol. 1. The forms of agreement for the leasing of private residences for the use of Government officers is prescribed in Appendix XIX in Vol. 11 of the Bombay Public Works Department Manual, 1956.
- (5) In all leases of private buildings leased for Government, whether for residential or non-residential purposes, a time limit consistent with the requirements of each case should invariably be inserted so as to subject the rent to proper scrutiny in relation to the prevailing rents every time the lease is renewed.

(G. C., P. W. D., No. 7 905/57, dated 10th October 1933)

- (6) Officers should, as far as possible, get certificate of reasonableness of rent from the Executive Engineers concerned without any delay. But, if for any reason such delay is unforeseen and the certificates are not received in time, an amount upto 75 per cent. of the rent demanded by the land lord may be paid by the officers hiring the accommodation provisionally as a payment "on account" pending decision and necessary adjustments carried out later.

(G. C., P. W. D., No. RNT- 1 152, dated 22nd July 1952 and 12th June 1953)

**83. Interest and maintenance charges payable to the Railway for buildings specifically provided out of Railway funds to Government**

**departments :-** (1) The following rules will regulate the interest and maintenance charges to be levied by Railway Administrations from other departments of Government for buildings specifically provided for such departments and constructed out of Railway funds :

- (i) The rate of interest will be the rate charged by the Government of India on advances to State Loans Fund. The rate of interest to be adopted in the case of a building is the rate in force on the date on which the construction of the building was completed.
- (ii) There will be only two classes of buildings, viz. pucca (permanent ) and kutchra (temporary).
- (iii) (a) Uniform rates of 3 per cent and 71 per cent respectively on account of maintenance of permanent and temporary buildings will be adopted to cover maintenance and depreciation. These should be calculated on the capital cost of buildings, including the cost of the land but excluding electrical installations. The capital cost of the buildings for the purpose of calculating both interest and maintenance includes the usual supervision and storage charges.  
(b) These rates do not include municipal and other taxes in the nature of house or property tax. The actual charges on account of such taxes will be paid by the occupying department of Government in addition to the percentage payable as rent. Similar taxes if payable under the local laws will be paid by the occupying department direct to the local authorities concerned by the occupying department.
- (iv) For electrical installations in buildings provided for other departments of Government within the Railway funds, the following rules should be adopted :-
  - (a) The rate of interest to be charged will, as in the case of buildings, be the rates prescribed from time to time by the Railway Board. The rate to be adopted for a particular installation will be the rate in force on the date when the installation was completed.
  - (b) A uniform rate of 8 per cent. will be adopted to cover both maintenance and depreciation. This rate should be calculated on the capital cost of the installation, which for purpose of calculating both interest and maintenance, will include the usual departmental charges for supervision and storage.
  - (c) The installations will be replaced or renewed out of Railway funds when the occasion arises, but the charges for interest and maintenance after such replacements or renewals will be recalculated on the book values of the new installations, the original transaction in each case being considered as having been finally closed on the assumption that the Railway Administration has been paid the whole of the capital cost of the original installation through the provision for depreciation included in the rate prescribed in sub-para (b) above.

(G. O., 1. Rly. Department (Railway Board) No. 31.32-W,  
dated 25th-July 1942).

(v) The buildings will be replaced or renewed out of Railway funds when the occasion arises, but the charges for interest and maintenance after such replacements or renewals will be re-calculated on the book value of the new buildings, the original transaction in each case being considered as having been finally closed, on the assumption that, the whole of the capital cost of the original building has been paid to the Railway Administration through the provision for depreciation included in the rates prescribed in clause (iii)(a) above.

(G. E., P. W. D., No. 8627/28-Rly., dated 20th February 1937)

- (2) In respect of Railway buildings in the occupation of the Police Department, e. g. Police Stations and lock-ups which are situated within municipal limits, the Railway will bear taxes of the nature of house or property tax which are payable by owners. Taxes levied for specific services rendered for the benefit of the occupier will, however, be paid by the Police Department, irrespective of whether they are under the local law or custom recoverable separately or form part of a consolidated property tax. The Railway's share of the occupier's share of taxes may then be debited by the Police Department to the Railway concerned.

(G. of I. F. D., No. F8/57-X, Ex-1138, dated 7th April 1938)

- (3) In respect of Railway buildings in the occupation of Government departments which are situated outside municipal limits and for which the Railway has to pay District Local Board taxes or do conservancy work at its own cost, the Railway Administration is entitled to a levy of an additional charge at a flat rate of 1½ per cent. on the actual rent paid by such departments. The additional charge will not be levied in respect of buildings for which no services are rendered or where no tax is paid by the Railway.

(G. R., P. W. D., No. 2686/36, dated 3rd August 1938)

#### **84. Liability to pay municipal taxes on Police buildings :**

- (1) Police buildings are used solely for public purposes and not for purposes of -profit. They are, therefore, not beneficially occupied and are, therefore, exempt from taxation under proviso (a) to section 59 of the Bombay District Municipal Act, 1901, or proviso (a) to section 73 of the Bombay Municipal Boroughs Act, 1925. Section 154 of the Bombay Police Act, 1951, however, exempts from the payment of municipal or other local rates any house or place occupied or used by members of the Police force except in Greater Bombay for the convenient performance of their duties. The exemption is, therefore, confined to rates payable only on account of the occupation or use of such a house or place and does not extend to rates or cesses payable in respect of services rendered by a municipality. While, therefore, no general water rate can be levied on Police lines by any municipality, it is open to a borough municipality to levy a water rate, special sanitary cess or a drainage tax, and to a district or a city municipality to levy a water rate or a special sanitary cess on Police lines without the express consent of Government,

(No. 2626, dated 20th June 1945 and 17th November 1945)

- (2) The exemption provided for in Sub-Rule (1) above applies also to Railway buildings used for the accommodation of the Police.

(G. C., G. D., No. 8268, dated 18th May 1937)

- (3) The exemption granted by section 154 of the Bombay Police Act is not limited to buildings owned by Government but extends also to buildings rented by Government, provided they are occupied by the members of the Police force for the convenient performance of their duties and the tax is otherwise payable by Government.

(I. G.'s No. 2625, dated 26th July 1949)

- (4) As regards the responsibility for payment of municipal and cantonment taxes, the grants to which the expenditure is debatable and the certificates which must accompany payment, in respect of residential and non-residential buildings, reference should be made to Rule 148 of Bombay Contingent Expenditure Rules, 1959.
- (5) Where taxes and cesses depend on the valuation of the premises, the duty of the Executive Engineer is limited to certifying that the valuation is fair. It is the duty of the officer of the department who occupies the building to satisfy himself that the building is liable to taxation under the municipal rules for the time being in force, before asking for the Executive Engineers certificate as to the fairness of the assessment.

(G. R., G. D., No. 3193, dated 6th June 1898)

- (6) Detailed rules regarding recovery of local taxes for specific services will be found in Rules 148 and 149 of Bombay Contingent Expenditure Rules.
- (7) As regards the account procedure to be followed in regard to payment and recovery of local taxes for specific services, reference should be made to Rule 213 (10).

**85. Use of Excise department buildings by the Police department :**

Consequent on the transfer of duties regarding Excise crime to Police Department, all Excise quarters transferred to and are at present occupied by the Police should be got assigned in the name of the Police Department and no rent need be paid for these.

(G.R., P. W.D., No. BGD-1951, dated 10th December 1951)

**86. The privileges and responsibilities of Government servants occupying Government buildings for residential purposes :**

- (1) The provision at the expense of the State of fowl houses, sheds or shelters of any kind for cows, sheep, poultry, etc., in connection with residential buildings is not ordinarily admissible.

(B. C. S. Rule 851)

- (2) It is the duty of the occupant to maintain in decent condition a garden attached to an official residence.
- (3) The Superintending Engineer concerned will decide in each case the number of rooms in which punkhas are required in an official residence. The necessary punkha fittings will, in the first instance, be supplied by the, Public Works Department, but pulling ropes, cane or leather thongs and fringes will be renewed by the tenants.

(G. R., P. W. D., No. A. 146, dated 19th January 1910)



- (4) Wherever trees are planted in the compound of Government buildings used for residential purposes, the expenditure thereof should be borne by the occupants of the buildings, The consent of the occupants should, however, be obtained in writing whenever new trees are planted in the compound.

(G. C., Agr. and F. Deptt., No. 5395, dated 15th January 1951)

- (5) Subject to the relevant cantonment regulations in respect of buildings situated in military areas, the proceeds of the sale of all trees in the compounds of official residences' should be paid to the Executive Engineer to be credited to the Public Works State Revenues. Superintending Engineers of circles in the case of trees alive and the Executive Engineers in the case of all trees dead or fallen, which obstruct or come in the way of residents of bungalows, are authorised to direct their removal to the best advantage of Government.

(G. C., P. W. D., No. 7701/36, dated 12th November 1949)

- (6) (a) Subject as aforesaid to relevant cantonment regulations, the produce of all fruit trees, grass, gardens, etc. will be the property of the tenant of the building for the time being. He is to recoup his actual expenditure including the cost of keeping a Mali from the sale proceeds. In the case of rent-free residences the garden should be maintained by the tenants who will enjoy the same rights vi8-a-vi8 the garden produce as the tenants of other Government residences.

(G. R., P. W. D., No. 1252, dated 17th December 1952 )

- (b) If the calculated rent of any such rent-free building includes the rent for the garden, the rent should be re-calculated on the same basis as for other residences having no gardens attached to them.
- (7) When a refrigerator or an electric water heater has been installed in an official residence under the special orders of Government at their cost, it should be treated as an article of furniture and rent therefor should be charged at 20 per cent. of the capital cost.

(Note below item (a) of B. C. S. Rule 851)

- (8) The officer occupying a Government building will be held responsible for the safe custody of the electrical fittings and no fitting or fan should be allowed to be removed from the building, unless a request in the prescribed form signed by the Sub-Divisional or Sectional Officer of the Public Works Department is produced by the person seeking the removal.

(G. R., P. W. D., 5522/27, dated 15th July 1931)

- (9) (a) Under the terms of a requisition order made under section 5 of the Bombay Land Requisition Act, XXXIII of 1948, the authority requisitioning properties is bound, on releasing them from requisitioning, either to restore the gardens to their original condition or to compensate their owners for the damage done during the period of requisitioning. As it will ultimately be cheaper to maintain the gardens in the compound of requisitioned buildings than to pay compensation for damage later, the requisitioning authorities must impress on the authorities in charge of requisitioned premises the necessity of maintaining the gardens in good condition to avoid payment of heavy compensation later. The requisitioning authorities should note down

the condition of the gardens at the time of taking possession of the properties, so that claims for compensation for damage can be settled easily later.

- (b) Officers in whose favour lands and buildings have been requisited through Collectors should keep a note as to the state of the properties including fixtures, fittings, trees, gardens, etc., at the time of taking possession and should see that there is no wanton or avoidable deterioration in -the condition of the properties, with a view to safeguarding Government from claims for compensation on account of such losses -at the time of the restoration of the properties to their owners on termination of the requisitions or leases. Responsibility in this respect should be fixed on some specified officer, so that the proper inspection of properties may be ensured.

(G. C., R. D., No. 861/45, dated 2nd August 1945 and I. G.'s No. 6026, dated 14th February 1946)

- (10) Except when they are replaced as part of a general repair charges for renewal of ropes and earthen pots for wells in Government offices and residences should be met by the departments occupying the buildings and by the tenants respectively.

(G. Rs., P W. D., A/7180, dated 9th August 1912 and 3797/36, dated 1st March 1940)

- (11) All electric bulbs required in Government residences are to be supplied by Government on first installation of electric wiring, at the rate of one bulb per socket provided. If the bulbs fail through breakage or fair wear and tear, they should be replaced by the tenants at their own cost and should not be removed by them when vacating a residence. If a residence remains vacant, the electrical staff should keep the bulbs in safe custody till such time as they are required again.

A tenant who vacates a residential building without giving due notice and handing over charge of the bulbs for which he is responsible will have to make good all bulbs that may be found to be missing or broken subsequently.

(G. C., P. W. D., No. 3769/36, dated 25th February 1950)

- (12) Officers occupying Government residences should have the installation kept clean by their servants..

(G. R., P. W. D., No. 1736/36, dated 15th January 1940)

**87. The privileges and responsibilities of Government servants occupying Government buildings for non-residential purposes :**

- (1) Privy pans in latrines attached to non-residential buildings such as Police Lines and Police Offices will be supplied by the Public Works Department only in the case of new buildings and that, too, if provision for them has been made in the works estimate. Otherwise they will have to be supplied out of the Superintendent's contract grant. Subsequent renewals of such pans will, in all cases, be debited to the contract grant for petty supplies.

(I. G.'s No. 41, dated 13th August 1937 and 51, dated 25th September 1937)

- (2) (a) All Heads of offices which are housed in Government buildings should renew broken or fused lamps from the contingent grants

at their disposal. This will not involve any undue strain on their grant, as each office will bear only a small amount in proportion to the number of lights provided. The lamps will last for a long time, if they are carefully and economically used.

- (b) All Heads of Offices should have the lamps, fans and fittings in their offices properly dusted by their menial establishment and also see that the installation is kept in a clean condition. This work should, however, be attended to by the Electrical Department at places where a subordinate or an officer of that department is stationed.

(G. R., P. W. D., No. 1736/36, dated 15th January 1940 and 9100/36, dated 20th January 1948)

- (3) Government offices and buildings and their compounds should be kept clean and tidy so as to present a well-ordered appearance at all times and serve as an example to the members of the public who visit them. Heads of Offices must take steps to ensure the scrupulous observance of these orders.

(G. R., P. and S. D. No. 4338/34, dated 17th February 1941)

- (4) Wherever trees are planted in the compounds of Government buildings, the expenditure thereof should be borne by the controlling officers from their discretionary grants.

(G. C., Agr., & F. D., No. 6512, dated 12th February 1952)

- (5) (i) Subject, as in Sub-Rule (5) of Rule 86 to the relevant cantonment regulations in the case of buildings situated in military areas, the sale proceeds of all trees, fruit, grass, etc., in the compounds of Government buildings used as offices, hospitals, Police Lines, jails, etc., which are of the nature of permanent sources of revenue, should be credited to Public Works Department Revenue, the actual disposal of such produce being in the hands of the department occupying the building (except trees, which should not be cut down or disposed of by any one except the Executive Engineer).
- (ii) Other items of revenue which are of a fluctuating nature, such as vegetables, crops and garden produce raised by the department occupying the building, should be disposed of by and the sale proceeds credited to that department.
- (iii) The disposal should, however, be done by sale by public auction after giving wide publicity so as to avoid any likely loss to Government. This should be scrupulously followed by all officers concerned.

(G. C., P. W. D., No. P-6-A, dated 26th April 1956)

- (iv) The occupants of Police Lines are, however, given a right over fruits only of the fruit-bearing trees in the compounds of Police Lines, whenever they look after such trees.

(G. R., P. W. D., No. GRS, 1254-A, dated 22nd January 1957)

- (6) The sale proceeds mentioned in Sub-Rule (5) above are liable to local fund cess, which should, be recovered in addition to the sale proceeds and credited into the treasury under the head "T-Remittances- other items on behalf of Public Works Department " and the date of

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credit with the amount credited should be communicated to the Executive Engineer concerned.

( G. R., G. D., No. 7395, dated 6th October 1933)

(7) Sub-Rules (8), (9) and (10) of Rule 86 apply in the case of non-residential buildings also.

**88. Improper use of Government lands and buildings :**

(1) No public building under the charge of the Executive Engineer may be occupied as a private residence without his consent, unless under the order of his departmental superiors or of the State Government.

(G. R., J. D., No. 67 1, dated 27th January 1900)

(2) No local or private body should be allowed to occupy Government buildings or portions thereof without prior intimation to and receipt of consent from the Executive Engineer in charge of the building concerned, in order that the responsibility for the assessment and recovery of rent may be determinable.

(G. C., P. W. D., No. 9117/27, dated 28th November 1935)

(3) The construction of new mosques, temples, shrines or tombs or the extension of the existing ones, within the compounds of Government buildings are not permitted without the previous sanction of Government. The land attached to buildings in charge of the Public, Works Department should not be utilized for the creation of structures of any sort without the previous sanction of the Executive Engineer concerned. The grant of an easement over Government land and property in the occupation of the Police Department to the public or individuals requires the sanction of Government and all such cases should, therefore, be referred to Government for orders through the Inspector-General of Police.

(G. O., P. W. D., No. A/30, dated 4th January 1916)

(4) The practice of providing accommodation in Police Lines for members of the ministerial establishment attached to inspecting office, by asking Policemen to vacate their rooms for the purpose, is wholly irregular and must not under any circumstances be permitted. Members of the clerical establishment get daily and travelling allowances while on tour and should hire accommodation for themselves or put up in public rest-houses, temples, etc., and, if need be, hire kanats, screens, etc., to secure privacy. At any rate, they are not to be allowed to live in Police Lines. Tour offices must be accommodated in tents or, when this is inconvenient or impossible, they must find room *pro-tempore* and as a make-shift in existing office accommodation provided for the subordinate offices of the department.

(I. G.'s No. 17653-C, dated 22nd November 1910)

(5) Members of the ministerial staff should not be allowed, save in very exceptional circumstances with the previous permission of the Inspector-General of Police, to live in Police Lines which are only for members of the executive force.

(I. G.'s No. 14721, dated 27th September 1909)

**89. Care of Government lands and buildings :**

(1) The local Police should see that trees in Government waste lands, roadside trees owned

by District Local Boards and trees in the compounds of Government bungalows are adequately protected and necessary action taken against offenders in case of damage being done to them, especially by cutting of branches by goat herds,

(G. R., R. D., No. 322/39, dated 19th February 1941)

- (2) The Police should include in their ordinary beats or rounds every public building for which a guard is not specially provided and should have a special care for the protection of all such buildings.
- (3) Record rooms to be built should be of fire-proof construction, the roofs and record stands being of unflammable material.

(G. R., P. W. D., No. 564, dated 24th February 1908 )

- (4) Smoking is strictly forbidden in rooms in which records are kept or in which establishments are at work. Any breach of this order must be severely dealt with.

(G. R., R. D., No. 109, dated 9th January 1903)

- (5) Iron fire-buckets painted red should be provided in all offices and record rooms and should be kept filled with water for use in cases of emergency. The water should be changed at least once a week.
- (6) Some buildings have been fitted with fire apparatus, and arrangements should be made for men belonging to the local fire brigade, where such exists, to give the necessary training to all the peons and hamals serving in these buildings. The men who remain in charge at night should also receive special instructions regarding the steps to be taken in the case of an outbreak at night.

(G. R., P. W. D., No. A/2835, dated 29th November 1907)

- (7) Officers of the Public Works Department should see that whenever chemical fire extinguishers are provided, they are discharged, fitted with new washers, if necessary, and re-filled once a year regularly or more frequently, if any leakage of the contents is noticed, which in latter often occurs owing to the perishing of rubber washers. Unless this is done, such apparatus is frequently found to be useless when required.

(G. O., P. W. D., No. A/4105, dated 1st April 1915 )

- (8) Provision for re-fills and for fitting a proportion of new rubber washers should be made in the annual current repair estimates of all buildings in which such apparatus is installed. Further, the sub-divisional officers should, in consultation with the tenant or department occupying the building, arrange for each building or group of buildings to serve as a demonstration in their use to the monial staff employed at the buildings. To this end they should all be called on to attend the demonstration. A fire of rubbish, waste paper, old boxes, etc., should be arranged for, and the staff should be instructed in the use and effect of the extinguishers.

(G. C., P. W. D., No. 1687127, dated 24th April 193a)

- (9) The storage of grass or of quantities of other inflammable materials in any portion of-a Government residence or its out-houses, excepting such as may be specially set apart for the purpose, is forbidden.

(G.R., P.W. D., No. 471-A/1448, dated 8th September 1894)

- (10) All reasonable precautions should be taken to avoid the risk of fire in Government offices. The storing of waste paper in any Government office-building or out-house should be strictly avoided. Firewood, which is likely to be stored as attached property, should be kept isolated as far as possible.

(G. R., P. W. D., No. 53-A/160, dated 1st February 1896)

- (11) Superintendents of Police should see that responsibility in the matter of preventing damage to wire-fencing around Police Lines is enforced. Two or three of the senior officers who reside in the lines should be required to see that children do not climb and swing on the fencing and that shortcuts over and through the fencing are put a stop to.

(I. G.'s No. 6327/C, dated 30th March 1914)

- (12) In order to fix responsibility in this respect, an "All's Well Register" should be introduced for each place. This register should be maintained by the officer in charge of the Head Quarters or the Police Station. The line pickets should be in charge of it and they should make entries in it as to the condition of the compound, hedges, etc., when they change every day. They should be held responsible for seeing that compounds of the Police Lines, wire-fencing, gates, etc., are intact and that damage, if any, is attended to in time. Superintendents of Police and their Sub-Divisional Officers should see at the time of their inspections that the register is properly maintained by the officers concerned.

(I. G.'s No. 6395, dated 2nd June 1948)

**90. Reporting of loss of Government property due to disturbances :**

Officers concerned must, see that whenever loss of Government property is involved due to disturbances, etc., the fact is reported within one month of the date of occurrence to the Chief Presidency Magistrate in the case of Bombay City and to the District Magistrate concerned in the case of the mofussil under section 52 of, the Bombay Police Act, 1951. Failure to report such cases will entail disciplinary action against the officers concerned, who will in addition be liable to make good the loss due to their negligence.

(G. C., P. W. D., No. 6190/36, dated 8th August 1946)

**91. Disposal of vacant buildings :**

- (1) The power to sell or dismantle and to sanction alternative use of the departmentally constructed Police building (s) no longer required, subject to the condition that the book value of such building (s) does not exceed Rs. 10,000 in any case, is delegated to the Inspector-General and the Deputy Inspectors General of Police. All matters thereof, should, therefore, be referred to the Inspector-General or the Deputy Inspector-General of Police, concerned, as the case may be, for orders.

(G. R., H. D., No. RSA-1457[3826/119988, dated 11th September 1958)

- (2) Proposals for the sale or dismantling of individual buildings or structure when book value, proportionate or otherwise, is estimated only and is not definitely known should continue to, be submitted to Government for sanction unless the sale or dismantling of the whole

building (including subsidiary structures) the book value of which is known, is within the power of sanction of the officer concerned. As land can be sold only through the agency of the Revenue Department whenever the sale of a public building is sanctioned the orders should be communicated to the Revenue authorities concerned. In applying the monetary limits laid down above, the combined cost of the buildings plus any electric installation should be taken into account. Government have delegated to the Inspector-General of Police the power to let, on terms most favourable to Government, departmentally constructed Police buildings, when they fall vacant, subject to the condition that the book value of the buildings to be let, does not exceed Rs. 5,000 in any case.

(G. O., H. D., No. 1852/3, dated 5th December 1932)

- (3) Whenever a bungalow assigned as the official residence of a Police officer in a district is likely to remain vacant for a long time, the Superintendent of Police of the district should submit direct to the office of the Inspector-General of Police proposals for allotting the bungalow temporarily to another officer after consulting the Executive Engineer concerned.
- (4) The Inspector-General of Police and the Director of Excise and Prohibition are authorized to sanction interdepartmental transfers of provincial buildings not on the Public Works Department list, in cases in which there is agreement between the Heads of Offices concerned.

(G. R., J. D., No. 4152, dated 9th June 1913)

- (5) The Public Works Department may, however, lease the buildings of Police Out-posts and Chowkies which are not required by the Police Department to the District Local Boards for the housing of Village Schools on suitable conditions, one of the conditions being that such buildings will have to be returned on a reasonable notice, if and when required by the Police Department.

(G. L., H. D., No. L. A. 368, dated 15th February 1951)

## **92. Disposal of lands in the possession of the Police Department :**

- (1) Lands in the possession of Heads of departments are for departmental purposes only and when any portion of the land assigned to them ceases to be required for those purposes, it is to be surrendered to the Revenue Department. No department can claim any compensation for land for which it ceases to have any use.
- (2) No Superintendent of Police should agree to the surrender of any plot of land acquired or reserved for Police purposes or occupied by the Police, without the previous approval of the Inspector-General of Police.
- (3) Lands reserved or earmarked for departmental purposes but not required for immediate use can, on their temporary relinquishment, be held by the Revenue Department in order that profitable arrangements for their temporary disposal can be made by that department. Brief Notes showing the nature of the departmental use originally

contemplated should be got entered in the Record of Rights. The Revenue Department is required to consult the departments for which the lands were originally earmarked before the lands are disposed of temporarily.

- (4) No grant of an easement in respect of Government land should be made by any officer except:-
- (a) with the express sanction of Government; or
  - (b) under some rule or order of Government for the time being in force clearly authorising the grant.

Superintendents of Police should, therefore, note that all such cases in which any easement is proposed to be granted should be referred to Government for orders through the Inspector-General of Police.

- (5) Government have delegated to Collectors the power :
- (a) to sanction the exchange of Government land with private land when no concession is involved, and
  - (b) to accept surrenders of land relinquished to the Revenue Department by other departments.

**93. Lands and Buildings in Military areas :**

- (1) In the case of works or buildings which are intended to be erected in the neighbourhood of any fort or cantonment, the matter should, in the first instance, be referred to the local military works officer for an expression of his opinion from a military point of view, and then submitted to the Central Government in the Defence Department for concurrence, and when such concurrence has been obtained, no deviation is permissible without previous reference to that department.
- (2) Rules regarding zones of Defensive works will be found in Regulations for Army in India-Instructions-Appendix V. Special attention is drawn to the restrictions on the construction of buildings, alteration of ground level and collection of materials in such zones and to the prohibition of the transfer of State land in zones without the sanction of the Central Government.
- (3) All proposals for the occupation of land within cantonment limits forming part of an oncamping ground or otherwise hold for military purposes should be submitted in the case of land within cantonment limits to the Cantonment Authority and, in other cases, to the G. O. C., District or Independent Brigade. These officers will take the necessary steps to obtain the sanction of the Central Government in the Defence Department to the proposals.
- (4) The foregoing procedure will apply in cases where it is proposed to purchase, or otherwise acquire permanently, any building situated on military land for the use of a Civil Department.
- (4) No such land should be taken up or occupied for any purpose whatsoever, either by contractors or any other persons (official or nonofficial) acting under orders of any Department of the State Government, until the sanction of the Central Government in the Defence Department has been received,



**94. Monthly return of residential buildings :**

- (1) Heads of Departments and offices should furnish not later than the 15th of each month to the Executive Engineer a statement in Form No. Gen. 185-e, giving information in regard to Government buildings used as residences as well as private buildings leased for residential purposes, for, the occupation of which rent is recoverable from the tenants. In order to find tenants for vacant Government buildings, the statement should also show for what period, if any, the building is expected to be vacant and whether the building will be required during that period for an officer of the same department. &

(G. R., P. W. D. No. S-63-19997, dated 29th September 1926)

- (2) The statement mentioned in Sub-Rule (1) should be furnished to the Executive Engineer only for those months in which there is a change in the officer or in the emoluments of the officer occupying the building. For the other months, a nil return should, be sent to enable the Executive Engineers to satisfy themselves that intimation of the changes was not lost sight of by the Heads of Offices.

(G. R., P. W. D., No. 5400/27, dated 22nd November 1932)

- (3) In the case of residential buildings, whether owned or leased by Government, which are occupied rent-free, a return in Form No. Gen. 202-e. should be furnished to the Accountant General, Bombay/Deputy Accountant General not later than the 15th of each month. In cases in which the entry in the return is other than "nil" a copy of the return should also be sent to the Executive Engineer concerned, the name of the Division being entered on both copies. The fact of a rent-free residential building having fallen vacant should be intimated to the Executive Engineer concerned.

(G. R., P. W. D., No. 8146, dated 20th November 1928)

**95. Occupation of District Bungalows, P. W. D. Bungalows including Rest and Inspection Houses, Canal Chaukis and Store Buildings used as Rent Houses, Forest Department Rest Houses, Travellers' Bungalows and the District Bungalow, Ahmedabad :**

- (1) (a) Correspondence regarding occupation of district and other bungalows should be addressed to the controlling officer, i.e. the Collector of the district in respect of district bungalows,, the Executive Engineer in respect of P. W. D. bungalows and the Divisional Forest Officer in respect of Forest Department rest houses.
- (b) The controlling officers may act upon the requisitions for reservation of the District and Inspection Bungalows one month in advance of the requirements.
- (c) Gazetted Officers travelling on duty are entitled to use Class I bungalows. Non-Gazetted Officers, when travelling on duty, may occupy the out-houses of these bungalows.
- (d) The following officers of Government are entitled, when travelling on duty, to occupy Class II bungalows:-
- (i) Gazetted Officers.

- (ii) Non-Gazetted Officers, provided that such officers on pay of less than Rs. 50 may not occupy such bungalows without the permission of the controlling officer.
- (e) For the purposes of clauses (b) and (c), an officer transferred from one station to another should, during the period of his transit and until he secures permanent accommodation (which period shall not exceed twenty days), be considered as "travelling on duty".
- (f) In the case of Class I and Class II bungalows, a Gazetted Officer, and, in the case of Class II bungalows only, any officer whose jurisdiction extends over two or more districts and who gives ten days' clear notice to the controlling officer of his' intention to occupy a bungalow, shall not be refused permission, unless the bungalow is occupied by a district officer engaged on urgent duty in the immediate neighbourhood.
- (g) For Government officers on duty, the reservation of a bungalow shall carry the right to occupy.
- (h) Ordinarily there is no time limit on the occupation of a bungalow except that an officer who has been in occupation for 10 days or more shall vacate a bungalow at 24 hours' notice, if it is required by any other officer entitled to its use.
  - (i) Government officers entitled to occupy bungalows or outhouses may ordinarily occupy them free of charge for ten days, after which period they will be required to pay fees, which will vary according to the status of the officer, the nature of the accommodation and the specific services available therein.
- (2) (a) A Government servant may occupy a traveller's bungalow for three consecutive days, after which period he may be permitted by the controlling officer (ordinarily the Executive Engineer of the Division) to continue in occupation, if the accommodation is not otherwise required.
- (b) A Government servant travelling on duty will be required to pay a fee of Re. I for a room and a bath room, and a fee of Rs.2 for a set of rooms, provided that a non-Gazetted Officer whose monthly salary does not exceed Rs. 200, when travelling on duty during the rainy season (1st June to 31st October), will pay half the above fees.

(Extracts from Paras 2, 4, 5, and 9 of P. W. D. Manual)

- (3) For details regarding the occupation of district bungalows, P. W. D. bungalows including rest and inspection houses, canal chaukis and store buildings used as rest-houses, and Forest Department rest houses in the State of Bombay, see Appendix XX of Vol. II of the Bombay Public Works Department Manual, 1956.
  - (4) For details regarding the occupation of the district bungalow, Ahmedabad, see Appendix XXI of Vol. 11 of the Bombay Public Works Department Manual, 1956.
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## CHAPTER III

### *Contingencies*

#### SECTION I – GENERAL RULES REGARDING CONTINGENCIES

#### 96. **Introductory :**

Rules as to the various contingencies required for the working of different offices of a Government Department, the source from which and the method by which they are to be obtained and the different account heads to which their cost is to be debited will be found set out in detail in the Bombay Contingent Expenditure Rules, 1959. This chapter contains mainly such supplementary rules and orders as apply specifically to the Police Department.

#### 97. **Kinds of contingencies of the Police Department**

(1) So far as the Police Department is concerned, contingencies are divisible into the following kinds:-

- (i) Contract contingencies,
- (ii) Non-contract contingencies, comprising,
  - (a) countersigned contingencies,
  - (b) audited but not countersigned contingencies, and
  - (c) special contingencies.

The general characteristics of these contingencies are described in Rules 19, 22, 26 and 21 respectively of the Bombay Contingent Expenditure Rules.

(2) Statements I, II, III and IV in Appendix I of the Bombay Contingent Expenditure Rules give the various items of expenditure which are to be treated as:-

- (i) contract contingencies,
- (ii) countersigned contingencies,
- (iii) audited but not countersigned contingencies, and
- (iv) special contingencies.

(3) Items of expenditure such as customs duty, railway freight, etc., form part and parcel of the cost of articles on which they are paid and will, therefore, belong to the class of contingencies to which the original expenditure is debatable.

(4) The items of rewards and fees paid to Government servants should be classified under the head "Allowances, honoraria, etc.," instead of under "supplies and services". "Escort charges" paid in cash are also to be treated in the same way as ordinary travelling allowances and debited under the head "Allowances, honoraria, etc."

(5) Rewards given to private persons for information in furtherance of the special aims of any department should be classed as "contingencies" and not as "Allowances and honoraria".

(G. Rs., F. D., No. 2603, dated 6th September 1923 and 18th February 1926)

(6) The portion of the contract grant allotted for repairs to and replacement or purchase of furniture must not be exceeded without the sanction of the Deputy Inspector-General of Police concerned, who will be the controlling officer in that behalf.

(I. G.'s No. 3289-E, dated 27th July 1940)

**(Bk) K-1-10 (Mono)**

**98. Contingent registers**

- (1) Contingent registers should be maintained in two parts in the offices of Superintendents of Police and higher officers, viz.

*Part I.* – for grants sanctioned under non-contract contingency.

*Part II.* – for contract grant (showing the expenditure separately in regard to each item comprising the contract grant) and for special contingencies.

- (2) At the end of each month, totals should be struck across the page, progressive totals taken up to the end of the month concerned, and the balance available shown, all these three sets of figures being written in red ink.

(G. R., H. D., No. 5228, dated 24th June 1926)

**99. Articles supplied under special rules and articles of foreign manufacture :**

- (1) Articles of an unusual character or those supplied under special rules should not be purchased without the sanction of Government. The same rule applies to articles of foreign manufacture, the cost of which exceeds Rs. 50.
- (2) Payments for the purchase of safes, cash boxes, despatch boxes, brass badges and brass seals made in accordance with Rule 41 should be made by the Superintendents from the sanctioned grants as soon as the articles are received by them.

(G. R., I. and C. D., No. SPO-2657/IND-II, dated 27th November 1958)

**100. Power to incur recurring expenditure :**

All officers entitled to draw contingent bills may incur recurring contingent charges up to Rs. 20 a month and to one year's duration, subject to the condition that the charge can be met from the budget provision under the primary unit "contingencies."

(Rule 86 of financial Rules)

**101. Expenditure on post-box or bag and newspaper :**

Ordinarily no expenditure should be incurred on the renting of a post-box or post-bag. No expenditure should also be incurred on the purchase of more than one copy of any newspaper.

(I.G.'s Circular No. 21, dated 19th October 1946)

**102. Photographs :**

Any expenditure that may be incurred in taking photographs of habitual criminals should be met from "contingencies" under the control of the Deputy Inspector-General of Police, Criminal Investigation Department.

(I. G.'s Cir. No. 3630-B, dated 16th March 1911)

**SECTION II – CONTRACT CONTINGENCIES****103. Lighting of out-posts and chowkies, and purchase and upkeep of patrol lanterns :**

- (1) All Police Out-posts and patrol chowkies in-the State should be lighted. The expenditure should be met from the Superintendent's contract grant.

(G. R., G. D., No. 3739, dated 23rd May 1908)

- (3) If the lighting of the exterior of a Police chowky within municipal limits is required for Police purposes and the ordinary municipal street lamps are inadequate for the purpose, the cost of such lighting should be borne by the Police Department. But if the municipality

has been maintaining a light in the street outside a Police chowky, which also serves the purpose of lighting the exterior of the cliowky, it must be presumed to be an ordinary street lamp and the cost there of should be borne by the municipality.

(G. L., J. D., No. 3958, dated 13th July 1909)

- (3) The expenditure incurred in the Police Department for the purchase and upkeep of patrol lanterns and their lighting should be treated as a "contract contingent" charge.

(G. R., H. D., No. 5228, dated 24th June 1926)

**104. Strychnine powders for killing stray dogs :**

- (1) The cost of strychnine powders and articles required for killing stray dogs spent outside municipal limits should be met from the Superintendent's contract grants "Charges for killing stray dogs,"
- (2) The duty of killing stray dogs in municipal area laid down in section 56(h) of the Bombay District Municipal Act is not obligatory on the municipalities and if a municipality repudiates its liability to pay the cost incurred on account of killing stray dogs by the Police, it cannot be enforced under the provisions of the Act.

(G. L., H. D., No. 8530-J), dated 10th December 1925)

**105. Expenditure on account of supply of drinking water :**

The authority to make small monthly payments to menials for supplying drinking water and to enter these charges in their contingent bills is delegated to all officers who are entitled to draw contingent bills, subject to the existence of budget provision or the ability of the officer concerned to meet the charge from the grants at his own disposal and to the conditions that -:-

- (a) the payments are of a purely contingent character, are drawn on contingent bills, and may be withdrawn at anytime at the discretion of the Head of the office;
- (b) the allowance will not count for leave salary or pension.
- (c) in the case of menials already in permanent employ in receipt of a monthly rate of pay, the payments must not exceed a sum of Rs. 2 a month in any one case, and the Head of the office must, in sanctioning any such payments, record his reasons therefore, and must satisfy himself-
- (i) that the work to be done, is really necessary,,
- (ii) that it is outside the regular duties of a menial on the permanent establishment, and
- (iii) that the grant of the extra allowance to any such menial is distinctly more economical than the employment of a fresh agency.
- (d) Annual statements of payments thus made should be, submitted to the Heads of Departments for scrutiny.
- (e) The breakable articles like tumblers or glasses should not be purchased at Government cost for the public; metal drinking vessels should be provided. Earthenware pots etc., for storing water come under the head "drinking facilities" and should be provided at Government cost.

(Rule 72 of Bombay Contingent Expenditure Rules)

**106. Printing at private presses :**

Printing at private presses is generally forbidden except in very urgent cases, and such unforeseen expenditure, which should usually be incurred with the permission of the Inspector-General of Police, should be met from the contract grants of the officers concerned but not until it has been approved by the Director, Government Printing and Stationery.

(Rule 79 of Bombay Contingent expenditure Rules)

**107. Punkhas :**

Punkhas are fixtures, but the fringes and ropes of punkhas in all civil public buildings should be classed as office furniture, and the department occupying each building should see to and meet all charges connected with the renewal, repairs or cleaning of such articles from its "contract contingent" grant without the help of the Public Works Department.

(Rule 89 of Bombay contingent expenditure Rules)

**108. Fire extinguishing appliances :**

The cost of fire extinguishing appliances may be accepted as chargeable to, and brackets which are fixtures should be supplied by the Public Works Department in the case of buildings borne on the returns of that department. In the case of other buildings, the cost should be met from the "contingent grant" of the office concerned.

(G. R., P. W. D., No. 564, dated 24th February 1908)

**109. Gharry or taxi hire or tram carfare to and from Bank, Treasury etc. :**

- (1) Gharry or taxi hire should not be allowed when a peon or a subordinate officer has to go to a Bank or treasury to cash cheques, unless the Head of the Office is satisfied that the money is urgently required for disbursement or the distance between the two offices concerned exceeds one mile. For the return journey, gharry or taxi hire whichever is less may be allowed if the Head of the Office is satisfied that a large amount in coin has to be brought and that it is necessary for the sake of safety and avoidance of any risk that any reasonably large sums should be brought in a gharry or taxi. In all cases where conveyance has to be engaged, the tramway service should be utilised whenever it is practicable to do so. No conveyance allowance or tramfare should be allowed for journeys for (1) purchase of a cupboard, (2) repairs of certain articles, (3) out-door office work and so on even for short journeys unless the Head of Office certified that the journeys were urgent or that the distance travelled each way exceeds one mile. In such cases, gharry or taxi hire whichever is less should be allowed when the journey cannot be made by tram.
- (2) The charges paid on account of gharry or taxi hire or tram-car fare should be treated as contingent charges and debited to the contract contingent grants.

(Rule 60 of Bombay contingent expenditure Rules)

**110. Books and publications :**

For the powers of Police Officers to incur expenditure from their contract grants for the purchase of books and publications required for official use, reference should be made to Rule 46.

**111. Certain items of expenditure debatable to "contract contingencies" :**

The expenditure incurred by the Police on account of the following items is debatable to the grants for 'contract contingencies' of Superintendents of Police:-

- (i) Certificates issued by the St. John's Ambulance Association to Head Constables and Constables.
- (ii) Arrest of pauper lepers or re-arrest of escaped lepers.
- (iii) Conveying of dead bodies to the dispensaries for postmortem examination and articles to the Chemical Analyzer for examination.

Note : In Greater Bombay, the expenditure should be debited to "57-Miscellaneous State-B-3

- (iv) (a) Time-pieces and stop watches
- (b) patrol lanterns and oil, and
- (c) photographs of scones of motor accidents. } required in connection with  
the control of motor traffic.
- (v) Conveyance of patients in Med connection with I of motor traffic.

(I. G.'s No. 28, dated 16th July 1936 and G. R., H. D., No. CVA- 1658/ 71252-V, dated 6th May 1959)

**SECTION III – COUNTERSIGNED CONTINGENCIES****112. Expenditure on petty construction :**

- (1) The powers to sanction expenditure for petty construction will be exercised by the Deputy Inspector-General concerned to whom the Inspector-General will allot a portion of the countersigned contingent grant sanctioned by Government.
- (2) The Deputy Inspector-General should submit to the Accountant General/Deputy Accountant General direct a monthly statement in respect of sanctions exceeding Rs. 200 under "Petty construction and petty repairs" and should also maintain in this office a register for posting it up-to-date with progressive figures of expenditure in respect of each such work. The figures should be obtained from detailed bills or a monthly return called for from Superintendents of Police and the Deputy Inspector-General should watch and see that any excess expenditure unsupported by sanction is not incurred.
- (3) Superintendents should furnish the Accountant General /Deputy Accountant General with certified copies of the estimates for works and repairs costing more than Rs. 200, and the payee's acknowledgements furnished in support of the charges of such items should show the actual quantity, the rate and the amount of each item of work done.

(I. G.'s No. 4962, dated 13th February 1935 )

**113. Cost of sentry boxes for traffic duty :**

Expenditure for providing sentry boxes for traffic duty Constables in connection with the control of motor traffic should be treated as for "petty construction" and debited to the grant for "Petty Construction and Repairs" under "29-Police-C-District Executive Force."

**SECTION IV – AUDITED BUT NOT COUNTERSIGNED CONTINGENCIES****114. Subsistence allowance to witnesses :**

The grant for "allowance to witnesses" is, to be utilised in paying travelling allowance to witnesses

attending Police enquires in cognizable cases, the payment being restricted to witnesses in poor circumstances who are not Government servants, and refused to those whose statements are considered to be, clearly false. The amount should, in no case, exceed Re. I per diem in Greater Bombay and the cities of Ahmedabad and Poona, and 87 naye Paise elsewhere in the State. The expense should be debited to the audited but not countersigned grant, "Allowances to witnesses."

(Rule 18 of the High Court Circular Order Book of 1925)

**115. Charges on account of menials :**

- (1) Charges on account of menials, such as cooks, dhobis, syces, grass-cutters, etc., who are% or may be declared ineligible for pension should be treated as "audited but not countersigned contingencies."

(G. R., H. D., No. 5228, dated 24th June 1926)

- (2) Superintendents of Police may with the previous sanction of Government appoint bhists in Police Lines and increase their pay, provided the cost can be met from the grants for 'water supply' under 'audited but not countersigned grants' at their disposal.

(G. R., H. D., No. 9490, dated 6th January 1927)

- (3) Superintendents of Police (District and Railways) are authorized to make appointments of lampmen to light the lamps in the precincts of Head quarters Police Lines and at other Police Stations where lamp posts are provided, on pay proportionate to their work, subject to a maximum of Rs. 15 per mensem. The expenditure should be debited to the grant under 'Pay of menials' which is an 'audited but not. counter. signed' contingency. The lampmen should be treated as part-time Government servants.

(G. L., H. D., No. 8405/4-D, dated 3rd January 1945)

**116. Charges for maintenance of a flag staff etc., at Police Head Quarters :**

The maintenance of a flag staff and a national flag at all District and Railway Police Head Quarters has been authorized by Government. The charges for renewal of flags and ropes should be treated as charges for petty repairs and met from the grants for "Petty Construction and Repairs" under "Contingencies" under the head "29-Police", while those on account of repairs to and renewals of flag staffs should be met from the grants at the disposal of the Public Works Department under "50-Civil Works (Provincial)".

(Rule 59 of Bombay contingent expenditure Rules)

**117. Transport charges in connection with persons and property produced in Court :**

- (1) Transport charges incurred in connection with the seizure and production of muddemal in Courts should be debited to the Superintendent's grant under "audited but not countersigned contingencies-Other Items-A."

(G. L., H. D., No. 8590/4-D, dated 3rd January 1945)

- (2) Charges incurred for the conveyance of property attached by the Police in criminal cases sent up to Presidency Magistrates by the Railway Police should be defrayed by the Chief Presidency Magistrate.

(G. R., J. D., No. 3061, dated 23rd May 1907)



- (3) Transport charges incurred by the Police Department in connection with delivery to owners of property produced as exhibits in trials before the Court of Sessions or any Magistrate is debatable to 4c27-GAdministration of Justice-Criminal Court" and should be met from the contract grant of the District Magistrate.

(G. R., J. D., No. 5922, dated 30th August 1900)

- (4) Charges incurred by the Police in sending under-trial prisoners to Bombay and also those relating to subsistence allowance paid to them should be recouped from the local Magistrates.

(I G.'s. No. 1, dated 3rd January 1935)

**118. Charges for medico-legal and veterinary examination :**

- (1) The carrying out of medico-legal examination including postmortem examination of dead bodies at the instance of the Police or the Magistrates is among the ordinary duties of every medical officer of Government of rank not lower than a Subordinate Medical Service officer, being in charge of a civil station or -of a Government or Government-aided dispensary and also medical subordinates lent by Government to local bodies and the Police are not called on to pay such officers any fees for such 'work. Medico-legal cases are examined in Greater Bombay by the Police Surgeon. The dead bodies are taken for *post-mortem* to the *Morgue* in Police hearses.
- (2) However, such examination can be said to lie outside the scope of the medical officer's ordinary duties when he is called out beyond a radius of one mile from his dispensary to perform the examination, and in such cases the medical officer is entitled to fees which are sanctioned by the Surgeon General and met from the grants at his disposal.

(Appendix XVIII – A., B. Cs, Rules Vol. II)

- (3) It is ordinarily the duty of the ' Police to take a dead body, to the nearest dispensary provided with the requisite accommodation where a medical officer with the proper instruments and appliances is to be found. Magistrates and Superintendents of Police should arrange that medical officers are not summoned from their dispensaries except when it is impossible or for special reasons undesirable, to send a corpse to a dispensary.
- (4) Even when in any case it becomes inevitable, to ask a non-Government medical officer including a railway medical officer to undertake *post-mortem* or *medico-legal* work, the fees payable for such work will be paid by the Surgeon General from grants at his disposal.
- (5) Similarly, no fees are payable to Government veterinary officers for performing examination of animals or carcasses at the instance of the Police or Magistrates, except under circumstances mentioned in Sub-Rule (2) above. Whenever veterinary officers, whether Government or non-Government, are entitled to any fees for such examination in connection with cases investigated by the Railway Police, they will be paid in Bombay City municipal limits from the audited but not countersigned contingent grants of the Railway Police concerned under "29-Police" and in the mofussil from the

grants at the disposal of the Director of Animal Husbandry and Veterinary Science, State of Bombay, Poona.

(Appendix XVIII-A of B. C. S. Rules Vol. II)

- (6) Magistrates and Superintendents of Police should arrange that veterinary officers are not summoned from their dispensaries, except when it is impossible, or for special reasons undesirable, to send a carcass to a veterinary dispensary.

(G. R., R. D., 9264, dated 20th September 1907)

- (7) Charges incurred by medical or veterinary officers in forwarding specimens in medico-legal cases to the-Chemical Analyzer to Government will be debited to the Medical or the Veterinary Department, as the case may be.
- (8) Expenses incurred by the Police for maintenance or treatment in a veterinary dispensary of an animal injured in an accident should be met from the grant for "audited but not countersigned contingencies" under "29-Police" at the disposal of Superintendents of Police.

**119. Certain items of expenditure debatable to 11 audited but not countersigned contingencies :**

The expenditure incurred by the Police in connection with the following items is debatable to the grants for "audited but not countersigned contingencies" at the disposal of Superintendents of Police under the secondary units mentioned against each :-

- |  |  |
|--|--|
| (i) Conservancy carts and bullocks required for such carts. (The power to sanction replacements of carts and bullocks is delegated to the Inspector-General of Police).              | Other items-(A).                                       |
| (ii) Rewards granted to Police Patels and informants.  | Other items - (B) -Rewards to private persons.         |
| (iii) Office and conveyance allowance paid to Police Prosecutors. (The allowance to be drawn on the pay bill form).  | Other items - (A) - Office expenses and Miscellaneous. |
| (iv) Temporary accommodation to Policemen in (plague, cholera etc. ) infected areas.   | Accommodation to Police in infected areas.             |
| (v) Medicine chest and boxes.  | Medicines, Chemicals and Hospital necessities.         |
| (vi) Cleaning and oiling of firearms deposited at Police Stations and Police Head Quarters. (The charges recovered from depositors of such arms will be credited to "XXIII-Police"). | Ordnance stores.                                       |

(vii) Leather leads required by the Police in Ahmedabad, Poona and Sholapur cities and the Railway Police for controlling violent persons under arrest.	.Clothing charges.
(viii) Installation, rent, etc., of telephones in Police offices and residences of Police Officers.	Telephone charges.
(ix) Bands (Police).	Band charges.
(x) Motor car and motor van contingencies.	Motor "Car contingency.
(xi) Water Supply	Other Items - (A).

(Statement III, Appendix 1 of Bombay Contingent Expenditure Rules)

#### 120. Rents :

- (1) All expenditure on account of rents paid for buildings leased for office accommodation or for residential purposes, whether from private persons or from Railway Administrations or other bodies, is debatable to the head "Rents" under "audited but not countersigned contingencies".
- (2) For rules relating to the leasing of private buildings, see Rule 82.

#### 121. Municipal and cantonment taxes on account of non-residential buildings :

Municipal and cantonment taxes other than for specific services paid on account of non-residential Government or leased buildings will be debited to the contingent grant for " Rates and Taxes ", if the building is entirely used for office accommodation, In case a leased building is occupied partly as a residence and partly as an office for which no separate rent is paid, the share of the rent payable by an officer residing therein will be determined in accordance with Rules in Chapter XVII of the Bombay Civil Services Rules, Vol. I, and the balance will be borne by Government. For the standard of office accommodation and other incidental matters, reference should be made to Section I of Appendix XVII in Volume II of the Bombay Public Works Department Manual, 1956.

(Para 392 of P. W. D. Manual)

#### 122. Power to sanction rent for office accommodation :

- (1) The Inspector-General of Police and the Deputy Inspector-General of Police are authorized to sanction the renting of ordinary office accommodation within the following limits, subject to the condition that the charge can be met from the budget revision or by re-appropriation of funds within the same primary unit "Contingencies."
  - (a) When the accommodation is provided in a separate building. Rs. 150 a month.
  - (b) When the premises are partly occupied for Government use and partly for private use subject to the certificate of the Executive Engineer as to the reasonableness of rent and non-availability of Government premises. Rs. 100 a month.

(G. R., F. D., No. MFP-105715671-F-1, dated 2nd January 1959 and PAY-1658/23180018, dated 10th December 1958)

- (2) Payment of rent in advance for office and residential quarters should not be made and officers should not accept such a condition.

(A. G.'s No. TAIH-4-4653, dated 25th January 1926)

**123. Power to sanction rent for residential accommodation :**

The power to sanction, within the limits of budget provision or by re-appropriation of funds within the same primary unit "Contingencies", payment of rent on lands and buildings leased for purposes other than accommodation for office up to a limit of Rs. 50 per mensem in each case has been delegated to the Inspector-General of Police and the Deputy Inspectors-General of Police subject to the condition that the necessity for renting a building for Government purposes is attested by the Executive Engineer concerned.

(G. R., H. D., No. 794614-D, dated 28th March 1945)

**124. Power to sanction rent for works carried out by Railway Administration :**

Government have delegated to the Inspector-General of Police the powers -

- (1) to sanction payment of rent for works, other than electric installations, carried out by Railway Administrations for the Railway Police, subject to the provisos that (i) the capital cost of each such work does not exceed Rs. 10,000 and (ii) the capital cost of all such works in any one year does not exceed rupees, one lakh.
- (2) to sanction payment of rent on electric installations provided by the Railway Administrations in Railway Police buildings, subject to the provisos that (i) the capital cost of each such installation does not exceed Rs. 1,000 and (ii) the capital cost of all such installations in any one year does not exceed Rs. 8,000.

(G., R., H. D., No. 302913, dated 4th December 1937 and G. R., F. D., No. DFP 1058/I-F-4, dated 27th January 1959)

**125. Power to sanction charges for dismantlement of Railway Police buildings :**

The power to sanction the payment of outright charges on account of dismantlement of any old structure in the construction of a new work in connection with Railway Police buildings to Railway Administrations -has been delegated by Government to the Inspector-General of Police, subject to the proviso that the expenditure in question can 'be met from the contingent grants of the Railway., Superintendent of Police concerned under " Petty construction and repairs " or " Rent for Railway quarters

(G. R., H. D., No. 5779, dated 3rd October 1932)

**126. Responsibility for loss due to surrender' of Railway Police buildings :**

- (1) Any, loss devolving on Railways consequent on the surrender of buildings specially constructed by them for the Police Department will be borne by the Police Department, provided that the abandonment is not effected in the interests of or necessitated by changes introduced by the Railways.
- (2) The basis on which the loss should be calculated should be as detailed below
  - A. Debit to the Police Department-
    - I. the depreciated value of the building

- (i) Depreciation is to be calculated from the date on which the new rates of rent (including depreciation) for all Government Departments came into force.
  - (ii) Depreciated value is to be arrived at in accordance with the Railway Depreciation Fund Rules, i. e., the normal life of masonry buildings should be taken as 200 years and of other buildings as 50 years.
- II. the cost of dismantlement of the building.
- B. Credit to the Police Department sale proceeds of recovered materials, the sale proceeds being the net sale proceeds after taking into account the cost of carriage, if any, of dismantled materials.
- (3) The Police Department will be required to give the Railway Administration concerned at least three months' notice of their intention to vacate a building and surrender it finally. If they fail to give such notice, the Police Department will be liable for rent up to three months from the date of actual surrender or up to the date on which dismantlement of the building is commenced, whichever is less.
- (4) No allowance will be made for the land.
- (5) If the Railway Administration decides to use the building instead of dismantling it, the basis on which the loss to be met by the Police Department should be calculated is as follows :-
- (i) Debit to the, Police Department the depreciated value of the building as in A (I) (i) and (ii) of sub-Rule- (2).
  - (ii) Credit to the Police Department the depreciated value of a building of the type required for Railway purposes. For the purpose of arriving at the depreciated value in this case, depreciation should be reckoned as in A (1) (ii) of Sub-Rule (2), on the present day cost of providing such a building and on the assumption that it is as old as the building surrendered by the Police Department.
- (6) Should the Railway make use of part of the. building and dismantle the other part, the effect of the two transactions should be calculated separately.
- (7) Any loss devolving on a Railway when it makes inadequate use of a building surrendered by the Police Department, instead of dismantling it should ordinarily not be recovered, unless the loss involved in any particular case is substantial.

(G. Rs., H. D., No. 3508/3, dated 3rd October 1935 and 13th July 1938)

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## CHAPTER - IV

### Budgets

**127. Budget Estimates :-**(1) Detailed instructions on the preparation of departmental estimates, new expenditure, the distribution of grants, control of expenditure including powers of re-appropriation and on the submission of revised estimates are given, in Chapters III, V, VI, IX, X, and XI of Bombay Budget Manual (Financial Publication No. X), 1949.

(2) The following are some of the important instructions contained therein which must necessarily be borne in mind and treated as guiding factors by all the estimating and controlling officers for working out the budget estimates --

- (a) The accounts of Government are maintained on a cash basis, i. e., they represent the actual receipts and expenditure during the year whether they are on account of past or future years, or those of the current year. The estimates should, therefore, take into account only such receipts and payments as the Estimating Officer expects to be actually realised or made during the financial year.
- (b) The estimates of receipts should be based on a consideration of all relevant data, c. g.,
  - (i) existing rates of taxes, duties, fees, etc.,
  - (ii) courses of receipts in the previous years and trend of actual in the year current, after allowing for any abnormal features, (iii) extra items, if any, that may be actually realised in the ensuing year etc. ,
- (c) In the case of receipts, as well as of disbursements, every officer should strictly observe the rules relating to classification of accounts and to the exhibition of recoveries of expenditure as deductions.
- (d) As regards estimates of expenditure, care should be taken to see that provision is made for sanctioned schemes only as a matter of course and not for schemes of new expenditure.
- (e) Lump provisions should not, as a rule, be proposed to be made in the budget estimates.
- (f) In the cases of works in progress, only such amounts as are expected to be actually spent during the ensuing year should be included in the estimates.
- (g) No provision can, as a rule, be proposed in the budget for new works unless and until all the preliminaries e. g., administrative approval, selection of site etc., are completed.
- (h) Similarly, no scheme of new expenditure should be included in the budget unless and until it is finally approved by Government and likely to be actually implemented during the ensuing year, In submitting proposals for new expenditure, administrative difficulties and delays in sanctioning processes should always be taken into account and only such provision should be recommended for including in the budget as is likely to be spent during the course of the financial year.

(Memo on Budgetary irregularities, issued by Government F. D. Vigilance section)

**128. Avoidable budgetary irregularities :**

The following types of budgetary irregularities are generally observed and the estimating officers should, therefore, note that they have to exercise utmost care to avoid these irregularities :-

- (a) Provision for the same item of expenditure under two or more budget heads made inadvertently.
- (b) Absence of provision for the item of expenditure which could have been anticipated.
- (c) Provision under wrong budget head.
- (d) Treatment of new items as ordinary items of expenditure.
- (e) Supplementary demands obtained unnecessarily or in excess of the amount required for repayment to the Contingency Fund, i.e., for recouping the expenditure incurred from the Contingency Fund in the previous years.
- (f) Overestimating and underestimating.

(Memo of Budgetary irregularities issued by Govt. F. D. - Vigilance section)

**129. Instructions for preparation of estimates of expenditure :**

The following further instruction should be followed by Superintendents of Police in the preparation of budget estimates :-

- (1) Superintendents of Police should report in a separate memorandum attached to the budgets the amount they wish to have provided on account of travelling allowance and railway, motor and steamer warrants of Policemen in connection with the escort of treasure to enable the, Inspector-General of Police to prepare a consolidated estimate for submission to the Deputy Controller of Currency, Bombay, as 'these charges are debatable direct to "P. Deposits and Advances - Accounts with the Reserve Bank Transactions on behalf of the Reserve Bank -Charges for remittance of Treasure -Police escort charges"'.
  - (2) The estimates of expenditure should be prepared in the following parts :-

*Part I.-Estimates :*

- (a) Part I of the estimates relating to expenditure consists of Sections A and B. Section 'A' contains estimates for fixed pay and fixed allowances for gazetted and personal salaried officers (both permanent and temporary). Section 'B' contains estimates for other fixed charges, viz., pay and allowances of establishment permanent and temporary), contract contingencies, etc.

(Rule 18 of Budget Manual)

For the pay of superior Gazetted Officers, Police Prosecutors in the Selection Grade and Police Inspectors, the Inspector-General will prepare a consolidated estimate (Part I-A). All kinds of allowances drawn by these officers should, however, be included in Part I-B of the district budget concerned, details being furnished in separate statements. All budgeting officers should, when forwarding the usual budget estimates, attach a separate statement in duplicate, so far as allowances, honoraria, etc., are

concerned, showing the estimates on account of pay, increments and all fixed allowance (including exchange compensation allowance) of the officers of the categories mentioned above serving under them.

(I.G.'s No. 206, dated 11th July 1922)

- (b) Provision for clothing should be made at the sanctioned rates of capitation grants. The Inspector-General will make a lump provision for any excess amount required over and above the sanctioned rates.
- (c) The provision for travelling allowance should be based on a combined consideration of the actuals of, the past three years, the allotment for the current year, the revised classification; if any, of officers, and the current travelling allowance rates sanctioned by Government. Charges debatable to the Reserve Bank on account of escort of treasure under Sub-Rule (1) should be excluded from this provision.

*Part II-A :-Estimates:*

- (a) Part II-A of the estimates relates to fluctuating charges, such as provisions for temporary establishment, ordinary travelling allowance, and fluctuating contingencies.

(Rule 19 of Budget Manual)

- (b) Since items of a fluctuating nature are scrutinized by Government in detail along with other parts of the budget, the figures in this part should be supported by statements in Form No. 10 in Appendix 1, together, with detailed reasons.

(I. G.'s No. 206, dated 11th July 1922)

- (c) Particulars regarding the amounts proposed under (i) arms and accoutrements and (ii) handcuffs, bugles, targets, etc., should be given respectively in Forms No. 11 and 12 in Appendix I.
- (d) Provision for buildings which are departmentally constructed (vide Rule 75) and provision for expenses on account of petty repairs to such buildings should be estimated and reported to the Deputy Inspector-General of- Police concerned. No provision for these items should be made in the budget estimates Part II-A, but only the actuals of the past three years should be shown against the head " Petty Construction and Repairs ". The amounts proposed for petty repairs should, as far as possible, be based upon the average of the ordinary expenditure for the past three years, and when the proposed amount exceeds the average, an explanation should be furnished regarding the excess. The Deputy Inspector-General concerned will communicate to the Inspector-General the lump provision required for his charge under this head and the Inspector-General will include the necessary provision for the whole of the State in the estimate submitted to Government.
- (e) No work should be provided for in the budget, if it is to be executed by the Public Works agency. Works to be executed by that agency will be governed by the orders in force relating to the provision of major and minor works from the Public Works grant.

(G. R., F. D., No. 186, dated 19th January 1903).



- (f) Superintendents of Police should make no provision in their budgets for compensation for land, as all land is to be acquired through the Collector or the Land Acquisition Officer from grants placed at his disposal.

(I. G.'s No. 14959-B, dated 5th September 1914)

- (3) To secure uniformity and to facilitate checking of the various items coming under (i) house rent allowance, (ii) hutting money and (iii) rents, Superintendents should attach a statement in Form No. 13 in Appendix I to the " 29-Police " budget, showing details of the provision made under the respective heads.

(I. G.'s No. 49, dated 30th July 1927)

- (4) Superintendents of Police should confine themselves strictly to the items appearing in the printed budget forms supplied by the Finance Department-. This will necessitate the grouping of two or three items under one item ; but this should be done and the details shown in a separate statement. This will obviate the confusion that arises when figures are finally consolidated by the Inspector-General of Police and entered in the printed forms.
- (5) Allowances and contingencies in respect of temporary establishments, if any, should be merged in the provision for the respective items for the permanent sanctioned strength and only the pay and deputation (duty) allowances of the temporary establishment should be shown under 'c Temporary Establishment " .

(I. G.'s No. 206, dated 20th July 1925)

- (6) When Police guards are supplied to private companies and private persons, the cost recovered on account of indirect charges, viz.--
- (i) leave and pension contribution,
  - (ii) clothing charges,
  - (iii) arms and accoutrement charges of armed Police,
  - (iv) supervision charges,
  - (v) house rent, when free quarters are not provided by the party to whom the Policemen, are lent, and
  - (vi) free passage concession, are to be treated as revenue, while recoveries on account of-
    - (a) pay calculated at the average rate,
    - (b) literacy allowance,
    - (c) bad climate allowance,
    - (d) compensatory allowance,
    - (e) conveyance, deputation, separation and all other allowances including travelling allowance, and
    - (f) dearness allowance (as long as in force are to be treated as deduction from expenditure, the expenditure side and the recovery side being shown. separately. Budget provision should be made accordingly.

(I. G.'s No. 3913, dated 19th July 1941)

- (7) Superintendents should supply in a separate statement the figures of actual expenditure for the preceding three years in support of each item entered in the budget.

(G. R. F. D., No- 270, dated 17th July 1929)

- (8) To ensure the punctual submission of estimates to Government, Superintendents should despatch them direct and not through the District Magistrates, so as to reach the office of the Inspector General of Police in the first week of August.

**130. New Items - Part II-B, and C. :**

An item of expenditure is described as "New Expenditure " if expenditure of similar nature has not been admitted in the budget in the previous year. Thus, expenditure on new Government activities will generally be classified as " New Expenditure ", and items pertaining to such expenditure are classed as Section I New Item.

In some cases increase in expenditure on recognised service exceeding a certain limit is also regarded as Section I New Item. Therefore, in practice, Section I New Items include besides, items pertaining to new form of services, which cost more than Rs. 15,000 if the cost is recurring and more than Rs. 50,000 if the cost is non-recurring In the case of major works the limit is Rs. 50,000 in individual work. The New Items below these limits, if they do not pertain to a scheme newly introduced and if they are in the nature of additional provision for the existing services, are classified as Section II New Items.

(Rule 73 of Budget Manual)

**131. Budget estimates in connection with the Bombay Public Conveyances Act. :**

- (1) The receipts and expenditure under the Bombay Public Conveyances Act should be accounted for directly under the revenue and service heads as mentioned below
- (a) Receipts should be recorded under "XXIII-Police-Fees Fines and Forfeitures – Receipts under the Bombay Public Conveyances Act, 1920 ".
  - (b) The provisions on account of the establishments for the Public Land Conveyance Licensing Department ".
  - (c) Expenditure on account of grants to local bodies on account of the Bombay Public Conveyances Act should be the difference between the average receipts of the last three years and the average expenditure (actual and pro forma) subject to the minimum of 25 percent of the average receipts of the last three years. Provision for this expenditure should be made under " 57-Miscellaneous Contributions-Grants to local bodies on account of the Bombay Public Conveyances Act, 1920
- (2) Superintendents of Police should maintain pro forma accounts of the receipts and expenditure on account of the transactions under the Bombay Public Conveyances Act, in order that grants to the local bodies sanctioned periodically should not be in excess of the balance remaining out of the fees after meeting charges incurred, both direct and indirect, in administering the Act.-

(G. R., R. D., No. 8773/3-111, dated 8th February 1939)

- (3) The following indirect charges should be included in the pro forma accounts of receipts and expenditure on account of the transactions under the Bombay Public Conveyances Act
- (i) Rent.
  - (ii) Audit fee at rates fixed and communicated by the Examiner, Outside Audit, Bombay, to the Police Officers concerned.
  - (iii) Expenditure on service postage stamps incurred in respect of correspondence pertaining to the transactions under the Bombay Public Conveyance Act. 0
  - (iv) (a) Supervision charges at 6 per cent of the pay of the establishment and leave and pension contribution at 25 per cent of the total establishment charges on account of the supervision work done by the Accountant, Home Inspector and Deputy Superintendent of Police in respect of the transactions under the Bombay Public Conveyances Act.

(G. R., H. D., No. 8773/3-III, dated 29th May 1941)

- (b) These percentages should be calculated only on the cost of the establishment actually employed on the public conveyance work. No share of the pay of the supervisory staff, such as Police Accountant, Home Inspector or Deputy Superintendent of Police, should be included in the cost of the establishment, since this supervisory staff does not form part of the establishment employed on the work.

(G. R., H. D., No. 8773/3-III, dated 1st July 1949)

- (c) For the purpose of calculating the supervisory charges and leave and pension contribution, the cost of the establishment should be the average cost and not the actual cost. The average cost of the establishment should not include allowances such as dearness allowance, travelling allowance, etc., drawn by the Public Conveyance staff, but should include dearness allowance in calculating leave contribution.
- (d) Supply of articles of stationery should be charged for, though for purposes of sanction for expenditure etc., the expenditure may be governed by the ordinary financial rules regarding Government expenditure.

(I. G.'s No. 13, dated 14th March 1935)

### 132. Instructions for preparation of estimates of receipts :

- (1) Details showing the various kinds of -receipts credited to "XXIII-Police" will be found on the reverse of the printed form of budget estimates under "XXIII-Police."
- (2) When preparing receipt budget estimates under "XXIII Police", provision should be made for half the share in each case of fees received on account of supply of copies of Police records to insurance companies and other private parties, to be credited to this head.
- (3) Provision based on the average of the past actuals should be made only in the case of fluctuating items. Items like proceeds of the sale of unserviceable buses should be excluded in calculating such

(Bk) K-1-12 (Mono)

average. Recoveries on account of messing charges etc., in connection with official messes and canteens should be credited to "VII-Miscellaneous-other items-(District Police)". Reasons for increase or decrease in the average should always be given.

(I. G.'s No. 37, dated 8th September 1933 and 2010, dated 20th November 1947)

**133. Monthly statement of expenditure :**

- (1) In order to ensure that the amount allotted to each disbursing officer is not exceeded without permission, the controlling officer should call from each subordinate officer for - statement of his expenditure for the month and his total expenditure up-to-date. This statement, in Form Gen. 175-e., -must be despatched by the subordinate disbursing officer on the 10th of the month following that to which the accounts relate. The statement will be prepared, so far as contingencies are concerned, from the figures recorded in the contingent registers maintained by the disbursing officer (vide Rule 98) and, in regard to other items, from the treasury slips attached to bills when sent to the treasury for encashment, which container complete account classification of the respective items of expenditure. For detailed instructions on the subject, reference should be made to paragraphs 99 to 103 of the Bombay Budget Manual, 1949.
- (2) The orders regarding the noting of account, classification on the bills and the nomenclature to be adopted in referring to various classes of expenditure should be meticulously followed and the utmost care and accuracy must be exercised in supplying these figures, as any difference between the figures compiled in the Inspector-General's office from such returns and the figures posted in the Accountant General's registers from the vouchers received with treasury accounts will lead to avoidable and troublesome correspondence.

(I. G.'s No. 54, dated 8th August 1927)

- (3) The account classification of advances shown in column 2 of the sub-joined statement will be as shown in column I thereof

<i>Account Classification</i>	<i>Nature of advance</i>
1	2
Major Head-State Provident Fund	
Minor Head-General Provident Fund Rupee Branch.	General Provident Fund Advance.
Advances repayable-Civil Advances- Objection Book Advance'	Advance of pay on transfer or return from leave.
-Do-	Advance of travelling allowance on transfer.
Advances repayable-Civil Advances Final charge.	Advances granted at the discretion of Superintendents of Police to Head Constables and Constables when ordered suddenly to proceed from their head-quarters.
Travelling Allowance	Advance of travelling allowance for journey on tour for non-Gazetted Police subordinates drawn by Heads of Offices.
<i>(R. Loans and Advance—by State Government.)</i>	
Major Head-Loans to Government servants.	

<i>Account Classification</i> 1	<i>Nature of advance</i> 2
Minor Head-Advance for the purchase of motor cars and motor cycles.	Advances for purchase of motor cars and motor cycles.
Do. Advance for house building..	Advance for house building.
Do. Advance for the purchase of other conveyances.	Advance for the purchase of other conveyances.
Do. Advances for Passages	Advance for passages (interest bearings)
P. Deposits and Advances-Advances repayable-Passage Advances.	Advance for passages (not bearing interest)

(4) When bills are endorsed for payment at sub-treasuries after the 25th of a month, they are incorporated in the district treasuries in the next month. In such cases the amounts of the bills which are actually cashed and incorporated in the District Treasuries in a particular month should alone be included in that statement of that month in consultation with the Treasury Officers.

(5) As regards the recording of expenditure in the monthly statement of expenditure on account of claims for pay and allowances on transfer from one charge to another in cases in which such claims are actually drawn in the new charge, reference should be made to Rule 192.

(6) Refunds under fluctuating charges generally relate to the following items

- |                           |  |
|---------------------------|--|
| (1) Travelling allowance. | Excess travelling allowance found to be inadmissible and ordered to be refunded.   |
| (2) Contingencies         | <p>(a) Cash recoveries from men for clothing articles and sale proceeds of superseded samples of clothing, vide Rules in Vol. I and Rule 5(i) in Vol. 11.</p> <p>(b) Certain recoveries from Policemen under " Ordnance Stores " as laid down in Rules 25 and 34.</p> <p>(c) Refunds of amounts overdrawn from the treasury but not actually required for expenditure.</p> |

All these recoveries, when credited into the treasury tend to reduce the total expenditure under the grant concerned during the month in which they are credited, thus permitting some extra expenditure to be incurred (over and above the sanctioned grant) up to the limit of recoveries. All disbursing officers will, therefore, watch the recoveries credited into the treasury to show them in the monthly statements of expenditure concerned against the head "Deduct Recovery of Advances " with the requisite details and to reduce the total expenditure of the month by a corresponding amount.

(I. G.'s No. 12, dated 25th March 1930 and 21 dated 2nd August 1939)

(7) All disbursing officers, when submitting the monthly statement of expenditure for March due in April every year, should furnish reasons for savings in excess of 5 per cent of the ultimate sanctioned grants (i. e., grants -as they finally stand after all re-appropriations

(I. G.'s No. 28, dated 10th May 1929)

- (8) Separate figures for (a) anticipated book debits adjustable after the close of the year and (b) final real savings or excesses should be given and reasons for savings or excesses at (b) should also be furnished, as far as possible, in all cases, irrespective of the 5 per cent limit.

**134. Revised Estimates :**

- (1) It is necessary after the actual course of receipts and expenditure for a definite period is known, to revise the budget estimates as it is never possible to attain an exact coincidence with actuals. Revised estimates are accordingly framed at the end of the first 6, 8 and 9 months of the year and are based mainly on the actuals upto the respective periods as recorded in the abstracts maintained by the Audit Officers concerned, These estimates should be submitted to the Inspector-General of Police in Form No. Gen. 220(e), separately under each sub-head as shown in Appendix IX. If no forms are available, they should be submitted in typewritten forms. They do give a reasonable indication of what the course of expenditure would be during the year current, and the year following and therefore serve a very important purpose. They are, therefore, required to be prepared with great care after taking into account all relevant factors. Information and precise explanation of all important variations in the revised estimates as compared with the budget estimates should be given wherever necessary. 1
- (2) Revised estimates do not authorise any expenditure. If allowance is made in them for additional expenditure, it is necessary to apply separately for additional funds required unless it has already been sanctioned. Similarly, a reduction in any provision of funds in the revised estimates does not obviate the necessity for formal surrender of any amount provided in the budget estimates which is not likely to be spent.

(Para : 13 of note on budget Procedure and other Ancillary Matters)

**135. Re-appropriation :**

- (1) It is hardly possible to adhere strictly in every case to amount distributed under the various heads of accounts under the grant concerned, as exhibited in the Budget Estimates and it may become necessary to spend more on one item and less on another. In such cases, necessary transfer of funds to meet the excess under the former by utilising the saving under the latter can be made within the same grant. The powers of the officers to sanction such re-appropriation are given below :

Serial No.	Name of Authority	Remarks
1	Inspector-General of Police and Deputy Inspectors-General of Police.	Authorised to make transfer of funds between detailed heads within the same primary unit of appropriation under a minor head provided such transfers do not involve recurring expenditure and provided that funds are not appropriated to meet any item of expenditure which has not been sanctioned by an authority empowered to sanction it. Such transfers need not be reported to the Audit Officer.

Serial No.	Name of Authority	Remarks
2	Inspector-General of Police and Deputy Inspectors General of Police.	<p>Subject to the following conditions without the sanction of the Finance Department: -</p> <p>(a) An authority may not meet by re-appropriation expenditure which it is not empowered to meet by appropriation;</p> <p>(b) No reappropriation may be made to meet any expenditure which is likely to involve further outlay in a future financial year</p> <p>(c) No re-appropriation may be made from the primary units " pay of officers and "pay of establishment" to any other unit but re-appropriations may be made, provided they are made in accordance with other conditions specified herein, between the primary units pay of officers " and c' pay of establishments " under the same sub-head or between such primary units under different sub-heads ;</p> <p>(d) No re-appropriation may be made from the savings in other grants to supplement a contract grant ;</p> <p>(e) No re-appropriation from a grant for non-recurring expenditure is permissible in order to provide for additional recurring expenditure.</p>

(Para. 14 of note on Budget Procedure and other Ancillary Matters)

**136. Refund of unspent balances and check over disproportionate expenditure towards the close of the year :**

- (1) Superintendents of Police are responsible in respect of their own and subordinate Police offices for seeing that unspent balances of grants which lapse with the close of the financial year and all other moneys that require to be refunded are remitted into the treasury on 31st March.

(I. G.'s No. 13834-B, dated 16th September 1910)

- (2) No money should be withdrawn from the treasury, unless it is required for immediate disbursement. It is not permissible to draw advances from the treasury either for the prosecution of works the completion of which is likely to take considerable time or for preventing the lapse of budget grants. The following irregularities must, therefore, be strictly avoided
- (a) The drawing of money, in advance of requirements to save a lapse of grant.
- (b) The payment for goods before the firms with whom orders are placed are in a position to deliver them.

- (c) The holding of undisbursed money not needed for actual requirements.
  - (d) The certification that detailed bills for previous months had been furnished, when no such bills had actually been prepared on the date of drawal of money.
- (3) These irregularities are attended by many risks. They tend to set up a vicious circle. The accounts are inflated by exaggerated figures of expenditure leading to excess budgeting, which in turn leads to extravagance in-expenditure, and the evil effect is cumulative.
- (4) Police Officers should not issue orders sanctioning disbursement of money towards the close of a financial year, unless there is a reasonable chance of its being spent before the end of the year.

(G. R., P. D., No. 3716, dated 24th January 1925)

- (5) It is the duty of all disbursing officers to watch and liquidate betimes their liabilities to other departments entitled to charge for public services rendered or for articles supplied by them, to avoid lapse of grants sanctioned for the purpose.

(G. R., F. D., No. 3716, dated 17th August 1928)

- (6) It is the duty of controlling officers of the departments receiving supplies or services from other departments to see that all debits are raised by the serving departments and adjusted in the accounts of the year to which they relate. If the debits are not received within a reasonable time, the matter should be taken up with the serving departments and vigorously pursued. This will avoid large savings in the final grants of the receiving departments owing to the delay in the receipt of debit for supplies and services.

(I. G.'s No. 5147, dated 18th July 1946)

- (7) The procedure of obtaining a large quantity of stamps or other supplies towards the close of a financial year, in excess of probable and reasonable requirements up to the end of the year, is opposed to the spirit of financial rules, and must be strictly avoided,

(G. R., F. D., No. 1478, dated 23rd October 1922)

- (8) An unusually large proportion of various grants is spent in the last month of the financial year. This is objectionable and must be avoided. All officers should consider the state of their grants carefully and, where expenditure is necessary for bona fide reasons, should order what they want, as far as possible, in November and arrange to pay for it before the end of January.

(I. G.'s No. 2997, dated 4th November 1925)

- (9) It should be noted that accounts are kept open beyond the 31st of March for the definite purpose that as far as possible all the transactions of the year may be entered in the accounts of the year; but it is not essential that transactions relating to earlier years should be booked in the accounts of the latest year which are still open. If it is impossible to have any expenditure booked in the accounts of the year to which it relates, owing to the fact that the actual incidence of the expenditure is under dispute, it ought to be charged to the accounts of the year in which the final decision is taken, though at the



same time all possible effort should be made to expedite the decision as far possible. On the other hand, adjustment ' s should not be made in the accounts of the past year, if the disbursements could not have been reasonably anticipated in time for a grant being obtained from the proper authorities. This implies that when demands (original or supplementary) for appropriation of the necessary amounts for expenditure are being placed before the Legislature, suitable provision should always be made for anticipated liabilities, and the provision that adjustment should not be made in the previous year's expenditure in certain circumstances should not be used as cloak to conceal the results of Defective budgeting. The onus of providing that the disbursements could not have reasonably been anticipated should lie on the controlling officer. In all cases where the expenditure could have reasonably been anticipated, as for example, recurring payments from one Government or department to another and payments which, though not of fixed amount, are of a fixed character, the Accounts Officer will automatically make the adjustment in the accounts before they are finally closed. Superintendents of Police should strictly observe these instructions.

(G. R., F. D., No. 37f2, dated 8th January 1925)

**137. Quarterly statement of expenditure :**

The Inspector-General of Police will submit to Government in -the Finance Department quarterly statements of actual expenditure incurred by all the offices under his control during the quarter. All the disbursing officers should finish the requisite information regarding progress of expenditure to the Inspector General of Police in Form No. 14 in Appendix I, before the 10th of the month following the quarter to which the accounts relate.

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## **CHAPTER - V**

### **Financial responsibility in regard to Railway Police**

#### **138. Cost of Railway Police :**

The following are the arrangements relating to the cost of Railway Police:-

- (a) The whole control of and charges on account of the Railway Protection Force will fall on the Railway Administration.
- (b) The State Government will be responsible for the provision of and all charges for "Crime " Police.
- (c) (i) The strength and disposition of the "Order" Police will be determined by the State Government in consultation with Railway Administration concerned, but the control of "Order" Police will rest solely with the State Government. The duties which fall within the province of "Order" Police are as follows :-
  - (1) Control of passenger traffic inside the station promises more particularly on the platforms in the booking offices and waiting halls, at the entrance and exit gates and wherever specially required in emergencies by the station officials.
  - (2) The control of vehicular -and other traffic in the station compound.
  - (3) The maintenance of order in standing passenger trains, prevention of overcrowding, etc. . 1
  - (4) Watching loaded passenger trains when standing in stations.
  - (5) The arrest of those found committing nuisances or suffering from infectious diseases, and keeping the station clear of idlers and beggars.
  - (6) The examination of all empty carriages on arrival at terminal stations for property left behind by passengers and to see that carriage fittings have not been tampered with.
  - (7) The -removal of bodies of persons dying in the train and on station premises, and conveyance to hospital of sick passengers.

(G. E., H. D., No-3/F-93/III/32-Police, dated 24th January 1935)

- (ii) The cost of the "Order" Police will be the responsibility of the Railway Administration and will be recovered from it by the State Government. It will consist of :-
  - (a) the whole of the cost of Con-stables, Head Constables and Sub-Inspectors provided for the performance of " Order " duties, and
  - (b) one-fourth of the cost of the supervisory staff, i. e., officers of and above the grade of Sub-Inspectors and not higher than a Superintendent of Police, and the staff of these officers.

#### **139. Method of working out the cost of "Order" Police :**

- (1) For working out the cost of "Order" Police under clause (c) (ii) (a) of the preceding Rule,
  - (i) work out the total number of Constables, Head Constables and Sub-Inspectors for whom provision is made specifically for the performance of " Order " 'duties in the allocation statement ;

- (ii) work out the total strength of the same grades of Policemen of the whole of the Railway Police concerned;
- (iii) work out the total actual cost for the year in question on account of the strength covered by (ii) above - 14
- (iv) work out the fraction of the cost arrived at under (iii) above, which will represent the share of the strength at (i) above in relation to the total strength at (ii) ;
- (v) work out the amount due on account of pension contribution in respect of the strength at (i) above ;
- (vi) find out the total amount of rent due on account of rent-free Government quarters and hired quarters provided to the strength at (i) above.

The sum total of items (iv), (v) and (vi) above will represent the cost of " Order " Police mentioned in clause (c), (ii) (a) of the preceding Rule.

(2) In order to work out the cost of the supervisory staff under clause (c) (ii) (b) of the preceding Rule, work out :-

- (i) the actual total cost on account of the Superintendent of Police, Deputy Superintendent of Police or Assistant Superintendent of Police, Police Prosecutors, the clerical establishment and peons who are treated as belonging exclusively to the supervisory establishment ;
- (ii) the number of Inspectors, Sub-Inspectors, Head Constables and Constables who might have been allocated specifically for the performance of supervision duties ;
- (iii) the total number of officers of the grades mentioned in (ii) above sanctioned for the whole Railway Police Force concerned ;
- (iv) the total actual cost for the year concerned on account of officers mentioned at (iii) above ;
- (v) the fraction of the cost in (iv) above according to the proportion which the strength of each class of officers at (ii) bears to the strength of the corresponding class under (iii) above ;
- (vi) the total amount on account of pension contributions in respect of officers and men mentioned in (i) and (ii) above ;
- (vii) the total amount of rent due on account of rent-free quarters to officers (Inspectors downwards) and men included in (i) and (ii) above to whom rent-free quarters or hired quarters might have been provided ;
- (viii) the total of the amounts arrived at under (i), (v), (vi) and (vii) above ;
- (ix) one fourth of the amount arrived at under (viii)@

The amount arrived at under (ix) will represent the cost of the supervisory staff in connection with "Order" Police, under clause (c) (ii) (b) of the preceding Rule.

**(Bk) K-1-13 (Mono)**

**140. Procedure for the recovery of the cost of "Order" Police :**

Superintendents of Railway Police will, in November every year, submit to the Inspector-General of Police statements showing the final calculations of the cost of " Order " Police in their respective charges in respect of the preceding financial year. They will, after scrutiny, be forwarded to the Accountant General, Bombay,/Deputy Accountant General who after verification will make recovery of the amount due to the Government of Bombay from the respective Railway Administrations by book adjustment.

**141. Miscellaneous concessions granted to Railway Police by Railway Administrations :**

- (1) The following Miscellaneous concessions, -, are allowed to the Police :-
  - (a) Free duty passes for the Police force regularly employed on railway duty, and passes for additional Police, whether of the Railway or of the District force, specially posted to Railways on the occasion of journeys of the President of India or the Governor of a State.
  - (b) Free haulage of the reserved carriage provided by Government for the use of the Superintendent of the Railway Police within the limits of his jurisdiction or, in the absence of a reserved carriage provided by Government, free haulage of saloons provided for the purpose by the Railway Administration on condition of Government paying rent (interest and maintenance charges) for them.
  - (c) Free service telegrams connected with crime on Railways and with the administration of the Government Railway Police, when tendered for- despatch by the Government Railway Police.
  - (d) Free accommodation for Police Stations and lock-ups at railway stations, subject to the accommodation being reasonable, having regard to the needs of the railway station (excluding electric installations, supply of ' water and electricity for which, if provided by the Railway, rent on electric installation and the cost of electricity and water will be paid by the Police Department).
- (2) Telegrams pertaining to the movements of political suspects tendered for transmission by the Government Railway Police will be accepted for transmission over the Railway Telegraph lines, but their cost will be debited to the Police.

(G. O. J. D., 10116, dated 25th November 1919, Railway Board No. 1535-T-1, dated 18th August 1938)

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## **CHAPTER VI**

### **Account Procedure**

#### SECTION I - RECEIPT, CUSTODY AND PAYMENT OF MONEY

- 142. Form of payment of Government dues :** Departmental receipts may ordinarily be realised in legal tender coins or currency notes. But in certain cases cheques payable on demand including crossed cheques, remittance transfer receipts and demand drafts may be accepted. Officers of Government may accept in payment of Government dues or in settlement of other transactions cheques, which must invariably be crossed, of only those banks which have a clearing account with the Reserve Bank or the State Bank of India. Final receipt will be granted, not when the cheque is tendered, but when it is cleared.

(Rule 3 of Financial Rules).

- 143. Receipt to be passed for every payment :**

- (1) Government servants receiving moneys on behalf of Government must give the payer a receipt. This receipt should be signed only by a responsible officer, who should satisfy himself at the time that the amount has been entered in the Cash Book. Receipt books in Form General 113-e should be used in all cases and the blank receipt books should be kept in the safe custody of the officer who issues them.

(Rule 1 of Financial Rules).

- (2) Receipts for all sums exceeding Rs.20 except those given by or on behalf of Government must be stamped with a Revenue stamp of 10 naye paise.

- 144. Issues of duplicates or copies of receipts, etc. :** No Government servant may issue duplicates or copies of receipts granted for money received or duplicates of copies of bills or other documents for the payment of money which has already been paid, on the allegation that the originals have been lost. If any necessity arises for such a document, a certificate may be given that on a specified day a certain sum on a, certain account was received from or paid to a certain person. This prohibition extends only to the issue of duplicates on the allegation that the originals have been lost, and does not apply to cases in which according to special provision, duplicates are prepared and tendered with the originals. In the case of a bill or deposit repayment voucher, passed for payment at a treasury but lost before encashment or payment, the officer who drew the original bill or voucher should ascertain from the treasury that payment has not been made on the original before he issues a duplicate, which should bear distinctly on its face the word "duplicate" written in red ink.

(Rule 31 of Financial Rules).

- 145. Procedure for receiving payment through a messenger :**

- (1) Whenever a messenger is deputed to cash a bill at a bank or treasury the dated signature of the messenger should be taken on the bill of letter of authority, as the case may be, in the presence of the officer deputing him. The treasury official should first compare the officer's

signature on the letter of authority or on the bill, as the case may be, with the specimen signature in the treasury and secondly compare the messenger's dated signature taken in his presence with the signature on the letter of authority or on the bill. If both these signatures agree, payment may be made or the bill may be made over for being on cashed at the bank. If they do not agree, the bill may be returned with a statement of objection to the officer concerned directly and not through the messenger.

(G. C., F. D., No. 4397/33, dated 19th November 1945 and 6th February 1950)

- (2) To prevent misappropriation of the money drawn, the precautions mentioned in Sub-Rule (6) of Rule 170 in regard to moneys to be sent to the treasury etc., should invariably be followed.

- 146. Endorsing of a bill for payment from a sub-treasury :** When a bill presented at a district treasury is to be paid from a sub-treasury the Head of the Office preferring the bill should make on such a bill and endorsement "Received payment through....." naming in the blank space the local officer of the place where the sub-treasury is situated and through whom the payment is to be received. The latter officer should, in turn, name by a separate memorandum the messenger who is to receive payment for him.

(G. R., F. D., No. 737/33, dated 24th June 1936)

- 147. Money received on Government account to be paid into treasury or bank :** All Government money shall without undue delay be paid in full into a treasury or into the bank and shall be included in the general balance of Government departmental receipts, which shall not be appropriated to meet departmental expenditure without special authorization.

- 148. Expenditure and payments of money.-**(1) No Government servant should incur any expenditure from public funds unless and until the following two conditions are satisfied, viz.

- (a) the expenditure must have been sanctioned by general or special order of the authority competent to sanction it; and
  - (b) sufficient funds must have been provided for expenditure in the estimates of authorised expenditure for the current financial year or by reappropriation.
- The above two conditions are independent and a Government servant must always take care that both are satisfied.

- (2) Every officer incurring or authorising expenditure from public funds should be guided by high standards of financial propriety. Among the principles on which emphasis is generally laid are the following:-

- (i) Every public officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- (ii) The expenditure should not be prima facie more than the occasion demands.
- (iii) No authority should exercise its powers of sanctioning expenditure or to pass an order which will be directly or indirectly to its own advantage.
- (iv) Public moneys should not be utilized for the benefit of a particular person or section of the community unless-(1) the amount of expenditure involved is insignificant, or (2) a claim for the amount could be enforced in a court of law, or (3) the expenditure is in pursuance of a recognized policy or custom.
- (v) The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole a source of profit to the recipients.

- (3) It is the duty of every Government servant not merely to observe complete integrity in financial matters but also to be constantly watchful to see that the best value is obtained for all public spent by him or under his control and to guard scrupulously against every action of wasteful expenditure from public funds. It must be remembered that a Government

servant has to satisfy not only himself but also the Accountant General/Deputy Accountant General that there has been no breach of any one of these canons.

**149. Account classification of certain miscellaneous receipts.-** (1)The following miscellaneous receipts should be credited to XXIII-Police-Miscellaneous-Other items :-

(i) The sale proceeds of worn-out articles of Police clothing, superseded samples of clothing articles and sums recovered from the men on account of articles supplied in substitution of those damaged or lost through culpable negligence, whether the articles in question were originally purchased during the current year or in a previous year.

(ii) Miscellaneous recoveries, such as sale proceeds of condemned dead stock articles. Rents of Police building and lands, sale proceeds dead stock articles, rents of Police building and lands, sale proceeds of litter of Government bullocks or horses and grass grown on Police lands, cost of strychnine powders recovered from municipalities and ammunition issued to Police officers on payment and other receipts which cannot conveniently be taken to other heads.

(iii) Recoveries for ordnance stores returned by the Police Department.

(G.R.H.D., No. 427/3, dated 22<sup>nd</sup> December 1932)

(iv) Fees for examination of documents received by Photographic and Handwriting Experts.

(v) Recoveries of the recoverable expenditure on account of messes and canteens from the Policemen.

(2) In Greater Bombay, the receipts on account of the following items should also be credited to "XXIII Police":

(a) Cash receipts under Arms Act.

(b) Cash receipts under the Petroleum Act.

(c) Pound collections.

(d) Receipts under the Bombay Police Act.

(e) Music licence fees.

(f) Miscellaneous receipts :-

(i) Miscellaneous receipts.

(ii) Modus Operandi Bureau Photo charges.

(iii) Copying charges.

(iv) Hospital fees.

## **150. Deposits :**

(1) The Police Department should have no deposits.

(2) (a) Unclaimed property found by, or delivered upto a police officer should be made over to the Magistrate for deposit. In Greater Bombay, such property should be made over to the Commissioner of Police, as per section 82 (2) of the Bombay Police Act, for deposit and further disposal.

(b) Proceeds of sales of old stores or other Government property should be paid into the treasury for credit to Government.

(G. R., J. D., No. 4126, dated 15th June 1929)

(c) No pay, reward or other allowance payable to a police officer should be held undisbursed. If at the time of distribution of pay, the payee does not present himself before the end of the month, the amount drawn for him should ordinarily be refunded by short drawal in the next bill, it being drawn when he presents himself to receive it. In cases, however, where the restriction will operate inconveniently, the amount of the undisbursed pay, at the option of the disbursing officer, may be retained for a period not exceeding three months, provided proper arrangement can be made for the safe custody of the sums retained. Pay must not under any circumstances be placed in deposit. So long as the drawing officer finds himself in a position to keep a proper watch over undisbursed amounts, by a periodical examination of acquittance rolls and office copies of bills, it is not necessary for him to keep a detailed account showing the amounts drawn from the treasury from time to time and their subsequent disposal. There is no objection, however, to such an account being maintained in a subsidiary register if found convenient.

(Rule 76 of Financial Rules)

(3) It is the duty of the Police officer to see that the acknowledgement of the money sent by him to the treasury is duly received. As regards "stolen" property, if, it consists of money which has been stolen and recovered or which is the proceeds of stolen articles, it should be handed over to the Magistrate, provided that marked or counterfeit coin or notes which are capable of

identification and the identification of which is an essential part of a case should not be so handed over, but should be retained by the police.

(G. R., J. D., No. 5633, dated 30th October 1905)

- 151. Bail Bond Money :** The collection on bail bond money made by the Police Station Officers should be deposited immediately into the Local Treasury by the officers concerned under 'P-Deposits and Advances-other Deposit Accounts-Civil Deposits-Criminal Courts' Deposits' direct or through the Magistrates concerned, according to the nature of the cases. The collection should not be kept at the

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Police Stations in any case. The bail bond money is a deposit till it is refundable to the party concerned or forfeited to Government. It would, therefore, not be correct on the part of the Police Officers to continue to hold the bail bond money in deposits after the purpose for which it was accepted is over.

(I. G.'s Circular No. 41, dated 27<sup>th</sup> December 1950)

- 152. Government money not to be mixed up with non-Government money :** A Government servant who handles Government money should not, except with the special sanction of the, Head of the Office, handle also in his official capacity money which does not belong to Government. Where, under any special sanction, a Government servant deals with both Government and non-Government money in his official capacity, the Government money should be kept in a cash box separate from the non-Government money and the transactions relating to the latter should be accounted for in a separate set of books and kept entirely out of Government account.

(G. R., F. D., No. 3191, dated 8th July 1937)

- 153. Government money not to be used for private purpose :** To utilize Government money for private purposes on an officer's note of hand is extremely irregular. Government money can only be used for Government purposes and any breach of this rule renders the offender liable to very severe punishment. All Heads of Offices and Departments should conduct surprise checks of cash balances in hand to ensure that Government moneys are not utilized for unauthorized purposes.

(G. C., F. D., No. 2851/33, dated 3rd June 1949)

- 154. Custody and precautions against loss of Government money :**

- (1) Public money in the custody of the department should be kept in strong treasure chests and secured by two locks of different patterns. In the absence of any precise orders from Government, the officer in charge of the chest should make such arrangements for the custody of -the key and the proper disbursement of all moneys as he considers requisite. All the keys of the same lock must except where the procedure prescribed in Sub-Rule (2) of this Rule is adopted, be kept in the same person's custody and, as a general rule, the keys of the one lock should be kept apart from the keys of other locks and in a different person's custody, when practicable. When there is a Police guard, the officer in charge of the guard should usually be the custodian of one set of keys. The chest should never be opened without both custodians being present. The officer in charge of the guard should always be present when a treasure chest is opened and until it is again looked. Whenever a cashier is attached to an office, the keys of one of the locks of the treasure chest will necessarily remain in his possession.
- (2) If considered desirable, the duplicate keys of the cash chest may be placed, under the seal of the officer in charge, in the custody of the Treasury Officer. In the event of this practice being adopted, a duplicate key register should be maintained, and once a year, in the month of April,



the keys should be sent for, examined and returned under fresh seal, a note being made in the register that they have been found correct.

(Rule 5 of Financial Rules)

- (3) Heads of Offices should check up the existing arrangements obtaining in their offices for safety of Government money which they are required to handle or keep in their custody, see that the rules laid down by Government in that regard are observed scrupulously, ensure that accounts relating to all transactions of Government moneys pertaining to their Offices are maintained and checked properly and regularly and that the various rules laid down and orders issued by Government from time to time with a view to minimising the risk of embezzlement, misappropriation, theft etc., of Government money or property, are followed rigidly and invariably.

(G. R., F. D., No. LOS 1056/B-2, dated 26th November 1956)

- 155. Depositing of cash chests and valuables in the treasury :** Cash chests, valuables or sealed bags belonging to other departments may be lodged in the treasury for safe custody where necessary. When so lodged, they should be presented with a slip or memoranda stating the contents, and a receipt should be obtained from the Treasury Officer for the cash chests or valuables or sealed bags said to contain the amount specified in the slips. The keys of the chests or of the treasure boxes in which the sealed bags are kept in the treasury should be kept by the depositing officer and he will be entirely responsible for the contents of the cash chests, valuables or sealed bags deposited.

(Rule 9 (a) of Financial Rules and G. C., F. D., No. P. 259, dated 29th November 1954)

**156. Charge of the cash-box :**

- (1) When the office closes for the day, the charge of the cash-box should be formally handed over to the persons responsible for its safe custody.
- (2) No private cash should be allowed to be placed in a box solely meant for Government money.

(G. R., F. D., No. 4226, dated 9th December 1896)

- (3) The cash box at a Police Station should be placed within the Muddemal box and both the boxes should be securely locked and the keys kept by the Inspector or Sub-Inspector, as the case may be, in his own possession and, during his absence, in the possession of the officer who would hold charge of the Police Station. The Police Station Officer should check the cash balance and satisfy himself that it has been put in the cash-box when the office is closed for the day.

(I. G.'s No. 52, dated 18th November 1929)

- (4) In Greater Bombay, the key of the station safe will always remain with the Selection Grade Sub-Inspector who is in charge of cash and accounts.

- 157. Checking of cash on hand :** Each Head of Office will count the cash in the hands of the cashier at least once a month. The balance by actual count should be compared with the Cash Book balance and excess or deficit, if any, noted in the Cash Book and reported to the immediate superior.

**158. Custody and precautions against loss, of money received from non-Government sources :**

- (1) All executive officers are personally responsible for the custody and disposal of money received from

non-Government sources, though the money received is not subject to the ordinary rules governing the custody, etc. of State funds.

(G. R., F. D., No. 5088, dated 11th October 1926)

- (2) With a view to guard against misappropriation of Government funds by Officers who receive cash on Government account, Superintendents of Police and higher officers should call upon their subordinate officers concerned to submit to them regularly monthly statements showing the receipts collected during the month and how they have been disposed of. These orders are applicable to moneys received by officers on behalf of Government from non-Government sources, which are to be credited to Government.

(I. G.'s No. 9, dated 9th March 1928, and 2 of 18th January 1930)

**159. Loss of Government money before credit into the treasury to be reported :**

- (1) In cases in which the money or property lost ha,-, not reached the treasury or has not been incorporated in the taluka or district treasury accounts, a report should be submitted to the controlling officer, who will report to Government in the Administrative Department concerned only when (a) the nature of the case is such as requires the issue of general orders or (b) the circumstances involve the writing off as irrecoverable of what is beyond the power of the controlling officer to sanction. In cases falling under (a), the report should go to Government direct, and in cases under (b), the report should be submitted through the Accountant General / Deputy Accountant General.

(G. R., F. D., No. 3977, dated 5th December 1911)

- (2) The orders in Sub-Rule (1) above do not affect the responsibility of Heads of Offices to report to their controlling officers all cases of fraud resulting in loss of public money, nor do they affect the necessity of reporting to the Accountant General/Deputy Accountant General as required by Sub-Rule (1) of Rule 161.

(G. R., F. D., No. 1024, dated 25th February 1907 and 3573, dated 7<sup>th</sup> November 1910).

**160. Prompt reporting of theft of Government money :**

All cases of theft of money or other public property whilst in charge of a Police guard should immediately be reported to Government with full particulars of the case.

(G. R., J. D., No. 2638, dated 17th May 1889)

**161. Action in cases of theft or embezzlement of Government money or property :**

- (1) With the exception of cases mentioned in Sub-Rule (2) below, any defalcation or loss of public money, departmental revenue or receipts, stamps, opium, stores, or other property, discovered in a Government treasury or other office or department, which is under the audit of the Accountant General/Deputy Accountant General should be immediately reported to him, even when such loss has been made good by the person responsible for it. It will usually be sufficient if the officer reporting the defalcation or loss to higher authority sends to the Accountant General/Deputy Accountant General either a copy of his report or such relevant extracts from it as are sufficient to explain the exact nature of the defalcation or loss and the circumstances which

made it possible. When the matter has been fully investigated, a further and complete report should be submitted of the nature and extent of the loss, showing the errors or neglect of rules by which such loss was rendered possible and the prospects of effecting a recovery. The submission of such a report does not debar the local authorities from taking any further action which may be deemed necessary.

- (2) Petty cases, that is, cases involving losses not exceeding Rs.500 each, need not be reported to the Accountant General/Deputy Accountant-General unless there are in any case important features which merit detailed investigation and consideration.

(Appendix 18, Financial Rules)

- (3) For general principles regulating the enforcement of responsibility for losses sustained by Government through fraud or negligence of individuals, see Appendix X.
- (4) For the procedure to be followed in prosecutions for embezzlements and frauds in respect of Government money, see Appendix XI.
- (5) For departmental inquiries in cases of loss of Government money, reference should be made to Vol. I.

#### **162. Writing off of loss of Government Money :**

- (1) The power of writing off public money upto the limit of Rs.1,000 in each case, is delegated to the Inspectors General of Police and the Deputy Inspectors General of police concerned subject to the conditions that -
- (i) the loss does not disclose a defect of system, the amendment of which requires the orders of Government.
  - (ii) there has not been any serious negligence on the part of some individual Government servant or Government servants which might possibly call for disciplinary action, and
  - (iii) the loss is not due to theft or embezzlement.

(G. R., F. D., No. DFP 1058-I-F-4, dated 27th January 1959)

- (2) Each order of write off should be self-contained, embodying the circumstances leading to the loss and the reasons for write off.

(G. C., F. D., No. LOS 1055, dated 22nd January 1955)

- (3) All officers should see that the final orders regarding the write off of loss and shortage are passed by the authorities concerned immediately after the fact that the amounts involved are irrecoverable, is established.

(G. R., F. D., No. LOS 1053, dated 4th November 1953)

#### **163. Limitation for payment of old claims against Government :**

- (1) No claim exceeding Rs.25 not preferred within six months of its becoming due, and no claim of Rs.25 and less, not preferred within one year of its becoming due, against Government can be paid without the sanction of the Accountant General/Deputy Accountant General-, but this rule does not apply to the payment of claims on account of pensions, which are governed by special rules.

(G. R., F. D., No. FP 1059/100163-4, dated 18th May 1959)

- (2) The six months should be reckoned in the case of traveling allowance bills, from the date of return to headquarters, or from the

1st of the month if the tour continues over that date; in the case of officiating pay, from the date of receipt of the order sanctioning the promotion if the officiating pay is due for a past completed month or months, otherwise from the following pay day, in the case of leave salary from the date of the order granting the leave and, in other cases, from the date on which a claim became due to the date of the presentation of the bill at the treasury (and not to the date on which the party submitted his claim or bill to his superior).

- (3) In all other cases where no special orders exist, it will be left to the Treasury Officer, When he feels no doubt, to make arrear payments without pre-audit; but all claims in arrear require special care in examination, and it is always open to the Treasury Officer to send the bill to the Accountant General/Deputy Accountant General for pre-audit, if he sees occasion to do so.
- (4) In the case of claims which are more than three months old, the preferring officer should state in the bill the reason for the delay.
- (5) A claim presented for payment six months or more after to date of pre-audit will again require the sanction of the Accountant General/Deputy Accountant General for its payment.
- (6) A claim for an amount of fine deducted on pay bills by the Head of an Office and remitted by him, may, if the claim is not six months old, be paid without the sanction of the Accountant General/Deputy Accountant General.
- (7) The above Sub-Rules do not apply to claims for refunds of revenue.

(Rule 30 of Financial Rules)

**164. Investigation of claims to arrears of pay and allowances :**

- (1) The power to direct the Accountant General/Deputy Accountant General to investigate claims to arrears of-pay or allowances or to increments which have been allowed to remain in abeyance for a period exceeding one year, but not exceeding three years, has been delegated to the authority which is competent to appoint the officer by whom the claim is made.

(Manual of Financial Powers - entry 2)

- (2) The period of one year prescribed in Sub-Rule (1) should be counted from the date on which a claim became due to that on which the investigation by the Accountant General is sought, i. e., the date of receipt of the application in the Accountant General's/Deputy Accountant General's office.

(Note 2 below Rule 30(b) of Financial Rules)

- (3) When claims which have remained in abeyance for a period exceeding one year are submitted for the orders of the competent authority under Sub-Rule (1) above, that authority should reject forthwith all claims, other than those that affect pension, which are petty as also all claims for the delayed submission of which an adequate explanation is not forthcoming. In considering old claims recommended to Government for sanction, Government will also take into account the fact that it is normally not possible, owing to the limited period of preservation of records, to audit claims more than six years old.

(Note 3 below Rule 80(b) of Financial Rules)

- (4) Heads of Departments are empowered to authorise the Accountant General/Deputy Accountant General to investigate their own claims to arrears of pay or allowances or increments which have been allowed to remain in abeyance for a period exceeding a year but not exceeding three years.

(Note 4 below Rule 30 ( b ) of Financial Rules)

**165. Procedure to be followed for submitting Bills to the Audit Authority for Pre-Audit :**

- (1) Heads of Offices, before submitting to Government proposals relating to time-barred claims, should thoroughly investigate into the delay in preferring the claims with a view to fixing responsibility and taking necessary action against the persons found guilty of negligence. Their proposals should invariably be accompanied by detailed report containing information regarding the action taken by them against the person(s) found responsible for the delay. They should also ascertain and certify that their proposals satisfy all the tests prescribed in sub-rule (3) of rule 164.

( G. C., F. D., No. TBC/10567-VI, dated 28th January 1956)

- (2) In some cases claims which are already less than three years old are mixed with the claims more than three years old in the same bill. In such cases two separate bills should be prepared, one regarding claims which are less than 3 years old and the other regarding claims which are more than 3 years old, and then the competent authority approached for further sanction.

(I. G's. Circular No. D/88, dated 31st October 1958)

- (3) The bills which are passed after Pre-audit by the Accountant General/Deputy Accountant General's office are forwarded to the Treasury Officer concerned with the instructions that the payment may be made to the drawing officer on production of the audit letter or authority (number specified) either in person or with a written and duly signed application. The drawing officer can send a written application to the Treasury Officer mentioning the name of the person to whom the amount of the bill is to be paid. The application should be accompanied by the drawing officer's portion of the form of letter of authority (Treasury 294) when payment is received at the Treasury. There is no objection, however, if the endorsement on the bills are recorded at the time of submission of the bills for pre-audit to Accountant General's or Deputy Accountant General's office. If the drawing officers are not in a position to stick to the original endorsements they may intimate new names in the written and duly signed application referred to above.

(G. C., F. D., No. TRE 1557/180/G-3, dated 30th December 1958)

- 166. No payment without acknowledgement :** No payment should be made in the absence of an acknowledgement by a person by whom or in whose behalf the claim has been put forward.

(Rule 25 of Financial Rules)

**167. Every payment to be supported by a voucher :**

- (1) As a general rule, every payment, including repayment of money previously lodged with Government for whatever purpose, must be supported by a voucher setting forth full and clear particulars of the claim. As far as possible,

the particular form of voucher applicable to the case should be used,. Suppliers of stores and others should be encouraged to submit their bills and claims in proper departmental forms. But bills not prepared in such forms should not be rejected, if they set forth the necessary details of the claims. In such cases, the additional particulars required should be added by the disbursing officer.

- (2) When it is not possible to support a payment by a voucher, a certificate of payment, prepared in manuscript, signed by the disbursing officer, and endorsed if necessary, by his superior officer, should always be placed on record. Full particulars of the claims should invariably be set forth, and where this necessitates the use of a regular bill form, the certificate itself may be recorded thereon.
- (3) Cask memoranda issued by tradesmen for sale against cash payment should not be regarded as sub-vouchers, unless they contain an acknowledgement of the receipt of money from the purchaser as named therein for the price of the articles sold.
- (4) Every voucher must bear a pay order signed or initialed and dated by the responsible, disbursing officer. This order should specify the amount payable both in words and figures.
- (5) No payment should be made on a voucher or order, unless it is signed by hand and in ink.

(Rules 23 and 24 of Financial Rules)

**168. Cash payment from permanent advance :**

- (1) Advances are granted to Government servants who may have to meet certain classes of expenditure before they can place themselves in funds by drawing bills, the amount of the advance being fixed by competent authorities according to the requirements of each office in consultation with the Accountant General/Deputy Accountant General.
- (2) The permanent advance is intended to provide on the responsibility of the officers entrusted with it, for emergent petty advances of all kinds, though it is seldom that they will be needed for other than contingent charges; thus if an inferior servant is required to travel by rail his fare must sometimes necessarily be advanced from this amount. These advances may be utilised for the purchase or renewal of railway season tickets for Class IV servants, though this is a regular periodical expenditure.

(Rule 28(a) of Financial Rules)

- (3) The Inspector-General of Police and the Deputy Inspectors General concerned are authorized to sanction permanent advances to officers subordinate to them upto Rs.500, subject to the conditions that the amount of each advance is fixed in consultation with the Accountant General/Deputy Accountant General and that in all cases of disagreement with the Accountant General's/Deputy Accountant General's views regarding the sufficiency or necessity of an advance, the orders of Government are obtained.

(G. R., F. D., No. PAY 1658/231800/S-2, dated 10th December 1958,  
DFP 1058-I-F-4, dated 27th January 1959).

- (4) The holder of a permanent advance is responsible for the safe custody of the money placed in his hands and he must at all times

be ready to produce the total amount of the money in vouchers or in cash.

(Rule 28(c) of Financial Rules)

- (5) Heads of Offices are authorized to allow responsible heads of branches or sections in their offices to keep the balances of permanent advances and other miscellaneous cash balances, provided adequate security is furnished by them as prescribed in Volume I. It should, however, be understood that the officer, in whose name the advance stands, remains responsible for the safe custody of the same and for the safe custody of other miscellaneous cash balances.

(Note I to Rule 28 of Financial Rules)

- (6) In order that no inconvenience may be caused to Government worli for want of sufficient balance in the permanent advance allowed to Inspectors and Sub-Inspectors, Superintendents of Police might adopt one of the following measures :

- (a) Whenever a Superintendent wishes an Inspector or Sub-Inspector to make a payment which, if made from the latter's permanent advance, is likely to cause inconvenience, the money required for the purpose should be sent by the Superintendent from his own permanent advance or should be drawn on an abstract bill and then sent.
- (b) All Inspectors and Sub-Inspectors should submit contingent bills once a week in order to get the amounts spent by them recouped; and they will be held responsible, if at any time there is an insufficient balance in their permanent advance owing to negligence in submitting bills. The Superintendent should recoup the amounts of bills received by him without delay.

*(c) Arrangements should also, if possible, be made by Superintendents with District Magistrates with a view to Inspectors and Sub Inspectors being allowed in cases of necessity to borrow from the permanent advance of Mamlatdars and repay the loan as soon as possible.*

(I. G's No. 6002, dated 14th April 1914)

- (7) On the 15th April each year, every officer who may have a permanent advance should send an acknowledgment in the following form direct to the Accountant General/Deputy Accountant General :

"As required by Financial Rule 28, I hereby acknowledge that the sum of Rs ..... on account of the permanent advance assigned to my office, and no more on any other account, is due from and to be accounted for by me.

No .....Signature .....  
Date .....Designation ....."

And whenever during the year there is a transfer of charge of the office, a similar acknowledgement should be appended to the charge report.

**169. Payment by postal money order :** In cases of petty payments of contingent charges or supplies of stores, remittances of amounts

of less than Rs.25, for which Remittance Transfer Receipts cannot be issued by Treasury Officers, may be made by postal money orders at the public expense.

(Rule 27 of Financial Rules)

**170. Remittance of money by cash order or Remittance Transfer Receipts :**

- (1) Whenever any Police officer has an occasion to transmit moneys, such as pay, allowances and other miscellaneous items, to another officer in the same district, the money should be paid into the local sub-treasury or the district treasury, as the case may be, for obtaining a cash order from the district treasury on the sub-treasury where the money is to be paid, provided that the amount to be remitted exceeds Rs.25. Under no circumstances is public money exceeding Rs.25 to be sent with any Constable going on duty to the Police Station where the money is to be sent from the Police Station whence it is sent. Where the money does not so exceed Rs.25 the officer may on his personal responsibility send it by hand, if he finds it more convenient to do so.
- (2) Heads of Offices before sending money by a Head Constable or Constable to a Police Station should consider the cost to Government. If it costs less by money order than by messenger, it should be sent by money-order.

The same principle should be applied in sending cash orders to Police Stations which are more than five miles from the local treasury.

(I. G.'s No. 6, dated 28th January 1924)

- (3) The officer in charge of the Police Station or the writer Head Constable for him should send a post-card of intimation to the officer in charge of the Outpost, whenever money for the Outpost is received in the Police Station. If it is pay or traveling allowance for more than one person, then the Outpost Head Constable should be instructed to come in for it ; if it is traveling allowance for only one person at the Outpost, that person should be ordered to receive it and sign for it. If the post-card is sent as soon as the money is received by the Police Station, there would be no undue delay.
- (4) When money on account of pay, allowances, etc. is to be remitted from one district to another, it should be paid into the local district treasury for the issue of a Remittance Transfer Receipt, provided the amount is not less than 25 rupees. if it is less than 25 rupees, it should be sent by money order, the money order commission being debited to the grant for service postage and telegrams.

(I. G.'s No. 14, dated 8th February 1927)

- (5) Money on account of pay, allowance, etc. due to a man on leave should, when he is residing outside the station, be remitted by money order after deducting money order commission therefrom. It should in no case be sent to another Police officer in whose jurisdiction the payee happens to be residing for the time being. It is no part of the duty of that officer to be a disbursing officer for other Police Stations or districts.
- (6) To prevent misappropriation of public money by Account of4oe order lies when sent to pay money into treasuries etc., it is desirable



that where the amount involved exceeds Rs.200, two men should be employed. They may be either Head Constables or Constables or peons of over 15 years' service. When the amount involved is Rs.200 or under, one trustworthy Head Constable, Constable or peon of over 15 years' service should be employed. When an amount exceeding Rs.5,000 in cash has to be sent to a treasury, the work should be entrusted to a clerk or a cashier.

(I. G.'s No. 10, dated 9th March 1928 and G. C., F. D., No. 3191 dated 9th April 1931).

- (7) In Greater Bombay, cash remittances made by one Police Station or office to another should invariably be followed by an intimation of remittance in form No. B. C. P. 58 which provides a receipt to be passed by the receiving officer. Intimation slips for the monies remitted to the Superintendents and other officers each day should be sent from the Head Office the same evening direct to the officers concerned.

[(B.C. P. A., Manual Rules Nos. 6 and 8 (6)]

**171. Payment for articles supplied by other departments :**

- (1) The cost of articles supplied by the military department is accounted for in the Accountant General's/Deputy Accountant General's office when the requisite debits are raised by that department in its exchange accounts. The charges in such cases cannot be added to the contingent registers of the officer concerned, unless the necessary debit in the accounts is intimated by the Accountant General/Deputy Accountant General. There is, however, no objection to a pencil note of the amount of the delivery vouchers being made in the contingent register to watch the progress of expenditure.

(A. G.'s No. T. A.-II-4-5182, dated 13th March 1923)

- (2) Debits for stores supplied to civil departments by the military department are raised by the latter on receipted vouchers; but delay sometimes occurs in raising debits owing to the non-receipt of *receipted* vouchers from the civil authorities concerned. Superintendents of Police should promptly return receipted vouchers to the military department in order to avoid delay in the adjustment of such transactions.

(G. R., H. D., No. 1437-2, 12th February 1927)

- (3) (a) In the following cases the Accountant General/Deputy Accountant General will give intimations to disbursing officers of debits raised through exchange accounts
- (i) Railway warrants.
  - (ii) Ordnance stores.
  - (iii) Articles supplied by the Stationery Department the cost of which is debatable to the indenting officer.
  - (iv) Articles obtained from the Government Medical Stores Depot.
- (b) No intimation of debits will be given by the Accountant General/ Deputy Accountant General in the following cases, and disbursing officers should follow the procedure laid down in Rule 44 of the Bombay

Contingent Expenditure Rules, 1959 i. e., when work bills or invoices are accepted, the amount of the bill or invoice should be noted in the contingent register :

- (i) Articles supplied by the Jail Department.
  - (ii) Telephone bills.
  - (iii) Water supply bills.
  - (iv) Bills in respect of Development Department chawls hired for the Railway Police in Bombay.
  - (v) Telegrams sent through the Railway Agency.
  - (vi) Bills for conservancy charges.
  - (vii) Bills for the rent of a Railway saloon.
  - (viii) Bills for rent for Railway quarters occupied by the Railway Police.
  - (ix) Bills for the electric lights supplied to the Railway Police offices in Bombay by the Railway Administration.
  - (x) Any other bills of a similar nature.
- (4) The Accountant General/Deputy Accountant General generally raises all kinds of debits in the year in which they are received through the exchange accounts. In the case of debits raised with regard to work bills and invoices accepted by disbursing officers, care should be taken to see that they are raised invariably in the accounts of the year in which the work bills etc. are accepted, the officers preferring the bills being warned not to raise the debits finally in their accounts, unless and until bills relating to them are accepted by disbursing officers. The officers making the supplies should also be reminded occasionally to prefer the bills in time.

(G. R., F. D., No. 2613, dated 1<sup>st</sup> October 1927)

#### **172. Payment of money into a treasury :**

- (1) Any person paying money into a Government treasury will present with it a memorandum (chalan) in T. O. Form No.I which will show distinctly the nature of the payment and the person or Government servant on whose account it is made and will thus contain all the information necessary for the preparation of the receipt to be given in exchange.

(Sub-Rule 5 of Try. Orders)

- (2) The chalan should invariably be presented at the treasury in triplicate and in quadruplicate where necessary. Two copies will be retained by the treasury and the third will be retained by the officer who tenders the chalan and the fourth submitted, if necessary, to the officer for whose records it may be required.

(G. R., F. D., No. 149/33, dated 18th November 1952)

#### **173. Overpayment and recoveries from officers :**

- (1) Overpayments made to Government servants as a result of wrong fixation of pay and allowances should be regarded as a debt owed to the public and should not be recommended for being waived. All possible action should be taken to effect recovery of over-payments wherever they occur.

(G. R., F. D., No. 3191/33, dated 11th July 1952)

**(Bk) K-1-15 (Mono)**

- (2) Heads of offices should review the service books of their subordinates, while they are still in service, with a view to effect immediate recoveries in cases in which leave salary has been overdrawn in the past.

(G. R., F. D., No. 1084, dated 6th February 1922)

- (3) In cases in which recovery will involve hardship on low paid officials, the excess amounts will be recovered from the officer who permitted the overdrawal.

(G. R., F. D., No. 1084, dated 29th January 1894)

**174. Method of payment for state telegrams :**

- (1) All state telegrams will ordinarily be prepaid. Service stamps shall be used in payment of such telegrams dispatched whether from Government or from Railway telegraph offices. In affixing stamps to telegrams, care should be taken to use the smallest number possible, and stamps of larger values should, therefore, be procured to such extent as may be necessary.

- (2) (a) No cash entry will be made by the telegraph office on the receipt for any telegram paid for in service stamps. If any officer is compelled to send a telegram at a time when he is temporarily without service stamps, he should pay for it in cash and the receipt granted to him will then state the value of the telegram but will not bear on it the word "State". State telegrams sent from railway stations will be similarly paid for in cash, if service stamps are not accepted. The value of the telegram may subsequently be recovered from Government, the officer concerned submitting as his voucher the receipt for the telegram together with a certificate signed by the Head of the Office that the telegram was sent on State service and that cash payment was unavoidable.

(G. Rs., P. W. D. No. T. 681, dated 16th March 1910 and T-6766, dated 15th June 1914).

- (b) In case of great emergency the rule regarding prepayment may be relaxed in the case of an express State telegram, but the sender must ascertain the charges on it and pay them into the Telegraph office within 24 hours. The rule cannot be relaxed in the case of ordinary State telegrams.
- (3) Debits for charges on account of telegrams sent by Railway telegraph without prepayment for transmission to the Police of information regarding occurrences endangering human life, Government servants or Government property should, when raised against the Police Department, be accepted and the expenditure should be met from the grants for "Contingencies" of the Superintendents of Police concerned under the head "29-Polic6".
- (4) The amounts recovered on account of the value of service stamps irregularly used in payment of telegrams dispatched on the private, business of senders should be remitted to the treasury instead of to the Telegraph Check Office, and the treasury receipt should be sent to the Check Office, which will see that the amounts have been credited to Government.

(A. G.'s No. WM-16-908, dated 17th July 1923)

- 175. Method of payment of telephone bills :** Telephone Bills, which expression includes besides trunk call bills and rent bills, bills for electric clocks, call bells, indicator bells, indicator drops etc., and bills for other miscellaneous items, should be paid in cash or by cheque and not by book adjustment if the bills are for amounts not exceeding Rs.50/- each.

(G. M., F. D., No. Com. 1057/26483/F-1, dated 25th October 1957)

- 176. Payment of postage on letters and other articles :**

- (1) In payment of postage on letters and other articles, service stamps of the highest possible denominations should be used, as the use of too many stamps of lower denominations means extra work of manufacturing and obliterating them.

(G. R., F. D., No. 855/24, dated 23rd July 1927)

- (2) All communications made by officers regarding their leave, pay transfer, leave salary, fund subscriptions and analogous matters are private and not official and should not be sent at the public expense.

(G. R., G. D., No. 3178, dated 23rd April 1914)

- (3) Police officers should refer to the Post Master before paying postage demanded as due on an official article in any case in which an alteration or erasure in the figure entry of the amount due is not supported by the signature in full of the Post Master or other duly authorized officer of the post office of delivery.

(G. R., F. D., No. 4293, dated 28th December 1910)

- 177. Check on the consumption of service postage stamps :** To secure the proper use of service postage stamps purchased annually in every office, it is necessary to take account of the stock consumed and the balance at periodical intervals. This purpose can be served by keeping two separate registers in forms A and B ( General Nos. 98-e and 98A-e), the former showing the actual consumption of stamps and the latter the total receipts, issues and balance (vide Service Stamp Account in Rule 264).

(G. R., R. D., No. 855124, dated 20th January 1925)

## SECTION II - GENERAL RULES REGARDING ACCOUNTANT PAPERS

- 178. Use of official designations of officers in account papers :** In all account papers, bills, receipts, proposition statements etc., the official nomenclature of the different ranks or grades of the Police should be used, *e. g.*, the expression Jemadar should not be used to indicate a I Grade Head Constable.

- 179. Method of making corrections in account papers :** Erasures and over-writings in vouchers or bills are absolutely forbidden : if any corrections be necessary, the incorrect entry should be cancelled neatly in red ink and the correct entry inserted. Each such correction or any interpolation deemed necessary should be authenticated by the Head of the Office, who should set his dated initials against each.

( Sub-rule 27 Try. Orders)

- 180. Use of rubber stamps in account matters :** Rubber stamps are not to be used for signing papers relating to account matters.

- 181. Supply to the Treasury Officer of the drawing officers' specimen signature :** When a Government servant who is authorized to draw or countersign cheques or bills payable at a treasury or a bank makes over charge of his office to another, he must send a specimen of the relieving Government servant's signature to the Treasury Officer or the local officer of the bank, as the case may be. In order to enable the treasury to identify the signature of drawing officers, such officers should sign their names legibly and adhere closely to the specimen signature furnished by them, in all bills presented for payment.

(G. R., F. D., No. 2236, dated 4th July 1910)

**182. Signing of bills in Police offices :**

- (1) All bills, accounts books and registers prepared or maintained in the Superintendent's office will be checked and signed by the Superintendent of Police him, -elf or other Gazetted officer subordinate to him, who is authorised to do so under subsidiary Rule 26(g) under Treasury Order No. 16.
- (2) The Assistant Inspector General of Police; the Additional Assistant Inspector-General of Police; Superintendents of Police, Special Branch, Criminal Investigation Department; and Superintendents of Police, Crime Branch, Criminal Investigation Department are empowered to countersign traveling allowance bills as personal assistants to the controlling officers. Home Inspectors have also been empowered to sign all vouchers as personal assistants to the Superintendents of Police.

(G. R., F. D., No. 3794, dated 18th January 1926)

- (3) The Deputy Assistants to the Inspector-General of Police have been authorised to sign for the Inspector-General of Police all pay bills, traveling allowance bills, contingent bills, pension papers, increment certificates and all papers concerning accounts and also to countersign all traveling allowance bills. .

(G. R., H. D., No. 2263/6, dated 12th June 1950)

- (4) Superintendent of Police, Headquarters, is authorised to sign for the Commissioner of Police, Bombay.

**183. Powers to endorse Remittance Transfer Receipts and to operate bank accounts :** The following Police officers are authorized to endorse on behalf of the officers named against them. Remittance Transfer Receipts and drafts on the State Bank of India :

- |   |   |
|---|---|
| (a) Assistant Inspector-General of Police and<br>Additional Assistant Inspector-General of Police.  | For Inspector-General of Police.  |
| (b) Deputy Assistants to the Inspector-General<br>General of Police.  | do.   |
| (c) Superintendents of Police, Special Branch,<br>Criminal Investigation Department and<br>Superintendents of Police, Crime Branch,<br>Criminal Investigation Department. | For Deputy Inspector General of Police,<br>Criminal Investigation Department.           |
| (d) Assistant Superintendents and Deputy<br>Superintendents of Police.  | For Superintendent of Police,<br>(District, Wireless, Motor Transport<br>and Railways). |

- |  |   |
|--|---|
| (e) Superintendent of Police Headquarters<br>Greater Bombay. | Commissioner of Police.   |
| (f) Home Inspectors of Police.                               | For Superintendents of Police (District,<br>Wire-less, Rotor Transport and Railways). |

SECTION III - ACCOUNT PROCEDURE IN THE OFFICE OF  
THE SUPERINTENDENT OF POLICE

**184. Cash Book :**

- (1) The Cash Book should be written as follows:
  - (a) Each credit and debit entry should be numbered serially commencing from the first day of the financial year. The debit entry should also show the consecutive number of the Cash Memo. It is not necessary to make in the Cash Book entries of chalangans of taluka transactions, *i. e.* transactions between Sub-Inspectors and the sub-treasury or treasury. These chalangans should, however, be filed separately according to the class. The amount of Court recovery should be shown in the Cash Book by *per contra entry* immediately after the net amount of the bill. For instance, if the amount of a bill is Rs.2,000 of which Rs.10 are to be paid as Court recovery by deduction from the bills, Rs.1,990 received in cash should first be shown and, immediately afterwards, Rs.10 paid by deduction from the bill as Court recovery should be shown both on the credit and debit side. The total of these two items will thus tally with the amount of the bill, while the amount received in cash will agree with that in the Bill Register. The entries in the Cash Book should be as brief as possible, as full details can be obtained at once from the respective credit and debit vouchers.
  - (b) Each credit and debit voucher will bear the serial number corresponding to the entry relating to it in the Cash Book.
- (2) All money, whether received from official sources or from outsiders should at once be credited in the appropriate Cash Book.
- (3) All Remittance Transfer Receipts should be similarly accounted for in the appropriate cash books before they are sent for encashment. They should be credited on the date of receipt and when they are sent to the treasury for encashment, they should be debited. When money is received on encashment of the Remittance Transfer Receipts, it should be credited and when it is disbursed, it should be debited. This double entry will not be necessary if the Remittance Transfer Receipts are received and are cashed on the same day.
- (4) If any money received represents money already spent from the permanent advance, it should be recouped by making an appropriate debit entry in the general Cash Book and a corresponding credit entry in the Day Book of Permanent Advance. Public conveyance receipts should, however, be recorded directly in the Public Conveyance Day Book.
- (5) Separate day books will be maintained in the offices of Superintendents of Police as shown below :-
  - (i) Permanent Advance Day Book.
  - (ii) Public Conveyance Day Book.

The method of making entries in the Cash Book described in Sub-Rule (1) above applies to the maintenance of these books also.

(I. G.'s Cir. No. 6, dated 28th January 1924 and 14th March 1938)

- (6) As the following funds are not concerned with "public money" and as separate account books are maintained in the Superintendents' offices for the same, entries of receipts in connection with them may be recorded directly in the respective account books and it is unnecessary to enter them in the general Cash Book in the first instance and then to transfer them to the appropriate account books
- (a) Band Fund.
  - (b) Sports Fund.
  - (c) Watchman's Fund.
  - (d) Police Club Fund.
  - (e) Police Families Welfare Fund.

(I. G.'s No. 87, dated 6th July 1926)

- (7) A bill endorsed on a sub-treasury should be considered as cash transaction in the Superintendent's office, and should be brought on the Superintendent's Cash Book on the very date on which it is received from the treasury. The practice of not making the entry in the Superintendent's Cash Book until after the Sub-Inspector has reported encashment at a sub-treasury must not be followed. There will be no necessity for the Sub-Inspector to report the date of encashment to the Superintendent of Police, as the receipted bill will give the required information.

(I. G.'s No. 6, dated 28th January 1924 and 139, dated 9th October 1926)

- (8) The actual cash received on a bill should be credited on the day of its encashment, and the cash orders and Remittance Transfer Receipts requisitioned, on the date of their receipt from the treasury. The cash will be debited as usual according to the dates of actual disbursements and cash orders and Remittance Transfer Receipts on the dates they are despatched to the payees concerned.

(I. G.'s No. 25, dated 9th March 1926)

- (9) The balance at the end of the day should be struck and should be written in words. It is of utmost importance that the balance should be so written.

(I. G.'s No. 144, dated 22nd October 1926)

- 10) The cash books should be closed daily even if there be no transactions.

(G. L., I-I. D., No. 1987/9-E, dated 29th November 1952)

### 185. Receipt Book :

- (1) Receipts for money received from outsiders *i. e.*, all sources other than the treasury, must be prepared at once in Form Gen. 113-e in duplicate ( carbon ) the entries being written with indelible copying pencil.
- (2) Receipts for fees under the Public Conveyance Act should also be issued from a separate book (F4xm Gen. 113-e).
- (3) The receipt should be taken along with the Cash Book to the Superintendent or Home Inspector for signature, and if none of them is present in office, the receipt should be signed by the Head Clerk

"for the Superintendent ", and the credit entry in the Cash Book should be initialled. He should intimate to the Superintendent, or the Home Inspector on \*is return to office such money transaction, and obtain his initials on the duplicate receipt voucher and against the credit entry in the Cash Book.

- (4) No receipt should be passed for money received, until it is signed by a Gazetted officer or by the Head Clerk as laid down above.

(I. G.'s NO. 6, dated 28th January 1924 and 139, dated 9th October 1926)

**186. Day Book Receipt Book (Manuscript) :** In order to fix the responsibility on orderlies or puttawalas, etc., entrusted with money for payment into the bank, the treasury or the Post Office, or for local delivery to any person, a Day Book Receipt Book (manuscript) should be maintained in Form No. 15 in Appendix I, in which the cashier or other person delivering the money to the messenger will enter the amount of money, the purpose for which it is delivered and the date and obtain against the entry the dated signature of the messenger. After disposal of the amount the messenger will produce before the cashier the receipt or other voucher for the money, if paid, and the whole or part of the money, if it remains unpaid; whereupon the cashier will enter the same in the Day Book Receipt Book and acknowledge the receipt of the same by putting his dated signature near the entry.

**187. Bill Register :**

- (1) This register will be kept in. Form No. Try. 411 and all bills sent to the treasury for encashment must be entered in it.
- (2) The Police Accountant before taking any bill for signature to the signing Officer, must enter in the Bill Register the Serial number allotted to the bill, the nature of the bill and the amount of the bill. He will stamp on the Office4 Copy of the bill with a rubber stamp as below

Bill Register No .....

Date sent to treasury

encashment

Date of \_\_\_\_\_

payment order

Cash Book No .....

- (3) The Police Accountant, when taking the bill to the signing Officer, will take with him the Bill Register. The signing Officer will then compare the amount on the-.bill with the amount shown in the Bill Register and initial the entry in column 4 of the Bill Register.
- (4) After the bill is signed, the Police Accountant will send it to the Treasury Officer along with a treasury slip (Form No. Gen. 188-e) for encashment or payment order, as the case may be, and enter in column 5 the date on which it is sent.
- (5) On cash or its equivalent such as a payment order or Remittance Transfer Receipt being received, the Police Accountant will enter the date of encashment or payment order, as the case may be, in column 8 of the Bill Register and bring it with the Cash Book the same day to the Officer who checks and signs it.



- (6) The signing Officer will compare the entries in the Bill Register with the Cash Book and place his initials on the Office Copy of the bin, near the rubber stamp, in token of its being checked by him.
- (7) The Home Inspector of Police will be held personally responsible for seeing that the accounts procedure laid down from time to time is strictly followed.
- (8) When bills on treasury are prepared both the office and fair copies of each bill will be put up before the Home Inspector of Police by the Accountant. The former should not sign these bills until he is satisfied that the details and the total shown in the office copy tally with those in the fair copy. He should also see that the amount appertaining to each bill is correctly entered in column 3 of the Bill Register. The initials in column 4 of the Register are not to be made till he has compared the amount shown in column 3 with that of the bill.

(G. L., H. D., No. 6931/6-D, dated 31st October 1952)

**188. Token Register :**

- (1) In order to prevent misappropriation by persons entrusted with treasury duty of money drawn from the treasury on encashment of bills, a Token Register in Form No. 16 in Appendix I should be maintained in each office having transactions with the treasury.
- (2) As soon as a bill is ready for transmission to the treasury, columns I to 4 of that register will be filled up and the bill then handed over to the person entrusted with the work of encashment, who will acknowledge them with his dated signature in column 5. In the course of the day, he should return the token received from the treasury to the Cashier who will fill in Column 6 and put his initials in column 7. The token will be in safe custody till it is required for delivery to the person. When he takes it back, he will initial in column 9 after putting the date in column 8. On return from the treasury or bank in the afternoon, he will hand over the money to the Cashier and columns 10 to 13 will be filled up. In the case of urgent bills entries in columns 6 and 10 to 13 will only be necessary, a note 'cashed the same day being written across 7 to 9.
- (3) When the register is reviewed by a responsible official, he will put his dated initials in column 14. So also will the Gazetted officer in charge of office do either weekly or monthly, as may be convenient.

(I. G.'s Cir. No. 5616, dated 14th May 1949)

- 189. Personal Ledger Accounts :** In view of the provisions of Article 284 of the Constitution of India - it is not permissible to keep the moneys received by Government servants in their official capacity outside the Government account. The article requires that all moneys received by or deposited with any officer employed in connection with the affairs of the State in his capacity as such other than revenues or public money raised or received by the Government of the State shall be paid into the public account of the State. Personal Accounts within the public account should, therefore, be opened in the treasuries in respect of various funds administered as per sub-rule (6) of Rule 184.

(G. R., F. D., No. 736/33, dated 9th August 1951 and 177917-D, dated 23rd September 1953).

SECTION IV - ACCOUNT PROCEDURE IN THE OFFICES OF SUB-DIVISIONAL OFFICERS  
AND CIRCLE POLICE INSPECTORS.

- 190. Day book in the offices of the Sub. divisional Police officers and the Circle Police Inspectors -**  
A Day Book showing all money transactions is the only account book that will be maintained in the office of the Sub-Divisional Police Officer or the Circle Police Inspector. It will be written up in accordance with the instructions in Rule 184.

SECTION V - ACCOUNT PROCEDURE IN POLICIE STATION  
AND HEAD QUARTERS OFFICES.

- 191. Account books to be maintained in Police Station and Headquarters Offices :**

*Day Book :-*

- (1) The Day Book should be maintained on lines similar to those described in Rule 184.
- (2) Cash deposited at a Police Station by an accused person as security for his attendance in Co-4rt on the date fixed should invariably be accounted for in the Police Station Day Book.
- (3) In making entries of pay and travelling allowance disbursements, the serial numbers from the pay abstract and travelling allowance bills should be shown, *e. g.*, Rs.5,000-50 pay, vide serial Nos. 1-5, 8, 1 0, 15-20, 24 etc. This will render the abstract on the bill unnecessary and save the inspecting officer's time and labour in checking the Day Book.

*Receipt Book*

- (4) For all moneys received otherwise than from the treasury, receipts signed by the officer actually in charge of the Police Station for the time being should be passed on Receipt Book Form No. Genl. 113-e. The officer signing the receipt should at the very time initial the entry in the Day Book. The instructions in Sub-Rule (3) of Rule 184 regarding the accounting of Remittance Transfer Receipt and Cash Orders should be observed in this case a so.
- (5) A Day Book Receipt Book (manuscript) should be maintained in the Sub-Inspector's office in the same way as in the Superintendent's office, and transactions, such as sending cash orders for encashment, sending money to the Post office for remittance by money orders etc., should be entered therein. The signature of the Head Constable or Constable through whom the cash order is sent for encashment should be obtained in the book and the cashier should, on receipt of the money write a remark just close to the signature referred to above to the effect that he has "received Rs. \_\_\_\_\_ in cash" and sign.

*Credit Voucher File*

- (6) For each entry on the credit side of the Day Book, a voucher must be kept on the credit voucher file, arranged according to the serial numbers of the Day Book entries.

**(Bk) K-1-16 (Mono)**

(7) Generally, the credit vouchers are-

- (a) cash memos,
- (b) memos, received from municipalities for killing stray dogs etc
- (c) memos, from Magistrates remitting money in recoupment of the permanent advance,
- (d) receipts (Gen. 113-e ) for recoveries from Policemen or for any money received from outsiders,
- (e) receipts (Gen. 113-e ) for money received or recovered under the Public Conveyance Act, and
- (f) memos of amounts received at auction sales of condemned articles, etc.

Items (d) and (e) above being in bound books cannot be conveniently filed; a slip should be put in the file at the missing numbers, indicating where the vouchers can be found. This procedure should be followed also regarding any voucher not referred to above.

*Debit Voucher File :-*

(8) The debit voucher file should be maintained on the same lines as the credit voucher file, except that pay abstracts and travelling allowance bills will be kept in their respective files. A note should be placed at the missing numbers indicating where the vouchers, can be found, *e.g.*, Nos. 10 and 30 in pay-bill for the month of 19      Nos. 12 and 20 in travelling allowance bill for the month of 19

(I. G.'s No. 5, dated 28th January 1924 and 64, dated 20th May 1926)

(9) All account, receipt and chalan books, vouchers, bail bond, dead stock, bhatta and lock-up registers etc., should be kept in good order and produced for audit purposes whenever required.

#### **191-A.Account procedure in Greater Bombay :**

1) The following account books should be maintained in connection with the Permanent Advance, in Greater Bombay :-

- (a) Permanent Advance Account (Day Book) to be maintained in Form Try. 2-B.
- (b) Voucher Book (Petty bill book) in Form No.Try. 2-B with the headings altered.
- (c) Lock-up Register.
- (d) Bhatta Book for prisoners in Form Special B. C. P. 43(6).

2) *Day Book :-*

(a) *The permanent advance account (Day Book should show clearly the daily opening balance, receipts, payments and the closing balance.*

(b) *The balance in the Permanent Advance account plus the total of the unrecouped payments (as per 'voucher and bhatta books) must always tally with the total permanent Advance allotted to the Station. This test must be applied at least once a month, and also when the account is checked by the Inspectors and Superintendents.*

3) *Voucher book :-* In the Voucher Book all payments made from the permanent advance (except bhatta paid to under trials)

should be noted and numbered serially, payee's acknowledgements being obtained against each entry of payment. The daily total payment should be carried over to the Permanent Advance account.

- 4) *Lock-up Register* :- The bhatta paid to prisoners as per scale in Standing Order 124-A of the Commissioner of Police and money or ornaments taken from prisoners on admission to the lock-up should be entered in the appropriate columns of the Lock-up Register. The amount of bhatta paid should be classified as per scale and carried over to the appropriate columns of the Bhatta Book.

*Note.*- As bhatta is payable to prisoners from the time they are arrested, the lock-up register should show the actual time of a prisoner's arrest and not the time of locking up.

- 5) *Bhatta book* :- The daily total of the bhatta paid should be worked up regularly and carried over to the Permanent Advance account.
- 6) *Bills how to submit* :- When the Permanent Advance begins to run short, and in any case on the 15th of each month, it should be recouped by submitting to Heads Office bills prepared in the following manner :-
- (a) *Bhatta to prisoners in the Lock-up* :- The Selection Grade Sub-Inspector will rule a red ink line across the page of the Bhatta book, add up the columns and post the several totals in a bill in Form No. B. C. P. 12.
  - (b) *Other charges* :- A red ink line should be ruled across the page of the voucher book, and a bill prepared in Form B. C. P. 196 showing the voucher numbers and particulars of the charges incurred.
  - (c) In each book the remark "Bill preferred to Head Office on" as well as the date of receipt of the amount from Head Office should be written below the red ink line in order to guard against double claim being preferred.

*Note - Unclaimed and Intestate Properties* - Charges paid under these heads from Permanent Advance should be billed for separately from other charges.

- 7) *Inspector's Duty* :- The Inspector before signing bills in Form Special B. C. P. 196 should satisfy himself that the charges billed for could not with due regard to the interest of Public Service be avoided and that none of them has been drawn previously from Head Office. He will furnish the following certificates along with the bill :-

"Certified that I have personally checked this bill with the voucher book and that all vouchers are in order".

- 8) *Superintendent's Countersignature* :- The Superintendent, as the countersigning officer will see that the charges billed for are reasonable and have been paid in accordance with the account rules or standing orders.

**Note:-** Each class of bills should be accompanied by a memorandum in form No. B. C. P. 239. These memoranda showing the amounts paid and the stations to which they refer will be returned by Head office on the date of the bills are paid. They should be filed at the Police Station concerned.

- 9) *Scrutiny in Head Office* :- These bills will be subjected to scrutiny by Head Office and any charge which is found to be excessive, irregular or unauthorised, will be liable to be retrenched. Officers concerned will, therefore, be careful in defraying such charges from their Permanent Advance.

Note.- Charges not payable from the Permanent Advance should be billed for in form No. Special B. C. P. 10.

- 10) *'H' and 'T' Dns. Bills* :- The Superintendent of Police, H ' and 'T' Divisions, while submitting bills in respect of petty charges, travelling allowance, conveyance hire, railway and steamer warrants, etc., will state invariably the head to which the charge pertains, viz., one of the under mentioned Establishments to which the claimant is attached. This is necessary in order to determine the recoveries due from the Bombay Port Trust :-

Harbour Police                    ...    (1) Law and Order (2) Watch and Ward (3) Flotilla.

Dock Police                    ...    (1) Law and Order (2) Watch and Ward.

- 11) *'L' Division Bills* :- The following additional special rules are laid down as regards the permanent advance of the Superintendent of Police 'L' Division

- (a) The following books should be maintained :-

- (i) *Cash Books* :-

- (1) Permanent Advance Account.
- (2) Advances made from the permanent advance to the Selection Grade Sub-Inspector and others.
- (3) Miscellaneous account of monies received from Head Office for disbursement.

- (ii) *Voucher Books* :-

- (1) Bhatta to prisoners, externees and destitutes.
- (2) Feeding charges of unclaimed dogs.
- (3) Other expenditure for purchases made etc.

- (iii) Unclaimed Property Register.

- (b) As regards voucher books the following principles should be observed :

- (i) Each payment should be attested by the payee's signature or thumb impression or by cash memo of the articles purchased.
- (ii) Amounts paid should be recorded in the permanent advance account on the same dates on which the payments are shown in the voucher books.
- (iii) Amounts paid should be recovered from Head Office periodically, on consolidated bills in Form No. Special B. C. P. 196 and Memo Form No. B. C. P. 239.

- (c) *Unclaimed property register* :- Feeding and other charges recovered from claimants of unclaimed animals should be remitted to Head Office in full.

- (d) The account books should be checked and signed by the Superintendent, 'L' Division, occasionally.
- (e) (i) Cash remittances made by the Superintendent to the Selection Grade Sub-Inspector or the Stores Subedar, Naigaum, should be followed by intimations in Form No. B. C. P. 58.
- (ii) The Selection Grade Sub-Inspector should maintain a miscellaneous cash account in respect of these sums.
- (f) When articles are ordered for the Stores not purchased on cash payment ) such as officers' boots etc.
  - (i) An indent in Form No. Gen. 347 should be issued, and
  - (ii) The bills, when received, should be noted on the counterfoil of the indent, and forwarded for payment to Head Office duly verified and signed by the Superintendent.

12) *Permanent Advance Acknowledgements :-*

- (a) On transfer of charge, and yearly on 1st of April each Superintendent must acknowledge to Head Office in the following form the Permanent Advance allotted to himself ( if any ) and the officers under his control :-  
  
"I hereby acknowledge that the Permanent Advance of Rs.\_\_\_\_\_ (in figures) as detailed below is due from and accountable for by me".
- (b) The Superintendent should take similar acknowledgements from his subordinates in the same way as he himself furnishes to Head Office and record them in his office.

13) *Bail Deposits Register :-* In every case wherein a cash deposit is taken from an accused person or from his sureties when he is released on bail, a receipt should invariably be issued to the party making the deposit after obtaining his signature or left thumb impression on the receipt and its counterfoil. In no case should a 'kutchra' receipt on a slip of paper be issued.

14) *Payee's Receipt :-* In the event of such money being refunded to the party from whom it was received, the receipt originally issued to him must be taken back from him and his signature or left thumb impression should also be obtained in the bail deposit register. Before the money is refunded care should be taken to compare this signature or thumb impression with the one previously taken on the receipt. The receipt should then be pasted to face its counterfoil in the book.

*Note -* The payees acknowledgements in Bail Deposit Register of amounts exceeding Rs.20 in each case must bear a ten naye paise revenue stamp.

15) *Receipt lost by Payee :-* If the receipt is lost by the depositor payment should not be made to him unless (a) he is properly identified, (b) signature or his left thumb impression is taken in the Deposit Book, and (e) a note is made on the back of the counterfoil and in the deposit book that the depositor has lost his original receipt.

16) *Courts Receipts :-* In the event of bail deposit money being paid into the Magistrate's Court, the receipt passed by the Court should be pasted to face the counterfoil in the receipt book and its

number and date noted in the Bail Deposit Register against the entry or entries concerned.

17) *Bail Deposit Cash :-*

- (a) *Custody of Cash :-* The Officer receiving bail deposits will be held personally responsible for the safe custody of the money. When going off duty, he should hand over the deposits received by him to the Selection Grade Sub-Inspector in charge, or in his absence, to the relieving officer who should make a diary entry of the money received by him in the presence of the officer going off duty.
- (b) *Remittances to Courts :-* Cash deposits should be remitted to the courts, without undue delay. Persons released on bail with cash deposit should be bailed out to appear before a Magistrate the next working day and (a) if the charge sheet is put in, and the accused being present the case is disposed of, the Police officer attending the court should return the deposit money to the accused subject desirably to seeing that he uses it in paying any fine that may have been inflicted. When the accused is absent the deposit should be paid into court; (b) if however the enquiries are not then complete, application should be made to the court for extension of bail, and the cash deposit should be handed into court along with the bail bond.

*Note -* Except as provided in rule (a) above, police officers are forbidden to take any part in the collection of fines unless they have distress warrants.

- (c) *Unclaimed Deposits :-* Unclaimed deposits should not be treated as unclaimed cash and remitted to Head Office, but should be made over to the Magistrate's Court to be dealt with according to law.

18) *Bail Deposit Register :-*

- (a) *Bail Deposit Register :-* The Bail Deposit Register should be maintained in form No. Special B. C. P. 209. All Bail deposits in both L. A. and I. P. C. cases should be entered in this book under the initials of the receiving officer. A note should be made in the register to differentiate I. P. C. from L. A. cases.
- (b) *Daily Closing :-* At about 8 p. m. every day, the Selection Grade Sub-Inspector concerned should make up the day's account in the Bail Deposit Register, under his own signature, and satisfy himself that the closing balance tallies with the actual cash balance.
- (c) *Monthly Summary :-* At the end of each month a list of all outstanding items of bail deposits should be prepared in the Bail Deposit Register. The Inspector should check the list and see that the total tallies with the balance worked out in the summary of the last day of the month. He should also count the actual cash balance and see that it tallies with the balance in the register and record the result of the verification below the summary under his signature.

*Note -* The monthly summary required under this rule should include all deposits outstanding, whether they relate to I. P. C. or L. A. cases.

19) *Miscellaneous Cash Account Book :*

- (a) *Miscellaneous Receipts :* Under this head are included miscellaneous monies received at Police Stations for disbursement, e. g. general pay, rewards, extra duty fees, doctors' fees etc.

***Note -*** Warrant monies are not to be included under this head.

- (b) *Ledger of such receipts* :- For those receipts a ledger should be maintained.
- (c) *Disbursement within 3 weeks* :- Money remaining undisbursed at the station for more than 3 weeks should be Returned to Head Office.
- 20) *General Pay, Receipt of* :- At the beginning of each month, on receipt of information by telephone from Read Office, Cashier each Divisional Superintendent should immediately depute a responsible Officer to Head Office to sign for and receive (a) the amount of general pay of his division (b) a mom f disbursement and (c), "plus and minus" memoranda (form Spl. B.C.P.126). The receiving officer will be-responsible for distributing the amount to the officers in charge of the different Police Stations of his division in accordance with memoranda referred to at (a) above.

*Note* - Officers in charge of the following branches will receive their general pay direct from Head Office:

1. Motor Transport Section.
  2. " Prevention of Crime " Branch.
  3. Sanitary Police.
  4. P. L. C. L. Department.
  5. Traffic Control Section.
  6. Vigilance Brancl4
  7. Cattle Pound.
- 21) *Undisbursed pay refund of* :- The following amounts and documents should be forwarded to Head Office in the third week of each month :-
- (a) The amounts of undisbursed pay, accompanied by:
- (i) fullparticularsofsuchamountsinFormNo.Spl.B.C.P.17.
  - (ii) acquittance roll of the amounts disbursed (Form No. Gen. 43) with all receipts.
  - (iii) pay return slips in Form No. Spl. B. C. P. 129.
- (b) Detailed pay sheets for the month in Form No. Spl. B. C. P. 5.
- 22) *Bemittance to Head Office* :- Remittance to Head Office must be accompanied by a challan in Form No. B. C. P. 115.

*Note* - (a) Separate challans should be used for different classes of remittance, such as licence fees, intestate property, unclaimed property, extra duty fees pay, warrant monies etc.

(b) Unclaimed Government currency notes taken charge of under Bombay Police Act, should not be treated as-cash and sent to Head Office on challan. Such notes should be treated as valuables and their denominations shown on the usual unclaimed property form for identification purposes.

- 23) *Bemittances from Head Office* :- Remittances from Head Office to Superintendents will be accompanied by memoranda in Form No. Spl. B. C. P. 239 showing particulars of the amounts remitted and the Police Stations to which the remittances refer.

*Note* - Money taken by Divisional Karkoons from Head Office to Superintendents should in their absence be handed over for safe custody to the Selection Grade Sub-Inspector of the nearest Police Station until it can be made over to the Superintendents.

- 24) All supplementary claims for pay should be submitted to Head Office on detailed pay sheets in Form No. Spl. B. C. P. 5 accompanied by a memo in Form No. B. C. P. 239.
- 25) Entries of all transfers of cash within the same station or



office from one person to another, except when such entry is made in the Muddemal or Safe Deposit Register, should be made in the cases of Police Stations in the Station Diary, and in the cases of other offices in a diary to be maintained for this purpose. The officer receiving cash should make an entry of the cash received in the presence of the officer from whom the cash is received.

*Note-* (1) With a view to ensure that all amounts received by the Police stations from Superintendents are brought to account, the Superintendents of Police will give each intimation, following cash remittance a serial number in red ink separately for each Police Station so that any omission thereof may be readily detected in audit. These intimations should be filed, according to the serial number in a separate file at each Police Station.

(2) All acknowledgements or remittances should be pasted to face their Counterfoils in the book, which should be examined from time to time ensure that no acknowledgements are wanting.

26) *Valuables Custody of* :- The Officer in charge of the case is personally responsible for the valuables and cash seized until he has made an entry in the Muddemal Register and handed them over to the Selection Grade Sub-Inspector who will sign the register in token of his having received the property. All valuables ' and cash should then be labelled and kept in the safe in charge of the Selection Grade Sub-Inspector who will be responsible for seeing that entries regarding production of the exhibits in court every time they are taken to court and brought back and final disposal of the properties are made in the register by the officers concerned. The Inspector in charge of Police Station will check the safe contents with the entries in the register once a week and sign the register in token of his having done so quoting the serial numbers of entries checked.

27) *Safe, Deposit Register* :- The Selection Grade Sub-Inspector in charge of safe should maintain a Safe Deposit Register. All cash and valuables which are not to be accounted for in any of the account books and muddemal register, should be entered in this register, such as those deposited by Divisional Karkoons, search money, fund money, Urban Bank recoveries, warrant money etc.

28) (a) *Warrant monies : Superintendent's Warrant Register* :- When a distress warrant is received by the Superintendent from Head Office, it should be entered in his warrant register (Form No. Spl. B. C. P. 18 ). Columns 7 and 8 of the register being then filled in the warrant should be sent to the Inspector concerned whose acknowledgement should be obtained in a despatch book (Form Gen. 52 ) kept specially for the purpose.

(b) *Inspector's Warrant Register* :- The Inspector who receives the warrant will then enter it in his own Warrant Register. Before it is handed over to a policeman for execution, it should be entered in a book Form D (Spl. B. C. P. 240), the policeman's signature being obtained in column 4 thereof.

(c) *Execution of Warrants* :- The policeman recovering money on a warrant will pass a receipt for the same to the party in Form Genl. 113. He must then pay the money recovered to the Inspector in person and not to any one else. When the money has to

be remitted to any court or authority outside Bombay, money order commission should be recovered in addition.

- (d) *Inspector's Duty* :- On receipt of the money the Inspector will sign in column 6 of Form D (showing the amount and date) in token of his having received the money. Columns 9 and 10 of his register being then filled up, he will promptly remit the money to the Superintendent under Form No. B. C. P. 58 (intimation slip).
- (e) *Remittance* :- When the money is received in the Superintendent's office, necessary entries will be made in his Warrant Register and the amount promptly remitted to Head Office.
- (f) *Inspector's Responsibility* :-
  - (i) The Inspector is responsible for the safe custody of the warrant money from the time it is received from the policeman to the time it is sent to the Superintendent. Pending disposal the money may be kept in safe in charge of the Selection Grade Sub-Inspector.
  - (ii) The Inspector will from time to time go through his Warrant Register and see that the warrants are returned within a reasonable time. If a warrant is returned unexecuted then it is for the Inspector to see that the explanation given is reasonable or not. If he considers the explanation is not reasonable, he should make such arrangements as he considered necessary in order to get the warrant executed.
  - (iii) When transfers of Inspector take place, a list of outstanding distress warrants giving serial numbers, amounts, etc., according to the register should be prepared by the outgoing Inspector and handed over to the incoming Inspector together with all the warrants and any explanation in respect of the warrants which have remained unexecuted for more than a fortnight. Both the Inspectors will sign the list in token of their having handed over and taken charge of the warrants.
- (g) *Superintendent's Responsibility* :-
  - (i) The Superintendent is responsible for the safe custody of the money from the time it is received in his office to the time it is returned to Head Office.
  - (ii) Superintendents will pay particular attention to the execution of all such warrants and see from time to time that no warrants remain on the books of the Police Station unexecuted for a period of one month without some reasonable explanation.
  - (iii) Similar procedure should be observed in respect of warrants received by the Superintendents direct from the Magistrates and the monies recovered should be remitted to the issuing Magistrates direct.

**191-B. Revenue receipts under the Bombay Police Act. (Greater Bombay) :-**

- (1) *Licence fees*
- (a) *Licence fee Accounts* - The following books should be maintained in the Divisional Superintendents' offices
  - (i) Receipt book of licence fees (form Gen. 113).
  - (ii) Licence Register.
  - (iii) Cash book for licence fees.
  - (iv) A ledger for miscellaneous receipts and disbursement.

- (b) *Remittance to Head Office* :- The licence fees collected each day should be remitted to Head Office the next day on a chalan (Form Spl. B.C.P. 115) with the classification of fees into four heads viz., Music Licence, Public Entertainment Licence, Public Amusement Licence and Blasting Licence, duly entered on the reverse.

*Note* - For the sanctioned scale of licence fees, see Standing Order No. 243, dated 16th August 1933 of the Commissioner of Police, Bombay.

- (c) *Superintendent's check* :- As the Superintendent is responsible for the cash balances in his office, he will exercise daily check on the receipts and payments and satisfy himself that the book balance agrees with the cash balance.

(2) *Pound collections* :-

- (a) *Pound collections* - The following, account rules are laid down for the guidance of the Pound Keeper and his staff
- (i) The general principles as regards cash and accounts, shall, *mutates mutandis*, be applicable to the Pound Keeper.
  - (ii) He shall be held responsible for all Pound Collections and other cash in both the Pounds.
- (b) *Byculla pound*.-The morning duty clerk at the Byculla Pound shall hand over the cash and key of the safe to the afternoon duty clerk at 2 p. m. each day.
- The Pound Keeper shall take charge of the Byculla Pound cash and key of the safe custody each evening before the afternoon duty clerk goes off duty. The key shall be retained by him overnight and delivered to the morning duty clerk early the next morning.
- (c) *The Girgaum pound* - The pound collections and other cash of the Girgaum Pound shall be taken over by the Pound Keeper each evening before the clerk goes off duty.
- (d) *Hamal, hire etc.* - No expenditure shall be met from the collections and the Pound Keeper shall hand over each morning to the clerk an amount from the Permanent Advance sufficient to cover the day's expenditure for hamal, hire etc., and shall receive its account and balance the same evening.
- (e) *Transfer of cash* - A diary book shall be maintained at each Pound wherein all transfers of cash from the Pound Keeper to clerks or vice versa and also between the clerks shall be entered, The person receiving cash shall make an entry of the amount received, the entry being made in the presence of the one from whom the cash is received.
- (f) *Remittance to Head Office* - Pound collections shall be remitted to Head Office twice a week on Tuesdays and Fridays and in addition every day following the one on which the collections of both the Pounds exceed Rs.150.
- (g) *Indents for Grass* - The supply of grass shall be obtained from the contractor on indent (Form No. gen. 347) in quadruplicate one copy being forwarded to the Byculla Pound and another to Head Office, The indent shall show the quantity

of grass required at each Pound separately. On receipt the Pound Keeper or the clerk present shall ask the contractor's man to weigh the grass in his presence and pass a receipt for the quantity received to the man, keeping a carbon copy of the same on office record. The Pound Keeper shall see that the grass supplied is of a good quality.

- (h) *Green grass and bran* - Green grass or bran when required to feed sick animals shall be purchased locally, the cost being met from the Permanent Advance.
- (i) *Accounts to be kept* - The following accounts, shall be maintained at each Pound :
  - (a) Permanent advance Account :- As regards the permanent advance of Rs.70 and Rs.80 to the Girgaum and Byculla Pound respectively, a voucher book shall be maintained. The payees shall acknowledge receipt of all: individual payments from the permanent advance made to them by signature or thumb impression.
  - (b) Grass account shall show (i) the quantity of grass received from the contractors, (ii) daily actual consumption not exceeding 20 lbs. per each large and 10 lbs. per each small animal, (iii) the number of animals, large or small, for whom the daily consumption is entered in the account, and (iv) daily balance as per account. The grass account shall be written on by clerks daily and checked by the Pound Keeper with the indents and the daily register of impounded cattle.
  - (c) Pound collection account (Form Try. 2).
  - (d) Daily register of impounded cattle (in Form Spl.B.C.P.66).
  - (e) A miscellaneous account shall be maintained at the Girgaum Pound only. All cash received from the Head Office on account of pay etc. and collected from the Byculla Pound shall be accounted for in the same manner. The Pound menials' pay shall be first drawn from Head Office and then paid.
  - (f) *Pound Keeper's check* - The Pound Keeper shall daily tally the cash balance with the book balance and shall once a week check the accounts with vouchers. He shall sign the books in token of his having checked and found them correct.
  - (g) *Check by Superintendents C and D Divisions* - The Superintendents of Police C and D, Divisions will check cash balances of the Girgaum and Byculla Pounds respectively at least once a month.

(Bombay City Police Accounts Manual)

#### SECTION VI - ACCOUNT PROCEDURE RELATING TO PAY.

##### **192. Place where pay may be drawn :-**

- (1) A pay bill is ordinarily payable at the treasury of the district in which the claim arises.
- (2) The claims on account of pay and allowances of the non-Gazetted personnel should be deemed to arise at the station where the drawing and disbursing officer, who draws the claim, is stationed.

(G.R., F.D., No. CTR 1058/14298/G-3, dated 22nd November 1958)

(3) In cases of transfers during the currency of a month, the following procedure should be followed:-

- (i) Where the transfer is from one office to another within the same Minor Head and under the same treasury (e.g., the transfer of a Sub -Inspector or Head Constable from one Police Station to another in the same district), the claim on account of pay and allowances in respect of the whole of the month should be preferred by the office to which the transfer has been made. Thus in all cases of transfer from one Police Station to another, the entire salary for the month in which the transfer has been made should be paid at the new station. The Police Station from which the man is transferred should furnish the Police Station to which he has been transferred with all necessary details, and the latter should be held responsible for taking all further action.

(I. G.'s No. 3773-B, dated 15th March 1912)

- (ii) When the transfer affects two Minor Heads, but the treasury is the same (e.g. the transfer of a Sub-Inspector from the Poona district to the Central and Southern Railways or of an officer from the Central Police Training School to the Nasik district), the claim for pay and allowances of the officer for the whole of the month should be preferred by the office to which the transfer has been made. In such a case the expenditure on account of the portion of the month up to the date of transfer properly belongs to the old charge, though it is actually drawn and paid in the new charge, and should be debited to the grants of the disbursing officer of the old charge and accounted for by him in his monthly statement. The disbursing officer of the new charge should supply to the disbursing officer of the old charge with all the requisite details to enable him to account for the expenditure correctly.
- (iii) When the transfer is made from one charge to another within one and the same Minor Head, but under a different treasury (e. g., a Sub-Inspector transferred from the Nasik district to the Poona District), the pay and allowances, etc. due to him up to the date of his relief should be claimed in the old charge. When, however, this is not possible and such claims are actually drawn and paid in the new charge, the expenditure on account of the claims should be treated as belonging to the new charge and accounted for by the disbursing officer of that charge in his monthly statement.

(I. G.'s No. 16, dated 24th April 1930)

- (iv) Where a transfer affects different Minor Heads and there is also a change of treasury, the claims in respect of pay and allowances due up to the date of relief must be preferred and paid in the old charge.

(Rule 51 of Financial Rules)

- (v) If an officer is transferred from the District Police to the Bombay City Police or vice versa, the claims should be preferred as in clause (iv) above, as there is a change in the "Controlling Officer".

**193. Drawing of pay for the period of absence from duty** - A Government servant who proceeds on leave after the preparation of the pay bills of his office should not in the absence of any sanction for the leave be allowed to draw duty pay for the entire month. In such a case he should be paid his, duty pay and allowances, and his leave salary should be paid only when the leave is sanctioned. If there is no difference between the pay and the leave salary, the Audit Office should specifically be informed of the fact indicating the period of leave, of leave salary, etc., so as to enable that officer to keep notes of the period of leave or the original bill. In case there is a difference between the pay and the amount of leave salary due to the Government servant, a supplementary bill may be prepared. If the latter exceeds the former, the supplementary bill should show the amount due on account of leave salary and at the same time show the refund of the amount already drawn and the difference will be claimed from the treasury or the Audit Office as the case may be. If on the other hand the amount of leave salary due is less than that already drawn, the refund of the latter to the extent of the amount claimed should be shown in the supplementary bill and the same sent to the treasury or the Audit office, as the case may be, for audit, etc. In such a case the bill in which the remaining balance of the amount still to be refunded has actually been refunded should be communicated to the Audit Office. The undisbursed pay should ordinarily not be refunded into the Treasury or the Reserve Bank, but should be adjusted by short drawal in the bill of the next month.

(G. C., F.D., No. 8255133, dated 21st November 1950)

**194. Drawing of pay of Gazetted Officers –**

- (1) All Gazetted Officers are personal-salaried officers and will draw their pay on bills signed by themselves direct from the treasury.
- (2) These officers must obtain from the Accountant General/Deputy Accountant General a salary slip authorising them to draw pay and allowances at the rates to which they are entitled and must attach the slip to the first pay bill, whenever any change in their pay and allowances takes place on account of any of the following circumstances
  - (a) Any increment is stopped.
  - (b) An efficiency bar or any other bar against the grant of a particular increment is removed.
  - (c) There is a change of any kind in emoluments otherwise than by accrual of an increment in the ordinary course in a substantive appointment, e. g.,
    - (i) when a Gazetted Government servant passes outside or beyond the time-scale ,
    - (ii) when he passes from one over-lapping time-scale to another or from one time-scale to another;
    - (iii) when he proceeds on leave of any kind or returns there from; or
    - (iv) when he is appointed to a temporary post or reverts there from.

- (d) The stage of the time-scale at which there is a pause, is reached.
- (e) A post which was created for a specific period is, on the expiration of the period, continued.

In cases not covered by the above clauses, a change in pay and allowances will require no salary slip.

(A. G.'s No. N. G. 53-4581, dated 25th August 1922 and G-IV-DSP/81'92, dated 9th March 1949).

*Note* - For submission of a copy of the charge report to the Treasury Officer and endorsement to be made on copies of the charge report meant for Audit Officer and the Head of the Department or the controlling officer see Volume I.

- (3) The pay of officers mentioned in Sub-Rule (1) above may be paid only upon the personal claim of the officer concerned and to his personal receipt and not otherwise. At the written request or order of the officer concerned, the pay bill may be made payable to some well-known banker or agent. The receipt of the banker or agent cannot be accepted as a final quittance, unless the bill itself is endorsed in favour of the banker or agent by means of a distinct pay order which need not be stamped. The receipt of the banker or agent will be stamped, whether it is in the body of the bill itself or separate, unless the receipt of the bill has already been duly signed and stamped by the Government servant himself. Any single person cannot be constituted as an agent to receive payment except when he holds a legally valid power or attorney to act for the officer concerned. If a person not duly constituted as an agent misappropriates the money, Government will accept no responsibility.

(Rule 54 of Financial Rules)

- (4) As regards furnishing the Accountant General/Deputy Accountant General with copies of the Inspector-General of Police's orders deducting 10 per cent of pay of officiating Inspectors of Police for failure to pass the language examination, see Volume I.

#### **195. Pay Abstract and Muster Roll –**

- (1) The officer in charge of a Police Station or the Head Quarters will prepare and send to the Superintendent's office, so that it may reach there not later than the 20th of each month, one copy of the pay abstract (Form No. PA 4 for each of the following classes)
  - (i) Sub-Inspectors.
  - (ii) Head Constables (armed and unarmed)
  - (iii) Constables (armed and unarmed)
  - (iv) Temporary establishments.
  - (v) Extra guards, } if any.
  - (vi) Watchmen } }
- (2) These pay abstracts -will be checked in the Superintendent's account office and will be returned to the officers from whom they were received, with remittance in the form of cash, a cash order or a Remittance Transfer Receipt, as the case may be.
- (3) On receipt of the remittance, the officer concerned should arrange to distribute the pay immediately to the men present at the Police Station or Head Quarters, obtain their signatures on the pay abstract

and arrange to send the pay of those men who are on leave and residing outside the station direct by money order (not through a Police Station officer of other district).

- (4) For those men who are stationed at Outposts, acquittance rolls should be prepared (one copy only) for each Outpost.

(I. G.'s Nos. 5 and 6, dated 28th January 1924)

- (5) Pay of Policemen deputed to Poona for instruction in any military institution should be remitted through the Superintendent of Police, Poona, the pay reaching that officer before the 10th of each month.

(I. G.'s No. 11774-B, dated 2nd August 1910)

- (6) The pay of men transferred between the dates of the presentation and payment of a bill should be remitted by means of cash orders to be obtained from the district treasury in favour of the officer under whom the men are transferred. In the case of remittance of such pay from one taluka to another, the officer concerned should pay the money into the sub-treasury for the purpose of the issue of a cash order from the district treasury on the other taluka sub-treasury where the money is to be paid, provided that if the amount to be remitted does not exceed Rs.25, the officer in charge may, on his own personal responsibility, send it by hand, if he finds it more convenient to do so.

(G. L., J. D., No. 11 15, dated 26th February 1903 and G. R., H. D., No. 1482, dated 9th February 1921)

- (7) The acquittance rolls, after being receipted by the payees, should be attached to the pay-abstract and returned to the Superintendent's office.

(I. G.'s No. 5 and 6, dated 28th January 1924)

- (8) Receipts of payees must have ten naye paise (revenue ) stamp affixed to them if the gross amount of pay exceeds Rs.20 a month, though after making any authorized deduction on account of anything due to a Police Co-operative Credit Society the amount payable does not exceed Rs.20.

(G. R., R. D., No- 4487139, dated 3rd June 1941)

- (9) A note should be made against the names of those men whose receipts have not been taken, either on the pay-abstract or on the acquittance roll, intimating briefly the reason for non-payment.
- (10) As soon as such outstanding receipts are received, they should be forwarded to the Superintendent's office where they will be pasted on the respective pay-abstracts to which they refer.
- (11) The payee's signature will not be taken on the Police Station muster roll and pay abstract (PA-27). The pay abstract in this form is merely for the information of the officer in charge of the Police Station or the Head Quarters, as the case may be.
- (12) The pay abstract, duly receipted, will be sent to the Superintendent's office along with the next month's pay abstract to enable the Police Accountant to verify the latter. In case any payment remains to be made, a remark, viz. "Receipt will follow on acquittance roll" should be made against the name of the individual concerned.

(I. G.'s Nos. 5 and 6, dated 28th January 1924)



**196. Preparation and checking of pay bills in Superintendent's Office –**

- (1) The sheet clerk should on the 22nd of each month supply the Police Accountant with a statement showing the number of vacancies in each grade of Head Con' stables as it stands on that day. He should also give totals of Constables present on that date and drawing each stage in the time scale of pay.

(I. G.'s Nos. 5 and 6, dated 28th January 1924)

- (2) The pay of permanent men transferred temporarily to other districts should be drawn on a separate bill by the District Superintendent of Police of the district to which they are transferred, and the men should be regarded as a temporary additional establishment of that district. The pay of substitutes engaged in place of the men transferred should be drawn in the general establishment pay bill of the district in which the substitutes are engaged.

(I. G.'s No. 6465, dated 25th July 1898)

- (3) The pay abstracts received from Police Stations or Head Quarters will be checked and an abstract in English for the use of the Treasury prepared from them. An office copy in English must also be prepared and kept in the Superintendent's account office.

(I. G.'s Nos. 5 and 6, dated 28th January 1924)

- (4) In columns 2 and 3 of the pay bills of Head Constables should be shown the number of Head Constables on duty and that on leave, whether on average pay or half average pay, separately. The amount of leave salary, however, need not be shown separately from duty pay. These details are necessary for the purposes of checking of officiating appointments and promotions of Head Constables by the Accountant General/Deputy Accountant General.

(I. G.'s No. 3, dated 13th January 1933)

- (5) When leave salary on average pay is drawn in a pay bill, a statement showing the calculations by which the amounts drawn on account of leave salary have been deducted should be attached to the pay bill in which the leave salary is first drawn, duly signed by the drawing officer. If the calculation is based on pay drawn outside the Government servant's substantive section or office, a reference to the vouchers in, or the office from which such pay was drawn, should be given in the statement. If leave salary is based on actual and not on average pay, the drawing officer should attach to the bill a certificate that such pay is the pay of & permanent post hold, substantively by the absentee at the time of taking leave. This procedure does not apply in the case of Government servants in inferior service.

(Sub Rule 38 (b) Try. Orders)

- (6) The pay bill sent to the treasury should have attached to it a certificate that Policemen on duty for whom compensatory local allowance has been claimed are entitled to it, that the rates do not exceed the scale sanctioned by Government and that the allowances drawn in the bill have not been paid before.

(I. G.'s No. 4477, dated 12th November 1937)

- (7) The claim for literacy allowance should be supported by the following certificate given on the pay bill :-

"Certified that it has been ascertained that the men for whom literacy allowance has been drawn are entitled to it and the rates are according to the standard of literacy as laid down by Government and that for new recruits who entered service after 8th November 1937 and 27th March 1939, the now rates sanctioned by Government in Government Resolutions, Home Department, No. 4544/3, dated 8th November 1937, No.4544/3, dated 27th Marc&1939, and No.1198/5 dated 19th July 1948 respectively have been allowed.

(I. G.'s No. 15, dated 3rd Tune 1939)

- (8) (i) Officers preferring claims for house rent allowance for their establishments should record on the pay bills a certificate in the following form in addition to the printed certificate on the bills :-

"Certified that the house rent allowance does, in no case exceed the amount of actual rent paid by the officers concerned for unfurnished accommodation and that no part of the accommodation is sub-lot or normally occupied by adults other than the family of the Government servants concerned."

- (ii) (a) Officers preferring claims for house rent allowance in respect of their establishments will carry out in the months of January and July each year a physical check of rent receipts in order to verify whether the certificates, regarding the amount of house rent actually paid, given by Government servants to whom house-rent allowance is admissible as a maximum percentage of pay are correct and should record an additional certificate to the effect that the claims have been verified with reference to the rent receipts in respect of the rents for the months of December and June, in the bills pertaining to January and July *i.e.*, the months in which the verification is made.

(I. G.'s No. 5245, dated 3rd November 1938)

- (b) In the case of Gazetted Officers, the authorities empowered to approve the scale of accommodation may similarly countersign the bills for house rent allowance pertaining to the months of January and July each year in token of having verified the claims with reference to the rent receipts in respect of rent for the previous month,
- (c) In the case of persons living in their own houses, any authoritative document showing the assessed rental value of the accommodation occupied by the Government servant will form the basis for the half yearly check.

(G. C., F. D., Xo. 6567/33, dated 20th March 1950)

- (9) Superintendents of Police should invariably quote in pay bills the relevant Government Resolution against every additional appointment of a Sub-Inspector (permanent or temporary) that may be added to the district over and above the number already sanctioned previous to such addition and should also furnish information regarding the officiating arrangements made in place of an absentee and the designation of Sub-Inspectors (*e. g.*, Reserve Sub-Inspector, Reader

Sub-Inspector, etc.) required to regulate the leave and other allowances admissible in each case.

(I. G.'s No. 8683-A, dated 14th June 1911)

- 10) The monthly bills should ordinarily be supported by an absentee statement, if any person in superior service was absent during the month, either on deputation or suspension, or with or without leave (except on casual leave).
- 11) If no person in superior service was absent during the month, either on deputation or suspension, or with or without leave, (except on casual leave), the certificate to that effect printed on the establishment bill form should be signed by the Head of the office.
- 12) When the name of any person appointed whether permanently or on probation to superior service appears for the first time in an establishment bill, either reference must be given to a previous post held by him (which should be supported by a last-pay certificate, showing dates of making over and receiving charge, advances outstanding, etc.,) or if he did not previously hold any post or is re-employed after resignation or forfeiture of past service, a health certificate as required by Bombay Civil Services Rule 10 must accompany the bill.

(Sub-Rules 40(a), 41, 42 of Try. Orders)

- 13) Where the passing of a test or -an examination is the pre-requisite of confirmation or enhanced pay, the Head of Office should endorse on the pay bill a certificate that the requirement has been fulfilled before higher pay is allowed or confirmation made.

(I. G.'s No. 4362, dated 27th March 1943)

- 14) In the case of every Police officer to whom a monthly conveyance allowance has been granted on condition that a horse or a particular kind of vehicle is maintained a certificate that the horse or vehicle has been maintained should accompany every pay bill in which the allowance is claimed.

(Rule 388 of B. C. S. Rules)

- 15) In order to facilitate the work of reconciliation of expenditure in the Accountant General's/Deputy Accountant General's office. Superintendents of Police should prepare recovery statements in Form No. 17 in Appendix I and attach them to pay bills.

(T. G.'s No. 2801, dated 29th March 1947)

- 16) The checking of pay bills is a laborious task. The Rome Inspector should, however, satisfy himself that the bill is correctly made out before he signs it or allows it to go to the Superintendent of Police for signature. In the case of bills which are not pro-audited, it is not sufficient that the component items of an establishment bill should be checked. The total shown in the bill should also be checked by adding up the items. This should be done by a responsible officer of the staff of each office, other than the person preparing the bills. When an officer signs an absentee statement accompanying an establishment bill, he should see that a diagonal line is drawn across the blank space, if any. Similarly if the statement is blank, he should see that a diagonal line is drawn across it- With the word "blank" in

brackets in the middle of the line. The totals of pay bills vary each month on account of vacancies, promotions, leave and such other casualties that may take place. It is, therefore, necessary that the Home Inspector should scrutinize the bill with every possible care. In order to facilitate this work, he should have the bill prepared under his personal supervision when he takes over charge of his appointment and should satisfy himself that every figure shown therein is correct. The bills so prepared will be the basis on which he should scrutinize subsequent bills. The Accountant should be asked to submit an explanatory note showing each month the reasons why the totals differ from those of the previous month. Along with this note, the Accountant should produce for inspection the orders passed by the Superintendent as to promotions, reductions and such other orders as have affected the pay bill. The statement should be prepared in such a way as to show all plus items on one side and minus items on the other. The difference between these two should explain the difference between the totals of the bill under reference and that of the previous month. The statement should be submitted with the bill to the Superintendent when the same is sent for signature. When the Home Inspector checks an acquittance roll, he should either himself total the items of it, check the total of the corresponding establishment bill and the money received from the treasury and see that any difference between the totals is properly accounted for, or cause this to be done by another responsible member of the staff as maybe found convenient.

(I. G.'s No. 130, dated 10th September 1926 and G. R., F. D., No. 6550, dated 20th January 1930).

- 17) It is customary to paste the acknowledgments of cash-memos to the office copies of the latter. But the Home Inspector should see that these are properly pasted and he should initial the debit entry concerned in the Cash Book after checking the amounts entered in the acknowledgment with that entered in the office copy of the cash memo and in the Cash Book.

(I. G.'s No. 144, dated 22nd October 1926)

#### **197. Supplementary bills –**

- (1) Arrear pay should be drawn, not, in the ordinary monthly bill, but in a separate bill, the amount claimed for each month being entered separately with quotation of the bill from which the charge was omitted, or withheld, or on which it was refunded by deduction, or of any special order of competent authority granting special pay or a now allowance. Such bills can be presented at any time, subject to the conditions laid down by Government in ,Financial Rule 30, and may include as many items as are necessary.

(Subs. Rule 44 Try. Orders)

- (2) Whenever a supplementary bill in respect of claims in favour of Head Constables and Constables, whose names are not shown in the bills, is submitted, the Superintendents of Police should endorse on the bill, in addition to other appropriate certificates, one in the

"Certified that ..... (Here specify the increments, traveling allowance and other allowances as the case may be)

drawn in this bill, have not been drawn and paid before and I have satisfied myself that the present claim is a bona fide one and should be accepted."

(G. R., F. D., No. 3191/33, dated 27th April 1943)

- (3) In order to avoid double claims in respect of pay bills drawn on supplementary bills, a Subsidiary Register should be maintained by the drawing officers in Form No. Gen. 213. The entries in the Subsidiary Register should be attested by the Head of the Office or by a responsible officer who is authorized to sign the pay bills. In respect of supplementary bills on account of (i) withheld amounts (ii) undisbursed pay refunded and (iii) refund of fines, it is not necessary to enter the items in the Subsidiary Register, but necessary notes should be made in the appropriate places in the original bill.

(G. R., F. D., No. 8971, dated 27th October 1931)

**198. Recoveries under prohibitory orders of Courts –**

- (1) For payments to be made into a Court of Law on account of attachment or otherwise, the proper procedure is to remit to the Court the amount realised under the attachment order *less* the remittance charges. The disbursing officer is not entitled to deduct from the pay anything in excess of the amount specified in the attachment order. The debtor will, therefore, receive credit only for the net amount received by the Court after the remittance charges have been deducted, and not for the whole amount deducted from the pay bill. The instructions in Sub-Rule (2) below should be followed in making such payments.
- (2) (a) Amounts deducted from pay bills of Gazetted and non-Gazetted Government servants under prohibitory orders issued by a Court of Law not located at the Headquarters of the treasury cashing the bills should be remitted to the Court concerned by postal money order in the following manner :-
- (i) In the case of attachments of the pay of Gazetted Government servants, the Treasury Officers disbursing their pay will prepare money order forms in favour of the Courts concerned for the amounts to be remitted under the prohibitory orders *less* the money order fees. The Treasury Officers should deduct the amounts specified in the attachment orders from the bills and after passing the net amounts of the bills, send the money order forms to the post offices for issue. A certificate should be recorded on each form to the effect that the amount of the money order with the money order fees due thereon has been credited to the post office by book transfer,
  - (ii) In the case of non-Gazetted officers, the drawing officer should attach to the pay bill properly prepared money order forms for the amounts to be remitted under the prohibitory orders *less* the money order fee ; the amounts specified in the attachment order should be shown as deductions in the pay bill. The Treasury Officer will pass the bill for the net amount, credit the deductions by transfer to the post office and send the money order forms to the post office together with the certificates prescribed in sub-clause (i) above. On obtaining the money order receipts, the Treasury Officer will check them and see that the amounts specified on the receipts together

with the money order fees thereon correspond to the amounts deducted from the bills and then transmit them for record to the drawing officer.

- (b) Amounts deducted from pay bills of Gazetted and non-Gazetted Government servants under prohibitory orders issued by a Court of Law located at the Headquarters of the treasury cashing the bills should be paid by transfer credit to Civil Court Deposits, for which transfer entry chalans should be passed as under :-
- (i) In the case of attachments of the pay of gazetted Officers, the Treasury Officers should prepare chalans in quadruplicate. The amounts will be deducted from the pay bills and credited in the treasury accounts by transfer to the head "Civil Court Deposits". One copy of the chalan duly signed by the Treasury Officer will be forwarded to the Court, the duplicate to the Gazetted Officer concerned and the remaining two will be retained in the treasury. The payments of the amounts due to the parties concerned will be under the procedure for repayment of deposits.
- (ii) In the case of attachments of the pay of non-Gazetted officers, the drawing officer should prepare chalans in quadruplicate and attach them to the pay bills, the amounts of the chalans being shown as deductions in the pay bills. The Treasury Officer will pass the net amounts of the bills and credit the amounts to the head "Civil Court Deposits" and forward the original copies of the chalans to the Court and the duplicates to the drawing officer, retaining the remaining two in the treasury.
- (3) Court authorities will send attachment orders against Gazetted Officers to the Treasury Officer of the district in which they may be serving and to the Heads of Offices concerned in the case of non-Gazetted Officers.

(Rule 75-A of Financial Rules)

- 199. Recovery of fines imposed on non-Gazetted Government Servants** - Fines imposed on non-Gazetted Government servants for ordinary neglect of office duty are properly recovered by stoppage from pay and consequent short drawings from the treasury.

(Rule 74 of Financial Rules)

- 200. Recoveries on account of deposits, etc.** - Recoveries on account of security deposits (vide Vol. I) should be made in cash at the time of disbursement of pay, and when such deposits are to be paid into the Post Office Savings Bank, the amount recovered should forthwith remitted to the Post Office.

(Rule 75 of Financial Rules)

- 201. Recovery of fine in execution of a warrant** - For rules relating to execution of warrants for the recovery of fine, reference should be made to Volume III.

- 202. Payment of pay to a person quitting service** - The last payment of pay should not be made to a Gazetted Government servant or to a Government servant whose pay is drawn on pay bill forms of a Gazetted Government servant, finally quitting the service of Government

or placed under suspension, until, the Treasury officer has satisfied himself, by reference both to the Accountant General/Deputy Accountant General and to his own records, that there are no demands outstanding against him. In other cases payment may be made without reference to the Accountant General/Deputy Accountant General on the responsibility of the Head of the Office concerned.

(Note 2 below Rule 51 of Financial Rules)

**203. Death of the payee –**

- (1) Pay, allowances or pension can be drawn for the day of a man's death; the hour at which death takes place has no effect on the claim.
- (2) Pay and other allowances claimed on behalf of a deceased Government servant may be paid without the production of the usual legal authority (i) to the extent of Rs.500 under orders of the Collector or other officer responsible for the payment after such enquiry into the rights and title of the claimants as may be deemed sufficient (ii) for the excess over Rs.500 under the orders of Government on execution of an indemnity bond prescribed in Financial Rule Form No.3-A, with such sureties as it may require, if it is satisfied of the right and title of the claimant and considers, that undue delay and hardship would be caused by insisting on the production of letters of administration.
- (3) In any case of doubt payment should be made only to the person producing legal authority.

(Rule 52 of Financial Rules)

**SECTION VII - ACCOUNT PROCEDURE RELATING TO TRAVELLING ALLOWANCE.**

**204. Time limit for submission of travelling allowance bills –**

- (1) No travelling allowance bill for any allowance not claimed within six months of its becoming due can be paid without the sanction of the Accountant General/Deputy Accountant General. As delay in the submission of claims causes considerable trouble in scrutinizing all past payments, Superintendents of Police must be careful to see that no undue delay takes place in the disposal of such claims.

(G. R., F. D., No. 1266, dated 1st April 1912)

- (2) Bills for allowances claimed within six months of their becoming due, though not paid within that period, should not be submitted to the Accountant General for pre-audit. Only bills for allowances not claimed within six months of their becoming due should be submitted, Vide Sub-Rule (2) of Rule 163.

(A. G.'s No. TAM-1840, dated 17/25th September 1901)

- (3) Pre-audit by the Accountant General is waived in the case of travelling allowance bills of the constabulary.

(A. G.'s No. TAI-72-1-1080, dated 1st August 1921)

- (4) Travelling allowance including daily allowance of a Government servant, who is promoted, reverted or granted an increment or whose pay is revised or re-fixed with retrospective effect, should not be revised except when the promotion, reversion etc., implies an actual change of duties. All travelling allowance claims in such cases should

be regulated on the basis of pay actually drawn when the travelling is done irrespective of whether a particular travelling allowance bill is preferred before or after the issue of orders sanctioning promotion, reversion etc.

(Instruction below. Rule 377 of B. C. S. Rules)

**205. General instructions for preparing travelling allowance bills -**

- (1) Journeys of different kinds or journeys and halts should not be entered on the same line. Only one kind of allowance should be filled in on a line and its amount carried separately into the last money column. A line should be drawn after each return to Headquarters.
- (2) Hours of journeys should be entered in *red* ink in the column meant for this purpose in the manner followed in Railway time table, *i.e.*, running from 0 to 24 ; thus, 7 a. m. denoted by 7, 12 noon by 12, 8 p.m. by 20 and so on.
- (3) The number of miles travelled should be entered in all cases of journeys by road or by boat.  
When an officer performs short journeys from and back to Headquarters, the direct distance from the Headquarters to each place visited should be shown in the bill.
- (4) The daily allowance of an officer acting in an appointment should be calculated on the pay of the officer, except when a special rate has been sanctioned for the appointment.
- (5) In calculating mileage allowance for journeys by road, fractions of a mile in each item of a bill should be rounded off to the nearest figure, half and more than half a mile being taken as one mile and fractions less than half a mile being neglected.
- (6) When the first item in the travelling bill of any officer is a halt, the date of commencement of that halt should be stated in the "Remarks" column.
- (7) Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the officer and not on travelling allowance bills.
- (8) All travelling allowance bills must be sent to the office of the Superintendent of Police within the first six days of the month following that to which the bill pertains and that the Superintendent of Police should arrange to sanction them invariably before the end of the month.

(I. G.'s Cir. No. 58, dated 4th Ma 1954)

**206. Instructions for preparing travelling allowance bills of Sub-Inspectors, Head Constables and Constables in the offices of Superintendents, etc -** The following instructions regarding the preparation of travelling allowance bills of Sub-Inspectors, Head Constables and Constables are intended primarily for the offices of Superintendents of Police, but apply *mutatis mutandis* to the offices of Sub-Divisional Officers, Inspectors and Police Prosecutors :-

- (1) Separate consolidated travelling allowance bills will be prepared in offices subordinate to the Superintendent for the following classes of officers :-
  - (i) Sub-Inspectors.
  - (ii) Head Constables and Constables (armed and unarmed),
  - (iii) Temporary establishment.



If the bill is in a regional language, one copy only and, if it is in English, two copies will be prepared and submitted to the Superintendent's office.

- (2) If the Sub-Inspector's own bill is in a regional language, the p Price Accountant will prepare an English copy for the treasury. After the latter is cashed or received back duly endorsed for payment on a sub-treasury, the copy in the regional language should be returned to the Sub-Inspector together with the cash memo for signature (in token of receipt of the money) in the remarks column. The bill, duly receipted, should be returned to the Superintendent's office for record and filed in the monthly compilations.
- (3) The following procedure should be adopted by the officer incharge of a Police Station or the Head Quarters in the preparation of travelling allowance bills of the constabulary :-
  - (a) The officer should arrange to have each individual's claim for travelling allowances brought on to his application. (Form P.M.124) immediately after each journey is completed, and not at the end of the month for all the journeys performed during the month.
  - (b) Any claim which has not been entered immediately after the completion of each journey, as provided above, should not be admitted.
  - (c) The claims of every individual for the month concerned must be shown in one total against his name in the travelling allowance bill.
  - (d) Each individual's entire claim for a month in the travelling allowance must be numbered serially and the same number must be entered on the travelling allowance application form or forms, as the case may be.
  - (e) All travelling allowance bills, when ready, should be immediately forwarded to the Suprentedents office together with the certificate of the Sub-Inspector concerned that the claims preferred in the bill have been checked with the travelling allowance applications and are found to be correct, and that the relevant travelling, allowance applications have been filed in the office of the SubInspector. The application forms, which should be considered as the officer's office copy of the travelling allowance bills, should be preserved for two years as 'B' record and should be destroyed after that period.
  - (f) These travelling allowance applications must be filed in the Police Station or Head Quarters office and, arranged according to the above serial numbers.
- (4)
  - (a) The travelling allowance bills of Head Constables and Constables and temporary establishments, if any, should, on receipt, be at once checked and submitted for signature to the Superintendent of Police or to the Home Inspector on his behalf.
  - (b) After the bills have been passed by the Superintendent or the Home Inspector, the total amount of the travelling allowance bill passed should be drawn from the treasury on an abstract bill,

(Form No. Gen. 20-e) one abstract bill for Head Constables and Constables and another for the temporary establishment.

- (c) As it is desirable that travelling allowance should be paid to the claimants with the utmost despatch, it will not be necessary for the Police Accountant to wait the checking of all the travelling allowance bills of the district before he draws on an abstract bill. He should draw on an abstract bill, from time to time, the amounts of travelling allowance bills checked by him and admitted by the Superintendent or the Home Inspector for the Superintendent.
  - (d) As much work and time will be saved by this system, great care must be taken in the Superintendent's office to see that no inadmissible claims are passed.
  - (e) The serial number of the abstract bill must be entered in red ink on the travelling allowance bills to which it relates.
- (5) (a) The Superintendent's office will prepare a memorandum in Form No. 18 in Appendix I of all the bills included in the abstract bill. This memorandum must be kept with the office copy of the abstract bill.
- (b) The money drawn on abstract bills should be sent to the Police Station or Head Quarters concerned, in cash or by a cash order together with the bill in the regional language or in English, as the case may be, together with the cash memorandum, for disbursement.
  - (c) In the case of men transferred to places within the district -at any time before the disbursement to them of amounts of travelling allowance due to them in respect of journeys performed while serving at their old station, the amounts when received from the Superintendent of Police should be paid into the local treasury for obtaining cash orders on the treasury or sub-treasury concerned and the cash order sent to the new station for disbursement after encashment.
- In the case of men transferred to places outside the district, similar procedure should be followed, the amount of travelling allowance due being remitted by means of a Remittance Transfer Receipt and, when less than Rs.25, by money order at Government expense (vide Rule 169).
- (d) The payee's signature must be taken in the remarks column. No acquittance roll is necessary except for payments made outside the Police Station or the Head Quarters, only one copy of the acquittance roll being necessary in such cases.
  - (e) After the travelling allowance money has been disbursed and receipts obtained, the travelling allowance bill should be returned to the Superintendent's office for action as proscribed in Sub-Rule (6) below.
- (6) (a) On the receipted travelling allowance bills being received in the Superintendent's offices, a complete English copy of them should be prepared in the order in which they appear in the memorandum

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referred to in Sub-Rule (5) above, and at end of this detailed bill the following certificate should be given :

"Certified that this is an English copy of the original bill in the regional language, and that the signatures of all the payees have been obtained on the original."

- (b) This detailed bill, with the memorandum referred to above must be submitted to the Accountant General/Deputy Accountant General within one month from the date of drawing the amount from the treasury.' It will not be returned to the Superintendent's office, but will be checked and recorded in the Accountant General's/ Deputy Accountant General's office.
- (7) (a) The Superintendent's office must keep a register in Form No. 19 in Appendix I of all travelling allowance bills of Head Constables and Constables and also of the temporary establishment, if any.
- (b) This register should be written up from the 1st April to 31st March each year.
- (c) The serial numbers in this register must be given in all communications to the Accountant General/Deputy Accountant General or other officers regarding these bills. No other number should be given on the forwarding memorandum.

(I. G.'s No. 51, dated 27th September 1924 and 3, dated 13th January 1925).

**207. Channel for submission of travelling allowance bills of Sub-Inspectors and the Constabulary –**

- (1) Traveling allowance bills for journeys on tour :
  - (a) *Sub-Inspectors* - These should be submitted through the Sub Divisional Officer who will see that unnecessary journeys are not performed.
  - (b) *Constabulary* - It is not necessary to send these bills through the Sub-Divisional Officer, as he is not in a position to verify the journeys and the officer in charge of the Police Station or the Head Quarters is responsible for the correctness of the claims of his subordinates. The bills should, therefore, be submitted direct to the Superintendent's office.
- (2) *Transfer travelling allowance bills* - These need not be submitted through the Sub-Divisional Officer, as transfer orders appear in the Local Police -Gazette of the District or the Railway from which the journeys can be checked by the Superintendent's account office.

(I. G.'s No. 13, dated 6th February 1926)

- (3) *Travelling allowance bills for journeys in connection with military field practices* - Travelling allowance to Policemen deputed for duty in connection with military field practices is chargeable to the military. Such travelling allowance claims should be prepared on separate bills with a remark thereon that the charges are debatable to the military. These bills should be sent to the military officers concerned for countersignature in the first instance and cashed at the treasury after their return,

(I. O.'s No. 11, dated 25th February 1935)

- 208. Controlling officers for traveling allowance purposes** - The officers mentioned in column 1 of the subjoined table have been appointed controlling officers for the purposes of traveling allowance in respect of officers and establishment, mentioned in column 2.

Controlling Officers 1	Officers and establishments for which they are controlling officers 2
1. Inspector General of Police	His own establishment, his Assistants, Superintendents, Motor Transport and Wireless and Deputy Superintendent of Police, State Traffic Branch.
2. Range Deputy Inspectors General	Themselves, all Superintendents, Assistant Superintendents and Deputy Superintendents of Police in their own regions. Their own establishment.
3. Deputy Inspector-General of Police Head quarters)	All Commandants of State Reserve of Police, Police Force Groups; Principal, Police Training School, Nasik. Principal, Police Training School, Junagadh. Probationary Assistant and Deputy Superintendents of Police at the Police Training School, Nasik. The Superintendent, Constables' Training School, Nagpur. His own establishment.
4. Deputy Inspector General of Police Criminal Investigation Department, Bombay State.	Himself, all executive officers and establishments all under his charges.
5. Superintendents of Police.	All Police officers of and below the rank of Inspectors and other establishments within their charges.
6. The Principal Police Training School, Nasik	Officers of and below the rank of Inspector on the staff of the Police Training School, the students and other establishments of the Police Training School.
7. The Principal, Regional Training School, Baroda and Superintendent, Constables' Training School, Nagpur.	All officers of and below the rank of Inspector and other establishments constables within their charges.
8. Deputy Superintendents of Police, Criminal Investigation Department.	The staff working under them.

( Rule 601 of B.C. S. Rules )

- 209. Drawing of travelling allowance of Gazetted Officers** - In the case of, Gazetted Police Officers the procedure laid down in Rule 194 applies to the drawing of travelling allowance bills, which must not be endorsed payable to a messenger.

SECTION VIII - ACCOUNT PROCEDURE RELATING TO CONTINGENCIES

- 210. Contingent bills** - Whenever any office subordinate to the Superintendent of Police requires any article, for the supply of which financial provision has been placed at the disposal of the Superintendent, the officer in charge of such subordinate office will purchase the articles locally to the extent permitted by the orders of the Superintendent of Police, the payment for the article being made out of the permanent advance, which will be recouped by submitting a contingent bill to the Superintendent of Police. Articles not covered by the Superintendent's orders will be purchased by such subordinate offices only after obtaining the previous sanction of the Superintendent, the cost being met either out of the permanent advance or out of amounts received from the Superintendent on submission of contingent bills for the articles concerned.

- 211. Preparation and submission of contingent bills in offices subordinate to the Superintendent of Police -**

- (1) Bills for the recovery of amounts expended by a police Station Officer for the conveyance, subsistence allowance etc. of all undertrial prisoners, including those to be sent to Bombay or to other States, should be preferred in Form M.A.-2 and sent direct to the District Magistrates concerned, and not through the Superintendent of Police, together with the necessary vouchers.
- (2) Bills for the recovery of amounts expended in killing stray dogs should be preferred to the municipalities on Form P.R.-8, and the voucher kept in the Police Station office.
- (3) Contingent bills to be submitted to the Superintendent of Police should be prepared in Form PA-13 and should be accompanied by only one copy of receipt for an item of expenditure from the permanent advance. The Day Book entry should be shown on the left side column 1) and the number of the bill on the right side (column 4).
- (4) The Day Book entry and the bill number should be shown on the top of each voucher in red ink.
- (5) On the top of the first page of each class of bill, the number of pending bills should be shown in red ink.

(I. GIs No. 5, dated 28th January 1924)

- (6) Subordinate Police officers should submit contingent bills once a week, say on every Saturday, to the Superintendent's office accompanied by vouchers. The Superintendent's account office will then prepare. contingent bills.

(Rule 57 (b) of Cont. Expdr. Rules.)

- 212. Preparation of bills for contract contingencies in the Superintendent's office –**

- (1) On receipt of bills from subordinate offices, a detailed bill in Form No, Gen. 21-e. will be made out which will include

all expenditure incurred by subordinate offices as well as by the Superintendent's office from the grant for contract contingencies. All vouchers will be cancelled and recorded in the office. None of them will be attached to the bill. They will be retained until the inspecting officer's inspection of the office is over or the completion of three account years, whichever is later. The bill will be sent direct to the treasury and the amount thereof, when drawn, will be disbursed by recouplement of the permanent advance of the Superintendent's offices or by transmission to the subordinate offices concerned, either in cash or by cash orders, according to circumstances.

- (2) Whenever any new article of dead stock is purchased out of a contract grant, certificate to the effect that it has been included in the Dead Stock Register should always be given on the relevant contingent bill.

(G. R., F. D., No. 3722, dated 16th March 1932 and 11th September 1933)

**213. Preparation of bills for audited but not countersigned contingencies in the Superintendent's office-**

- (1) In order to avoid delay in making payments, the disbursing officer may draw the amount required for expenditure against audited but not countersigned contingencies on an abstract bill in Form No. Gen. 20-e and make a disbursement as detailed in Rule 212. Where, however, the disbursing officer can meet charges on his own account as well as on account of subordinate offices out of his permanent advance, he may submit a detailed bill and draw the amount required from the treasury. In every case in which money has been drawn on an abstract bill, a detailed bill endorsed "not payable at the treasury" must be submitted within one month to the Accountant General/Deputy Accountant General.

The detailed bill must be accompanied by all sub-vouchers for postage (except bearing postage) charges and telegraph charges. With regard to other charges, all sub-vouchers for sums in excess of Rs.25 should be attached to the detailed bill submitted to the Accountant General/ Deputy Accountant General.

- (2) Where the amounts of vouchers are below Rs.25, it is not necessary to show their details in the detailed bill. It is quite sufficient to show the district total expenditure for the whole month. The voucher numbers, however, for these totals must be shown in column 1. When a voucher is of Rs.25 or upwards, details should be given in the detailed bill, so that the inspecting officer may get the details, if necessary, at the office inspection. When payments of over Rs.25 are made to contractors, their original bills should also be sent, in addition to their final receipts, along with the detailed contingent bill. When payments over Rs.25 are to be made to contractors, Superintendents should obtain from them duplicate bills. The original bills and the final receipts of the contractors should be sent to the Accountant General/Deputy Accountant General attached to the detailed bills, while the duplicate bills should be retained on the Superintendent's office records.

(I.G.'s No. 6, dated 28th January 1924 and 37, dated 16th July 1923)

- (3) If the money drawn in a month on an abstract bill be not spent wholly during that month, the balance left may be credited to the treasury at the close of the month and the detailed bill should be prepared for the net amount. The balance thus refunded can be made available for expenditure at any time within the financial year, at the end of which all balances left unspent irrevocably lapse to Government. If, however, the work is done by contract, it ought to be possible to arrange that no advances need be made by drawing on abstract bills, a detailed bill being submitted for the expenditure of each month.

(G. R. F. D, No. 1722, dated 23rd December 1922)

- (4) The authority sanctioning the charge should invariably be quoted against each item in the body of the bill.
- (5) Bills in the regional language received from Sub-Inspectors should not be considered as vouchers in support of charges entered in a bill. The payee's receipts are required.
- (6) As all sub-vouchers for amounts of Rs.25 and less are to remain on the records of the disbursing officers, it is not necessary to get them translated into English, if they are in a regional language.

(I. G.'s No. 7663-B, dated 12th June 1915)

- (7) All detailed bills for countersigned contingencies should be numbered consecutively in the orders in which they are submitted for countersignature, irrespective of whether they are payable at the treasury or otherwise.
- (8) In the case of detailed bills payable at the treasury, the total expenditure should not be entered at the time of submitting the bill for countersignature, but when sending the bill to the treasury for encashment.

(I. G.'s No. 6002-B, dated 14th April 1914)

- (9) For the purposes of audit, a certificate to the effect that the Government servant or servants concerned for whom dearness allowance has been drawn in a contingent bill is or are a whole or part-time servant or servants should be furnished in the contingent bills in which such claims are preferred.

(I. O.'s No. 5471-III, dated 24th November 1945)

- 10) (a) In cases in which payment in respect of certain taxes for specific services is made in full to municipalities from the general revenues in the first instance and subsequent recoveries are made from Government servants of the part of the taxes due from them, Superintendents of Police should maintain regular accounts of the amounts paid and recoveries effected subsequently in accordance with the rules and orders in force for the time being, and should send on the 31st March of every year a certificate to the effect that the amounts due under the relevant rules and orders have been fully recovered, giving reasons, for non-recoveries, if any. Similar accounts will also be maintained in the Inspector-General's office in respect of payments made and recoveries effected by the Inspector-General.
- (b) After reference to the certificates obtained from Superintendents of Police and the accounts maintained by his office, the Inspector-

General will furnish the Accountant General/Deputy Accountant General, not later than the 30th April each year with a consolidated certificate to the effect that the amounts due from Government servants in respect of the payments made from the general revenues on account of taxes for specific services during the previous year have been recovered. Should there be any Government servant in respect of whom the certificate cannot be given, full details of the amount not recovered and the reasons why it has not been recovered will be stated.

(I. G.'s No. 48, dated 9th November 1933)

**214. Submission of bills for countersigned contingencies –**

- (1) As regards bills for countersigned contingencies, reference should be made to the procedure laid down in Rules 34, 40, 54 and 55 of the Bombay Contingent Expenditure Rules.
- (2) Every detailed bill in respect of the countersigned grant for petty construction and repairs, the amount of which has already been drawn on an abstract bill, should be prepared and submitted to the Deputy Inspector-General of Police concerned not later than the 10th of the month following the month of advance. Completion certificates for building works should accompany the last detailed bill submitted to the countersigning officer on completion of the works. The detailed bill, when received in the office of the Deputy Inspector-General, will be examined, countersigned and transmitted to the Accountant General/Deputy Accountant General so as to reach him not later than the 20th of each month.
- (3) Any detailed bill received after the date above prescribed should be accompanied with a memorandum explaining the cause of delay, a separate memorandum being attached to each detailed bill.
- (4) In order to secure this end, care should be taken that every detailed bill sent to the office of the Deputy Inspector-General of Police for countersignature is complete in every respect.
- (5) If, on checking the bill, it is found that any charges have been previously billed for, they will be disallowed and the officer concerned will be required to refund at once such sums into the treasury and explain the circumstances under which the charges were again drawn by him, a reference on the subject being simultaneously made to the Accountant General/Deputy Accountant General to watch credit for the amount ordered for recovery.

(A. G.'s No. Y. A. III/186, dated 12th December 1899 and I. G.'s No. 12933, dated 23rd December 1899)

**SECTION IX - ACCOUNT PROCEDURE RELATING TO REWARDS.**

**215. Sanction and disbursement of rewards –**

- (1) A Police Station Officer, who desires to make recommendations for monetary rewards or good service tickets' should prepare a recommendation statement and submit it to the Superintendent through the Sub-Divisional Officer and also through the Circle Police Inspector when the latter has taken part in the investigation.,
- (2) The Circle Police Inspector and the Sub Divisional Officer should make any remarks they think proper on the reverse side of the



recommendation statement and the latter will forward the same to the Superintendent with the case diaries connected with the recommendations.

- (3) On receipt of the statement in his office, the Superintendent of Police should deal with it without any preliminaries and record his 'orders thereon after verification by reference to the case diaries concerned.
- (4) After the Superintendent passes his orders, the reward statements should be filed in a file marked "Reward Recommendations" and the case diaries should be returned to the officer who forwarded them.
- (5) The rewards granted should then be published in the next *District Police Gazette* after they are checked by the Home Inspector.
- (6) No order or communication other than the Gazette Notification should be issued.
- (7) After, the rewards are published in the *District Police Gazette* the sheet clerk will make the necessary entries in the service books/sheets and obtain the initials of the officer responsible for initialing them. The officer must check the service books/sheet entries with those in the Gazette.
- (8) On the authority of the *District Police Gazette*, Notification, the Police Station Officer will, unless orders are issued for the presentation of the rewards in some other manner, prepare an abstract pay bill in form No. P. A. 4 in the case of men granted money rewards, and send the same to the Superintendent's office for the drawal of the money for disbursement.
- (9) On receipt of the amount, the Police Station Officer should disburse the money immediately to the persons concerned, obtain the payee's signature on the acquaintance roll and return the same, duly receipted, to the Superintendent's office.
- 10) In making payment under this head, the Police Station Officer should enter the rank and number of the payee in the Day Book, as there will be no other record of the payment in his office.

(I. G.'s No. 7, dated 28th January 1924)

**216. Bills for drawing amounts of rewards –**

- (1) Claims for rewards to Police officers should be prepared on pay bill forms.
- (2) It should be certified on the bills that the amounts sanctioned by the authorities concerned do not exceed the limits of sanction as laid down in Volume I, specifically pointing out under, which rule or sub-rule those have been sanctioned.
- (3) In the case of rewards granted to Inspectors and Selection Grade Prosecutors a copy ( duly certified by the Superintendent in the manner indicated in sub-rule (2) above) of the order of the sanctioning authority showing the names of the officers concerned, the amounts of rewards granted to them and the total amount of rewards sanctioned in the particular case should be sent to the Accountant General/Deputy Accountant General, who will authorise the drawal of the amount.

(A. G.'s letter No. A-IV-Speoial/464, dated 16th KW 1935)

- (4) In the case of rewards to private persons the money should be drawn on contingent bills for disbursement.

**217. Place where the amounts of rewards may be drawn –**

- (1) If Superintendent of Police sanctions or recommends rewards to the Police of another district, they must be drawn and disbursed from the grants of the district to which the Police belong, irrespective of the Minor Heads of the budget grant involved.
- (2) If an officer, after earning a reward in one charge, is transferred to another before payment is actually made, the amount should be drawn and disbursed in the new charge, but debited to the old charge only if a change in the Minor Head is involved *e.g.*, from the District Executive Force to the Railway Police, the Criminal investigation Department or the Police Training School, or *vice versa* or from any one of these charges to any other charge. If the transfer is from one district to another, the procedure will be as in Sub-Rule (1) above, as no charge in the Minor Head (*i.e.* District Executive Force) is involved.
- (3) If a reward is sanctioned to a member of the Bombay City Police by an officer of the mofussil Police or *vice versa*, it should be drawn and disbursed by the officer under whom the man is serving, but debited to the officer who sanctioned it.

(I.G.'s No. 8933-B, dated 26th July 1919, 12, dated 12th March 1929 and 16, dated 14th April 1930).

**SACTION X – ACCOUNT PROCEDURE RELATING TO SECRET SERVICE MONEY.**

**218. Secret Service Money –**

- (1) Control over this grant is vested in Superintendents of Police in the Mofussil, in the Commissioner of Police in Greater Bombay and, in the case of the Criminal Investigation Department, in the Deputy Inspector-General. The supervision of expenditure from this grant is exercised by the Range Deputy Inspector General in the case of Districts and Railways, and by the Inspector General in the cases of Greater Bombay and the Criminal Investigation Department.
- (2) (i) Payments on account of secret service should be made in the first instance out of the permanent advance of the officer concerned and should later be recouped by ordinary contingent bills. A demand order from a Superintendent to his Accountant for a certain amount for expenditure from this grant is sufficient authority for the Accountant to pay the amount from the permanent advance and to recoup it later. This demand order from the Superintendent will be also regarded as a voucher for expenditure and will be filed with other vouchers with the office copy of the contingent bill.
- (ii) Any bills or receipts for expenditure in connection with the grant will be retained by the Superintendent, in his personal custody along with the account book. After the audit by the Range Deputy Inspector General of Police, the bills and receipts should be destroyed. These orders also apply, *mutatis mutandis*, to the Commissioner of Police and the Deputy Inspector General of Police, Criminal Investigation Department.

- (3) The secret service account should be maintained by the Superintendent in his own handwriting in the following form :-

Grant for ..... Rs .....

Supplemented (if necessary) on ..... Rs .....

Total Rs.

Date 1	Particulars 2	Amount 3	Progressive Total 4

The difference between the progressive total on any date and the sanctioned grant will represent the balance available for expenditure.

- (4) (i) A Range Deputy Inspector General will audit every year (for periods of approximately one year, the secret service grant of every District and Railway Superintendent of Police in his range. This audit should be carefully carried out to see that only such expenditure is made from this grant as can be strictly justified. On completion of this audit, the Deputy Inspector-General will furnish the following certificate to the Accountant General/Deputy Accountant General

"I hereby certify that the amount expended by \_\_\_\_\_ from his grant for secret service for the period from \_\_\_\_\_ to \_\_\_\_\_ was Rs. \_\_\_\_\_ which has been examined and audited by me. I declare that the interests of public service required that the above payments should be made for secret service and that they were properly so made."

A copy of this certificate should be embodied in the inspection notes of the Deputy Inspector-General for the information of the Inspector General and the Superintendent of Police.

- (ii) An audit on exactly similar lines will be carried out by the Inspector General in regard to the grants maintained by the Commissioner of Police, Bombay and the Deputy Inspector General of Police, Criminal Investigation Department, and a certificate furnished to the Accountant General.

(Rule 38 of Bombay Cont. Expdr. Rules.)

**SECTION XI - ACCOUNT PROCEDURE RELATING TO REFUNDS FOR STORES RETURNED TO THE ORDNANCE DEPARTMENT.**

219. Refunds for stores returned to the Ordnance Department -

- (1) Refunds on account of arms and components, the return of which is compulsory, will be governed by the following circumstances :-
- (a) If the arms are returned by the unit and are replaced by a later type, e.g., re-armament, no refund will be permissible.

- (b) If the arms are returned, being in excess of authorized scale or in the normal course of replacement, refund will only be made for those found to be either serviceable or repairable. No refund will be made for those which, in the opinion of the arsenal, are found to be unserviceable.

Ammunition and explosives issued on payment, which are returned to the arsenal and found to be unserviceable due to age limit or through causes not due, to the supplying department, will be replaced on payment and no refund will be permissible, neither w-41 any debit be raised by the supplying department for expenses incurred in connection with the break-up of the stores.

(I. G.'s No. 1599, dated 18th March 1937)

- (2) The Ordnance Department will give credit for the value of all old lead bullets returned to it, less a deduction of four pounds per hundred-weight for wastage in remelting, and also for empty metal cases of ball and blank ammunition returned to the arsenal.

(I. G.'s No. 1636, dated 6th February 1900)

- (3) When stores and equipment are returned to Ordnance establishments, credit is given for them according to the condition in which they are received. The "conditioning" of such stores as declared by the arsenal authorities should be accepted as final.

(G. R., H. D. No. 5397/3, dated 5th October 1934)

- (4) When payment issue stores are returned to arsenals and refunds claimed on such stores, the number and date of the vouchers with which the stores were originally issued by arsenals should invariably be quoted in the vouchers with which stores are returned to arsenals.

(G. R., H. D., No. 5397/3, dated 15th December 1924)

- (5) The responsibility for carrying out a check over receipts given by the Military Department on account of the value of stores returned by the Civil Department devolves entirely upon the administrative officers of the several departments, as this check is an integral part of the check of stock returns entrusted to the administrative officers. The memoranda from the Examiner of Ordnance Accounts intimating the value of returned stores are accordingly forwarded to Superintendents of Police with a view to verify credits for the sums refunded by the Examiner.
- (6) Superintendents of Police should bear in mind that they have the full responsibility of seeing that sums refunded by the Ordnance Department are duly credited.

(I. G.'s No. 10-4-79., dated 1st September 1900)

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**CHAPTER - VII**  
**Correspondence and Record**  
**SECTION I – CORRESPONDENCE**

**290. Top secret, secret, and confidential correspondence :-**

- (1) All office papers should be classified as below :-
  - (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 of or Compositions of the armed forces and shipping and secret methods of war-fare, 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) means "Not to be opened by any one except the officer named on the cover and to be returned to the sender if the addressee is not available."
- (2) All "Top Secret", "Secret" and "Confidential" papers should invariably be sent in double covers. The security marking should be indicated on the inner cover only (and NOT on top cover) and should be properly sealed and addressed by name to the officer for whom it is intended. The top cover should bear only the official address. If sent by hand delivery through an assistant or a Clerk only a single cover may be used in which case the cover should be carefully sealed and clearly marked with the correct name, address and security marking. When such papers are sent by a messenger they should be closed in double covers. Economy labels should not be used on the inner covers containing "Top Secret", "Secret" and "Confidential" documents,; but shall be used on outer covers only.
- (3) All "Top Secret", "Secret" and "Confidential" documents should be placed in strong covers and where the contents are bulky, cloth lined covers should be used.
- (4) Letters or packets containing "Top Secret", "Secret", and "Confidential" papers, when sent by post, should invariably be registered and sent "Acknowledgement Due". Even when they are sent

by hand delivery the signature of the recipient should be obtained in token of his having received the documents.

- (5) Parcels or envelopes containing "Top Secret", "Secret" papers should be placed on a canvas bag while sending to the post office.
- (6) "Top Secret" papers must be sealed with a special seal and the sealing wax to be used for it should be of green colour. For "Secret" and "Confidential" papers the existing seal may be used with the wax in red colour.
- (7) Both the seals should remain in safe custody with the Confidential Clerk or some other responsible officer as the Head of Department or office may decide. If any of the, seals happens to be lost or mislaid, the fact should be immediately reported to the Head of Department or the office by the person responsible for their safekeeping.
- (8) Before issue, the titles, reference numbers etc., of the communication should be entered in an appropriate diary by the Confidential Clerk or a person performing the functions of the Confidential Clerk, and the details of copies to be issued should be recorded.
- (9) Top Secret, Secret, and- Confidential papers should not be passed in the usual course through an office. They should never be carried loose in the hands of peons and they should pass from officers to officers in wooden boxes or carried personally. From officers to branches these papers should be passed by calling up the Assistant concerned, in case of his/her papers or through the few trust-worthy Confidential Clerks (whose names are to be noted) in the case of "tapal".
- (10) The duties of the Registry Branch in regard to the "Top Secret", "Secret" and "Confidential" papers should be performed by the Confidential Clerk. The confidential index should be separate from the general index.
- (11) As few copies of Top Secret and Secret documents as are essential should be got typed (or printed) and the number of copies made should be carefully recorded. To assist in checking the number of copies of each document made, the typist, besides noting his initials at the foot of the office copy, should also note the total number of copies made. Every copy should be accurately numbered and identified by that number in the distribution or despatch list. Spare copies of Confidential papers should also be strictly limited.
- (12) "Top Secret" papers should be opened only by the officer for whom they are intended or by an officer who is dealing with his work in his absence. "So6ret" or "Confidential" papers should be opened only by the officer, for whom they are intended or by the officer who has been authorised to do so or who is looking after the work in his absence. In no case should such papers be opened by an officer other than a Gazetted Officer.
- (13) All covers, including those containing secret and confidential documents intended for commanders and- staff officers of military formations may be addressed to the officer concerned by name with, the addition of the words "11 or next senior officer present".

- (14) All officers who are responsible for the safe custody of confidential or secret documents, should maintain up-to-date lists of all papers kept by them in their custody. When an officer is transferred, both he and the relieving "officer should invariably sign such lists in token of the receipt of the confidential or secret papers by the latter from the former.

(Extracts from the Rules for treatment and safe guarding of top secret, secret and confidential papers).

**221. Demi-official correspondence.**

- (1) A demi-official communication may be made when-
- (a) the matter forming the subject of the communication is a the stage of discussion and has not reached any official finality;
  - (b) the writer wants to express his personal views on any subject without allowing them to be treated as his final conclusions or opinions;
  - (c) the writer desires that the contents of the communication should not be given any publicity beyond communication to the addressee; or
  - (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.
- (2) No demi-official letter or telegram should be quoted I in official correspondence without the express sanction of both the sender and the receiver. On no account should it be quoted in the issue of orders to subordinate officials.
- (3) Demi-official Communications or instructions, which are provisionally required for action or record must be supplemented by official communications containing no reference to the Demi official correspondence.

(G. R. P. D., No. 6232, dated 14th August 1891)

- (4) Ordinarily, if the addressee is a person of a status equal to or lower than the writer, he should be addressed as "Dear (name)". If he is senior to the writer or is superior in rank, and particularly when he is not personally acquainted with the writer, he should be addressed with a "Dear Shri (name)". If the addressee is intimately known to the writer the D. 0. letter may be addressed as "My Dear (name)". While addressing officers of other departments, especially those who are not personally known to the writer, it is always advisable to address them as "Dear Shri (name)". The letter should end up with a I I Yours Sincerely.
- (5) In demi-official letters, the Governor should be addressed as "Sir", and the Ministers with a "Dear Sir"

(I. G-'s No. 1974, dated 8th October 1947)

- (6) When a demi-official letter is addressed to the Head of Department /Office, it should be presumed that the particular case requires to be attended to personally by the Head of Department / Office and the reply should, therefore, -be sent by him.

(G. C., P. and S. D. No. OFC. 1155-B, dated 29th July 1955)

**222. Official correspondence :-**

Subordinate officers while addressing communications to their superior officers should invariably use the

"letter" form and superior officers should use the "memorandum" form while addressing their subordinate offices.

(G. R., P. and S. D., No. OFC. 1057-B, dated 5th March 1957)

The following forms should be adopted in official correspondence, in Police Offices

(1) For a letter to be addressed to officers of higher status in other departments and to officers of other States.

No. .... (Station), ..... of 19

From .....

To .....

Reference : .....

Subject : .....

Sir, .....

Yours faithfully,

(Signature) .....

(Designation) .....

(2) For an intra-departmental letter, (e. g., from a Superintendent of Police to another or from a Superintendent of Police to the Deputy Inspector-General of Police or Inspector-General), and for correspondence with any other department, the letter being written in the first person :

Letter.

To .....

No. .... (Station), ..... 19

Reference : .....

Subject : .....

(Signature) .....

(Designation) .....

Copy to –

.....



(3) For a letter addressed to private individuals, business firms, contractors, etc.

*Letter.*

To .....

No. (Station), 19

*Reference :* .....

*Subject :* .....

Sir,/Dear Sir,/Gentlemen,

.....  
.....  
.....

Yours faithfully,

(Signature) .....

(Designation) .....

Copy to –

.....  
.....  
.....

(4) For Communication addressed to a subordinate :

No. .... 19

(Station),..... 19

*Reference :* .....

*Subject :* .....

Memo

.....  
.....  
.....

(Signature) .....

(Designation) .....

To

.....

Copy to –

.....  
.....

- (5) For an "Express Letter" the form in Sub-Rule (2) above with the insertion of the word "Express" before the word "Letter" at the top should be used. To save time and formalities, it should be worded and signed as if it were a telegram.
- (6) While forwarding papers to superior officers, the proper formula for use should be "submitted". When the transmission of papers is in the reverse direction, the words "forwarded" alone should be used.
- (7) A Superintendent of Police, for instance, while endorsing to his Deputy Inspector-General a copy of a letter addressed to Government should endorse it to read " copy submitted to the Deputy Inspector General " and not forwarded with compliments to the Deputy Inspector-General
- (8) In addressing officers of equal status or of other Departments, the words "with compliments" should be used.

(G. C., P. and S. D., NO.OFC. 1057-B, dated 5th March 1957)

- (9) The mode of address in official correspondence in regional languages should be as indicated below
  - (i) while forwarding papers to superior officers in the same or other departments, the word 'UM' should be used;
  - (ii) while returning the papers, the word 'Uttiff' should be used.

(G.C., P. and S. D., No. OFC-1055-B, dated 1st October 1955)

- (iii) For the words "with compliments", when used in regional languages, the word should be used in Marathi, Gujarati or Hindi.

(G. R., P. and S. D., No. OFC-1057-B, dated 25th April 1957)

### **223. General instructions regarding official correspondence and record :**

- (1) (a) All official business in offices at the district level and in those subordinate to them should be conducted in the respective regional languages, except in matters where it is considered essential at present to use the English language for instance medical, medico-legal, judicial, quasi-judicial, accounts, technical reports, treasury accounts etc. All correspondence with Government and offices above district level should continue to be made in the English language.
- (b) Correspondence between Government offices in the districts having different regional languages may be made in the English language, if necessary.
- (c) All correspondence with members of the public, private institutions, local bodies etc. should be conducted in the regional languages irrespective of whether the correspondence is initiated by them Government offices.

(G. R., P. and S. D., No. 2026/46, dated 26th June 1950)

- (d) Hindi in Devanagari script (not Hindustani in Devanagari or Urdu script) is a recognized language of the State of Bombay. Communications which are sent in the regional languages should be signed by the officers concerned in Hindi or in the regional language concerned,,

(G. R., P. and S. D., No. 2541134, dated 23rd January 1950)

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- (2) All communications from Police officer in the Bombay State to Police officers in other States should, as far as practicable, be written in English, when not written in the language of the district to which they are sent.

(G. R. J. D., No. 45@02, dated 15th July 1901)

- (3) Words in each line in a communication written in manuscript in a regional language should be written separately and not run together

(G. R., T. D., No. 7046, dated 14th December 1901)

- (4) Divisions of Orders in Council or of Acts and Codes or of compilations like the Civil Service Regulations should be referred to as "Articles" or "Sections" etc. according to the terminology adopted by the compilers thereof .

(G. R., P. and S.D., No. 6464, dated 17th September 1901)

- (5) In official correspondence the use of the terms Collie, Dhed, Hajam, Kali Paraj and Muhammadan should be avoided and the terms Mazdoor, Mahyavanshi, Nayoo, Rani Paraj and Muslim respectively should be used instead. The terms "Dharala" should be avoided in Police reports, chargo-shoots and every official correspondence and the individual names of the various castes included in that term should be used instead.

(G. C., P and S. D., No. 3046146-B, dated 2nd August 1950)

- (6) In all Government documents and records, the names of members of backward classes should be written as given by them and not in a manner indicating contempt for such persons, e.g. "Pandya" being written for " Pandurang ".

(G. R., P and S. D., No. 1643134-B, dated 3rd January 1941)

- (7) In Government registers and correspondence, the caste name should not be added to the name or surname of any person belonging to the scheduled classes, unless the person concerned himself or his parent or guardian includes such caste name in the name or surname in addressing Government offices or in supplying information to them. The caste name may be entered in separate columns in the register.

(G. R., G. D., No. 3782/33, dated 19th August 1941).

- (8) (a) In official correspondence or other official documents, no mention should be made of the community of a person unless that is material to the point at issue.

(G.C.,P. and S.D., No.3046/46,dated 19th November 1949)

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

(G. R., P. and S. D., No. 1673134, dated 6th January 1948)

- (9) In official documents, including official invitations to functions the expenses on which are borne by the State, no reference should be made against the names of any Indians to titles conferred during British rule in India.

(G.R.,F. and S.D., No. 4358/46 and 3169-E, dated 5th February 1949)

- (10) It is not permissible for an ex-Army officer permanently recruited to civil service (including the Indian Police Service) under Government to use his army rank with his name in official documents, unless the rank has been conferred as an honorary rank on him by a notification in the Gazette of India. 10

(G. C., H. D. (Spl.)-S. D. II-920, dated 26th September 1949.)

- (11) In all cases where District Officers are required to communicate the orders of Government to private parties, it should be invariably seen that self-contained letters are addressed to the parties embodying only the gist or purport of Government.. In no case Government orders in original or copies thereof should be forwarded to the parties concerned. Similarly, copies of the communications addressed to Government should not be endorsed to private persons. In such cases, a suitable interim reply be sent to the parties concerned.

(G. C. P. and S. D. No. 12074, dated 6th September, 1951)

- (12) 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 Government, 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 would suffice if the Personal Assistant, takes the orders of the Head of the Department/Office on the office notes.

(G. C.,P. and S.D., No. OFC-1157-B, dated 29th September 1955)

#### **224. Numbering of official correspondence :**

"There offices are divided into branches, the letter indicating the branches should be placed after the case-file number, thus " No. 22-A of 1st January 1959.

(I. G.'s No 8,dated 23rd January 1924)

#### **225. Reference to Ministers and members of Legislatures and members of the public in official correspondence :**

- (1) The honorific appellation "Honourable" should not be used for Ministers, the Speaker of the Legislative Assembly and the Chairman of the Legislature Council, and they should simply be described as " the Minister ", " the Speaker the Chairman " etc., in official notes and correspondence.

(G. E-, P. and S- D., No. 651/52120372-B, dated 23rd May 1952)

- (2) In all correspondence emanating from Government departments and offices, the prefix "Shri" and "Shrimati" or "Kumari", as the case may be, instead of the profix "Mir " and " Mrs. " or " Miss " should be used when referring to or addressing members of the public, irrespective of their caste or religion. In addressing foreigners, however, the words " Mr' " or " Esquire ", " Mrs. " or " Miss " and not "Shr ", "Sbrimati" or "Kumari " should be used in official as well as unofficial correspondence.

(G.C.,P.andS.D.,No.3046146,dated25thFebruary1950and19thAugust 1950)

- (3) In replies to representations, memorials, appeals and such other communications received from members of the public, the use of the words " petition " and " petitioner " should be avoided.

(G.C.,P. and S.D., No. 2034/34, dated 1st September 1948),

**226. Instructions to be observed in communications addressed to Government :**

- (1) All communications addressed by Heads of offices to Government or to one another should include a reference to the subject matter of the correspondence in the body of the communication in addition to the short title stating the subject, at the head.

(G. C., G. D., No. 1115/14415, dated 30th March 1927)

- (2) Paragraphs of letter; or reports addressed to Government should invariably be given serial numbers, without which it is difficult for Government to indicate the parts of the letter or report to which special reference is required.
- (3) The columns of all statements should -also be numbered.
- (4) It is highly desirable to curtail reports as far as is compatible with clearness and a full representation of necessary points.
- (5) Heads of offices addressing Government should invariably do so as concisely as possible and avoid the practice of forwarding long files of correspondence "for orders" without themselves summing up the case and clearly stating the points on which they consider the orders of Government to be necessary,

(G. C. 3290, dated 29th July 1899)

**227. Legislature Assembly/Council questions :**

- (1) Information to be furnished by Head of Department/Office in connection with questions at meetings of the Legislatures should be seen by them personally before forwarding the same to Government. The question should not be disposed of at lower level without being seen by the Head of Department/Office on the ground that it amounts merely to supply of information and raises no question of policy. Care should be taken to ensure that the information furnished is complete in all respects and answers the question fully.
- (2) The Head of Department/Office should, in addition to furnishing the information, send a note containing material for possible supplementaries. They should realize the importance of supplementaries in the scheme of Legislative Assembly and Legislative Council Questions and the note thereon should not only be exhaustive but relevant.
- (3) All officers to whom the questions at meetings of the Legislative Assembly or the Council are sent, should personally see that replies to such references are sent within a week and if it is not possible to do so to inform Government reasons thereof.
- (4) All officers should maintain a register of Legislative Assembly/ Council Questions referred to them in Form No. 20 (Appendix I). This register should be scrutinised by the officers once a week when the Legislatures is not in, session and twice a week during the session. If this procedure is followed scrupulously it will eliminate any unnecessary delay.

(G. C., P. and S. D., No. BLD-1055-H, dated 30th September 1955)

**228. Unauthorised use of Secretariat files :**

Officers to whom Secretariat files are referred unofficially should on no account show or hand them over to anyone outside their offices without the permission of Government.

(G. O., F. D., No. 382, dated 14th October 1925)

**229. Avoidance of delay in the disposal of official correspondence :**

- (1) Delay occurs mostly due to one or more of the following reasons
  - (i) Unnecessary movement of papers :-
    - (a) from Secretariat Departments to District Officers or Heads of Departments;
    - (b) from the District Officer or Heads of Departments to the subordinate local officer for enquiry and report.
  - (ii) Indifferent or incomplete reports from the subordinate officers ; m
  - (iii) Faulty office procedure; and
  - (iv) Inadequate control over work and proper application to it.
- (2) To avoid these delays the following procedure should be adopted by the officers ;
  - (i) Papers should not be forwarded to any officer for his remarks or report unless it is absolutely necessary to do so.
  - (ii) When papers are forwarded, the forwarding officer must specifically state the points on which remarks are necessary.
  - (iii) The officer to whom papers are forwarded for remarks, must clearly answer all the points on which his remarks are called for and mention any other points in elucidation of the reply which are necessary for a proper appreciation of the point at issue.
  - (iv) Officers must clearly state their suggestions and recommendations and suggest the course of action best suited to the particular circumstances of each case.
  - (v) In making recommendations, the relevant law, rules and administrative orders of Government must always be borne in mind and the reasons should be given in support of the recommendations.
- (3) Faulty office procedure referred to in sub Rule 1(iii) above, is mainly the result of improper arrangement of papers by the staff. All officers must therefore, take steps to ensure that the Clerks arrange their papers in proper order in the following manner
  - (a) Papers pending disposal,
  - (b) Await papers,
  - (c) Periodicals,
  - (d) Standing Order file, and
  - (e) Papers to go to records.

Papers pending disposal should be divided into urgent and non. urgent sets which should be arranged chronologically and disposed of accordingly subject to preference being given to urgent cases. 'Await papers' should -also be arranged chronologically with reference to the dates by which their replies are expected.

- (4) Reports regarding communications, marked 'Immediate' should be submitted by the Heads of Departments within a week and there marked 'Urgent' within a fortnight of their receipt. Reports regarding other communications should be sent within a month of their receipt.
- (5) In cases where Government requires the information by a specific date, officers must send their reports by the date specified,

- (6) If for any reason it is not possible to submit the report within the prescribed time limit, an interim report should be made at once giving in detail the reason for delay and the date by which a final report will be forwarded.
- (7) With a view to achieving complete co-operation between the various departments functioning in the district, each Collector will call a meeting of various Heads of Offices in his district(excluding the District Judge) at least once a month to direct and co-ordinate the work of various officers in his district and to discuss and help in the final disposal of such of the inter-departmental cases as are delayed due to unnecessary correspondence or difference of opinion, between the officers concerned. In addition to formal meetings, informal contact must also be maintained by District Officers with the Collector and they should keep the Collector posted with all the important activities undertaken by their respective departments.
- (8) One or more separate registers should be maintained by the Heads of Offices for entering references from Government requiring submission of reports. These should be scrutinised regularly once a week and suitable measures taken for the speedy disposal of pending cases.
- (9) If a Government servant fails to strive his utmost to dispose of Government correspondence entrusted to him quickly and effectively it will be presumed that he is either indifferent or incompetent.

(G. C., P. and S. D. No. BLD-1055-H, dated 30th September 1955 and extracts from I. and O. M. Publication No. 3).

- (10) (a) Heads of Offices should take very severe notice of the failure on the part of any of their subordinates to avoid any unreasonable delay in the disposal of the work entrusted to him, and repeated delays on his part should be treated as a ground for his discharge from service for inefficiency.
- (b) At the same time the practice of members of the staff taking Government files home, with a view to keeping their work as up-to-date as possible, is to be deprecated. No such member should be allowed to take Government files home, except in special circumstances and then only after the written permission of the officer concerned has been obtained.

(G. C., P. and S. D., No. 2040146, dated 30th November 1949)

- (11) Officers at all levels should make adequate and judicious use of the powers vested in them and should refrain from making needless references to their superiors in the same office or in another office. Officers at higher level should take cognizance of needless references received by them from subordinate officers in the same office or in another office. They may deal with such references to avoid further delay in their disposal but should call for an explanation from the officers concerned who shirk their own responsibility. If an officer is found to make unnecessary references repeatedly, he should be admonished.

(G. C., P. and S. D., No. DCN. 1058-0. and M, dated 16th May 1958)

- 230. Work sheet and weekly abstracts :-** (1) Every member- of the clerical staff of the various offices in the Police Department should be

required to maintain work sheets in form No. 21, Appendix 1, showing the position of day to day receipts of cases and their disposal.

- (2) Weekly abstracts showing the disposal of cases during the week and the cases pending at the end of the week should be submitted on every Monday in the prescribed form (Form No. Std. Sectt., 8 3 -e 7 by each member of the clerical staff to the Home Inspector.' The Home Inspector should see the cases shown as pending beyond a week and take necessary steps to expedite the disposal of such cases. He will also put up a monthly statement of pendency to the Superintendent of Police for his perusal and orders.

(G. C., H. D., No. IN-P. 1054/79694, dated 27th December 1954, 7th January 1955, 19th December 1955 and 31st May 1956).

### **231. Dafter inspection :**

The Head of every office should periodically check the Daftar of every Clerk in his office and the inspection should be conducted in the manner indicated in the questionnaire given in form No. 22 in Appendix I. A copy of the questionnaire should be given to each clerk. A copy of the Inspection form (form No. 23 in Appendix I) should also be given to that Clerk after the inspection is done, a copy thereof being preserved by the appropriate officer watching compliance of the directions given. All such forms should be kept together and copies thereof submitted to the Head of Department or the District Officer concerned at the end of the month. These reports should be intelligently worked on the point of instructions issued to clerks in disposing of pending cases. As the Daftar Inspection is made to determine the career of the Clerk, the reports mentioned above should indicate the exact description of the Clerk concerned, viz., their -capacity to -keep papers well arranged, to understand Government orders. drafting capacity and general efficiency.

(G. C., P. and S. D., No. OFC. 1058/B, dated 30th July 1958)

### **232. Signing of official communications :**

- (1) Heads of Offices and Departments should take care to see that notifications and orders including those addressed to members of the public, issued in the exercise of statutory powers, are duly signed both on the office copies and the fair copies by the officers empowered to issue them and not by any other officers on their behalf.

(G. R., P. and S. D., No. 9847/34, dated 16th May 1947)

- (2) All communications addressed to Government or superior officers should be signed by the officers concerned personally by hand and not by the use of rubber stamps.

(I. G.'s No. 1874, dated 8th May 1946 and 6408, dated 10th July 1948)

- (3) Any officer who uses rubber stamps for signature is personally responsible for their proper custody and use.

(G. R., J. D., No. 1787, dated 10th April 1905)

- (4) All official correspondence, whether addressed to nonofficial persons and bodies or to Government officers, should end with the 'words " Yours faithfully " and not with words such as " Your obedient Servant " etc.

(G. R., P. and S. D. No. 3046146, dated 21st August 1948)



**233. Address on covers containing official correspondence :**

- (1) Covers containing official correspondence which is not of a confidential nature should be addressed to the officer for whom they are intended by his official designation only and without the addition of name.

(G. R., G. D., No. 6496, dated 9th December 1903)

- (2) In order to facilitate prompt delivery of letters addressed to persons in large towns and cities which are divided into several postal delivery districts, the appropriate number pertaining to the delivery district (e. g. Bombay No. 14; Poona No. 4) serving the addressee should be shown in the address.

(G. R., P. and S. D. No. 3046/46/39853,B, dated 2nd September 1949)

**234. Official communications to private persons to be service paid :**

- (1) All letters sent by Government officers in their official capacity in reply to communications of any kind received from private individuals or associations, should be despatched " service paid

(G. R., F. D., No. 2610, dated 4th August 1905)

- (2) Postal stamps, reply cards, postal envelopes and telegraphic reply vouchers received with applications in Government offices from private parties should be returned to the parties concerned.

(G. C., P. and S. D. No. MIS-1058-B, dated 14th July 1958)

- (3) In all communications addressed to the members of the public, the dates according to the new National Calendar should also be given along with the dates according to the Gregorian Calendar.

(G. C., P. and S. D. No. P-13-B, dated 23rd January 1958)

**235. Express Delivery letters :**

Urgent messages may be marked with the words "Express Delivery" on the address side of unregistered letters and postcards on prepayment of the prescribed fees (in service stamps) in addition to the usual postage and will be delivered like a telegram by a telegraph messenger from the post office of destination, to which they will be transmitted like ordinary articles.

(G. R., R. D., No. 7381/28, dated 12th June 1931)

**236. Transmission by post of more than one communication in one cover and sending of communications otherwise than by post**

For rules regarding (i) the conveying through post of more than one article in one cover or bundle, and (ii) the sending of communications otherwise than by post, reference should be made to Appendix XII.

(G. R., P. and S. D. No. 1908/34, dated 4th April 1941)

**237. Direct correspondence with Government or the Accountant General/Deputy Accountant General :**

- (1) Superintendent of Police should invariably submit replies to references received by them direct from Government through the Inspector General of Police. But, in cases of urgency or when the reference distinctly requires a reply to be submitted direct, or in matters where only local and factual information is required, replies should be submitted direct to Government with a copy to Inspector General of Police through the normal channel. The Inspector-General shall address Government only when, in his

opinion, the Superintendent's report involves any point on which he has, comments to offer.

(G. C., H. D., No. MIS-2857-XI, dated 17th August 1957 and 14th January 1958)

- (2) All important and urgent references relating to information collected by the Criminal Investigation Department may be sent direct to Government by the Deputy Inspector-General of Police, Criminal Investigation Department, Deputy Commissioner of Police, Special Branch, Criminal Investigation Department, Greater Bombay, copies being simultaneously submitted to the Inspector-General. Replies to correspondences in respect of foreigners and allied subjects, such as ports, visas and repatriation, received by the Deputy Inspector General of Police, Criminal Investigation Department, and Deputy Commissioner of Police, Special Branch direct from Government and all references relating to questions of policy should be submitted to Government through the Inspector-General of Police.

(I. G.'s No. 6137, dated 8th January 1948)

- (3) In order to save unnecessary trouble in the Accountant General's Deputy Accountant General's office, Superintendents should refer such questions as interpretations of rules, counting of services, fixation of pay etc., not to the Accountant General/Deputy Accountant General but to the Inspector-General of Police, who will consult the Accountant General/Deputy Accountant General if and when necessary.

(I. G.'s No. 19, dated 9th July 1948)

- (4) There is no objection to the Head of the Department/office corresponding directly with the District Judge in routine matters. The officers may use their discretion in deciding whether a particular matter is routine or otherwise, and then consider whether or not they should correspond direct with the District Judge. No officer should enter into any correspondence directly with the subordinate judicial officers. Every correspondence, whether routine or otherwise, should necessarily pass through the District Judge.

(G. C., P. and S. D., No. 1054, dated 2nd February 1955)

### **238. Direct correspondence with foreign countries:**

- (1) India has its own diplomatic representatives in foreign countries including Pakistan. It is not permissible for Police officers in the State of Bombay to enter into direct correspondence with their counterparts or with private companies, inventors or manufacturers in such foreign countries. All correspondence intended for such persons in foreign countries must be routed through the Inspector-General to the Government of Bombay who will address the person through the Government of India and the diplomatic representative concerned.

(I. G.'s No. 6248, dated 1st November 1948)

- (2) Sub-Rule (1) above does not, however, preclude the Inspector General of Police from communicating direct with his opposite numbers in foreign countries including the United Kingdom and the colonies in connection with the investigation of specific crimes of a non-political character. All references about political crimes and all other references about policies and general information, must however, be routed through

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the Director, Intelligence Bureau, Ministry of Home Affairs, Government of India.

(G. L., H. D., No. 484/5-II-D, dated 22nd September 1950 and 24th October 1950)

- (3) The Police authorities in India on the one hand and Ceylon on the other may correspond directly in routine matters relating to the Control of emigration or investigation of specific crimes of a nonpolitical nature, such as common crimes like murder, dacoity, robbery, burglary etc.

(G. E., P. and -S. D., No. COC-10-59/24000-B, dated 30th April 1959)

- (4) Any information required by any foreign Police forces concerning Police in India should not be furnished direct ; but the information together with a copy of the letter received should be sent to the Inspector General of Police for onward transmission through the Director, Intelligence Bureau, Government of India. On no account should such information be furnished direct.
- (5) There is no objection to a licensing authority in India, who is authorised to issue licences under the Indian Arms Acts and Rules entering into direct correspondence with the concerned Indian Missions abroad in connection with the renewing, a licence granted by the latter or granting a licence to a person residing in Nepal as the case may be. A copy of the communication must, however, be sent to the Ministry of External Affairs, Government of India, for their information, through the normal channel.

(G. E., P. and S. D. No. COC-1058/6516-B, dated 25th June 1958)

- (6) Whenever certificates or documents are issued by executive authorities in India for use in foreign countries at the instance of private parties, the following points should be kept in mind :
- (a) The document should be drawn on reasonable quality foolscap paper;
  - (b) The paper or the form used should bear the name of the authority issuing it.
  - (c) As far as possible the signature of the officer signing the certificate or the document should be supported by his official seal; and
  - (d) In cases of documents and certificates required by the Government of India on behalf of foreign countries, these should be submitted to the competent officers of State Government for attestation, under his seal, of the signature of the local authority originally issuing the document or the certificate. This is an important requirement as the Government of India in the Ministry of External Affairs can only attest the signature of the State Government and not of the local authorities under them.

(G. B., P. and S. D., No. 0/8-28735-E, dated 13th July 1953)

- (7) In case of a direct communication permissible under above Sub-Rules, a copy thereof should be submitted to Government in the Home Department for transmission to the diplomatic representative of India in the foreign country concerned.

**239. Direct correspondence by Police officers in the State of Bombay with officers in other States in. the Indian Union :-** (1) A Police officer

of the State of Bombay, not below the rank of a Superintendent of Police, may carry on direct correspondence with his counterpart in any other State the correspondence being restricted to the following subjects :-

- (a) Communicating the antecedents of bad or suspicious characters.
- (b) Obtaining evidence of previous convictions.
- (c) Tracing finger impression slips of under trial prisoners.
- (d) Obtaining statements of witnesses for the purposes of investigation.
- (e) Giving information regarding released convicts for surveillance or any other miscellaneous Police matters.
- (f) Enquiries regarding the antecedents and character of Police recruits.
- (g) Verification of sales of arms and ammunition.
- (h) Particulars of drivers and owners of vehicles involved in motor accidents.
- (i) Correspondence in routine matters relating to foreigners.

In all matters of important or controversial nature, Police officers should correspond not direct, but through their departmental superiors and the Government of Bombay.

- (2) In cases of urgency which do not brook delay, subordinate officers of Police of this State may also correspond direct with the Police officers of other States and send copies of their correspondence to their respective Superintendent of Police or Commissioner of Police, as the case may be.

#### **240. Correspondence with Rulers of integrated States :**

Correspondence with Rulers of integrated States, whenever necessary, should be carried on through the Head of the Department and not direct by subordinate officers. Routine communications to the Rulers should always be addressed to the Comptroller of the Rulers' household instead of addressing the Ruler direct. The letters should be polite and honorific titles etc. of the rulers should invariably be used.

(G.C., P. and S.D., No. 3062/46-F, dated 1st March 1950 and 10th April 1951)

#### **241. State telegrams :**

- (1) As a general rule, State telegrams should be sent in the 'Ordinary' class and they should be classed as "Express only-
  - (a) in cases of great emergency and
  - (b) in cases where the despatching officer knows that the line is blocked and considers his message sufficiently important to take precedence over ordinary traffic.
- (2) For rules regarding the despatch of "Special Police" telegrams in connection with detection of crime, reference should be made to Vol. III.

(G. R., P. W. D., No. T/962, dated 5th April 1909)

- (2) In the case of inland State telegrams and telephones, the Inspector-General of Police, the Commissioner of Police and the Deputy Inspector-General of Police are authorised to use the priority indication " Important ".

- (4) Priority indication authorised for use by any particular officer may be exercised by that officer's immediate deputy (none else) when the authorised officer is away from headquarters.
- (5) In exceptional circumstances any officer may use any degree of priority he considers necessary ;-but he has to report his action to his superior stating the circumstances. He will be held personally responsible for his action to be justified.

(G. C., P. and S. D., No- 5623/34-B, dated 28th July 1952)

- (6) Special cars should be taken to avoid undue prolixity in State telegrams. They should, except when extreme precision is important, be expressed in as few words as possible and mere auxiliary or connective words which can be obviously filled in by the receiver should be omitted. It must be understood that no real revenue is derived from State messages and any increase in the number of words used means a direct expense to Government.
- (7) It is unnecessary to include in the text of State multiple telegrams the designations of all the officials to whom the telegram has been repeated. This practice necessitates the transmission of a larger number of unnecessary words and therefore, causes loss to Government. It must, of course, be necessary occasionally to inform the receiver that other authorities have been addressed, but in a great majority of cases, when a telegram is addressed to several officers, the case is governed either by specific orders or by a well understood practice. In such cases it is unnecessary to inform each officer that the telegram has been repeated to others; for it may safely be presumed that the orders have been obeyed or the usual practice followed, and despatching officers must understand that the practice of repeating designations of all officers is not to be resorted to, save in exceptional circumstances and for special reasons.
- (8) The use of the telegraph should be avoided where a letter would serve the same purpose equally well.

(G. R., P. W. D., No. T/962, dated 5th April 1909)

- (9) In addressing telegrams, the registered telegraphic addresses if any, should be used.

(I. G.'s No. 16962-A, dated 9th November 1909)

- (10) The officer issuing the telegram should consider whether the matter is of importance and specifically indicate whether or not a copy by post should be sent. In all other cases, it is not necessary to send copies of telegrams by post.

(G. C., P. and S. D., No. FND-1053-B, dated 1<sup>st</sup> August 1953)

- (11) (a) If a private telegram is sent as a "State" message, the actual cost thereof is liable to be recovered from the person responsible for the irregularity, in addition to such disciplinary action as may be considered necessary by the competent authority.

(G. R., R. D., No. 7275/24, dated 11th January 1928)

- (b) Inspecting officers should check office copies of telegrams so as to ensure that service postage stamps are not misused for sending private messages.

(G. R., R. D., No. 7275/24, dated 8th August 1928)

- (c) In order to facilitate such a check, all Police officers should maintain in their offices a separate file of duplicate copies of telegrams issued at the state expense with a brief note of the file in which the original will be found.

(I. G.'s No. 37, dated 10th August 1929)

#### 242. Foreign State Telegrams :

- (1) "Foreign State Telegram" means a foreign telegram sent in his official capacity by a Government Official so authorised. Foreign telegrams classed 'State' should bear the service instruction 'India Government'. Such telegrams if tendered by persons not so authorised will be treated as private telegrams. The Government Officials who are authorised, to send 'Foreign State Telegrams' may also send "Letter Telegrams" bearing the service instruction "LTF" at the rates and under the conditions prescribed for 'Letter Telegrams', but such telegrams will be treated in every respect as private telegrams, though they may be paid for in service postage stamps.

(G. R., R. D- No. 3199, dated 27th March 1908)

- (3) The following officers are authorised to send Foreign State Telegrams to the places mentioned against them:-

<b>Designation of authorized Officer</b>	<b>Address to which Foreign State Telegrams may be sent.</b>
The Inspector-General of police, Bombay State, Bombay The Commissioner of Police, Bombay.	Director-General of Stores, India Stores Department, London, Aden, Colombo, Penang, Singapur and and Director General of Stores, India Stores Department, London.

(G. E., P- and S. D. No. 5762/34-13255-B, dated 5th May 1952)

- (3) Foreign telegrams despatched by Government officers in the interest of private persons will be classed as private and charged at full rates, the charges being recovered in advance from the person concerned. The Read of the Office will be responsible, for the cost, which will in no case be defrayed by Government.

(G. O., R. D., No. 242, dated 25th January 1921)

#### 243. Use of telephones :

- (1) In Government offices and departments in, which the message rate system is introduced, a register of calls in Form No. 24 in Appendix I should be maintained for telephones other than those assigned to officers for their personal use. The calls put through by the members of the staff should be registered with necessary particulars in respect of both official and private calls and they should be required to pay for private calls at the rate of 10 nP. per call. The registration of calls should be done by the persons putting through the calls or by a telephone operator where there is one. No charge should be levied for calls made from the telephones assigned to officers of and above the rank of Inspectors of Police for their personal use.

(G. C., P. and S. D. No. 5890/34,- dated 14th April 1949)

- (2) Home Guards should be allowed the use of Police telephones for official purposes on their being identified by means of their identity cards and on making an entry in the Message Rate Calls Register,

stating the purpose of the call, and the total charges for the calls so made should be recovered from the Home Guards Organization at the close of the financial year in a lump sum by book adjustment.

(G. L., H. D., No. 944715-1, dated 11th August 1949)

- (3) Private persons should be allowed to use Police telephones in an emergency, such as death, fire, riots or serious injury, a charge at the rate of 10 nP. per call being recovered for such use wherever the telephone is installed on message rate system. Copies of instructions in this matter in the regional language of the district should be hung at Police Stations, chowkeys etc. provided with, telephones, for the guidance of all concerned.

(I. G.'s No. 231 1, dated 5th September 1947 and 18th October 1949)

- (4) The entire expenditure under the message rate system incurred on all outgoing local calls from the telephones installed by Government at the residences of officers shall be borne by Government. But all charges pertaining to calls booked from such residential telephones, while the officers are on leave. should be paid by the officers themselves.

(G.C.,P. and S.D. No. TEL-1058, B, dated 20th June 1958) and TEL. 1058-B, dated 4th November 1958)

- (5) Whenever it becomes necessary for Government officers, who have telephone connections, to use the Government telephones for private trunk calls, they should themselves, take the initiative in paying the scheduled charges to Government through their own office. The officers should certify on the trunk call bills containing charges on account of private calls, while countersigning them in token of acceptance of the charge, that charges on account of private calls have been recovered and credited to Government account in the treasury on a particular date. Subscribers are responsible for meeting in full bills for all trunk-calls made from their telephone connections irrespective of the person who made the call. Recoveries from Government officials of the cost of private calls made on official telephone connections should be taken in reduction of expenditure and not credited as revenue receipts.

(G. E., P. and S. D., No. 8-88/5691-A, dated 25th April 1941)

- (6) Telephone trunk calls booked by the officers of the Bombay Government between Bombay and Poona are to be accorded preferential treatment. To ensure this, it is necessary to announce " Government calls " while booking a trunk call.

(G. R., R. D., No. 4781/24, dated 13th August 1935)

- (7) Trunk calls made by the Deputy Inspector-General of Police, Criminal Investigation Department, Bombay State, from telephones provided in his office and residence are accorded preferential treatment over ordinary business and service calls waiting to be put through on a specific request being made by that officer to clear the line.

(G. M., H. D., No. 799313-I (b), dated 1st April 1932)

- (8) If calls are made on the Bombay Poona trunk telephone lines by privileged officers from telephone numbers other than those allotted to

them, exemption from payment will be granted, if a claim is preferred at the time the call is made.

(G. M., H. D., No. S. 24. E, dated 26th March 1928)

**244. Shifting of telephones :**

Officers provided with residential telephones and offices where government telephones are provided, when changing to new residences or new places respectively, should not simultaneously shift their telephones at the residences or offices. This involves the Government unnecessary expenditure and should be resorted to only in essential cases where the officer or the office will be otherwise considerably inconvenienced. Whenever a telephone is shifted a report to that effect with the necessary explanation should invariably be made to the Political and Services Department through normal channel as early as possible,

(G. C., P- and S. D., No. 5890/34, dated 29th September 1952)

**245. Installation of public call offices in Government Buildings :**

Officers occupying Government buildings may permit the installation of public call offices, if necessary, in the compounds. Officers concerned should first obtain the necessary permission from the Executive Engineer of the Division concerned for the installation of such Public Call Offices.

(G. C., P. W. D., No. GEO-6256-A, dated 20th August 1958)

**246. Use of the police wireless grid :**

- (1) Police Wireless Stations are primarily licensed for passing messages connected with maintenance of law and order. Their use for any other purpose is strictly prohibited under the terms of the licence. The transmission of messages not relating to "Law and Order" on the Police Wireless Grid causes an infringement of the terms of licence. The following list gives guidance as to the subject matter which may fall Under the definition of "Law and Order".

(G. C., H. D., No. 4591/51, dated 26th February 1952 and SBII/PWS-2957/3468, dated 25th February 1957).

**'A' – LAW AND ORDER. MESSAGES.**

1. Court attendance-summons, warrants, trials.
2. Information relating to arrests, movements of suspects.
3. Dacoities.
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 persons under "DIB Vigilance".
14. Foreign notionals-Passport verifications.
15. Evacuation of Muslims to Pakistan.
16. "Crimes" statistics.
17. Identification -parade.
18. Failure of W/T stations.



19. Demand for Police personnel in emergencies for formation of Police companies.
20. Tour programmes of V. I. Ps. (e. g., President, Ministers, Envoys -etc.)
21. 'formation 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. Violation of Narcotics Laws and measures taken to prevent such violation.
26. Opening of fire on mobs by Government servants. in the discharge of their official duties.

'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 Officers' 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).

1. Messages relating to communication and maintenance of the inter, State Police Wireless Grid such as daily equipment reports etc. and other service matters.

**Note :** Entry No. 20 in list 'A' above relating to "Tour programmes of VIPs" is fairly wide to cover messages regarding the movements of Government planes for VIPs, instructions regarding which are issued by the Inspector-General of Police to the Superintendents concerned from time to time.

(G. C., H. D., No. SB-II/PWS, 2957/3468, dated 25th February 1957, 18th October 1957, and 5th October 1958)

- (2) With a view to maintaining strict compliance with the terms of the licence, all officers should see that the wireless grid is not used for conveying messages concerning any subject not included in the three categories of the aforesaid list. The Wireless Staff responsible for "Screening" should not also accept such messages.

(I.G.'s No. K/6912, dated 1st November 1958)

- (3) (a) In certain emergencies such as natural calamities like floods, earthquakes, famines etc., when it may become necessary to use the Police Wireless net work for carrying messages pertaining to matters other than "law and order", or purely administrative messages relating to such emergency and requiring immediate attention, prior permission of the Ministry of Transport and Communications (licensing authority) through the Ministry of Home Affairs, for the transmission of such messages over the Police wireless net work should be obtained by telegram, The licensing authority would normally give permission for

a specified period and for the conveyance -of a- specific category of messages pertaining to a - particular emergency.

- (b) While applying for permission to use Police Wireless Grid in times of emergency, the following information may please be furnished to State Government, through normal channel, for onward transmission to the Government of India :-
- (i) call sign and location of the station regarding the use of which permission is required.
  - (ii) period.
  - (iii) nature of the emergency.
  - (iv) reasons why normal telecommunication channels are not considered adequate.
  - (v) any other particulars relevant to the grant of permission.

(Letter No. 8.183/G/56, Wireless, dated 15th March 1956, from Director of Co-ordination)

- (c) If in case, the delay that may occur in obtaining the prior sanction of the Government of India is likely to jeopardise seriously the State Government's relief operations, Police Wireless net work may be used for conveying messages pertaining to those calamities in anticipation of the sanction of the Government of India with the prior permission of the Chief Secretary. The post facto sanction should, however, be obtained as quickly as possible, preferably within 24 hours. Such sanction may even be obtained over the Police Wireless in case the Post and Telegraph channels go out of commission due to disturbances.

(Letter No. 81183/G/57-Wireless, dated 10th June 1957, from the Director of Co-ordination)

- (4) Whenever a wireless station is opened at a taluka place or shifted from one place to another, the officers concerned should ensure that it is not used for the transmission of administrative messages not connected with law and order and unless the specific sanction of the Government of India is obtained.

(G. O., H. D. (Pol) No. S. D. 11/4591/5, dated 10th July 1954)

- (5) No officer should correspond direct with the Ministries in the Government of India in matters pertaining to the use of Police Wireless Grid for purposes other than "Law and Order". All proposals should be initially referred for consideration to the State Government in the Home Department through the proper channel.

(G. C., H. D., No. 4591/5, dated 3rd June 1953 and G. C., H. D., Spl. No. SBII/PWS. 4658/26706, dated 15th October 1958)

- (6) The Government of India have permitted to use the Police Wireless circuits for the transmission of information directly pertaining to the rescue, relief and search of air crafts in distress.

(Letter No. C. 8f/6158-Wireless, dated 16th May 1958, from the Director of Co-ordination)

- (7) The sending and carrying over the Police wireless net-work of private message or messages of a private nature will render the sender as well as the wireless operator concerned liable to severe action. AR questions of leave, leave salary, pay and allowances, are of a private

**(Bk) K-1-23 (Mono)**

nature. All non-Police messages should be scrutinized and countersigned by the District Magistrate before they are accepted for transmission over the Police Wireless Grid. Any officer who sends wireless messages not, so scrutinized, whether on his own account or on account of any other officer, will be made to pay for the cost of such messages and will, in addition be liable to departmental action.

- (8) Wherever a wireless receiving and transmitting station exists, a Police officer must subject to the instructions, in sub-Rule (1) above use the wireless grid for sending any communication which in the absence of such a facility would have been sent by telegraph. In the event of a breach of this rule by sending a telegram, the cost of the telegram will be recovered from the officer concerned. If a communication relates to law and order, it may be transmitted through the Police Wireless Grid, even if the sender is a Government servant other than a Police officer.

(I. G.'s No. 12, dated 14th May 1949)

- (9) It should be borne in mind that any unauthorised use of Police Wireless grid amounts to violation of the rules of licence rendering the withdrawal of wireless licence.

(I. G.'s No. K/7591-III, dated 12th August 1958)

#### **247. Message writing :**

- (1) The essential principles of message writing are :-

- (a) Clarity – Make your meaning unmistakably clear.
- (b) Brevity – To avoid delay wireless message should be brief (i. e., in telegraphic language) but clear.
- (c) Accuracy – References, figures, dates, times and similar information must be checked carefully.
- (d) Security – All radio messages are subject to interception. Originators are responsible to get their messages enciphered if they are of a "Secret" or "Confidential" nature.
- (e) Abbreviations – Use only authorised abbreviations with which the addressees are conversant.

- (f) Use of Message Forms :

- (i) Messages must be written legibly or preferably typed on the standardised message form (Form No. Spl. IGP. (W.T.) 97 or 98
- (ii) If the form is not available, these may be written or typed on plain paper using the layout of the form. When it is not possible to type the messages, they should be written in capital letters to avoid mutilation in transmission.
- (iii) Each message should also be stamped with the office stamp of the issuing officer.

- (g) *Address*

To – Name of addressee with designation or office (approved abbreviation) wherever available with full address.

*Info* – The designation, department and place of the addressee to whom the text is, to be communicated for information

*From*—Originator's designation and address.

*Originator's Number* – Give reference number (Outward Number) and date.

*In Reply to and Date* – Reference of correspondence and

(h) *Text* –

- (i) The text of the message may begin with "For..... from....." as the first phrase if the message is for a particular person.
- (ii) Insert degree of priority in the "Priority" column, e. g., Crash, Most Immediate, Immediate and Routine. (For details please see Appendix XIII).
- (iii) Insert time of origin in four figures in " T.O.O. " column.

(i) *Signature* – Signature and designation (preferably office stamp) should invariably be given.

- (2) The formalities of a letter such as " Sir Yours faithfully etc., should be strictly avoided.
- (3) The message should be handed over at the Wireless Station during hours for which the station is open for transmission.

(Letter No. CD. 186/4/MES./58,4wireless from director of co-ordination).

- (4) An office copy of the message will be maintained on the records of the originator's office. If, however, a message is dictated on telephone, the operator who receives the message should ascertain the name, initials and designation of the officer, who dictates the message and make a note of the same on the message with the time at which it was dictated, before he disconnects the telephone, A minute later the operator should ring back the number and get the direction of the message confirmed making a suitable remark on the message, about the confirmation.

(I. G.'s Cir. No. 7459, dated 25th f3eptember 1952)

- (5) The receiving wireless station will transcribe the message on a similar form and cause it to be delivered to the addressee by a bicycle orderly, as many messages as possible being collected in suitable batches for delivery. Police motor vehicles should not be used exclusively for the delivery of wireless messages. If there are urgent messages. they should be communicated to the addressee in advance by telephone. Messages addressed to Police Officers will simply be folded and the name of the addressee written on the folded message form. . Messages addressed to officers outside the Police Department should be- sent in old envelopes with utility labels. Confidential or code messages should be delivered in stuck down envelopes which should, in addition, be sealed. Messages containing information regarding political, communal or religious meetings etc., and arrests and movements of important persons, dacoits, etc., should be treated as confidential and delivered as such.

(I. G.'s No. 412, dated 13th August 1948 and 21 (6153-A), dated 31st July 1950)

- (6) Original messages sent to a wireless station form part of the record of that office and cannot be removed and returned to the originator, the only exception, being code messages. If an originator wants to know as to when a message delivered to a wireless station was

actually transmitted, he should make his arrangements to get this information and should not expect the wireless staff to do it, as a message delivered for transmission will be transmitted by the wireless station according to its priority and turn.

(I. G.'s No. 804, dated 26th November 1948)

- (7) No record of coded messages is to be kept in any wireless station. Originals of coded messages, received from originators for onward transmission to outstations, should be returned to them and acknowledgement taken soon after they are cleared. Similarly, no local record is to be kept of any coded messages received from out-stations. However, necessary entries should be made in the local Inward or Outward registers as regards the disposal of such coded messages. All -code messages, after delivery of copies to the addressees, should be destroyed by burning by the Head Wireless Operator himself and a certificate to that effect entered in the " Inward " register.
- (8) For instructions as to the transmission of urgent Police messages by static Army Signals Offices at Bombay, Ahmedabad, Poona and Secunderabad if Police facilities break down or are not available, reference should be made to Volume 111.

**248. Wireless Phono System :**

- (1) A system known as the "Wireless Phono System" has been introduced in the Bombay State Police Wireless Grid. The facility provided by this system is available only to the Assistant Inspector-General of Police, the Inspector-General of Police, the Secretary, Home Department, and the Chief Secretary to the Government of Bombay. Briefly the system is as under :-

The originator dictates the message by telephone to the wireless operator of the nearest wireless station and also sends the same in the usual form, mentioning therein that it is " W. P. " message, -which means that the originator is waiting for an immediate reply. The operator receiving the message informs the control station and then the highest priority is given to such a message, even by interrupting the communications that may, be going on then. The control station arranges to see that the station receiving such a message is able to contact the station required by asking all other stations to stop their communications and to keep a listening watch to resume work when the " W. P. " message is cleared. The operator of the station to which the message is transmitted contacts the addressee on telephone and if he succeeds and gets a reply to the message, he transmits the same by wireless. When the reply is received by the station which first sent the " W. P. " message, the operator contacts the originator and communicates the reply on the telephone. If the addressee is, not contacted on the telephone number given or on any other number which might be given by the person in charge of the telephone, the operator will inform the originating station accordingly and the operator there then informs the originator by telephone that the addressee was not available on any telephone number and that the message was left at the telephone number given.

(I. G.'s No. 6113/A, dated 29th November 1948)



- (6) In every case, the office copy of the reply should be placed behind the communication to which it refers.
- (7) If the correspondence, reports and minutes on a case are too much for one folder, they should be transferred to another folder which should have a slip pasted on to it, showing the following particulars :

Volume .....

Case heading .....

Case No .....

Commencing date.....

Branch .....

Class of record.....

- (8) To facilitate easy reference the correspondence should be placed in the folder from left to right and the reports, minutes etc. ,should be filed from right to left in chronological order.

*Case numbering*

- (9) (a) Each case must be given a serial number.
- (b) The first 99 numbers should be reserved for self-registering files and communications referring to each such file, each self-registering file being given a separate folder for the correspondence relating to it.
- (c) Number 100 should be reserved for ephemeral communications, which need not be brought on to Index Cards but should be filed in the order of date and destroyed after a period of six months.
- (d) The number once given to a case must not be given to a now case until the case numbers have reached 5,000.
- (e) In current cases, the Registrar should obtain the previous correspondence and put in the folder, arranging all papers in chronological order.
- (f) Bound files should not be broken, unless ordered by the Head of the Office.

*Case number cards*

- (10) In order to facilitate the tracing of cases in the Registry, a list of case file numbers is maintained in the form of case number cards containing entries in the following form :

Case No.	Case heading	Date
┌ _ _ _ _ _	┌ _ _ _ _ _	┌ _ _ _ _ _
┌ _ _ _ _ _	┌ _ _ _ _ _	┌ _ _ _ _ _
┌ _ _ _ _ _	┌ _ _ _ _ _	┌ _ _ _ _ _
┌ _ _ _ _ _	┌ _ _ _ _ _	┌ _ _ _ _ _

These cards should be arranged consecutively according to the serial numbers of cases entered in them. The object in maintaining the list in the form of such cards is to facilitate the replacement of individual cards, if necessitated by insufficient space for making entries of Volumes of oases or additional subjects. The list obviates the same number being twice used and facilitates reference to a case of which the number only is known.

*Index Cards*

- (11) Simultaneously with the case number card, an entry of each case should be written up or typed, if possible, in an Index Card in the following form :

'A' or 'B' Record	Subject	Case No.
— — — — —	— — — — —	— — — — —
— — — — —	— — — — —	— — — — —
— — — — —	— — — — —	— — — — —
— — — — —	— — — — —	— — — — —

Index cards should be arranged in the Card-Index Box alphabetically according to subjects.

- (12) The reminder card for each case should be in the following form :

*Reminder Card*

Subject	File No.	Date of	
		Issue	Return
— — — — —	— — — — —	— — — — —	— — — — —
— — — — —	— — — — —	— — — — —	— — — — —
— — — — —	— — — — —	— — — — —	— — — — —
— — — — —	— — — — —	— — — — —	— — — — —

All the reminder cards should be arranged in the reminder box in the sequence of dates on which the cases to which they refer are to be put up.

*Method of dealing with daily post*

- (13) All covers, including 'telegrams, received in offices will be opened by an officer deputed by the Head of the Office or, in the latter's absence, by the Office Superintendent or Head Clerk.
- (14) All covers marked secret or *confidential* will be sent to the Read of the Office unopened.
- (15) Letters addressed to officers by name will be sent to them unopened.
- (16) The officer, Office Superintendent or Head Clerk, who opens the covers, will stamp all communications with a date stamp and initial them. If a date stamp is not available, the date must be put below the initials.
- (17) All secret and confidential covers and those addressed to officers by name will be stamped on the outside of the cover with the date stamp.
- (18) All communications after being dealt with as above will 'be sent forthwith to the Registrar.



- (19) A clerk designated as the "Registrar" with a room or place at his disposal known as the "Registry" and with the necessary assistants, will be responsible for :-
- (a) inwarding and despatching all communications sent to him for registration and despatch.
  - (b) indexing.
  - (c) keeping the Head of the Office, office Superintendent or Head Clerk informed of any unnecessary delay in the disposal of correspondence, and
  - (d) keeping and filing of the records.
- (20) The Registrar will keep in his office the following registers and auxiliaries
- (a) Inward Diary.
  - (b) Card Index Box.
  - (c) Reminder and following-up card box.
  - (d) Filing boxes (or cupboards suitably pigeon-holed
  - (e) Alphabetical list of offices.
  - (f) Folders.

#### Working of the Card-Index, System

- (21) On the day on which the Card-Index System is introduced in any office for the first time, all letters received by the Registrar should be sorted according to subjects; and cases. Each case should be numbered as indicated in Sub-Rule (9) above. Any communication dealing with a new subject to be issued by the office should be treated as a separate case and similarly given a separate case number.
- (22) For each case the Registrar should make an entry in the case number card and in the Index Card and file them as explained in Sub-Rules (10) and (11) above.
- (23) All communications received on the Registry will then be forthwith entered in the Inward Diary. The diary must be opened daily by the date being written across it, below, the previous day's entries.
- (24) Heads of Offices should arrange to have prepared an alphabetical list of offices with which they are in constant communication.
- (25) Each office should be represented by a number from one upwards.
- (26) This list should be kept hung up near the clerk dealing with the Inward Diary,.
- (27) The clerk should enter the office-number instead of the office name in the column "From whom" in the Inward Diary.
- (28) (28) Where no number has been given to an office, the name of the office or individual should be entered.
- (29) Outward communications will be sent for despatch. Communications received and office copies of outward references will then each be placed in a folder as stated in Sub-Rule (21) above. The Registrar should then pass the case file to the clerk whose duty it is to deal with

the case and obtain the clerk's initials below the date of issue on the reminder card and place the reminder ' card in the reminder box, so that it might automatically come to notice on the 14th day or on such other date as may be directed by order on the letter.

- (30) When the case file is returned to the Registry, the date of its return should be entered on the reminder-card and the initials of the returning clerk obtained below the date.
- (31) If the case is not endorsed "file" when returned to the Registry the Registrar will put the reminder-card in the reminder-box 14 days in advance or as otherwise ordered and will retain the case-file in his possession unless required in office.
- (32) If at the end of 14 days no further communication is received by him, the Registrar should draw the attention of the responsible officer to the fact and obtain his order.
- (33) The officer passing the filing order should at the same time decide the class of records, i.e., "A" or " B ", and make an entry on the file accordingly.

"A' .. Means records to be preserved permanently-

"B" .. Means records to be preserved for periods proscribed by separate order.

- (34) When a case-file is returned to the Registrar marked "file" and initialled by a responsible officer, he should put away the file in the filing box in its proper place-according to serial number and enter on the index-card the classification of the case as "A" or "B" at the place provided.
- (35) The reminder-card should then be put away with the case.
- (36) The above routine described in Sub-Rules (21) to (35) will be followed on every day after the introduction of the Card-Index System.

(I. G.'s No. 8, dated 28th January 1924)

## SECTION II – RECORDS

### 250. General instructions regarding official records :

- (1) Documents and copies of documents, forming part of the records of Registration Offices, entries in the records of. rights and all notices issued to the public in Marathi should be written in Balbodh Script in all cases in which record is kept in Marathi. For other documents and copies, the script may be either in Balbodh or Modi at the option of the writer, provided they are legibly, written. However, in the case of areas where more than one language is recognised, the script of the copies of documents in Marathi should be at the choice of the applicant.

(G. L., H. D., No. 8922/6-D, dated 16th January 1953)

- (2) Heads of Offices of all Departments of Government must insist on all corrections in public records of documents being made in such a way that the original entry remains legible,

(Bk) K-1-24 (Mono)

If it is necessary to correct any error, typographical or otherwise, in any notification or order, the correction should be made formally by a notification in the usual form issued over the signature of the Secretary or other officer over whose signature the original notification or order issued.

- (3) Whenever an official copy of a document is made or a copy is made for a public purpose, the point where a fresh page of the original begins should be shown by a figure in the margin of the copy.

(G. R., J. D., No. '105, dated 30th January 1901, and G. R., G. D., No. 3558, dated 8th July 1904).

- (4) Page numbers will be given on cyclostyled circulars of "A" record nature issued by the Inspector-General of Police. Separate file for each year should, therefore, be maintained, with an index at the top of each file. A similar method should also be followed in all offices in respect of the orders issued by the Deputy Inspector General of Police and Superintendent of Police.

(I. G.'s No. 5587, dated 13th December 1948)

- (5) To facilitate easy reference, all Inspection Notes should be filed together in one file which should consist of Inspection Notes of the last seven years. Replies and miscellaneous papers regarding Inspection Notes should be filed separately and not mixed with this file.

(I. G.'s Cir. No. 17 (3431-II), dated 26th April 1951)

#### **251. Responsibility for safety of records :**

- (1) In order to escape legal consequences and departmental punishment, delinquents deliberately do away with records which would serve as documentary evidence against them. In all offices, therefore, the record keeper and the supervising officer should be held responsible for the safety of the records. The disappearance of any record should be punished by the competent authority with dismissal in all cases in which the charge of collusion is proved after regular departmental proceedings have been held.

(G. C., P. and S. D. No. 2322146, dated 6th January 1948)

- (2) Any record required by Police officers conducting investigations should be shown to them immediately on demand. The Head of the Office, who is in charge of the records or documents required by the Police, may decide whether it would be feasible to place the records or documents in the custody of the Police for so long as they may be required by the latter, but in either case the officer in charge of the records or documents and the Police should afford all facilities to each other for inspection and for taking out copies of the records or documents and also for taking them over for a short period, whenever necessary.

(G. C., P- and S. D., No. 2322/46, dated 10th December 1949)

- (3) As regards the restriction on the removal by the office staff of Government files to their homes, reference should be made to Sub-Rule (10) of Rule 229.

#### **252. Fees for copies of records :**

A flat rate of Rs. 5 in each case together with cost of stationery used, should be levied for copies of

Police records concerning motor accidents etc. supplied to insurance companies and other private parties, and half of the fees so realised should be paid to the individual who copies the record out of office hours and the other half, together with cost of stationery used should be credited to Government.

(G. R., F. D., No. 360/33, dated 31st January 1941)

*Note:* (i) The term "Police records" appearing in this rule is not limited to case or enquiry papers but also includes entries in all authorised Police Registers and files.

*Note:* (ii) The orders in this rule should also be observed - when State Transport Authorities ask for copies of Police records concerning accidents in which State Transport Vehicles are involved. If the State Transport Authorities are not agreeable to pay the copying fees, they should be requested to arrange to make out copies by sending their own men to the Police offices concerned.

(I. G.'s Cir. No. I 1, dated 22nd March 1951)

### **253. Government Resolutions and Notifications :**

- (1) Government Resolutions should not be communicated to private companies, firms or individuals. When it is necessary to communicate decisions of Government, the rule is to address such persons by letter and not to communicate Resolutions, the preambles of which embrace the opinions of officers and departments consulted, which are merely intended to guide Government in forming their opinion.

(G. R., T. D., No. 6231, dated 11th September 1896)

- (2) Superintendents of Police will be supplied with three copies of all Government Resolutions, one for the use of the correspondence branch, another for the accounts branch and the third for the case file concerned. Important Government Resolutions should be circulated among Sub-Divisional Officers before they are filed.

(I. G.'s No. 101, dated 29th July 1926)

- (3) Two copies of notifications relating to amendments of codes, rules etc. will be supplied to Superintendents. One of the copies should remain on the record, while the other can be pasted in the book, code or rules to be amended.

(G. C., G. D., No. 4988, dated 11th October 1910)

### **254. Indexing of circulars :**

An index, with cross references of all circulars and general standing orders of Government should be maintained in every office. It should be the duty of the Head of the Office to see that the index is duly written up and to refer to it after absence on leave, in order to make himself acquainted with all important orders that may have been received during his absence.

(G. C., J. D., No. 6960, dated 3rd December 1887)

### **255. Preservation and location of office records :**

All officers should pay particular attention to the directions given in Appendix XIV (in so far as they are useful for the Police Department) on the subject of preservation and location of official records.

(G. R., G. D., No. 1780, dated 30th March 1905)

### **256. Binding of records :**

For rules regarding the binding of records reference should be made to Rule 56.

### **257. Supply of copies of records :**

The grant to private parties of copies of records in all subordinate Police offices will be for the decision of the Superintendent of Police, who will be guided by the

provisions of Sections 74 and 77 of the Indian Evidence Act, 1872. The cost of preparation of copies should be recovered at the rates in force for the time being for the supply of copies of judicial records.

(G. R., G. D., No. 4940, dated 15th July 1885)

**258. Preservation and destruction of books :**

- (1) The following books should be preserved -or destroyed as indicated below :-
- (a) Acts and rules in force to be retained permanently.
  - (b) Administration Reports of the Police - Department to be preserved as indicated below against each:-
    - (1) The Bombay State .. last ten years.
    - ( 2) The Bombay City .. last five years.
  - (c) Administration Reports of the Bombay State and other publications such as those noted below, to be preserved as indicated below against them :-
    - (i) Reformatory School, Yeravda .. last three years.
    - (ii) Jail Department .. Do.
    - (iii) Chemical Analyser to Government .. Do.
    - (iv) Civil and Criminal Justice- .. Do.
    - (v) Civil Lists .. last issue.
    - (vi) History of Services of Gazetted Officers. } .. Do.
    - (vii) Telegraph Guides .. }
    - (viii) Postal Guides .. }
    - (ix) Criminal Manual issued by the High Court of Bombay .. Permanently
    - (x) Indian Law Reports .. Do.
    - (xi) The Police Journal .. Do
- (2) With regard to the books other than those mentioned above, the Superintendent of Police will order the destruction of such as may be considered by him to be useless.
- (3) Superintendents of Police should, in passing orders on the destruction of books act up to the spirit of the instructions and include in them such books, as are out of date on account of their being superseded by newer editions contained in the library.

(G. R., J. D., No. ISIS, dated 31st March 1910)

- (4) Only useless books should be destroyed and sold as waste paper. A list of such as are not considered useless may be submitted to the Inspector-General of Police for enquiries as to the requirements of other officers, before orders are given for their disposal. Books not required may be sold, the sale proceeds in each case being credited to Government.

(G. R., G. D., No. 7622, dated 24th December 1908)

- (5) When amended and revised publications, such as lists of Police Stations in other States, rules relating to Postal LifeInsurance etc. are received superseded copies may be destroyed at once.

(I. G.'s No. 1845-A, dated 2nd February 1914)

**259. Preservation and disposal of service books :-** Rules as to the disposal of the service book of a Government servant who ceases to

be in Government service by resignation, retirement, discharge, removal dismissal or death will be found in Volume

**260. Preservation and disposal of confidential sheets :**

Confidential sheets of all officers from Deputy Superintendents of Police downwards, including Prosecutors, Head Constables and clerks, maintained by the various Heads of offices should be preserved for six months after the death of the officers, concerned and then destroyed. When any such officer retires, is invalided, discharged, removed or dismissed, his confidential sheet should be preserved 10 years and then destroyed.

(I. G.'s No. 5571, dated 23rd December 1940)

**261. Preservation of Record of Departmental Enquiries :**

The record of departmental enquiries should be preserved for a period of six and half years from the date of the issue of the orders on the final appeal and in cases where there is no appeal from the date of issue of original orders.

(G. C., P. and S. D. No. CDR-1155, dated 23rd November 1965)

**262. "A" and "B" Records :**

(1) The records to be preserved permanently ("A" Record) and those to be destroyed at prescribed periods ("B" Record), in the offices of Superintendent of Police Sub-Divisional Officers, Circle Police Inspectors, Police Prosecutors, Reserve Inspectors/Sub-Inspectors and in Police Stations and Outposts, are embodied in lists Nos. I to 21 in Appendix XV.

(I. G.'s No. 45, dated 26th- November 1938)

(2) The answer books of the candidates appearing at the examinations held at the Police Training School, Nasik, should be preserved for two years.

(G. L., 1-1. D., No. TEX. 1453/D, dated 20th October 1953)

**263. Method of destruction of records and disposal of destroyed records :**

(1) Records which are not of an important or confidential -nature may simply be torn across once, mixed up and bound in bundles before being disposed of. Records of an important or confidential nature must be utterly destroyed.

(2) (a) All waste paper consisting of confidential records should be destroyed.

(b) All other waste papers including destroyed non-confidential records from Police offices, except those at Poona, West Khandesk and East Khandesh Districts, should be sold at the rates fixed by the Director, Government Printing and stationery, Bombay, for the various categories such as ordinary office waste paper, badami or unbleached records and forms, white records and forms including old newspapers, white paper, cuttings and other paper cuttings etc. The rates will be communicated by the Director, Government Printing and Stationery to all Heads of Offices in the month of April every year, and those rates shall be in force for the financial year commencing from April.

- (c) The procedure regarding the disposal of waste paper including destroyed non-confidential records in respect of Police Offices in Poona, East Khandesh and West Khandesh Districts Will be as indicated below :-

*Poona* -Will be collected by the Executive Engineer of the Poona Division.

*East Khandesh and West Khandesh Distrids:-* Will be collected by the respective Collectors of the Districts.

- (d) Old newspapers in Government offices in Ahmedabad and Sholapur should be supplied free of cost to the Superintendents of workshops at their respective places for the use of Government Industrial Workshops under their respective control. I
- (e) Waste paper of Government offices in Greater Bombay may also be offered to any local institutions if specifically intimated by the Director, Government Printing and Stationery Bombay.

(G. R., D. D., No. PST-6252, dated 30th June 1953)

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## CHAPTER - VIII

### Registers, Returns and Reports

#### SECTION I – REGISTERS

#### 264. Books, registers, etc. prescribed for Police offices, Stations and Out-posts :

The following books, registers and files should be kept in the various Police offices, Stations and Out-posts, in addition to any other book or register which the heads of the respective offices may consider necessary, and the serial numbers assigned in this Rule to books, registers and files should be adhered to in the offices of III Superintendents of Police

Superintendent's Office :-

#### (A) Accounts Branch

##### *Books –*

- (1) Cash Book.
- (2) Cash Book Receipt Book (manuscript).
- (3) Cash Book of Permanent Advance.
- (4) Receipt Book of Permanent Advance (manuscript)
- (5) Public Land Conveyance Day Book (except in cases where the licensing work is not entrusted to Police).
- (6) Receipt Book in Form Gen. 113-e. for money received from sources other than the treasury.
- (7) Watchmen's Fund Account Book.
- (8) Band Fund Account Book.
- (9) Sports Fund Account Book.
- (10) Police Families Welfare Fund Account Book.
- (11) Bank Pass Book and Cheque Book for Personal Ledger Account.

##### *Registers –*

- (12) Bill Register.
- (13) Subsidiary Register.
- (14) Withheld Pay Register.
- (15) Non-contract Contingent Register.
- (16) Contract Contingent Register.
- (17) Cash Memo (intimation of money sent).
- (18) Register of recoveries of advances given to Government Servants.

##### *Files –*

#### *Chalans*

- (19) Chalans of miscellaneous amounts.
- (20) Chalans of clothing recoveries.
- (21) Chalans of Watchmen's Fund.
- (22) Chalans of Public Land Conveyance Account.

#### *Pay Bills*

- (23) Pay bills of Police Prosecutors.
- (24) Pay abstract (English) of Sub-Inspectors.
- (25) Pay bills of Sub-Inspectors in the regional language.



- (26) General pay abstract (English) of the constabulary.
- (27) Pay bill of the clerical establishment.
- (28) Pay bills of the constabulary in the regional language.
- (29) Pay abstract (English) of the temporary establishment.
- (30) Pay bills of temporary establishments in the regional language.
- (31) Pay abstract (English) of Policemen lent to private firms, etc.
- (32) Pay bills of Policemen lent to private firms etc. in the regional language.
- (33) Pay bills of Watchmen in the regional language.
- (34) Pay bills of Class IV servants.

*T. A. Bills*

- (35) T. A. Bills of Gazetted Officers category-wise.
- (36) T. A. Bills of Police Prosecutors.
- (37) T. A. Bills of Sub-Inspectors.
- (38) T. A. Bills of Head Constables and Constables.
- (39) T. A. Bills for clerical establishment.
- (40) T. A. Bills of Class IV servants.

*Contingent Bills*

- (41) Contract contingent bills.
- (42) Non-contract contingent bills

*(B) Sheet Branch*

*Books –*

- (1) Service Books of Officiating Police Inspectors and Sub-Inspectors.

*Registers, Service Sheet and Lists –*

- (2) Service Sheets of Policemen.
- (3) Hand Register of Policemen.
- (4) Orderly Room Register.
- (5) Register regarding Departmental Proceedings.

*Files and Notes –*

- (6) Recruit Roll File.
- (7) Personal files (for Officers and Constabulary

*(C) Correspondence Branch*

*Books –*

- (1) Tapal Book (for tour office
- (2) Service books for Ministerial Staff.
- (3) Book or file of weekly confidential reports (to be kept in Superintendents personal custody).
- (4) Secret Service Account Book (to be kept in Superintendent's personal custody).
- (5) Railway, Motor and Steamer Warrant Books,
- (6) Local Despatch Book.
- (7) Tour Office -Day Books

*Registers, Service Sheets and Lists –*

- (8) Service Stamp Account (for tour office)
- (9) Register of Dead Stock articles.
- (10) Lists of " A " and " B " records.
- (11) Library Register.
- (12) Stationery Account.
- (13) Confidential sheets of Inspectors, Sub-Inspectors, qualified Head Constables and Clerks (to be kept in Superintendent's personal custody). -
- (14) Confidential Inward and Outward Register (to be kept in Superintendent's personal custody).
- (15) Register of Major Works (except in Railway Superintendent's Office)
- (16) Inward Diary.
- (17) Register of Buildings.
- (18) Register of orders placed with contractors for supply of articles of clothing and equipment.
- (19) Visitors' Register.
- (20) Muster Roll.
- (21) Service Rolls of Class IV servants.
- (22) Register of message rate calls.
- (23) Register of Assembly/Council Questions.

*Diaries –*

- (24) Weekly diaries of Assistant and Deputy Superintendent's of Police and of Inspectors of Police.
- (25) Station diaries of Officers in charge of Police Stations in the Superintendent's charge.

*Files and Notes –*

- (26) File of summaries of final orders passed by Magistrates.
- (27) File of judgments and letters containing strictures and comments on defective Police work.
- (28) Notes on the District (to be kept in Superintendent's personal custody).
- (29) Inspection Notes of the Deputy Inspector General of Police.
- (30) Personal Files of Ministerial Staff.

*(D) Wireless Superintendent's Office*

Besides those mentioned against Superintendent's Office (whichever are applicable to Wireless Office), the following registers should be maintained :-

- (1) Registers of Bills passed for payment.
- (2) Register of wireless licences held.
- (3) Register of Police Wireless Stations in the State.
- (4) Register of Calendar Codes issued to Wireless Stations.
- (5) Register of orders placed with firms (including indents on Central Stores Purchasing Officers)

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(E) *Motor Transport Superintendent's Office*

Besides those mentioned against Superintendent's Office (which are applicable to Motor Transport Office), following books, files and registers should be maintained

- (1) Vehicle Register.
- (2) Interviews Register Technician recruits
- (3) Hand Registers for Technicians.
- (4) Register of upgrading tests results.
- (2) (A) Sub-Divisional Office Books –
  - (1) Day Book.
  - (2) Book or file of weekly confidential reports.
  - (3) Railway, Motor and Steamer Warrant Books.
  - (4) Local Despatch Book,

*Registers and Lists –*

- (5) Service Stamp Account.
- (6) Inward and Outward Registers (English and in the regional language).
- (7) Register of Dead Stock articles.
- (8) Confidential Inward and Outward Registers.
- (9) Library Register.
- (10) Register of Buildings.
- (11) Visitors' Register.
- (12) Muster Roll.
- (13) Orderly Room Register.
- (14) List of " A " and " B " records.

*Diaries –*

- (15) Station and weekly diaries.
- (16) Weekly diary (Sub-Divisional Officer's).

*File –*

- (17) File of summaries of final orders passed by Magistrates.

(B) *Traffic Deputy Superintendent of Police's Office*

(In addition to the items mentioned against Sub -Divisional Police Office, except book or file, weekly confidential reports and building register):-

- (1) Orderly Room Register.
- (2) Token Register.
- (3) Bill Register.
- (4) Deposit Receipt Book.
- (5) Non-cognizable Register.
- (6) Log Books of vehicles.
- (7) Register of cases referred to Road Traffic Officers for departmental action.
- (8) Register of cases withdrawn.
- (9) Register of Fatal Motor Accidents on Bombay-Poona and Bombay-Agra Road.

## (3) (A) Inspector's Office (Circle City or Cantonment)-

*Books –*

- (1) Weekly diary.
- (2) Day Book.
- (3) Railway Motor and Steamer Warrant Books.
- (4) Local Despatch Book.

*Registers and Lists –*

- (5) Inward and Outward Registers (English and in the regional language).
- (6) Service-Stamp Account.
- (7) Dead Stock Register.
- (8) List of "A" and "B" records.
- (9) Library Register.
- (10) Muster Roll (Hazari) of Policemen.

(B) *Traffic Inspector's Office* : (Additional items)

- (1) Police non-cognizable Register.
- (2) Log Books of vehicles.
- (3) Deposit Receipt Book.

(C) *Motor Transport Police inspectors Office* : (Additional items)

- (1) Tools and equipment register (zone)
- (2) Motor Vehicle Register (zone).
- (3) Purchase bills (Inward and Outward) Register (Workshop),
- (4) Inspection Book under the Factories Act (Workshop)

*Workshop –*

- (5) Ledgers of new spare parts of the vehicles of different makes and motorcycles.
- (6) Ledger of –
  - (i) Electrical articles and batteries,
  - (ii) Paint and wood,
  - (iii) Upholstery, tyres and tubes,
  - (iv) Iron and hardware,
  - (v) Petrol, oil and lubricants,
  - (vi) Miscellaneous articles,
  - (vii) 'B' stock articles,
  - (viii) Tools,
  - (ix) Equipments.
- (7) Register of tools, equipment and vehicles.
- (8) Register of unserviceable parts.
- (9) Stock account of spare parts and miscellaneous articles.
- (10) Stock account of Sundry articles.
- (11) Committee proceedings book.
- (12) Register of deposited articles.
- (13) Loan Book of tools required for daily use.
- (14) Registers of workshop bills, purchase bills and issue vouchers.
- (15) Outward indent books,
- (16) Internal indent books.

(4) Reserve Inspector's or Sub-Inspector's Office-  
*Books –*

- (1) Day Book.
- (2) Permanent Advance Day Book.
- (3) Issue Book showing the description of, and Arsenals Nos. or fire arms.
- (4) Railway Motor and Steamer Warrant Books.
- (5) Book of passes issued to Head Constables and Constables leaving their stations on duty.
- (6) Receipt book for articles of clothing and accoutrements issued.
- (7) Account of quinine/paludrine in the form of Day Book.
- (8) Local Despatch Book.
- (9) Account of cloth in store (in the ordinary Day Book form).
- (10) Ledger of works departmentally executed.

*Registers, Lists etc. –*

- (11) Stock Account-  
Parts I-A and I-B-Arms, Ammunition and Accoutrements.  
Part II-A and II-B-Clothing.  
Part III-Dead Stock.
- (12) Register of musketry-practices.
- (13) Inward Register (English and in the regional language)
- (14) Outward Register (English and in the regional language)
- (15) Service Stamp Account.
- (16) Account of strychnine powders.
- (17) Kit Deposit Register.
- (18) Ammunition Deposit Register.
- (19) Register of samples.
- (20) Register of gymnastic articles.
- (21) Register of band instruments.
- (22) Register of garden articles,
- (23) Register of training school articles.
- (24) Register of arms deposited with the Police.
- (26) Subsidiary Register for component parts of arms.
- (26) List of " A " and " B " records.
- (27) Library Register.
- (28) List of armourer's tools.
- (29) Muster Roll (Hazri) of Policemen.
- (30) Memorandum to the Civil Surgeon.
- (31) Kit Committee Register.
- (32) Committee Proceedings Register.
- (33) Cycle accessories issue register.

*Mess and Canteen –*

- (34) Day Book.
- (35) Daily Attendance Register.
- (36) Dead Stock Register.
- (37) Stock Account and Issue Book.
- (38) Daily Purchase Book.

- (39) Complaint Book.
- (40) Voucher Files.
- (41) Coupon Account Register.

*Motor Transport Section: (Additional items)*

- (1) Job card register.
  - (2) Tyre performance register.
  - (3) Battery charging register.
  - (4) Petrol register.
  - (5) Outside job register.
  - (6) Outside petrol verification bill register.
  - (7) Register regarding bill for supply of Police vehicles to other departments.
  - (8) Dail log maintenance register and record sheet.
  - (9) Vehicle maintenance record register.
  - (10) Drivers defect report book.
  - (11) Repair history sheet.
  - (12) Log Books.
  - (13) Stock account book of spare parts.
  - (14) Ledger of spare parts.,
  - (15) 'B ' Stock Register.
  - (16) Dead Stock Register.
  - (17) Register of consumable articles.
  - (18) Order Book.
  - (19) Stock account of petrol, oil and lubricants.
  - (20) Condemned clothing register.
  - (21) Duty distribution register.
  - (22) In-Out Register.
  - (23) Vehicle washing register.
- (5) *Police Station –*

*A – Mofussil**Books –*

- (1) Day Book.
- (2) Ledger of works departmentally executed except on Railways).
- (3) Railway, Motor and Steamer Warrant Books.
- (4) Receipt of property attached by the Police.
- (5) Book of passes issued to Head Constables and Constable leaving their Station on duty.
- (6) Local Despatch Book.
- (7) Muddemal Despatch Book.
- (8) Music Pass Book.
- (9) Day Book Receipt Book (manuscript).
- (10) Receipt Book in form Gen. 113-e.

*Registers, Lists, etc.–*

- (11) Inward Register (English and in the regional language
- (12) Outward Register (English and in the regional language
- (13) Stock Account-  
Part I-Arms, Ammunition and Accoutrements.  
Part 11-Clothing.

### **Part III-Dead Stock.**

- (14) Register of warrants for recovery of fines.
  - (15) Service Stamp Account.
  - (16) Register of property passing through the hands of the Police (Muddemal Register).
  - (17) Register of persons arrested within the jurisdiction of the Police Station.
  - (18) Register of summons and warrants received for service or execution.
  - (19) Register of licences for arms. (Not to be maintained by Railway Police Station).
  - (20) Account of strychnine powder.
  - (21) Return of stray dogs killed.
  - (22) Register of arms deposited with the Police.
  - (23) Lock-up Register.
  - (24) Kit Deposit Register.
  - (25) Ammunition Deposit Register.
  - (26) Account of quinine/paludrine.
  - (27) Library Register.
  - (28) List of " A and " B " records.
  - (29) Muster Roll Hazari) of Policemen.
  - (30) Memorandum to the Civil Surgeon.
  - (31) Book of requisitions for emergent Police passes (on Railways only).
  - (32) Duty Pass Book (on Western Railway only).
  - (33) Crime Register.
  - (34) Non-cognizable Register.
  - (35) Chapter Cases Register.
  - (36) Register Of Missing persons.
  - (37) Known Criminal Register.
  - (38) General Conviction Register.
  - (39) Surveillance Register.
  - (40) Absconders Register.
  - (41) Motor Accidents Register.
  - (42) Visitors' Register.
  - (43) History sheets.
  - (44) Village Crime Note Books.
  - (45) "A" Rolls.
  - (46) "B" Rolls.
- Diaries –*
- (47) Weekly Diary.
  - (48) Station Dairy.
- (I.G.'s No. 6 and 8,dated 28th January 1924, 82, dated 2nd September 1925, 9, dated 14th April 1938)

#### **B – Greater Bombay**

- (1) Station Diary.
- (2) N. C. Register.
- (3) Crime Register.
- (4) Local Act Case Register.

- (5) Lock-up Register.
- (6) Marathi Lock-up Register.
- (7) Marathi Diary.
- (8) First Information Book.
- (9) Final Report Book.
- (10) Bail Deposit Book.
- (11) Safe Deposit Book.
- (12) Muddemal Book.
- (13) Petty Bill Book.
- (14) Treasurers Cash Book.
- (15) Bhatta Book.
- (16) Miscellaneous Receipt Book.
- (17) Receipt Books.
- (18) Account of Receipt Books.
- (19) Bail Bond Books (Large).
- (20) Bail Bond Books (Small).
- (21) Section 565 Men Register.
- (22) Known Mavali Register.
- (23) Dead Stock Register.-
- (24) Electrical Fittings Register.
- (25) Muster Roll.
- (26) Correspondence Registers (Officers
- (27) Despatch Books.
- (28) Section 85-4-02 Register.
- (29) Railway Warrant Books.
  - (a) Form P. A. 25 (e) and (m).
  - (b) Form Jail 108.
- (30) Superintendent's Office Warrant Book.
- (31) Arrest Warrant Book.
- (32) Distress Warrant Book.
- (33) Challan Book.
- (34) Lock-up Chit Book.
- (35) Sick Chit Book.
- (36) Probationary Officers Personal Diaries.
- (37) Traffic Accident Register.
- (38) Line Roll-Call Books.
- (39) Flying Squad Diary.
- (40) Telephone Message Book.
- (41) Officers Short-leave Book.
- (42) Movements of Case-Papers Register.
- (43) Externess Register (Externed, rejected and out of sight).
- (44) Note Books (Officers and Men).
- (45) Superintendent's Order Book.
- (46) Inspectors Order Book.
- (47) Sectional Standing Order Book.
- (48) Register of Books and Acts supplied to Stations.
- (49) Court Work Register.
- (50) F. P. B. Record Book.
- (51) F. 1. Slip Book.
- (52) Register of Children sent to the home.



- (53) Marathi Address Book of Constables.
- (54) Marathi Leave Book of Constables.
- (55) Water Consumption Register.
- (56) M. O. Registers.
- (57) Charge Report Book (Form Gen. 93e).
- (58) Index Book.
- (59) Register of Receipts and issue of Stationery and Forms.
- (60) Road-side Death Expenditure Register.
- (61) Register of Cycles Stolen or Lost.
- (62) Juvenile Court Diary.
- (63) Hired Quarters Register.
- (64) Wooden movable Police Chowky Register.
- (65) Marathi Hospital Diaries.
- (66) Address Book of Officers on leave.
- (67) Inward Register.
- (68) Outward Register.

(C. P.'s S. O. No. 135)

(6) *Outpost –  
Books –*

- (1) Constables' and Head Constables' Patrol Books.
- (2) Inspection Book.
- (3) Railway, Motor and Steamer Warrant Books.
- (4) Complaint Book.
- (5) Visitor's Book.

*Registers etc.–*

- (6) Muster Roll (Hazari) of Policemen.
- (7) Dead Stock Register.
- (8) Account of strychnine powder.
- (9) Memorandum to Civil Surgeon (to be maintained at Railway Outpost only).
- (10) Service Stamp Account.
- (11) Book of requisitions for emergent Police passes (on Railways only).
- (12) Duty Pass Book (Western Railway only).
- (13) Kit Deposit Register (at the Outpost which are more than 10 miles away from the Police Stations).

In addition to the registers, books, etc. mentioned in Sub-Rules (1) to (6) above, each Police Office should maintain a file of standing orders issued by superior authorities or issued to subordinate offices.

(I. G.'s No. 5497, dated 19th June 1901)

**265. Stamping of books and registers :**

- (1) Superintendents of Police should see that all books and registers maintained in their own and subordinate offices and at all Outposts are stamped on each page, paged and endorsed at the end by the Superintendent or his assistant before being brought into use.
- (2) Similarly an additional endorsement should after the last entry in the book or register be recorded under the dated signature of a

responsible officer to the effect that all pages are completed according to requirements and that the book or register is closed.

(I. G.'s No. C/405, dated 23rd January 1908)

- (3) Any deficiency or excess in pages should be recorded at the end of the certificate when pages bear printed serial numbers and the excess pages found in the books with or without the serial page number should be cancelled immediately.

**266. Entries in books and registers to be signed by the officer-in-charge :**

Whenever entries are made in any registers, books, etc., they should be signed each day by the Inspector or Sub-Inspector or Head Constable in charge of a Police Station or Head Quarters, as the case may be, and initialled by the person who actually wrote them. When the officer-in-charge of a Police Station or an out post is absent from his Head Quarters, the next senior officer present in the station will sign the books daily and be responsible for the correctness of the entries till the return of the officer, who on return should go over the books for the period he was away and report any irregularities to the Superintendent.

(I. G.'s No. C/405, dated 23rd January 1908)

**267. Stock Accounts, Parts I and II :**

- (1) The Stock Account should show only articles in store and not articles with the men. Each man has a prescribed kit and is responsible for producing it when ordered, so that it is not necessary to show it in the Stock Account. Articles (other than the kit with the men) which pass through the hands of the officer-in-charge of the Police Station or the Head Quarters (e. g. clothing to be repaired) will be entered in the Stock Account. An estimate should be made of the quantity of ammunition required for regular guards and escorts and this quantity should be debited in the Stock Account and credited to the Ammunition Deposit Register. The entries in the Stock Account will then relate only to receipts of new ammunition and issues for musketry training. These orders refer to Police Stations as well as to Head Quarters. Empties should be brought to account in the Stock Account.

(I.G.'s No. 13936, dated 18th December 1901 and G. R., J. D., No. 2424, dated 24th April 1907)

- (2) (a) Stock Accounts should be maintained in the following parts at each Head Quarters :-

Part I-Accountrements, Arms and Ammunition.

Part II-Clothing.

Parts I and II of the Stock Account should each be divided into A and B. Parts I-A and II-A should be used only for brand new articles, and Parts I-B and II-B should be used for worn articles (i. e. articles of accoutrements and clothing partly worn but still serviceable for re-issue to men and those which are quite worn out and unserviceable).

- (b) A new column with the heading "Fatigue suits" with subheads "shorts" and "coats" should be opened in Stock Account Part II-B. This column should be used to render accounts of fatigue suits in stock.

**(Bk) K-1-26 (Mono)**

- (c) The account of all articles (new as well as worn) at Police Stations should be shown in Stock Accounts, Parts I-A and II-A.

(I. G.'s No. 8453-C, dated 21st June 1913)

- (d) When unserviceable articles are sold, destroyed, returned to men or cut into fatigue suits, the number of the articles so disposed of should be struck off the account under a suitable entry as expended or transferred to the column "Fatigue suits," as the case may be, the necessary authority empowering the disposal of the articles being quoted in the "Remarks" column.

(I. G.'s No. 1456-C, dated 10th/17th October 1912)

- (e) No entries under arms or ammunition would appear in- Stock Account, Part I-B. All arms, etc. should appear in Part I-A.
- (f) Revolvers and - ammunition, issued to Readers should be accounted for in the Head Quarters Stock Account, Part 1, of the district concerned.

(I. G.'s No. 17706-B, dated 7th November 1914)

- (g) Revolvers, and ammunition issued to Inspectors and Sub-Inspectors should be brought to account in the Dead Stock Register kept in their offices.

(I. G.'s No. 10614-C, dated 7th November 1914)

- (h) Revolvers and ammunition issued to all Criminal Investigation Department officers should be entered in a special register to be kept for the purpose in the office of the Deputy Inspector General of Police, Criminal Investigation Department. The number and description of the weapon issued to each officer, the date of issue, the amount and nature of the ammunition, in possession of each officer and the date of issue should be shown against his name in the register.

(I. G.'s No. 17706-B, dated 8th November 1914)

- (3) Ammunition supplied to Outposts for the use of the armed patrols should be accounted for in the Ammunition Deposit Register maintained at Police Stations.

(I. G.'s No. 43, dated 16th October 1933)

#### **268. Kit Deposit Register :**

Stock Accounts, Parts I and II, should show only articles in store and not those with the men. Entries of kit deposited by men sick in hospital, going on leave other than that preparatory to retirement, or under suspension etc. should not be entered in the Stock Account but in the Kit Deposit Register, provided the absence from duty is for less than six months. If it is longer than this period, the kit should be credited to the Stock Account and issued to other men, as occasion arises.

(I. G.'s No. 23, dated 31st May 1928 and 43, dated 2nd August 1928)

#### **269. Ammunition Deposit Register :**

- (1) A detailed account of ammunition set apart for guards and escorts should not be entered in the Stock Account, Part 1, but in the "Ammunition Deposit Register" in Form No. P. M. 67-A, which should be renewed every year.
- (2) In order to regulate more strictly the custody and issue of ammunition set apart for escorts and guards and to fix the responsibility

for any loss of ammunition on any particular individual, the following instructions regarding the maintenance of the Ammunition Deposit Register will be followed at each Head Quarters :-

- (a) A Superintendent of Police should entrust the duty of keeping the Ammunition Deposit Register and of issuing ammunition' to two or three selected literate officers of the grade of Head Constable in Head Quarters, who should carry out the duty in rotation each for one day at a time, during which he should not, except in an emergency and with the Sub-Inspector or Inspectors special permission, leave Head Quarters.
- (b) After each transaction, the box should be locked and sealed an(t the key- kept with the officer in charge of the register for the day. At night the box, locked and sealed, and the register should be kept in the Quarter Guard and the key retained by the officer in charge of the register.
- (c) The Reserve Inspector or Sub-Inspector should check the register and the box once a day at the time of sealing or any other time and an entry to that effect should be made in the register by that officer, showing the time' of inspection and stating that entries and balance are correct.
- (d) A list showing the designation of the permanent guards, e. g. Treasury Guard, Superintendent of Police's party, Quarter Guard, etc., to which ammunition has been issued, together with the amounts should be entered on a separate page at the beginning of the register under the signature of the Reserve Inspector or Sub-Inspector, who should personally check the amounts with the guards and certify to this effect. This list should be renewed once a year when a new register is started.
- (e) The Superintendent of Police should, at the time of his inspection personally check the Ammunition Deposit Register in a systematic way. He should personally count the balance in the box and the amount with permanent guards in the Head Quarters town and assure himself that other amounts are properly accounted for. He and other inspecting officers, such as the Deputy Superintendent of Police, should also assure themselves from time to time that the rules are being properly observed.
- (f) The ammunition should be kept in a strong box, which should be properly sealed and locked. A strong lock of superior quality should be supplied. The box should be kept in the Head Quarters office during the day, and in the Quarter Guard when the office is closed.
- (g) The officer-in-charge of the Quarter Guard will be responsible for the safe custody of the sealed box when it is in the Quarter Guard, but he should have nothing to do with the maintenance of the register or the sealing of the box beyond assuring himself that it has been properly sealed.

(I. G.'s No. 53, dated 15th October 1935)

**270. Register of persons arrested within the jurisdiction of the Police Station :**

The register of persons arrested within the jurisdiction of

the Police Station should be kept in bound books of 50 forms each at the Station House with some loose forms, the bound books being used for office copies and the loose form sent up with the prisoner to the Magistrate.

(G. R., J. D., No. 6097, dated 22nd November 1905)

**271. Muddemal Register :**

- (1) All property passing through the hands of the Police must be brought to account either in the "Register of property passing through the hands of the Police" commonly known as the "Muddemal Register" (Form No. PM. 8 1) or in the register known as the "Book of ornaments and wearing apparel taken from prisoners on admission to the lock-up," commonly called the "Lock-up Register" (Form No. P. M. 87).
- (2) (a) Property such as ornaments and wearing apparel, left on the person of a prisoner by the investigating Police Officer and taken from him as a preliminary measure by the officer in charge of the lock-up before the prisoner is put into the cell, must be entered in the "Lock-up Register."  
(b) All other property received at the station must be entered in the "Muddemal Register."
- (3) (a) Columns 3 and 4 of the Muddemal Register should be filled in very carefully so as to enable each article to be identified easily with the help of information in those columns.  
(b) The register should be renewed at the commencement of each calendar year, the entries regarding property remaining undisposed of at the end of the year being carried forward to the new register for the following year.  
(c) The Sub-Inspector or Inspector-in-charge of the Police Station should check the entries in the register at the end of each month and sign it in token of his having satisfied himself about their correctness.

(I.G.'s No. 9069-B, dated 16th August 1918)

**272. Orderly Room Register :**

- (1) When dealing with delinquents at orderly room, every column of the Orderly Room Register should be filled up.
- (2) In dealing at orderly room with leave, promotions, good service tickets and other miscellaneous applications, columns 1, 2 and 5, and if need be, 4 and 6 should be filled up.
- (3) Miscellaneous orders passed at orderly room on enquiries from subordinates and regarding the internal economy, discipline, drill, clothing, arms, accoutrements, clothing committees and general administration of the force or facts coming to notice at the Superintendent's or Sub-Divisional Officer's inspections and visits to the lines, should be recorded across and ignoring the columns of the form after delinquents and applicants have been disposed of.
- (4) Orderly room being over the Superintendent of Police or Sub-Divisional Police Officer should sign and date the proceedings and draw a line across the book.
- (5) Further proceedings on a fresh date should be similarly recorded and closed.

- (6) When the Orderly Room Register is sent to the Superintendent's or Sub-Divisional Police Officer's office after each day's proceedings, the necessary formal and written orders to the officers concerned should issue under the Superintendent's signature.

(I. G.'s No. 12215, dated 18th October 1901)

**273. Dead Stock Register :**

- (1) An inventory of all articles of dead stock, namely, plant and machinery, furniture and fixtures acquired by purchase or otherwise, except articles of value not exceeding one rupee should be maintained in all Government offices in a register in form No. Gen. 44 e.
- (2) Articles of stationery received from the Stationery Department, Bombay, are not articles of dead stock for the purposes of this Rule, Type-writers, duplicators copying machines, clocks, time pieces, though supplied by the Director of Stationery, Bombay, are not articles of stationery (though their accessories - are) but are dead stock articles and should therefore, be shown in the Dead Stock Register.
- (3) In respect to all articles of petty supply and value, such as knives, scissors, rules, inkpots, etc., a list to be altered from time to time and checked at each inspection of a subordinate office by the Superintendent of Police; should be kept by the officer responsible for their safe custody, under his signature, and this list might be pasted to the first page of the Dead stock Register.
- (4) Revolvers and ammunition issued to Inspectors and Sub-Inspector should be brought to account in the dead stock register kept in their offices (vide Sub-Rule (2) of Rule 267).
- (5) The total number of quantity of all articles of dead stock should be invariably entered in the dead stock register; but in cases, however, of articles costing above Rs. 5, the prices of such articles should also be mentioned in addition.
- (6) In the column for "Remarks" in the register a note should be made of surplus articles or articles which have fallen out of use, so that they may, if necessary, be transferred to other departments needing them or be sold, not so required before they depreciate in value.
- (7) The Head of the Office will be responsible for taking stock annually by comparing the actual stock with the entries in the register. He will in the month of June each year submit a certificate to the Deputy Inspector-General of Police concerned to the following effect :-  

"I certify that I have inspected the register of the articles of dead stock maintained under Rule 95 of the Bombay Contingent Expenditure, Rules, 1959 and have found that it has been properly kept up-to date that the articles mentioned therein are actually held in stock with the exception of those mentioned below, the explanation of the absence, of which is appended, and that no articles have been written off, except under proper sanction, which sanction has been duly recorded in the register under the signature of the Head of the Office."
- (8) Certificates of stock-taking are not required from Heads of Departments-. These officers 'will exercise check over articles of dead

stock in their own charge and will deal finally with the certificates of stock-taking submitted to them by subordinate officers.

(Rules 95 to 101 of Contingent Expenditure Rules)

- (9) Heads of Departments, when inspecting offices subordinate to them, should invariably examine the registers kept in those offices.
- (10) When charge of an office is transferred, a certificate similar to that prescribed by Sub-Rule (7) above will be submitted to the Deputy Inspector-General concerned by the officer taking charge.
- (11) The power to write off unserviceable articles of dead stock has been delegated to the authority competent to sanction their purchase.
- (12) The Superintendent of Police is not required to keep a general Dead Stock Register for every office subordinate to him and the -above rules do not require him personally to certify for any office save his own.

**274. Library Register :**

- (1) All Acts, books and other publications supplied to Superintendents should be entered in the Library Register (Form No. Gen. 125.)
- (2) Every Inspector and Sub-Inspector should have a Library Register, similar to that in the Superintendent's office for all Acts and other publications supplied to them, and the Superintendent when inspecting their offices should check the register.

(I. G.'s No. 43, dated 9th October 1922)

**275. Building Register :**

In regard to the maintenance of this register (in form No. 25 of Appendix I), the following general instructions should be borne in mind.

- (a) Separate pages should be allotted for each Police Station and Outpost in the District.
- (b) The details entered in the register should show at a glance the housing position of the Police officers and men of the District Head Quarters, Police Station and outpost, such as the sanctioned strength, number of Government quarters available, number of quarters required to be constructed, availability of suitable sites and that if no suitable sites are available the action taken or proposed to be taken to acquire such sites etc. Similar information should also be shown in respect of non-residential buildings.

(I. G.'s No. 3902, dated 19th December 1955)

**276. Hand Registers :**

- (1) Hand Register is a gradation list of Head Constables and Constables and should be maintained in form No. P. M. 45 e. Only the printed form should be indented for and if loose leaves are received they should be bound and used. On no account - unwieldy and manuscript registers should be used.
- (2) *Four Hand Registers should be maintained as shown below :*
  - (i) For Unarmed Head Constables I, II and III Grades.
  - (ii) For Unarmed Police Constables (Permanent and Temporary).
  - (iii) For Armed Head Constables I, II and III Grades.
  - (iv) For armed Police Constables (Permanent and Temporary).

The first four to five pages of each of the Hand Registers should be left blank as usually a number of orders issued from time to time are required to be shown therein. On the first page the sanctioned strength of the respective cadres should be shown (together with details regarding authority, etc.). The temporary vacancies of Head Constables should be shown there and adjusted. .14

(3) *Hand Register for Head Constables :-*

- (a) This Register should be divided into three sections, viz. (i) for I Grade Head Constables (ii) for II Grade Head Constables and (iii) for III Grade Head Constables.
- (b) In writing the Hand Registers against these three sections, it should be borne in mind that only those who are substantive in that grade or on probation should be shown thereunder (according to the dates of confirmation) while the name of a person who is officiating in a higher post should continue in the lower grade and a blue pencil entry about his officiating in the superior post should be made against his name.
- (c) As Head Constables Grade II are substantive, the list of Head Constables Grade III will not have any blue pencil entries regarding officiating promotions.
- (d) In filling up the above registers, the following instructions should be followed
  - (i) Necessary entry regarding the passing of the Departmental Examination in Law for promotion to the rank of Sub-Inspector should be made in red or blue pencil below the names of the Head Constables who are successful in the examination and qualify themselves for promotion.
  - (ii) Entries in column Nos. 5 and 6 should be made in pencil as the number of rewards and punishments increase every now and then.
  - (iii) In column No. 7, degree of education and any other qualifications should be mentioned.
  - (iv) In column No. 8, the dates of posting to particular Police Stations should be shown.
  - (v) An entry in red pencil should also be made below the names of Policemen who are under suspension or who have been reduced for a specific period.
  - (vi) In the Remarks column, the Superintendent of Police should himself write a short note regarding the fitness or otherwise for next promotion against each Policemen while writing the annual shoot remarks in the Service Shoot c. g. (1) Fit in turn, (2) High enough, (3) Doubtful, (4) Unfit, etc.

(4) *Hand Register for Police Constables (Permanent and Temporary) :*

- (a) This register should be in two parts. The first one should be for permanent men and the second for temporary. All permanent Unarmed Police Constables should be shown according to the dates of continuous appointment as Constables and temporary men should



be transferred to the permanent cadre according to seniority as and when vacancies occur. On no account they should be disregarded and outsiders preferred for absorption to the permanent cadre direct. Specific reasons should be given by the Superintendent of Police himself if he decides not to shift a Constable from the temporary to the permanent strength. The remaining information is to be shown as indicated above. In column No. 4, instead of 'last promotion' which carries no meaning so far as Constables are concerned, the date of last increment and the actual pay should be shown. The remarks regarding fitness for promotion should generally be made against the names of the Constables after they have put in 6 years' of service or after the normal period when the Constables become duo for promotion, which, ever is earlier. The names of ex-army men enlisted in the force should be shown in red ink.

- (b) The names of the personnel should be struck off from the Hand Registers when they cease to be in service and a remark made against their names such as in validated on \_\_\_\_\_; removed on \_\_\_\_\_ discharged on \_\_\_\_\_; retired on \_\_\_\_\_; died on \_\_\_\_\_ dismissed on \_\_\_\_\_ etc. When an incumbent is promoted substantively as Head Constable, his name should be removed from the Hand Register of Constables and entered in the Hand Register of Head Constables.
- (5) The Hand Registers for Armed Head Constables and Armed Police Constables (Permanent and Temporary) should be maintained likewise.

(I. G.'s No. 8365, dated 27th July 1959)

**277. Service books and sheets :**

Detailed rules regarding the maintenance of service books and service sheets will be found in Volume-I.

**278. Periodical returns:**

The following Periodical returns in addition to others that may be prescribed from time to time should be submitted by the Superintendent of Police.

*I. Monthly*

- (1) The crime review-to the Inspector General of Police with copies to the District Magistrate, the Range Deputy Inspector General and the Deputy Inspector-General of Police, Criminal Investigation Department, not later than-the 10th of the month following that to which it relates.

(P. M. Volume III)

- (2) Absentee Statement in two parts, (Part I for (a) Police Prosecutors and (b) Sub-Inspectors and Part II for (a) Head Clerks, (b) Accountants and (c) Selection Grade Clerks-to the Deputy Inspector-General concerned by the 5th of the month following that to which it relates.

(G. L., H. D., No. BPA. 1857/C-3753-V, dated 30th April 1958)

- (3) Vacancy statement showing vacancies in the armed and unarmed strength/Motor Transport/Wireless as on the last day of a month-to the Inspector-General of Police before the 5th of the

following month, with a copy to the Range Deputy Inspector-General of Police.

(I. G.'s No. 2772, dated 23rd May 1947)

- (4) Monthly statement of expenditure-to the Inspector-General of Police between the 10th and 15th of the month following that to which the statement pertains.
- (5) Statement showing disposition of the State Reserve Police and the State Armed Reserve as on the last day of t4e month-to the Inspector General of Police on the 5th of the following month (to be submitted by all the Commandants of State Reserve Police Force Units and the Superintendents of Police concerned).

(I. G.'s No. 34-A, dated 22nd March 1949)

- (6) Return showing the stores received during the previous month to the Inspector General of Police by the 5th of the month following.

(I. G.'s No. 2271/XX, dated 11th September 1950)

- (7) Punishment Return in form P. M. 34-to the Inspector General of Police through the Deputy Inspector General of Police concerned before 8th of each month.
- (8) Certificate of recovery of advances granted to Government servants-to the Inspector General of Police by the 5th of each month.

(I. G.'s No. 3230-A, dated 27th August 1954)

- (9) Lock-up return in form No. M. R. 26-to the Inspector General of Police by the 15th of each month.

(I. G.'s No. 7119, dated 1st February- 1954)

- (10) Reports regarding theft of the telephone and telegraph wires in form No. 26, Appendix I-to the Inspector General of Police by the 15th of each month.

(I. G.'s No. 4746-II, dated 5th September 1953)

- (11) Progress report of Major Works in form No. 27, Appendix Ito the Inspector General of Police before 10th of each month.

(I. G.'s No. 2093/Genl., dated 18th February 1959)

## *II Quarterly*

- (1) Statements of postings of Superintendents of Police, Sub-Divisional Police Officers, Inspectors, Prosecutors and Sub-Inspectors to the Inspector-General of Police in the first week of each quarter.

(I. G.'s No. 3527, dated 10th November 1947 and 23rd February 1948)

- (2) Statements showing the punishments awarded to Police Officers and men in form No. 28 in Appendix 1-to the Deputy Inspector General of Police by the 5th January, April, July and October.

(I. G.'s No. 7588-B, dated 18th August 1953)

- (3) Return showing the position in respect of the ex-Army/State Forces personnel (all ranks and files) newly employed during the quarter-to the Inspector General of Police by the 5th January, April, July and October.

(I. G.'s No. C/5694-IV, dated 22nd October 1958 and 4th April 1959)

**(Bk) K-1-27 Mono**

- (4) Statement showing the 'Reservists' employed in Government service in form' No-. 29 in Appendix 1-to the Inspector General of Police by the 5th January, April, July and October.

(I. G.'s No. 2336-III, dated 8th March 1957 and 30th May 1959)

- (5) Information showing the number of persons recruited in forms No. 30 and 31 in Appendix I-to the Inspector General of Police. by the 10th January, April, July and October.

(I. G.'s No. 8301, dated 24th May 1958)

- (6) Return showing the information of Motor Vehicles in form No. 32 in Appendix I-to the Inspector General of Police by 5th of January, April, July and October.

(I. G.'s No. K/32-M. V., dated 26th October 1957)

- (7) Statement showing information regarding the Police Families Welfare activities and the balances in the various Police Funds in form No. 33 in Appendix I-to the Inspector General of Police with copies to the Deputy Inspector General of Police concerned by the 5th of January, April, July and October.

(I. G.'s No. 5937-IV, dated 6th April, 1954)

- (8) Report showing the progress of the scheme of Rifle Training of Civil Rifle Training Centres (Police Stations)-to the Inspector General of Police by the 5th of January, April, July and October. (Form No. 34, Appendix I).

(I. G.'s No. K/2346-IX, dated 1st April 1958)

### *III. Half-yearly*

- (1) Statement of cases of corruption-to the Inspector-General of Police so as to reach him by the 5th January and 5th July each year in respect of the proceeding six months ending 31st December and 30th June respectively, with copies to the Deputy, Inspector-General of Police concerned.

- (2) Reports regarding progress of Home Guards and Village Defence Parties-to the Inspector-General of Police so as to reach him by 5th January and 5th July each year in respect of the proceeding six months ending 31st December and 30th June respectively.

(I. G.'s No. 6123-D, dated 3rd October 1953)

- (3) Forecast of leave required by Deputy Superintendents of Police-to the Inspector-General of Police in the first week of May and December.

(I. G.'s No. A-8282, dated 17th March 1958)

- (4) Recommendations for the award of President's Police and Fire Services Medal and Police Medal-to the Deputy Inspector-General of Police concerned not later than 1st February and 10th July and from the Deputy Inspector-General of Police to the Inspector-General by 15th February and 26th July.

(I. G.'s No. 7139 dated 29th January 1952 and 4th May 1956)

- (5) Return showing the strength and equipment of the Tear Gas Squad in Form No. 35, in Appendix I-to the Inspector-General of Police by the 5th January and July.

(I. G.'s No. 5585-IV, dated 9th March 1957)

- (6) Progress report on Village Defence Parties-to the Inspector-General of Police through the Range Deputy Inspector General of, Police by 15th February and 15th August.

(I. G.'s No. M/6102-A, dated 3rd January 1959)

- (7) Report on the result of using Tear Gas material in Form N . o# 36 in Appendix 1-t o the Inspector General of Police by the 5th, and July.

(I. G.'s No. 5585-III, dated 26th March 1957)

- (8) Return regarding disposal of obsolete and displaced Police. Weapons-to the Inspector-General of Police in the first week of January and July.

(I.G.'s No. 1599, dated 1st July 1958)

#### *IV. Yearly*

- (1) Statement of strength, composition and armament of the State Police, -as on 31st December of the preview year-to the Inspector-. General of Police on 1st January (*vide* Rule 279).
- (2) List of Major Works except on Railways estimated to cost over Rs. 25,000 and requiring administrative approval of Government - to the Inspector-General of Police through the Deputy Inspector-General in January.
- (3) District list showing particulars of the clerical establishment - to the Inspector-General of Police in January.
- (4) Annual Police Administration Report-to the Inspector-General of Police by the 15th February (*vide* Rule 281
- (5) Certificate regarding recovery of taxes etc., for specific services, paid - to municipalities - to the Inspector-General of Police On, 31st March *vide* -Sub-Rule (10) of Rule 213.
- (6) Statements of landed property and statements of changes in landed property held by Gazetted Officers, Police Prosecutors, members' of the Inspector General's combined clerical establishment, and Head Clerks and Police Accountants in the offices of Superintendents' of Police - to the Inspector-General of Police on 1st April.
- (7) Statement of landed property held by non-Gazetted Officer not lower in rank than Sub-Inspectors, and by clerks in the offices of Superintendents of Police-to the Deputy Inspector-General of-Police, on 1st April.
- (8) Acknowledgement of permanent advance-to the Accountant General/Deputy Accountant - General on the 15th April, (*vide* Rule 168).
- (9) Establishment return as on 1st March in regard to Police Prosecutors and Armed Sub-Inspectors - to the -Inspector-General of Police and in respect of Sub-Inspectors to, the Deputy Inspector General of Police. (*vide* Article 62 in Vol. I of the Civil Account Code, 1935).
- (10) Establishment return of the permanent establishment of the district (excluding Inspectors and Sub-Inspectors) as on 1st March direct to the Accountant General/Dy. Acctt. -General, not later than the, 15th April, (*vide* Article 62 of Volume I of the Civil Account Code 1935).

- (11) Proposals for major works, except on Railways, estimated to cost over Rs. 25,000 for which administrative approval has been or is being applied for-to the Inspector-General of Police through the Deputy Inspector-General of Police by 15th January.
- (12) Certificate regarding the annual check-up of dead stock articles to the Deputy Inspector-General of Police concerned in June (vide Rule 273).
- (13) Superannuation statements of Inspectors, Sub-Inspectors, Head Clerks and accountants-to the Inspector-General of Police through the Deputy Inspector-General of Police concerned by the 5th of July and those of Selection Grade Clerks-to the Range Deputy Inspector-General of Police by the 15th of July.
- (14) "29-Police" Budgets-to the Accountant General/Deputy Accountant General and to Government through the Inspector General of Police in the first week of August (vide Rule 129).
- (15) XXIII-Police Budgets-to the Accountant General/Deputy Accountant General through the Inspector-General of Police on 15th August (vide Rule 132).
- (16) Indents regarding articles of clothing and equipment in respect of the constabulary required for the next year of the succeeding financial year-to the Inspector-General of Police on 1st January.
- (17) Proposals for minor works, except on the Railways, costing Rs' 25,000 and under-to the Range Deputy Inspector-General of Police, who should report the total amount required for his range to the Inspector-General of Police in August. The Inspector-General of Police's report to Government is due on 15th September.
- (18) List of officers knowing foreign languages and languages of other States-to the Inspector-General of Police in the first week of October.

(I. G's No. 6418, dated 22nd September 1949)

- (19) Indent for standard forms and envelopes-to the Manager, Yeravda Prison Press, through the Director, Government Printing and Stationery, Bombay, in October (vide Rule 44),
- (20) Indent for stationery-to the Director, Government Printing and Stationery, Bombay, in February (vide Rule 36).
- (21) Musketry return-to the Inspector-General of Police in the first week of December.
- (22) Report regarding certificates of verification of services recorded in the Service Books of all Government servants except Head Constables and Constables-to the Inspector-General by the 31st July.

(G. C., F. D., No. 3266/33-X, dated 26th August 1952)

- (23) Return showing the details of the Army personnel (Commissioned Officers of and above the rank of 2nd Lt.) serving under the State Government as on 31st December-to the Inspector General of Police by the 10th January, in form No. 37 in Appendix 1.

(I. G.'s No. C/6594, dated 2nd January 1958 and 4th April 1969)

- (24) Returns (in triplicate) showing the number of vacancies filled by the appointment of members of the Backward Class-to the Inspector General of Police before 15th January.
- (25) Recommendations regarding the award of a Gold Medal to Police Officers or men who detect difficult and complicated cases during the Calendar Year-to the Deputy Inspector-General of Police concerned not later than 31st January, and from the Deputy Inspectors General to the Inspector-General not later than 15th February.

(I. G.'s No. 7790, dated 14th February 1955)

- (26) Copies of Confidential Reports on Inspectors of Police, Sub-Inspectors, Police Prosecutors, Head Clerks and Accountants for the year ending 31st March in Part I-B and III of form No. Gen. 254-e. -to the Inspector General of Police by 1st May.

(I. G.'s No. 1538,-II, dated 18th August 1958)

- (27) Confidential Reports on officers above the rank of Inspectors for the year ending 31st March-to the Inspector-General of Police by 1st May, in Form No. Gen. 254-e.

(I. G.'s No. 1538-11, dated 18th August 1958)

- (28) Report showing the result of the Annual Review of sanction accorded in respect of House Rent Allowance-to the Inspector-General of Police by 1st April.

(I. G.'s No. 5554-A, dated 18th May 1953)

- (29) Indent of Arms and ammunition-to the Inspector-General of Police by 1st April (vide Rule 19).
- (30) Forecast requirements of Ordnance Stores-to the Inspector-General of Police by 15th July- (*vide* Rule 16).
- (31) Returns showing the figures relating to the total number of members trainees at Rifle Clubs and Civilian Rifle Training Centres-to the Inspector-General of Police in Form No. 38 in Appendix I by 5th January.

(I. G.'s No. K/2346-IX-R, dated 17th March 1958)

- (32) List of Officers who have obtained special training-to the Inspector-General of Police not later than 10th February.

(I. G.'s No. 7400, dated 2nd July 1952.)

**279. Yearly statements of strength, composition and armament of the Police :**

Statements of strength, composition and armament of the State Police should be submitted to the Inspector-General of Police so as to reach him on the 3rd January each year. The statements, which should be for the year ending on 31st December, should be submitted in Forms Nos. 39 and 40 in Appendix 1. Officers of and above the rank of Inspectors should be shown under unarmed Police, unless such officers by the nature of their duties may appropriately be included under armed Police, e. g., Commandants, Assistant Commandants and Adjustants of the State Reserve Police, who should be classed as armed Police. Two separate statements should be submitted, one for the permanent and the other for the temporary strength. Arms not covered by the statement should be shown in the remarks column.

(G.E.H.D., No. P. 284/88643-D, dated 31st December 1949)

**280. Landed Property Returns :**

- (1) In every office should be kept a . file containing the declarations in standard Form No. General 122 made by the various officers of and above the rank of Sub-Inspector and by the clerical establishment serving under the officers concerned. These declarations should be supplemented by any changes therein that are reported annually on the 1st April. These declarations will be replaced by fresh ones at the end of every decennial period.

(G. L., H. DipNo. P. 466/74699-XIII, dated 29th October 1959)

- (2) The declarations should be filed together in the office concerned. Whenever air officer is transferred from one district to Another, the declaration should be removed from the file and sent to the. new with his- service book for being placed on the new district file. Every Head of Office should enquire annually from the officers and members of the Clerical Establishment. serving under him whether they have any changes to report (nil reports unnecessary) and forward the declarations regarding such changes to the Inspector-General of Police or the Deputy Inspector-General concerned.

(I. G.'s No. 18, dated 23rd April 1935)

**(3) *Gazetted Officers appointed by Government :***

- (a) Every Gazetted Officer appointed by Government, on appointment, shall make to Government,, through the usual channel, a declaration (Form Gen. 122) of all immovable Property (including buildings) which is hold by him or his wife or any member of his family living with or in any way dependent on him, and shall annually on the 1st April notify to Government through the usual channel any change that has occurred in such declaration.
- (b) This 'declaration shall be prepared afresh and submitted to Government through the usual channel decennially.
- (c) These declarations and changes should be submitted in triplicate to the Inspector-General who will retain one copy for his record and forward the other two copies to Government'. Such declarations shall state the district and the State within which the property is situated.
- (d) If no landed property is held, the, form to be filled in on first appointment will be Gen' 124 and a declaration in this form should be submitted decennially, unless immovable Property has been acquired in the meanwhile by succession, inheritance or bequest, or with the previous sanction of Government, or of the Inspector-General of Police purchase or gift in which case a declaration in Form. Gen. 122 will be submitted. The Inspector-General of Police will submit a consolidated return to Government of the declarations in form Gen. 124 received by him from Gazetted Officers decennially.
- (e) All returns should reach the Inspector-General of Police within one month of the expiry of the year for which the returns are due, hind the declarations (in duplicate) in form General 122, whether annual or decennial, as well as the decennial consolidation of the declaration in form Gen. 124 should reach Government within one month of that date, that is within two months after 31st March.

- (4) *Police Inspectors and Selection Grade Prosecutors, Clerks on the, Inspector-General's combined establishment and Head Clerks and Accountants in the offices of Superintendents of Police* : The same orders as in Sub-Rule (3) above should be observed except that only one copy of all these declarations should be submitted to the Inspector General of Police for record in his office.
- (5) *Sub-Inspectors, Police Prosecutors and Clerks in the offices of Superintendents of Police* : The same orders as in Sub-Rule (3) should be observed except that only one copy of all these declarations should be submitted to the Deputy Inspector-General concerned for record in his office.

(I. G.'s No. 17, dated 16th April 1934)

### **SECTION III. – REPORTS**

#### **281. Annual Police Administration Reports :**

The Inspector General of Police will prepare and send to Government the Annual Police Administration Report for the whole State excluding Greater Bombay not later than 1st June in respect of the previous year. The following procedure should be carefully observed by all the officers concerned to enable the Inspector-General of Police to do so:-

- (i) The District Superintendent of Police should send by the *15th February* each year the Annual Report on the Police Administration of his district, in duplicate, to the Inspector General of Police through the District Magistrate and the Range Deputy- Inspector-Generals concerned. He should at the same time send an advance copy of the report to the Range Deputy Inspector General to enable him to study the report and make his remarks thereon, and another direct to the Inspector-General of Police to enable him to prepare the statistical statements to accompany his Annual Administration Report. The officers in charge of other Police Units (*viz.*, Railways, Motor Transport, Wireless, State Reserve Police Force Groups and Training Schools) should send their reports in duplicate, direct to the Deputy Inspector-General of Police concerned by the 15th February of each year and should send an advance copy direct to the Inspector-General of Police. Superintendents of Police of Districts and Railways should supply direct to the Deputy Inspector-General, Criminal Investigation Department, a copy of paragraphs covered by sections II and III of the report (*vide* Rule 283).
- (ii) The District Magistrate should retain one copy of the report for record and forward by the 18th March the other copy together with his own remarks thereon, in triplicate, to the Range Deputy Inspector-General of Police concerned. He should also forward the Magisterial statistics to the Inspector-General of Police not later than the 15th February each year.
- (iii) The Deputy Inspector-General of Police should forward the district report with his remarks and a copy of the District Magistrate's remarks on the report to the Inspector-General of Police by the 15th March. As regards reports pertaining to Railway Charges and other Units, such as State Reserve Police Force Groups,



Training Schools etc., the Deputy Inspector-General of Police should retain one copy of the report and should forward the other copy direct to the Inspector-General of Police with his remarks thereon not later than the 15th March each year. The Deputy Inspector General of Police should also send a consolidated Range review by 1st April each year.

- (iv) The Inspector-General of Police will send to Government his consolidated Annual Police Administration Report for the State, including Railways in the State by the 1st June, each year.

(G. R., H. D., No. 8067, dated 4th April 1929)

- (v) The Deputy Inspector-General of Police, Criminal Investigation Department, will send a report on the working of the various branches in the State Criminal Investigation Department, including Finger Print, Handwriting and Photographic Burcaux, before 1st March each year.

**282. Time-table for submission of Magisterial Statistics :**

- (1) In connection with the prompt transmission of the Magisterial statistics by the District Magistrates, the following procedure will be followed :-
- (a) (i) District Magistrates should ask subordinate executive Magistrates on the 7th December to submit their Magisterial statistics as early as possible.
- (ii) Subordinate executive Magistrates should send the statistics to the District Magistrates by the 15th January at the latest.
- (iii) District Magistrates should see that on receipt of the statistics in their offices they are examined at once by a responsible clerk in order that if there is any discrepancy, they may be returned at for correction.
- (iv) District Magistrates should forward the statistics to the Inspector-General of Police not later than the 15th February.
- (2) The procedure enumerated in sub-rule (1) above should also be followed by the Sessions Judges so far as compilation of the statistics of Police cases dealt with by Judicial Magistrates is concerned.
- (3) All the officers concerned should strictly follow the dates prescribed for the submission of the returns and reviews relating to the Annual Police Administration Report of the State.

**283. Form of District and Railway Reports :**

The District as well as the Railway Reports should be prepared so as to consist of the following sections, and the paragraphs and sub-paragraphs under each section should, as far as practicable, bear the numbers indicated below. Should any additional information have to be included, the paragraph should be given the number indicated in the order relating to the information and where no such indication is given, the number consecutive to that in which analogous information is contained, e. g. paragraph 4-A may be inserted after paragraph 4. As regards the reports, of Railways, State Reserve Police Force Groups and other units they should be prepared with necessary changes to suit the forms of the, current statistical statements.

PART I. – General conditions of the year :-

- (1) General remarks depicting a brief estimate of work done during the year.
- (2) Incidents of special note.

PART II. – Crime :-

- (3) Police cognizable reported cases, all classes, including undetected and excluded cases-
  - (a) Indian Penal Code, Classes I to V.
  - (b) Class VI.
- (4) Excluded cases with details.
- (5) Maliciously false cases, and
  - (a) those in which prosecution was launched on the complaints of Magistrates,
  - (b) those in which no prosecution was launched.
- (6) Vexatious complaints (cases in which action was taken under section 250, Criminal Procedure Code
- (7) Total true cases-
  - (a) Indian Penal Code, Classes I to V.
  - (b) Class VI.
- (8) True and excluded cases and their proportion to cases reported.
- (9) Proportion of true crime to population.
- (10) Proportion of cognizable crime investigated to the Police force.
- (11) Result of trial of cases by classes.
- (12) Police true cases under the Indian Penal Code, Classes I to V separately.
- (13) Pending cases.
- (14) Serious crime generally-
  - (a) Professional crime.
  - (b) Infanticide.
  - (c) Visitation of serious crime.
  - (d) Cases of special interest.
  - (e) Investigation by directly recruited Assistant and Deputy Superintendents of Police.
  - (f) A statement showing the incidence per 1, 000 of the population of reported crime under the following heads
    - (i) Total cognizable crimes.
    - (ii) Murders.
    - (iii) Attempts at murder and culpable homicides.
    - (iv) Dacoities.
    - (v) Robberies.
    - (vi) House-breaking with intent to commit an offence.
    - (vii) Thefts including cattle thefts.
    - (viii) Cases of receiving stolen property.

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- (15) Sessions cases and persons.
- (16) Undetected cases.
- (17) General results of working.
- (18) Prohibition offences.
- (19) Persons in Police cases arrested by Police *suo motu* and disposed of.
- (20) Total released without trial (all classes) –
  - (a) Indian Penal Code, Classes I to V.
  - (b) Class VI.
- (21) Results of trial of persons by classes.
- (22) General remarks and information on the following heads
  - (a) No. of summons served-
    - (i) In Police cognizable cases.
    - (ii) In direct Magisterial cognizable cases.
    - (iii) In non-cognizable cases.
  - (b) No. of warrants of arrests executed-
    - (i) In Police cognizable cases.
    - (ii) In direct Magisterial cases.
    - (iii) In non-cognizable cases.
  - (c) Number of fires extinguished.
  - (d) Number of stray dogs killed.
  - (e) Number of cognizable offences preferred by Magistrates and investigated.
  - (f) Number of non-cognizable offences referred by Magistrates and investigated.
  - (g) Number of petty offences dealt with under the Cantonment Code, the Police Act and the other acts which are not accounted for in the statistical returns.
  - (h) Number of suicides inquired into.
  - (i) Number of accidents inquired into.
  - (j) Number of suspicious deaths inquired into.
  - (k) Apprehension of Military deserters.
  - (l) Public assistance to the Police.
  - (m) Extent of calls on police reserves,
  - (n) Public Police relations.
  - (o) Number of appointments of Judicial, Special and Residential Magistrates.
  - (p) Number of complaints against Police.

If, besides the above, there be any important work of a miscellaneous nature that may have evolved on the Police during the year of report -it should also be mentioned.

**PART III. – Detection and Prevention :-**

- (23) Property stolen and recovered.
- (24) Action of the Police in respect of bad characters, including information regarding cases under sections 107, 108 and 110, Criminal Procedure Code, which should be shown and commented on separately.
- (25) Habitual offenders.
- (26) Criminal classes and influx of suspicious foreigners.
- (27) Juvenile offenders.
- (28) Escapes and recaptures.
  - (i) Cycle thefts
  - (ii) Thefts of house-breakings and criminal breach of trust by Government servants,
  - (iii) number of assaults on officers and men and
  - (iv) prohibition and excise detection work.

**PART IV. – Police Force**

- (29) Prosecuting staff (Prosecutors and Prosecuting head Constables).
- (30) Personnel of officers.
- (31) Strength.
- (32) Cost of Police, (to be furnished immediately after the end of the financial year
- (33) Punishments.
- (34) Policemen sued for indebtedness, etc.
- (35) Police Co-operative Credit Societies.
- (36) General Provident and Postal Insurance Funds.
- (37) Police Families Welfare, Fund and Welfare Activities.
- (38) Rewards.
- (39) Health.
- (40) Casualties.
- (41) Education.
- (42) Amenities to backward classes.
- (43) Vacancies and recruiting.
- (44) Resignations.
- (45) District Training School.
- (46) Drill and musketry.
- (47) General efficiency-
- (48) (1) Village ,Police extent to which utilized and remarks.
  - (2) Information as to the number of Village Police who have been-
    - (i) suspected of the commission of cognizable crime,
    - (ii) (a) sent up for trial (figures to be exclusive of the figures under (i))

- (b) convicted figures to be exclusive of the figures under (i) ;
  - (iii) punished departmentally,
  - (iv) rewarded,
  - (v) sued in civil courts for indebtedness.
- (49) Village Defence Parties.
- (50) Condition of arms, accoutrements and ammunition.
- (51) Inspection of arms, ammunition and explosive shops.
- (52) Inspection of Police Stations and Outposts.

**PART V. – Reforms and Needs:-**

- (53) Reforms and Needs.
- (54) Administrative and other changes.
- (55) Buildings.
- (56) Concluding remarks.

**284. Statements accompanying annual Administration Reports.-**

- (1) The following statements should accompany the District and Railway reports :-

Statement A (Parts I and II )	..	In Forms No. PR 38-e and PR 39-e.
Statement AA (Parts I and II)	..	In Forms No. PR 38-A-e and PR 39-A-e.
Statement B (Parts I and II)	..	In Forms No. PR 40-o and PR 41-e.
Statement C	..	In Form No. PR 42-c.
Statement CC	..	In Form No. PR 42-A-c.
Statements D and E	..	In Forms No. PR 43-e & 44-e.
Statements F and FF	..	In Forms No. 45-o and 45-A-e.
Statement G	..	In Form No. PR 46-e.
Statement H	..	In Form No. 41 in Appendix 1.
Prohibition Statement	..	In Form No. 42 in Appendix I.

*Note :* The instructions contained in Appendix XVI for filling these statements should be carefully followed.

- (2) Statistics relating to Police cognizable cases in Statements A and AA, Parts I and II, and Statement C can be compiled from the Superintendent's Crime Register, if that register is properly and intelligently written up.
- (3) (a) The Sessions Judges and District Magistrates prepare, Statements A, Part I and II, Statements AA, Parts I and II (so far as they relate to Magistrates' true cases and persons), Statement B, Parts I and II, and Statement C, so far as it relates to property in cases shown in Part I of Statements A, AA and B.

**285. General instructions for the preparation of Annual Administration Report :**

In preparing the Administration Reports in the form laid down in Rules 283 and 284, Superintendents of Police (District

and Railways) should bear in mind, so far as they apply, the following instructions for reducing the bulk of these reports :-

- (1) The reports are useful to place before the State and the Central Government a complete record of the year's operations and to furnish the officers of Government with a permanent and easily accessible record of the past experience of persons other than themselves in the department in which they are serving. They are also useful in providing for the public accurate information and statistics regarding the progress of the administration in All its branches.
- (2) In order to be really valuable for these purposes, a report should consist of accurate facts and figures with concise and intelligent criticism of them, both facts and comments being contained within reasonable compass. In proportion as its space is occupied by discussions, even though they may be useful or interesting in themselves, or by the record of the writer's views on points cognate with the subject-matter of the report, its utility will be, diminished. A narrative is required as well as tabulated statistics, in order adequately to exhibit the fact of the years' administration ;but there may be a tendency, on the one hand, to introduce into the narrative much that might be compressed into brief statistical tables and, on the other hand,. to embody tabular statistical statements in the letter press of a report, because the writer is inclined to exhibit the facts in a form prepared mechanically by subordinates rather than adopt the more laborious and more useful process of digesting them into a concise and lucid narrative. The multiplicity of tables by no means ensures brevity of narrative, and the object in view is so to distribute the information between narrative and statistics as to present the record of the year's work in the most interesting and comprehensible form.
- (3) In order to attain this object the following principles should be strictly followed :-
  - (a) The report should contain only the explanation of really important or suggestive variations in the statistics, and a statement of really noteworthy facts in the history of the year's administration.
  - (b) No mere paraphrasing and reproduction of the statistics should be allowed in the report.
  - (c) AU attempts to offer explanation of variations in the figures, which are not important or unusual, should be excluded, unless the fact alleged in explanation is in itself important enough to demand mention.
  - (d) The idea that it is necessary to say something should be discarded and it should be recognized that the briefer a report is, the - better, if it says all that need be said to show an intelligent comprehension of the meaning of the facts and figures and of the salient features of the year's work.
  - (e) The review should be strictly limited to comment or criticism on the general results, so far as comment or criticism is required, or to directions arising out of some statement of fact or opinion which

seems to require notice by the State Government. If a precise or summary of the report is made for the convenience of the Head of the State Government, it is not necessary that it should be published.

- (f) In some of the Annual Administration Reports, the amount of statistical matter (apart from its appendices) covers as much space as the letter-press itself. The introduction into the text of large numbers of tables of superfluous and unassimilated statistics (usually a reproduction in an abridged form, of the statistics in the appendices) detracts from the value of interest of a report, while it greatly increases the cost of printing it. The body of the report should, therefore, be almost entirely in narrative form. It will occasionally be necessary to introduce tables of comparative statistics into the narrative ; but such tables should be brief and simple and their number rigidly restricted.
- (4) Superintendents of Police should do their utmost to avoid prolixity and discursiveness in Annual Administration Reports. When a report is accompanied by appendices containing tables of figures, tabular-statements which are merely extracts from or repetitions, of those tables should not appear in the text. More especially it should be remembered that an Annual Administration Report should be a record of work that has been done, not a series of suggestions as to the way in which work ought to be done, and that it should not contain discussion or matters foreign to the subject or appertaining to other departments. It may be impossible sometimes to avoid explaining unsatisfactory features in the year's results or mentioning facts which have marred progress; but suggestions for improvement should be submitted separately. Similarly if the reporting officer has any observations to make the nature of advice to Government or criticism of Government's action, they should not be made in the Annual Administration Report but should be conveyed separately to the appropriate authorities.

The reports are often too bulky and may well be reduced to a more convenient size. It should be borne in mind that such reports should contain summaries of facts supported by accurate statistics, that discussion of theories are out of place in them, and that a short report, if clear and complete, is far more creditable than a long one.

- (5)
  - (a) Particular care should be taken to ensure agreement between the figures in the body of the report and those in the various statements accompanying it.
  - (b) Where comparisons are instituted between the figures and percentages of the year under report and those of former years, the latter should be based on results of at least three years.
  - (c) The reasons for the variations under the different heads of crime, which should be clearly stated should be in respect of reported crime for the year.
  - (d) What is exactly wanted can best be ascertained by a reference to the latest printed Annual, Police Administration Report of the State of Bombay and, if this is done man of the – inaccuracies

should disappear. The printed report should,; therefore, be, taken as a general guide for the purpose of supplying the required information.

- (e) Superintendents and Deputy Inspectors-General, should not mention the names of any officers for good work in their reports or reviews. If it be necessary to mention any officer's name, that should ordinarily be done in the paragraph regarding rewards and honours or in the account of the case in the report. It will rest with the Inspector-General of Police to bring an officer's work to the notice of Government in a suitable manner.

(G. of I., M. H. A. No. 12/Crime/55 (4), dated 30th July 1956)

**286. Instructions regarding certain matters dealt with in the Annual Administration Report :**

In dealing with matters covered by the following paragraph headings as mentioned in Rule, 283, information or comments on the points mentioned with reference to each should also be furnished by Superintendents in their Annual, Administration Reports :

- (1) *Excluded cases (Paragraph 4)* : In cases in which Courts cannot determine whether any offence has or has not been committed, they should be treated as false but not maliciously false, and entered accordingly in the statement's concerned.
- (2) *True cases under the heads murder, dacoity, robbery, rioting and burglary (Paragraph 12)* : The quinquennial average (i.e. for the last five years) in respect of each of these, together with comments on any variation in the standards of prevention and detection, should be given.
- (3) *Pending cases (Paragraph 13)* :
  - (a) The number of cases pending with the Police and Magistrates should be given Separately as under :

	Cases pending with Police	Cases pending with Magistrates
Classes I to V	..	..
Class VI	..	..

- (b) In dealing with pending cases, Superintendents should make general remarks based on trials during the year as regards the time taken to try these cases.
  - (c) While giving information regarding pending cases, it would be far more illuminating and effective if some details of any inordinate delays in the disposal of simple cases in courts could be furnished together with the Superintendents remarks as to the causes of these delays, instead of dealing only with the number of cases pending with the Police, and Magistrates. Superintendents should, therefore, provide this information in submitting annual reports. They should also note whether any particular class of offence is more liable to delay than another and also the type of court where the delay is most apparent. Similar information should also be provided in respect of cases under sections 107-110, Criminal Procedure Code.
- (4) *Serious Crime (Paragraph 14)* –
    - (a) Cases of special interest if any should be briefly chronicled with their results.
    - (b) *Infanticide (Paragraph 14) item (b)* – Cases of women convicted of the murder of their infant children should be supplied in the



body of the Police Administration Report on the lines indicated in the subjoined sample paragraph –

"Four cases of infanticide, ending in the conviction of the mothers, were reported during the year. In one of these, reported from Cuddapah, the murdered infant was illegitimate and the woman did away with it to avoid disgrace. In the other three cases the murders were of legitimate children and duo to conjugal neglect of ill-treatment. All four women were sentenced to transportation for life, but two of the sentences were reduced, one by the High Court and one by Government, and another of the murderesses died in prison before her appeal was heard."

- (C) *Visitation by superior officers (Paragraph 14) item (c)* – Only cases in which the scene of a serious crime is visited immediately on receipt of a report of the crime should be treated as visited by Superintendents or Sub-Divisional Officers.
- (5) *Undetected cases (Paragraph 16)* – As regards the final classification of cognizable offences which are classified by Magistrates as undetected but are subsequently traced to gangs, it will be sufficient if particulars as to the number of cases and the persons, property, etc. connected with such cases are given in the Annual Administration Reports as " remarks " under the heading " gang cases " .
- (6) *Preventive action (Paragraph 24)* – The number of persons who furnished security under each of the sections 107, 109 and 110, Criminal Procedure Code, and the number who went to jail in default of security should be furnished.
- (7) *Co-operative Credit Societies (Paragraph 35)* – Whether a society exists or the formation of one is under contemplation, the amount of loans advanced, if any, and the number of Policemen to whom they were advanced should be stated.
- (8) *General Provident and Postal Insurance Funds (Paragraph 36)* – The number of officers and men who became subscribers to the General Provident Fund and also the number of those who took out Post Office Life Insurance Policies during the year should be mentioned.
- (9) *Police Families Welfare Fund (Paragraph 37)* – The numbers of cases in which pecuniary assistance was afforded and the total amount given to the fund in donations should be stated.
- (10) *Health of the Police (Paragraph 39)* – Comments on the system of medical care of Police Officers of and below the rank of Inspector at district headquarters stations, taluka places and at outlying stations should be made.
- (11) *Education and facilities for training (Paragraph 41)* – Comments on these, including a mention of night schools, if any, for educating Policemen should be made.
- (12) *Vacancies and recruiting (Paragraph 43)* – Comments on the quantity and quality of recruits for the rank of Constables should be offered.

- (13) *District Training School (Paragraph 45)* – Whether one exists in the district and such particulars as may appear called for should be mentioned.
- (14) *Inspection (Paragraph 52)* – Information showing separately the number of day spent by the Superintendent and his Sub-Divisional Officers on tours of inspection during the year should be given.
- (15) *Suspicious deaths inquired into (Paragraph 22) item (j)* – Information for other items should be given without introducing confusing material (e. g. deaths on account of snake bites, if reverted as suspicious deaths should be shown as such and not under a separate heading deaths due to snake bites").
- (16) *Public assistance to the Police (Paragraph 22) item (l)* – Comments on the co-operation of the public with the police should be offered.
- (17) *Extent of calls on Police reserves (Paragraph 22) item (m)* – Information showing the strength employed in connection with communal or other disturbances from the resources of the district itself (i.e. Head Quarters reserve) or from other districts during the year as well as in the preceeding five years should be given.
- (18) *Incidents of special note (Paragraph 14) item (d)* – Details regarding strikes, economic or otherwise and riots, etc., should be entered.
- (19) *Special needs of the force (Paragraph 53)* – These should be touched upon and detailed information supplied in regard to the state of the lines, the health of the men, the state of recruiting and the general welfare of the Police.

(I. G.'s No. 564/11, dated 28th October 1939)

**287. Report by the Inspector-General of Police on the District and Railways in the State :**

The Inspector-General of Police will prepare the Annual Administration Report of the State including the Railways bearing in mind that it is not to exceed forty pages in narrative form. The report must be based mainly on the information supplied by the District Magistrates and Superintendents of Police, Districts and Railways in the State, whose figures the Inspector General of Police will accept. He should incorporate in the report explanations and in the statistical tables, which should be similar to the statements prescribed in Rule 284, figures relating to the Railway Police in the State. He should also include a concise account of the discharge of his own special duties of supply inspection and criminal investigation.

(I. G.'s No. 8067, dated 4th April 1929)

**288. Annual Administration Report of Greater Bombay :**

- (1) The Commissioner of Police should submit the Annual Report on the Police Administration of Greater Bombay in triplicate to the Inspector General of Police, Bombay, in the similar manner with the remarks of the Chief Presidency Magistrate, Bombay, by the 1st April each year.
- (2) The Chief Presidency Magistrate, Bombay, will forward the Magisterial statistics to the Commissioner of Police, Greater Bombay, not later than 22nd January each year.

**(Bk) K-1-29 (Mono)**

- (3) The Chief Presidency Magistrate, Bombay, will request the other Presidency Magistrates in Greater Bombay to submit their Magisterial statistics as early as possible.
- (4) The Presidency Magistrates in Greater Bombay will submit the statistics to the Chief Presidency Magistrate by the 7th January at the latest.
- (5) The Chief Presidency Magistrate in Greater Bombay should see that on receipt of the statistics on his office they are examined at once by a responsible clerk in order that if there is any discrepancy, they may be returned at once for correction.
- (6) The Chief Presidency Magistrate, Bombay will forward the statistics to the Commissioner of Police, Bombay, not later than 22nd January each year.
- (7) The following graphs should accompany the Annual Report of the Commissioner of Police in addition to the proscribed statements 'A' to 'H' :-

Graph No. 1. True cognizable cases (classes I to V)

- " 2. Murder.
  - " 3. Dacoity.
  - " 4. Robbery.
  - " 5. House Breaking.
  - " 6. Theft.
  - " 7. Percentage of cases convicted to true cases investigated (result of investigation).
  - " 8. Percentage of convictions in Indian Penal Code cases only to the number of cases - decided in Courts.
-

**APPENDIX – I**

**FORM No. 1**

Rule 8 (4)

*Arms Issue Book*

Arsenal number on the arm 1	Description of the arm 2	Name of officer to whom issued 3	Date of issue 4	Signature of the officer to whom issued 5	Remarks 6







Appendix I

I.A.F.D.-931

FORM No. 5

Rule 34 (4)

Committee proceedings over the loss of arms

\*N. B. - The Form being applicable to any Board of Officers or Committee, or Court of Inquiry, this blank to be filled in accordingly.

The signature of each Officer composing the Board, etc., should be attached at the end of the proceedings.

When this Form is used for Medical Boards, a statement or case by the Medical Officer who brings the patient before the Board will be prepared on the next page of this Form.

The attention of the Court is directed to Army Rule 180 which directs the presence throughout a Court of inquiry of any officer or soldier, whose character of military reputation may be affected.

Amn. boards will certify on the form in manuscript that they

- (a) have examined I.A.F.O. 1444-A and that the entries therein are correct.
- (b) have examined Squadron/ Company IAFO-2732.
- (c) have counted the armunition in the Regimental magazine and certify that the members found agree with the total shown on charge in I. A. F. O. 1444-A after deducting the numbers shown on squadron/Company IAFO-2732 on (date).
- (d) have examined the IAFO-2732 of (one) Squadron/Company and certify that the number of rounds counted in the Squadron/Company store agrees with the number shown on IAFO-2732.

PROCEEDINGS of a\* \_\_\_\_\_

assembled at \_\_\_\_\_

on the \_\_\_\_\_

by order of \_\_\_\_\_

for the purpose of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRESIDING OFFICER :

\_\_\_\_\_

MEMBERS :

The \_\_\_\_\_ having assembled pursuant to order, proceed to



*Appendix I***FORM No. 6****Rule 39 (4)****I***Bicycle Chart*

Public Department Bicycle No.

District

Make :

No. of the Bicycle :

Date of purchase :

Cost : Rs.

Office or Police Station :

Accessories			Cost	Remarks
			Rs. nP.	
1.	..	..		
2.	..	..		
3.	..	..		
4.	..	..		
5.	..	..		

Date :

Reserve Inspector  
Signature \_\_\_\_\_  
Reserve Sub-Inspector

**II***Repairs*

Serial No.	Repairs done and accessories replaced with particulars (number on tyre and other identification marks, make, etc. to ensure that the accessories are not replaced).	S. P.'s order No. and date sanctioning repairs and replacements	Remarks
1	2	3	4

**Appendix I**  
**FORM No. 7**  
**Rule 56 (2)**

*Quotations for binding work*

Kind of binding	Size in inches		
	8½ x 13½ pages 100, 200, 300 above 300	6¼ x 10 pages 100, 200, 300 above 300	Larger 8½ x 13½ pages 100, 200, 300 above 300
Leather back, cloth sides with boards ..			
Leather back, paper sides with boards ..			
Cloth back, paper sides with boards ..			

**FORM No. 8**  
**Rule 56 (2)**

*Estimate of kinds and quantities of binding*

Description of books, files etc. for binding	Number of leaves	Size in inches	Number of years to be preserved	Nature of binding
1	2	3	4	5



FORM No. 10

Rule 129 (2)

Statement showing budget requirements under the several heads during the ensuing year in the district of

Name of head  1	Average sanctioned allotment for the last three years  2	Sanctioned budget allotment for the current year  3	Average actual expenditure for the last three years  4	Actual expenditure for the last year, namely, 19..... 19.....  5	Approximate estimated expenditure for the current year  6	Allotment proposed for the ensuing year  7	Remarks  8



FORM No. 12

Rule 129 (2)

*Statement showing provision proposed for handcuffs, bugles, targets etc.*

Name of article 1	Total Number of articles in the stores 2	Number now required 3	Cost per article 4	Actual amount required 5	Amount proposed in the budget 6	Reasons for applying for additional articles 7

I

## FORM No. 13

## Rule 129 (3)

*Details of provision under house-rent allowance, hutting allowance,  
and rents in budget estimates*

1. House-rent allowance for Sub-Inspectors for the year.....for the.....District.

Serial No. 1	Police Station and sanctioned strength of Sub-Inspectors 2	Whether provided with Government quarters 3	If not provided, rate of house-rent sanctioned 4	Authority sanctioning house-rent allowance 5	Remarks 6

2. Hutting allowance required for the year.....for the.....District Police.

Serial No. 1	Name of place 2	Sanctioned Strength		No. of men provided with quarters 5	No. to be given hutting allowance		Monthly rate		Total annual amount 10	Authority sanctioning hutting allowance 11	Remarks 12
		Head Constables 3	Constables 4		Head Constables, I or II Grade 6	Head Constables, III Grade, and Constables 7	Head Constables, I or II Grade 8	Head Constables, III Grade and Constables 9			

3. Details of the provision of Rs.....proposed under rents for the.....District.

Serial No. 1	Item 2	Rates of monthly rents 3	Amount per annum 4	Amount per annum 5	Remarks 6

FORM No. 14

Rule 137

Statement of expenditure for the quarterly ending.....

District / Unit .....

Major Head .....

Name of Controlling Authority 1	Sanctioned Allotment 2	Expenditure during the quarter (including amount adjusted by the Audit Department if any) 3	Progressive total expenditure upto the end of quarter 4	Balance of grant 5	Remarks 6

N. B. – In the 'remarks' column, the following should, among other things, be explained :

- (1) Irregular flow or uneven progress of expenditure, if any.
- (2) Manner in which the excess over the sanctioned allotment, if any, is proposed to be meet.
- (3) Manner in which the anticipated savings, if any, are proposed to be utilised.



## FORM No. 15

Rule 186

*Day Book Receipt Book (Manuscript)*

Serial No. 1	Date of Payment 2	To whom paid 3	On what account 4	Amount 5	Acquittance 6
				Rs.      nP.	

## FORM No. 16

Rule 188

## Token Register

Date 1	Bill No. 2	Particulars of the bill 3	Net amount of the bill 4	Dated signature of the person entrusted with the encashment 5	Token No. 6	Dated initials of the cashier or responsible person in charge of cash 7	Date of taking back the token 8	Initials of the person taking the token 9	Date of redemption from the treasury 10	Date of encash-ment 11	Amount 12	Initials of the cashier 13	Remarks (dated initials of official who checks the entries or reviews them) 14
											Rs. nP.		



**FORM No. 18**

Rule 206 (5)

*Travelling Allowance Bills of Head Constables or Constables for the month of*

Name and designation 1	Police Station Travelling Allowance bill number 2	Item Nos. 3	Amount 4
			Rs.    nP.

**FORM No. 19**

Rule 206 (7)

*Register of travelling allowance bills (Head Constables and Constables) sent to the Accountant General / Deputy Accountant General for audit.*

Serial No. of abstract bill 1	Kind of bill 2	Amount 3	Date of encashment of abstract bills 4	Date of submission of detailed bill to the Audit office for audit 5	Remarks 6

## Appendix I

## FORM No. 20

Rule 227 (4)

*Register of Legislative Council Questions*

Serial No.	<u>Assembly Council</u> Question Number	Reference No. and date under which the question is sent by Government / I. G. P.	Date by which information is to be sent to Government / I. G. P.	Date on which information is sent to Government / I. G. P.	Remarks
1	2	3	4	5	6

## FORM No. 21

Rule 230

*Work Sheet*

Serial No.  1	No. and date of reference received  2	From whom received  3	Date of disposal  4	Subject  5	Remarks  6

- Note* – 1. Date of receipt should be written across the sheet once every day.  
2. The work sheet should be written up by the dealing clerk himself, or in his absence by another clerk who has been asked to look to his work.

## FORM 22

## Rule No. 231

*Questionnaire in regard to Daftar Inspection*

1. Whether the Clerk has arranged his daftar in 5 bundles system :
    - (a) Papers pending disposal
    - (b) Await papers
    - (c) Periodicals
    - (d) Standing order file
    - (e) Papers to go to record
  2. Whether the Clerk has arranged the papers awaiting disposal chronologically and according to their urgency.
  3. Whether the number of pending cases agrees with that shown in the work-sheet taking into accounts cases dealt with on Special Registers and Docket Sheets.
  4. Whether the Clerk is disposing of the cases chronologically.
  5. Whether the await cases are arranged in a chronological order according to the expected dates of replies, and have been entered in the Await Register and the Control Register.
  6. Whether he has issued reminders in the cases in which reports are awaited from other offices.
  7. Whether the Clerk has taken adequate steps for collecting the information, etc. and calling for the report from the concerned officers with a view to submitting the periodicals in time.
  8. Whether the Clerk has maintained for his own table a Standing Order file on the subjects connected with his portfolio.
  9. Whether the Clerk has held up any papers which have become due to be sent to the Record.
  10. Whether he has weeded out the cases which are earmarked for being sent to the Record and whether they have been properly classified under the A and B records.
  11. Whether the Clerk has weeded out 'B' papers.
  12. Whether the Clerk enters all the cases in the work sheets.
  13. Whether the Clerk enters the correspondence in the work sheet daily.
  14. Whether he draws the weekly abstracts regularly and in the prescribed form.
  15. Whether the live entries are wanted and reminders issued regularly
-





FORM No. 23

Rule 231

Form of Inspection

Name of the Clerk :

Compilations :

Name and Designation of the Inspecting Officer :

Date of Daftar Inspection 1	Defects noticed 2	Instructions given by the Inspecting Officer 3	Date of compliance of the instructions 4	Remarks of the Inspecting Officer on the Clerk's work 5

## FORM No. 24

Rule 243 (1)

*Register of message rate calls*

Date 1	Time 2	Telephone No. called 3	Purpose of call 4	Remarks 5	Name , department and branch of the person making the call 6

FORM No. 25

Rule 275

Register of Buildings

Police Station / Outpost / Headquarters .....

Sanctioned strength				
Officers		Men		Total
Permanent	Temporary	Permanent	Temporary	

Quarters available		
Officers	Men	Total

S. No.	Name / type of the building	Classification	Description (including site)	Cost	No. of Rooms	Remarks (Condition of the buildings, number of additional quarters required, sites available, etc.)
1	2	3	4	5	6	7

FORM No. 26

Rule No. 278 (I) (10)

Statement showing the thefts of Telephone Wires for the month .....19 , in ..... District

S. No. 1	Place of occurrences 2	Date and time of occurrence 3	Date on which the incident was reported to the Police 4	Property stolen 5	Property recovered 6	Persons arrested 7	Final disposal of the case 8

**FORM No. 27**

Rule No. 278 (I) (II)

*Monthly Progress Report for the month of .....in respect of Major Works  
from ..... District*

Serial No.  1	Name of the work  2	Estimated Cost  3	Budget Provision  4	Date of commencement of the work  5	Expenditure incurred on the work till the end of the last financial year  6	Expenditure incurred on the work during the month under report  7	Expenditure incurred on the work during the current financial year till the end of the month under report  8	Details in brief regarding the exact stage the work (If the work has not been started, give reasons for the same)  9











**FORM No. 32**

Rule No. 278 ( II ) ( 6 ).

*Statement showing the information of Motor Vehicles Fleet in the Police Motor Transport Sections  
under the control of .....*

Serial No.	Name of the District	Sanctioned Number of Vehicles ( Show W.T. and Motor Cycles separately ).	Registration number of each vehicles.	Make, Model and type of each Vehicle.	Number of Motor Vehicles on road.	Number of Motor Vehicles on the Road (State Registration Number of each vehicle ).	Number of Vehicles sent to Workshop With dates (State Registration Number of each vehicle )	Number of Vehicles received after repairs from Workshop with dates (State Registration Number of Motor vehicles).	Number of Vehicles sent on loan with dates and the names of the Districts. (State Registration Number of vehicle )	Remarks ( If any )
1	2	3	4	5	6	7	8	9	10	11

**FORM No. 33**

Rule No. 278 (II) (7)

*Statement regarding the Police Welfare activities and the balances in the Various Police Funds etc., for the quarter ending .....*

Name of District  1	Items of Police Welfare introduced in the District in various forms  2	Police Families Welfare Fund			Balances as they stood on .....		
		Brief details of receipts during last 3 months  3	Brief details of expenditures during the last months  4	Balance in the Fund as it stood on _____  5	Police Sports Fund  6	Police Club Fund  7	Police Band Fund  8

**FORM No. 34**

Rule No. 278 (II) (8)

*Statement showing the progress made in Training Members of the public in Rifle shooting for the quarter ending .....*

Name of District  1	Members enrolled during the quarter  2	Members who have completed the training course  3	Total number of members enrolled  4	Total number of members trained so far  5	General remarks regarding (a) training, (b) Discipline, and (c) Class of people which came for training etc.)  6





Appendix I

FORM No. 36

Rule 278 (III) (7)

Report on the result of using Tear Gas Material ..... District

Whether 15 rounds or more tear smoke shells have been used  1	Whether the tear smoke operation was absolutely successful or not  2	Whether any difficulties have been experienced in the use of tear smoke material or not  3	Whether anything ingenious or new has been done to make the tear smoke action more effective  4	Whether members of the crowd have used any devices or taken any steps with a view to making tear smoke ineffective  5	Whether the tear smoke operation has any other special feature which will help research  6











FORM No. 41

Rule No. 284

STATEMENT 'H'

Statement showing the under of offences committed by juveniles, etc., for the year 19 .....

Serial No.	Law	Offences	Number of cases or offences committed by Juveniles	JUVENILE DELINQUENCY STATISTICS Juveniles apprehended during the year													Juveniles concerned in court cases							
				7-12			12-17			17-21			Total	Number of Juveniles sent to courts		Total	Restored to parents	Placed on probation	Committed to Institutions				Otherwise dealt with	
				Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total		Regular convicts	Juvenile convicts				Reformatories	Borstals	Certified schools	Adult institutions		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	

## Appendix I

## FORM No. 42

Rule No. 284

## STATEMENT 'H'

*Prohibition and Excise Crime Statistics for the calender year ..... for the State of Bombay (including Railways)*

Serial No.	Offences	Number of offences detected during the year	Number of plaints filed during the year	Number of cases decided during the year (including previous year cases pending on January	Percentage of figures in columns 5 on those in column 4	Number of cases out of the No., in column 5 convicted on plea of guilty	Percentage of figures in column 7 on those in column 5	Number of cases out of number in column 4 in which discharge or acquittals recorded	Percentage of figures in column 9 on those in column 4	Number of cases pending on December 31	Number of persons charged during the year	Number of persons convicted during the year (including persons charged before January 1)	Proportion of number of persons convicted in column 13 of 1,00,000 population	Number of Juveniles convicted out of number in column 13	Number of persons fined or boundover	Number of persons imprisoned without option of fine	Number of persons discharged or acquitted during the year (including those charged before 1-1-19 )
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

## APPENDIX II

### Rule No. 1 (1)

*List of Articles of Clothing and Equipment in respect of which Annual requirements are to be communicated to the Inspector-General of Police, State of Bombay, for purchase action.*

- (1) Badges, B. P.  $1\frac{3}{4}$ " x  $\frac{1}{2}$ ", Back Oxidized Brass, for 1 Grade Head Constables and Brevet Jemadars.
- (2) Badges, Marksman, Cloth, with Cross-carbines worked in Red Worsted on Dark Blue Background,  $2\frac{1}{2}$  x  $2\frac{3}{4}$ ", with one hook inside at each corner.
- (3) Badges, cloth, with letters M. and T worked in blue on Red Background, 2" x 2" and one hook inside at each corner for the Police Motor Transport Staff.
- (4) Badges, cloth, physical training, with cross-swords worked in brass on dark-blue background,  $2\frac{1}{2}$  x  $2\frac{3}{4}$ ", and one hook inside at each corner.
- (5) Badges, cloth, with letter W. worked in blue on red background, 2" x 2", and one hook at each corner, for the Wireless Staff.
- (6) Bandoliers, leather, khaki each for 50 rounds of ammunition for the men armed with rifles.
- (7) Belts, leather, Sam Browne, double braces, with sword-slings, sword-frogs and brass fittings,  $4\frac{1}{2}$ ' x  $2\frac{1}{2}$ " Brown Colour for I Grade Head Constables and Brevet Jemadars.
- (8) Belts leather,  $4\frac{1}{4}$ ' x 2", Army Pattern, metal hooks of brass for the constabulary.
- (9) Boots, black, Anklet, Zug Grain leather, complete with iron heels, hob nails, toe plates and leather laces (34" long). (Armed Police—2 pairs each, and unarmed Police—1 pair each).
- (10) Bottles, water, galvanised, felt-covered and re-covered with Khaki drill, complete with corks, chains and webbing slings (62"x2") and to brass Kadis (Armed Police—Armed Police—1 per head).
- (11) Braces, leather, for traffic umbrellas.
- (12) (a) *Buckle Numbers* : Good quality size according to actual number, viz:—
 

4	Digit brooch	..	$2\frac{1}{2}$ x $\frac{3}{4}$
3	do	..	$1\text{-}7/8$ " x $\frac{3}{4}$
2	do	..	$1\frac{1}{4}$ x $\frac{1}{4}$
1	do	..	$5/8$ x $\frac{3}{4}$

 with brass cotter pin.
- (b) *District letters* : Good quality brass,  $1\frac{1}{4}$  x  $\frac{3}{4}$ " with two letters denoting the name of the Police Unit in the abbreviated form with brass cotter pin.
- (13) Buttons brass, large, with rings, State emblem and monogram (Bombay State Police) embossed thereon. (The scale per head to be fixed with reference to the coats and great coats).
- (14) Buttons, brass, small, with rings, State emblem and monogram (Bombay State Police) embossed thereon. (The scale per head to be fixed with reference to the fatigue caps and haversacks).
- (15) Caps, fatigue, woollen navy blue, with woollen red peak (Two per head for both armed and unarmed Police).
- (16) Capes, waterproof, khaki with detachable hoods. (For bicycle orderlies and men detailed on tapal duty).
- (17) Chains, spare brass, hand-forged and with hooks for whistles, thunderers, 12" long excluding the length of a hook which should be  $1\frac{1}{2}$ " in size.
- (18) Chappals, leather, black, Greater Bombay Police pattern, fitted with iron heels toe plates and side plates (Unarmed Police—2 pairs per head).
- (19) Coats, waterproof, khaki, with detachable hoods (One per head for the Policemen detailed for escort duty, for duty at sea ports and railway stations or in urban areas where they are required to work in the open).

- (20) Coats, water-proof, white, with detachable hoods (One per head for the Police-men detailed for traffic duty).
- (21) Crests, B.P., Brass (One per head for I Grade Head Constables and Brevet Jamadars).
- (22) Frogs, bayonet, leather.
- (23) Hand-cuffs, steel, standard, non-adjustable, well-finished, with female keys.
- (24) Heels, leather, in four pieces, with *nals* and nails for being fitted to boots.
- (25) Helmets, steel (One per head for the Policemen detailed for duties such as riot and dacoit operations).
- (26) Holsters for revolvers, leather, brown (One per revolver).
- (27) Hooks, baton, brass (One per head for the unarmed Police).
- (28) Hose-tops, woollen, 18" long, khaki (2 pairs per head for the armed and the unarmed Police).
- (29) Jerseys, pull-over, khaki, V-shaped collar, full sleeves (One per head for the armed and the unarmed Police).
- (30) Knots, leather, plain brown, for swords for Jemadars.
- (31) Laces, leather, black, 34" long.
- (32) Lanyards, silk, with swivels, for revolvers, khaki (One per revolver).
- (33) Lathis not longer than 3½" in length and 1" in diameter preferably of good cane with leather strap to hold it firmly, (one per head for the unarmed Police).
- (34) Nets, mosquito, white, single, 6'x3'x5' with six loops, and border, of 11 inches at the bottom (2 per head for the married and 1 per head for the unmarried (or widower) Policemen of the armed and unarmed branches stationed for duty at the Police Stations and Outposts, situated in the malarious areas in district).
- (35) Pouches, leather, flat, each for 10 rounds of .303 and .410 ammunition.
- (36) Pouches, leather, brown, each with a tin-container for 12 rounds of revolver ammunition (One per revolver).
- (37) Putties, woollen, knitted, drab mixture shade, 96" x 4" with cotton khaki tape 48" x ¾" (2 pairs per head for the armed and unarmed Police).
- (38) Raoties.
- (39) Scabbards, bayonet, leather.
- (40) Scabbards, brown, with steel mountings and polished silvery white. To fit either straight or curved swords of Jemadars.
- (41) Shoes, canvas, brown, with rubber sole (2 pairs per head for the armed and unarmed Police).
- (42) Singlets, white, V-shaped collar, half sleeves (3 per head for the armed and unarmed Police).
- (43) Slings, rifle, leather, brown, 3¾"x1¼"x1¼" with two runners-one fixed and one loose (One for each musket or rifle).
- (44) Socks, woollen, khaki (2 pairs per head for the armed Police, one pair per head for the unarmed Police, and 3 pairs for Jemadars and Brevet Jamadar).
- (45) Soles, half, leather, plain, natural colour, for boots.
- (46) Straps, great coat, leather, brown, 16"x¾", with brass buckle, (One per head for the armed and unarmed Police).
- (47) Swords, straight, complete with brown scabbards, steel mountings and polished silvery white and leather knots (One per head for the I Grade Head Constables and Brevet Jemadars).

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Size statements should be furnished on separate sheet, but in the same serial order as is allotted above.

Marks of revolvers should be furnished.

- (48) Tents.
- (49) Umbrellas, traffic (One per head for the traffic duty Police).
- (50) Web, drab, khaki, 2" wide (for replacement of the slings of haversacks and water-bottles).
- (51) Whistles, Thunderer, nickel-plated, with chains, hand-forged, 12" long and hook 1½" in size (One per head for the armed and unarmed Police).
- (52) Batons, wooden Babul, with leather thongs (12" long) stitched at 3 inches from the baton end (One per head for the unarmed Police).
- (53) Boxes, kit, galvanised iron sheet (with black paint outside) and 22"x18"x13¾" in size (One per head for the armed and unarmed Police).
- (54) Carpets, navy blue, 6'x3' (One per head for the armed and unarmed Police).
- (55) Chevrons, braid, I, III and IV stripes (For the armed and unarmed Head Constables only).
- (56) Chevron, cloth, I, III and IV stripes (For the armed and unarmed Head Constables only).
- (57) Coats for Jemadars (Three per head).
- (58) Coats for Motor Mechanics and Motor Drivers (Two per head).
- (59) Boiler suits, khaki for Motor Mechanics (Two per head).
- (60) Shorts, khaki (3 per head for the armed and unarmed Police).
- (61) Shorts for Jemadars (Three per head).
- (62) Shorts for the Wireless staff (Two per head).
- (63) Slacks for Motor Mechanics and Motor Drivers (One per mechanic and two per driver).
- (64) Shoulder pads.
- (65) Shirts khaki, for Jemadars.
- (66) Shirts khaki, cellular, half sleeves (2 per head for the armed and unarmed Police).
- (67) Shorts, khaki for the Wireless staff.
- (68) Coats, traffic, white (Six per head for the traffic Police).
- (69) Great coats, woollen, khaki with caps (One per head for the armed and unarmed Police).
- (70) Haversacks, khaki (One per head for the armed and unarmed Police).
- (71) Soap, hard, washing, in bars, each weighing 1½ lbs. and 12" x 2" x 1½" in size (One per head for the armed and unarmed Police and one bar per mosquito net).
- (72) Soap, saddlery, in bars of 2 lbs. each (One quarter of a bar per head for the armed and unarmed Police).
- (73) Boot Polish, black, (Three tins per head for armed and unarmed Police).
- (74) Dungri suits for Armourers (Two per head).

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Size statements should be furnished on separate sheet, but in the same serial order as is allotted above.

**APPENDIX III**

## Rule No. 8 (1)

*List of Articles of Clothing and Accoutrements comprised in the kit supplied to Policemen at Government cost*

Serial No.	Name of article	No. of articles issued	Life of the article
1	Fatigue cap	2	One year
2	Coat	2‡	Two in two years
3	Traffic coat (For traffic duty men only)	6	Six initial issue (replacement by two white tunics every year)
4	Buttons	As many as necessary	
5	Broach Buckle Number	2	According to wear
6	Broach District Letters	2	–Do–
7	Badges "B.P."	2	–Do–
8	Chevrons	As many as necessary	Two years
9	Crest (For I Grade Head Constables and Brevet Jemadars only)	2	According to wear
10	Sam Browne Belt	1	Five years
11	Waist belt, leather (For Head Constables other than I Grade and Brevet Jemadars and for Constables)	1	Five years
12	Whistle with chain	1	
13	Shorts	3‡	Three in two years
14	Putties, Woollen	Two pairs	Two pairs in three years
15	Boots, Black	Two pairs for armed Police, one pair for unarmed Police	Two and a half years
16	Chappals	Two pairs for unarmed Police	Two and a half years
17	Boot Polish, Black	Three tins	One year
18	Socks, Woollen	Three pairs for Jemadars and Brevet Jemadars; two pairs for armed and one pair for unarmed Police of other grades.	One year

‡For Armourers only one coat and two shorts



19	Sword	1	Twelve years
20	Sword knot	1	Five years
21	Scabbard	1	Five years
22	Great coat	1	Seven years
23	Great coat strap	1	Seven years
24	Holster	1	Five years
25	Hose-tops	Two pairs	One year
26	Shirt (for Jemadars and Brevet Jemadars)	2	One year
27	Shirts, half-sleeves (for others)	2‡	Two in two years
28	Medal ribbon (when entitled)	..	According to wear
29	Kit box	1	Fifteen years
30	Button stick	1	Twenty years
31	Carpet	1	Seven years
32	Haversack	1	Three years
33	Jersey	1	Five years
34	Water bottle (for armed Police only)	1	According to wear
35	Shoes (Brown, canvas)	Two pairs	One pair for six months
36	Singlets	Three pairs	Two for six months
37	Pouches (For armed men only)	2	Five years
38	Bayonet frog (For armed men only)	1	According to wear
39	Baton hook (For unarmed men only)	1	According to wear
40	Fatigue suit	1	According to wear
41	Traffic umbrellas (For traffic duty men only)	1	Three years
42	Braces for traffic umbrellas (For traffic duty men only)	1	Six years
43	Waterproof coat (Khaki)	For men on escort duty etc.	Three years Two years in the case of Motor Mechanics and Motor Drivers
44	Waterproof coat, White (For traffic duty men only)	1	Three years

‡For Armourers only one shirt

45	Bar soap	Two bars	One year
46	Mosquito net (in malarial areas only)	Two for married men and 1 for bachelors and widowers	Two and a half years
47	Saddle soap	$\frac{3}{4}$ bar	One year
48	Boiler suit (For Police Motor Mechanics)	2	One year
49	Dungri suits (for Armourers)	2	One year
50	Slacks (For Motor Mechanics and Police Motor Drivers)	One for Mechanic, two for Driver	Two years
51	Bush shirts for women Head Constables and Constables	3	One year
52	Salwar (for women Head Constables and Constables)	3	One year
53	Cap (for women Head Constables and Constables)	2	One year
54	Pathani type chappals (for women Head Constables and Constables)	2 pairs	One year
55	Ribbon (for women Head Constables and Constables)	4 yards	One year
56	Bopins (for women Head Constables and Constables).	24	One year
57	Black hairnets (for women Head Constables and Constables)	6	One year
58	Dupatta for Sikh women Head Constables and Constables	2½ yards	

**APPENDIX IV**

Rule No. 15 (3)

*List of Controlled Stores (Class 'A' Stores)*

S. No.	Full Nomenclature
1	Musket .410 Bore
2	Pistol Revolver No. 1 .455
3	Pistol Revolver No. 2 .38
4	Pistol Revolver .38 (S & B)
5	Pistol Signal 1" No. 1
6	‡Projector Grenade No. 1 Rifle
7	‡Projector Grenade No. 4 Rifle
8	Rifle No. 1 .303 (All Mks.)
9	‡Rifle No. 1 DPBF
10	‡Rifle No. 1 GF
11	Rifle No. 2 MK 4/1 .22
12	Carbine Machine Sten 9 mm (All Mks.)
13	‡Gun Machine Bren .303 DP (All Mks.)
14	‡Gun Machine Bren .303 DP (Drill purposes)
15	‡Gun Machine Vickers .303
16	Carbine Machine Thompson .45
17	‡Binocular Prismatic No. 2 (All Mks.)
18	‡Binocular Prismatic No. 2 (All Mks.)
19	‡Compasses Prismatic Liquid (All Mks.)
20	‡Wire Barbed SWG
21	Cartridges .303 BDR (For Rifles)
22	‡Cartridges .303 CTN (For Bren Gun)
23	do. SA .38 Rev.
24	do. SA .45 Rev.
25	do. 1"
26	do. .22 in
27	do. 9 mm sten.
28	‡Grenade Smoke No. 24
29	‡Grenade Hand 36 m.
30	Pistols Revolver .455
31	Cartridges .303 Blank
32	" " Tracer
33	" " Ballistite
34	" .410 Ball
35	" " Blank
36	" " Buckshot
37	" .455 Rev.
38	" .45 Auto
39	‡Candle Smoke

‡Only for S. R. P. F. Groups

**(Bk) K-1-35 (Mono)**

## APPENDIX V

### Rule No. 20 (4)

#### *Rules regarding Police escorts for Arms, Ammunition and Wireless Equipment*

The following instructions governing the provision of escorts for Army Stores despatched by road, rail and inland water transport in Bombay State are issued for information and guidance :

#### I. *Escorts –*

- (i) Whenever arms ammunition and wireless equipment are drawn from the Ordnance Depots, or sent to it, an escort should be detailed for security of the stores in their charge. They will be responsible for taking all possible action to ensure safe and speedy delivery at the correct destination.
- (ii) The responsibility for the provision of escorts and the final decisions as to their necessity, size and whether to be armed or unarmed, rests with the Superintendents of Police detailing the escort.
- (iii) While it is necessary to keep escorts to the lowest possible minimum, their object is defeated if the size of the party is inadequate for the task assigned. This is particularly so where stores are either likely to be sent to different places from a particular station into two or more lots or escorted from one Railway line to another.
- (iv) Ordnance personnel should NOT be taken for escort duty.
- (v) Armed escort will be provided in cases where a 24-hour watch is necessary and the number of sentries required should be taken into consideration when fixing the strength of such escorts.
- (vi) Where a lesser degree of protection is considered adequate small unarmed escorts may be provided. For small escortable consignments one man should suffice for short journey.

#### II. *Instructions for Escorts –*

- (i) The object of an escort and orders for the escort should be clearly explained to the escort commander who will be given written orders on the lines of the specimen appended to those instructions.
- (ii) The escort commander will be provided by the consignor with a list of packages showing their serial Nos. and connected voucher numbers. This list should be handed over to the consignee to enable a check to be made that all packages have been delivered.
- (iii) The escort for a sealed wagon should always be near enough to that wagon to prevent any possibility of tampering with it.
- (iv) When the consignment is in an unsealed compartment or wagon the sentry or sentries on duty will invariably travel in the same compartments or wagon.
- (v) Whenever a wagon containing Arms and Ammunition attached to a train halts, one sentry at the front and another at the rear should be posted and these sentries should get into the train at the time of its departure.
- (vi) A strict watch must be kept for fire and should an outbreak occur, an alarm must be raised at once. If necessary the wagon should be got detached and isolated from the rest of the train. Should a fire break out in the wagon which is being escorted, the escort commander should open the wagon in the presence of the Railway officials or, if *en route*, in the presence of the train guard. He should make a note of the articles destroyed or damaged by fire on the list provided by the consignor, *vide paragraph* (ii) above, and he should as far as possible obtain the signature of the Railway official or train guard, as the case may be, against such entries.
- (vii) The escort should apprise the guard of the train of the coach in which they are travelling and advise him also of the wagon for which they are providing escort. This will ensure that in the event of anything unforeseen happening which necessitates the cutting off of the wagon in question, they may be immediately informed and to take suitable action to safeguard the consignment.
- (viii) If for any avoidable reason it is necessary to detach the 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 should ensure that the detached wagon is sealed, irrespective of whether or not it is filled to capacity.

(ix) The escort may be provided with a light fire fighting equipment, if considered necessary taking into account the type of the stores which is to be escorted.

III. These orders do not apply to component parts, cleaning material or accessories which are sent by railway parcel by the Ordnance Depots.

Specimen Orders to Escort Commander [vide paragraph II (i) above]

Office

Place

Date

To\*

1. You with.....Constables will escort from.....to.....the following stores :-
2. Your tasks are :-
  - (a) to prevent interference with sealed wagons throughout the journey. You are NOT responsible for checking the contents of these wagons; this remains the railway responsibility.
  - (b) to safeguard stores in brake vans or in personal custody from pilferage or damage *en route* [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. (a) Your escort will be disposed as follows .....  
.....  
(b) You will ensure that the escort carries out the following duties .....  
.....
5. On arrival at the train, you will tell the Railway 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 advise 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) are sealed and report to the nearest Railway 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 Railway Police Office.
8. On arrival at ..... you will :-
  - (a) Ensure that the sealed wagon or wagons are unsealed by the competent railway authority in the presence of Reserve Police Inspector/Sub-Inspector.
  - (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  
.....
  - (c) Return to you unit as quickly as possible.  
.....

(Signed) ....."

\* Insert name of Escort Commander

**APPENDIX VI**

## Rule No. 28 (3)

*Instructions as to the care of fire-arms*I. *When in stores –*

The outside of metallic portions of the musket and the inside of the bore should be coated with a thin film of composition preserving arms.

2. *When in constant use, but not fires :-*

(a) *Muskets* – The bore should be cleaned out with pieces of flannelette 4" x 2", wrapped on the brass jag of the rod, cleaning until thoroughly bright to the eye. Oil G. S. should then be well rubbed into a clean piece of flannelette about 4" x 2" and the bore oiled. Long sweeping strokes of the rod should be made. A short scrubbing stroke causes local wear which is detrimental to accuracy. Unless the musket has been fired, the above method of cleaning at intervals of two days to a week (according to the climate) will be enough. In wet weather the musket should be cleaned daily. The outside of the arm, both metal and wood, should be oiled by rubbing lightly with the oily piece of flannelette which has just been used to oil the bore.

(b) *Rifles –*

- (1) When the rifle is not in use, the *leaf* and *slide* of the *backsight* will be lowered.
- (2) The *main-spring* should never be allowed to remain compressed except when the rifle is loaded. The position of the *cocking-piece* shows whether the *main-spring* is compressed or not.
- (3) The *magazine* must not be removed from the rifle except for cleaning purposes and, to avoid weakening the spring, cartridges should only be kept in it when necessary.
- (4) The *bolts* of rifles are not to be exchanged, as the use of the wrong *bolt* may affect the accuracy of the rifle. Each *bolt* is carefully fitted to a particular rifle so that the parts which take the shock of the explosion have an even bearing. The number stamped on the *bolt lever* should agree with that stamped on the *right front* of the *body*.
- (5) No man is permitted to take to pieces any portion of the action except as prescribed for cleaning, nor is he to loosen or tighten any of the screws.
- (6) Anything in the nature of a plug for the *bore* is forbidden.

## APPENDIX VII

## Rule No. 35

*'A' – Statement showing the authorized quantity of Tear Smoke Munition and Equipment for one Gas Squad*

Serial No.	Name of article	Authorized quantity
EQUIPMENTS		
1	Gas guns	4
2	Truncheon pistols	1
3	Leather cases for grenades	6
4	Leather cases for shells	4
5	General service respirator	15
MUNITION		
1	Spedeheat grenade C. N.	88
2	Three ways grenade C. N.	18
	(Formerly 36 of these were being sanctioned. However, since the introduction of new Blast dispersion grenades (121) C.N., only 18 of these will be sufficient)	
3	Blast dispersion grenades (121) C.N. (This is new introduction and is very useful. Hence 32 of these are recommended)	32
4	Shells short range C. N.	96
5	Shells long range C. N.	37
6	Shells flite rite C. N.	10
7	Truncheon cartridge C. N.	12
8	Spedeheat grenades D. M.	44
9	Shells short range D. M.	48
10	Shells long range D. M.	38
11	Shells flite rite D. M.	10
EQUIPMENTS FOR PRACTICE		
1	Dummy shells filler (recapping and decapping machine). (This is required to fill 1 practice shells)	
2	Practice grenades (PRAGA). These are required for practicing throwing of grenades)	14
3	Practice shells (PRAPO)	14

*'B' Statement showing the annual turn over of Tear Smoke Munition*

Serial No.	Name of article	Authorized quantity
1	Spedeheat grenades C.N.	29
2	Three ways grenades C.N.	6
3	Blast dispersion grenades (121) C.N.	10
4	Shells short range C.N.	32
5	Shells long range C.N.	12
6	Shells flite rite C.N.	3
7	Truncheon cartridges C.N.	4
8	Spedeheat grenades D.M.	14
9	Shells short range D.M.	16
10	Shells long range D.M.	12
11	Shells flite rite D.M.	3
12	Caps for practice shells	100
13	Rifles for practice shells (RAPRA)	25
14	Gas pallets for practice grenades (PRAKU)	50
15	One second delay bouchons for practice grenades (PRALI)	50



**APPENDIX VIII**

Rule No. 49 (1)

*List of Acts, books etc., required for the Police Station and the offices of  
Policies Inspectors and Prosecutors, etc.*

(The names of the original Acts are intended to include amendments)

Serial No.	Name	Year	Remarks
1	2	3	4
I. INDIA ACTS			
1	Air Craft	1934	
2	Arms	1878	Required for Sub-Inspectors only.
3	Cantonments	1924	Required for districts with cantonment areas in their jurisdiction
4	Central Excise and Salt Revenue	1944	
5	Child Marriage Restraint	1929	
6	Cinematograph	1952	
7	Criminal Law (Amendment)	1908, 1932 & 1938	
8	Criminal Procedure Code	1898	
9	Dangerous Drugs	1930	
10	Dramatic Performances	1876	Required for all but Railway
11	Drugs	1940	
12	Drugs and Magic Remedies (objectional advertisements)	1954	
13	Epidemic Diseases	1897	

14	Essential Supplies (Temporary powers)			1946	
15	Essential Commodities	..	..	1955	
16	Evidence	..	..	1872	
17	Explosive Substances	..	..	1908	
18	Explosives	..	..	1884	Required for Sub-Inspectors only
19	Extradition	..	..	1903	
20	Factories	..	..	1948	
21	Foreigners	..	..	1946	

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**Appendix VIII**

Serial No.	Name			Year	Remarks
1	2			3	4
I. INDIA ACTS					
22	Forest	..	..	1927	
22	Forest	..	..	1927	
23	Forward contracts (Regulations)			1952	
24	Identification of Prisoners	..	..	1920	
25	Indian Penal Code	..	..	1860	
26	Lepers	..	..	1898	
27	Lunacy	..	..	1912	
28	Motor Vehicles	..	..	1939	
29	Official Secrets	..	..	1923	
30	Opium	..	..	1878	
31	Petroleum	..	..	1934	
32	Police (Incitement to Disaffection)			1922	*L.G.'s circular No. 22 of 25th November 1942
33	Post Office	..	..	1898	
34	Press (objectionable matter)	..	..	1951	

35	Prevention of Corruption	..	..	1947	
36	Prevention of Cruelty to Animals	..	..	1890	
37	Preventive Detention	..	..	1950	
38	Prisoners	..	..	1900	
39	Prisons	..	..	1894	
40	Probation of Offenders	..	..	..	
41	Railways	..	..	1890	Required for both District and Railway Police
42	Railway Stores (Unlawful possession)			1955	
43	Reformatory Schools	..	..	1897	
44	Registration of Foreigners	..	..	1939	
45	Spirituos Preparations (Interstate Trade and Commerce) Control			1955	
46	Suppression of Immoral traffic in women and girls			1956	
47	Telegraph	..	..	1885	
48	Telegraph wires (Unlawful possession)			1950	
49	Untouchability (Offences)	..	..	1955	
50	Wild Birds and Animals protections			1912	

### AppendixVIII

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Serial No.	Name	Year	Remarks
1	2	3	4
I. INDIA ACTS			
II. MANUALS (IN LIEU OF ACTS AND RULES)			
1	Arms act and Rules	..	Required for Prosecutors only.
2	Cantonment Code	..	Required for Cantonment areas only
3	Cattle Trespass Manual, Bombay	..	..
4	Explosives Manual	..	Required for Prosecutors only
5	Petroleum and Carbide of Calcium Manual	..	
III. BOMBAY ACTS			
1	Animal Preservation	..	1948
2	Beggars	..	1945

3	Borstal Schools	..	..	1929	
4	Children	..	..	1948	
5	Drugs Control	..	..	1940	
6	Essential Commodities and Cattle (Control)			1946	
7	Gambling	..	..	1887	
8	Habitual Offenders Restriction	..	..	1947	
9	Home Guards	..	..	1947	
10	Lotteries and Prize Competition Control and Tax			1948	
11	Money-lenders	..	..	1947	
12	Motor Vehicle Tax	..	..	1935	
13	Opium Smoking	..	..	1936	
14	Police Act	..	..	1951	
15	Police (Regulation)	..	..	1827	
16	Police Forces (Control and Direction)			1949	
17	Prevention of Ex-communication			1949	
18	Prohibition	..	..	1949	
19	Public Conveyances	..	..	1920	
20	Probation of Offenders	..	..	1938	
21	State Reserve Police Force Act	..	..	1951	Prosecutors and S.D.P.Os. only
22	Village Police	..	..	1867	
23	Weights and Measures	..	..	1932	
24	All Bombay Amending Acts whereby Central Acts are amended in their application to Bombay State			..	

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**AppendixVIII**

Serial No.	Name	Year	Remarks
1	2	3	4

I. INDIA ACTS

IV RULES UNDER THE FOLLOWING ACTS

1	Arms Act	..	.	..	Required for Sub-Inspectors only
2	Children Act	..	..	..	
3	Motor Vehicles Tax Act	..	..	..	
4	Dramatic Performances Act	..	..	..	Required for all but Railway Police
5	Explosives Act	..	..	..	Required for Sub-Inspectors only
6	Forest Act	..	..	..	
7	Identification of Prisoners Act	..	..	..	
8	Motor Vehicles Act	..	..	..	
9	Prohibition Act	..	..	..	
10	Public Conveyances Act	..	..	..	
11	Railway Act	..	..	..	
12	Registration of Foreigners Act	..	..	..	
13	Bombay Police Act, 1951 (section 33) Rules for licensing and Controlling Theatres and other places of Public Amusement.			..	
V. BOOKS					
1	Bombay Civil Services Conduct, Discipline and appeal rules			..	
2	Bombay Police Manual	..	..	..	
3	Criminal Classes in the Bombay State			..	
4	Finger Print Bureau Manual (Bombay State)			..	For Police Stations only
5	First Aid to the injured of St. John Ambulance Association			..	Can be had from the St. John Ambulance Stores Depot, New Delhi. Not required for Police Prosecutors.
6	Hints on Sanitation and First Aid for the use of the Police			..	Not required for Police Prosecutors.
7	Infantry Training, Volume I, with portions unsuited to the Police deleted therefrom.			..	Not required for Police Prosecutors.
8	Instructions for the guidance of Police Officers regarding the control of M.V. Traffic.			..	
9	Instructions for the guidance of Police Patelas			..	Required for Sub-Inspectors only.

Serial No.	Name	Year	Remarks
1	2	3	4
I. INDIA ACTS			
IV RULES UNDER THE FOLLOWING ACTS			
10	List of Magistrates in the District and their respective powers.	..	To be prepared specially and kept up to date from time to time.
11	List of Police Stations and Outposts in the Bombay State.	..	Not required for Police Prosecutors.
12	Manual of Instructions for Government servants in connection with Village Improvement, 1934	..	
13	Medical Jurisprudence .. ..	..	Not required for Inspectors
14	Police Guide (Bombay State) .. ..	..	
15	Manual of Police Drill .. ..	..	Not required for Prosecutors
16	Ready Reckoner .. ..	..	
17	Revised Rules for the formation and management of the Bombay Provincial Probation and after Care Association.	..	
VI ADDITIONAL BOOKS FOR RAILWAY POLICE			
1	GENERAL RULES FOR THE OPEN LINES	..	
2	Hand Book of General information	..	
3	The Police Act .. ..	1861	India Act
4	The Police Act .. ..	1888	India Act
5	Rules for Reporting and Investigating Accidents	..	
6	Telegraph Code .. ..	..	
7	Traffic Instructions .. ..	..	
8	Traffic Manual .. ..	..	
9	Working Instructions .. ..	..	
VII. ADDITIONAL BOOKS FOR PROSECUTORS			
1	Annotated edition of the Indian Penal Code	..	
2	Annotated edition of the Evidence Act.	..	
3	Annotated Annotated edition of the Criminal Procedure Code	..	
4	Bombay Code .. ..	..	
5	Bombay Local Rules and Orders .. ..	..	
6	Criminal Manual issued by the High Court of		

	Bombay.			
7	List of General Rules and orders under Statutes and General Acts in force in India			..
8	Unrepealed General Acts	..	..	..

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**Appendix VIII**

Serial No.	Name	Year	Remarks
1	2	3	4
I. INDIA ACTS			
VIII LIST OF ACTS AND BOOKS FOR RESERVE INSPECTOR'S OR SUB-INSPECTORS' OFFICE			
1	Bombay Civil Services Conduct, Discipline and Appeal Rules	..	
2	Bombay Police Act	.. ..	1951
3	Bombay Police Manual	.. ..	..
4	Criminal Procedure Code	.. ..	1898
5	Equipment Tables of Civil Police and Jails, 1933	..	
6	Finger Print Bureau Manual (Bombay State)	..	
7	First Aid to the Injured of the St. John Ambulance Association	..	Can be had from the St. John Ambulance Stores Depot, New Delhi
8	Hints on Sanitation and First Aid for the use of the Police	..	
9	Indian Penal Code	.. ..	.. 1860
10	Infantry Training Volume I, with portion unsuited to the Police deleted therefrom	..	
11	Instructions for Armourers (Armourer's Workshop), India 1936	..	
12	List of Police Stations and Outposts in the Bombay State	..	
13	Police Guide, (Bombay State)	.. ..	..
14	Manual of Police Drill	.. ..	..
15	Ready Reckoner	.. ..	..
16	Revolver Shooting Manual	.. ..	..
17	Rules for the Inter-District Athletic Competition	..	
18	S.A.T. Pamphlet No. 3 (Rifle Shooting etc.)	..	

19	S.A.T. Pamphlet No. 12 (Bayonet Practices)	..
20	Small Arms Training, Volume I, 1931	..

IX LIST OF BOOKS FOR CIRCLE POLICE INSPECTORS

1	Arms Act (with Rules thereunder)	1878
2	Criminal Procedure Code .. ..	1898
3	Bombay Police Act .. ..	1951
4	Evidence Act .. ..	1872
5	Explosives Act with Rules	1884
6	Indian Penal Code .. ..	1860
7	Motor Vehicles Act with Rules thereunder	1939

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**APPENDIX IX**

Rule No. 134

*List of Sub-heads for revised estimates*

Serial No.	Sub-head under the Major Head "29-Police State"	Offices and the staff in respect of which the revised estimates are to be submitted
1	B. Superintendence ..	(i) Ministerial staff of the offices of all the Deputy Inspectors General of Police (including D.I.G., C.I.D., Additional D.I.G., C.I.D., D.I.G., Headquarters), Director, Anti-corruption Bureau and Principal, C.P.T.S., Nasik
2	B.I. Superintendence ..	Offices of the Commissioner of Police, Bombay, Deputy Inspector General of Police, C.I.D., Bombay, Additional Deputy Inspector General of Police, C.I.D., Bombay, Director, Anti-Corruption Bureau and all the Superintendents of Police in the State.
3	C-1 (a) Police Proper ..	(i) Offices of the Superintendents of Police in the State (except the staff of L.C.B., and L.I.B., in the Nagpur Range whose expenditure is debited to "G-C.I.D."). (ii) Offices of the Commandants, S.R.P.F., Groups and the Principal, R.T.S., Baroda; Deputy Superintendent of Police, State Traffic Branch, and the Ministerial and Executive staff under their control. (iii) Trainees at the C.P.T.S., Nasik
4	C-1(c) Primary School ..	In respect of the Primary School at the Police Headquarters
5	C-1 (d) L.C.L.D. ..	In respect of the Police staff sanctioned for the Land Conveyance and Licensing Department in the State.
6	C-2(a) Police supplied etc. ..	In respect of the Police staff supplied to private bodies etc., in different districts in the State.
7	C-2(b) Additional Police ..	In respect of additional Police sanctioned for certain districts in the State.



8	C-2(d) Village Defence Parties	..	In respect of the Gram Rakshak Dal, Gondal and the Police staff employed in connection with the Village Defence Scheme in the State.
9	D.P.T.S.	..	Offices of the Principal, C.P.T.S. Nasik, P.T.S., Junagadh and the Superintendent, C.T.S., Nagpur
10	E-Mewas Police	..	In respect of the Special Police in West Khandesh and Nasik districts.
11	E-1 Western Railway	..	Office of the Superintendent of Police, Western Railway and the Ministerial and Executive staff under his control.
12	F-2 Central Railway	..	Office of the Superintendent of Police, Central and Southern Railway and the Ministerial and Executive staff under his control.
13	F-3 C. & S.E. Railway	..	Office of the Superintendent of Police, Central and South-Eastern Railway, and the Ministerial and the Executive staff under his control.
14	G-2 C.I.D. (State)	..	Offices of the Deputy Inspector General of Police, C.I.D., Bombay State, Additional Deputy Inspector General of Police, C.I.D., Director, Anti-corruption Bureau and the Executive staff under their control

## APPENDIX X

### Rule No. 161 (3)

#### *Responsibility for loss of Government money due to fraud or negligence*

1. Means should be devised to ensure that every Government servant realises fully and clearly that he will be held personally responsible for any loss sustained by Government through fraud or negligence on his part, and that he will also be held personally responsible for any loss arising from fraud or negligence on the part of any other Government servant to the extent to which it may be shown that he contributed to the loss by his own action or culpable negligence. The cardinal principle governing the assessment of responsibility in such cases is that every public officer should exert the same vigilance in respect of public expenditure and public funds generally as a person of ordinary prudence would exercise in respect of the expenditure and the custody of his own money. While, therefore, Government will condone and officer's honest errors of judgement involving financial loss provided the officer can show that he has done his best up to the limits of his ability and experience, they will penalise officers who are dishonest, careless or negligent in the duties entrusted to them. The extent to which the action or negligence of the officers was culpable must be ascertained by enquiry in each instance.
2. It is of the greatest importance to avoid delay in the investigation of any loss due to fraud, negligence, financial irregularity etc. If the irregularity is detected by audit in the first instance, it will be the duty of the audit officer to report immediately to the administrative authority concerned. If the irregularity is detected by the administrative authority in the first instance, and if it is one which should be reported to the audit officer in terms of Rule 161 (1), he must make that report immediately. Every important case should be brought to the notice of superior authority as soon as possible – the administrative authority should report to his superior and the audit authority to his superior. Should the administrative authority require the assistance of the audit officer in pursuing the investigation, he may call on that officer for all vouchers

and other documents that may be relevant to the investigation; and if the investigation is complex and he needs the assistance of an expert audit officer to unravel it, he should apply forthwith for that assistance of an expert audit officer to unravel it, he should apply forthwith for that assistance to Government, who will then negotiate with the audit officer for the service of an investigating staff. Thereafter the administrative authority and the audit authority will be personally responsible, within their respective spheres, for the expeditious conduct of the enquiry.

Where account offices exist intermediary between audit and the administrative authority, the account offices will discharge the functions prescribed above for audit, but a report will still be necessary to the audit officer in terms of Rule 161 (1).

3. In any case in which it appears that recourse to judicial proceedings is likely to be involved, competent legal advice should be taken as soon as the possibility emerges. In the case of losses involving a reasonable suspicion of fraud or other criminal offence, a prosecution should be attempted, unless the legal advisers consider that the evidence available is not such as will secure a conviction. The reasons for not attempting a prosecution should be placed on record in all such cases.
4. In cases where loss is due to delinquencies of subordinate officials and where it appears that this has been facilitated by laxity of supervision on the part of a superior officer, the latter should also be called strictly to account and his personal liability in the matter carefully assessed.
5. The question of enforcing pecuniary liability should always be considered as well as the question of other forms of disciplinary action. In deciding the degree of the officers pecuniary liability, it will be necessary to look not only to the circumstance of the case, but also to the financial circumstances of the officer; since it should be recognized that the penalty should not be such as to impair the Government servant's future efficiency.

In particular, if the loss has occurred through *fraud*, every endeavour should be made to recover the whole amount lost from the guilty persons, and if culpable laxity of supervision has facilitated the fraud, the supervising officer at fault may properly be penalised either directly by requiring him to make good in money a sufficient proportion of the loss, or indirectly by reduction of stoppage of his increments of Pay.

It should always be considered whether the value of Government property or equipment lost, damaged or destroyed by the carelessness of individuals entrusted, with their care (e.g. a Policeman's rifle, a touring officer's tents, a factory motor lorry, an engineer's instruments) should not be recovered in full up to the limit of the officer's capacity to pay.

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6. One reason why it is important to avoid delay (*vide* paragraph 2 above) is that in the course of a prolonged investigation, Government servants who are concerned may qualify for pension, a contingency which is in the circumstances undesirable for the following reason. A pension sanctioned under the Civil Service Regulations cannot be reduced or withheld for misconduct committed prior to retirement and, although in order to reduce or withhold a pension admissible under the Bombay Civil Services Rules would not be irregular, Government would naturally feel considerable reluctance in passing such an order in the case of a pension already sanctioned. It follows from this that, as a primary precaution, steps should be taken to ensure that an officer concerned in any loss or irregularity which is the subject of an enquiry is not inadvertently allowed to retire on pension while the enquiry is in progress, and accordingly, when a pensionable Government servant is concerned in any irregularity or loss, the authority investigating the case should immediately inform the Accounts or Audit Officer responsible for reporting on his title to pension and the authority competent to sanction pension, and it will be the duty of the latter to make a note of the information and to see that pension is not sanctioned before either a conclusion is arrived at as regards the Government servant's culpability or it has been decided by the sanctioning authority that the result of the investigation need not be awaited.
7. The fact that officers who were guilty of frauds or irregularities have been demobilised or have retired and have thus escaped punishment should not be made a justification for absolving those who are also guilty but who still remain in service.

**APPENDIX XI**

**Rule No. 161 (4)**

*Prosecution for embezzlement or fraud in respect of Government money*

1. All losses of the kind referred to in Rule 161 must be reported forthwith by the officer concerned, not only to the Audit Officer, but also to his own immediate official superior. Reports must be submitted as soon as reasonable grounds exist for believing that a loss has occurred; they must not be delayed while detailed enquiries are made.

2. Reports submitted under paragraph 1 above must be forwarded forthwith to Government through the usual channel, with such comments as may be considered necessary. Copies of such reports should also be sent to the Finance Department.
3. As soon as reasonable suspicion exists that a criminal offence has been committed, the senior officer of the department concerned present in the station will report to the District Magistrate and ask for a regular Police investigation under the Code of Criminal Procedure.
4. If the District Magistrate agrees that an investigation may be made, the senior officer of the department concerned present in the station will –
  - (a) request the District Magistrate to arrange for the investigation to proceed from day to day;
  - (b) see that all witnesses and documents are made available to the investigating officer; and
  - (c) associate with the investigating officer an officer of the departments, who is not personally concerned with the irregularity leading up to the loss, but who is fully cognizant of the rules and procedure of the office in which the loss has occurred.
5. When the investigation is completed, an officer of the department (accompanied by the officer who attended the investigation) must be made available for conferences with the authority who will decide whether a prosecution should be instituted. If it is decided not to prosecute, the case must be reported through the usual channel to Government for orders.
6. If it is decided to prosecute, the departmental representative will ascertain from the prosecuting officer whether, having regard to the engagements of the prosecuting staff and the state of work in the Court which would ordinarily hear the case, it is necessary to move the District Magistrate to make special arrangements for a speedy trial, and will request the prosecuting officer to make any application that he may think necessary.
7. When the case is put into Court by the Police, the senior officer of the department concerned present in the station will see that all witnesses serving in the department and all documentary evidence in the control of the department are punctually produced, and will also appoint an officer of the department (preferably the officer who attended the investigation) to attend the proceedings in Court and assist the prosecuting staff.
8. If any prosecution results in the discharge or acquittal of any person or in the imposition of sentences which appear to be inadequate, the senior officer of the department concerned will at once consult the District Magistrate as to the advisability of instituting further proceedings in revision or appeal, as the case may be and if the District Magistrate is of opinion that further proceedings are necessary, will request him to proceed as he would in any other case.

Appeals against acquittals can be made only under the orders of the State Government.
9. The senior officer of the department concerned present in the station will see that, in addition to the reports required under paragraphs 1, 2 and 5 above, prompt reports are submitted to Government through the usual channel regarding :-
  - (a) the commencement of a Police investigation.
  - (b) the decision to prosecute in any particular case
  - (c) the result of any prosecution
  - (d) the decision to proceed further in revision or appeal in any case, and
  - (e) the result of any proceedings in revision or appeal
10. Notwithstanding anything contained in paragraphs 2 to 9 above, the senior officer of the department concerned present in the station may, if he thinks fit, refer any matter through the usual channel for the orders of Government before taking action.

### *Permissible methods of conveying correspondence*

1. The rules and the rates of postage governing the despatch through the post of different types of articles, namely, letters, book packets, registered newspapers and parcels, are different. The inclusion within one cover or bundle of different types of articles normally renders the whole cover or bundles liable to postage at the prescribed rate. Thus the inclusion of a letter within a book packet or a registered newspaper renders that article liable to be charged at the letter or parcel postages rate whichever is lower. Similarly if letters are enclosed in a parcel, each letter contained in the parcel except the one for the addresses of the parcel will be charged with double the letter postage.
2. But to this general rule there are two important exceptions :
  - (a) Rule 31 of the Indian Post Office Rules contains a general exception providing that a parcel may contain *only one letter*, provided it is addressed to the addressee of the parcel.
  - (b) Exception 3 to Rule 181 of the Indian Post Office Rules is a special exception for official correspondence only, permitting, where more than one office file is included in one parcel, each file to contain a single official letter which was not on the file, when it reached the officer despatching it.
3. Thus if a cover contains no communication of the nature of a letter or contains only the letters permitted by the two exceptions mentioned above, it can be sent at parcel rates of postage. If it contains letter not covered by these exceptions, each such letter will be charged with double the letter postage. A cover paying the letter rate of postage may contain any number of articles such as letter, book packets, registered newspapers or other articles, provided they are all intended for the addressee of the cover. It is not permissible to enclose in one cover a number of letters or postcards or personal communications of the nature of letters intended for different addressees.

### *II. Communications sent otherwise than by post*

4. The exclusive privilege conferred by Sections 4 and 5 of the Indian Post Office Act covers only letters and postcards. Consequently, newspapers and other printed matter and parcels can be sent by means other than the post. Office files can thus be sent through messengers or by railway or other means.
5. There is also no objection to the sending of letters by private or official messengers within the same station. Further, the "Dak" of an officer on tour can be sent between his head quarters office and his camp office through private messengers. The provisions of the Post Office Act are contravened, if a regular service is established through private or official messengers, involving either the collection of letters and postcards for conveyance from one place to another place, or their distribution on arrival to different addresses. "Collection" here does not mean combining into one packet or bundle letters etc. delivered by post or hand at a particular addresses, but collection from different addresses.

**APPENDIX XIII**

## Rule No. 247 (4) (ii)

*Instructions regarding priorities to be used in messages on the Police Wireless Grid*

1. The following priorities are prescribed in order of urgency for use in inter-district messages :-

(1)	"S"	..	..	..	..	Service Message
(2)	"OE"	..	..	..	..	Crash
(3)	"OU"	..	..	..	..	Most Immediate
(4)	"OP"	..	..	..	..	Immediate
(5)	"N"	..	..	..	..	Ordinary

2. These priorities should be used for messages described below :-

(1) "S" – *Service Message*

The use of this priority is strictly restricted to the Wireless staff and to the working of the Wireless system, i.e., break-downs of equipment, heavy interference urgent messages connected with technical observations, etc. Break-down of equipment means only the failure of transmitters and receivers and does not include the failure of secondary auxiliary equipment.

(2) 'OU' – *Crash*

The use of this priority should be 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 the recipient has to take immediate executive action to save human life or to prevent damage to valuable property.

(3) "OU" – *Most Immediate*

The use of this priority should be restricted to messages conveying information or instructions relating to disturbances (communal, anti-social, political etc.) strikes accidents, riots, security measures and movements of the Police force, which, in the opinion of the originator, should reach the addressee immediately.

(4) "OP" – *Immediate*

The use of this priority should be restricted to messages conveying important information relating to Law and Order, with a view to keep the higher officers in touch with the situation, though no immediate action on their part may be called for, e.g., information regarding the probability of a strike, disturbance or any other upheaval, movements of high Government officials, political leaders or agitators, or information relating to Police investigation or security measures.

(5) "N" – *Ordinary*

This priority should be used in messages which do not come under any of the above categories (e.g., expeditors, etc.)

3. Except so far as messages with "S" priority are concerned, the above instructions do not affect those in Rule 248, in connection with the Wireless Phono System. Messages with priority "S" will not be affected by "WP" message and instructions for its transmissions.
4. Normally, all messages will be delivered to the addressee concerned immediately on their receipt at a station. However, between 2200 and 0700 hours, messages with "S", "WP", "OU" and "OP" priorities only will be delivered immediately, while those with "N" priority will be delivered after 0700 hours.
5. The following officers may use the priorities shown against them in inter-State messages :-

Chief Secretary, Home Secretary, Inspector-General of Police, Commissioner of Police, and above or equivalent. Most Immediate.

Deputy Secretary (Home), Deputy Inspectors-General of Police,  
Deputy Commissioner of Police, Police Wireless officers (in emergencies  
only) and above or equivalent.

Immediate

All others

Ordinary

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#### APPENDIX XIV

##### Rule No. 255

###### *Directions for the storage arrangement and preservation of Government Records*

1. The building in which records are stored should be brick and, if possible, with concrete floors. The floors should be coal-tarred or washed with some chemical preparation, so as to guard against the ravages of white ants and insects.
  2. It should be well lighted, and as far as possible, impervious to dust and damp. As ventilation by means of windows involves the admission of dusts in dry weather and damp in the rains, it should be secured, if possible, by electric fans. The use of the fans for an hour or two daily would suffice.
  3. The best precautions which local conditions admit should be taken against fire. In the case of the larger records offices, there should be telephonic communication with the nearest Fire Brigade and Police offices, an ample supply of water and of emergency extinguishing appliances, and a resident care-taker who should sleep on the premises with a small staff of assistants drawn from the servants of the office and trained to their duties by the care-taker. The State and district record-rooms should have at least a resident chowkidar in charge, who should sleep on the premises, and a small supply of hand extinguishers and buckets.
  4. The walls of the buildings should be fitted with open racks, preferably of iron. Where wooden racks are used, they should be wiped every two months with a rag soaked in kerosene oil, and the documents should be frequently shifted and dusted. Papers which have suffered from insects, or are liable to their attacks, should be brushed over with a solution of corrosive sublimate and powder of naphtha.
  5. Every old document should be folded flat, carefully mended with Bretnell's tracing paper, placed between paper covers and docketed.
  6. Bundles of these covers should then be made up, enclosed between wooden boards of slightly larger dimensions than those of the covers, and fastened with stout cords above and below.
  7. The bundles, their contents clearly indicated on the enclosing boards, should then be arranged upright on the racks, sufficient space being left between them to allow of efficient dusting.
  8. Volumes of annual proceedings and registers should be regularly bound.
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**Appendix XV**

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LISTS OF "A" AND "B" RECORD – *contd...***DISTRICTS****No. 1****"A" RECORD****(To be preserved permanently)****OFFICE OF SUPERINTENDENT OF POLICE**

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Remarks</b>
<i>I-Accounts Branch</i>		
<b>1</b>	<i>District or Railway Police Gazette, Part II- Standing Orders.</i>	
<b>2</b>	Register of securities for funds held in trust (where such exist)..	
<b>3</b>	Standing and Circular orders from the Accountant General, Inspector-General of Police, and Deputy Inspector-General of Police relating to account matters except Circulars of the Inspector General of Police, which are marked " B "Record.	



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II-Correspondence Branch

- 4 Acquisition of land-papers regarding and transfer of buildings from and to other departments
- 5 Acquisition or disposal of lands in Military Cantonments.
- 6 Administration Reports, with Statements A and AA, Parts I and II and C, and forwarding endorsements.
- 7 Bombay Police Gazette-  
a) Part B, Inspector-General Circulars. of Police's  
(b) Part C, Special Supplement  
(c) Part II, Supplement, Proscribed Publications  
(d) Part IT (g) Crime Records
- 8 Crime Review-Monthly of Police. of Superintendent of Police
- 9 District Police Gazette, Part I, Personnel, Part II, Standing Orders.
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“A” RECORD- contd.

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<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Remarks</b>
	<i>II-Correspondence Branch-coneld.</i>	
10	<i>Government Resolutions, Orders and Circulars of permanent nature (A separate filefor each Department with index for each file).</i>	
11	<i>Important papers regarding procedure etc. with an index.</i>	
12	List of A Records preserved permanently.	
13	List of B Records destroyed	
14	Major and Minor Works Register	
15	Motor Vehicles-File of General and Local Rules and subsequent changes and Government Resolutions pertaining thereto.	

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|---------------------------------------|---|--|
| 16                                    | Notes on the District ( Confidential).  |  |
| 17                                    | Public Conveyances Rules etc. and subsequent changes regarding rate.  |  |
| 18                                    | Re-organization, Papers regarding-<br>(a) Opening or closing of Police Stations or Outposts.<br>(b) Revision of strength and pertinent schemes.   |  |
| 19                                    | Standing Orders and Circulars from the Inspector-General of Police, Deputy Inspector-General of Police and other officers, with an index, except Circulars of the Inspector-General of Police which are marked" B Record. " |  |
| 20                                    | "Standing Order Book, with an index. .  |  |
| 21                                    | Journeys of high personages –Schemes and orders containing instructions of standing nature.   | Superseded orders to be destroyed on supersession. |
| 22                                    | Register of Restricted persons under the Bombay Habitual Offenders Restriction Act, 1947 (Form C).  |  |
| 23                                    | Register of persons restricted under theB.H. O,R. Act,.....<br>(Standard form P.M. 19).   |  |
| III-WIRELESS SUPERINTENDENT'S OFFICE. |   |  |
| 1                                     | Register of Wireless Licences Held.   |  |
| 2                                     | Register of Police Wireless Stations in the State.  |  |
| 3                                     | Register of Calendar Codes issued to Wireless Stations.   |  |

Serial No.	Name of File, Register, etc.	Remarks
	III-WIRELESS SUPERINTENDENT'S OFFICE-contd..	

<b>4</b>	Register of Motor Vehicles in charge of Wireless Section.	
	Opening and closing of -	
<b>5</b>	Wireless Stations	
<b>6</b>	V. H. F. Nets	
<b>7</b>	Special Nets	
<b>8</b>	Revision of strength and office staff.	
<b>9</b>	Schemes of Permanent nature	
<b>10</b>	Broadcast System	
<b>11</b>	Inter State Links	
<b>12</b>	Schemes for other departments	
<b>13</b>	Inter-com. systems	
<b>14</b>	Receprocal arrangements for use of Police Wireless System with other departments, Army etc.	
<b>15</b>	S. P. Wireless's Circulars-	
<b>16</b>	Traffic	
<b>17</b>	Stores	
<b>18</b>	General	
<b>19</b>	Important cases of wireless procedure	
<b>20</b>	Sanction of, temporary staff and their continuance.	
<b>21</b>	Government Resolutions and other orders.	
<b>22</b>	Transfer of equipment from merged states.	
<b>23</b>	Working of secret nets ( orders regarding ).	
<b>24</b>	Motor Cycles-provision of-to Wireless Stations.	
<b>25</b>	Committee Meetings of- (1) Estimates Committee (2) D. G. P.'s Sub-Committee	
<b>26</b>	Standing Order Book with an index	
<b>27</b>	Journeys of high personages' Schemes and orders containing instructions of standing natures.	Superseded orders to be destroyed on supersession.

**IV.-M. T. SUPERINTENDENT'S OFFICE.....**

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**OFFICE OF SUPERINTENDENT OF POLICE**

Serial No.	Name of File, Register, etc.	Remarks	Remarks
	I-Accounts Branch.		
1	Advances-Sanctions to-for tentage, house building, motor cars, Ponies, cycles and on transfer.	5 years.	
2	Bills for Contract Contingent charges.	5 years.	<p>Before pay bills are destroyed, the periods of temporary and officiating services as recorded in service books of the Government servants concerned should be verified by the Head of the Office from the pay bills and the fact of such verification should be recorded, under proper attestation in the Service Books. In addition the Heads of offices should consult the Accountant General, Bombay or his Deputies at Rajkot and Nagpur as the case may be before the old bins and bill registers are destroyed by them. *These refer to old pay bills up to the date of issue of Government Resolution, Finance Department, No. 5320 dated 24th November 1931.</p>
3	Bills for Non-Contract Contingent charges.	5 years.	
4	Bills for Special Contingent charges.	5 years.	
5	Bills-Pay (with correspondence there on if any) of Gazetted Officers.	6 years.	
6	Bills-(a) Pay-Of Sub-Inspectors. (b) Pay-in regional language -of Sub-Inspectors ( to be filed according to months.).	6 years.	
7	Bills-Pay-Office copies of any pensionable establishment with acquittance rolls.	30* years.	
8	Bills-Pay-of Head Constables and Constables-(English and regional language) to' be filed according to months.	30* years.	
9	<i>Bills-Pay-of Clerical Establishment</i> (English and regional language ).	5 years.	
10	Bills-Pay-Additional Police (Plague, Famine etc. if any).	6 years.	
11	<i>Bills-Pay-Extra Guards together</i> with statements of recoveries.	6 years.	
12	Bills-Literacy allowance ( those separately maintained ).	35 years.	
13	(a) Establishment-Pay bills and acquittance rolls of Government servants other than Class IV servants up to and for 1928. (b) Establishment-Pay bills and acquittance rolls of Class IV servants up to' and for the year 1935.	35 years. 45 years.	

## "B" RECORD-contd.

Serial No.	Name of File, Register, etc.	Remarks	Remarks
	I-Accounts Branch-contd.		
14	Bills-( with correspondence thereon, if any) of traveling allowance of Gazetted Officers.	3 years	
15	Bills-traveling allowance-of Inspectors.	3 years	
16	Bills-traveling allowance-of Sub- Inspectors.	3 years	
17	Bills-traveling allowance-Head Constables and Constables.	3 years	
18	Bills-traveling allowance- clerical establishment.	3 years	
19	Bills-traveling allowance- extra guards lent to Railway Administration. (R).	3 years	
20	Bills-Received from the Railway Administration for acceptance. (R).	1 year	
21	Budget Estimates-Police, for receipts and expenditure and correspondence thereon.	5 years	
22	Cash Remittance Book. (R)	5 years	
23	Chalans files	5 years	
24	Cheque Books of funds.	3 years	
25	Contract grant-Fixation of-	5 years	
26	Cash Book, General.	20 years	
27	Day Book of Permanent Advance	20 years	
28	District or Railway Police Gazette- (a) Part I-Personnel. . (b) Part III-Miscellaneous	5 years	
29	Electric energy charges-Bills and correspondence relating to	1 year	

30	Establishment-Papers relating to, if any.	2 years
31	Expenditure-Periodical Statements under primary units to be sent to Controlling officers.	1 year
32	Frauds or other attempts at fraud including loss of Government cash-correspondence regarding-	30 years
33	Fund- Account of clothing to watchmen .	3 years
34	Fund-Sports-Account of-	3 years
35	Fund-Police Families Welfare-Account of-	3 years

**Note :- (R), wherever it occurs, denotes records maintained in Railway Offices.**

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#### “B” RECORD-contd.

Serial No.	Name of File, Register, etc.	Remarks	Remarks
I-Accounts Branch-contd.			
36	Fund- Watchmen-Account of-	3 years.	
37	Fund-Band-Account of-	3 years.	
38	Fund-General Provident and Life Insurance, including bills for advances and withdrawals-Papers regarding-	6 years.	
39	Fund-General Provident, Final withdrawal by a person other than a subscriber.	30 years.	
40	Government Resolutions of ephemeral nature-Copies of-relating to account matters (to be filed according to dates ).	5 years.	Separate file for each year. References to Government Resolutions more than 5 years old should be made to correspondent Branch Government Resolutions Files.
41	Inspection and Audit Notes of Accountant General, Inspector General, and Deputy Inspector-General.	7 years.	
42	Intimation Memo of money sent to Police Station Offices (cash memos. )	2 years.	
43	Miscellaneous papers of minor importance not mentioned in this list.	1 years.	

44	Mortgage deeds for .house-building advances etc.	Till the advance is repaid, it should be kept in safe and thereafter for one year.
45	Notice of attachments of salary by Civil Courts.	1 year after it is fulfilled.
46	Objection Statements from Accountant General and office copies of replies.	5 years
47	Permanent Advance-Allotment of-to subordinate offices.	5 years
48	Pensions, gratuities and extraordinary pensions granted or refused and correspondence thereon.	5 years

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“B” RECORD-contd.

Serial No.	Name of File, Register, etc.	Remarks	Remarks
I-Accounts Branch-contd.			
49	<i>Pensions-Commutation of -</i>	5 years	
50	Pensions-Correspondence regarding heirs of deceased pensioners.	5 years	
51	Pensions-Cases in which invalid pensions are sanctioned.	25 years	
52	Plague allowance for hutting, tent-age conveyance, house rent, etc.- <i>Papers regarding</i>	5 years	Note :-Papers standing order nature should be retained permanently.
53	<i>Railway, Motor and Steamer Warrants, Credit Notes and correspondence relating to -</i>	2 years	

54	<i>Receipt Book of the General Cash Book.</i>	5 years
55	Receipt Book of Day Book of permanent Advance.	5 years
56	Receipt Book of Funds. .	5 years
57	<i>Registers-Contract, Non-contract and Special Contingent</i>	5 years
58	<i>Register-Bill</i>	5 years
59	<i>Register-Withheld accounts</i>	2 years
60	Registers-Inward and Outward-English and in regional language (where maintained separately).	10 years
61	<i>Requisition for remittance transfer receipts.</i>	Should be filed with the bills concerned and destroyed with them.
62	Returns-Periodical-Annual Establishment.	35 years
63	Other returns such as Deadstock permanent advance, Stores, etc.	5 years
64	<i>Secret Service Account. .</i>	2 years
65	<i>Stock Account of Service Stamps</i>	5 years
66	Security Bonds of Police Accountant, Cashier, etc.	5 years after he leaves the appointment.

**Appendix X V**

“B” RECORD-contd.

Serial No.	Name of File, Register, etc.	Remarks	Remarks
I-Accounts Branch-contd.			
67	Token Book showing the number of bills sent to the Accountant General for payment. (R).	2years.	
68	Pass Book of personal ledger account.	5years.	



	II-Correspondence Branch.	6 years.
69	Accidents-Register, Reports and correspondence regarding Railway Accidents. (R).	5 years
70	Additional Police correspondence regarding-	5 years.
71	Meetings conducted by Railway Administration (Printed). (R).	5 years.
72	Administration Reports-Statements D, E, and Miscellaneous papers.	2 years.
73	Application for appointments	1 year
74	Agreements and samples- (a) Inspector-General of Police's orders regarding-  (b) Agreements regarding Commutation of Pension.	2 years after completion of contract.  5 years or till they are fulfilled, whichever is later
75	Arms Act-Papers regarding licenees under the-and other miscellaneous papers.	1 year
76	Bombay Government Gazette- (a) Part I . . (b) All Parts except Part I	30 years 2 years.
77	Bombay Police Gazette- (a) Part I, Sections (a, b, c, d) .. (b) Part II, all sections except (g). (c) Part III (d) Parts A and D	10 years 10 years 2 years 10 years
78	Police Gazette of other States ( where supplied )	2 years

Serial	Name of File, Register, etc.	Period of	Remarks
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No.	preservation		
79	<i>II-Correspondence Branch – Contd...</i> Building correspondence regarding Major and Minor Works.	5 years after completion of the work.	
80	Building correspondence regarding Petty Construction and Petty Repairs.	-- do --	
81	Clothing and Accoutrements – Order and miscellaneous papers regarding	2 years	
82	Charge Reports from subordinate Police Officers.	1 years	
83	Confidential Report – Weekly File or Book of Superintendent of Police.	1 year	Superintendents of Police will, therefore, maintain two files – one for the current year and the other for the previous year.
84	Confidential Reports from Subordinate Officers	2 years	
85	Convicts – Statements of released – and correspondence thereon	2 years	
86	Convicts – Nominal Rolls of – transported.	2 years	
87	Crime – Miscellaneous paper regarding including reports of serious crime etc.	2 years	
88	Despatch Book – Hand delivery	1 years	
89	Diary-Weekly of Sub-Division officers, Circle Police Inspectors, Prosecutors, Additional Sub-Inspectors and Probationary Sub-Inspectors (separate file for each Officer).	1 year	
90	Diary Book – Weekly of Deputy Superintendent of Police.	30 years	
91	Diary-Case and Station-Copies of – (separate file for each Police Station )	1 year	
92	District or Railway Police Gazette, Part III Miscellaneous.	5 years	
93	Drill and Musketry – Papers regarding -	2 years	
94	Escorts and Guards – Papers regarding the Supply of –	2 years	

"B" RECORD – *contd...*

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
	<i>II-Correspondence Branch – Contd...</i>		
95	Establishment – Papers regarding appointments, promotions, leave of all kinds except casual leave, transfer etc., of Officers including Inspectors, Sub-Inspectors, Sub-Inspectors, Head Constables and Constables, and of Clerks.	2 years after entry in the Service Book or Service Sheet.	
96	Establishment – Papers pertaining to - (a) Invaliding, resignation and discharge (other than holding departmental enquiries). (b) Increment certificate (c) Efficiency Bars	5 years 6 years 3 years	
97	Establishment – Temporary – Entertainment of	30 years	
98	Examinations – Papers regarding	2 years	
99	Externment– Orders and correspondence regarding native place of externees (where maintained)	10 years	
100	Forms – Account of -	5 years	
101	Forwarding Order Book (R )	2 years	
102	Frentier Meetings – Papers regarding	1 year	
103	Finger Prints – Papers regarding -	1 year	
104	Foreign Service – Transfer to – Papers regarding	30 years	
105	Government Resolutions – Spare copies	5 years	
106	House rent, hutting allowance and other rents, rates and taxes – Papers regarding-	2 years	
107	Indent – Arms	10 years	
108	Indents – Ordnance stores, stationery books, forms and envelopes and peons' clothing and correspondence thereon.	5 years	
109	Indents for miscellaneous stores such as quinine, strychnine, cresol etc.	2 years	
110	Inspection notes of Inspector-General of Police, and Deputy Inspector General and other Officers.	7 years	

"B" RECORD – *contd...*

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
	II-Correspondence Branch – Contd...		
111	Inter-District Athletic Competition Papers including circulars etc. other than Sanding Orders.	2 years	
112	In-patients – Statement of -	1 year	
113	Judgments from Courts other than Sessions and letters containing strictures and comments on defective Police work.	5 years	
114	Judgments of Sessions Courts – Copies of –	30 years	
115	List of "B" Records	To be destroyed after a new list is prepared.	
116	Magistrates – Powers of Papers regarding -	1 year	
117	Military Deserters – Papers regarding	2 years	
118	Miscellaneous papers of minor importance not specially mentioned in the list	2 years	
119	Motor Vehicles – Correspondence regarding -	2 years	
120	Muster roll	2 years	
121	Notifications in the Bombay Police	1 year	

	Gazette – Correspondence regarding to –	
122	Order Book – Office	5 years
123	Permits to play music	
124	Plague – Correspondence regarding – for providing accommodation in connection with –	2 years
126	Police Training School – Papers regarding -	2 years
127	<i>Post morlem</i> Examination – Certificates and correspondence regarding	2 years
128	Proceedings – Departmental	6½ years

**Appendix XV**

**303**

“B” RECORD – *contd...*

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Period of preservation</b>	<b>Remarks</b>
	II-Correspondence Branch – Contd...		
129	Punishment – Miscellaneous Papers regarding-other than proceedings.	2 years	
130	Public Conveyance – Book of foils – Office copies of licenses.	2 years	
131	Public and Motor Conveyances - Miscellaneous papers regarding –	2 years	
132	Railway passes – Returns and correspondence regarding – (R )	2 years	
133	Railway and Steamer Warrant Book	2 years	
134	Recruit Rolls of enlisted recruits	5 years	
135	Recruit Rolls of rejected recruits	2 years	
136	Recruits – Character of – Papers regarding verification of –	5 years	To be filed with Recruit Rolis (Item 134 above)
137	Records – Papers regarding disposal of, and proposals for-	2 years	

138	Registers – Casual leave, of Police officers and clerical establishment.	1 year
139	Registers – Crime	30 years
140	Register – Dead Stock	5 years after a new register is prepared
141	Reports, correspondence regarding dead stock	5 years
142	Registers – Hand – of Policemen	3 years after a new register is prepared.
143	Registers – Inward and Outward, English and regional language.	10 years
144	Registers – Inward Diary and Despatch -	2 years
145	Register – Library	1 year after a new register is prepared.
146	Register – Motor Vehicles	2 years
147	Register – Orderly Room	5 years

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**Appendix XV**

“B” RECORD – *contd...*

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Period of preservation</b>	<b>Remarks</b>
	II-Correspondence Branch – Contd...		
148	Register of orders to contractors for supply of clothing and accoutrements.	5 years	
149	Register – Postwar	1 year after a new register is prepared.	
150	Register of Public Conveyances	5 years	
151	Register – Stationery	5 years	
152	Remarks on diaries of Assistant Superintendents of Police, Deputy Superintendents of Police and on monthly Reviews of Superintendent of Police.	5 years	

153	Returns – Periodical	2 years	
154	Rewards – Papers regarding the grant of	2 years	
155	Rewards – Honoraria and deputation allowance for special work.	5 years	
156	Service Sheets and Books of Officers and men who resigned, died or are discharged or those not otherwise disposed of -		Should be dealt with in accordance with instructions in Vol. I
157	St. John Ambulance – First Aid – Papers regarding -	2 years	
158	Summaries of Final Orders	2 years	
159	Superannuation – Annual Statement of officers attaining the age of –	2 years	
160	Stray dogs – Returns received from Sub-Inspectors	1 year	
161	Service Stamps Account	5 years	
162	Telegrams – Office copies of -	1 year	
163	Telegrams–Railway Service Book of–(R)	1 year	
164	Pass to be handed over to the restricted persons to whom leave of absence from the area has been granted, <i>vide</i> rules 12 and 13 of the Bombay Habitual Offenders Restriction Rules, 1948 (From “E”).	2 years	

**Appendix XV**

**305**

“B” RECORD – *contd...*

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
	II-Correspondence Branch – Contd...		
165	Certificate of Identity to be given to a restricted person who has been given exemptions under rule 16 of the Bombay Habitual Offenders Restriction Rules,	3 years	

1948 (Form "F").

<b>166</b>	Permanent Pass for visiting Bazar, etc., to be issued to the person in respect of whom an order of restriction of movement has been made, <i>vide</i> rule 18 of the Bombay habitual Offenders Restriction Rules, 1948, (Form "G").	3 years
<b>167</b>	Statement I (outside settlement), Statistics referring to persons restricted under the Bombay Habitual Offenders Restriction Act for the month of ..... 20 .....District (Standard form P.M. 193).	2 years
<b>168</b>	Statement II (including settlement), Statistics referring to persons restricted under the Bombay Habitual Offenders Restriction Act for the month of..... 20 ..... District ..... (Standard form P.M. 193).	2 years
<b>169</b>	Statement III (including settlement). Statement of restricted persons who are wanted under the B.H.O.R. Act for publication in Bombay Police Gazette (Standard form P.M. 194).	2 years

### **III – WIRELESS SUPERINTENDENT'S OFFICE**

#### *I-Correspondence Branch*

<b>1</b>	Aerial Masts – Erection and Repairs to	3 years
<b>2</b>	Alphabetical list of fixed Police Wireless Stations in India.	3 years
<b>3</b>	Books and Publication (Magazine) (Purchase of - )	2 years
<b>4</b>	Bills – verification and payment of the	5 years
<b>5</b>	Committee Meetings of District Superintendents of Police	25 years
<b>6</b>	Calendar Code and Miscellaneous Correspondence reg -	2 years
<b>7</b>	Conference – Correspondences and Minutes (P.R. Os. At Delhi, Radio and Cable Boards, State Police Officers).	25 years

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**(Bk) K-1-39 (Mono)**



“B” RECORD – *contd...*

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
<b>I-Correspondence Branch-contd.</b>			
8	Close-down to Wireless Station (temporary)	2 years	
9	Defect Reports	2 years	
10	Examinations – correspondence regarding (Classifications, Selections of candidates) – Final at the Training Centres.	2 years	
11	Examinations – Hindi	5 years	
12	Foreign exchange correspondence register	5 years	
13	Gradation Lists of W/L Staff	10 years	
14	Integration of Services -		
15	Absorption Orders, Pay Fixation Orders, common Gradation Lists.  Representation on-Tests-Educational and Technical.	35 years	
16	Indents – Equipment from disposals	16 years	
17	Indents – (i) Spare Parts (ii) Batteries (iii) Tools	2 years 2 years 2 years	
18	Licencees for Police Wireless Stations (New and Renewals)	2 years	
19	Monthly and Fortnightly Reports	35 years	
20	Mobiles – Movements of -	2 years	
21	Motor Vehicles – Incharge of W/L Section	2 years	
22	Miscellaneous Correspondence Reg. Use of W/L. for reporting the arrivals and departures of Government Planes.	2 years	
23	Other Miscellaneous Purchases	2 years	
24	Orders placed with firms	5 years	
25	Preparation of a guide for Police W/L Organisation	10 years	
26	Police Meets and Exhibition in other States	2 years	
27	Priorities : Misuse of -	2 years	
28	Registers of Bills passed for Payment	5 years	After inspection

29	Register of persons allotted to Bombay State (Integration of services)	35 years
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**Appendix XV**

**307**

“B” RECORD – *contd...*

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
<b>I-Correspondence Branch-contd.</b>			
30	Register of Confidential Sheets	5 years	After New Register is opened.
31	Register of order placed with Firms (including indents on Central Stores Purchasing Officers).	5 years	After Inspection
32	Refresher Courses – deputation of men to	5 years	
33	Result Sheets – Classification Examination. Final Examination at the Training Centre.	25 years	
34	Selection of candidates for training	2 years	
35	Stores and Equipment (Receipt and issue of Firms and other departments correspondence regarding -).	5 years	
36	Special W/L arrangements for		
	1) Congress Sessions	25 years	
	2) Elections	10 years	
	3) Fairs, Processions, Meetings etc.	2 years	
	4) Tours of V.I.Ps.	2 years	
37	Use and Misuse of W/L Channels	2 years	
<b>IV – M. T. SUPERINTENDENT'S OFFICE</b>			
1	Vehicle register	2 years after a new register is maintained.	

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**Appendix XV**

*Appendix XV*

**No. 3**

**“A” RECORD**

(To be preserved permanently)

OFFICE OF SUB-DIVISIONAL OFFICER

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<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Remarks</b>
1	List of “A” Records.	
2	List of “B” Records destroyed.  Register of persons restricted under the B.H.O.R. Act. (Standard From P.M.191)	

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**Appendix XV**

**309**

**No. 4**

**“B” RECORD**

**I – OFFICE OF SUB-DIVISIONAL OFFICER**

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Period of preservation</b>	<b>Remarks</b>
1.	Account – Miscellaneous papers including voucher	5 years	
2.	Annual Administration Report Papers and Statements, if any, relating to –	2 years	
3.	Bad Characters – Correspondence regarding	2 years	
4.	Bills – Contingent	5 years	
5.	Bills – Pay	6 years	
6.	Bills – Travelling Allowance	3 years	
7.	Bombay Police Gazette -		
	Part I	5 years	
	Part II except Section (g)	5 years	

}

Part III	2 years
Part A	5 years
Part D	5 years
Part B, Inspector – General of Police’s Circulars	
Part C, Special Supplement	30 years
Part II, Supplement – Proscribed Publications	
Part II (g) only	
8. Charge Reports and correspondence thereon.	1 year
9. Circulars of an unimportant nature issued by Sub-Divisional Officer	2 years
10. Confidential Reports – Weekly file or book of -	10 years
11. Crime – Miscellaneous – Papers regarding	2 years
12. Day Book	20 years
13. Despatch Book	2 years
14. Diaries – Case – Copies of – (separate file for each Police Station).	1 year
15. Diaries – Station – (separate file for each Police Station)	1 year
16. Diaries – Weekly – of subordinate Officers	1 year
17. Diary Book (Weekly) of Assistant Superintendent of Police or Deputy Superintendent of Police	30 years

“B” RECORD – *contd...*

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
18.	District or Railway Police Gazette -		
	(a) Part I, Personnel	5 years	
	(b) Part II, Standing Orders	30 years	
	(c) Part III, Miscellaneous	2 years	
19.	Establishment – Papers regarding leave, appointments, transfers, etc., of Executive and Clerical –	2 years	

20. Forms – Account of -	5 years
21. Inspection Notes	7 years
22. List of “B” Records	To be destroyed after a new list is prepared.
23. Miscellaneous papers of minor importance.	2 years
24. Muster roll of Clerks 2 years	
25. Public Conveyance and Motor Vehicles - Papers regarding –	2 years
26. Receipt Book for acknowledgment of cash.	5 years
27. Railway, Motor and Steamer Warrant Book	2 years
28. Register – Casual Leave	1 years
29. Registers – Crime	30 years
30. Register – Dead Stock	5 years
31. Register – Inward and Outwards, English and Regional Language	10 years
32. Register – Library	1 year after a new registers prepared.
33. Register or book containing entries made by Sub-Divisional Officer for Service Sheets.	2 years
34. Register – Orderly Room	2 years
35. Register – Stationery	5 years
36. Remarks on Diaries 5 years	
37. Rewards – Correspondence regarding -	2 years
38. Service Stamps – Accounts of -	5 years

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<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Period of preservation</b>	<b>Remarks</b>
39.	Standing Orders and Circulars of the Inspector-General of Police, Deputy Inspector-General of Police and other Officers with an index.	30 years	
40.	Summaries of final Orders	2 years	
41.	Voucher file for Credit entries of the Day Book	5 years	
42.	Voucher file for debit entries	5 years	
<b>II. OFFICE OF THE DEPUTY SUPERINTENDENT OF POLICE (TRAFFIC)</b>			
1.	Register of Cases referred to Regional Transport Officers for departmental action.	5 years	
2.	Register of cases withdrawn	3 years	
3.	Register of fatal motor accidents on Bombay-Poona and Bombay-Agra Road.	5 years	

## No. 5

## "A" RECORD

(To be preserved permanently)

## I. - OFFICE OF CIRCLE INSPECTOR.

Serial No.	Name of File, Register, etc.	Remarks
1.	List of "A" Records	
2.	List of "B" Records destroyed.	
3.	Papers of a permanent nature such as copies of Government Resolutions and Miscellaneous orders with an index.	
4.	Register of persons restricted under the B.H.O.R. Act. (Standard Form P.M. 191).	
II. OFFICE OF THE POLICE WIRELESS INSPECTOR/SUB-INSPECTOR.		
<i>Files.</i>		
1.	Circular, Section                      A – General -- do --    B – Engineering -- do --    C – Traffic	
2.	Government Resolutions and Orders.	
3.	Stores Circulars.	



Appendix XV

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“B” RECORD – *contd...*

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
1.	Account – Miscellaneous papers regarding	5 years	
2.	Bills – Contingent	5 years	
3.	Bills – Travelling Allowance	3 years	
4.	Bombay Police Gazette –		
	Part I	5 years	
	Part II, except Section (g)	5 years	
	Part A and D	5 years	
	Part II, Supplement, Proscribed Publications	30 years	
	Part II, Section (g) only	30 years	
	Part B – Inspectors – General of Police’s circular	30 years	
	Part C – Special Supplement	30 years	
5.	Chalans and other voucher for debit entries	5 years	
6.	Chalans and other voucher for credit entries	5 years	
7.	Confidential book or file of Weekly reports	2 years	
8.	Confidential correspondence of minor importance	2 years	
9.	Crime – Miscellaneous papers relating to -	2 years	
10.	Day Book	20 years	
11.	Despatch Book	5 years	
13.	Diaries – Case – Copies received from Sub-Inspectors	1 year	
14.	Diaries Weekly – Copies of Jamadars and Brevet Jamadars	1 year	
15.	District or Railway Police Gazette –		
	(a) Part I – Personne	1 5 years	
	(b) Part II – Standing Orders	30 years	
	(c) Part III – Miscellaneous	5 years	

16. Forwarding Order Book (R )

2 years

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(Bk) K-1-40 (Mono)

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**Appendix XV**

“B” RECORD – *contd...*

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Period of preservation</b>	<b>Remarks</b>
17.	List of “B” Records	To be destroyed after a new list is prepared.	
18.	Miscellaneous papers of minor importance	2 years	
19.	Railway, Motor and Steamer Warrant Book	2 years	
20.	Receipt Book for acknowledgement of cash	5 years	
21.	Register – Dead Stock	5 years after a new register is prepared.	
22.	Register – Inward and Outward – English and Regional Language	10 years	
23.	Register – Library	1 year after a new register is prepared.	
24.	Register – Stationery	5 years	
25.	Service Stamps Account	5 years	
26.	Telegrams – Book of Railway Service (R )	2 years	

(II) RANGE MOTOR TRANSPORT WORKSHOP

1.	Job Card Register	2 years
2.	Tare Performance Register	2 years
3.	Battery charging Register	2 years
4.	Petrol Register	3 years
5.	Driver's Defect Report Register	2 years
6.	Vehicle Washing Register	1 year
7.	Committee proceedings books	5 years
8.	Inspection book under the Factories Act	5 years after a new register is opened.
9.	Ledgers of new spare parts of the vehicles of different makes and Motor Cycles.	5 years after a New renew register is opened or after inspection.
10.	Ledgers of miscellaneous articles, ( <i>viz.</i> General Electrical Articles and Batteries; paint and wood; Upholstery and tyre, tubes; iron and Hardwares; Petrol, oil and Lubricants.	-- do --

**Appendix XV**

**315**

“B” RECORD – *contd...*

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Period of preservation</b>	<b>Remarks</b>
11.	Ledger of “B” Stock Articles	5 years after a new register is opened or after inspection	
12.	Ledger of Tools	-- do --	
13.	Ledger of equipments	-- do --	
14.	Register of Tools, equipments and Vehicles	-- do --	
15.	Register of Unserviceable Parts	-- do --	
16.	Stock Account of Spare Parts and miscellaneous Articles	-- do --	
17.	Stock Account of Sundry Articles	-- do --	
18.	Committee proceedings book	-- do --	
19.	Register of deposited articles	-- do --	

- |  |   |
|--|---|
| 20. Loan Book for daily use of Tools   | 2 years   |
| 21. Registers of Workshop Bills, purchase Bills, purchase Bills and issue Vouchers | 5 years after a new register is opened or after Inspection. |
| 22. Outward Indent Books   | -- do --  |
| 23. Internal Indent Books  | -- do --  |

**(III) OFFICE OF THE ZONAL POLICE INSPECTOR, MOTOR TRANSPORT**

- |  |   |
|--|---|
| 1. Vehicle Defect Report Book  | 3 years   |
| 2. Inspection Notes issued by Police Inspector, Motor Transport, on District Motor | -- do --  |
| 3. Tools and Equipment Register  | 5 years (To be destroyed after a new register is prepared.) |
| 4. Motor Vehicle Register of Zone  | 2 years   |

**(IV) OFFICE OF THE POLICE WIRELESS INSPECTOR/SUB-INSPECTOR**

- |   |          |
|---|----------|
| 1. Day Book – General   | 20 years |
| 2. Day Book – Permanent Advance                                     | 20 years |
| 3. Diaries – Weekly of Police Wireless Inspectors / Sub-Inspectors. | 5 years  |

*File :*  
SECTION "A"

- |  |         |
|--|---------|
| 4. General Correspondence (Separate Sections for each) | 2 years |
|--|---------|

"B" RECORD – *contd...*

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
5.	Confidential Files, Correspondence, (Separate Sections for each) Records and Daily Orders.	2 years	
6.	Special Bandobast arrangements (Separate Sections for each)	5 years	

7. Personal files (to include punishments and Rewards) (Separate Sections for each).	1 year after Retirement.
8. Diary Extracts (Separate Section for each).	1 year
9. Punishments and Rewards to Wireless Operators.	5 years
10. Inspection Notes, of Divisional and Range Stores, and offices.	7 years
11. Parades	1 years
12. Classification and other examinations	2 years
Section : A : Radio Mechanics and Electricians.	
Section : B : Head Wireless Operators and W/Os.	
Section : C : Hindi Examination.	
Section : D : Other Examinations.	
13. Mobiles	2 years
14. Selection of candidates	1 year
Section : A : Wireless Operators' Training.	
Section : B : Radio Telephone Operators.	
15. Reorganization of States	5 years
SECTION "B"	
16. Equipment Returns (B-11)	2 years
17. Battery Returns (Monthly)	1 year
18. Petrol Charger Returns (Monthly)	1 year
19. Equipment File to include Census reports and charge reports	1 year
20. Electrical Installations	1 year
21. Petrol charges	1 year
22. Storage Batteries	1 year
23. Dry Batteries	1 year

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Period of preservation</b>	<b>Remarks</b>
24.	Distilled Water, oil and petrol correspondence	1 year	
25.	Installations of wireless stations	5 years	
26.	Modification to equipment	5 years	
27.	Close Down for failure of electricity supply IF working on batteries and for want of sufficient staff.	1 year	
28.	Failure of wireless Station for want of batteries due to non-availability of Electric supply	1 year	
29.	Repairs to District and Welfare Equipment	1 year	
30.	Damage to and Breakage of equipment.2 years		
31.	Taluka Wireless Attendance reports (Separate file for each District)	2 years	
32.	Irregularity cases filling instructions as in case of C-7, 12 separate file for each case.	2 years	
33.	Installation of new Wireless Stations	5 years	
34.	General Correspondence2 years		
SECTION "C"			
35.	Issue slips or vouchers	5 years after inspections	
36.	Receipt vouchers	5 years after inspection	
37.	Stores Indent (from out-stations)	2 years	
38.	Stores Indents sent to SPW and O.C.C.S.	2 years	
39.	Local purchases	2 years	
40.	Census Reports	2 years	
41.	Repairs to equipment (Major)	5 years	
42.	Condemnation reports and stores "Written off"	5 years	
43.	Certificates regarding Maintenance and verification of stores	2 years	
44.	Defect Reports	5 years	
45.	Job Cards	5 years	
46.	General correspondence pertaining to stores	5 years	
47.	Personal Files (for staff at Divisional and Range Headquarters)	1 year after retirement	

"B" RECORD – *contd...*

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
48.	Muster Roll	2 years	
	<i>Registers :</i>		
49.	Electricity Consumption (monthly)	1 year	
50.	Alloction of P.W. numbers	2 years	
51.	Ledgers for Wireless Equipment as per Classification	10 years	
52.	Register – Dead Stock	5 years after a new register is opened.	
53.	Register – Library	1 year after a new register is prepared	
54.	Register – Stationery	5 years	
55.	Service Stamp Account	5 years	

**Appendix XV**

**319**

**No. 7**

**“A” RECORD**

(To be preserved permanently)

**OFFICE OF POLICE PROSECUTOR**

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<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Remarks</b>
1.	List of “A” Records.	
2.	List of “B” Records destroyed.	
3.	Papers of a permanent nature such as copies of Government Resolutions and miscellaneous orders with an index.	

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## No. 8

## "B" RECORD

## OFFICE OF POLICE PROSECUTOR

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
1.	Bombay Police Gazette - Parts A and D Part I Part II, except Section (g)	5 years	
	Part C, Special Supplement Part II, Supplement, Proscribed Publications. Part II (g) Crime Records Part B, Inspector-General of Police's Circulars.	30 years	
2.	Despatch Book	2 years	
3.	Diary Book	5 years	
4.	District or Railway Police Gazette - Part I, Personnel Part II, Standing orders Part III, Miscellaneous	2 years 30 years 2 years	
5.	Forwarding Order Book (R )	2 years	

6.	Inspection Notes	7 years
7.	List of "B" Records	To be destroyed after a new list is prepared.
8.	Miscellaneous papers of minor importance	2 years
9.	Railway, Motor and Steamer Warrant Book	2 years
10.	Registers of cases received for prosecution	2 years
11.	Register – Inward and Outward, English and regional language	10 years
12.	Register – Library	1 year after a new register is prepared.
13.	Service Stamps Account	5 years
14.	Telegrams – Book of Railway Service (R )	2 years

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**Appendix XV**

**321**

**No. 9**

**"A" RECORD**

(To be preserved permanently)

OFFICE OF SUB - INSPECTOR OF POLICE

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Remarks</b>
1.	List of "A" records.	
2.	List of "B" Records destroyed.	
3.	Papers of importance and orders of a permanent nature, with an index	
4.	Village Crime Note Books – Parts I to V.	

5. Personal Roll of a person restricted under the B.H.O.R. Act, 1947  
(Standard form P.M. 195)
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**(Bk) K-1-41 (Mono)**

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**Appendix XV**

**No. 10**

**“B” RECORD**

**OFFICE OF SUB-INSPECTOR OF POLICE**

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<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Period of preservation</b>	<b>Remarks</b>
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1.	Accidents – Reports regarding Railway – (R )	5 years
2.	Accounts – Miscellaneous correspondence regarding	5 years
3.	Bad Character Rolls, A and B	5 years
4.	Bills – for Contingent Charges	5 years
5.	Bills – for Miscellaneous expenditure, such as bhatta to prisoners etc.	2 years
6.	Bills – Travelling Allowance – Office copies of yadis of –	3 years
7.	Bombay Police Gazette –	
	Part I	
	Part II, Except Section (g)	5 years
	Part A and D	
	Part C, Special Supplement	
	Part B, Inspector-General of Police Circulars	30 years
	Part II, Supplement, Proscribed Publications	
	Part II, Section (g) Crime Records	
8.	Case pagers –	
	(a) of cases in which absconders have still to be arrested for offences other than murder.	30 years
	(b) of cases in which absconders have still to be arrested for murder	30 years
	(c ) of cases not sent up for trial	10 years
	(d) of all other cases disposed of	2 years
9.	Charge Reports in regional language	1 years
10.	Charge Sheets – Files of -	2 years
11.	Correspondence about the release of settlers from settlements under the Habitual Offenders Restriction Act.	2 years

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## “B” RECORD

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
12.	Crime – Miscellaneous papers including returns regarding –	2 years	
13.	Day – Book	20 years	
14.	Descriptive roll of absconding accused persons.	20 years	
15.	Descriptive roll of persons other than those accused for an offence.	10 years	
16.	Despatch Book	2 years	
17.	Diaries –		
	(i) Case diaries of detected offences against person, such as grievous-hurt, rape, etc., in which no property is involved nor any arrest is to be made.	10 years	
	(ii) Case diaries pertaining to detected murders.	15 years	
	(iii) Case diaries of all detected cases under Chapter XII and XVII, with the exception of cases of theft.	15 years	
	(iv) Case diaries of cases in which absconders have still to be arrested for offences other than murder.	30 years	
	(v) Case diaries of cases in which absconders have still to be arrested for offences for murder.	30 years	
	(vi) Case diaries of cases not sent up for trial	10 years	
	(vii) Case diaries of all other cases including cases Classed as “B” and “C”.	5 years	
18.	Diaries – Station	5 years	
19.	Diaries – Weekly – of sub-Inspectors including additional and Probationary Sub-Inspectors.	2 years	
20.	Diaries – Weekly – of Jemadars and Brevet Jemadars	2 years	
21.	District or Railway Police Gazette –		
	(a) Part I, Personnel		
	(b) Part III, Miscellaneous	5 years	
	(c) Part II, Standing Orders	30 years	
22.	Final Reports – Files of office copies	2 years	

## "B" RECORD

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
23.	First Information Report Book	20 years	
24.	Forms – Account of -	5 years	
25.	Forwarding Order Book ( R )	2 years	
26.	Inspection Notes	7 years	
27.	Leave – Casual – Record of – granted to Constabulary	1 years	
28.	Ledger showing account of each petty work constructed or repaired departmentally.	5 years	
29.	List of "B" Records	To be destroyed after a new list is prepared.	
30.	List of stolen and unrecovered property	2 years	
31.	Memorandum to Civil Surgeon – File of -	1 year	
32.	Miscellaneous orders from the Superintendent of Police	2 years	
33.	Miscellaneous papers of minor importance not mentioned in the list.	2 years	
34.	Muster Roll and Pay Abstract of Policemen.	2 years	
35.	Non-cognizable complaints – Papers regarding-	2 years	
36.	Passes to Head Constables and Constables leaving their station on duty.	1 year	
37.	Patrol Books of Head Constables and Constables.	2 years	
38.	Permit to play music	2 years	
39.	Public Conveyances – Miscellaneous papers regarding.	1 year	
40.	Quinine/Paludrine Account	1 year	
41.	Railway Duty and Emergent Passes, Books of ( R )	2 years	
42.	Railway Passes – Returns and Correspondence regarding –	2 years	
43.	Railway, Motor and Steamer Warrant Book.	2 years	

- |     |  |         |
|-----|--|---------|
| 44. | Receipt Book for acknowledgement of Cash   | 5 years |
| 45. | Receipt for property attached by Police (otherwise called search panchamac, Form P.M. 103) | 2 years |
- 

**Appendix XV**

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“B” RECORD

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
46.	Registers – Ammunition Deposit -	1 years	
47.	Registers – of cases taken up by Police under Cantonment Rules (where maintained).	2 years	
48.	Registers – of confiscated arms deposited with the Police	5 years	
49.	register of dead Stock	5 years	
50.	Registers – Inward and Outward	10 years	
51.	Register – Kit Deposit	1 year	
52.	Register – Library	1 year after a new register is prepared.	
53.	Register of Licenses of arms	2 years after a new register is prepared.	
54.	Register of Non-Cognizable Crime	2 years	
55.	Register of ornaments and wearing apparel taken from prisoners on admission to lock-ups.	2 years	
56.	Register of persons arrested within the Jurisdiction of a Police Station	10 years	
57.	Register of property passing through the hands of Police (Muddemal Register).	5 years	

58. Register of Summonses and Warrants.	1 year
59. Registers – other Subsidiary-and books not mentioned in the list (if maintained).	1 year
60. Register – Surveillance	1 year after a new register is prepared.
61. Register of warrants for the recovery of fines	1 year
62. Register of Cognizable Crime	30 years
63. Returns – Periodical – and Statement	1 year
64. Service Stamps – Accounts of	5 years
65. Stationery – Account of	5 years

## “B” RECORD

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
66.	Stock Accounts – Arms Accoutrements Clothing Ammunition	} 5 years	
67.	Strychnie Powder – Account of -	1 year	
68.	Telegrams – Railway Service Book of – (R )	2 years	
69.	Vouchers file – for credit entries of Day Book	5 years	
70.	Vouchers file – for credit entries of Day Book	5 years	
71.	Notice to be given to the Police Patel of the village in which the restricted person resides, <i>vide</i> rule 3 of the Bombay Habitual Offenders Restriction Rules, 1948 (Form “A”)	3 years	
72.	Notice to be given to the owner or occupier of land on which the restricted person resides and the agent of any such owner or occupier, <i>vide</i>	3 years	



rule 3 of the Bombay Habitual Offenders Restriction Rules, 1948 (Form "B")

- |   |          |
|---|----------|
| 73. Temporary Absence Form to be issued to a person in respect of whom an order of restriction of report has been made, <i>vide</i> rule 9 of the Bombay Habitual Offenders Restriction Rules, 1948 (Form "D"). | 2 years  |
| 74. Pass to be handed over to the restricted person to whom leave of absence from the area has been granted, <i>vide</i> rules 12 and 13 of the Bombay Habitual Offenders Restriction Rules, 1948 (Form "E").   | 2 years  |
| 75. Roll of persons liable to restriction under the B.H.O.R. Act, 1947 (Standard form P.M. 196).  | 5 years  |
| 76. A roll of restricted person absent without leave (Standard form P.M. 197).  | 10 years |
| 77. Roll – call register for the month of _____ 20____ of persons against whom an order of restriction of report has been made (Standard form P.M. 198).  | 5 years  |
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**Appendix XV**

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**No. 11**

**"A" RECORD**

(To be preserved permanently)

OFFICE OF RESERVE SUB – INSPECTOR / INSPECTOR

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<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Remarks</b>
1.	List of "A" Records.	
2.	List of "B" Records destroyed.	
3.	Papers of correspondence of a	

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permanent nature, with an index

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**Appendix XV**

**No. 12**

**“B” RECORD**

**I - OFFICE OF RESERVE SUB – INSPECTOR / INSPECTOR**

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
1.	Cloth in store – Account of -	5 years	
2.	Component parts of arms – Account	2 years	
3.	Quinine/Paludrine – Account of -	2 years	
4.	Strychnine – Account of -	2 years	
5.	Articles – Miscellaneous – Account of -	2 years	
6.	Accounts – Miscellaneous papers regarding -	2 years	
7.	Bills – Contingent	5 years	
8.	Bills for miscellaneous expenses	2 years	
9.	Bills – traveling allowance – Office copies or yadis of -	3 years	
10.	Bombay Police Gazette -		
	(a) Part I	}	5 years
	(b) Part II, except Section (g)		
	(c) Parts A and D		
	(d) Part C, Special Supplement	}	30 years
	(e) Part II Supplements, Proscribed Publication		
	(f) Part II, Section (g), Crime Records.		
	(g) Part B, Inspector – General of Police’s Circulars.		
11.	Chalan Filo (where separately maintained).	5 years	
12.	Committee Proceedings – Books of -	5 years	
13.	Day Book	20 years	
14.	Despatch Book	2 years	
14.	District or Railway Police Gazette –		
	(a) Part I – Personne	1	5 years
	(b) Part III – Miscellaneous		2 years
	(c) Part II – Standing Orders		30 years

## "B" RECORD-comtd.

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
16.	Forms – Account of -	5 years	
17.	Forwarding Order Book (R )	2 years	
18.	Guards and Escorts – Papers regarding the supply of	2 years	
19.	Inspection Notes (Including P.A.'s Audit Notes of Head Quarters Accounts)	7 years	
20.	Issue Book of fire arms	2 years after a new book in prepared.	
21.	Leave – Casual – Record of -	1 year	
22.	Leave – Papers regarding -	1 year	
23.	Ledger – showing account of each petty work constructed or repaired departmentally.	5 years	
24.	List of armourer's tools	5 years after a new list is prepared.	
25.	List of "B" Records	Do.	
26.	Memorandum to Civil Surgeon – File of-	1 year	
27.	Miscellaneous orders from the Superintendent of Police	2 years	
28.	Miscellaneous papers of minor importance not mentioned in this list.	2 years	
29.	Muster Roll	2 years	
30.	Passes to Head Constables and Constables leaving Head Quarters on duty.	1 year	
31.	Passes – Railway duty and emergent (R )	2 years	
32.	Passes – Railway – Returns and correspondence regarding – (R )	2 years	
33.	Railway, Motor and Steamer Warrant Book.	2 years	
34.	Receipt Book for acknowledgement of cash	5 years	
35.	Register – Ammunition Deposit.	2 years	

“B” RECORD-comtd.

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
36.	Register of Bank instruments	5 years after a new register is prepared.	
37.	Register of confiscated arms with the Police.	5 years	
38.	register of Dead Stock	5 years after a new register is prepared.	
39.	Register of gymnastic articles.	Do.	
40.	Register of hockey articles	Do.	
41.	Registers – Inward or Outward (English and regional language)	10 years	
42.	Register – Kit Deposit.	1 year	
43.	Register – Library	1 year after a new register is prepared.	
44.	Register of samples	Do.	
45.	Register of Training School articles	Do.	
46.	Register – other subsidiary – and books not mentioned above (if maintained).	1 year	
47.	Returns – Periodical – and Statements.	1 year	
48.	Service Stamps Account	5 years	
49.	Stationery – account of 5 years		
50.	Stock – Account – Accoutrements – A (with its receipt book)	5 years	
	Stock – Account – Accoutrements – B	3 years	

Stock – Account – Arms	30 years
Stock – Account – Ammunition	5 years
Stock – Account – Clothing – A	5 years
Stock – Account – Clothing – B	3 years
51. Stores – Correspondence regarding – such as those in Stock account and other articles.	5 years
52. Telegrams – Railway Service Book of – (R )	2 years
53. Visit Books for guards	1 year
54. Vouchers File – for Debit entries of the Day Book.	5 years
55. Vouchers File for Credit entries of the Day Book.	5 years

**Appendix XV**

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“B” RECORD-comtd.

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Period of preservation</b>	<b>Remarks</b>
<b>II – M. T. SECTION</b>			
1.	Job Card Register	2 years	
2.	Tyre performance Register	2 years	
3.	Battery charging registers	2 years	
4.	Petrol Register	3 years	
5.	Outside job register	2 years	
6.	Outside petrol verification bill register	3 years	
7.	Register regarding bills for supply of Police vehicles to other departments.	5 years	
8.	Daily log maintenance register and record sheet.	2 years	
9.	Vehicle maintenance record register	2 years	
10.	Drivers defect report book	2 years	
11.	Repair History Sheet	1 year after the vehicle is condemned	

12. Log Books	2 years (after the leg book is completely used).
13. Stock account book of spare parts	5 years after a new book is opened or after inspection.
14. Spare parts ledgers	Do.
15. "B" stock register	Do.
16. Dead Stock Register	5 years after a new register is opened.
17. Consumable article Register	5 years after a new register is opened or after inspection.
18. Order Book	Do.
19. Petrol, oil, lubricant day book	Do.

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Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
20.	Oil and lubricant register	5 years after a	
	new register is opened or after inspection		
21.	Condemned clothing register	Do.	
22.	Duty distribution register	2 years	
23.	In-Out Register	3 years	

24. Vehicle washing register

1 year

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**Appendix XV**

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**No. 13**  
**“B” RECORD**  
**OUT POST**



Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
1.	Dead Stock Register	5 years after a new register is prepared.	
2.	Despatch Book	2 years	
3.	Descriptive rolls of absconding accused – copies of –	2 years	
4.	Occurrence Book	10 years	
5.	Inspection Book	5 years	
6.	List of stolen property – Copies of -	2 years	
7.	Muster Roll	2 years	
8.	Note Book containing notes on villages	Until renewed.	
9.	Papers of importance relating to the Outpost, such as copies of Circular Orders regarding duties, general instructions, etc.	10 years	
10.	Patrol Books of Head Constables and Constables.	2 years	
11.	Quinine / Paludrine Account	1 year	
12.	Railway, Motor and Steamer Warrant Book (Where necessary)	2 years	
13.	Receipt for property attached by Police (combined forms for search panchnama and receipt)	5 years	
14.	Strychnine Account	1 years	
15.	Service Stamps Account (where maintained).	5 years	
16.	Surveillance Register – Extract from – relating to the particular Outpost.	Until renewed.	

## No. 14

## “A” RECORD

(To be preserved permanently)

POLICE WIRELESS TRAINING CENTRE, POONA.

Serial No.	Name of File, Register, etc.	Remarks
1.	<i>Circulars :</i>	
	(1) Circular Memos.	
	(2) Circulars.	
	(3) General Circulars	
	(4) I. G.'s Circulars	
	(5) T. Circulars	
	(6) E. Circulars	
	(7) S. Circulars	
	(8) Government Resolutions.	
2.	<i>List of “A” and “B” Records</i>	
3.	<i>Building Register.</i>	
4.	<i>Mess Rules</i>	
5.	<i>Questions :</i>	
	(1) P. Cs. Recruitment	
	(2) R. Ms. Elect. Recruitment.	
	(3) Procedure.	
	(4) Theory.	
	(5) Classification of W. Os. Procedure.	
	(6) Classification of W. Os. Theory.	
	(7) Classification of R. Ms.	
	(8) Classification of Electricians.	
	(9) Home Guards.	
6.	<i>Syllabus :</i>	
	(1) Home Guards.	
	(2) R. T.	
	(3) P. Cs. Full Course.	
	(4) P. Cs. Short Cours	

## No. 15

## "B" RECORD

## POLICE WIRELESS TRAINING CENTRE, POONA

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
<b>Engineer Stores</b>			
1.	Inward Stores	10 years	
2.	Outward Stores	10 years	
3.	Ledgers, A, B, C, D, E, F, G, HA, HB, HD, HE, J, K, L1, L2, M, N, P, Q, R	10 years	
4.	Inward Issue	10 years	
5.	Outward Issue	10 years	
6.	Temporary Issue	10 years.	
7.	Defect Reports	5 years	
8.	Job Cards	5 years	
9.	General Correspondence	2 years	
<i>General</i>			
1.	Extra curricular activities	2 years	
2.	General Correspondence	2 years	
3.	Condemnation of articles	5 years	
4.	Stores	2 years	
5.	Wireless License	2 years	
6.	Syllabus	2 years	
7.	Wiring morse Room	2 years	
8.	Monthly Examination T. C. correspondence	2 years	

*Ledgers*

Ledgers, A, B, C, D, E, F, G, HA, HB, HD, HE, 10 years after  
J, K, L1, L2, M, N, P, Q, R. inspection.

*Mess*

- |                           |         |
|---------------------------|---------|
| 1. Complaints             | 2 years |
| 2. Inspection             | 7 years |
| 3. Purchase Book          | 5 years |
| 4. General correspondence | 2 years |
| 5. Stock Book             | 5 years |
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**Appendix XV**

“B” RECORD-(contd.)

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Period of preservation</b>	<b>Remarks</b>
<b>Mess-contd.</b>			
6.	Issue Book	5 years	
7.	Recoveries	5 years	
8.	Tenders	5 years	
9.	Profit and Loss	5 years	
10.	Sale proceeds	5 years	
11.	Committee Book	5 years	
12.	Muster Roll	2 years	
13.	Manor House correspondence	2 years	
<i>Periodicals</i>			
1.	Parade	1 year	
2.	Stores verification	5 years	
<i>Registers</i>			
1.	Petrol, Oil, Distilled Water	2 years	
2.	Electric Bulbs	2 years	
3.	Stores – Ledgers according to classification	10 years	

4.	Purchase Book		5 years after new book is opened and inspected.
5.	Stock Book		do
6.	Issue Book		do
7.	Recoveries		do
8.	Profit and Loss		do
9.	Committee Bookdo		
10.	Inward Stores		do
11.	Outward Stores		do
12.	Receipt Book of Permanent Advance		do
	<i>Results</i>		
1.	Monthly T.C.		5 years
2.	Final T. C.	5	years

**Appendix XV**

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“B” RECORD-(contd.)

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
<b>Results-contd.</b>			
3.	Classification of W.Os.	5 years	
4.	Classification of R. Ms.	5 years	
5.	Home Guards	5 years	
6.	Register – Dead Stock	5 years after a new register is prepared.	
7.	Register – Library	1 year after a new register is prepared.	

8.	Register – Inward and Outward	10 years
9.	Register – Stationery	5 years
	<i>Syllabus</i>	
1.	Classification W.Os.	5 years
2.	Classification R. Ms.	5 years
3.	Classification Electricians	5 years
4.	Staff – S. R. G.	2 years
5.	Service Stamp Account	5 years
	<i>Trainees</i>	
1.	Time-tables	2 years
2.	Notices	2 years
3.	Deputation	2 years
4.	Refresher Course	2 years
5.	Progress Sheets	5 years
	6.Misc. Applications	2 years

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**(Bk) K-1-43 (Mono)**

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**Appendix XV**

**No. 16**

**“B” RECORD**

**POLICE WIRELESS WORK-SHOP, POONA**

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Period of preservation</b>	<b>Remarks</b>
1.	Equipment received for reconditioning	5 years	
2.	Issue of reconditioned equipments	5 years after inspection	

3.	Installation of Wireless Stations	10 years
4.	Issue of Stores for Portuguese borders	5 years
5.	Local purchases	5 years
6.	Modifications and designing	10 years
7.	Miscellaneous matters	2 years
8.	<i>Register of -</i>	
	(i) Equipment Inward	5 years
	(ii) Equipment Outward	5 years
9.	Equipment Ledgers according to Classification	5 years
10.	Petrol account	1 year
11.	Daily output	5 years
12.	Issue of reconditioned equipments	5 years
13.	Equipment received for reconditioning	5 years
14.	Transformers and chokes received for rewinding	5 years
15.	Register – Dead Stock Articles	5 years after a new register is prepared.
16.	Register – Stationery	5 years
17.	Register – Inward and Outward	10 years
	Service Staff-Account	5 years
	Staff matters	2 years
18.	Stores Issue Voucher File	5 years
19.	Stores receipt Voucher File	...
20.	Stores receipted copies of vouchers	5 years
21.	Stores indent file	2 years
22.	Transformers and chokes received for rewinding	5 years

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(To be preserved permanently)

POLICE WIRELESS CENTRAL STORES, POONA

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<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Remarks</b>
1.	File - G. Rs. And Circulars	
2.	File - Stores Procedure (Circulars).	
3.	File - Circulars, Engineering and Traffic.	

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## No. 18

## "B" RECORD

## POLICE WIRELESS WORK-SHOP, POONA

Serial No.	Name of File, Register, etc.	Period of preservation	Remarks
<i>Files</i>			
1.	Inward Correspondence	2 years	
2.	Outward Correspondence	2 years	
3.	Classification and other Examinations	2 years	
4.	Stores Correspondence	2 years	
5.	Divisional Correspondence	2 years	
6.	Central Stores Indent	5 years	
7.	Inspection Reports	7 years	
8.	Census Reports and P. W. Nos.	3 years	
9.	Staff Records	2 years	
10.	Monthly returns and Reports	2 years	
11.	Miscellaneous	2 years	
12.	Confidential	2 years	
13.	Stores receipt Voucher	10 years	
14.	Office copies of Issue Vouchers	10 years	
15.	Receipted copies of Issue Vouchers	10 years	
<i>Registers</i>			
16.	Committee Proceedings	5 years after Inspection.	
17.	P. W. Nos. and Movements of Equipment	5 years	
18.	Index of Stock Nos.	5 years	
19.	Stores Inward	5 years	
20.	Stores Outward	5 years	
21.	Storage Batteries	5 years	
22.	Bin Cards	5 years	

23. Register – Dead Stock	5 years after a new register is prepared.
24. Register – Stationery	5 years
25. Registers – Inward and Outward	10 years
26. Service Stamp Account	5 years

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**Appendix XV**

**341**

**No. 19**

**“A” RECORD**

(To be preserved permanently)

( WIRELESS STATIONS )

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Remarks</b>
1.	File – Circulars	
2.	List of Mobile equipment	
3.	Register – Wireless equipment	

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**Appendix XV**

**No. 20**

**“B” RECORD**

**WIRELESS STATIONS**

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Period of preservation</b>	<b>Remarks</b>
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**FILES**

*Wireless Equipment :*

- |     |   |         |  |
|-----|---|---------|--|
| 1.  | Storage Batteries (WE-5, 6, 11)           | 2 years |  |
| 2.  | Working Set (WE-1,2,3,4,11)               | 2 years |  |
| 3.  | Standby Set (WE-1,2,3,4,11)               | 2 years |  |
| 4.  | Mains Battery Charger (WE-7,11,12)        | 2 years |  |
| 5.  | Petrol Engine Charger (WE-8,9,11)         | 2 years |  |
| 6.  | Petrol Consumption Record                 | 1 year  |  |
| 7.  | Distilled Water Record                    | 1 year  |  |
| 8.  | Lubricating Oil Record                    | 1 year  |  |
| 9.  | Electric Monthly Consumption              | 1 year  |  |
| 10. | Weekly use of Wireless Equipment (WE-1 0) | 2 years |  |

11. Stores issue Slips	5 years after Inspection
12. Stores Receipt Vouchers	5 years
<i>Stamp :</i>	
13. Weekly Duty Chart	2 years
14. Staff Record	2 years
15. HWO's Confidential File	2 years
16. Worksheets of Wireless Operators received from C.C.O.	1 year after retirement of the incumbent.
17. Pay Register	5 years
<i>Correspondence :</i>	
18. Inspection Reports	7 years
19. Dead stock Register	2 years after a new Register is prepared.
20. Supply of Furniture, Stationery, etc.	2 years

**Appendix XV**

**343**

“B” RECORD-contd.

<b>Serial No.</b>	<b>Name of File, Register, etc.</b>	<b>Period of preservation</b>	<b>Remarks</b>
<b>Correspondence-contd.</b>			
21.	General correspondence	2 years	
	<i>Mobiles</i>		
22.	Use of Mobile	2 years	
	<i>Registers</i>		
23.	Inward message register (WT 6).	5 years	
24.	Office copies of the incoming messages (WT 3 and 4).	2 years	

25. Outward message register (WT 7).	5 years
26. Office copies of the out messages (WT 1).	2 years
27. Despatch Book (Message)	2 years
28. Delay File (WT 9)	1 year
29. Station Log Book (WT 5)	5 years
30. Monthly Traffic Return (WT 8)	2 years
31. Misuse of Wireless	2 years
32. Irregularities of the net	2 years
33. Copies of intercepted message (interference on channel)	2 years
34. Copies of referee messages received at Station	2 years
35. Misuse of priority	2 years
36. Non-Police Messages	2 years

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**No. 21 (Greater Bombay)**

(I) Destruction of Divisional Superintendent's Office Records

Note : Period should commence after last entry in book, register, file, etc., etc.

Sr. No.	Description and how long to Preserve	Sr. No.	Description and how long to Preserve
<b>Permanent</b>		<b>2 Years – Contd.</b>	
1.	Standing Order Book.	3	Counter foils of Music passes (after aduti)
2.	Dead Stock Register.	4	Register of Arrest and Distress Warrants (after audit)
3.	Register of Books.	5	Challan Receipts (after audit)
<b>10 Years</b>		6	Permanent Advance Account (after audit)
1.	Confidential Circular Files.	7	Day Books (after audit)
2.	Circular Files.	8	Menials' Pay Bills (after audit)
3.	Inward Registers.	9	Files re undisbursed pay (after audit)
4.	Outward Registers.	10	Applications for Free Music Passes
<b>5 Years</b>		11	Applications for Paid Music Passes
1.	Bombay Police Gazette.	12	Counterfoils of Procession passes
2.	Inter-Divisional postings and transfers of men.	13	Counterfoils of Long Leave certificates
3.	Licence Registers (after completion of register).	14	Duplicates of Morning reports
4.	Police arrangements at Hindu and Muslim festivals.	15.	Despatch Books.
<b>3 Years.</b>		16.	Indents (half-yearly).
1.	Divisional Order Book.	17.	Annual Reports.
2.	Copies of F.I. Reports in I.P.C. Cases.	18.	Correspondence re Typewriters.
3.	Warning and punishment files.	19.	Office copies of correspondence with Chemical Analyzer.
4.	Office copies of letters sent up-country.	20.	Office copies of rewards of Informats.
5.	Bad character files.	21.	Miscellaneous Confidential files.
6.	Minutes of Inspectors' meetings.	22.	Miscellaneous General files.
7.	Counterfoils of Miscellaneous Receipt Books.	23.	Office copies of Quarterly Returns.
8.	Application files. (Lighting, Bhajans, etc.)	24.	Office copies of Half Retruns.
9.	Police Notices (see Standing Order No. 62).	<b>1 Year</b>	
<b>2 Years</b>		1.	Night Round reports.
1	Receipt Books (after audit)	2.	Counterfoils of road permits for unwieldy articles.
2	Challan Books (after audit)		

## Destruction of Divisional Superintendent's Office Records.contd.

Sr. No.	Description and how long to Preserve	Sr. No.	Description and how long to Preserve
<b>1 Year – Contd.</b>		<b>1 Year – Contd.</b>	
3.	Memos requesting permission to prosecute drivers, tea-shop owners, etc.	17.	Counterfoils of passes for Mang-Garudis
4.	Complaints re N.C. Cases.	18.	Office copies of correspondence with the Executive Engineer W.D.
5.	Long Leave applications.	19.	Office copies of Mill Strike reports.
6.	Short Leave applications	20.	Secret Service account (after audit)
7.	Complaints from Municipality	22.	Applications for licence.
8.	Superintendent's Pay Bills.	23.	Office copies of reminders to outstanding letters sent to Sections
9.	Receipts from B.C.P. Bank	24.	Counterfoils of the Charge Report Book.
10.	Reports called for in Police Notices	25.	Address Book of office xxx leave.
11.	Office copies of Weekly Returns	26.	Police Notices (See C. P's. Standing Order No. )
12.	Office copies of Monthly Returns	27.	B.C.P. Crime Survey
13.	Clothing files		
14.	Gambling files		
15.	Summonses on P.Cs. from the S.C. Court		
16.	Counterfoils of C. Leave certificates		

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**Appendix XV**

(II) DESTRUCTION OF POLICE STATION RECORDS.

NOTE – Period should commence after last entry in book, register, file, etc., etc.



<b>Sr. No.</b>	<b>Description and how long to Preserve</b>	<b>Sr. No.</b>	<b>Description and how long to Preserve</b>
	<b><i>Permanent</i></b>		<i>10 Years – contd.</i>
1.	M. O. Register.	5.	Inward Register.
2.	Standing Order Book.	6.	Outdoor Register.
3.	List of Law Books supplied to Station		<b><i>5 Years</i></b>
4.	Register of electrical fittings.	1.	I.P.C. Cases which have been classified “False” which have been compounded or withdrawn and cases in which investigation has been refused.
5.	Dead Stock Register.	2.	Station Diaries.
6.	“Inward Records” Register.	3.	Lock –up Register.
7.	Wooden Moveable Chowky Register.		<b><i>3 Years</i></b>
8.	Hired Quarters Register.	1.	L. A. Crime Register.
9.	Sectional Standing Order Book.	2.	Annual Report file.
	<b><i>30 Years</i></b>	3.	Inspector’s Order Book.
1.	Crime Register.	4.	N. C. Registers.
	<b><i>20 Years</i></b>	5.	Diaries of I obationary Sub-Inspectors who are not confirmed after 18 months.
1.	Detected I.P.C. Case tried by the High Court, and Undetected I.P.C. Cases triable by the High Court in which proceedings under section 512 have been recorded.	6.	Local Act cases other than those mentioned under the heading “10 years”.
2.	Combined register of bad characters under surveillance and those ordered to report residence to Police stations under section 565, Criminal Procedure Code.	7.	Cycles Lost or Stolen Register.
3.	Known Mavali Register.	8.	Transit Registers.
4.	“Precis of destroyed records” file.	9.	Externee Registers.
	<b><i>10 Years</i></b>	10.	Account of Receipt Books registers.
1.	Confidential Circular Files.	11.	Register of Children sent to the Home.
2.	Circular Files.	12.	Movements of Case-papers Register.
3.	I.P.C. Cases other than those mentioned under the headings “20 years” and “5 years”.	13.	Miscellaneous Receipt Book counter foils.
4.	L.A. Cases under Section 19 (f) of the Arms Act; and under Section 19(a) (c) or (d) of the Arms Act and cases under the Explosives Act or Explosive Substance Act when such offences have been committed either by political offenders or to achieve a political object.	14.	Application files (Lighting, Bhajans etc.)
		15.	Inquest papers, Traffic accident statements, etc.
		16.	Police Notice (See C.P.’s Standing Order No. 62).
		17.	Safe Deposit Register.

## (II) DESTRUCTION OF POLICE STATION RECORDS.-contd.

Sr. No.	Description and how long to Preserve	Sr. No.	Description and how long to Preserve
	<i>2 Years</i>		<i>2 Year – Contd.</i>
1.	Bail Deposit Register (after audit).	30.	Pump Registers.
2.	Cash Deposit Receipt Books (after audit).	31.	Telephone Message Book.
3.	Counterfoils of Bail Bonds.	32.	Property sent to Customs Register.
4.	Counterfoils of Railway Warrants (after audit).	33.	Register under Standing Order No.6.
5.	Miscellaneous Cash Book (After audit).	34.	Court Work Register.
6.	Rejected <i>Beggar</i> Externc Files.	35.	Miscellaneous Confidential files.
7.	Register of Bhatta to prisoners.	36.	Miscellaneous General Files.
8.	Counterfoils of Final Reports.	37.	Summary Clerks Register.
9.	Section 85-4-02 Register.	38.	Diaries of Probationary Sub-Inspectors who are confirmed after 18 months.
10.	Permanent Advance Book.	39.	Office copies of Quarterly Returns.
11.	Voucher Book.	40.	Office copies of half-yearly returns.
12.	Challan Book.	41.	Index Book.
13.	Register of Arrest and Distress Warrants.	42.	Register of receipts and issues of stationery and forms.
14.	Register of Traffic Accidents.	43.	Juvenile Court duty Register.
15.	Mudamal Register (If no pending items.)		<i>1 Year</i>
16.	Register of 112, 114 and 128 cases.	1.	Inspectors' Leave Book.
17.	Muster Roll of Constabulary.	2.	Untraced slips from the F.P.B. (excluding those filed in case papers, etc.).
18.	Register of F.P. Sent for record and Search.	3.	Marathi Lock-up Register.
19.	Despite Books.	4.	Marathi Station diaries.
20.	Flying Squad dairies.	5.	Marathi Hospital Diaries.
21.	Copies of Menials' pay Bills.	6.	Marathi Leave book.
22.	Pay sheets.	7.	Marathi address book of P.Cs. on leave.
23.	Inspectors' Pay Bills.	8.	Address book of officers on leave.
24.	Indents for stationery.	9.	Line Roll-Call books.
25.	Applications re N.C. Cases.	10.	Meeting Diaries.
26.	Counterfoils of Lock-up chit books.	11.	Counterfoils of Charge Report book.
27.	Counterfoils of Lock up chit books.	12.	Office copies of Monthly Returns.
28.	Pocket diaries issued to officers and men.	13.	Office copies of Weekly Returns.
29.	Expenditure re Road side Deaths Register.	14.	Police Notice ( <i>see</i> S.O. 62).
		15.	B.C.P. Crime Survey.

*Note* : When destroying case-papers it should be noted that all native-place verification correspondence should be sent to the P.C.B. for record, and *NOT* destroyed with the papers.

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## APPENDIX XVI

(Rule No. 284)

### ANNUAL POLICE ADMINISTRATION REPORT

#### *Instructions For Preparing Statements A to G of the Annual Police Administration Report*

##### STATEMENT 'A' – PART I

1. This statement includes figures of both Police cases and direct or Magistrates' cases.  
Columns 4 to 14 relate only to cases taken up by the police without the intervention of a Magistrate. Cases referred by Magistrates to the police for investigation are not to be shown in these columns.  
Columns 15 and 16 relate only to cases taken up by Magistrates direct or found to be true, whether referred to the police for investigation or not.
2. Column 4 (b) should also include cases on which the Magistrate's final orders were passed during any previous year but which were again brought on the register during the year under report.
3. In column 5 will be entered all cases taken up by the police on complaint or information or *suo motu*.
4. Cases in which, after refusal by the police, investigation was ordered by the Magistrate, come under the category of cases remaining for investigation and should be excluded from column 6 but should be shown in the remarks columns. Cases in which the Police refused to investigate but in which the Magistrate's final order on the report had not been received by the end of the year should be included in the figures given in column 10.
5. Cases ending by the death, lunacy or escape of the accused, cases transferred, cases in which extradition was refused and cases in which proceedings were stopped should be shown in the 'Remarks column' against their respective serial numbers and excluded from column 10, provided final orders have been received from the Magistrate.
6. In column No. 7, the cases remaining for investigation will have to be shown *i.e.* column 4 (1) + 5–6.
7. Column 8 is intended only for cases classed by Magistrate as 'B' '!' maliciously false.
8. Column 9 is intended only for cases classed as 'C', *i.e.*, 'not true' but not maliciously false, and for cases classed as 'non-cognizable.' Cases which are considered by Magistrates as doubtful and which they do not classify as cases withdrawn should be included in column 9 or column 12 according to the classification made by the Magistrate and a note should be made in the 'Remarks column' showing how many of each class there are. Cases included in this column should be excluded from columns 11 to 13 as such cases are not sent to court.
9. Column 10 (a) will include both cases actually under investigation and cases in which investigation has been refused or concluded, but on which final orders were not received during the year under report.
10. Column 12 (a) will include cases ended in discharge or acquittal or withdrawn, and column 12 (b) will show cases compounded.
11. Column 13 will include only cases classed 'A' by the Magistrate.
12. Column 14 – The figures in this column should be equal to columns 6 + 11 + 12 (a) + 12 (b) + 13..
13. Columns 15 and 16 – The figures for these columns will be compiled and supplied by the District Magistrate / Sessions Judge. Cases referred by Magistrates to police for investigation will, if found true, be entered in column 15 and if they result in conviction, in column 16 also. Magistrates' cases which are declared by the Magistrates to be untrue will not appear in the statement at all.

14. Cases of previous years retaken for investigation should be accounted for in an explanatory memo to be attached to the statement and column 4 of the current year's statement.
15. Arithmetical tests :
  1. Columns 4 (a) and 4 (b) = Columns 10 (a) and 10 (b) respectively of previous year plus cases formerly disposed of, but again brought on the Register.

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### STATEMENT 'A' – PART I-(Contd.)

2. Columns 10 (a) + 10 (b) = [4 (a) + 4 (b) + 5 [minus [6 + 8 + 9 + 11 + 12 (a) + 12 (b) + 13]
3. Columns 4 (a) + 4 (b) + 5 = Columns (6 + 8 + 9 + 10 (a) + 10 (b) + 11 + 12 (a) + 12 (b) + 13 + 18 (a) + 18 (b)
16. This statement does not provide for 'security' cases. All action taken under Chapter VIII of the Criminal Procedure Code should be stated in the body of the report by the District Superintendent of Police. The District Magistrate in furnishing figures for columns 15 and 16 should state separately how many cases under Chapter VIII have been taken up by Magistrates independently of the police and these be noted by the District Superintendent of Police in his report, but he need not distinguish them from police cases.
17. At the bottom of this statement, the number of cases in which fire arms were used or suspected to have been used should be mentioned in a small note.

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### STATEMENT 'AA' – PART I

The instructions given under statement 'A', Part I, relatın to various columns should be carefully followed in respect of this statement also.

It should be noted that cases under the Motor Vehicles Acts are not to be included in the statistics included in this statement, not should these cases figure anywhere in the body of the report.

With respect to S. Nos. 2 (a) to 2 (f) under Class VI-offences under Special and Local Laws declared to be organizable, it would be sufficient if the total numbers of cases under these sub-heads are furnished without going into the details of Sections under each Act.

An explanatory memo, should invariably be attached to reconcile the different in columns 10 (a) and 10 (b) of the previous year's statement and columns 4 (a) and 4 (b) respectively of the current year's statement.

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### STATEMENT 'A' – PART II

1. Columns 4 to 12 relate to persons concerned in police cases only and columns 13 to 15 telephone to persons concerned only in cases taken up direct by Magistrates.
2. Columns 4 (a) and 4 (b) – The figures in these columns should agree with those in Columns 12 (a) and 12 (b) of the previous year's report
3. Columns 5 – In this columns will be shown under one total :-
  - (a) persons arrested by the Police *suo moto*
  - (b) persons arrested by the police under from a Magistrate.
  - (c) persons arrested by the Village police.

- (d) persons arrested by private persons and re-arrested by the police.
- (e) Persons surrendering or appearing under orders of a Magistrate.

All these persons arrested during the year including those concerned in cases of previous years retaken for investigation should be shown in columns.

4. Columns 8 – Any persons dealt with in previous years under section 466, Criminal Procedure Code and bought up again for trial during the year under report should be shown in this column, a note being made in the "Remarks column." The figures in this column should tally with the sum total of those in column 9 plus 10 (a) plus 10 (b). They should also tally with the figures in columns [4 (a) + 4 (b) + 5] minus [6 + 7 + 12 (a) + 12 (b) + 16 + (a) + 16 (b)].
5. Column 10 (a) – It related to the number of persons acquitted or discharged. In this column persons who have been tendered pardon, persons concerned in cases withdrawn, persons acquitted on the ground of insanity at the time the offence was committed should also be included. Persons against whom the charges are quashed on account of death will not be included in this column as the same has to be shown in column 16 (a)
6. Column 11 – In this column will be shown the number of persons known or reasonably suspected to have committed offences which have been reported and whose arrest could not be effected before the close of the year. The figures in this column are independent of those in any other column.

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### STATEMENT 'A' – PART II-(Contd.)

7. Columns 12 (a) and 12 (b) should be as under :-
  - 12 (a) :- Number of persons in custody pending investigation or on bail during the stage of investigation at the end of the year.
  - 12(b) :- Number of persons in custody pending trial or on bail during the stage of trial at the end of the year.

Persons in the custody of the Magistrate as well as those in the custody of the police and also persons enlarged on bail by the police and Magistrate should be shown in this column, if their cases have not been disposed of before the end of the year. The figures in these columns should tally with the figures to be furnished in columns 4 (a) and 4 (b) of the subsequent year.
8. *Columns 13 to 15 : - The figures in these columns will be compiled and furnished by the Sessions Judge/District Magistrate.*
9. Column 13 : - Only persons arrested during the year under report should be shown but all persons whose attendance was secured, whether by warrant, summons or arrest by the Magistrate's order in his own presence, should be included.
10. Columns 14 and 15 : - In these columns should be shown all persons convicted, acquitted or discharged in Magistrates' cases during the year, whether arrested during the year or during the previous year.
11. Persons who, before or during trial, died, escaped or were dealt with under section 466 Criminal Procedure Code whose cases were transferred for trial to other districts, those whose extradition was refused or who were arrested in cases subsequently declared non-cognizable should be shown in the "Remarks column" against the respective serial numbers.
12. Columns 4 (a) + 4 (b) + 5 give the total number of persons for disposal in Police Cases during the year and the figure entered should be equal to the total of the figures in columns 6, 7, 8, 12 (a) and 12 (b) plus the number of persons whose cases ended by death or escape or who were dealt with under section 466 Criminal Procedure Code, and whose cases were transferred for trial to other districts.
13. With reference to persons not arrested because absconded (to be accounted for in statements A and AA – Part II) in a big riot or similar cases, in which the absconders run away before the Police come up, the Superintendent of Police should decide on the evidence before him how many persons were engaged in the offence and he should fill in his statements accordingly.
14. Persons concerned in action taken under chapter VIII, Criminal Procedure Code should be shown in the body of the report as explained in the instructions under part I and not included in this statement.

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STATEMENT 'AA' – PART II

1. The persons concerned in cases coming under the local and special laws should be shown together in one line and not for each Act separately.
2. The instructions given in Statement "A" Part II, relating to various columns should be carefully followed in respect of this statement also.

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STATEMENT 'B' – PART I

1. This form is for Magistrates only.
2. Column 4 : - Cases referred to by Magistrates for police investigation under section 155 Criminal Procedure Code which are pending and cases under trial at the end of the year should be shown in this column. The figure in this column should agree with that in column 11 of the previous year's statement, any difference as far instance, an excess on account of cases ones struck off and again brought on the file, being explained.
3. The figure in column 6 should agree with those in columns 4 and 5 as well as the sum total of figures in columns 7 to 11. Any difference should be explained.
4. Columns 9 and 10 : - All cases commenced as non-cognizable should be shown in these columns, whether the offence which the Magistrate finally considered to have occurred was cognizable or non-cognizable. Those in which the Magistrate held that a cognizable offence had been committed, whether resulting in conviction or not should be shown again column 13.
5. Column 13 : - Cases entered in this column should be included in the figures given in Statements 'A' and 'AA' – Part I.
6. Figures for cases under laws other than the Indian Penal Code should be consolidated and entered in one line at the bottom of the form.

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STATEMENT 'B' – PART II

1. Column 4 : - The figure in this column should be equal to the total of the figures and columns 7 and 13 of the previous year's statement.
2. Columns 5 and 6 : - These relate only to the year under report.
3. Column 8 : - The figure in this column should be equal to the total of the figures in columns 4, 5 and 6 minus the figures in column 7, and also to the total of the figures in columns 9, 10, 11, 13 and 14 (a).
4. Column 9 : - The figures shown in this column should not be repeated in column 14 (a) of the statement.
5. Column 14 (b) : - The figures given in this column should also be shown by the Police under column 14 (number convicted in Magistrate cases) of statements A and AA, Part II, and also added to the figure in Column 13 of that statement.

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STATEMENT 'C'

1. The figures in this statement are for the year under report only.  
The figures relating to cases and property shown in the columns of statement 'C' should be exclusive of those relating to pending cases and the property involved therein, both at the beginning and at the close of the year of report.  
Information should invariably be given at the end of this statement on the only items that appear at the foot of the statement accompanying the printed Report of the State, the items being arranged in the same order.
2. Recoveries made during the year of property stolen in previous years and recoveries made in a district of property stolen outside the district should be shown at the foot of the statement.

In addition to these two sets of figures relating to recoveries, the following information should be given at the foot of the statement, not in the columns of the statement.

- (a) Value of property stolen in..... (here state the year of report) in..... (here give the number) cases out of the number pending at the beginning of the year is Rs.....
  - (b) Value of property reported as stolen in..... (here fill in the year for which the Annual Administration Report is submitted) in..... (here fill in the number, cases out of the total number pending at the close of the year is Rs.....
  - (c) Value of property recovered in..... (here fill in the year for which the Annual Administration Report is submitted) in..... (here give the number) cases out of the total number pending at the close of the year is Rs.....
3. Column 2 :- The figures entered in this column will be the total of the number of true cases (which include cases refused under section 157 (1) (b) of the Criminal Procedure Code, except those of alleged theft of properties in which investigation has been refused by the Police on the ground that the matter in dispute should be decided by a Civil Court reported to the Police during the year and of cases referred by Magistrates to the Police and ending in conviction or classed as "not brought to trial."
- The words "true cases reported to the police during the year "should be understood for the purpose of this instruction to mean "true Police cases disposed of during the year of report out of the total number reported to the Police in that year."
4. Column 3 :- In this column will be shown all cases in which property was recovered by the Police, whether Police cases or Magistrates' direct cases.
5. Columns 5 and 6 :- These will show the value of the property stolen and recovered in all cases entered in columns 2 and 3.
6. The figures for the columns 2, 3, 5, and 6 will be compiled by the District Superintendent of Police from his own registers.
7. Column 7 :- In furnishing figures in this column the percentage should be worked out from the total of property lost and recovered and not with reference to percentage worked out under each head and then striking the average.
8. The figures for direct Magistrate's cognizable cases in which property was stolen and recovered with or without the intervention of the police will be supplied by the Sessions Judge/District Magistrate. Property recovered with the intervention of the police will be included in the body of the return, and that recovered without such intervention will be excluded and shown in a foot-note.

STATEMENT 'C' - Contd.

9. The figures for non-cognizable cases will also be supplied by the Sessions Judge/District Magistrate and will be included in the body of the return under head 'B'.
10. "Theft (b)" i.e. in conjunction with receiving of stolen property :- Against this heading only columns 3 and 6 should be filled in. The figures should be only for cases of receiving or being in possession of stolen property. Cases registered by the police as "thefts" and disposed of by the Magistrate as "receiving or being in possession of stolen property" should be entered in column 2 and the property stolen in such cases in column 5 against thefts "(a) or (c)", the details of recovery in such cases being only shown in columns 3 and 6 against thefts "(b)".
11. The details as to stolen "property" should be confined to stolen property, as defined in section 410 of the Indian Penal Code. If ever it is necessary to include anything else (in the cases of property passed by cheating there is no such necessity), all such additions should be clearly explained on the face of the return.
12. When bonds or valuable securities are reported as stolen, no cash value need be shown. When the owner recovers his property by obtaining copies of such bonds or valuable securities a remark to this effect should be made in the text of the report.

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STATEMENT 'CC'

In this statement, thefts as also aggravated forms of thefts such as robberies and decoities and also house breakings should be classified according to the nature of properties involved, as indicated in serial numbers 1 to 6.

Note :- This statement refers to true cases in which property was stolen and recovered during the year under report only.

STATEMENT 'D'

1. The "sanctioned strength" in this return must include the entire force, (all constabulary force), the cost of which is borne from the State revenues. Any temporary or additional police force sanctioned should be shown separately below the permanent strength of each serial number.
2. Column 17 :- The cost of the Police Superintendent's clerical establishment (exclusive of the Reader who will appear in column 7) should be shown as a foot note to column 17, thus :-

Cost (not included in Column 17) of the Superintendent's scripitory staff of purely ministerial officers :-  
Rs.....

3. Column 18 :- Payments made by opium farmers should be entered in this column.
4. Column 19 :- The total cost to be shown in this column should include every kind of expenditure, e.g., salaries, travelling and other allowances and contingencies except the cost of the Superintendent's scripitory staff of purely ministerial officers (*veid* instruction 2 above), which is to be shown as a foot note to column 17).

The totals for the previous year should be given at the foot below the "grand total" in this column.

5. Columns 20 to 22 :- In returns for Railway police with reference to column 20, the total mileage of the line under the jurisdiction of the Superintendent should be shown and column 21 should be left blank. The figures for these columns should be taken from the latest census report of the State concerned and the percentage for columns 25 and 26 should be worked out on the basis of those figures.

Column 22 applies only to towns with more than 5,000 inhabitants.

The ratios for columns No. 25 and 26 should be worked out on the basis of the total strength shown in column 16. For Railways, in column 25 the ratio shown should be the proportion of police to mileage, column 26 remaining blank.

6. The figures in column 27 will be equal to the total of the figures in column 7 of statements A and AA, Part I, minus cases shown in column 10 (a) of both the statements.
7. The proportion in column 28 should be calculated by dividing the figure in column 27 by the figures in column 16.

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STATEMENT 'E'

1. Column 3 should agree with the total of columns 6, 7, 8 and 9 of statement "D" and column 4 with that of columns 10 to 13 of statement D. The total of columns 3 and of VII and VIII against heads II and III of the Armament statement as it stands of the 31st December of the year to which statement E relates.

In furnishing figures for columns 3 and 4, the permanent sanctioned strength and the temporary sanctioned strength should be shown separately, one below the other.

2. Columns 5 and 6 should show the actual number on December 31, and should agree with the totals of the figures in column I under classes II, IV, V, VII and VIII against heads II and III of the Armament Statement minus the number of vacancies under both heads. The difference between the actual and sanctioned strength should be explained in the foot note.
3. The total of the figures shown in columns 7 to 12 of the statement E should agree with the total of columns 2 to 7 under classes II, IV, V, VII and VIII against "Total of heads I to IV" in the Armament statement. The .476 Bore of the Martini Henry (Cavalary) carbines for which there is no separate column in Statement E should be included in column 9 of that statement under 'rifles' while muskets and pistols (both Enfield and Webly) should respectively be accounted for in columns 10 and 11 thereof. Firearms of which the temporary police are in possession should be shown in foot note to



statement E, if they have been specially obtained for temporary police purposes and the total of the weapons shown in these foot notes will then tally with the totals shown under classes II, IV, V, VII and VIII against head V of the Armament statement.

4. Columns 13 to 16 should show departmental punishments other than those of extra drill and punishments in which no proceedings are held. Punishments, such as discharges, dismissals etc. consequent on convictions by Magistrates or Sessions Court should not be included in these columns as they will figure in columns 17 to 24.
5. Column 25 :- Only cases of promotion in recognition of special services should be shown in this column.
6. Column 26 :- Figures in this column should include all rewards in the form of good service tickets, commendatory notes, certificates of merit, and the money rewards earned by officers and men from their own Superintendent or from the Superintendents of other Districts or from the officers of other Departments, such as Excise, Jail etc.
7. In columns 15 to 26 the number of rewards given or punishments inflicted should be shown, not the number of men rewarded or punished.
8. Column 29 :- Only those men who cannot read and write an ordinary report intelligently should be shown.
9. Column 30 :- The figure in this column should show the number of constables on December 31, who had less than a year's service.
10. Column 37 :- Dismissals ordered on account of desertion should not be entered in this column as they will be shown in column 39.
11. To calculate the figure from column 41, it is necessary to obtain the total number of sick men attending hospital (including readmission) during the year both as indoor and outdoor patients. When this figure is obtained either from the hospital authorities or from the office copies of memos issued when sending men for treatment (form No. P.M. 80), then it is a question of the percentage between this figure and that in column 6.

For instance, if the total number of men sick during the year is 625, and the figure in column 6 is 500, then

$$\frac{625}{500} \times 100 \text{ i.e. } 125 \text{ is the figure for column 41.}$$

12. (a) To calculate the figure for column 42, it is necessary to obtain first the total number of sick men as explained in (b) below, whether attending hospital or not, during the year; then divide this number by 365 to obtain the daily average of sick men, the percentage of this figure to column 6 is the figure for column 42.

For instance, if the total number of sick men works out to 1,365, then 1,365, i.e. 3:7 is the daily average of sick men

$$\frac{1,365}{365}$$

For column 42, the calculation is  $\frac{37}{500} \times 100$ , i.e. 74 where 500 is the figure shown in column 6.

- (b) The next question is how these figures of total sick men can be readily obtained. In each Hazari Register (Muster Roll), an additional entry "Total number of men on sick list" should be made in column 2 after all the names. Then the officer taking the Hazari can add up and enter for each day the number of men sick on each day. At the end of the

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month, the daily totals give the number of men sick for the month. From these monthly figures, the total figure for the year is obtained. The percentage for column 42 is to be worked out as explained in (a) above.

Note – The number of Police Officers and men injured or killed while on duty may be separately shown in a foot note at the bottom of the statement.

-----  
STATEMENT 'F'

In this statement the figures of total true cases (Indian Penal Code only) reported every year for five years (Year under review and the previous four years) should be shown, and the figures for each year to be furnished in column 2 (total cognizable crime reported) should relate to total number of true cases of serial I and classes I to V of statement A report during the year.

Note – In working out figures for columns in this statement cases proved or declared to be false or mistake of fact or law or declared non-cognizable during the year under report should be eliminated from the total number of cases reported during the year to arrive at the true cognizable crime reported during the year.

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STATEMENT 'FF'

The instructions already given with reference to statement 'C' hold good for this also. Classification of thefts, house-breaking with thefts, robberies and dacoities, according to the nature of properties shown in the various columns should be given.

Note – The figures for the year under report in this statement should tally with the figures in column 3 of statement 'CC' under the respective heads.

This statement refers to the true cases in which property was stolen during the year under report only.

-----  
STATEMENT 'G'

In this statement should be given the figures of total true cases reported every year for five years (year under review and the previous four years).

In column 2 will be shown figures relating to thefts of goods from goods trains and not from passenger trains.

In column 11 will be shown only thefts of railway materials from running trains, from stations – yards etc. Thefts of consignment of railway materials booked as goods, should not be shown under this column as they would come under columns 2 to 6.

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