

**Disclosure under Sec 4(i)(b) of RTI Act, 2005**

# **MANUAL**

**OF NAGALAND POLICE**

**FOR THE FINANCIAL YEAR 2006-  
2007**

**UNDER RIGHT TO INFORMATION ACT 2005**

## **PARTICULARS OF THE ORGANIZATION, FUNCTIONS & DUTIES**

(1) Nagaland Police department is the biggest Directorate of the state govt. having more than 20,000 employees. The department is headed by an officer of the rank of Director General of Police assisted by various other levels of functionaries. The department has under it various branches/wings such as general adoration (establishment), Training, Crime, Police Telecommunication, Engineering wing, Intelligence wings, Legal cell, Border affairs, supply, medial and Motor Transport branches.

### **(2) Powers & duties of officers and employees**

(a) The Director General of Police as Head of the department heads the entire Police set-up and sits at the Police headquarters at Kohima. Below him are two officers namely Addl.DGP(Adm.) and Addl.DGP(OPs) who look after general establishment and operational aspects respectively. Below these two officers are different IGPs such as IGP(Hqrs.), IGP(Range), IGP(NAP), IGP(Crime), IGP(Int.) and IGP(Trg.). IGP (Hq.) assists ADG(Adm) in day to day administration of the Police establishment matters. IGP(Range) is in charge of all the Police districts in the state assisted by DIG(Range) at Kohima, Dimapur and Mokokchung. IGP(NAP) supervises all the armed Bns. of the department assisted by DIG(NAP) at Kohima, Dimapur and Tuensang. IGP(Crime) heads the Crime wing and supervises all crime record matters including State Crime Records Bureau assisted by S.P.(Crime) and S.P(SCRB) at Police Hqrs. IGP(Int) is the intelligence chief of the state who acts as eyes and ears of the Govt. and supervises over the whole intelligence set-up assisted by a DIG (CID) and two S.P. level officers namely S.P.(SB) and S.P(Security), IGP(Trg) supervises over the two training institutes namely, Nagaland Armed Police Training Centre (NAPTC) and the Nagaland Police Training School (PTS) located at Chumukedima assisted by one DIG(Trg) stationed at Chumukedima. IGP (Trg) has also additional charge of Border. In border affairs, he is assisted by DIG (Border) and S.P. (Border), both stationed at Chumukedima Police Complex.

(b) **Other level officers in PHQ** - Besides the above functionaries in the Police Headquarters there are officers such as DIG(Hqrs), DIG(Mod), DIG(CID), etc and AIG(Adm),. AIG(Supply), AIG(Ops), S.P (OSD) in the level of S.P. They assist DGP in running the department through their respective senior officers in day to day functioning.

(c) **Branches in PHQ** - Police Headquarters has different branches with uniform and civil staff catering to their respective subject matters. There are Esstt-I, Esstt-II, Esstt-III, M.T. branch, Account Branch, Supply branch, Legal Cell, Crime branch, Pension branch, Modernization branch etc with staffs headed by office superintendents. Senior Accounts officer and Junior Accounts officer are posted by the state govt. on deputation from Accounts service to act as advisers on financial and Accounts matters to the department.

(d) **PEP-** The Police Engineering wing is called Police Engineering Project headed by a Chief Engineer at Police Headquarters and assisted by two Executive Engineers at Chumukedima and Alichen respectively with a host of other functionaries. This is the executive wing of all constructions works in the Police Department either financed by state government or by the Central government under modernization scheme.

(e) **NPTO** -The Police wireless wing is headed by DIG under the nomenclature Nagaland Police Telecommunication organization. He is assisted by one S.P and few other level officers at the Headquarters and other officers and ranks are posted all over the state both in districts and Battalion catering to communication requirements of the department.

(f) **Medical** - Besides the above, there is a Police Central Hospital at Chumukedima with a Chief Medical Officer (CMO) and Senior Medical Officer (SMO) assisted by Nurses and other staff. One Doctor and two Nurses with 6(six) Pharmacists are posted in all armed battalions to cater to armed Police personnel.

(g) **Narcotics branch** - Police Department has a separate branch dealing with offences relating to narcotics headed by an officer of the level of S.P assisted by various ranks. Check-posts at various places are in operation for this purpose.

(h) **Supply** - The department has to cater to huge number of supplies of different types such as arms/ammunitions; Clothings and rations. For smooth flow of supplies there is a supply branch at PHQ manned by AIG(S) with other staff. Supplied & accepted items are stored at Police Central Store from where units collect the materials. PCS is head by a Dy. S.P with other staff.

(i) **Motor Transport** - By nature of it duties, Police Department has a large fleet of vehicles. Major repair replacements are undertaken at Police Central Workshop at Chumukedima headed by an Addl. S.P designated as O/C.

**(3) District Police** – Every district has a Police Establishment headed by an officer of the rank of S.P assisted by Addl. S.P, SDPO. Dy. S.Ps etc as the case may be. These are supervisory officers and their duties and functions are supervisory in nature. The crux of district Police function lies with the Police stations headed by Inspectors or S.Is designated as officer-In charges. The entire Police power and responsibility is vested in the O/Cs of Police stations who are vested with powers and responsibilities to register cases; investigate and pursue for prosecution as contained in Police Act and Cr.P.C. O/C is assisted by a host of officers, both armed and un-armed for enforcing law & order and execution of rules and regulations as contained in various Acts, notifications etc.

The District Police has traffic wing headed by Dy.S.P/Inspector or S.I. as the case may be who are specifically posted to cater to crime relating to traffic and orderly management of flow of Traffic in the towns.

There is a Railway Police Station in Dimapur under an O/C of the rank of S.I. assisted by other functionaries to cater to law and order, crimes relating to Railway station jurisdiction.

**(4) Procedures followed in decision making process:** - Decisions are taken at unit level as well as at Police Headquarters level. At unit level, district S.Ps and Commandants, as the case may be, are empowered by Govt. rules and regulations; notifications to take certain decisions concerning their jurisdictions or units. At Police Headquarters level, various and different level officers are empowered to take decisions on matters which are internal by nature. However, final decisions on policy and important matters having bearing on the Department as a whole are taken by DGP on the advice of officers assisting him. Whatever decisions taken are to be in consonance with the existing rules & regulations, norms and procedures. No officer is authorized to take arbitrary decisions not in conformity with the Government's stated policies, rules and regulations.

**(5) Norms for discharge of functions:** - Basing on the legal powers and responsibilities as empowered to Police under Police Act and Cr.P.C. The various norms to discharge various functions at different levels are spelt out in details by the Assam Police Manual for various ranks from Const. to DGP which is followed by the Department. Besides this, norms for discharge of functions, responsibilities & powers are governed by various gov't. rules & regulations; notifications, Acts etc. While discharging official and lawful functions, officers should ensure that their decisions, actions are not in contravention of Govt. servants Conduct Rules legal functions the act should not be in contravention of Govt. Servants' Conduct Rules.

## **STANDING ORDERS FOR NAP BATTALIONS**

The efficiency of a Unit depends mainly on its leaders at all levels. It is the Unit Commanders who maintain the highest standard of discipline, morale, training and readiness to face all situations of men and administration. To achieve the highest standards of efficiency, all have to work as a team and maintain a high standard of proficiency and conduct as to assist the Commanding Officer in smooth functioning of the Unit.

The authority of the Commanding Officer is paramount whether on or off parade. His decision is final as far as the Unit is concerned.

### **Notes for the guidance of officers :-**

- (a) **Conduct :-** The integrity of an officer must be beyond reproach and it is by personal example that he makes men learn to trust him. The general tone of the unit depends on officer's conduct.

- (b) **Irregularities and Behaviour :-** The irregularities and behaviour of any man must not pass unnoticed. An officer must have moral courage to check and rectify them on the spot. Ensure that the orders given are obeyed in full.
- (c) **Knowledge of Men :-** The Unit Commanders should constantly endeavour to know the men under their command and personally acquaint themselves with their home affairs. Apart from knowing their names, they should study each individual, his character and capabilities with a view to fit him in his proper place in the team.
- (d) **Interest in Men :-** Officers must make the men feel that they are interested in their happiness, contentment and well-being. Their personal touch can be maintained by participating in men's games, attendance at roll-call and meals, holding of durbars and frequent interviews with men going on and returning from leave and on first posting to the Unit.
- (e) **Treatment of Men :-** Whilst on duty, the Unit Commanders should be strict and firm in exacting an implicit obedience, but when off duty they should treat the men with kindness and at no time should prejudice or favour be shown to any particular man or tribe. An Officer must be firm, fair and friendly.
- (f) **Chain of Command :-** All officers must observe proper chain of command. Inquiries into irregularities or breaches of discipline should be made through them.
- (g) **Manner of Reprimanding :-** All terms must be carefully chosen when reprimanding a man for indiscipline. An officer must be tactful in awarding punishments.
- (h) **Minor Punishments :-** The aim of minor punishments is to deter a man from getting into serious trouble later and is also of correcting nature. Coy Commanders and Adjutant are authorized to award minor punishments as authorized in the NAP Act, 1966.
- (i) **Letter of Recommendation :-** Commanding Officer can accord letter of recommendation to any constable or civilian employed and no other officer is permitted to do so.
- (j) **Office Routine :-** Officers are responsible for the correctness of all papers and accounts initialed or signed by them. The staff officers will sign routine correspondence within the unit. All other correspondence will be signed by the Commanding Officer or in his absence the 2 I/C who will ensure that accounts are kept cleared and there should not be any error in office work.
- (k) **Accounts :-** All officers must know the system of accounting in the unit. They will satisfy themselves as to their correctness when taking over account and be responsible to maintain it correctly and properly thereafter.
- (l) **Regulations and Orders :-** All officers are required to be conversant with all Rules and Regulations and Procedures/ Manuals. They must make themselves acquainted with orders published during their absence on temporary duty or leave on return to the unit.
- (m) **Punctuality :-** Officers will be punctual in attending all parades and duties. The officers taking the parade must arrive in time, all others being present five minutes before his arrival. Officers must also be punctual to various functions or parties where invited.
- (n) **Saluting :-** Officers should be very particular and take pride in giving and receiving salutes.
- (o) **Games :-** Officers must take interest in all games and sports played by the men.

## **POWERS & DUTIES OF NAP BATTALION OFFICERS**

### **THE DUTIES OF COMMANDANT**

1. He is responsible for the training, administration, health, and maintenance of discipline of the unit.
2. He will supervise and control all duties performed by those under his command.
3. He is the sole appointing authority for the posts of constables and NCEs and none other. All qualification and physical pre-requisites will be ascertained before appointment; appointments will be done only when PHQ clearance is obtained and against GD posts no women will be appointed except where it is expressly permitted by Government order.
4. He is responsible for the security of buildings, equipments and other stores on the charge of the Unit and to see that they are complete, serviceable and in accordance with the latest pattern and scale from which no deviation is allowed without sanction of the higher authorities.
5. He will bring to the notice of his superior commander all defects, losses and damages which he is unable to rectify.
6. It is the duty of every Commander to see that no officer and all ranks and civilian employee who is unfit to perform his/her duties is retained in service.
7. He is responsible that all orders published by superior authority are communicated to those under his command, to whom they may concern.

### **THE DUTIES OF DY. COMMANDANT**

1. He will assume command of the Battalion in the absence of the Commandant.
2. Without referring to the permanent Commandant he will not:-
  - (a) change the policy of training and administration;
  - (b) carry out promotions;
  - (c) change the policy regarding expenditure of funds.
3. He will be responsible for ensuring that the general policy of the Commandant in all matters is implemented.
4. He will be the President of all Regimental Institutions and as such he will be responsible for the following:-
  - (a) All regimental and private accounts.

- (b) Officers Mess.
  - (c) Family Welfare Centre.
  - (d) Educational training and Children Park.
  - (e) Canteens if any.
  - (f) Presiding over monthly Mess Committee meetings.
  - (g) Unit Cinema if any.
  - (h) Any other Regimental Institutions in the Unit.
5. He will be the Unit Security Officer.
  6. He will be responsible for the training of officers.
  7. He will supervise the training of the Battalion as directed by the Commandant.
  8. He will be responsible for the training of band if any.

### **THE DUTIES OF COY COMMANDER**

1. Keeping in view the role of the Nagaland Armed Police, the Coy Commander is not only responsible for the training, administration, morale and discipline of the men under his command but also is responsible for helping the civil administration for maintenance of law and order in his area of responsibility. For this purpose he will work in close co-operation with the local civil authorities.
2. He is responsible to the Commandant for the discipline, training, administration, welfare and proper men management.
3. He is responsible for the maintenance, correct accounting and security of all stores, arms, ammunition and equipment held on charge of his Coy and to ensure that the same is carried out by his Platoon Commanders in Outposts.
4. He is responsible for the submission of all indents for replacement of all stores in his Coy.
5. He is responsible for storage and accounting of rations held on charge and that correct reports/returns are submitted to higher authorities and to the Battalion Headquarters.
6. He is responsible to ensure implementation of all orders/directives issued from the Battalion Headquarters from time to time.
7. He will tour all the Outposts of his Coy if any at least once a month and Durbar be conducted.
8. No changes in strength of Outposts will be made by him without the permission of the Commandant.

9. Whenever help is required by the Civil Administration, written demand should be obtained from them. He will impress upon all his men that minimum force is used and maximum patience and understanding is displayed at all times. In no way he will allow civil officials to interfere with any tactical deployment of his men to accomplish any given tasks.
10. He will ensure that all reports/returns in addition to routine once are submitted on due dates as and when asked for.
11. The standing reports/returns must be sent in time as per orders in force.
12. He will ensure that Annual Firing Classification is carried out as per training instruction of the Battalion.
13. Will supervise the hygiene and sanitation of Outposts.
14. Will ensure that Patrols are sent on the missions as per orders issued from Battalion Headquarters from time to time.
15. The Coy Commander should keep the Commandant completely in the picture regarding day to day happenings in his area and seek his advice in case of doubt on any orders passed by civil administration/S.P. of the District.

### **THE DUTIES OF ADJUTANT**

1. He will be the Confidential Staff Officer of the Commandant.
2. He will deal with all 'G' and 'A' matters.
3. He will maintain an Office Order book and a Circular book.
4. He will ensure that all orders of the Commandant are passed over to concerning branches and that those are carried out with implicit obedience by all ranks.
5. He must be tactful in his dealings with Officers and will always endeavour to carry out the routine of the Unit without any cause for friction.
6. He is responsible for:-
  - (a) reporting to the Commandant all irregularities and infringements of orders;
  - (b) conducting Friday Inspection Parade in addition to Commandant's Monday Inspection Parade;
  - (c) arranging for the Unit personnel grievances Orderly Room once in a week by Commandant apart from the disciplinary orderly room;
  - (d) inspection of Quarter-guard at least once in a week and will mount the Quarter-guard also once a week;
  - (e) detailing of escorts of correct strength and their despatch as and when required;

- (f) interviewing all NGOs, NCOs and Ors on their return from leave, course and out-station duties if authorized by the Commandant;
  - (g) issuing of routine Battalion Orders;
  - (h) receiving daily reports from the duty NGOs/NCOs;
  - (i) maintenance of Duty Roster of officers, NGOs and NCOs;
  - (j) control of Regimental Police;
  - (k) organization of offices, control of all Ministerial Staff and Writers;
  - (l) ensuring that all Clerks are acquainted with the official Secret Act;
  - (m) dealing personally with all classified documents and for their registration, accounting for and safe custody;
  - (n) running of various cadres within the Unit;
  - (o) supervision of communication with the Battalion and Out-stations.
7. He will receive reports as follows:-
- (a) Reports on all matters of unusual nature such as death, arrest, desertions and accidents.
  - (b) Daily report from the duty NGOs/NCOs.
  - (c) Relief reports from Officers/NGOs/NCOs returning from Out-stations.
8. He will keep the following documents:-
- (a) A register of all classified documents.
  - (b) Officers' records of service.
  - (c) Character roll of NGOs/NCOs.
  - (d) Officers' Leave roster.
  - (e) Officers' Casual Leave register.
  - (f) List of all NGOs and men who are fit for instructors.
  - (g) A register showing that orders and letters of importance have been seen by Officers.
  - (h) Officers' Identity Card checking register.
9. He will perform any other duties that may be ordered by the Commandant in addition to those outlined above.
10. He will be responsible for the preparation, translation and distribution of all types of orders for all guards, sentries and escorts.
11. Whenever Judicial/ Departmental proceedings are ordered by the Commandant, he will ensure that all the papers are correct and that they are according to the current directives. He will promulgate all findings and sentences.
12. He will be responsible for conducting Refresher Courses of the Unit personnel.

**THE DUTIES OF SUBEDAR MAJOR**

1. He will act as the Confidential Officer to the Commandant and as such he occupies a position of great trust and responsibility.
2. He will be the Advisor to the Commandant in all matters pertaining to the morale, welfare, discipline, health and other amenities of the personnel and families in the Battalion.
3. He will always have direct access to the Commandant and bring to notice of the Commandant any occurrence in the lines that may be prejudicial to the good name of the Battalion.
4. He will be responsible for the maintenance of strict discipline in Unit lines as well as in family lines.
5. He must make it his business to know all happenings that may affect the interest of the Battalion.
6. He will be the Ex-Officio President of the NGOs Mess and responsible for its smooth running and administration.
7. He will be the Ex-Officio member of all the Institutions of the Battalion and will bring to the notice of the PRI any suggestions for their improvement.
8. He must bring to the notice of the Commandant any disregard of Battalion Standing Order.
9. He will always accompany the Commandant on his tours/inspections as a matter of routine unless directed to the contrary by the Commandant.
10. He will see that no stranger is permitted to stay in the Battalion lines without his permission.
11. He will maintain register in respect of visiting relatives of serving personnel allowed in the lines and will report to the Commandant within 24 hours of their arrival.
12. He will make a daily report to the Commandant when he first meet him.
13. He will be always present at the Commandants Disciplinary orderly room/Grievance orderly room.
14. He will be the Cashier- in-charge of Regimental and private Treasure Chests and will be responsible to see that the cash balance in the chests agrees with the cash book at all times.
15. He will ensure that one NCO sleeps in the Quarter-guard whenever the cash in the Quarter-guard exceeds Rs. 10,000/-.

16. He will not issue any cash from the Treasure Chest without having received authority slip/cheques from the Commandant or an Officer authorized by him.

**THE DUTIES OF J.A. (JEMADAR ADJUTANT)**

1. The J.A. will be selected from the ABSIs of the Battalion and will not be appointed by seniority.
2. He will assist the Adjutant in the performance of his duties. He will also act as the Adjutant's confidant.
3. He will keep himself informed of every occurrence affecting the discipline of the Battalion.
4. He must be an example in turn out, smartness, punctuality and conduct.
5. He must pay strict attention to the conduct, dress, bearing and appearance of all NCOs and men of the Battalion.
6. He must have a thorough and up-to-date knowledge of everything regarding drill, standing orders and duties and responsibilities of every individual on and off parade.
7. He must keep himself up-to-date in every details of weapon training, ceremonial drill, guard of honour and guard mounting in the Battalion.
8. He will frequently visit guards and duties paying particular attention to the smartness of the sentries and bring any irregularities to the notice of the Adjutant.
9. He will inspect all parties not under an officer, leaving and arriving at the Battalion.
10. He will be responsible for :-
  - (a) reporting to SM of all detailment of guards and other duties at 1100 hours daily;
  - (b) detailing of working parties as and when asked for within the framework of the Commandant's policy;
  - (c) the inspection of the turn out of the Office Orderlies, R.P's and Stick Orderlies and will ensure that each of them is conversant with his own duties and responsibilities.
  - (d) recording the particulars of defaulters in the register kept in Quarter-guard and for exercising supervision over the attendance of those men at Roll Calls and punishment drills and over the working of men under-going R.I.
11. He will receive daily reports from BHM at 1000 hrs.
12. He will make a daily report to the Adjutant at 1200 hrs and receive orders from him.

13. He will exercise supervision over the Writer in the keeping of:-
  - (a) Duty Roster of the Battalion.
  - (b) Duty Roster of NGOs.
  - (c) Battalion strength returns.
  - (d) Parade statements.
14. He will parade all cases to be brought for the Commandant's Orderly Room.
15. He will be responsible for the running of cadres under the Adjutant and will assist in training instructors and for arranging pre-course training.

### **THE DUTIES OF BATTALION HAVILDAR MAJOR (B.H.M)**

1. His duties will be as under:-
  - (a) He will take precedence over all other NCOs and will be appointed on considerations of reliability, smartness and efficiency;
  - (b) He will be immediate assistant to JA in matters of discipline on and off parade.
  - (c) He will be responsible for allotting duties to various Platoons at Battalion Headquarter under the directions of S.M/J.A as directed in Battalion Orders or by Officers.
  - (d) He will inspect all guards/escorts moving out of the Battalion Headquarter and report to the Adjutant any defect noticed.
  - (e) He will be responsible for maintaining the following books:-
    - (i) Daily Parade Statement.
    - (ii) Guard and Duties Roster.
    - (iii) Incoming and Outgoing escorts record.

To maintain the above records a writer designated as BHM Writer will be placed under him.

- (f) He will parade all arrivals at Battalion Headquarter from OPs, leave and escorts before the S.M at 1000 hrs. and then before the Adjutant if directed.
- (g) He will assist the J.A in running of cadres when called upon to do so.
- (h) He will be the President of NCOs Club and responsible for its efficient functioning.
- (i) He will take over the duties of J.A. when the latter proceeds on leave/duty/course.

### **THE DUTIES OF QUARTER MASTER**

The operational efficiency of a Unit and the morale of the Troop is largely depend upon sound logistics. The Unit Quarter Master is a King Pin of sound administration. He has to ensure that the Unit is properly equipped and maintained at all times. His professional efficiency and effectiveness will greatly contribute towards success in battle/operation.

The job of a Quarter Master is becoming more and more complex requiring vast knowledge to deal with Arms and Ammunition, Clothing, Office furniture, Ration, Transport and a number of other stores. It is therefore, necessary that persons employed on Quarter Master duties should have adequate knowledge on 'Q' matters.

1. He is the administrative Staff Officer to the Commandant.
2. He is directly responsible to the Commandant for ensuring that the Battalion has everything to which it is entitled by regulation in the way of arms, ammunition, accoutrements, clothing, equipment and supplies including M.T.
3. He will be permanent member at all Tender Boards for ration held at Battalion Headquarters from time to time.
4. He will be responsible for -
  - (a) All Unit Buildings on charge of the Unit and will bring to the notice of the Commandant any alterations and repairs considered necessary;
  - (b) to receive, check and pass all bills pertaining to his branch to the Accountant for immediate payment. (If there is any abnormal delay in receiving indent and payment of bills, he will bring the fact to the notice of the Commandant);
  - (c) the arrangements of ration certificates and booking of accommodation for all personnel of the Battalion in transit;
  - (d) receipt/ distribution and accounting of all arms, ammunition, weapons and equipments;
  - (e) cleanliness of all cook houses, latrines and general standard of hygiene and sanitation at Battalion Headquarters;
  - (f) correct maintenance of all ledgers for public stores;
  - (g) quarterly checking of all Dry stores, equipments and weapons with Q.M. ledger;
  - (h) annual audit of all ledgers;
  - (i) see that annual stock taking is carried out on due date and return submitted to PHQ, IGP (NAP) and DIG(NAP);
  - (j) personal inspection of all explosives, ammunition and fired cases before issue and on receipt;
  - (k) all Fire Fighting appliances;
  - (l) keeping mobilization equipment, stores on charge in good condition and ready for use;
  - (m) security of the Magazine and that deviation statements are submitted to PHQ, IGP(NAP) and DIG(NAP).
  - (n) maintaining the register of payment/issue of stores to officers and men and that the money is duly realized and accounted for and finally deposited in public Treasury.
5. He will ensure that:-
  - (a) the supply of rations (dry, fresh, milk and meat) is according to the specifications approved by Police Headquarters;

- (b) sufficient reserve of all clothing and equipment is held at the Battalion Headquarters;
  - (c) all indents are submitted well ahead to source to enable authorized holdings of stores at all times;
  - (d) no local purchase is done without first obtaining specific permission from the Commandant/PHQ;
  - (e) all discrepancies are adjusted quickly;
  - (f) all issue/receipt vouchers are cleared and in case of delay, the despatching authorities are intimated with reason for delay;
  - (g) arms are periodically inspected by Unit Armourer and repairs are carried out;
  - (h) visits of Armourer to Outposts are drawn out to inspect arms in outposts and to carry out repairs;
  - (i) all actions are immediately taken on the annual inspection report of AIA.
6. He will inspect all workshops (i.e. M.T. Workshop, Armourer shop, Carpenter shop, Tailor shop and Mochi shop) and see that they are clean and functioning properly.
7. He will maintain an up-to-date record and account for rations at various outposts.
8. He will liaise with project for all constructions, estimates and repairs of buildings.
9. He will assess the Battalion barrack damages and will arrange recovery from Companies each month.

### **THE DUTIES OF S.I. QUARTER MASTER**

1. His duties will be as under:-
- (a) He will be in-charge of all personnel including NCE in 'Q' Branch for administration, discipline and training.
  - (b) He will assist Q.M. in his duties regarding 'Q' Branch.
  - (c) He will be responsible for correct accounting of arms, ammunition, building, furniture and rations on the charge of 'Q' Branch.
  - (d) He will distribute arms and ammunition to the Platoons according to the authorized scale and will maintain a correct distribution list. He will compare the distribution list with the Quarterly summary submitted by the Companies. He will immediately bring to the notice of Q.M. if any discrepancy is observed.
  - (e) He will be assisted by an NCO who will be known as Ammunition Naik who will be in-charge of the ammunition magazine.
  - (f) He will be responsible for keeping the ledger of ammunition and arms up-to-date and will carry out instructions received from Q.M. from time to time.
  - (g) He will in co-operation with Armourer, make a monthly, quarterly and yearly programme for the inspection, repair and checking of all arms on the charge of the Battalion.
  - (h) He will be responsible for preparing arms for the annual inspection of AIA.
  - (i) He will be responsible for demand and despatch of arms conditioned by the AIA.
  - (j) He will be responsible for the turn over of arms of Outposts.

- (k) He will be responsible for maintaining a private arms register centrally for the Battalion and putting it upto Q.M. for inspection on 1<sup>st</sup> of each month.
- (l) He will maintain a separate register / ledger for the service arms authorized for the Unit and will keep these arms separate from other arms.
- (m) He will maintain a separate ledger for arms on loan. This ledger will show the arms given on loan to another Unit or received from an outside Unit. Arms given on loan from one Platoon to another Platoon in the Battalion will not be shown in the ledger/register.
- (n) He will maintain a long roll/register of all the arms received in the Battalion and their whereabouts. When any arms is finally disposed off, the entry will be made in the register. One register for each type i.e. LMG, Sten, Rifle etc will be prepared separately.
- (o) He will be responsible for all ammunition on the charge of the Battalion and will maintain correct record of ammunition received from and issued to the Coys. He will keep the distribution list up-to-date.
- (p) He will personally count the ammunition whenever received in or issued from the Magazine. He will not issue any ammunition unless the issue voucher has been signed and permission given by the Q.M. He will take receipt for all ammunition issued from the Magazine.
- (q) He will maintain record of ammunition according to LOT No. and date of manufacture and the ammunition will be stocked accordingly.
- (r) He will carry out all the instructions issued from higher authorities from time to time.
- (s) He will be responsible for proper maintenance of Magazine cleanliness, proper storing of ammunition and daily inspection for any defects, leakage etc in ammunition containing phosphorous.
- (t) The keys of Magazine when not deposited with Q.M. will be kept with him personally and will not be given to Storeman or Ammunition Naik. Whenever Magazine is opened he will be present.
- (u) Arms/Ammunition ledger will be maintained by the Clerk concerned but distribution list will be maintained by him.
- (v) He will be responsible for keeping ammunition according to the authorization/ scale.
- (w) He will be in-charge of all rations. He will receive and issue ration for troops.
- (x) He will be responsible for correct accounting and storing of rations i.e. all supplies received from Central Stores/ Contractor source.
- (y) He will be assisted by a Ration Writer for this purpose.
- (z) Ledger and other documents will be maintained by the Clerk concerned.
- (aa) He will attend the daily parade of issue of fresh vegetable, meat and dry ration and will ensure that no irregularity takes place.
- (bb) He will demand and issue condiments for the Battalion Headquarters, Platoons and Outposts according to their entitlement. Ration Clerk and Ration Writer will help him for the purpose.
- (cc) All the NCE will be under his command and he will be responsible for their discipline, turn out and training.
- (dd) He will maintain leave register of NCEs, their records of turn over on outposts and details of duties allotted to them. He will send them to Outposts turn by turn.

- (ee) He will check all Government stores issued to NCEs on maintenance days. He will make sure that stores issued to them are clean and properly maintained. These stores include Barber instruments, Mochi tools and Dhobi Iron, etc. He will bring to the notice of Q.M. if any irregularities are observed by him and take necessary action to rectify any defect/deficiency.
- (ff) Carpenter will be detailed by him for various duties in consultation with QM/SM.
- (gg) He will parade all NCEs once a week for training in drill and use of arms.

### **THE DUTIES OF BATTALION Q.M. HAVILDAR**

1. His duties will be as under:-

- (a) He will be in-charge of all 'Q' Stores and will be responsible for storing and maintenance of all the ordnance stores on the charge of the Battalion.
- (b) He will see that all clothing, equipment, Mob stores and other stores are demanded as per authorization and stored at correct time and place.
- (c) He will maintain a proper list of distribution of stores to Outposts/Platoons. The ledger will be maintained by the Clerk concerned.
- (d) He will keep the Stores neat and tidy.
- (e) He will keep all the required items of clothing ready for issue and get them stitched by the Unit Tailor in time.
- (f) He will, through Q.M. arrange for a board of officers to open all consignments immediately on receipt.
- (g) He will train his Assistant and Storeman in correct maintenance of Stores.
- (h) He will maintain tally cards separately for each type of articles.
- (i) He will compare monthly summaries sent by the Coys with the distribution list and bring to the notice of Q.M. if any discrepancy is observed.
- (j) He will maintain a separate loan register and will enter all the loan transactions in it. He will put up this register to Q.M. on the 15<sup>th</sup> of each month to obtain his decisions regarding returning or transferring to regular issue of the articles entered therein.

### **THE DUTIES OF COY Q.M. HAVILDAR**

1. He is responsible for the execution of 'Q' duties in the Company under the direction of the Company Commander. He will maintain the following Ledgers/Registers:-

- (a) Clothing Ledger
- (b) Arms and Ammunition Ledger
- (c) Miscellaneous Stores Ledger
- (d) Packing material Register
- (e) Ration stock Register
- (f) Last Ration Certificate
- (g) Fortnightly Stock position Return

- (h) Loss Reports
  - (i) Meat/ Fresh vegetable and fruits Register
2. He will see that L.R.C. is correctly issued and accounted tallying with the monthly return submitted by the respective Platoon.
  3. He will see that all issue vouchers received from the Q.M. Store are duly receipted quoting his Receipt Voucher number and return the Voucher to Q.M. Store after proper acceptance.
  4. He will scrutinize thoroughly all the bills received from the Contractors and ensure that the bills tallying with the quantity received from the Contractor and the rates are as per the approved rate.
  5. He will also see that the Clothing Hand Books are properly maintained and obtain the individuals signature as and when any issue/replacement is done.

### **THE DUTIES OF UNIT SENIOR ARMOURER**

1. His duties will be as under:-
  - (a) He will work under direct supervision of the Q.M. He will therefore report all matters connected with performance of his duties to the Q.M.
  - (b) He is responsible for carrying out inspection of all small arms, light machine guns, other weapons and mounting tripods on charge of the Battalion at short intervals and will report the result to the Q.M. who will subsequently inform the Commandant.
  - (c) He will approach the Q.M. for necessary publication of BRO showing date and time of inspection of all Platoons weapons.
  - (d) He will detail his assistant armourers to tour the Coy headquarters, Outposts and detachments for inspection of all small arms and weapons of their respective Coy Headquarters, Outposts and detachments and will report the result to the Q.M. who will subsequently report to the Commandant.
  - (e) He will be responsible for carrying out modifications and adjustments to all arms and equipments within his capabilities as may be required in accordance with the AIA's yearly inspection report and general instruction for Armourers issued by Police Headquarters from time to time.
  - (f) He will carry out re-browning of all arms, weapons and their component parts in accordance with the AIA's yearly inspection report and when the Commandant considers it necessary to do so.
  - (g) He will carry out Unit repairs of all arms, weapons, tools and equipments of the Battalion and perform other work within his capabilities that may be required from time to time.
  - (h) He will be responsible for marking of all arms, weapons, equipments and tools of the Battalion and issue of serially numbered discs for each arm.

- (i) He will not charge any amount from Jawans for repairing their arms and equipments etc. He will not repair any arms seriously damaged without bringing it to the notice of the Q.M.
- (j) He must work in accordance with the instructions and orders issued by Police Headquarters from time to time and carry out repairs and modifications as directed.
- (k) He must not undertake any repairs to arms, other than authorized light repairs and adjustments without the permission of the Q.M.
- (l) He will thoroughly strip all arms, weapons in use in the Battalion for periodical examination.
- (m) He will be entirely responsible for cleaning, preservation and care of all reserve arms, weapons and equipments on charge of Q.M.
- (n) He will carry out all instructions that may be in force from time to time for the preservation of arms and equipments.
- (o) He will examine all outgoing and incoming arms and weapons of the Battalion.
- (p) On return of Platoon from Outposts and operational duties he must thoroughly inspect all arms and weapons and report the result to the Q.M. and do the needful as required.
- (q) On receipt of new arms and weapons from Central Stores he will carefully examine and report to the Q.M. if any defect or deficiency of components is found.
- (r) He will examine and clean all arms, weapons, equipments before they are issued by the Q.M., removing any excess lubricant from the barrels and other parts of the arms.
- (s) He will be responsible for completeness and serviceable condition of the armourer tools which are on his charge.
- (t) He will not allow any arms, weapons and tools etc repaired by him to leave his workshop without thoroughly satisfying himself of their serviceability in every respect.
- (u) He must keep all history sheets of the arms and weapons up-to-date.
- (v) He will be entirely responsible to the Quarter Master for AIA's yearly inspection so that no objection is received from him.
- (w) He will maintain a register showing complete details of all arms and weapons on charge of the Battalion.
- (x) He will also be responsible for repairing the working tools of the Battalion.
- (y) He will detail as Assistant to be present at the range firing for zeroing.
- (z) During his absence the next senior assistant armourer will take over the responsibilities of the Armourer Havildar.

### **THE DUTIES OF AMMUNITION NAIK**

1. He will -

- (a) be responsible for correct accounting, maintenance and storing of ammunition handed over to him from time to time;
- (b) not issue any stores without permission of JQM/QM and will take a proper receipt for issuing stores under his charge;

- (c) keep the ammunition according to LOTs and date of manufacture and will be responsible for keeping it clean;
- (d) maintain Tally/Bin Cards up-to-date for the stores under his charge;
- (e) keep the fire point in the Magazine area complete in all respect;
- (f) daily inspect the accommodation and security fencing around the magazine area and in case of any damage it will be immediately repaired and reported to JQM/QM;
- (g) deposit the original key of the magazine with the Battalion Quarter Guard at retreat time.

### **THE DUTIES OF KOTE NCO**

1. There will be 1 (one) NCO detailed as Kote NCO from each Coy/Platoon and will be found from within the authorized strength of NCOs of the Coy/Platoon. His responsibilities will be as under:-

- (a) He will be responsible for correct accounting, cleanliness and recording of all arms on charge of the post.
- (b) At retreat he will account for all arms on his charge to the duty NCO and to the duty officer when called upon to do so and obtain signature from them on his Kote Book.
- (c) At retreat he will deposit the Key of his Kote in the Quarter Guard.
- (d) He will issue arms to the personnel of his Coy/Platoon according to procedure laid down in these Standing Orders for the safe custody of arms and ammunition.
- (e) He will obtain the signature of his arms issued register from personnel drawing arms from the Kote.
- (f) He will not issue any arms to any person except for authorized training/duty and escorts.
- (g) He will maintain a private arms register and hold valid arms licenses in respect of each private arms in the Kote which are permitted by the Commandant.
- (h) He will parade before the Sub-Major/Senior JCO of the post after Retreat at a time fixed by the latter and report correctness of all arms on his charge.

### **THE DUTIES OF A MECHANICAL TRANSPORT OFFICER**

1. The post of MTO is of S.I. rank which is a non-gazetted post whereas in MT a huge amount is involved and all records are auditable and hence Quarter Master should be the over all In-Charge of the M.T. which may be designated as Transport Officer and M.T.O. will assist him.

He will be responsible for:-

- (a) training, discipline, welfare and administration of the M.T. Platoon;
- (b) all M.T. vehicles on charge and for their mechanical efficiency;
- (c) the maintenance and correct accounting of all MT stores and spares;
- (d) carrying out of daily and monthly inspection of vehicles;

- (e) technical accounting and maintenance of vehicle records according to existing orders; and
- (f) indenting, receipt, stock holding and issue of POL.

2. He will ensure that:-

- (a) all duty slips are duly recorded and signed;
- (b) proper pre-training is given to those detailed for M.T. course;
- (c) proper investigation of every case of MT accident is done;
- (d) vehicles are not used on unauthorized journeys;
- (e) there is no smoking near the MT Parking place or Petrol Pump;
- (f) all tyres are covered with sacking when vehicles are at rest.