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PART-I

ORDER

Dated Kohima, the 22nd March, 2018.

No.PSTY/GEN-3/2014(Pt)/134 :: On the recommendation of Departmental Promotion Committee (DPC) held on 16-03-2018, the Governor of Nagaland is pleased to order regular promotion to the following officer(s) under the Directorate of Printing & Stationery, Nagaland, Kohima in the Scale of Pay including all other allowances as are admissible under the rules from time to time in Nagaland as indicated against each officer with effect from 16-03-2018.

1. Shri. Khvui Khieya, Reader Gr-1 (Gazetted) is promoted to the post of Editor (Cl-II Gazetted) against the existing vacancy due to retirement of Shri. Rongsentoshi Ao, Editor (Earstwhile Chief Reader) in the Scale of Pay of Rs. 9300-34800 and Grade Pay of Rs. 4600/- P.M. (Pre-Revised).

2. Shri. I. Toshi Tzudir Ao, Reader Gr-1 (Non-Gazetted) is promoted to the post of Proof Reader Gr-1 (Senior) Cl-II Gazetted against resultant vacancy in the Scale of Pay of Rs. 9300-34800 and Grade Pay of Rs. 4400/- P.M. (Pre-Revised) caused due to promotion of Shri. Khvui Khieya, Proof Reader Gr-1(Senior) (Earstwhile Reader Gr-1 Gazetted) to Editor.

2. The Regular Promotion is made against the undisputed Seniority List and against resultant vacancies.

Sd/-

MARGARET KERHU-O
Under Secretary to the Government of Nagaland.

NOTIFICATION

Dated Kohima, the 1st August, 2018

No.MED-8/A/1/97(Pt) : In the interest of Public Service, the Governor of Nagaland is pleased to order officiating promotion of the following Medical Officers as per details given below with immediate effect.

A. From Selection Grade to Higher Selection Grade in the Scale of pay Rs.29500-55100/- with Grade Pay of Rs.8700/-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Vice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Neikhrieli Khiamiai, MD NHAK</td>
<td>Dr. Kevichusa Medikhrui, Director deputed to NHM as MD.</td>
</tr>
</tbody>
</table>

B. From Sr. Grade to Selection Grade in the Scale of pay of Rs.15600-39100/-P.M with Grade Pay of Rs.7600/-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Vice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. R. Chubala Aier, Sr. Spilt, DH Mokokchung</td>
<td>Dr. Neikhrieli Khiamiai MD, NHAK promoted.</td>
</tr>
</tbody>
</table>

2. The officiating promotion is purely temporary and subject to regularization by the Departmental Promotion Committee (DPC) in due course of time.

Sd/-

NOUNEU KIRE
Under Secretary to the Govt. of Nagaland.
NOTIFICATION
Dated Kohima, the 1st August 2018

NO.HFW(A)-8/45/2017/50 :: In the interest of public service, the Governor of Nagaland is pleased to order officiating promotion to Shri Yemeingviho Solo, Technical Assistant to that State Cold Chain Officer (Class-II Gazetted) personnel to the incumbent in the Pay Level-12 (43700-138500) plus all other allowances as are admissible under the rules from time to time with effect from the date of taking charge.

2. The officiating promotion is purely temporary and subject to regularization by the Departmental Promotion Committee (DPC) in due course of time.

3. The post of State Cold Chain Officer (Class-II Gazetted) shall automatically stand restored to its original grade (Class-I Gazetted) as and when it is vacated by the incumbent concerned.

4. This issues with the approval of P&AR department vide U.O No.359 dated 27/7/18.

Sd/-
NOUME-U KIRE
Under Secretary to the Government of Nagaland

NOTIFICATION
Dated Kohima, the 2nd August, 2018

No.GM-I/ESTT-172/2017 (Pt)/938 :: In the interest of public service, the Governor of Nagaland is pleased to appoint Shri Kehriezavi Lea, Geologist as O.S.D (G&M) on attachment along with post as a stop-gap arrangement w.e.f the date of taking charge till such time appointment to the post of OSD (G&M) is formally notified by the P&AR Department.

This issues with the clearance of the P&AR Deptt. vide U.O.No.311 dated 19/7/2018 and the concurrence of the Finance Department vide RFC/ESTT.No.54/1/dated 26/7/2018.

Sd/-
VEKUSHEYI RHAKHO
Under Secretary to the Govt. of Nagaland

NOTIFICATION
Dated Kohima, the 8th August, 2018

NO.AGR/ESTT-86/2012/1008 :: In the interest of public service, the Governor of Nagaland is pleased to order the officiating promotion of Shri. Bendangtoshi Imchen, UDA, to the post of Assistant Superintendent (Class-II) Gazetted under the Directorate of Agriculture in the Level 11 (40800-129000) of Pay Matrix from the date of taking over charge to the post of Assistant Superintendent.

2. This has the clearance of the P&AR Department vide their U.O No. 398 dated 7th August, 2018.

3. The Officiating Promotion is further subject to regularization by the Departmental Promotion Committee.

Sd/-
T. IMKONGLEMBIA AO, IAS
Principal Secretary & APC to the Govt. of Nagaland.
NOTIFICATION
Dated Kohima, the 3rd August, 2018.

NO. MED-8/A/1/97(Pt)/61: In the interest of Public Services, the Governor of Nagaland is pleased to order Transfer and Posting of the following Medical Officers under Health & Family Welfare Department against the places indicated below with immediate effect.

1. Dr. Kaili Z.Swu, MO, PHC Ghatashi is transferred and posted as MO Razapho PHC.

2. Dr. Neikhrileie Khiamiao, MD, NHAK on promotion is transferred and posted as Additional Director, DHFW.

3. Dr. Thorhusia Katriy, MS, NHAK is transferred and posted as MO, NHAK vice Dr. Neikhrileie Khiamiao, MD, NHAK transferred.

4. Dr. Visasieh Kire, Joint Director is transferred and posted as MS, NHAK vice Dr. Thorhusia Katriy, MS, NHAK transferred.

Sd/-
YONGCHINKUMLA
Joint Secretary to the Govt. of Nagaland

NOTIFICATION
Dated Kohima, the 8th August, 2018

NO.GM-1/ESTT-47/2010 (Pt)/945: In the interest of public service, the Governor of Nagaland is pleased to order officiating promotion of Smti. Namlunzai Zeliang, Upper Division Assistant to the resultant vacant post of Assistant Superintendents, Class-II (Gazetted) caused by the promotion of Shri H. Tenpong Phom, Asstt. Supdt. of the Directorate of Geology & Mining, Dimapur, Nagaland, in the Pay level 11 (₹40800-129200) of the Pay Matrix plus all other allowances as are admissible under the Rules in force from time to time with effect from the date of taking over charge.

The Officiating promotion is subject to regularization by Departmental Promotion Committee (DPC) in due course of time.

This issues with the clearance of the P&AR Deptt. (O&M Cell) vide U.O No. 374 dated 04/08/18.

Sd/-
VEKUSHEYI RHAKHO
Under Secretary to the Govt. of Nagaland
NOTIFICATION

Dated Kohima, the 8th August, 2018

No.GM-1/ESTT-47/2010-946 : In the interest of public service, the Governor of Nagaland is pleased to order officiating promotion to the following officials under the Directorate of Geology & Mining, Dimapur, Nagaland in the Pay Level and pay matrix mentioned against the post plus all other allowances as are admissible under the Rules in force from time to time with effect from the date of taking charge.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name of the Official &amp; Present Designation</th>
<th>Promoted Post with Pay level and Pay Matrix</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Smti. Lhaikholam Singson Superintendent</td>
<td>Registrar, Pay Level-14 (₹57400-181600)</td>
<td>Against the post vacated by Shri Elansao Lotha, Registrar on retirement</td>
</tr>
<tr>
<td>2</td>
<td>Smti. Bendangnaro Asstt. Superintendent</td>
<td>Superintendent, Pay Level-13 (₹56100–177500)</td>
<td>Against the post of Smti. Lhaikholam Singson, Superintendent on promotion</td>
</tr>
</tbody>
</table>

The officiating promotion is made purely on temporary basis and subject to regularization through Departmental Promotion Committee (DPC)

This issues with the clearance accorded by the P&AR Deptt. vide U.O No.393 dated 07/08/18

Sd/-

VEKUSHEYI RHAKHO
Under Secretary to the Govt. of Nagaland

NOTIFICATION

Dated Kohima, the 8th August 2018.

NO.WH/EST/89/2017 :: In the interest of public Service, the Governor of Nagaland is pleased to order transfer and posting of the following Superintendents under NPWD with immediate effect :-

<table>
<thead>
<tr>
<th>Sl. no</th>
<th>Name</th>
<th>Present posting place</th>
<th>New place of posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri. Bongshing Konyak</td>
<td>C.E, PWD (R&amp;B), Kohima</td>
<td>C.E, PWD (R&amp;B) Kohima against Shri. Tusohey Demo, Supdt retired.</td>
</tr>
<tr>
<td>3</td>
<td>Smti. Alice</td>
<td>C.E, PWD (H) Kohima</td>
<td>C.E, PWD (H) Kohima against Smti. Tiajungla, Supdt. retired.</td>
</tr>
</tbody>
</table>

Sd/-

M. BENjongnungsang
Deputy Secretary to the Government of Nagaland
NOTIFICATION

Dated Kohima, the 24th August 2018

NO.PAR-4/24/2009 (CSB) pt-II : : In the interest of the public service, the Governor of Nagaland is pleased to appoint Shri R. Binchilo Thong, IAS (NL: 87), Addl. Chief Secretary as Chief Secretary, Nagaland with immediate effect vice Shri Tali Temjen Toy, IAS, with current charge of Chief Secretary and Finance Commissioner, relieved of the charge of Chief Secretary, Nagaland.

Sd/-

AKUNU S. MEYASE
Joint Secretary to the Govt. of Nagaland

NOTIFICATION

Dated Kohima, the 8th August 2018

NO. FOR/ESTT-9/2009/98: In the interest of public service, the Governor of Nagaland is pleased to order the transfer and posting of the following State Forest Service Officers -

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of Officer</th>
<th>Present Posting</th>
<th>Transferred to</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri. M. Shukiba</td>
<td>Reverted back to Cadre from NBDA</td>
<td>Attached to PCCF &amp; HoFF Office</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Yimchunger, ACF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Shri. Lepzuk Jamir,</td>
<td>Attached to Mon Division</td>
<td>In charge of Chunukedima Range, Dimapur Division</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>ACF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Shri. M. Obed Zeliang,</td>
<td>SEFTI</td>
<td>In charge of Peren Range, Peren Division</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>ACF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Shri. Limaba, ACF</td>
<td>Range in Charge, Longchem Range, Mokokchung Division</td>
<td>In charge of Mon Range, Mon division.</td>
<td>For implementation of JICA project they are also assigned as assistant DMU head for their Division.</td>
</tr>
<tr>
<td>5</td>
<td>Shri. Imkumba, ACF</td>
<td>Range in Charge, Mokokchung Range, Mokokchung Division</td>
<td>In charge of Tuli Range, Mokokchung Division</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Shri. Suvil Ltu, ACF</td>
<td>Range in Charge, Chunukedima Range, Dimapur Division</td>
<td>Attached to Kohima Division</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Shri. Alemwapang, ACF</td>
<td>Attached to Mokokchung Division</td>
<td>In charge of Longleng Range, Longleng Division</td>
<td></td>
</tr>
</tbody>
</table>

Handing and taking over charge should be completed on or before 17th August 2018. No request or representation for retention will be entertained.

Sd/-

MOALILA
Under Secretary to the Govt. of Nagaland
NOTIFICATION

Dated Kohima the 8th August 2018

NO. FOR/ESTT-9/2009/102: In the interest of public service, the Governor of Nagaland is pleased to order the transfer and posting of the following Forest Rangers -

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name of the Officer</th>
<th>Present posting</th>
<th>Transferred to</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri. Jongponglema</td>
<td>Singpham Wildlife Sanctuary</td>
<td>Dimapur Range, Dimapur Division</td>
<td>Against existing vacancy</td>
</tr>
<tr>
<td>2</td>
<td>Smti. I. Sashilema</td>
<td>SEFTI, Dimapur</td>
<td>Mokokchung Range</td>
<td>Vice Shri. Imkuma ACF transferred</td>
</tr>
<tr>
<td>3</td>
<td>Smti. Florence Sangtam</td>
<td>Attached to Tuensang Forest Division</td>
<td>SEFTI, Dimapur</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Smti. Pezaneimoo Chielie</td>
<td>Attached to Social Forestry Division, Kohima</td>
<td>Kohima Range</td>
<td>Against existing vacancy</td>
</tr>
<tr>
<td>5</td>
<td>Shri. Punseni Khing</td>
<td>Merapani Range, Wokha Division</td>
<td>Jalukie Range, Peren Division</td>
<td>Against existing vacancy</td>
</tr>
<tr>
<td>6</td>
<td>Shri. Vesazo Puro</td>
<td>Noklak Range, Tuensang Division</td>
<td>Chozuba Range, Phek Division</td>
<td>Against the retirement vacancy of Shri Ruvusu Range Officer</td>
</tr>
<tr>
<td>7</td>
<td>Shri. Kekhrieselhou Kitshe</td>
<td>Baghty Range, Wokha division</td>
<td>Beat in charge, Phiphama beat</td>
<td>Against existing vacancy</td>
</tr>
<tr>
<td>8</td>
<td>Shri. Vivika Sema</td>
<td>Attached to Dimapur Division</td>
<td>Wokha Range, Wokha Division, He will also function as Assistant DMU Head (JICA)</td>
<td>Vice Shri. P. Janbemo Erung, Dy. Forest Ranger transferred</td>
</tr>
<tr>
<td>9</td>
<td>Shri. W. Wangshak Konyak</td>
<td>Mon Range, Mon Division</td>
<td>Longshen Beat Mon Division</td>
<td>Vice Shri. Chubamangisng Deputy Ranger transferred</td>
</tr>
<tr>
<td>10</td>
<td>Shri. Hevito Sema</td>
<td>Range officer (Designate), Longching Range, Mon</td>
<td>Retained as beat incharge, Akuluto beat, Zunheboto Division</td>
<td>He will hold additional charge of Surukhoto Range</td>
</tr>
<tr>
<td>11</td>
<td>Shri. Temjemmongba</td>
<td>Attached to Chumukedima Range</td>
<td>Mangkolemba Range, Mokokchung division</td>
<td>Vice Shri. Odibendang transferred</td>
</tr>
<tr>
<td>12</td>
<td>Shri. Odibendang</td>
<td>Mangkolemba Range, Mokokchung division</td>
<td>Longhna Range Mokokchung</td>
<td>Vice Shri. Imkongsunep transferred</td>
</tr>
<tr>
<td>13</td>
<td>Shri. Tsangli Tikhir</td>
<td>Longleng Range, Longleng Division</td>
<td>Silviculture Range, Dimapur</td>
<td>Vice Shri. Andrew Zelang transferred</td>
</tr>
<tr>
<td>14</td>
<td>Shri. Jweni Semp</td>
<td>Tseminyu Range, Kohima Division</td>
<td>Mepapani Range, Wokha Division</td>
<td>Vice Shri. Punseni Khing Transferred</td>
</tr>
<tr>
<td>15</td>
<td>Shri. Dzuthovito Lcho</td>
<td>Kuhuboto Range, Dimapur Division</td>
<td>Chumukedima Range, Dimapur Division</td>
<td>-</td>
</tr>
<tr>
<td>16</td>
<td>Shri. C. Khulevi Ayemi</td>
<td>Raungapah Range, Dimapur Division</td>
<td>Kuhuboto Range, Dimapur Division</td>
<td>-</td>
</tr>
<tr>
<td>17</td>
<td>Shri. Lansothung Lotha</td>
<td>Doyang Plantation Division</td>
<td>Baghty Range, Wokha Division</td>
<td>Vice Shri. Kekhrieselhou Kitshe transferred</td>
</tr>
<tr>
<td>18</td>
<td>Shri. Nitokhlu</td>
<td>Attached to Wildlife Warden, Dimapur</td>
<td>Mbaulwa Range, Peren Division</td>
<td>Vice Shri. Vekusu transferred</td>
</tr>
<tr>
<td>19</td>
<td>Shri. Imkongsunep</td>
<td>Longleng Range, Mokokchung Division</td>
<td>Attached to Chumukedima Range, Dimapur Division</td>
<td>-</td>
</tr>
</tbody>
</table>
Handing and taking over charge should be completed on or before 17th August 2018. No request or representation for retention will be entertained.

Sd/-

MOALILA
Under Secretary to the Govt. of Nagaland

NOTIFICATION

Dated Kohima, the 8th August 2018

NO. FOR/ESTT-9/2009/97: In the interest of public service, the Governor of Nagaland is pleased to order the transfer and posting of the following Deputy Forest Rangers.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the Officer</th>
<th>Present posting</th>
<th>Transferred to</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri. Chubanungzang</td>
<td>Longshen beat, Mon Division</td>
<td>Range in charge, Singphohan Wildlife Sanctuary</td>
<td>Vice Shri. Jongponglongba transferred.</td>
</tr>
<tr>
<td>2</td>
<td>Shri. Tsukunotshi</td>
<td>Attached to Dimapur Range</td>
<td>Attached to Changtunya Beat</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Shri. Andrew Zeliang</td>
<td>I/C Siliculture Range, Dimapur</td>
<td>In charge of Nong Beat, Peren Division</td>
<td>Against existing vacancy</td>
</tr>
<tr>
<td>4</td>
<td>Shri. Weneipe Khalo</td>
<td>Attached to Kohima Division</td>
<td>Range in charge, Tseminyu Range, Kohima Division</td>
<td>Vice Shri. Jwensi Semp transferred</td>
</tr>
<tr>
<td>5</td>
<td>Shri. Vekusu</td>
<td>Mbuala Range</td>
<td>Ngalwa Range</td>
<td>Against existing vacancy</td>
</tr>
<tr>
<td>6</td>
<td>Shri. Akokba</td>
<td>Attached to Silviculture Range (designate)</td>
<td>Attached to Kohima Range</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Shri. Temsu Longkumer</td>
<td>I/C of Akuluto beat (designate) Zunheboto Division</td>
<td>Range in charge Longchem Range, Mokokchung Division</td>
<td>Vice Shri M.Limaba transferred</td>
</tr>
<tr>
<td>8</td>
<td>Shri. Vesale</td>
<td>Attached to Phek Division</td>
<td>Range in charge Meluri Range, Phek Division</td>
<td>Vice Shri. Seichutho ACF transferred</td>
</tr>
<tr>
<td>9</td>
<td>Shri. M.Nahwang Konyak</td>
<td>Beat officer Aboi, Mon Division</td>
<td>Range in Charge Namsa Range, Mon Division</td>
<td>-</td>
</tr>
<tr>
<td>10</td>
<td>Shri. W Nokjak</td>
<td>Range in Charge Namsa Range, Mon Division</td>
<td>Range in Charge Nanginimora Range, Mon Division</td>
<td>-</td>
</tr>
<tr>
<td>11</td>
<td>Shri. Tongkem Konyak</td>
<td>Range in Charge Nanginimora Range, Mon Division</td>
<td>Beat officer Aboi, Mon Division</td>
<td>-</td>
</tr>
<tr>
<td>12</td>
<td>Shri. Bendangmongbu</td>
<td>Attached to Tuli Range</td>
<td>Attached to Chumukedima Range</td>
<td>-</td>
</tr>
<tr>
<td>13</td>
<td>Shri. Shilutemjen</td>
<td>Attached to Changtunya Beat</td>
<td>Incharge of Silviculture Range, Mokokchung</td>
<td>Against existing vacancy</td>
</tr>
<tr>
<td>14</td>
<td>Shri. Janbemo Ezung</td>
<td>Wokha Range, Wokha Division</td>
<td>Doyang Plantation Division</td>
<td>Vice Shri. Lansothung Lohia, Forest Ranger transferred</td>
</tr>
</tbody>
</table>

Handing and taking over charge should be completed on or before 17th August 2018. No request or representation for retention will be entertained.

Sd/-

MOALILA
Under Secretary to the Govt. of Nagaland
NOTIFICATION

Dated Kohima, the 9th August, 2018

NO. AGR/ESTT-127/94(Pt): In the interest of public service the Governor of Nagaland is pleased to order transfer and posting of the following Agriculture Officers, Class-II Gazetted under Agriculture Department with immediate effect :-

1. Shri. M Temsuwati, under SDAO, Jalukie is transferred and posted as Agriculture Officer, Tulii under SDAO, Tulii vice Shri. N. Alemba Pongener, retired.

2. Shri. Aoshilu, under DAO, Mon is transferred and posted as Agriculture Officer, Waking under SDAO, Naginimora.

3. Shri. Nungshilepden under DAO, Longleng is transferred and posted as Agriculture Officer, Tamli under SDAO, Tamli.

4. Smti. Viketuno Chusi under SDAO, Pughoboto, on promotion is transferred and posted as Agriculture Officer, Ghatashi under SDAO, Pughoboto vice Shri. Watilo Kath, retired.

5. Shri. Bongkam Phom under DAO, Longleng, on promotion is transferred and posted as Agriculture Officer, Longleng under DAO, Longleng vice Shri. Nungshilepden, transferred.

6. Shri. Daniel Konyak under DAO, Mon, on promotion is transferred and posted as Agriculture Officer, Mon under DAO, Mon vice Shri. Aoshilu, transferred.

7. Shri. Obed Chiso under SDAO, Aghunato on promotion is transferred and posted as Agriculture Officer, Aghunato under SDAO, Aghunato.

8. Shri. Alex Meyase under SDAO, Tening on promotion is transferred and posted as Agriculture Officer, Botsa under SDAO, Chiephobozou.

9. Shri. N. Chingin under SDAO, Aboi on promotion is transferred and posted as Agriculture Officer, Tizit under SDAO, Tizit.

10. Smti. Amei Phom under DAO, Longleng on promotion is transferred and posted as Agriculture Officer, Sakshi under DAO, Longleng.

11. Shri. Mongku Chulen under DAO, Tuensang on promotion is transferred and posted as Agriculture Officer, Noklak under SDAO, Noklak.

The Handing and taking over of charge must be completed by 31st August, 2018.

Sd/-

T.IMTIWAPANG AIER

Deputy Secretary to the Government of Nagaland
NOTIFICATION
Dated Kohima, the 10th August 2018

NO. FOR-40/85 (P/1)/96: In the interest of public service, the Governor of Nagaland is pleased to order the transfer and posting of the following IFS and Non-Cadre DCF Officers:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of the Officer</th>
<th>Present posting</th>
<th>Transferred to</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri. Y.M. Jami, IFS</td>
<td>Current Charge of CF (NTC) with additional Charge of DFO, Mokokchung and Director, Intangki National Park</td>
<td>Director, Intangki National Park with additional charge of CF (NTC)</td>
<td>Against the retirement of Shri. Heinelung (DCF)</td>
</tr>
<tr>
<td>2.</td>
<td>Shri. T. Aochuba, IFS</td>
<td>DFO Mon</td>
<td>DFO Mokokchung</td>
<td>Shri. Y.M. Jami, IFS relieved of additional charge of DFO Mokokchung</td>
</tr>
<tr>
<td>3.</td>
<td>Shri. Raj Priy Singh, IFS</td>
<td>DCF (HQ)</td>
<td>DFO Mon</td>
<td>Vice Shri. T. Aochuba transferred</td>
</tr>
<tr>
<td>4.</td>
<td>Shri. Rajkumar M., IFS</td>
<td>Attached Officer, O/o Chief Wildlife Warden, Dimapur</td>
<td>DFO Zunheboto</td>
<td>Vice Shri. Tokaho Kinimi transferred</td>
</tr>
<tr>
<td>5.</td>
<td>Shri. Dinesh Vasantrao Honmame, IFS</td>
<td>Attached Officer, O/o PCCF &amp; HoFF, Nagaland</td>
<td>DCF (HQ)</td>
<td>Vice Shri. Raj Priy Singh transferred</td>
</tr>
<tr>
<td>6.</td>
<td>Shri. Tokaho Kinimi, SFS</td>
<td>DFO Zunheboto</td>
<td>Attached Officer, O/o Chief Wildlife Warden, Dimapur</td>
<td>-</td>
</tr>
</tbody>
</table>

Handing and taking over charge should be completed on or before 17th August 2018. No request or representation for retention will be entertained.

Sd/-
HENKOHOAO SINGSON
Additional Secretary to the Govt. of Nagaland

NOTIFICATION
Dated Kohima, the 23rd July, 2018.

NO.WH/EST/23/78(Pt)/423:; The Governor of Nagaland is pleased to allow officiating promotion of Er. Tsashika Wotsa, Additional Chief Engineer to the post of Chief Engineer in the pay matrix level 18 (123600-198300) vice Er. Limatemsu Longkumer, Chief Engineer PWD Mechanical retired with effect from the date of taking over of charge.

2. The above officiating promotion is subject to regularization by the DPC.

3. This issued with the clearance of P&AR Department (O&M Cell) vide U.O No. 325 dated 20/07/2018.

Sd/-
M. BENJONGNUNGSANG
Deputy Secretary to the Government of Nagaland.
NOTIFICATION

Dated Kohima, the 9th August 2018

WD/ESTT/PM-1/2/2014/386:: In the interest of public service, the Governor of Nagaland is pleased to allow officiating promotion of the following officers under the Directorate of Women Resource Development to the posts, pay level and pay matrix as indicated against their names plus all other allowances as are admissible under rules in force in Nagaland from time to time with effect from the date of taking over charge.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name &amp; Designation of officials</th>
<th>Promoted to</th>
<th>Pay level</th>
<th>Pay Matrix</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Smti. Tune Thisa, Superintendent.</td>
<td>Registrar, against retirement vacancy of Shri Hokato Sema, Registrar.</td>
<td>14</td>
<td>57400-181600</td>
</tr>
<tr>
<td>2</td>
<td>Smti. Aluno Sophie, Assistant Superintendent.</td>
<td>Superintendent, vice Smti. Tune Thisa promoted.</td>
<td>13</td>
<td>56100-177500</td>
</tr>
</tbody>
</table>

2. The above officiating promotions are purely on temporary basis. The officiating promotions are to be placed before the Departmental Promotion Committee within 03 (three) months for subsequent regularization.

3. This is issued with the approval of P & AR Department (O & M Branch) vide U.O No. 394 dated 07-08-2018.

Sd/-

NUKUTULU S. VENUH
Under Secretary to the Government of Nagaland.

NOTIFICATION

Dated Kohima, the 13th August 2018.

NO. WH/EST/35/2018/283:: The Governor of Nagaland is pleased to allow officiating promotion in respect of Smti. Temiensangla, Assistant Superintendent to the post of Superintendent (Directorate) (Class-I Gazetted) under NPWD in the Pay Matrix Level – 13 of Rs. 56100-177500/- pm plus all other allowances as are admissible under rules in force in Nagaland from time to time with effect from the date of taking over charge.

2. The above officiating promotion is purely temporary and subject to regularisation by the DPC within 3 (three) months from the effective date of officiating promotion.

3. The officiating promotion has the clearance of the P & AR Department vide U.O NO. 413 09/08/2018.

4. Transfer and posting will be issued separately.

Sd/-

M BENJONGNUNGSANG
Deputy Secretary to the Government of Nagaland.
NOTIFICATION

Dated Kohima, the 13th Aug, 2018

No. SW/I/ESTT-5/18:: In pursuance of the P&AR Department Notification No. AR-13/5/89 dated 31.03.2015 and in the interest of public service, the Governor of Nagaland is pleased to promote the following Head Assistants, Class-III Non-Gazetted to the upgraded post of Head Assistant (Senior), Class-II Gazetted against the posts/pay bands plus all other allowances as admissible under rules in force in Nagaland from time to time from the date of taking charge as shown in the table below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name and Designation</th>
<th>Resultant Vacancy due to retirement of</th>
<th>Promoted to the Post of:</th>
<th>Revised Pay level in the Pay Matrix</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri. B.N. Bongshen,</td>
<td>Shri. Dikai Zeliang, H.A</td>
<td>Head Assistant (Senior) Class-II Gazetted</td>
<td>Pay level-11 (10800-129200)</td>
</tr>
<tr>
<td></td>
<td>Head Assistant</td>
<td>(Senior) DPO Office, Peren, retired w.e.f 31.07.2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Shri. K. Alu Achumi,</td>
<td>Shri. Keviswe, H.A</td>
<td>Head Assistant (Senior) Class-II Gazetted</td>
<td>Pay level-11 (10800-129200)</td>
</tr>
<tr>
<td></td>
<td>Head Assistant</td>
<td>(Senior) DPO Office, Kohima, retired w.e.f 31.07.2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The promotions of the incumbents holding the post of Head Assistant, Class-III to that of Head Assistant (Senior), Class-II shall be personal to the incumbents, and these posts will automatically be reverted back to their original grade of Head Assistant, Class-III as and when the incumbent vacates the post.

Sd/-

SHILOMENLA LONGCHARI
Deputy Secretary to the Government of Nagaland

NOTIFICATION

Dated Kohima, the 13th August, 2018

NO. TRSM/ESTT-1/1/2017(D)/122:: In accordance with Cabinet Office Memorandum No. CAB-2/2013 dated 25th July, 2018 in the interest of public service, the Governor of Nagaland is pleased to promote the following Tourist Assistant / Caretaker to the upgraded and re-designated post of Tourist Officer in the Pay Level 12 (Rs.43700-138500) PM plus all other allowances as are applicable under the rules from time to time with effect from 25th July, 2018.

1. Smti. Ketholeno Kenna-o
2. Shri. Ruvisie Poji
3. Smti. P. Lily

2. This is to be read with notification NO. TRSM(S)-I/II/96(VOL.I) dated Kohima the 09th August, 2018 regarding technical qualification as per Nagaland Tourism Service Rules 2014.

Sd/-

B. HENOK BUchem, NCS
Deputy Secretary to the Government of NCS
NOTIFICATION

Dated Kohima, the 20th Aug, 2018

NO.YRS/ESTT-2/12/2017 :: In the interest of public services, the Governor of Nagaland is pleased to order transfer and posting of the following Officers with immediate effect.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Name</th>
<th>Designation</th>
<th>Present place of posting</th>
<th>Posted to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mhiesilhoubei</td>
<td>DSO</td>
<td>Kohima</td>
<td>Retained</td>
</tr>
<tr>
<td>2</td>
<td>Chabarela Longchari</td>
<td>YRO</td>
<td>Kohima</td>
<td>Retained</td>
</tr>
<tr>
<td>3</td>
<td>Temulezame Temso</td>
<td>DSO</td>
<td>Attached to Directorate</td>
<td>Dimapur</td>
</tr>
<tr>
<td>4</td>
<td>Kiriekethou Kense</td>
<td>YRO</td>
<td>Dimapur</td>
<td>Retained</td>
</tr>
<tr>
<td>5</td>
<td>Dzienebonmo Yizo</td>
<td>DSO</td>
<td>Phek</td>
<td>Retained</td>
</tr>
<tr>
<td>6</td>
<td>Vungkholie</td>
<td>YRO</td>
<td>Phek</td>
<td>Retained</td>
</tr>
<tr>
<td>7</td>
<td>Asohho Tale</td>
<td>DSO</td>
<td>Zunheboto</td>
<td>Retained</td>
</tr>
<tr>
<td>8</td>
<td>Atoli Yepthio</td>
<td>YRO</td>
<td>Attached to Directorate</td>
<td>Zunheboto</td>
</tr>
<tr>
<td>9</td>
<td>M. Angle Konyak</td>
<td>YRO</td>
<td>Mon</td>
<td>Kiphire</td>
</tr>
<tr>
<td>10</td>
<td>Mangla Semhen</td>
<td>DSO</td>
<td>Longleng</td>
<td>Retained</td>
</tr>
<tr>
<td>11</td>
<td>Thapliandi Zunyu</td>
<td>DSO</td>
<td>Peren</td>
<td>Retained</td>
</tr>
<tr>
<td>12</td>
<td>Zolapovi Zecho</td>
<td>DSO</td>
<td>Attached to Directorate</td>
<td>Wokha</td>
</tr>
<tr>
<td>13</td>
<td>Neilloumai Kense</td>
<td>YRO</td>
<td>Wokha</td>
<td>Retained</td>
</tr>
<tr>
<td>14</td>
<td>Rosokhosa Krose</td>
<td>DSO</td>
<td>Kiphire</td>
<td>Mokokchung</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>YRO</td>
<td></td>
<td>Mokokchung</td>
</tr>
<tr>
<td>16</td>
<td>Vuniokho Zunu</td>
<td>YRO</td>
<td>Tuensang</td>
<td>Retained</td>
</tr>
<tr>
<td>17</td>
<td>Wetsucho</td>
<td>DSO</td>
<td>Attached to Directorate</td>
<td>Tuensang</td>
</tr>
<tr>
<td>18</td>
<td>Anguvitto Simii</td>
<td>DSO</td>
<td>Attached to Directorate</td>
<td>Mon</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>YRO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Nuvitho Nyuthe</td>
<td>DSO</td>
<td>Dimapur</td>
<td>Attached to Directorate</td>
</tr>
<tr>
<td>21</td>
<td>Y. Libemo Jami</td>
<td>YRO</td>
<td>Mokokchung</td>
<td>Attached to Directorate</td>
</tr>
</tbody>
</table>

Handing over of charges should be completed by the 31st of August 2018.

Sd/-

KECHA NIENU
Deputy Secretary to the Govt of Nagaland.
NOTIFICATION
Dated Kohima, the 8th Mar’2010.

NO.POL.-1/ES’T’T/99/2003 :: In exercise of the powers conferred under the Article 309 of the Constitution of India, the Governor of Nagaland is pleased to notify the Nagaland Police Manual containing 6 (six) parts for regulating the recruitment and conditions of the service of personnel appointed to the Nagaland Police Force,

Sd/-
SASHINARO
Deputy Secretary to the Govt. of Nagaland.
NAGALAND POLICE MANUAL
PART - I

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13. Power delegated by Government to the Additional Director General, Inspector General and Deputy Inspector General of Police
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CHAPTER - I

1. The Police Force of the State of Nagaland consists of the Civil Police and the Nagaland Armed Police including the Nagaland Police Telecommunication Organisation.

This Manual relates to the Civil Police, the Nagaland Armed Police and the Nagaland Police Telecommunication Organisation only.

2. **Nomenclature of the Police Force.** – The Police Force consists of:
The District Executive Force comprising of both the Unarmed Branch, the Armed Branch, Traffic Police and the District Intelligence Branch; The Nagaland Armed Police Batallions including the India Reserve Batallions; The Nagaland Police Telecommunication Organisation; The Intelligence Establishment and the Criminal Investigation Department.

**Civil Police:**
It comprises:

*Gazetted Officers*
- The Director General and Inspector General of Police
- The Additional Director Generals of Police
- The Inspector Generals of Police.
- The Deputy Inspectors General of Police.
- Assistant Inspector Generals of Police,
- Superintendents of Police,
- Additional Superintendents of Police
- Assistant Superintendents of Police/Deputy Superintendents of Police,
- Inspectors (both Armed Branch and Unarmed Branch)

*Non-gazetted Officers*
- Sub-Inspectors (both Armed Branch and Unarmed Branch)
- Assistant Sub-Inspectors,
- Head Constables / Havildars
- Naiks
- Lance Naiks
- Constables (both Armed Branch and Unarmed Branch)

**Nagaland Armed Police Battalions**
The Director General and Inspector General of Police
The Additional Directors General of Police
The Inspector Generals of Police
The Deputy Inspector Generals of Police
Commandants
Deputy Commandants
Assistant Commandants
Armed Branch Inspectors
Armed Branch Sub Inspectors
Havildars
Naiks
Lance Naik
Constables
The Criminal Investigation Department
The Director General and Inspector General of Police
The Additional Director of Police
The Inspector General of Police (Crime)
The Deputy Inspector General of Police (CID)
The Deputy Inspector General of Police (HR)
The Superintendents of Police (Crime) / SCRB
The Deputy Superintendents of Police
Inspectors (Unarmed Branch only)
Sub Inspectors (both Armed Branch and Unarmed Branch)
Assistant Sub Inspectors of Police
Head Constables / Havildars
Naiks
Lance Naiks
Constables (both Armed Branch and Unarmed Branch)

The Intelligence Department
The Director General and Inspector General of Police
The Additional Director General of Police
The Inspector General of Police (INT)
The Superintendents of Police (SB)
The Superintendent of Police (Security)
The Deputy Superintendents of Police (SB/Security)
The Inspectors (Both AB and UB)
The Sub Inspectors (Both AB and UB)
The Assistant Sub Inspectors
The Head Constables / Havildars
Naiks
Lance Naiks
Constables

The Nagaland Police Telecommunication Organisation (NPTO)
The Director General and Inspector General of Police
The Additional Director General of Police
The Inspector General of Police
The Deputy Inspector General of Police (NPTO)
The Superintendent of Police (NPTO)
The Additional Superintendent of Police (NPTO)
The Deputy Superintendents of Police (NPTO)
The Inspectors
Sub Inspectors
Assistant Sub Inspectors
Head Constables
Constables
3. CODE OF CONDUCT OF THE NAGALAND STATE POLICE FORCE

(1) The general duties imposed on Police officers by law are detailed in the Police Act 1861 as amended by the Police Act 1888. The code of Criminal Procedure Act, 1973 (Act 2 of 1974) defines their powers and duties in the prevention and detection of crime. Several Special Acts, Local and Central, also prescribe duties particular to the realization of the objectives of the respective enactments.

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

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

(4) The Police should recognize and respect the limitations of their powers and functions. They should not usurp or even seem to usurp the functions of the judiciary and sit in judgement on cases, nor should they avenge individuals and punish the guilty.

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

(6) The Primary duty of the Police is to prevent crime and disorder and the Police must recognize that the measure of their efficiency is indicated by the absence of crime and disorder and not the visible force of Police action in dealing with them.

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

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

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

(10) The Police should always place duty before self, should remain calm and good-humoured whatever be the danger or provocation and should be ready to risk their life in protecting those of others.

(11) The Police should always be courteous and well-mannered. They should be dependable and unattached; they should possess dignity and courage; and should cultivate character and the trust of the people.
(12) Integrity of the highest order is the fundamental basis of the prestige of the Police. Recognizing this, the Police must keep their private lives scrupulously clean, develop self-restraint and be truthful and honest in thought and deed, in both personal and official life, so that the Public may regard them as exemplary citizens.

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

(14) Every Police officer shall be considered to be always on duty and shall be liable for service anywhere in India and shall have the powers, duties, privileges and liabilities of a Police officer wherever employed as such.

4. **Police Administrative Areas.** – (1) The District – Police districts correspond with the civil districts of the State. However, a Police District can be formed as and when the Government by notification declares such to be a Police District. For the Assistant of the Inspector Generals of Police (Crime/INT) in administrative matters, officers of the rank of Superintendent of Police with the designation of “Special” Superintendent of Police (Crime), Superintendent of Police (Special Branch), Superintendent of Police (Security) and Superintendent of Police (Narcotic)” are attached to the office of the Inspector General of Police (Crime or INT) as the case may be.

(1) *The Sub-division, which corresponds to the civil sub-division.* – In certain important sub-divisions an Assistant or Deputy Superintendent of Police is posted in police charge, and term the Sub-Divisional police Officer.

(2) *The circle, under the charge of an Inspector of Police.* – The circle is generally conterminous with the sub-division.

(3) *The Police Station*, in-charge of an Inspector or a Sub-inspector, which forms the smallest independent unit, and is the investigating centre.

(4) *The Outpost*, in-charge of an Assistant Sub-Inspector or a junior Sub-Inspector, forming a local investigating centre, subordinate to the police station of which it forms part. Outposts are ordinarily established for convenience in areas difficult of access from the police station, or of special importance – the legal jurisdiction of its staff extends to the whole area of the parent police stations but by departmental arrangement, is ordinarily confined in the exercise of its activities to a particular portion.

(5) *Town Outposts and Beat House*, in-charge of Assistant Sub Inspectors or Head Constables which are established in the larger towns, as local headquarters of town police patrols.

(6) *The Criminal Investigation Department*, which includes the Finger Print Bureau, has jurisdiction throughout the state, and is treated for administrative purposes as a police district. It is in the charge of a Special Superintendent of Police, who is the immediate assistant of the Inspector General of Police (Crime) or Deputy Inspector General of Police (CID) at headquarters in matter connected with crime.
CHAPTER II

Director General and Inspector General – Functions and Powers of

(Rules 4 to 13)

5. **Police Administration vested in Director General and Inspector General of Police.** –
   Section 4 of Act V of 1861 vests the administration of the police throughout a General Police
   District in a Director General and Inspector General of Police and such number of Additional
   Director General of Police, Inspector General of Police, Deputy Inspectors General and Assistant
   Inspector General of Police/Superintendents of Police as the State Government may think fit to
   appoint, and their general powers are defined in the same Act. The General Police District
   administered by the Director General and Inspector General of Police, Nagaland, is conterminous
   with the territories within the state of Nagaland.

   (b). The Director General and Inspector General of Police exercises general control over the police
   force. He is the head of the Police department and the counselor of Government in all matters
   connected with that branch of the administrations. To him belong ordinarily all purely police
   departmental functions and the duty of keeping the Local Government informed of all that concerns
   the police administration.

   For the assistance of the Director General and Inspector General of Police in administrative matters,
   officers of the rank Additional Director General of Police, Inspector General of Police, Deputy
   Inspector General of Police or Superintendent of police with different set of functional designations
   will be posted. Also an Officer of either the rank of Superintendent of Police, or Additional
   Superintendent of Police or Deputy/Asstt. Superintendent of Police will be posted as his Personal
   Assistant who is designated as the Staff Officer to Director General and Inspector General of
   Police.

   Note. – The Director General and Inspector General of Police has free access to the Head of the
   Government and can Communicate unofficially with the Secretariat).

6. **Magisterial powers of the Director General and Inspector General of Police.** – Under
   section 5 of Act V of 1861 the Director General and Inspector General of Police is vested with the
   full powers of a magistrate throughout the State. These powers may be exercised, so far as may be
   necessary, in the absence of Magistrate, only for the preservation of the peace, the prevention or
detection of crime, or the apprehension or detection of offenders.

7. **May prescribe books and registers.** – The Director General and Inspector General of Police is
   authorized to prescribe the books and registers to be kept by the subordinate establishments, such
   as Superintendents of Police and at each police station.

8. **May issue circular orders.** – The Director General and Inspector General of Police is also
   empowered under section 12, Act V of 1861, to issue circular orders to his subordinates. Two
   copies of each circular must be submitted to Government in the Judicial Department and all circulars
   dealing with important or controversial matter must be approved by Government before issue.
9. **May depute additional police.** – The Director General and Inspector General of Police may, under section 13 of Act V of 1861, depute additional police at the cost of individuals applying for them, to keep the peace at any place. Under section 14 of the same Act he may, with the consent of the Government appoint additional police to preserve order in the neighbourhood of railway or other works and is empowered to recover the cost of such additional police from the controlling authority of such railway or other work, and with the same sanction he may, under section 15 of the same Act, after the issue of a proclamation by the Government in the official gazette, quarter additional police in disturbed or dangerous districts.

10. **May strengthen or withdraw police where necessary.** –
(a) The Director General and Inspector General of Police has full authority to withdraw the police from the reserve of any district for special or emergent duty in any other district or elsewhere, and all requisitions of this nature shall be immediately complied with by district officers. Similarly, in cases of sudden emergency, the Director General and Inspector General of Police may withdraw the police from the sanctioned allotment of any station or outpost for special and emergent duty in any other district or elsewhere, due intimation being given to the Commissioner and district.

(b) If the District Magistrate objects to the order of the Director General and Inspector General of Police he shall refer the question to the Commissioner, and if the Director General and Inspector General of Police does not accept the Commissioner’s opinion on the question he must refer it to the Government.

11. **May sanction camping charges.** – (a) The Director General and Inspector General of Police will may authorize such allowances as may be permissible from time to time governed by the State notification in the interest of public service.

12. **Powers delegated by Government to Director General and Inspector General.** – The Director General and Inspector General of Police shall exercise such financial powers as may be delegated to the office by the Government from time to time.

The following powers have also been delegated to the Director General and Inspector General:

(i) **Permanent advances.** – Power to sanction permanent advances to subordinates officers as may be allowed by the Government from time to time

(ii) **House building advances.** – Power to sanction house building advances to subordinate officers, in strict accordance with the rules, laid down by the Government from time to time by notification.

(iii) **Irrecoverable amounts.** – Power to write off finally irrecoverable value of stores or public money lost by fraud or the negligence of individuals on other causes upto limit Rs. 10000/- or the limit prescribed by the Government from time to time, subject to the condition that the loss did not disclose (1) a defect of system to the amendment of which requires the order of higher authority or (2) serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action requiring orders of higher authority.

Note 1. – Superintendents of Police and Commandants have also been authorized to write off up to a limit of Rs. 5000 or as prescribed from time to time by the Government, subject to the above conditions.
Note 2. – All sanctions to write off should be communicated to the Comptroller for scrutiny in each case and for bringing to notice any defect of system which appears to require attention.

(iv) *Rent for office.* – The Director General and Inspector of Police is authorized to take on rent ordinary office accommodation within reasonable limits subject to the approval of the Government as and when the need arises.

(v) *Lodging allowance.* – The Director General and Inspector General has been authorised to sanction lodging allowance for police officers subject to the budget provision and the rates and rules as fixed by the government by notification, from time to time.

**Note:**

(i) Superintendents (and in the absence from headquarters of the Superintendent, Additional Superintendents) of Police are also authorised to grant lodging allowance to officers subordinate to them subject to the prevailing rules of the Government.

(ii) The amount of lodging allowances will be restricted to the actual rent payable in each case subject to the rules laid down by the government.

(iii) The necessity for renting buildings must be attested by the Executive Engineer.

(vi) *Power to sanction the rent of lands and buildings leased by Government.* – The Director General and Inspector General may sanction within budget provision payment of rent on lands and buildings leased by Government under such rules as may be framed by the Government from time to time.

(vii) *Power to depute subordinates to any part of India.* – The Director General and Inspector General is empowered to authorise any officer subordinate to him to proceed on duty to any part of India.

(viii) *Power to sanction purchase of articles of stationary including rubber stamps.* – The Inspector General is empowered to sanction petty local purchase of stationary and rubber stamps up to a limit as set by the government from time to time.

(ix) *Power to sanction supply of typewriters, etc.* – The Director General and Inspector General can sanction the supply of typewriters (including duplicating apparatus, computers and its accessories) subject to the condition as laid down by the government from time to time.

(x) *Power to change the date of birth in the detailed list of establishment and service books.* – The State Government have delegated to the Director General and Inspector General the power to change the date of birth as entered in the detailed list of establishment and also in the service books of non-gazetted officers subordinate to him, subject to the general rules laid on such matters, by the government from time to time.

(xxi) *Power to grant extraordinary leave as in clause (a) of the Fundamental Rule 85 in continuation of any leave that is admissible and power to commute retrospectively periods of absence without leave in extraordinary leave.*
(b) **Power of accepting medical certificates of incapacity for further service.** – If an officer applying for an invalid pension is fifty years old or upwards no certificate by a medical officer is necessary; it suffices for the head of the office to certify to the incapacity of the applicant. Otherwise incapacity for service must be established by a medical certificate of a Board as constituted by the government for such purposes from time to time.

An officer who has submitted a medical certificate of incapacity for further service, must not (except for special reasons to be reported to the state government) be retained in active serving pending a decision on his application for pension nor can he obtain leave of absence.

Without the special orders of the authority which has power to sanction the pension, service after the date of such medical certificate does not count for pension.

(c) Power of accepting a medical certificate bearing a later date than that of the application for pension.

(d) Power to sanction condonation of breaks in service.

(e) Power to sanction condonation of deficiencies up to three months in cases where the applicant for pension is serving on a provincial establishment.

(xii) **Power to vary details of temporary establishment.** – The Inspector General has been empowered to vary details (namely the rates of pay of particular posts, the number of hands employed and the period of employment of any temporary establishments employed under him whether entertained for full periods of one year or for longer or shorter periods or as per the rules that may be allowed by the government from time to time.

(xiii) **Power to sanction general police rewards.** – The Inspector General has been authorised to sanction the payment of general police rewards upto Rs. 1000 in each case or the limit as may be set by the government from time to time

13. **Power delegated by Government to the Additional Director General, Inspector General and Deputy Inspector General of Police** – The Additional Director General, Inspector General and Deputy Inspector General of Police will exercise such powers and function as may be delegated to them from time to time by the Director General and Inspector General of Police.
CHAPTER - III

Director General and Inspector General of Police and Deputy Inspector General of Police, – Certain Duties of

(Rule 14 to 18)

14. **Inspection Duties.** – The Director General and Inspector General of Police will not ordinarily inspect any of the district/battalions/units. However, he is expected to visit the units from time to time.

The Inspector General of Police and the Deputy Inspector General of Police should inspect, personally, a certain number of districts/battalions/units each year and should so arrange that in the course of three years all the districts/battalions/units of the State will be visited and inspected. He should also visit as many sub-divisions and police stations as he finds possible.

He should make the acquaintance of Government officials and all others whom it is useful for him to know and should make a point of seeing all gazetted police officers, all Inspectors and as far as possible all Sub-Inspectors. The inspection statements/brochures [Forms Nos. 1 to 6 Part I] should be prepared in anticipation of Inspector General of Police’s or the Deputy Inspector General of Police’s arrival.

15. **To report conviction of Gazetted Police Officers.** – The Director General and Inspector General of Police will report for the information of Government when any gazetted police officer is convicted of a criminal offence. To enable him to do so, the Magistrate of the district will report any such case to the Director General and Inspector General of Police through the Commissioner. The Director General and Inspector General of Police will send on this report for the orders of Government with his opinion on the case and a report on the previous conduct of the officer concerned.

16. **To report loss of public money, etc.** –
   (a) Whenever a defalcation or loss of any public money, stamps or opium, belonging to or in the custody of the police department, is discovered a report will immediately be made by the Superintendent of Police to the Inspector General of Police who will forward a copy to the Comptroller, Nagaland.

   When the matter has been fully enquired into, a further and complete report will be submitted as to the nature and extent of the loss was rendered possible

   (b) The discovery of forged currency notes should be reported to the Deputy Controller of currency, Calcutta.

17. **To submit annual administration report.** –
   (a) The Director General and Inspector General of Police is required to submit to Government an annual report showing the administration of his department in all those districts in which Act V of 1861 is or may be in force. The materials for this report will be obtained from the reports of his subordinates. (Vide Part II of this Manual).

   (b) In the preparation of these reports consciousness should be studied, the object aimed at being to convey the greatest amount of information in the fewest words possible. The practice of weaving
into sentences figures already given in tabular statements should be avoided, and extracts from the reports of subordinates should not be strung together at considerable length when they might with advantage by summarized.

(c) In order to enable the Director General and Inspector General of Police to submit his report on the specified date as required by the government from time, the annual report prescribed in part II of this Manual must be forwarded to Director General and the Inspector General of Police on the prescribed date.

18. **To report death of Gazetted Police Officers.** – The Director General and Inspector General of Police is also required to submit to government a report regarding the death of European or Gazetted Police Officers subordinate to him, for submission to the Government of India in the Home Department. Blank returns need not be submitted.

Similarly the death of, and serious accidents met by European officers, the information regarding which is received by the Director General and Inspector General of Police shall be immediately reported to Government.

19. **Immediate subordinate of the Director General and Inspector General to be Controlling Officer:** – During the absence from headquarters of the Director General and Inspector General of Police his immediate subordinate in Headquarters shall be the controlling officer for the purpose of passing travelling allowance bills, of officers employed directly under the Director General and Inspector General of Police whose bills require his countersignature.

For powers of other officers to countersign travelling allowance bill (see Part II of this Manual).

*Powers delegated by Government to the Additional Director Generals of Police.*

20. **The Director General and Inspector General of Police is authorized to delegate powers and functions to the Additional Director Generals of Police (Administration) and (Operations) as per the requirements from time to time.** The Additional Director General of Police Administration will assist the Director General and Inspector General of Police in all administrative functions in the Headquarters. The Additional Director General of Police (Operations) will assist the Director General and Inspector General of Police in all operational and law and order matters.

*Powers delegated by Government to the Inspector Generals of Police and Jurisdictions*

21. **Jurisdictions of the Inspector Generals of Police**: The following shall be the jurisdictions of the Inspector Generals of Police:

(a) Inspector General of Police Northern Range shall have as his jurisdiction, the jurisdictions of the Deputy Inspector Generals of Mokokchung and Tuensang.

(b) The Inspector General of Police Southern Range shall look after the jurisdictions of the Deputy Inspector Generals of Kohima East, Kohima West and Dimapur.
The Inspector Generals of Police (both Northern Range and Southern Range) will assist the Additional Director General of Police (Operations) relating to all law and order matters as well as the supervision of the District Police and NAP Battalions, including the Deputy Inspector Generals of Police (Ranges).

The Inspector General of Police (Crime) will be responsible to the Director General and Inspector General of Police and supervise the activities of the Deputy Inspector General of Police (CID), Superintendent of Police (Crime), Superintendent of Police (Narcotics) and Superintendent of Police (State Crime Records Bureau). He shall also function as the Ex-Officio Director of State Crime Records Bureau.

The Inspector General of Police (Training & Border) will also be responsible to the Director General and Inspector General of Police and will have the Deputy Inspector General of Police (Training) and Deputy Inspector General of Police (Border) to assist him in his functions.

The Inspector General of Police (Intelligence) shall be responsible to the Director General and Inspector General of Police for collection, collation, and dissemination of all intelligence. He shall also supervise the Deputy Inspector General of Police (Human Rights), the Superintendent of Police (Special Branch) and Superintendent of Police (Security). He will be the appointing authority of constables in the Intelligence establishment. He is also the Public Relations Officer of the Department.

The Inspector Generals of Police (Ranges) should inspect, personally, a certain number of districts/battalions/units each year and should so arrange that in the course of three years all the districts/battalions/units of the State will be visited and inspected. He should also visit as many sub-divisions and police stations as he finds possible.

He should make the acquaintance of Government officials and all others whom it is useful for him to know and should make a point of seeing all gazetted police officers, all Inspectors and as far as possible all Sub-Inspectors.

Powers delegated by Government to the Deputy Inspector General of Police (Ranges)

(Rules 18-C to 18-G)

22. Powers and duties:— The Deputy Inspector General in-charge of a Range is a link in the chain of responsibility between the Police and its officers Headquarters (including the Inspector Generals) and the District Officers. He should endeavour by frequent personal inspection to establish and maintain efficiency and discipline, to ensure uniformity of procedure and practice and secure cooperation between the Police of his several Districts/NAP Battalions and other police units as well as harmonious working between the police and the Magistracy. He shall be in close touch with the Commissioner and District Magistrates about the maintenance of peace and the prevention of crime in their respective charges. Communication with Commissioner shall ordinarily be in the nature of semi-official or official notes, those with Districts Magistrates shall ordinarily be through the Superintendent of Police. When visiting the headquarters of District he will avail of the opportunity of discussing matters relating to law and order, crime and other matters of common interest with the Deputy Commissioner.
He should control, instruct and advise the Superintendent of Police while being careful not to supersede them in any of their proper functions or relations with their subordinates. He will pay particular attention to the training of and the discipline in the D.E.F./NAP Battalions and other police units so that as high as possible, a standard of efficiency may be reached and maintained. Superintendents/ Commandants or other heads of Police units on their part, should treat the Deputy Inspector General with frankness, assist him in his inquiries, bringing to his notice the requirements of their Districts/ Units and consult him confidentially in all matters of difficulty.

23. **Jurisdictions of Deputy Inspectors General of Police (Range).** – The jurisdictions of the following Deputy Inspectors General of Police are distributed as shown against each.

1. Deputy Inspector General of Police, Kohima East Range, - 5 NAP, 8 NAP, DEF Phek, DEF Zunheboto.
3. Deputy Inspector General of Police, Mokokchung Range – DEF Mokokchung, DEF Mon, 6 NAP, 2 NAP.
6. Deputy Inspector General of Police, Criminal Investigation Department – Criminal Investigation Department covering the entire State of Nagaland.
7. Deputy Inspector General of Police, (Headquarters), PHQ, Kohima
8. **Deputy Inspector General of Police (Modernisation & Planning), PHQ, Kohima**
9. Deputy Inspector General of Police (Human Rights), PHQ, Kohima
10. Deputy Inspector General of Police, Border, Chumukedima, covering the entire borders of Nagaland.

24. **Supervisory Powers.** – The Deputy Inspector Generals of Police shall have supervisory control of the units within his range.

25. **Tour Programme.** – In order to secure that the touring of the Range and NAP Deputy Inspector General may be systematic and regular and to cater to contingencies, they should draw up and send copies of the periodic tour programmes well in advance to the Superintendents of Police / Commandants in their respective ranges and also to Inspector General of Police. They should also draw up a local programme of inspection giving timings and details of work in consultation with the Superintendent of Police / Commandants and furnish a copy thereof to him on the eve of the inspection and adhere to it as far as practicable.
26. **Inspection:**

1. Range Deputy Inspector General is expected to inspect thoroughly the Districts/NAP Bns. in their ranges once a year.

2. Ordinarily not more than seven days should be required for the inspection of District/Unit and the inspection should cover that of the Reserve, the office of the Superintendent of Police/Commandants, the town or city police station and one other Police Station in the District as the case may be.

3. The inspection should be directed towards discovering errors in the broad features of administration of the District as a whole and giving instruction and guidance to the Superintendents of Police on matters on which the same are found on inspection to be necessary, the discovery and correction of petty clerical errors or omissions being left to be done by inspecting officers at lower levels, viz., Superintendent of Police, Additional Superintendent of Police, A.S.P./Deputy Superintendent of Police – H.Q or NAP Units and Outposts as the case may be.

4. The inspection of the Superintendent of Police’s office especially in Armed Branch/Crime Branch and that of the Reserve is the responsibility of the Deputy Inspector General. There are many matters which demand the personal attention of the Deputy Inspector General and an examination of these should be evenly spread over the period earmarked for inspection. Without fettering in any way the discretion of the Range Deputy Inspector General the following may serve as a sort of outline for the distribution of the work over a week’s stay:

   (a) That first day’s work should commence with a ceremonial parade in the morning at reserve. This should be followed by an inspection of different items of parade ground work done by different squads or platoons. Special attention should be given to the training imparted for control of riotous mobs. In this context adequacy of training in Lath and tear gas drill should be looked into. It may also be profitable to inspect exercises in mob control methods. Recruits should then be seen and their progress in training with reference to the training programme looked into. Inspection of the school for police-men’s children, the mess, canteen, welfare centre and other amenities provided for the welfare of the men should be among the matters which ought to receive proper attention. The examination of the stores, the armourer’s ship, police motor vehicles and garages and police lines and their sanitation should also be carried out.

   He should also see whether the method of recruitment is satisfactory whether arrangements have been made for the education of the illiterate amongst the constabulary, whether promotions are made on proper lines and whether armed and unarmed men are regularly examined and the tests set intelligently with a view to improve their standard. He should also see whether the Superintendent of Police has finished the prescribed musketry practice of the men.

   Some time in the afternoon may well be spent in giving interviews to some officers. In the course of such interviews the Deputy Inspector General should find out whether the officers at different levels are conversant with their powers, responsibilities and tasks and will suitably instruct them on these points.

   (b) The second day may be devoted to a visit to the headquarters Police Station. Crime in general and that under Chapters VI, VIII, XV, XVII and XXII under the Indian Penal Code in particular should be gone into and compared with that of the previous year and it should be gone into and compared with that of the previous year and it should be ascertained as to whether registration and
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detection of crime are on proper lines. A few cases may be picked up at random in order to ascertain whether there is any defect in the system and for that purpose the details of those offences may be ascertained from the Crime Register, first information reports, case diaries, mofussil diaries of sub-Inspectors and charge sheets or final reports. The Deputy Inspector General should in the case of Headquarters Police Station, see whether the system of night patrolling and surveillances of bad characters are being properly implemented by the Superintendents of police and properly carried out by Sub-Inspectors and policemen. He should also see whether the patrol books and note books of the men are being regularly checked by the Sub-Inspector or Inspector-in-charge of the Police Station. The occurrence of riots and similar upheavals and the writing up of the “Notes on crime in village”, i.e. Part-IV of the Village Crime Note books require thorough examination by the Deputy Inspector General. The scheme drawn up by the Superintendent of Police for dealing with law and order situations in the town should also be looked into with particular reference to adequacy and proper utilization of force both armed and unarmed: division of the town into sectors and sub-sectors; establishment of control and joint control where necessary, arrangements for the communication system including W.T., telephones, motor transport, loud-speakers, etc. He will suggest modification and improvements in the scheme where considered necessary and also bring to the notice of the Government through the Inspector General of Police deficiencies in Force, equipment, transports, etc.

Timely submission of travelling allowance and contingent bills by the Police station and their prompt disposal by the Superintendent of Police’s Office is a matter which should be treated as of great importance in the inspection. An inspection of the police lock-up and the lines and buildings followed by interviews of some officers will probably complete the day’s work of inspection.

On the third day the Deputy Inspector General may concentrate on the crime of the districts as a whole and discuss it with the Superintendent of Police. The Deputy Inspector General should comment on the figures of crime especially with reference to the cases which are not detected. Superintendent, additional superintendent of Police and Deputy Superintendent of Police (Headquarters). Sub-divisional Police Officers and reader will be expected to know the details of every undetected case during discussion with the Deputy Inspector general who should try to find out why the offences were not detected and should make his remarks thereon. A general picture of the previous five years should be available with greater details for the preceding two or three years. The maintenance of Crime Registers by the Superintendent of Police and Sub-divisional Police Officer should receive proper attention.

The security scheme of the District should also be scrutinized and suggestion for alteration given where necessary.

The working of the Village Defence parties in relation to the number of villages, the progress of setting up and functioning of the modus operandi bureau and the adequacy or otherwise of the telephones, wireless sets and similar means of communication in the district should be fully examined and comments made thereon. As on earlier days of inspection a few officers may be interviewed.

The fourth day may be devoted to inspection of the Superintendent of Police’s Office and to consideration of new projects or difficulties of the Superintendent of Police and this will include inspection of lands to be acquired or buildings to be leased, etc., and also consideration of problems relating to organization. The Deputy Inspector General should pay particular attention to see what arrangements have been made in the district for the prompt receipt by the Police of information or
complaints made by the public and also for proper utilisation of officers trained in the Detective Training School or other such specialized courses.

The Deputy Inspector general should pay special attention to the work of the Accounts Branch with regard to preparation of the budget and proper utilisation of funds allotted to the District/Units, prompt and proper disbursement of money to actual payees under contingencies, settlement of audit objections and pension cases.

As many Sub-Inspectors and Inspectors will naturally have gathered together, the opportunity may well be utilized for addressing them collectively, with reference to crime figures available, on police matters affecting the district in particular and the police in general, when the need for them to adopt themselves to changing conditions and the way they ought to behave with the public, tackle crime should be emphasized.

c) The fifth day may be spent in the inspection of a mofussil police station. The inspection should be carried out on more or less the same lines as that of a town or city police station. The Deputy Inspector General should particularly look into reasons for not complying with the instructions regarding the prompt visit of scenes of crime by police station officers and satisfy himself that the Sub-Inspector has not deputed subordinates to pay such visits without valid reasons. Other miscellaneous work in connection with the inspection may be disposed of on this day.

(f) The sixth day may be devoted to interviews of members of the public and police pensioners desirous of seeing the Deputy Inspector General and the disposal of any correspondence kept pending for personal discussions and the preparation of the notes of inspection after checking up the information submitted according to the Deputy Inspector General’s instructions contained in previous inspection notes and elsewhere by the superintendent of Police and other officers concerned.

g) The last and seventh day will be available for finishing anything that remains unfinished and finalization of the notes of inspection.

5. A District/ NAP Bn/ P.T.C/ Other Police Units wherein an officer is acting for the first time as Superintendent / Commandant should be visited as soon as possible after he has settled down and Districts/A.P. Bn/ P.T.C/ Other Police Units in charge of junior officers may well be visited twice or even more frequently during a year.

6. Wherever a Deputy Inspector General in charge of Range visits a district headquarters he should make a point of seeing all Gazetted Officers who are still on probation so that he can judge the process that they have made in training and passing departmental examination and check the work done by him.

7. Inspection Report. – Wherever a Deputy Inspector General of Police inspects a district or a portion of it, copies of his Inspection Report should be sent to the Inspector General of Police with the least possible delay.
CHAPTER IV
Recruitment, duties, powers, etc., of Gazetted Officers
(Rules 27 to 81)

27. Recruitment of Gazetted Officers

(a) Superintendents - The post of Superintendent of Police will be filled by promotion from the ranks of Additional Superintendent and Deputy Commandants.

(b) Assistant Superintendents / Deputy Superintendent of Police –
   (i) Assistant Superintendents of Police / Deputy Superintendent of Police will be recruited by competitive examination by the Union Public Service Commission, and by the state government on recommendation of the Nagaland Public Service Commission.
   (ii) The annual indent of police recruits will be submitted to the Government by the Director General and Inspector General of police punctually by 1st of July of each year.

Appointments to the Nagaland Police Service in the rank of Deputy Superintendent of Police shall be made by the state government through the Nagaland Public Service Commission, either by direct recruitment or by promotion.

The board of Selection for direct recruitment shall be governed by the Nagaland Public Service Commission Rules and the quota of promotion will be filled as governed by the Nagaland Police Service Rules, 1977.

28. Pay of the Officers of the Indian Police Service :- Pay of the Officers of Indian Police Service is guided by the rules and orders of the Government of India.

The post of Director General and Inspector General of Police is ordinarily filled in Nagaland by promotion from Additional Director Generals of Police.

29. Pay of the Members of the Nagaland Police Service :- Pay of the members of the Nagaland service is guided by the rules and orders of the State Government.

30. Functions and Status of Deputy Superintendents of Police :- The functions and departmental status of Deputy Superintendents of police will be similar to those of Assistant Superintendent of Police. They will help the Superintendent of Police in his duties of control and supervision and will relieve him of office routine so that he may be more free to tour about his district.

31. Relations of Superintendents of Police with District Magistrates :-
   (a) The administration of the police throughout the local jurisdiction of the Magistrate is vested in the Superintendent of Police. He is entirely responsible for the peace and criminal administration of his district and may employ the police as he thinks best for the maintenance of law and order and for the detection and suppression of crime.
   (b) The Deputy Commissioner has no authority to interfere in the internal organisation and discipline of the police force, but it is his duty to bring to the notice of the Superintendent of Police all cases in which the conduct and qualifications of a police officer affect the general administration of a district.
(c) The Deputy Commissioner may order an enquiry in any case of misconduct on the part of a police officer.

(d) All orders of the Deputy Commissioner relating to the Police, except those passed in his judicial capacity and except in cases of emergency, should be addressed to the Superintendent of Police or should pass through him.

(e) Petty references are strongly deprecated, and serious notice will be taken of the conduct of any officer who offers groundless opposition to the instructions and orders of the Deputy Commissioner. Should any difference of opinion on any question relating to police administration arise between the Superintendent of police and the Deputy Commissioner, it is the duty of the Superintendent of police to carry out the Magistrates’ instructions and to request the Magistrate to refer the point under dispute for the orders of the Commissioner who will decide all such references communicating, when necessary with the Inspector General of Police. Any Superintendent of Police who is dissatisfied with the decision of the Commissioner may submit his case to the Director General and Inspector General of Police.

32. **Relations of Superintendents of Police with Commissioners** :- Commissioner of Nagaland being the official superiors to Deputy Commissioners and responsible for the entire executive administration of the state, it is to be distinctly understood that all orders received from them either, direct or through the Deputy Commissioner are to be executed. Superintendents of Police will be held responsible that no delay occurs. They will, at the same time, report any such orders to the Director General and Inspector General of Police.

33. **Position of the Director General and Inspector General of Police and Superintendents of Police in the Warrant of Precedence** :- In the new warrant of Precedence in the State, the position of Police Officers is defined as follows:

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<tr>
<th>No</th>
<th>Description</th>
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<tbody>
<tr>
<td>24</td>
<td>Director General of Police/Addl. Director General of Police</td>
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<tr>
<td>25</td>
<td>Inspector General of police</td>
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<tr>
<td>28</td>
<td>Deputy Inspector of Police</td>
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<td>29</td>
<td>Superintendent of Police</td>
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(See Government of Nagaland Notification No. CON-67/77(PT) Dated 24th September 1982)

34. **Superintendents of Police to escort President, Vice President, Prime Minister and Governor.** :- When President, Vice-President or Prime Minister or Governor travels in any district of Nagaland, the Superintendent of police of the districts concerned will carefully study and observe the special rules which have been issued on the subject from time to time.

The following additional rules are for general guidance:

(i) A Superintendent of district police must meet the President or Governor on entering the district or at the place where he leaves the line or rail and must accompany him till he finally leaves the district or rejoins the line of rail.

(ii) When at headquarters of the Government the Superintendent of Police, Assistant Superintendent of Police or Deputy Superintendent of Police need not escort the President or Governor when he leaves the precincts of Raj Bhawan, unless specially required to do so.

(Detailed orders as to the method of escorting will be found in Part III.)
35. **Attendance on Ministers.** –

(a) Superintendents of police should meet the Home Minister who is in the charge of the police on his arrival at the headquarters of the district and all superior officers of the police department present in the headquarters of a district or sub-division will call on the Ministers during their visit to that place.

(b) The Superintendent of Police will inform all Police stations and beat posts on the route when the tour programme of the Home Minister is received.

(c) Gazetted Officers will wear working dress.

(d) It is not mandatory that the Superintendent of Police should call on any other Ministers in the headquarters of the district. However, if specifically called for by the Minister, he may meet the Minister.

36. **Magisterial Powers of Superintendents of Police.** – Superintendents of Police are by Section 5 of the Public Gambling Act, 1867 (Act III of 1867), vested with the power to authorise, by their warrant, police officers of a rank not below that of Officers-in-charge of Police Stations and Sub-Inspectors to enter and search places believed to be used as common gambling houses.

Superintendents of Police may also issue a search warrant under section 8 of the prevention of cruelty to Animals Act, 1890 (Act XI of 1890), and may direct the destruction of animals under the provisions of section 10 of the same Act.

37. **Attendance in office.** – Superintendents of Police, and other officers must attend office daily when at headquarters. Work which can properly be done in office must not be done in their private residences.

38. **Monetary responsibility of Superintendents of Police.** – The attention of Superintendents of police is particularly directed to the necessity of absolute observance of the rules, as directed by the concerned authority in this regard, and to the fact that they will be held personally responsible should loss entailed on Government by non-observance of those rules. (As to defalcation, see Rule 16 ante).

39. **Reflections on judicial tribunals must not be made.** – Police officer must not, in official reports or letters nor in office or inspection notes nor in fact in any official document, make reflections on the judicial tribunals, or adopt any action which may have a tendency to shake public confidence in the decisions of Courts of Justice. If in the opinion of an officer, there has been a judicial error of irregularity, it is always open to him to move for its correction in the manner prescribed by law or practice.

If a police officer considers it necessary for any reason, to draw the attention of his superior officers to the proceedings of a judicial officer, he must do so in temperate and respectful language.

40. **Circular orders.** – No circular or general orders dealing with questions of law or procedure other than purely departmental matters may be issued by a Superintendent of Police until it has been approved by the District Magistrate.

The substance of such order must be entered in the order book.
41. **Disposition of force not to be altered.** – Superintendents of Police have no authority to make any permanent change in the allotment of the force in their respective districts to the various duties prescribed or to undertake any new duties of a permanent nature or permanently to increase or diminish strength of the force at any police station or outpost without a reference to the Director General and Inspector General of Police. “Permanent” and “Permanently” should be understood to mean for more than one month. If a Superintendent of Police considers it necessary, either of his own motion or at the request of the district Magistrate, to undertake any new duty of a permanent or recurring nature for which provision has not been made in the allotment statement, he will at once report the facts to the Director General and Inspector General of Police and apply for the necessary increase of the force, provided that if the matters is urgent, he must furnish the necessary force from his existing sanctioned strength, pending the receipt of orders from the Inspector General of Police. These orders do not prohibit the employment of police on duties of purely temporary nature, even if such duties have not been shown in the allotment statement, provided that such duties fall within the sphere of legitimate police work and provided the force can be furnished without detriment to their legitimate functions. Nor do these orders prohibit the employment of the Armed Reserve in any part of the district to preserve the peace but, if it be found necessary to employ a force of the Armed Reserve away from headquarters continuously for one month, the fact should be reported to the Director General and Inspector General of Police.

42. **Sites of Police Stations, etc. not to be changed.** – No Police Station or Outpost must be removed to any other place even within the same jurisdiction, without sanction of the Government obtained through the Director General and Inspector General of Police and in applying for sanction, full reasons must be shown as required in part II of this Manual.

43. **Deputation of investigating officers outside jurisdiction.** – (a) The following officers alone namely Superintendents of Police, Additional Superintendent of Police and Assistant Superintendents of Police /Deputy Superintendents of Police have power to order an officer attached to one police station to investigate a case which under section 156, Criminal Procedure Code, should be investigated by the officer in-charge of another police station. The power should be sparingly exercised by an Additional Superintendent of Police and Assistant Superintendents of Police/Deputy Superintendents of Police or Inspector and the fact should be reported at once to the Superintendent of Police.

44. **Employment of Police under Section 13 of the Police Act, 1861 (Act V of 1861).** – Section 13, Act V of 1861, gives power to depute a force of additional police to any place at the cost of an individual applying for it. Such force should not be employed in excess of the sanctioned strength without obtaining the sanction of government through the Director General and Inspector General of Police.

45. **Surrender of Military offenders.** – If, a person, subject to the Indian Army Act, 1911(Act VIII of 1911) is charged with an offence, and if the offence be one which cannot be tried by Court Martial under the Act, or, if although so triable, the Military authorities decides not to try the offence and the surrender of the person of the accused is desired by the civil authorities, a requisition shall be addressed with that object to the Military authority by the senior executive police officer present in the station. In the case of a non-cognisable offence the police officer making the requisition should obtain a warrant signed by a Magistrate. The requisition should ordinarily emanate from a police officer not below the rank of Assistant Superintendent of Police or Deputy Superintendent of Police.
46. Cases to be investigated by Superintendents of Police. – Speaking generally, Superintendent of Police may personally investigate all serious cases.

47. Cases to be supervised locally by Superintendent of Police. – The Superintendent of Police must, whenever possible, proceed with all speed to the place occurrence, and personally supervise investigation in all serious cases such as:

(a) Intractable murders (including attempts).
(b) Dacoity.
(c) Highway robbery between sunset and sunrise.
(d) Serious riots.
(e) Big burglary and theft cases.

In sub-division where there is a Sub-Divisional police officer, that officer is primarily responsible for this duty. It is left to the discretion of the Superintendent of Police to attend also. The investigation of such of the above cases as are immediately detected and present no difficulties need not be supervised by either officer.

(2) Supervision should be restricted to an examination of the diaries to see that the investigation is being intelligently, vigorously, and legally conducted, that confession are not unlawfully obtained and if obtained are treated with all caution, that clues are not neglected and every line of enquiry which may suggest itself duly explored, and generally to ensure that the subordinate officers engaged are acting strictly within their powers and without harassment of the public. The re-questioning of witnesses already questioned is left to the discretion of the supervising officer. The practice is often dangerous and always causes delay which might prejudice the case. It should only be resorted to when there is any suspicion that the witnesses have not been properly questioned, or their statements wrongly recorded, by the investigating officer.

(3) If the Superintendent of Police or Sub-Divisional Police Officer is prevented by unavoidable circumstances from supervising the investigation of any serious cases, the duty should be entrusted to an Assistant or Deputy Superintendent and the circumstances should be immediately reported.

(4) In column 5. of the half-yearly statement of serious crimes, the stage or stages during which the investigation was conducted personally by the Superintendent of Police should be clearly indicated.

(5) The name of any Superintendent of Police or Additional Superintendent of Police and Assistant or Deputy Superintendent of Police who seriously neglects the instructions prescribed in these rules should be promptly brought to the notice of Government.

48. Powers of a police officer with regard to processions. – A police officer has no power under the law to prohibit a procession. If he deems it necessary to do so he should request the Magistrate to take action under section 144 Criminal Procedure Code.

(2) Under section 30 (1) of the Police Act (Act V of 1861) a Superintendent of Police, Additional Superintendent of Police and Assistant Superintendent of Police or Deputy Superintendent of Police may, as occasion requires, direct conduct of all assemblies and processions, whether or not the promoters have applied for license on the public road or in the public streets or thoroughfares, and prescribe the routes by which, and the times at which such processions may pass. In pursuance of this duty he may, even in the absence of a notice under section 30 (2) or of an application for
license submitted in accordance therewith, issue written directions prescribing routes and times. Disobedience to such directions by a person who is aware of them is an offence punishable under section 32 whether the directions are written or verbal. An offence under section 32 is a non-cognisable offence. Such disobedience does not of itself render the processions an unlawful assembly or make it liable to be dispersed under section 127 and 128, Criminal Procedure Code, unless a license has been applied for and granted under section 30 (3) of the police Act, and the conditions of that license have been violated.

49. **Applications for procession licenses.** –

(1) Conveners and collectors of an assembly, and directors and promoters of a procession are not bound to apply for licenses or liable to be prosecuted in respect of an unlicensed assembly or procession unless a Superintendent and Assistant Superintendent or Deputy Superintendent being satisfied that certain person intend to convene or collect an assembly or to form a procession which would, in the Judgement of Magistrate of the district or of the sub-division of a district if uncontrolled be likely to cause a breach of the peace, has required the conveners, collectors, directors or promoters of such assembly or procession to apply for a license under section 30 (2) of the Police Act.

(2) Consequently a Superintendent of Police and Additional Superintendent of Police or Deputy Superintendent of Police on learning that it is intended to form an assembly or a procession which should be controlled in order to prevent a breach of the peace should report the facts to the Magistrate of the district or of the Sub-division and if the Magistrate agrees, the Superintendent of Police or Deputy Superintendent of Police should issue a general or special notice that the conveners, collectors, directors and promoters must apply for a license. The notice should specially refer to the Judgement of the Magistrate and if it is intended that it shall remain in force for a period beyond a particular occasion. He may then under section 30 (3) of the Police Act on receiving such application issue a license specifying the names of the licenses and defining the conditions on which alone such assembly or such procession is to be permitted to take place.

(3) If notwithstanding an order issued under section 30 (2) to apply for a license a procession or assembly is held without a license a prosecution under section 32 will lie against the following classes of persons:

(a) Conveners, collectors, directors or promoters who have disobeyed the order to apply for a license. No prosecution, however, will lie against members of the procession or assembly who are not conveners, etc. merely on the ground of their taking part in the procession or assembly.

(b) Any members of such procession or assembly who disobey the reasonable orders of any police officer issued on the spot verbally under section 31, either for keeping order or for preventing obstructions in public places.

(c) Any members of such procession or assembly who knowingly disobey directions of a Superintendent, Additional Superintendent of Police and Assistant Superintendent, or Deputy Superintendent of Police issued under section 30 (1).

50. **Dispersals of processions.** – The police have no power to disperse unlicensed processions or assemblies as long as the members do not do not know themselves likely to “cause a disturbance of the public peace” or show that their common object is “to overawe by criminal force” either any police officer in the exercise of his lawful power under section 31 of keeping order and preventing
obstructions, or a Superintendent, Additional Superintendent of police and Assistant Superintendent or Deputy Superintendent of Police in the exercise of the lawful power under Section 30 of directing the conduct of assemblies and processions. Their duty is to give necessary orders under sections 30 (1) and 31 and to note the names and actions of directors and promoters and of people who disobey their reasonable orders but not to arrest them. If, however, a Magistrate is present he may under section 64 of the Code of Criminal Procedure arrest or order any person to arrest any offender under section 32 of the Police Act.

(2). But, if by their conduct, the members of such procession show themselves to be “likely to cause a disturbance of the public peace”, or show that their common object is “to overawe by criminal force” any police officer in the exercise of his lawful power under section 31 or a Superintendent, Additional, Assistant Superintendent and Deputy Superintendent in exercise of his lawful power under Section 30, then, under Section 127, Criminal Procedure Code, the officer-in-charge of a police station (or a Police officer of higher rank) may command the procession to disperse and if does not do so, he may disperse it by force under Section 128, Criminal Procedure Code. If the members actively resist an order Section 127, Criminal Procedure Code, to such a degree as to show a common object the assembly will be unlawful and all members who remain in it will be liable to prosecution under Section 145, Indian Penal Code and to arrest on the spot.

(3) Under Section 30-A, a procession which has applied for and obtained a license can be stopped if it violates the conditions of a license and it can be ordered to disperse. If it refuses to do so it shall be deemed an unlawful assembly and can be dispersed under Section 127, Criminal Procedure Code.

Notes.- Section 127 and 128 of the Code of Criminal Procedure refer to the old Act of 1898 and 1973 Code reference is to be made to Section 129 reading as follows:-

“129 Dispersal of Assembly by use of Civil force.-

(1) Any Executive Magistrate or Officer-in-charge of a Police Station or, in the absence of such officer-in-charge or any police officer not below the rank of a Sub-Inspector, may command any unlawful assembly, or any of the public peace. To disperse; and it shall there upon be the duty of the members of such assembly to disperse accordingly;

(2) If, upon being so commanded, any such assembly does not disperse, or if, without being so, commanded, it conducts itself in such a manner as to show a determination not to disperse, any Executive Magistrate or Police Officer referred to in sub-section (1), may proceed to disperse such assembly by force and may require the assistance of any male person, not being an officer or member of the armed forces and acting as such, for the purpose of dispersing such assembly; and, if necessary, arresting and confining the persons who form part of it, in order to disperse such assembly or that they may be punished according to law”

Section 145 of the Indian Penal Code deals with joining or continuing in unlawful assembly, knowing it has been commanded to disperse, reading as follows:

“Whoever joins or continues in an unlawful assembly, knowing such unlawful assembly has been commanded in the manner prescribed by law to disperse, shall be punished by imprisonment of either description for a term which may extend to two years, or with fine, or with both”.
The expression “Unlawful assembly” is defined under Section-141 of the Indian Penal Code, reading as follows:

“As assembly of five or more persons is designated an unlawful assembly, if the common object of the persons/composing that assembly is –

First – To overawe by criminal force, or show a criminal force, the Central force, the Central or any State Government or Parliament or the Legislature of any State, or any public servant; or

Second- To resist the execution of any law, or of any legal process; or

Third - To commit any mischief or criminal trespass, or other offence; or

Fourth- By means of criminal force, or show criminal force, any person, to take or obtain possession of any property, or to deprive any person of the enjoyment of a right of way, or of the use of water or other in-corporal right or supposed right; or

Fifth- By means of criminal force, or show of criminal force, to compel any person to do, what he is not legally bound to do, or to omit to do to what he is legally entitled to do.

Explanation – An assembly which was not unlawful when it assembled may subsequently become an unlawful assembly”

In our day to day social and political life, procession has become very common and a routine affair. Without a procession there is always a chance of indigestion, even to the police. It is also not uncommon for the members of the procession to become violent with the slightest iota of provocation. So it is very much desired of the police to keep utmost restraint and should have a pre-conceived idea of the motivations and the elements mingled within the procession.

Without common purpose and intention to demonstrate it, there can be no procession, however large the number of persons may be and in whatever manner they might proceed. A procession may be orderly but there may be possibility of its getting provoked or causing provocation if allowed to pass through a particular route and as such it is for the police to direct the route after an over whole study of the situation order of the day.

The use of expression “to overawe by criminal force” is of great significance. “Awe” means a mixed feeling of reverence, fear an wonder, caused by something sublime etc. and “overawe” means to overcome or subdue by inspiring “awe”. It appears to connote the creation of a situation in which the Government feels compelled to choose between yielding to force or exposing themselves or members of the public to a very serious danger.

Caution is required that a procession does not become a threat to public tranquility. A procession if peaceful and orderly even if some apparent elements of nuisance need not be policed, since repressive policing is by itself a threat to public tranquility. What is essential is better appreciation of public psyche. The police have to be seen and to see themselves as protectors of liberty within the law.

Section 64 of Code of 1898 is now found under sub-section (1) of Section 44 of 1973 Code, wherein it is provided that when an offence is committed in the presence of a Magistrate, whether Executive or judicial with his local jurisdiction, he may himself arrest or order any person to arrest or an offender.
51. **Issue of Licenses for Processions** :-

(1) The subordinate police will send timely notice to the Superintendent of Police or in sub-divisions to the chief police officer, of all political gatherings, processions, festivals, etc., to which these sections apply with a view to the issue of such specific orders, under the above sections as will suffice to preserve order and prevent loss of life.

(2) A license under section-30 (3) shall specify the routes to be followed by the procession, the place where the meeting is to be held, and any other conditions necessary for the preservation of the peace, and the holder of the license shall be informed that violation of the conditions of the license is punishable under section-32 of the Act.

(3) The members of processions should not ordinarily be allowed to carry lathis or other instruments capable to being used as weapons of offence, except in so far as they may be shown to be required for purposes of display or are a necessary feature of the procession.

(4) The forms of license will be printed in triplicate and bound into books of 100 forms serially pagged, one copy being retained for office use, one sent to the police station concerned and one delivered to licensee.

(5) The police should have effective control over indiscriminate use of fireworks on all occasions, private or public. When therefore the letting off of firearms or fireworks is applied for the applicant should be asked to state clearly the nature of the fireworks that he intends to let off and in the event of bomb-golas or any other kind that may be considered dangerous being contemplated, the Superintendent of Police, Additional Superintendent of Police, Assistant Superintendent of Police or Deputy Superintendent of Police may refuse the permission asked for.

52. **Employment of Armed Police** :-

(a) When assemblies of the public are not permitted to carry weapons of offence, the police with their batons and lathis will be sufficiently equipped to be able to maintain and enforce order even against crowds. The Armed Police should always be kept in reserve and only called out when it is necessary to take some specific action, such as to support an arrest or disperse a mob; they should never be entrusted with the routine duty of marshalling the processions. When Armed Police are necessary they will go out only by special order of the Superintendent of Police who will consult the District Magistrate if there is time to do so. The Superintendent of Police should himself be in charge of the party, but if he should be temporarily engaged elsewhere, the command must devolve on an Additional Superintendent of Police, Assistant Superintendent of Police, Deputy Superintendent of Police or on an Inspector. If it is necessary to call out the Armed Police at a sub divisional headquarters, the responsibility must rest on the Inspector in charge subject to the orders of the Sub divisional Officer.

These orders apply equally to the town police for whom arms and equipment are kept in readiness at their local headquarters and who form an emergency armed force.

(b) In all cases when armed parties are sent out, they should keep together in compact bodies under competent officers fully instructed. Whenever possible, a Magistrate will accompany the party, but in his absence the officer-in-charge of the party will be responsible for the order to fire, if the emergency should arise, but in no case should such an extreme measure be resorted to, unless it is absolutely necessary for the protection of life and property.

(Detailed rules as to procedure when dispersing a mob by force are to be found in Part III of this Manual).
In ordinary cases where no serious opposition is expected, the constables should be armed with bamboo lathis. When it is necessary to clear or guard a road, the men so armed should be formed in double rank, the first rank holding the lathis at the "engage" position, and the rear rank holding them in both hands well separated over the heads of the front rank men, so as to guard their heads. Superintendent of Police should take care to have a sufficient number of riot drill equipments with full complement ready for such occasions at stations and in the reserve.

53. The use of Firearms by the Police on the occasion of riots:—Superintendents of Police will themselves and see that the officer-in-charge of the Armed Reserve and their other subordinates thoroughly understand the law as set forth in Chapter IX, Criminal Procedure Code, and the orders contained in Part III of the Manual, regarding the use of firearms on the occasion of riots.

The dispersal of mobs should also be frequently practiced as part of the training of the Armed Branch, to ensure that every subordinate command (especially head Constables and Naiks) and every constable knows what he may expect and what he may be expected to do.

Note.—Chapter IX of the Criminal Procedure Code is corresponding to Chapter X, Section 129 to 132 of the Code of 1973 under Section 130 of the 1973 Code, there is provision for use of armed forces for dispersion of an unlawful assembly. But the police is required to take great caution in exercising the power and act in good faith, otherwise the police official would be liable for prosecution. Where a police officer did not believe it necessary for the public security to disperse and assembly by firing on them, but nevertheless gave orders to shoot with the result that a man was shot dead, it was held that he did not act in good faith.

Justice and ethical fairness are very much within the discretion of the police at the point of contact between police and offender, true offender and suspected innocent alike. This discretion is backed up by powers of considerable force. It has to be so, if the enforcement of the law is to be carried out effectively. But this discretion leaves room for being abused including interference with liberty as a summary punishment, to the turning point of its murderous exercise. Some control of police discretion is undoubtedly in the interests of police. That is not to say that the police in the main do not act with considerable, impartiality, through they are possessed of power of considerable proportions, in the exercise of discretion in relation to less powerful members of the public. Nor is it deny that the proper ethical exercise of police discretion is essential if our system of criminal justice is to function properly. Discretion in the use of deadly force demands self-control and where the police acquire a reputation for, hasty shooting they seem more likely to become victim of murder themselves. Since right to life is a fundamental human right, life should never be taken by a police officer even if he has a legal excuse, if he can resolve the problem without doing so. There have been examples where police officers who are armed could have killed and invoked the law to excuse their acts, but they have refrained from doing so even at some risk to themselves. When this happens, it is a triumph for morality over legality. Bullets never solve the problems. The exercise of police discretion is brought to its highest and most dramatic level when the use of deadly force is contemplated. Authority to use force has both legal and moral dimensions. It is a power on loan, so to speak.

So the attitude should not be — "shoot first and ask questions afterwards".

In order to invoke the powers under this Rule and also Rules—48 to 50 the police officer has to show:

(i) that there was an unlawful assembly or an assembly of five or more persons likely to cause a disturbance of the public peace:
(ii) that such an assembly was commanded to disperse;

(iii) that either the assembly did not disperse on such command, or, if no command has been given, its conduct had shown a determination not to disperse; and

(iv) that in the circumstances he had used force against the members of the assembly.

This had to be established just in the same manner as an accused has to establish any other exception he pleads in defence of his conduct in a criminal case.

54. **Outbreaks in Jails** - “Where the police lines are sufficiently near a jail for the alarm signal to be heard, the constables stationed at the police lines shall take part in alarm parades. In all cases if there is an outbreak they shall march to the jail to assist to quell it. The Superintendent of the jail shall make, with the Superintendent of a Police, such arrangements as seem advisable for a concerted plan of action in the case of such an outbreak”.

Jail Alarm Orders for the police will be drawn up in English and the Vernacular for every headquarters station and for every sub-divisional headquarters, and will be kept hung up prominently in the reserve and the police stations concerned.

These orders should be detailed, and will be periodically read out and practiced on parade.

55. **Superintendents of Police to inform District Magistrates when leaving station** - The Superintendent of Police should under ordinarily report to the District Magistrate when about to leave the station, his intention to do so, specifying the place at which he may be found.

It is not to be understood from the above that it is necessary that Superintendents of Police should obtain the formal permission of the Magistrate to their leaving the station.

A Superintendent of police may not leave the district, except for authorised co-operation meetings, without the consent of the competent authority.

56. **When leaving Headquarters Superintendents of Police must place an Officer-in-charge on current duties** - When leaving headquarters the Superintendent of Police must invariably record a written order appointing an Additional Superintendent of Police, Assistant Superintendent of Police, a Deputy Superintendent of police or an Inspector to perform the current duties of his office during his absence.

The term “Superintendent of Police” when used in this Manual includes the officer thus placed in charge, unless the contrary appears from the context.

57. **Time to be spent on tour** - The Inspector General of Police of the Range/NAP should be on tour at least one month in the year. He should intimate his tour programme to the concerned officers, sufficiently in advance to enable such members of the public as desired to meet him, to do so.

Superintendents of Police should spend at least 45 days on tour during the year.

As far as possible a definite programme of tours for the year should be made annually so as to cover the routine inspections, and should be designed to cover the greatest convenient area of the district. Short visits and returns to headquarters are to be avoided, unless necessary for specific purposes, e.g. local disturbances or the supervision of casework. Programme should be planned to avoid unnecessary expenditure.
58. **Number of Inspections of Police Stations:** - Superintendents of Police must inspect each police station and outpost every six months. Instructions for the guidance of officers inspecting police stations and outposts are given in Part-V of this Manual. It should be arranged that the inspection of the Superintendents of police and of the Inspectors do not occur within too short an interval of time. A statement of the inspections of must be submitted to the office of the Director General and Inspector General of Police on the first week of January and July of each year. This is intended to keep the Director General and Inspector General of Police informed of the progress of inspection work done by Superintendents of Police. Statement should only be filled in when an inspection has been made, either by the Superintendent of Police, or the Additional Superintendent of Police. Where the inspection is made by the Additional Superintendent of Police, the fact should be also noted. In case a police station, outpost or court, etc., has not been inspected by the Superintendent of Police or the Additional superintendent of Police during the half-year, there is no objection to note being made that is/ was inspected by an Assistant or Deputy Superintendent of police, with the date of such inspection in addition to the information which, under the footnote at the bottom of the statement, has to be given about inspection by the Circle Inspector.

59. **Instruction Regarding Tour:** - Flying visits and superficial inspections should not be made and inspecting officers should not confine themselves to an examination of the registers and books. Places of importance within the jurisdiction should be visited. The leading men in the villages and other influential men should, whenever possible, be interviewed. In particular, officers should endeavour to find out from villagers the local repute of persons under surveillance, so that in this matter they should not have to rely solely on the reports of their subordinates. They should ascertain whether crime is being concealed or not.

Many matters dealt with by written orders from the Superintendents of Police’s office can be much more effectually disposed of on the spot at the time of the Superintendent of Police’s inspection. In the interval between inspections a file of such matters should be kept for each police station and sent out when the Superintendent goes to inspect.

In particular, the part taken by the local police in excise work should receive attention.

60. **Grant of rewards when previously offered.** - The officers mentioned below are empowered to offer rewards for the apprehension of offenders and for intelligence leading to the discovery of crime up to the amount noted against each in any one case:

- (a) Director General and Inspector General of Police : Rs. 20000
- (b) Additional Director General of Police : Rs. 20000
- (c) Inspector General of Police : Rs. 10000
- (d) Dy. Inspector General of Police : Rs. 10000
- (e) Superintendents of Police : Rs. 5000

In offering rewards for information leading to the discovery of crime, police officers are advised to place a limit on the time for which the offer of the reward will hold good on the first place and also ordinarily to lay down the condition that the reward will be paid for the information leading to the discovery and conviction of the offender. This will leave it open to the officer offering the reward to pay a portion only if the offender is discovered, but not brought to justice. Rewards which have been previously offered may be granted to any person, whether a member of the police force or not, who has earned it, provided that a reward may not be granted to a police officer whose ordinary duty it may have been to perform the act for which the reward was offered. Any servant of Government is eligible to receive such rewards.
61. **Grant of rewards when not previously offered.**—The officers mentioned below are empowered to grant rewards up to the amount noted against each to a member of the police for work done within the course of his ordinary duties when the work is in the opinion of the officer granting the reward of such exceptional merit or of such an arduous or peculiar nature as to justify a special reward.

(a) Director General and Inspector General of Police : Rs. 20000
(b) Additional Director General of Police : Rs. 20000
(c) Inspector General of Police : Rs. 10000
(d) Dy. Inspector General of Police : Rs. 10000
(e) Superintendents of Police : Rs. 5000

They are also empowered to grant rewards up to the above limit to private persons for assisting the police in their duties, when the assistance given is, in the opinion of the officer granting the rewards of such a nature as to justify a reward.

The grant of a reward is subject to the condition that funds are available in the budget of the officer granting the reward.

Officers above the rank of Inspector are not eligible for rewards in cash. Rewards in kind may be granted to Deputy Superintendents only in every exceptional cases with the sanction of the State Government. An officiating Deputy Superintendent of Police is eligible for a reward if the work for which it is granted was performed when he was in the rank of Inspector.

62. **Rewards for information leading to discovery of arms or ammunition in the possession of persons not entitled to possess them.**—A Superintendent of Police will grant rewards on the following scale for information leading to discovery of arms or ammunition in the possession of persons not entitled to possess them. This order will operate automatically and the grant of these rewards will not be optional but obligatory, unless for any special reasons the Superintendent of Police moves Government through Inspector General of Police to suspend their action. It does not apply to police officers, part of whose duty is the detection of unlicensed arms, and rewards to police officers in such cases will be granted, as in ordinary cases according to the special zeal or skill shown.

Scale of rewards for information leading to the discovery of ammunition and of any of the following classes of weapons in possession of a person not entitled to possess them: -

(1) Rifles, revolvers and any class of modern pistols : Rs. 5000
(2) Breach-loading smooth bore guns : Rs. 2000
(3) Muzzle-loading smooth bore guns : Rs. 500
(4) Ammunition or explosives proportionate to the amount discovered, but not less than : Rs. 100

(See also rule 10, Chapter IV, Section 1 of the Indian Arms Act Manual.)

63. **Rewards to Village Councils for good work.**—District Officers have been authorised to grant rewards to members of Village Councils for good conduct in special case or for general meritorious service up to Rs. 500 in each case. Higher rewards may be sanctioned by the Commissioner of the State.
In exceptional cases a Superintendent of Police may recommend the reward upto Rs. 5000. Such recommendations will be forwarded through the Deputy Commissioner and the Commissioner to the Director General and Inspector General of Police who will submit them to Government.

64. **Superintendent of Police to inspect his office annually.** – Superintendent of Police are required to make a thorough inspection of their offices of and of the Court and Reserve offices once a year. An inspecting officer should invariably go over previous inspection remarks and note whether proper action has been taken.

65. **Superintendent of Police’s Note-Book.** – Each Superintendent of Police shall keep a note book in which shall be recorded all information likely to be of use to his successors. The note-book is a confidential document and shall be kept in the personal custody of the Superintendent.

No particular form is prescribed for this note-book but it should be maintained in two volumes. Volume I should be of the nature of a “who’s who?” for the District. It should be kept in alphabetical order and contain brief details all important residents of the district, their influence in the district, loyalty or otherwise, showing how far they can be realised on to assist the police etc. This volume will be of great assistance to a Superintendent on joining a district in knowing something of the character of the persons of importance with whom he will come in contact or who may visit him.

Volume II should contain a brief note of the geographical feature of the district with particular reference to means of communication with police stations and the best time of year for visiting each, the relative healthiness of each and other points of interest under this head. It should then go on to deal with the criminal features, communal frictions, important festivals or processions which require special police precautions notes as to outbreaks of crime, existence of gangs with brief histories, any special methods which have proved successful in dealing with outbreaks of crime etc. The point to be borne in mind is that while it is desirable to have on record in a convenient forms: information which will be of use to a newly Joint Superintendent, it is not necessary to repeat in this note-book information which is easily advantageous, to emphasis any such information, a brief note with the necessary cross references should usually prove adequate.

66. **Procedure for writing annual confidential reports on Government servants – Police Department:** — The intention of the Government is that the assessment of an officer’s work and his merit should be objective and careful and all officers who are charged with the responsibility of either recording, reviewing or accepting the annual confidential remarks, should lay adequate and proper emphasis on the correct appraisal of the conduct, work and merit of the officer concerned. In order to make the system fully effective it would be absolutely essential for all recording officers to be fully conversant with the quality of the work of the officers working under them so that the assessment made in the annual remarks is clear and useful. It should be ensured that impressions are not recorded only on the basis of particular incidents and extraneous considerations personal likes and dislikes and any such subjective criterion do not form the basis of any opinion. It is not the intention that defects of the officers reported upon, whether remediable or irremediable, are shielded. Recording Officers should not make an annual remark on the work of any officer working under them unless such officer has been working under them for at least a period of three months.

In the revised procedure there levels, namely, recording, reviewing and accepting officer have been provided. It is the intention that the work of an officer should be known to all his superiors along the line thereby bringing about a tightening up of the present system as also to ensure that incomplete and unsatisfactory reports are sent back to the recording office and in reviewing the remarks made by the recording officer, reviewing officer takes steps to check subjective entries by his own impression of the officer reported upon. Reviewing officers are expected to generally know the
quality of work and merit of the officer whose work they are reviewing. They may consult the
recording officer if necessary.

Inability or failure to report properly and objectively in accordance with these instructions will be
construed as a failure of the recording/reviewing officer and commented upon as such by the next
level.

When taking up the writing of the annual confidential report according to the revised procedure, all
recording officers/reviewing officers should check whether the character rolls of officers of all
categories under them are up to date and remarks for past years have been in each case. It will be
the personal responsibility of all recording officers to ensure that no gaps remain and character rolls
are complete and up to data in all respects and to see that annual entries in prescribed forms are
made in due time and sent for proper custody. It will be the responsibility of the recording officers
to ensure that entries are regularly made.

Government have already decided that for I.A.S./I.P.S. and other gazetted and non-gazetted officers
the annual report should be for the period from January to December. The report should reach the
reviewing officer by the 30th of January following and they should in turn send them to the accepting
officer by the 15th of February so that the reports reach Government latest by 15th of March of the
year following the one for which the report has been called.

The following is the procedure in the matter of recording the remarks are reviewing and accepting
them: -

i. In the case of the Director General and Inspector General of Police the report should be initiated
by the Chief Secretary and submitted to the Chief Minister for review and acceptance.

ii. In the case of Additional Director General of Police the report should be initiated by the Director
General and Inspector General of Police and submitted to the Chief Secretary for review and then
to the Chief Minister for acceptance.

iii. In the case of Inspector General of Police the report should be initiated by the concerned Additional
Director General of Police.

iv. In the case of the Deputy Inspector General of Police. Assistant Inspector General of Police the
report should be initiated by the immediate superior officer supervising such officer.

v. Superintendent of Police – the report should be initiated by concerned Deputy Inspector General
of Police, reviewed by the Inspector General of Police.

vi. In the case of Additional Superintendent of Police, Deputy Superintendent of Police and the Assistant
Superintendents including those working as Sub-Divisional Police Officers the reports should be
initiated by the Superintendent of Police, reviewed by the Deputy Inspector General of Police
concerned, and accepted by the Director General and Inspector General of Police.

vii. Inspectors in the District Executive Force. – The Superintendent of Police should initiate the reports,
submit to Deputy Inspector General of Range for review and thereafter to the Inspector General of
Police for acceptance. Same procedure should be followed in respect of other Inspectors except
that the review should be made by the Deputy Inspector General of Police concerned.

viii. In the case of Sub-Inspectors in the District Executive Force, C.I.D., Armed Reserve, Units,
Police Training School, Nagaland Police Telecommunication Organisation, Superintendent of Police
or the Unit commander should initiate the report and submit it to the Deputy Inspector General of
Police concerned for review and then to the Inspector General of Police for acceptance.
Registrar, office of the Director General and Inspector General of Police. – The report should be
initiated by Assistant Inspector General of Police (Adm), reviewed by the Deputy Inspector General
of Police (HQ) and accepted by the Director General and Inspector General of Police. In the case
of Superintendents and other Assistants and members of staff in the office of the Director General
and Inspector General of Police the same procedure should be adopted except that the Director
General and Inspector General of Police need not be the accepting officer in their case.

Ministerial staff in other police offices. – The report should be initiated by the Deputy Superintendent
of Police or Assistant Superintendent of Police or Superintendent of Police as may be in immediate
charge of the office and recorded and accepted by the Superintendent of Police (or any other Unit
Commander as the case may be), the Deputy Inspector General of Police concerned being the
accepting officer in these cases where he is aware of their work.

Forms to be used in writing the confidential reports are enclosed as indicated below: -
1. Gazetted Police Officers FORM A
2. Non-Gazetted Police Officers up to the rank of Inspectors FORM B
3. Ministerial staff up to the rank of Head Assistant. FORM C
4. Superintendent of the Inspector General of Police. FORM D
5. Personal Assistants/ Stenographer Grade I, II, III or Typist FORM E

A guide estimating general ability and character of officers is at Annexure 'A'. This is only illustrative
in nature.

Communication of adverse remarks. – It is most important that all adverse remarks that will help
the officers in remedying the defects, if these defects are remediable should be communicated
without fail to the officers concerned. This will also give him an idea as to what impression he
makes on the superior officers. An extract of an unfavourable report should be communicated in
writing by the reviewing officer (not recording officer) and the fact of such communication noted on
the report before it is sent to the Department's Officers responsible for its custody. In exceptional
cases, if the reviewing officer feels that communication of unfavourable remarks will serve no useful
purpose and may only discourage the officers reported upon, he should submit the matter for
orders to the next level, unless he himself is an accepting officer. In respect of gazetted police
officers, however, relevant extracts of the adverse remarks will be marked out by Government
(after their O.Rs have been sent to the government by the Director General and Inspector General
of Police) and the Director General and Inspector General of Police will communicate the same to
such officers.

The annual report being a record of the impressions formed by his superiors about his work and
conduct, Government will not ordinarily entertain representations against adverse entries
communicated to an officer merely on the ground that the officer feels that he does not deserve the
entry which has been recorded on him. Any evidence, however, that the entry has been made mala
fide will be examined and will be the only ground for consideration of representations. Officers
who make representations on this ground should, however, be careful and do so only after taking
into account the consequence which ensure if they are unable to establish the points raised in their
representations. It is expected that mala fide as well as subjective entry would in the normal course
be eliminated at the level of the reviewing and accepting officers.

Government may decide that instead of having a negative certificate in regard to integrity, the
recording officers should specifically note on the character of the officer with particular reference
to reliability and integrity. Before making any adverse entry under this head the recording officer
should make sure that their remarks will stand the test of further investigation:
ANNEXURE ‘A’

A GUIDE FOR THE ESTIMATE OF GENERAL ABILITY AND CHARACTER OF OFFICERS

1. Intellectual.
   Independence of judgement. : Yes or No.
   Receptivity. : Quick, receptive, slow on the uptake.
   Initiative. : Original, enterprising, resourceful, casual apathetic.
   Drive. : Forceful, pushing, forceless, inert.
   Promptness in disposal of work. : Yes or No.
   Speed of decision : Very quick, fairly quick, sure, hesitant, indecisive.
   Quality of decision. : Sound, superficial.

2. Capacity for duty. : Deligent, industrious, toiler, slack, indolent.


4. Temperament.
   Leadership. : Self controlled, restrained, excited, panicky.
   Capacity to exert influence, tactfulness
   Organisational capacity, courage and firmness in difficult situations.

5. Character. :
   Moral reputation. : Excellent, good, fair, poor.
   Zeal and energy. : Indefatigable, preserving.
   Liveliness. : Spirited, cheerful, dull, gloomy.
   Loyalty and fidelity. : Faithful, obedient, conscientious, dutiful,
                         easy-going irresponsible, obstinate.

6. Relations with others: -
   Attitude towards brother officers : Friendly, co-operative, obstructive, individualistic
                                       Selfish.
   Attitude towards subordinates : Humane, considerate, sympathetic, indifferent,
                                     inconsiderate, hard, soft.
   Relations with non-officials. : Considerate, willing, helpful, sympathetic,
                                 indifferent, rude, soft, tactful, tactless.
FORM ‘A’
ANNUAL CONFIDENTIAL REPORT FOR GAZETTED OFFICERS
(OTHER THAN SUDET/ASSTT. SUPDT. & HEAD ASSSTT)

Report of the year/period ____________________ to ____________________

Part – I : A
(To be filled by the officer reported upon)

Name : _________________________________
Designation & Cadre : _________________________________
Date of appointment to the present post : _________________________________
Date of birth : _________________________________
Period of absence or leave during the reporting period : _________________________________
Branch/Deptt. in which posted : _________________________________

PART – I : B
(Self assessment by the Officer reported upon)

1. A brief summary of your duties and responsibilities (not more than 50 words)

2. How far could you fulfil your duties responsibilities (not more than 50 words).

3. If there are any constraints/ difficulties in fulfilling your duties/responsibilities, please specify them (not more than 30 words)

4. If there have been any special achievements/contribution made by you in the Department, please specify than (not more than 30 words)

Signature _________________________________

Place: _________________________________

Date: _________________________________

Name _________________________________

Designation _________________________________
PART – II : A
(To be filled by the Reporting Officer)

N.B.- The reporting officer will assess the officer by giving tick mark ( ) against the appropriate column, arranged in ascending order in the scale of 0 to 5. The scale roughly represents the following: 0 = negative contribution, - = poor/ below standard, 2 = fair/ needs improvement, 3 = good/ acceptable standard, 4 = very good, 5 = Outstanding.

1. Regularity, punctuality & sincerity. : 0 1 2 3 4 5
2. Reliability, honesty & trustworthiness : 0 1 2 3 4 5
3. Initiative, drive & Zeal : 0 1 2 3 4 5
4. Knowledge of rules/regulations and office procedures. : 0 1 2 3 4 5
5. Charity of thought and expression or communication skill (both oral & writing) : 0 1 2 3 4 5
6. Resourcefulness & promptness in dealing with emergent/difficult situation. : 0 1 2 3 4 5
7. Capacity for organisation and to get work from subordinates including leadership qualities. : 0 1 2 3 4 5
8. Devotion to duty, and willingness to assume responsibility. : 0 1 2 3 4 5
9. General conduct & behaviour & including success in human relationship. : 0 1 2 3 4 5
10. Ability to tender useful, frank & honest advice to superiors. : 0 1 2 3 4 5

Total score : 

(To be arrived at by adding all the values of the column ticked by you)
PART – II : B

1. Comment on self-assessment made by the Officer under Part – I : B)

2. Mention any outstanding work done, or weakness displayed during the period under report (including commendations given or warning/reproof given if any).

3. Whether fit for promotion/confirmation/state if he/she deserves promotion out of turn).

4. Assessment of integrity (if anything has come to your notice, specify it also).

5. General remarks/observation.

6. Grading – Please put a ring around the appropriate grading, and strike out the rest.
   (Your over – all grading should be consist with/based on the total score under Part – II : B).

   Outstanding, Very good, Good, Fair, Poor.

   Signature _______________________

   Place: ___________  Name _______________________

   Date: ___________  Designation _______________________

   Please state if you accept the assessment recorded by the reporting officer in all respects. If not,
   then specify the points on which you differ, mentioning your own assessment on these points.

   Signature _______________________

   Place: ___________  Name _______________________

   Date: ___________  Designation _______________________

FORM 'B'
C.C. ROLL FORM OF NON GAZETTED POLICE OFFICERS
(CONFIDENTIAL)

1. Name : 
2. Rank (a) Substantive : 
   (b) Officiating : 
3. Period of report : 
4. Reward and Punishment during the year : 
5. General reputation : 
6. Integrity : 
7. Physical fitness : 
8. Temperance : 
9. Reliability : 
10. Judgement : 
11. Initiative : 
12. Intelligence : 
13. Industry : 
14. Keenness : 
15. Power of expression (a) Verbal : 
   (b) Written : 
16. Aptitude for intelligence work of Police executive work as the case may be. : 
17. Discipline : 
18. Tact : 
19. Relation with (a) Superior : 
   (b) Subordinate : 
   (c) Public : 
20. General Remarks
21. Categorisation
   (a) Outstanding (to be awarded in very rare cases)
   (b) Above average
   (c) Average
   (d) Below average

Signature of reporting officer
With seal

Certify that all unfavourable remarks have communicated.

Signature of reporting officer
With seal

Remarks of the Reviewing officer

Signature of Reviewing officer
With seal

Remark of the D.I.G. (accepting officer)

Signature of Accepting Officer
With seal
FORM 'C'
ANNUAL CONFIDENTIAL REPORT FOR UDA/ACCOUNTANT/LDA/TYPIST

Report of the year/period from __________________to __________________
Department/Office of __________________________________________________________

Part – I : A
(To be filled by the officer reported upon)

1. Name & Designation : __________________________________________
2. Date of birth : ________________________________________________
3. Educational Qualification
Including special qualification/training passed : __________________________
4. Date of continuous appointment
to the present Post : ______________________________________________
5. Whether temporary or permanent : ________________________________
6. Section/Branch/ to which posted : _________________________________

PART – II : A
(To be filled by the reporting officer)

N.B.- The reporting officer will assess the officer by giving tick mark ( ) against the most appropriate column, arranged in ascending order in the scale of 0 to 5. The scale roughly represents the following: 0 = negative contribution, 1 = poor/ below standard, 2 = fair/needs improvement, 3 = good/acceptable standard, 4 = very good, 5 = Outstanding.

1. Regularity, punctuality & sincerity. : 0 1 2 3 4 5
2. Reliability, Honesty & trustworthiness. : 0 1 2 3 4 5
3. Intelligence & Keenness : 0 1 2 3 4 5
4. Capacity for hard work & resourcefulness : 0 1 2 3 4 5
5. Knowledge of rules/ Regulations/procedures : 0 1 2 3 4 5
6. Skill in noting & drafting. (Skill in typing for Typist) : 0 1 2 3 4 5
7. Promptness and accuracy in Disposing works. : 0 1 2 3 4 5
8. Maintenance of files/ records/
Dairies in neat and tidy manner. : 0 1 2 3 4 5
9. Relationship with fellow employees and superior officers. : 0 1 2 3 4 5
10. Amenability to discipline : 0 1 2 3 4 5

Total score : ______________________________________________________

(To be arrived at by adding all the values of the column ticked by you)
PART – II : B

7. Mention any outstanding work/achievement during the period under report (including commendations given or warning/reproof given if any).

8. Mention any delinquency/weakness displayed during the period under report. (Punishment, Warnings, Reproof given, if any may also be mention).

4. Whether fit for promotion/confirmation (State if he/she deserves out of promotion).

9. Assessment of integrity (if anything has come to your notice, specify it also).


11. Grading – Please put O ring around the appropriate grading, and strike out the rest.

(Your over-all grading should be consisted with/based on your assessment under Part – II. A, Part – III.B).

Outstanding, Very good, Good, Fair, Poor.

Place: ___________ Name _______________________
Date: ___________ Designation _______________________
(during the reporting period)

PART – III

(Remarks by the reviewing officer)

Please state if you accept the assessment recorded by the reporting officer in all respects. If not, then specify the points on which you differ, mentioning your own assessment on these points.

Place: ___________ Name _______________________
Date: ___________ Designation _______________________

Signature _______________________
Signature _______________________
**FORM ‘D’**

**FORM OF ANNUAL CONFIDENTIAL REPORT ON SUDT/ASSTT.SUPDT./HEAD ASSISTANTS**

Report of the year/period from ________________________ to ________________________
Department/Office of ____________________________

**Part – I : A**

(To be filled by the officer reported upon)

1. Name & Designation : ________________________________
2. Date of birth : ________________________________
3. Educational Qualification/training passed : ________________________________
4. Whether temporary or permanent : ________________________________
5. Date of appointment to the present Post/ grade : ________________________________
6. Period served under reporting Officer : ________________________________
7. Branch/Department under reporting Officer. : ________________________________

**PART – I : B**

(Self assessment by the Officer reported upon)

1. A brief summery of your duties and responsibilities (not more than 50 words)
2. How far could you fulfill your duties responsibilities (not more than 50 words).
3. If there are any constraints/difficulties in fulfilling your duties/responsibilities, please specify them: (not more than 30 words)
4. If there have been any special achievements/contribution made by you in the Department, please specify than (not more than 30 words)

Signature ________________________________

Place: ______________ Name ________________________________

Date: ______________
PART – II : A
(To be filled up by the reporting officer)

N.B.- The reporting officer will assess the officer by giving tick mark ( ) against the most appropriate column, arranged in ascending order in the scale of 0 to 5. The scale roughly represents the following: 0 = negative contribution, 1 = poor/ below standard, 2 = fair/needs improvement, 3 = good/acceptable standard, 4 = very good, 5 = outstanding.

1. Regularity, punctuality & sincerity. : 0 1 2 3 4 5
2. Initiative, drive & zeal : 0 1 2 3 4 5
3. Reliability, Honesty & Integrity : 0 1 2 3 4 5
4. Knowledge of rules/regulations and office procedures. : 0 1 2 3 4 5
5. Capacity for noting/drafting. : 0 1 2 3 4 5
6. Resourcefulness & promptness in dealing with emergent/difficult situation. : 0 1 2 3 4 5
7. Ability to control & motivate the branch/Department : 0 1 2 3 4 5
8. Ability to control & motivate subordinate staff : 0 1 2 3 4 5
9. General conduct & behaviour. : 0 1 2 3 4 5
10. Relationship with superiors and sub-ordinate staff. : 0 1 2 3 4 5

Total score : 

(Now, total all the value of the columns ticked by you)

(To be arrived at by adding all the values of the column ticked by you)
PART – II : B

1. Comment on self-assessment made by the Officer under Part – I. B)
2. Mention any outstanding work done, or weakness displayed during the period under report (including commendations given or warning/reproof given if any).
3. Whether fit for promotion/confirmation/state if he/she deserves promotion out of turn.
4. Assessment of integrity (if anything has come to your notice, specify it also).
5. General remarks observation.
6. Grading – Please put a ring around the appropriate grading, and strike out the rest. (Your over—all grading should be consisted with/based on the total score under Part – II . A).

Outstanding, Very good, Good, Fair, Poor.

Signature ______________________________
Place: ________________  Name ______________________________
Date: ________________  Designation ______________________________

Please state if you accept the assessment recorded by the reporting officer in all respects. If not, then specify the points on which you differ, mentioning your own assessment on these points.

Signature ______________________________
Place: ________________  Name ______________________________
Date: ________________  Designation ______________________________

FORM ‘E’

ANNUAL CONFIDENTIAL REPORT ON PERSONAL ASSISTANT/STENOGRAPHER (GRADE I, II, III) ANY OTHER STENO/TYPIST

Office of ____________________________________________
Report of the year/period ending _____________________ to _____________________

(To be filled by the officer reported upon)
1. Name : ______________________________
2. Educational Qualification : ______________________________
3. Date of birth : ______________________________
4. Present grade : ______________________________
5. Date of appointment to the present grade : ______________________________
6. Name of officer with whom Employed during the year : ______________________________
(ASSESSMENT BY THE REPORTING OFFICER).

(If any of the items mentioned below do not apply, the reporting officer should mention this fact against the relevant items)

1. Regularity and punctuality in attendance.
2. Proficiency and accuracy in Stenographic works.
3. Intelligence, Keenness and Industry.
4. Trustworthiness in handling Secret & Top secret matters & Papers
5. Maintenance of engagement Diary & timely submission of Necessary papers for meeting Interviews, etc.
6. General assistance in ensuring that matters requiring attention are not lost sight of
7. Initiative and tact in dealing with telephonic calls and visitors
8. Nature of other duties if any on which employed and carries them out satisfactorily
9. Fitness for promotion to next higher grade.
10. Brief mention of any outstanding or notable work if any, meriting special commendation
11. Has he been reprimanded for indifferent work or for other cases during the year under report? If so, give brief particulars.
12. Remarks as to defects in the character, indebtedness, etc which mitigate against efficiency and suitability
13. General assessment of personality, integrity, character & temperament including relations with fellow employees, sensibility to discipline.
14. Assessment of integrity (if anything adverse has come to your notice, please specify it also

Grading
Outstanding
Very good
Good
Fair
Poor

Signature of reporting officer
With seal

Remark of the Reviewing officer

Signature of the Reviewing officer
With Seal
67. **Annual confidential report Gazetted Police Officers.** Immediately after the close of each calendar year, Superintendent of Police will submit in duplicate, the Annual Confidential Reports of all his officers to the concerned Deputy Inspector General of Police.

68. **Communication of statements in official reports.** In communicating to Subordinate officers such unfavourable remarks as may be made in regard to them by their superior at the time of annual reports or on other occasions the following instructions should be carefully observed;

(a) When a report is built up on the individual opinions of superiors, it is the only option as accepted by the highest authority, which need be considered from the point of view of communication;

(b) As a general rule in no case should an officer be kept in total ignorance for any length of time that his superiors after sufficient experience of his work are dissatisfied with him: in cases where a warning might eradicate or help to eradicate a particular fault the advantages of prompt communication are obvious; where criticism is to be withheld the final authority to consider the report should record instructions, with reasons, according to the nature of the defect discussed, as to the period for which communication is to be kept back.

(c) Only those defects need be pointed out which can be remedied since it would serve no useful purpose to communicate such criticisms as lack of ability or intelligence;

(d) The reporting should specifically state whether the defects reported have been already brought in any other connection to the notice of the officer concerned;

(e) Remarks in cases in which the State Government or Head of the Department, or other officer suspends judgment, should not be communicated;

(f) Great attention should be paid to the manner and method of communication in order to ensure that the advice given and the warning or censure administered, whether orally or in writing shall, having regard to the temperament of the officer concerned, be most beneficial to him;

The above procedure should govern report of a periodical nature. There are others which may either be:

(i) Reports of a particular incident or act, which forms the subject of departmental proceedings against the officer concerned.

(ii) Reports in reply no enquires whether an officer who has not been well reported on in the past has improved and is fit for promotion; or

(iii) Reports in the answer to request for opinions as the fitness of an officer for a particular appointment, etc.

69. **Responsibilities of Superintendent of Police for training directly recruited probationary Assistant Superintendents of Police and Deputy Superintendents of Police.** It will be the duty of the Superintendent of Police to look after the practical training of probationary Assistant Superintendent of Police and Deputy Superintendent of Police on their first being transferred / attached to districts from the Police Training College / Academy and to supervise their studies so as to ensure their becoming thoroughly and practically acquainted with all branches of police work,
and with the best means, methods and equipment for touring. Superintendent of Police must bear
in mind that in allotting work to a probationary officer the primary object is his training and not the
general administration of the district. His work, therefore must be varied from time to time so that
he may learn all the branches of police administration. Inspecting Officers must see that the spirit of
the rules contained in the two succeeding paragraphs are followed, and Superintendents of Police
under whom probationers have been posted must submit, half yearly on 1st January and 1st July to
the Director General and Inspector General a report indicating how far they have been carried out.

70. Instructions for the practical training of directly recruited Probationary Assistant and
Deputy Superintendents of Police in the districts.- Probationary Assistant and Deputy
Superintendents directly recruited will be trained as follows on being posted to district:

Probationary Deputy Superintendent of Police

1. Reserve Office.- The Probationary Deputy Superintendent of Police will acquaint himself
thoroughly with the registers maintained in the Reserve Office and will write all the registers himself
for 2 weeks. He will check up clothing and other stores and Arms and Ammunitions. He will hold
at least one kit inspection parade of the men in the reserve line. He will check up the maintenance
of vehicles and cars and maintenance of arms. He will attend parade daily and organise games and
athletics in the afternoon. He will draw at least one departmental proceeding and record his findings.
In the last two weeks of his training in the reserve he will act as the Reserve Officer, and do all the
work of the Reserve Officer.

2. Police Stations.- The Probationary Deputy Superintendent of Police will then be posted to the
Sadar Police Station where he will start with the Sheristadar work. He will acquaint himself thoroughly
with all the start with registers maintained in the Police Station and write with his own hand the
General Diary and all other registers including enquiry slip, B.C. Rolls and monthly cash account.
He will arrange joint patrol with the neighbouring Police Station and Village Defence Parties and go
out on patrol duty, himself once a week. He will visit Dagens during patrol and make entries in the
History Sheet on return. He will also correct V.C.N.B. after obtaining information while on fomussil.
He will register some Non-F.I.R. cases and submit reports. He will also check motor vehicles and
act as Town and Traffic Officer supervising town and traffic works. He will draw up F.I.Rs. of a
few petty cases and accompany the O/C in the investigation of some important cases. Finally he
will investigate a few cases independently under the supervision of Circle Inspector. He will act as
O/C of the Police Station in the last month of the Thana Training.

3. Court Office.- In the Court he will first of all acquaint himself with all the registers maintained in the
Court Office and then write the registers himself including final Memos and Verification Rolls and
daily U.T. Report. He will check up the properties in the Malkhana registers and see that the
disposal orders in all cases obtained and properly carried out and properties in Malkhana labeled
properly. He will do the F.R. work himself for two weeks. He will watch the prosecution of cases
in the Court and be conversant with the procedure in summons and warrants and session cases. He
will himself conduct one petty case in court under the supervision of prosecution Inspector. He will
study some charge sheet cases and prepare the necessary brief and write the concise Memoranda
himself. He will also attend Jail Parade at least twice during the period.
(4). **Inspector’s Office.**- While attached to Inspector’s office the probationary Deputy Superintendent of Police will performed all the duties of the Inspector under the latter’s supervision. He will accompany the C.I. in his supervision or investigation of cases and inspector of Police Station (C.I. will arrange inspection of at least two P.Ss.) he will also write the Progress of at least two cases recommending final forms in these cases. While in Inspector’s office he will inspect one P.S. independently under the supervision of the Inspector.

(5). **S.P.’s Office.**- He will devote the first fortnight in the Crime Branch and acquaint himself with the Crime Index and other registers. He will also draft a certain number of Special Reports himself and put up notes after scrutiny of diaries for rectification of defects by I.Os. He will himself write for at least two weeks the daily cash book, receipt and pay cheque, contingent registers, bill register and check contingent registers, bill registers and check the last cash balance certificates with all the necessary registers. He will also look into the files of pending correspondence making himself acquainted with office procedure.

(6). **D.I.B. Office.**- He will work in the D.I.B. office and receive general instruction regarding the organisation of the different parties functioning in the district, the system of intelligence in operation and the treatment of intelligence in office. He will himself write the W.C.R. for one week.

The probationary Deputy Superintendent of Police will submit a Weekly Diary to the Superintendent of Police showing the work ended.

During the last month of training he will be attached to the D.I.G. C.I.D. office for F.P. Training and to be conversant with the organisation of D.I.G./C.I.D. office.

The Superintendent of Police will submit to the Deputy Inspector General of Police, Range, a report on the progress of training of the probationary Deputy Superintendent of Police and the standard of discipline maintained by him on the completion of training in each branch.

*Probationary Asstt. Superintendent of Police.*

Duration of practical training of I.P.S. probationers in district after their return from the Sardar Vallabhai Patel National Police Academy Hyderabad shall be as per the schedules prepared by the Academy in this regard. However, the following points may taken into account while the officers is undergoing practical training during the probationary period.

Attachment to P.T.C. or I.G. of Police office to learn local laws and special features of local administration.

Attachment to H.Q. of District of posting, study of District Gazette, observing the work of various officers and personages of the district. Accompanying the Superintendent of Police on tour.

Attachment at a P.S. to acquaint himself with all registers maintained in the P.S. To write general Diary, Khattian, Malkhana Register, Absconder Register, Enquiry Slip, Monthly Cash Account, V.C.N.B. and other Mis. Register. To learn Town Police work including Traffic Control, Traffic signaling, Patrolling in Surveillance of the B.Cs. to go out in night patrol and maintain a daily diary of work done. To investigate one case each in town and mofussil under supervision of C.I. To accompany Investigating Officer to watch investigation of important cases. To learn how to hold an inquest and to draw inquest report over dead body. To arrange joint patrolling with neighbouring P.S. and go out on patrol. To register some Non-F.I.R. cases and to submit report.
As Officer -in-Charge of a medium size Rural Police Station, he is asked to draw F.I.R. and investigate at least two cases independently and to pay night visits as far as possible to important Crime Center. He is asked to make entries in history Sheet of B.C.s. after such visits and entries.

Attachment to a Circle Inspector to perform all duties of C.I. under latter’s supervision and write out daily reports. To attend C.I. on tour during supervision of cases and attend C.I.’s inspection of P.Ss. To write progress report of at least two cases one of which is F.R. To inspect one P.S. independently under the supervision of the C.I..

Attachment to prosecution Branch to get himself acquainted with all registers prescribed for Court office. To do the work of P.S.I. for dealing with U.I. registers, V. Rolls etc. search Slips and Record Slips. He is taught to write General Registers, Khatian and Malkhana Register and verify disposal of property with relevant receipts etc. to issue final memos of cases disposal of. To study Charge Sheet cases and prepare necessary brief and concise memoranda. To attend trial of cases for conversant with the procedure of summons, warrant and session cases. To conduct petty cases under guidance of P.I. To attend jail parade and write up jail parade Form.

Attachment to District Police Office. To work in the Crime Branch and to acquaint himself with Crime Index and other Registers. To draft certain number of Special report. To write daily Case Book. Receipt and cheque and last Case Balance Certificate. To check the Force pay and T.A. Bill and scrutinize A. Rolls.

To work in the D.I.B. Office and receive general instruction regarding organisation of different political parties functioning in the District, the system of intelligence in operation and the treatment of intelligence in office. To acquaint with the work in the Passport Section and study the relevant rules and regulations for travel abroad with more attention to the neighbouring countries.

Reserve Office. - To acquaint with all registers prescribed for the use in Reserve Office. To write morning report, Disposition Register, casualty Register D.O. Book. To check up arms and ammunition, clothing and other store register. To check vehicle Log Book, Drivers’ Care diaries and maintenance of Vehicle. To attend parade and organize games and athletics activities in Reserve. To draw up Departmental Proceedings and to record his findings.

Attachment to miscellaneous officers to improve the probationers knowledge of development programme.

71. **Inspection by Probationary Assistant or Deputy Superintendent.**

(1) On the completion of training laid down in the foregoing rule the probationary Assistant or directly-recruited Deputy Superintendent of Police will inspect no less than two mutfassil Police Stations, and one court office and supervise two important investigations.

(2) Superintendents will go through the inspection notes and supervision reports in the presence of the probationary Assistant or Deputy Superintendents concerned and point out all errors and omissions indicating in the case of the inspection notes, the best methods of checking one register with another.

72. **Investigation of serious cases by Assistant / Deputy Superintendent of Police.** Every Assistant/ Deputy Superintendent of Police unless specially exempted by the Inspector General of Police is expected every year to investigate personally, with the Assistant of an Inspector or
Sub-Inspector, at least two important cases preparing and signing all the diaries and documents pertaining to those cases, and generally seeing them to completion in all their stages, including the proceedings in the courts.

The number of such investigations made and the results obtained should be noted by the Superintendents of Police with their remarks on the work done, in the annual reports.

73. **Departmental Examination.-** The Probationary Assistant Superintendent of Police and Probationary Deputy Superintendent of Police are expected to qualify in the departmental examinations as may be prescribed by the government. The rules regarding such departmental examination of Probationary Assistant Superintendents of Police and Probationary Deputy Superintendents of Police will be issued separately by the government.

74. **Co-operation meetings and their objects.-** The fundamental object of Co-operation meetings is to regulate the communication of intelligence from one district to another regarding criminal gangs whose operation extend over more than one district and to promote combined action against such criminals or gangs by the officers of different localities. The Special Superintendent of Police in charge of Criminal Investigation Department will arrange beforehand, in consultation with Superintendent of Police, the date and place of the meeting and the programme of subjects for discussion and will preside at the meeting unless there are urgent reasons which prevent his doing so. The chief business of the meetings will be to collect, collate and communicate intelligence regarding organised gangs operating (a) within and (b) without each district; and for the purpose, officers attending the meeting should bring with them such Inspector and Sub-Inspector as they think will be of assistance with such village crime note-books and dacoity registers as may be required to discuss the history of the various criminals or gangs of criminals who work over the districts concerned and to concert measures for future. The registers will be compared and made to agree in all particulars that at the end of the meeting each officer will have a complete history of the gang and full information of the whereabouts of the members and will personally known the officer with whom he is associated in looking after them.

The end of the rains has been chosen, as the best time for the meetings, so that bad livelihood cases may be taken up in the ensuing cold weather if necessary. Officers should intimate to their Superintendents of Police concerned the particular gangs, criminals or class of crime which they wish to discuss so that the necessary information may be forthcoming at the meeting.

The officer presiding at the meeting will send a copy of the proceeding to the Special Superintendent of Police for submission to the Inspector General of Police.

75. **Co-operation and local meetings.-** With a view to take concerted action at the end of each dark night period, thana officers and Superintendent of Police, should study their note-books and crime maps and observe:-

(i) Where grouping of the various classes of burglary has become marked,

(ii) What measures are required to deal with group of crimes brought to notice by maps of thanas and district borders.

Thana officers should prepare separate maps for border crimes, attach such information as they have obtained and send the maps and notes to border circles concerned whether within or beyond
the district. The circle Inspector will check and enforce this action. Superintendents of Police will similarly send to neighbouring districts maps and notes showing how burglaries are grouped on the borders of the districts.

Superintendents of Police should consult at definite intervals and draw up concise monthly notes on the burglary of the district for record and for instructions of their officers and arrange local meetings either of his own accord or on reference from another Superintendent of Police to concert measures against a particular gang or to meet an outbreak of crimes. The number of these additional meetings should not be large. If however, during the investigation of a case or a group of cases, an Inspector or a station officer finds it necessary to concert measures with the officers of neighbouring thanas, whether within or beyond the district he should of course do so.

A copy of the proceedings on the meetings should be sent to the Superintendent of Police and the Circle Inspectors concerned for their information and action.

76. **Powers of Assistant Superintendent of Police and Deputy Superintendent of Police.** - Assistant Superintendent of Police and Deputy Superintendent of Police will exercise such powers as may be, from time to time, lawfully delegated to them by the Superintendent of Police.

Assistant Superintendent of Police have certain statutory powers under Section 30 and 30-A of the Police Act (Act V of 1861), and by Government Notification No. 1004-J., dated the 24th February, 1908. These powers have also been given to Deputy Superintendents of Police. By the same notification both Assistant Superintendents of Police and Deputy Superintendent of Police have been given powers under Sections 7 (b) and 13 of Act V of 1861, but all these powers should be exercised subject to the control of the Superintendent of Police.

The power of issue of a license under Section 30 of the Police Act shall only be exercised by an Assistant Superintendent of Police at headquarters during the absence of the Superintendent of Police. As regards powers of punishment, see part III of this Manual.

77. **Duties of Sub-divisional Police Officers.** - The main objects of Government in posting gazetted officers to sub-divisions are to prevent and detect crime to ensure that close supervision is exercised over investigations. In all important cases, therefore, the officer should visit the spot and see that the enquiry is being pushed through without delay, that clues are not overlooked and that the subordinate police are working honestly. He should see that confessions of accused persons are treated with caution, and that no sort of pressure is used or inducement offered to obtain them.

The officer should consult the Sub Divisional Magistrate in all matters affecting the original administration and the maintenance of peace in the sub-division. His relations with sub-divisional Magistrate should be similar to those between the Superintendent of Police and District Magistrate.

78. **Local knowledge of Sub-Divisional Police Officers.** - The first essential for the prevention and detection of crime is local knowledge and the Sub-Divisional Police Officer should, by going into the villages, get into close and friendly touch with the people and leading villagers and ascertain their wants from a police point of view; ascertain whether the rural police are doing their duty and are residing. In the villages to which they are appointed; enquire as to the prevalence of particular class of crime and look up bad characters and enquire about them from respectable inhabitants with a view to revising the list of surveillies. He should particularly enquire whether any new criminal
gangs are at works, and in places where there are a large number of absconders, see that real efforts are made by the police to effect arrests. He should test the knowledge of his subordinates and instruct them in their duties.

He should promptly take up and investigate all charges brought against the police unless and until the enquiry is taken up by the Superintendent of Police himself or a Magistrate, in which case he will assist to the best of his ability.

79. Inspections by Sub-divisional Police Officers.- A Sub-divisional Police Officer will not inspect Police Stations unless so ordered by the Superintendent of Police. He will however, be responsible for ensuring that full action is correctly taken on the points raised at the inspections of the Superintendent of Police and of the Circle Inspector and seeing that all Standing Orders and Circulars are correctly obeyed. He need not attended the Superintendent of Police’s inspections unless the Superintendent of Police orders him to do so.

80. Duties at Headquarters of Sub-divisional Police Officers.- At headquarters he will examine case diaries and final forms, but must be careful not to delay the submission of the latter to the Sub-divisional Magistrate. He will attend the Magistrate’s Court during the trial of important cases, visit the Treasury/Sub-Treasury guard and town police beats at least once a week at night to see that the police are at their posts and alert, examine arms and ammunition, hold jail alarm parades; hold kit inspections once a month and test the completeness of the Court officer’s indices against the Conviction Register. In sub-divisions where there is a Sub-divisional Police Officer, and the Court officer will send all papers in Special Report cases and such other cases and papers as he may desire, and quarterly return of heinous crime intended for the Superintendent of Police through the Sub-divisional Police Officer who will forward them to the Superintendent of Police with his remarks. The daily crime and under-trial reports will be sent to the Superintendent of Police after the Sub-divisional Magistrate has seen them.

It is not intended that the Sub-divisional Police Officer should be given clerical staff, but an intelligent Assistant Sub-Inspector should be deputed to assist him in his clerical duties. He will not correspond officially with the Superintendent of Police. Official papers will ordinarily be forwarded in original, but in important cases a copy may be kept by using a letter book with carbon paper.

The Superintendent of Police will ensure that the Sub-divisional Police officer avoids any tendency towards undue increase in correspondence, as this can only hamper him in his main duties which lie in the field.

81. Sub-divisional Police Officer’s note-book and tour diary.- He will keep a note-book and a tour diary as prescribed in Rule 59 (Pt I) for the Superintendent of Police. The tour diary will be submitted to the Superintendent of Police.

At the close of each week he will write to the Superintendent of Police a letter reviewing the situation in his sub-division and giving all facts and information of interest above what is going on, with his own comments and opinions thereon. The letter should be full and clear but concise, and should not be in crystallized of official form.
CHAPTER - V

Leave of Gazetted Officers

(Rules 82 to 89)

82. Leave of Gazetted Officers.- For rules regarding leave—see Part IV – Chapter X of the Fundamental Rules and the Subsidiary Rules framed by the Government of Nagaland thereunder.

For instructions for the guidance of officers intending to prefix or affixed gazetted holidays of Sundays to their leave—see the following rule.

See also Rule 164-98 of the Subsidiary Rules framed by the Government under the Fundamental Rules.

In order that the Director General and Inspector General of Police may be in a position to work out a definite plan of reliefs for submission to Government, officers who propose to apply for long leave should inform the personal Assistant demi-officially the previous October of their intention, giving the approximate date of commencement and the duration of leave desire.

Officers who propose to apply for short leave should similarly inform the concerned superior officers prior to submitting their applications and ascertain if there will be any objection to their leave.

S. R. 194. The State Government may, by general special order, direct that the ordinary rates or daily allowance or mileage allowance or both shall be increased, either in definite ratio or in any other suitable manner, for any or all Government servants travelling in any specified locality in which travelling is unusually expensive.

S. R. 195. When a Government servant of a grade lower than the 1st grade is required by the order of the superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or mileage allowance admissible to him under the ordinary rules he may draw the actual cost of travelling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate signed by the superior authority and countersigned by the controlling officer, that the use of the special means of conveyance was desirable in the public interest and specifying the circumstances which rendered it desirable.

S. R. 196. A Government servant of the 4th grade, when travelling by rail, may draw mileage allowance under S. R. 173 and when travelling by sea or river steamer in addition to mileage allowance, daily allowance at double the rate ordinarily admissible to him; provided that whatever be the nature of other journeys which may be combined with the steamer journeys, no further daily allowance may be drawn for any day for which his double allowance is drawn.
Journey on tour

(i) General Rules

S. R.- The State Government may define the limits of the sphere of duty of any Government servant.

(1) The jurisdiction of Deputy Rangers and Forerest not in-charge of Ranges and Forest guards is the Range to which they are attached.

(2) The ordinary jurisdiction of a Circle Inspector of Police (except Reserve or Court Inspector) is the Circle in which he is employed. The jurisdiction of Reserve and Court Inspectors and Court Sub-Inspector, Court Assistants Sub-Inspector and Constables is their headquarters station. The jurisdiction of Head Constables and Constables and also of Inspectors, Sub-Inspector and Havildars of the Armed Branch is their Headquarters station. The jurisdiction of Sub-Inspector, Assistant Sub-Inspector, Head Constables and the Constables of the Unarmed Branch is the Police Station to which they are attached. The jurisdiction of the Sub-Inspectors, Assistant Sub-Inspectors and Constables and of the Circle Inspector’s headquarters staff is their headquarters of Police Station. The jurisdiction of Sub-Inspectors, Head Constables and Constables of Town Police is the municipal limit of the town to which they are posted.

(3) The sphere of duty of all records during re-settlement operations is the circle in which they work and then travelling allowance will be governed by S. R. 202.

(4) The sphere of duty of all personnel of the Government Railway Police is the whole of Government Railway Police District.

S.R. 198.- A Government servant is on tour when absent on duty from his Headquarters either within or with proper sanction, beyond his sphere of duty.

83. Request for casual leave of Gazetted Officers.- Superintendent of Police should forward requests for Casual Leave to the concerned Deputy Inspector General of Police and in the case of Additional Superintendent of Police, Assistant Superintendent of Police and Deputy Superintendent of Police should forward requests for casual leave to the Superintendent of Police.

Superintendent of Police, Additional Superintendent of Police, Assistant Superintendent of Police and Deputy Superintendent of Police before taking leave should notify to the district officer their addresses during the period of such leave.

The Director General and Inspector General of Police will grant casual leave to all gazetted officers immediately subordinate to him whereas the other gazetted officers of the headquarters will forward their request for casual leave to such officer delegated by the authority. Casual leave may not be combined with any other kind of leave, and ordinarily may not extend to more than ten consecutive days or more than fifteen days in any one calendar year. The authorized officers can, however, grant casual leave in excess of the prescribed limit in special cases.

84. Leave Application.- An application for leave should ordinarily be made at least three months before the date from which an officer wishes his leave to commence and in every case where this course is not followed, an explanation of the circumstances in which the application was delayed should accompany the application. For further information see the Fundamental Rules and the Subsidiary Rules framed there under by the Government of Nagaland.
The officer's leave address must always be inserted in the leave application, and in addition, before his departure, he must also forward it to the concerned authority and leave it on record in the office from which he departs, for reference.

85. **Employment during leave.** - Employment during leave of Government servant including officers of the Police Department is regulated by Rule 69 of the Fundamental Rules.

86. **Absence from office for seven day's due to illness to be reported to Inspector General of Police.** - If a Superintendent of Police or Additional Superintendent of Police, Assistant/Deputy Superintendent of Police is unable owing to illness to attend office for seven consecutive days, the fact should be reported to the immediate controlling officer.

87. **Departure on leave and return from leave.** - Gazetted Police officers must inform the immediate concerned authority of the date of their return from leave.

88. **Reporting Arrival by Gazetted Officers.** - All gazetted Police Officers will report to the immediate controlling officer. The charge report will be used. Superintendents of Police are responsible that Additional/Assistant Superintendents and Deputy Superintendent of Police in their districts do not omit to make this report.

The fact of officers joining or leaving a district with date and time must be entered in the district order book.

89. **Taking over charge by Gazetted Officers.** - The following are the rules regarding the making and taking over charged of office:-

(i) No gazetted officers will leave his post until he is relieved or has received the permission of Government to relinquish his post.

(ii) Charge of an office must be made and taken over at headquarters both the relieved and the relieving officers, if any, being present, unless special permission is given to do otherwise.

(iii) Both the relieving officer and the officer relieved will sign the charge reports one copy of which will be sent to the Accountant Generals, a second copy to the Director General and Inspector General and the third to the Home Department of the Government.

(iv) The relieving officer will also sign a memorandum in and send a copy of the charged report meant for the Director General and Inspector General of Police.

(v) This memorandum should only be signed after careful examination by the relieving officer of the necessary registers and of the case and stock.

(vi) When an officer occupies or vacates a Government residence, otherwise than on assuming or relinquishing charge of an office, he will report the fact to the Executive Engineer of the Police Engineering Project.
CHAPTER VI

Uniform of Gazetted Officers

(Rule 90 to 99)

90. **Uniform of Police Service Officers.** - The following is the uniform prescribed by the Government for Officers of the Police Service and will be worn on all formal occasions. Certain modification for informal duty are permissible and will be found in the following rule, beyond these no deviation whatever is permitted.

*Ceremonial Dress.* - Type A: Garbarding Tunic, Peak Cap, Sam Brown Cross Belt (with or without Sword), whistle and lanyard (navy blue), medals and decorations, blue tie, Brown ankle boot, khaki socks, khaki shirt, "Nagaland Police" arm badge, formation sign, epaulette mounted on red woolen padding. These shall be worn on all State ceremonies (e.g., public arrivals and departures of the President or the Governor, presentation of Guards of Honour on such occasion) at Ceremonial Parades or whenever full dress is ordered.

Type B: Terry Coton Khaki shirt/Angola shirt, Terry cotton khaki pant, Peak Cap, Sam Brown Cross Belt (with or without Sword), whistle and lanyard (navy blue), medals and decorations, Brown ankle boot, khaki socks, "Nagaland Police" arm badge, formation sign, epaulette mounted on red woolen padding. These shall be worn on all State ceremonies (e.g., public arrivals and departures of the President or the Governor, presentation of Guards of Honour on such occasion) at Ceremonial Parades or whenever full dress is ordered.

*Note.* - The type of ceremonial dress to be worn on any occasion may be prescribed by the Director General and Inspector General of the State or force.

*Working Dress.* - Beret cap, Terry Cotton Khaki shirt/Angola shirt, Terry cotton khaki pant, Sam Brown Belt, whistle and lanyard (navy blue), medal bars, Brown shoes, khaki socks, formation sign,

*Note.* - The type of Working Dress to be worn may be decided by the Director General and Inspector General of the State or force.

Officers of the Rank of SSP and above will wear a dark blue band with the badge appropriate to their rank.

91. **Mess dress- Cold Weather.** - Mess Jacket: - Bandh Gala jacket (black in colour) with pants of the same material. Miniature medals and decorations to be worn on the left lapel, one inch below the point of the shoulder, overlapping if necessary, but not projecting beyond the lapel.

92. **Mess dress- hot weather.** - Open collar full sleeved shirt with formal pant, black shoes.

*Note:* The Mess dress may be notified by the PMC on approval of the Director General and Inspector General of Police/Unit Commanders from time to time as the case may be keeping in mind the utmost need for comfort and decency in conformity to the climate of the area.
93. **Uniform when to be worn.** Uniform will be worn on the following occasions:-

1. Duty in connection with visits of the President of India, the Governor, or high officials entitled to a guard of honour.
2. Durbar and similar functions.
3. Formals calls on high officials, including a Commissioner, or the Inspector General of Police.
4. Parades and inspections, including the inspection of police stations.
5. When giving evidence in court, or before official commissioners, unless otherwise directed.
6. When dealing with threatened public disturbances or riots.
7. On other duties, e.g., attendance in office (except Reserve Office). Supervision of case work, etc., the wearing of uniform is left to the discretion of the officer concerned according to the circumstances of the case.

The sword will be worn only on ceremonial occasions.

94. **Mess dress when to be worn.** – Mess dress must be worn at Messes and public (not Private) entertainment by night. Mess dress must invariably be worn by officers when it is ordered on the invitation card, or when the invitation is to meet the President of India or the Governor.

95. **Decorations how to be worn.** – The wearing of decorations and medals by police officers will be governed by the corresponding rules for the time being in force regarding the Indian Army. On ceremonial occasions they will be worn suspended from a single bar of which the buckle is not to be seen, in horizontal line on the left breast instead.

For instructions regarding the wearing of Indian title badges by Police Officers in uniform see Part III.

96. **Police Officers of same rank and employed on same duty, how to be dressed.** – Police Officers employed together on the same duty or attending any function at which uniform is to be worn must be similarly dressed, and on such occasions it shall be the duty of the senior officer employed on such duty or attending such function, to order, when the matter is not distinctly regulated by other rule or superior authority, the particular uniform to be worn. If the Director General and Inspector General of Police is to be present his wishes should be consulted before the promulgation to orders by such officer.

97. **Police Officers not to be dressed partly in uniform and partly in plain clothes.** – Police Officers off duty may wear either uniform or plain clothes; but no police officers shall appear at any time dressed partly in uniform and partly in plain clothes, or partly in mess and partly in working uniform.

No trinkets such as watch-chains or pins may be worn with uniform in such a way as to be visible.

98. **Articles of uniform for Officers of the Police Service of Nagaland.** – The following articles of uniform are prescribed for officers of the Assam Police Service-
31, August, 2018

The Nagaland Gazette, Part-IIA

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(a) 1. One Garbardine Tunic
2. One pair of Terry Cotton Khaki Shirt
3. One pair of Angola woolen shirt
4. One pair of Terry Cotton pant
5. One pair brown ankle boots,
6. One Peak Cap
7. One Beret Cap
8. One Sam Brown cross belt with plated fittings.
9. One Sam Brown belt
10. One brown leather sword knot.
11. Buttons and badges-bearing designated markings
12. One blue tie
13. Cravats of approved pattern
14. Navy Blue lanyards
15. Whistle
16. Name plate
17. “Nagaland Police” Arm badge
18. Formation sign
19. Drill stick
20. Khaki socks
21. Khaki jersey

(b) Officers of the Police Service of Nagaland will wear the following rank badges-

1. Deputy Superintendent of Police and officers of equivalent rank will wear three stars.
2. Deputy Superintendent of Police under training at Academy will wear one star.
3. Deputy Superintendent of Police under probation will wear two stars.
4. Assistant Superintendent of Police will wear three stars and corresponding ranks as in 2 & 3 above.
5. Additional Superintendent of Police will wear one State Emblem
6. Superintendent of Police will wear one State Emblem with one star.
7. Other senior Police Officers will wear the same ranks badges prescribed for the IPS Officers of the same or corresponding rank.
99. Grants to Deputy Superintendent of Police for the purchase of uniform –

1. (a) All Deputy Superintendent of Police who have been or may be appointed by direct recruitment are eligible for the grant of an uniform allowance of Rs. 6000/–, renewable at intervals of ten years.

(b) All Deputy Superintendent of Police who have been or may be appointed by promotion from the rank of Inspector of Police are eligible for the grant of an uniform allowance of:

(i) Rupees 400 in the case of those who have five or more years to serve after promotion to the rank of Superintendent of Police. The grant of renewable at intervals of ten years only in the case of officers having ten or more years to serve after promotion to the rank of Deputy Superintendent of Police.

(ii) Rupees 200 in the case of those who have less than five years to serve after promotion to the rank of Deputy Superintendent of Police.

2. All Deputy Superintendent of Police who have been or may be appointed by direct recruitment or by promotion are eligible for the grant of an allowance of a sum not exceeding Rs. 600 for purchase of a horse and saddlery.

3. Officers receiving the grants must furnish the comptroller, Assam within a month of the drawal of the money with a certificate to the effect that the price of the uniform, horse and saddlery was not less than the sanctioned grant. In case where the grant is not fully utilized, the savings effects should be at once refunded to Government.
CHAPTER – VIII

Conduct Rules of Gazetted Officers and men

(Rule 100)

100. The Government Servants’ Conduct Rules. – All gazetted officers must and observe strictly the rules of the Government published in the pamphlet called “the Nagaland Government Servants Conduct Rules”.

No. 1
Referred to in Rule 14.

Statement showing incidence of crime under classes I, II, III and V of Statement 4, and how it has been dealt with by Police during the quarter ending.

COLUMNS

1. Name of Sub-division.
2. Name of P.S. (O.P. included).
4. Number of true cognizable cases (class I, II, III and V) reported.
5. Number of cases in column 4 investigation in which Final Forms submitted.
6. Percentage of columns 5 to 4 (investigated to be reported).
7. Number of cognizable cases investigated which have been tired out, divided into (a) cases and (b) persons.
8. Percentage of columns 7 to 5 (cases only).
9. Number in column 7 convicted divided into (a) cases and (b) persons
10. Percentage of convicted to tired out (columns 9 to 7), divided into (a) cases and (b) persons.
11. Remarks, (Full explanation should be given here for failure shown in columns 8 to 10). The figure for and name of independent O.P. to be shown separately, figures for subordinate O.Ps. to be included in those for P.Ss.
No. 2
Referred to in Rule 14

**Burglary and theft cases**

**COLUMNS**

1. Sub-division.
2. Number of true cases under Section 457/380, I.P.C., reported.
3. Number of true cases under Section 457, I.P.C., reported.
4. Number of true cases under Section 457/511, I.P.C., reported.
5. Number of true cases under Section 411, I.P.C., reported.
6. Total of columns, 2, 3, 4, and 5.
7. Number not enquired into.
8. Number of cases sent up in Charge Sheet.
9. Cases convicted.
11. Number of true cases of theft Reported to Police.
12. Number not enquired into.
13. Number of Charge Sheets submitted.
14. Cases convicted excluding direct cases.
15. Persons convicted excluding direct cases.

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No. 3
Referred to in Rule 14

**Statement of cases under investigation for more than 14 days**

*During the quarter ending.*

**COLUMNS**

1. Name of Sub-division.
2. Name of P.S.
3. P.S. number of case.
4. Date of First Information.
5. Date of Final Report Form.
6. Nature of cases, i.e., Section of law under which return.
8. Remarks. (The S.P. will note the action if any, taken by S.P. to verify the necessity for delay.)
No.4
Referred to in Rule 14.
Statement of cases Police in charge sheet judicially declared intentionally or maliciously false for the quarter ending.

COLUMNS

1. Name of Sub-division.
2. Name of P.S. or O.P.
3. P.S. number of case.
4. Charge Sheet number.
5. Number of cases column 4 which were originally returned by Police in Final Report, but sent up in Charge Sheet by Magistrate’s order.
6. Remarks. (The S.P. will note the action if any, taken by him).

No.5
Referred to in Rule 13.
Complaints of offences cognizable and non-cognizable made against the Police.

COLUMNS

1. Section of law under which charge made
2. Date of institution of complained.
3. Name of complainant.
4. Name and rank of officer complained against.
5. Date when local enquiry commenced, if any, name and rank of investigating officer.
6. Findings of investigating officer, i.e. whether true or false
7. Final orders of Court or if not brought to trial of District Magistrate.
8. Final action taking departmentally

Form No. 6
Half-yearly return of inspections made by Superintendent of Police.- Referred to in Rule 57.

COLUMNS

1. Name of P.S., O.P., or office.
2. Date of Inspection.
3. Remarks.

N.B.- If any P.S., O.P., or office has not been inspected during the half-year the reason should be given shortly and the date of the last Inspections made by the Superintendent and by the Circle Inspector, respectively.
No.7

Confidential report on subordinate police officers
Referred to in Rule 66.

C.C. ROLL FORM OF NON GAZETTED POLICE OFFICERS
(CONFIDENTIAL)

1. Name : 
2. Rank (a) Substantive :
   (b) Officiating :
3. Period of report :
4. Reward and Punishment during the year :
5. General reputation :
6. Integrity :
7. Physical fitness :
8. Temperance :
9. Reliability :
10. Judgement :
11. Initiative :
12. Intelligence :
13. Industry :
14. Keenness :
15. Power of expression  (a) Verbal :
   (b) Written :
16. Aptitude for intelligence work of Police executive work as the case may be :
17. Discipline :
18. Tact :
19. Relation with (a) Superior :
   (b) Subordinate :
   (c) Public :
20. General Remarks :
21. Categorisation  (a) Outstanding (to be awarded in very rare cases)
   (b) Above average
   (c) Average
   (d) Below average

Signature of reporting officer With seal

Certify that all unfavourable remarks have communicate on.

Signature of reporting officer With seal

Remarks of the Reviewing officer

Signatur of Reviewing officer With seal

Remark of the D.I.G. (accepting officer)

Signature of Accepting Officer With seal
Form No.8  
Confidential report on gazetted officers (Referred to Rule 66)

ANNUAL CONFIDENTIAL REPORT FOR GAZETTED OFFICERS  
(OFFER THAN SUDT/ASSTT. SUPDT. & HEAD ASSTT)

Report of the year/period ____________________________ to ____________________________

**Part – I : A**  
(To be filled by the officer reported upon)

1. Name  
2. Designation & Cadre  
3. Date of appointment to the present post  
4. Date of birth  
5. Period of absence or leave during the reporting period  
6. Branch/Deptt. In which posted  

**Part – I : B**  
(Self assessment by the Officer reported upon)

1. A brief summery of your duties and responsibilities (not more than 50 words)
2. How far could you fulfill your duties responsibilities (not more than 50 words).

If there are any constraints/ difficulties in fulfilling your duties/responsibilities, please specify them (not more than 30 words)

If there have been any special achievements/contribution made by you in the Department, please specify than (not more than 30 words)

Signature ____________________________

Place: ____________  
Date: ____________  
Name ____________________________  
Designation ____________________________
PART - II : A
(To be filled by the Reporting Officer)

N.B.: The reporting officer will assess the officer by giving tick mark ( ) against the most appropriate column, arranged in ascending order in the scale of 0 to 5. The scale roughly represents the following: 0 negative contribution, - = poor/ below standard, 2 = fair/needs improvement, 3 = good/acceptable standard, 4 = very good, 5 = Outstanding.

1. Regularity, punctuality & sincerity. : 0 1 2 3 4 5
2. Reliability, honesty & trustworthiness : 0 1 2 3 4 5
3. Initiative, drive & Zeal : 0 1 2 3 4 5
4. Knowledge of rules/regulations and office procedures. : 0 1 2 3 4 5
5. Charity of thought and expression or communication skill (both oral & writing) : 0 1 2 3 4 5
6. Resourcefulness & promptness in dealing with emergent/difficult situation. : 0 1 2 3 4 5
7. Capacity for organisation and to get work from subordinates including leadership qualities. : 0 1 2 3 4 5
8. Devotion to duty, and willingness to assume responsibility. : 0 1 2 3 4 5
9. General conduct & behaviour & including success in human relationship. : 0 1 2 3 4 5
10. Ability to tender useful, frank & honest advice to superiors. : 0 1 2 3 4 5

Total score

(To be arrived at by adding all the values of the column ticked by you)
1. Comment on self-assessment made by the Officer under Part – I – B.

2. Mention any outstanding work done, or weakness displayed during the period under report (including commendations given or warning/reproof given if any).

3. Whether fit for promotion/confirmation/state if he/she deserves promotion out of turn.

4. Assessment of integrity (if anything has come to your notice, specify it also).

5. General remarks/observation.

6. Grading – Please put a ring around the appropriate grading, and strike out the rest. (Your over – all grading should be consisted with/based on the total score under Part – II – A).

   Outstanding, Very good, Good, Fair, Poor.

   Signature ____________________

   Place: ______________

   Date: ____________

   Name ____________________

   Designation ____________________

Please state if you accept the assessment recorded by the reporting officer in all respects. If not, then specify the points on which you differ, mentioning your own assessment on these points.

   Signature ____________________

   Place: ______________

   Date: ____________

   Name ____________________

   Designation ____________________
Form No.9

Application for leave of absence under Rule of the Fundamental Rule.

Referred to in Rule 84

<table>
<thead>
<tr>
<th>Name and appointment of officer</th>
<th>Last leave enjoyed</th>
<th>Period and nature of leave applied for and from what date</th>
<th>Remarks by Controlling officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>E2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>E3</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Leave address: 

The .........................

Forwarded to the Comptroller, Nagaland for submission to Government with the usual report.

Signature of applicant.

The of 200_
FORM GFR – 33

CERTIFICATE OF TRANSFER OF CHARGE

Certified that I/We have in the fore/afternoon of this day the
Respectively made over and received charge of the office of the Commandant,

(FOR USE IN ADJIT OFFICE ONLY) (RELIEVER OFFICER)

Noted in A/R at page________
Noted in A/C of leave at page
Noted in A/C of leave at page

___________________________

Signature.

___________________________

Designation__________
Proceeding on transfer
Leave/Retirement.

(ADJIT SUPDT. AAG/ AAD. RELIVING OFFICER)

Noted A/C at page _________________
Noted in I/C at page _________________
Pay slip issued on _________________

___________________________

Signature.

___________________________

Designation ___________
Station _________________

Audit Supdt. AAG/ AAD. Date _________________

Where transfer of charge proceed the issued of formal order by the competent authority, a suitable indication to that effect may be given.
The Nagaland Gazette, Part-IIA 31, August, 2018

THE SECOND SCHEDULE
SEE 9 RULE 3 (b) of Leave Rules
FORM ........................ 1.

Application for leave gazetted officers.

<table>
<thead>
<tr>
<th>Name application</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Post held</th>
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<table>
<thead>
<tr>
<th>Department Office</th>
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<table>
<thead>
<tr>
<th>Pay</th>
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<td></td>
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<table>
<thead>
<tr>
<th>House rent and other compensation allowances drawn in the present post</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Nature and period of leave applied for and date from which required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Sunday and holiday, if any proposed to be prefixed/ suffixed to leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Ground on which leave is applied for</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Date of return from last leave and the nature and period of that leave.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>I proposed/do not propose to avail myself of leave travel consision for the block year</th>
</tr>
</thead>
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</table>

<table>
<thead>
<tr>
<th>Address during the leave period</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Remarks and recommendation of the controlling officers.</th>
</tr>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Controlling Officers With seal.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of the Application With date.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
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4. Appointments and qualifications of subordinate assistants
5. General orders in regards to ministerial appointments
6. Leave of Ministerial officers
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9. Periodical transfer of head assistants and accountants
10. Punishment and appeal of ministerial officers
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12. Officers may not accept private service
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15. Gazetted holidays
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17. Duties of head assistant
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24. Instruction for the preparation and submission of special reports
25. History sheets in gang and other cases
26. Superintendent of Police’s register of Crime
27. Sub-district register of crime
28. Register of absconded offenders
29. Dacoity register
30. Stock Book
31. Register of stationary
32. Supply of forms
33. New forms
34. Officer in charge of forms
35. Storage of forms
36. Register of forms
37. Index to register of forms
38. Unauthorised supply
39. Issue of forms
40. Stocking taking
41. Bill Copy Book
42. Tour diary of Superintendent of Police, etc
43. Weekly diary of Inspector
44. Court officer's duty under trail reports
45. Daily crime reports
46. Town beat-maps
47. Copies of general (station) diaries
48. Miscellaneous returns from Police Stations
49. Arrangement of records of cases
50. All the rewards offered by public to be reported to the Superintendent of Police
51. Director General and Inspector General will sanction payment or refund of reward
52. Register of general police rewards to be kept
53. Distribution of rewards
54. Library Catalogue
55. Correction slips to the Police Manual Fundamental Rules, Subsidiary Rules, Civil Service Regulation and Civil Account Code
56. Government Gazette and civil list,
57. Selection from newspapers
58. Temporary orders of Director General and Inspector General of Police
59. SSS
60. Employment of special police
61. Recoveries on account of special and additional police
62. Guard for railways, other departments and private persons, etc
63. List of reports and returns
64. Certificates regarding cash book
65. Receipt of Police Department
66. Quarterly return of inspection of arms and ammunition shops
67. Annual Administration Report
68. Deaths of gazetted officers and pensioners to be reported
69. Procedure for submission of recommendations by local officers for the grant of “the Indian Police Medal”
70. Indent for forms
71. Emergent and supplementary indents
72. Instruction for preparing indent of forms
73. Check of forms
74. Indents for stationery
75. Local purchase of Stationery of small value
76. Typewriters and duplicators
77. Classification on letters for purposes of destruction
78. Destruction of Records
79. Covers to be opened in presence of Superintendent of Police and letters dated
80. Letters to be registered
81. Notes and orders how written
82. Channel of correspondence
83. Letters to Director General and Inspector General how to be addressed
84. Correspondence must pass through superior officers
85. Formal correspondence with District Magistrate
86. Original correspondence not to be sent
87. Covering letters
88. Enclosures
89. Language of official communications
90. Communication to officials of other countries
91. Demi official correspondence
92. Applications or proposals requiring sanction of Director General and Inspector General or Higher authority
93. Confidential letters to be enclosed in two covers and sealed
94. Confidential letters to be opened by the Superintendent of Police himself
95. Confidential letters to be dealt with by the steno only
96. Confidential papers to be entered in a special register and lockup
97. Register of Receipt and issue of service stamps
98. Economy in Postage Stamps
99. Other petitions
100. Joint petition forbidden
101. Petitions on behalf of others
102. Standard Designs
103. Kutchas buildings not to be erected near permanent ones
104. Classification of buildings
105. Register of land and buildings
106. Sanction and provision for departmental buildings
107. Proposals for changing the jurisdiction or site of a police station or outpost
108. Completion reports
109. Accidents to Police buildings
110. Nature of departmental repairs
111. Annual Repairs
112. Grants to meet exceptional cases (special repairs)
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116. Gifts of lands
117. Buildings undertaken by Police Engineering Project
118. Sanction of Major Works
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120. Sanction for residential projects
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122. Administrative approval for major works
123. Preparation and Submission of rough plans and estimates
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125. Administrative approval for minor works – Allotment of funds
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127. Repairs to Police Engineering Project buildings
128. Addition and alteration to Police buildings
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132. Acquisition of Land
NAGALAND POLICE MANUAL
PART – II

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OFFICE OF THE SUPERINTENDENT OF POLICE

Ministerial Establishment

(Rule 1 to 17)

1. Ministerial Establishment.- There will be one head assistant and one accountant in each district assisted by subordinate assistants according to the importance of each district.

2. Pay.- The following is the pay of the ministerial establishment of the offices of the Superintendents of police :-

   (a) Head Assistant : Rs. 5000 – 150 – 8000/-
   
   (b) Stenographer and Confidential Assistant. : Rs. 4125 – 100 – 4725 – 125 – 6475/-
   
   (c) Accountants and U.D. A. : Rs. 4125 – 100 – 4725 – 125 – 6475/-
   
   (d) L.D. Assistant and Typist : Rs. 3050 – 75 – 3950 – 80 – 4590/-

The Head Assistant, Accountants and the subordinate assistants will be borne on one State cadre of Divisional Assistants.

3. Appointments and qualifications of Head Assistants and Accountants.- Appointment to the class of head assistants and accountants will be entirely by merit cum seniority. All appointments and promotions of head assistants and accountants will be made by the Director General and Inspector General of Police.

Seniority in each rank will be determined by the date of regular appointment in the rank and such seniority will be compiled and maintained in the Police Headquarters.

4. Appointments and qualifications of subordinate assistants.- Appointments of Subordinate assistants will also be made by the Director General and Inspector General of Police.

No person who has not passed the Graduate examination of any recognized University.
5. **General orders in regards to ministerial appointments.**- The following orders apply to appointments of all ranks:

(a) Appointments are restricted to candidates who are natives of or domiciled in Nagaland.

(b) (i) A candidate must procure a medical certificate of health from Civil Surgeon or Chief Medical Officer (CMO) (vide Fundamental Rule 10) before appointment. Candidates selected for Government service and sent for medical examination by the head of the department or office for which they have been selected will be examined free for charge. Such medical examination will be made by the Civil Surgeon or the Chief Medical Officer (CMO) of the department himself. All such certificates should be given in the prescribed forms.

(ii) In making appointments, relevant Government order with regards to reservation of posts should be strictly adhered to.

(c) No one above the age of 30 may be appointed except in cases where Government rules permit such relaxation such as in-service applicants, etc.

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

(i) Name of candidate.

(ii) Date of birth

(iii) Post to which it is proposed to appoint the candidate.

(iv) Reasons for age exemption, if any.

(v) Qualification

(vi) Postal address and Permanent address

(vii) ST and Domicile Certificate.

(f) Appointments should be made on probation and the period of probation will ordinarily be six months, which may, on good reasons being given, be extended but not beyond two years from the date of first appointment. On the completion of this period the person must either be confirmed or discharged. No assistant may be confirmed if his past history be not above suspicion. The verification rolls should be written by the Superintendent of Police or by some other officers in his presence and sent to the home district of the nominee for enquiry which must not be made by officers below the rank of Sub Inspector. On return of the verification rolls these will be filed along with the service book. The rules regarding verification rolls in part III of this manual will, as far as possible, apply in case of ministerial officers.

(g) No person who is serving in, or who ceased to serve in any other Government office may be appointed without a reference to the head of the office in which he is serving, or in which he last served.

(h) In the case of a candidate who is, or who has recently been a college student, no appointment should be made without a reference to the Principal of the College which term includes the heads, not only of Governments colleges but also of such institutions aided by Government.
(i) A ministerial officer who has been dismissed cannot be re-employed without the sanction of the State Government.

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

(j) Every person appointed as a ministerial officer will receive a letter of appointment under the signature of the officer appointing him.

NOTES

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

CHAPTER – III

General Conditions of Service

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

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

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

(a) Thirty years in the case of-

(i) a person appointed to Nagaland Civil Service from the Bar;

(ii) appointments to teaching posts in College in the Nagaland Education Department;

(iii) appointments to teaching posts on non-technical subjects in Engineering and Technical Institution;

(b) Twenty-nine years in the case of appointment of Medical graduates in the services of the state Government.

(c) Thirty-five years in respect of candidates in employ in aided schools for appointment to class II of Assam School Service; provided they are eligible for the same otherwise and have acquired necessary experience.

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

6. Leave of Ministerial officers.- Superintendents of Police are empowered to grant leave of absence to ministerial officers serving under them up to six months, provided the leave is due under the Fundamental Rules and local arrangements can be made to carry on the work.

Application for leave should be in the prescribed form.

The rules regarding casual leave will be found in Part III of this Manual.
7. **Vacancies and promotions.** All vacancies in the rank of assistants will be reported by the Superintendent of Police to the Director General and Inspector General of Police, who will fill them by fresh appointments, promotion or transfer. In case of temporary vacancies of 6 months or less and if the Superintendent of Police is unable to make a suitable local arrangement he should report the fact to the Director General and Inspector General of Police who will arrange to fill the vacancies. Promotions will be made in consideration of merit and seniority. Absentee statements of assistants who are granted leave of absence should be submitted by the Superintendent of Police.

8. **Permanent vacancies to be advertised.** When a permanent vacancy is to be filled up by selection from outside candidates, the occurrence of the vacancy together with necessary particulars should be published at the headquarters of the districts at least fifteen days before the date fixed for filling the vacancy and should also be advertised in the local papers and media.

9. **Periodical transfer of head assistants and accountants.** No head assistant or accountant can be allowed to hold his appointment uninterruptedly for more than five years. After holding it for that period he must be transferred. Superintendents of Police will be held responsible for reporting to the Director General and Inspector General of Police the liability of their subordinates to transfer under this rule. Inspecting Officers should look into the matter at the time of their inspection.

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

   (a) Ministerial officers of the police department not being enrolled members of the force do not come within the scope of the rules under the Police Act. The rules regarding the punishment and appeals of such officers are governed by the Nagaland Government Servants (Conduct) Rules, 1967, and the Nagaland Government Servants Discipline and Appeal Rules. These rules however correspond with the rules contained in Part III and mutatis mutandis the rules in Part III should be followed in dealing with such officers.

   (b) The following powers of punishment have been delegated to the Director General and Inspector general of Police and Superintendent of Police.

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

   (i) Censure.

   (ii) Withholding of promotion.

   (iii) Reduction

   (iv) Suspension

   (v) Removal

   (vi) Dismissal.

   (II) A Superintendent of Police may censure all assistants under him.

11. **Official information not to be divulged.** All ministerial officers in Government service must clearly understand that if they are shown to have communicated to persons not employed in the same office whether such persons are in Government service or not, and whatever may be their position, any information, whatsoever, whether important or unimportant which they have obtained in the course of business, they expose themselves to the penalty of immediate suspension and ultimate dismissal- See also Rule 17 of the Government Servants’ Conduct Rules.
12. **Officers may not accept private service.** No ministerial officer may give part of his time to private services, nor, when on leave, may take service under any other employer, without the previous sanction of the Director General and Inspector General. - See also Fundamental Rule 69.

The acceptance by ministerial and other officers, Gazetted or non-gazetted, of employment on commission as agents or secretaries of Insurance Companies or in similar capacity is forbidden. - see also Rule 15 of the Government servant conduct rules.

The rules for the transfer of service from one Government office to another will be as laid down by the Government from time to time. It is laid down that a Government Officer who wishes to transfer his service to a different Government office or department must obtain the consent of the authority which appointed him to his existing post, and, if he does not do so, he will be considered to have committed a breach of discipline which may even culminate in his dismissal.

**F.R. 69.**

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

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

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

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

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

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

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

(a) When a Government servant who has proceeded on leave preparatory to retirement before the date of compulsory retirement is required for employment during such leave in any post under the Central Government, in or outside India, and he is agreeable to return to duty, he will be recalled to duty and the unexpired portion of his leave from the date of re-joining duty will be cancelled. The leave so cancelled will be treated as refused and subject to the provisions of F.R. 86, it may be granted from the date of compulsory retirement of the Government servant. Such recall will be treated as optional for the purpose of F.R. 70.

(b) When a Government servant is employed in any post under the Central Government, while he is on leave under F.R. 86, he may continue to enjoy his leave concurrently with such employment but his leave salary, which may be drawn in addition to pay of the post in which he is employed, will be restricted as follows:

(i) In the case of Government servant eligible for pension, to the amount of pension inclusive of pension equivalent of any retirement gratuity admissible under the new pension scheme which, it is anticipated will be admissible to him on retirement. No subsequent re-adjustment will be made on the basis of the actual amount of pension inclusive of gratuity finally sanctioned; and

(ii) In the case of a Government servant not eligible for pension, to the leave salary admissible in respect of leave on half average pay.

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

During such employment, he may also be granted dearness and compensatory allowances, if any, admissible on leave salary, nor will the leave salary be taken into account in calculating the allowances.

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

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

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

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

The “Government of India’s decision” to this rule was substituted vide Correction Slip No. 179.

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

13. Office hour.- Ministerial officers must attend office for the dispatch of business from 9.30 A.M to 4.00 P.M. in summer and 9.00 A.M to 3.30 P.M. in winter, or for such longer period as may be necessary to dispose of their business.

14. Attendance register.- An attendance register will be kept up for non-gazetted and ministerial officers of the office, the hour of arrival and hour of departure being noted therein, and brief reasons given to account for non-attendance or short attendance. The register will be put up daily before the Superintendent of Police or in his absence to the officer-in-charge of his office. All casual leave granted will be entered in this register.

15. Gazetted holidays.- All holidays which are declared to be public holidays under the Negotiable Instruments Act should be given as holidays to all Government servants subject to the single condition that it should be open to the head of an office to stop a holiday notified under the Act in the case of an individual guilty of idleness or inattention to duty, unless the day in question is deemed specially sacred by the members of the religion which the offender professes. On holidays which are not notified under the Negotiable Instruments Act, but announced by executive order the general rule should be to close an office entirely only where the absence of the persons on whose behalf the holiday is given, will prevent the work of the office from being properly done, otherwise the persons concerned should alone be permitted to absent themselves, the office being kept open.

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

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

**Registers to be kept**

(*Rules 18 to 19*)

18. **Registers to be kept in the office of Superintendent of Police.**- A list of registers and files to be kept in the office of the Superintendent of Police is given as Appendix A to this part.

19. **Registers to be kept in the office of Sub-Divisional, Assistant Superintendents and Deputy Superintendents of Police.**- A list of register to be kept in the offices of the Assistant Superintendents or Deputy Superintendents of Police in charge of Sub-Divisions is given in appendix A.

**Special Reports**

(*Rules 20 to 25*)

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

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

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

(a) Items marked “D” in the table,

(b) **Cases in which another department of Government is involved,**

(c) Cases of embezzlement or loss of Government funds.

In addition in the items marked “C” a copy of the first report only will be sent to the concerned authority. Reports will be sent to the Commissioner only when called for or directed to do so.

Copies of Special Reports need not be sent to the Deputy Commissioner unless requiring judicial or executive action by him.

Items marked “T” in the table will be reported signal in the first instance.
<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Case</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Outrages having a political aspect</td>
<td>T.C.D.</td>
</tr>
<tr>
<td>2.</td>
<td>Riots</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Due to political or religious causes</td>
<td>T.C.D.</td>
</tr>
<tr>
<td></td>
<td>(b) Resulting in loss of life</td>
<td>&quot;</td>
</tr>
<tr>
<td></td>
<td>(c) Involving serious breach of peace</td>
<td>&quot;</td>
</tr>
<tr>
<td></td>
<td>(d) Involving serious attack upon police officers or other Government servants</td>
<td>&quot;</td>
</tr>
<tr>
<td>3.</td>
<td>Acts by Police Officers above the rank of Constable</td>
<td>C.D.</td>
</tr>
<tr>
<td></td>
<td>(a) in which police officers are charged with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>torture or offences involving moral turpitude</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Causing public excitement or discontent</td>
<td>C.D.</td>
</tr>
<tr>
<td></td>
<td>(c) Likely to result in grave scandal</td>
<td>C.D.</td>
</tr>
<tr>
<td>4.</td>
<td>Escapes and rescues from police custody</td>
<td>T.</td>
</tr>
<tr>
<td>5.</td>
<td>Loss of public money from Police custody</td>
<td>C.D.</td>
</tr>
<tr>
<td>6.</td>
<td>Professional Drugging</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Assaults, between Foreigners and Indians, unless trivial</td>
<td>T.</td>
</tr>
<tr>
<td>8.</td>
<td>Murder</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) For gain</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Having religious or political significance</td>
<td>D.</td>
</tr>
<tr>
<td></td>
<td>(c) Otherwise unusually heinous or of special importance</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Theft of Government stamps, notes, or other property, where the value exceeds Rs.5,000/-</td>
<td>C.D.</td>
</tr>
<tr>
<td>10.</td>
<td>Highway Robbery and Mail Robbery</td>
<td>T.</td>
</tr>
<tr>
<td>11.</td>
<td>Dacoity</td>
<td>T.</td>
</tr>
<tr>
<td>12.</td>
<td>Gang cases under sections 400 to 402, Indian Penal Code and connected cases under Sections 109 and 110, Criminal Procedure Code</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Professional swindling</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Counterfeiting coins, stamps or notes</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Possession or uttering of counterfeit coins, stamps or note</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Theft or loss of fire arms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Capable of being used for Military purposes</td>
<td>T.</td>
</tr>
<tr>
<td></td>
<td>(b) Rifles, breachloading guns, revolvers and pistols of all kinds</td>
<td>T.</td>
</tr>
<tr>
<td></td>
<td>(c) Smoothbore guns, if the theft is believed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to have a political aspect</td>
<td></td>
</tr>
</tbody>
</table>
17. Theft or loss of ammunition, explosives, detonators, fuses or large quantities of empty cartridges cases

18. Recovery of (a) unlicensed arms (not being cases arising out of failure to renew licenses) (b) Ammunition or explosives
   T. (Breach loading weapons only).

19. Serious accidents, involving loss of life, or extensive damage to property, or serious injury, or a type usually attended with such loss or injury (a) Railway (b) Motor Vehicles

20. Industrial and Tea Gardens strikes

21. Calamities, e.g., floods, earthquakes or fires causing serious damage to life or property T.

* Substituted vide correction slip No. 87, dated the 15th March, 1941.

21. Cases to be reported by signal to Inspector General of Police (Crime) and the Inspector General of Police (Intelligence).

22. Report of loss, theft and recovery of arms and ammunitions - The following instructions regarding the reporting of losses and thefts of Government and private firearms and ammunition capable of being used for military purposes are issued.

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

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

   (i) Weapons of various categories such as SLR, AK series, Machine Guns, Light automatics, Grenades, etc..
   (ii) Rifles, Revolvers and Pistols, Government or Private.
   (iii) Barrels and Bolts of weapons
   (iv) Ammunition of various categories.
   (v) High explosives, whether in bulk or in made up charges including fuses and detonators.

A monthly return of such theft, loss and recovery of arms, etc., should also be submitted by the Superintendent of Police to the Inspector General of Police (Intelligence).
4. Reports concerning items of the above category should be made by the fastest means whenever there is prima facie evidence or reasonable suspicion of a recent theft. In other cases reports should be made by letter. In all cases every effort must be made to include either in the initial report or in a very early continuation report the fullest possible details both for the identification of the missing arms/ammunition and as regards the methods and identity of the thieves.

5. A return of all identifiable arms, etc., lost, stolen or recovered should be maintained by the Inspector General of Police (Intelligence) and should be sent in annually to the Director, Intelligence Bureau.

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

(a) When the theft appear to be the work of insurgents, or other organized/ professional thieves,

(b) When the loss appears to indicate that standing rules for the custody of arms and ammunition, either in possession of regiments or individuals or during transit by rail or otherwise, are defective and should be amended, intimation of such losses should be sent to the Director, Intelligence Bureau, New Delhi, and copies of all subsequent reports submitted by the Superintendent of Police should also be sent to him.

7. In the particular case of revolvers and pistols all losses, thefts and recoveries of such weapons as bear the manufacturer’s number should be reported to the Director, Intelligence Bureau, by the Inspector General of Police (Intelligence). The reports regarding recoveries should include information, if possible, as to where, when and from whom the weapon was obtained by the person from whom the weapon was obtained by the person from whom recovered. All reports should be submitted as soon as convenient after the loss, theft or recovery.

8. No report need to be made under these rules in the case of the loss or theft of smooth bore weapons and ammunitions for such weapons.

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

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

23. **Occurrences of which immediate informations must be given to the higher authorities**

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

(i) Riots which involve a serious breach of the public peace;

(ii) Outrages with a political aspect

(iii) Calamities, such as floods and earthquakes which cause serious damages to life or property;

(iv) all other events which have a political or administrative importance such as assaults offered to Government officials other than of ministerial or menial status.
The report to the District Magistrate should, if possible, give information on the following point: -

1. The supposed cause of trouble.
2. The approximate number of persons concerned.
3. The present condition of affairs, specifying more particularly whether there is any further outbreak.
4. The number of persons injured.
5. The possibility of any person seriously wounded, succumbing to his injuries.
6. The action that has been taken or that is intended to take.

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

24. **Instruction for the preparation and submission of special reports:** The following orders should be observed in the preparation and submission of special reports: -

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

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

(i) Complaints against police officers above the rank of Assistant Sub-Inspector.
(ii) Complaints against police officers of or below the rank of Assistant Sub-Inspector, unless they are of a trivial nature.
(iii) Cases of political importance.
(iv) Serious cases of dacoity.

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

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

(d) All special reports should be type-written.

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

(f) Copies of any remarks of importance made by a magistrate on a special report should be forwarded by the Superintendent of Police to the Director General and Inspector General of Police and Deputy Inspector General of Police to whom the special report is sent.
(g) If a case ends in acquittal, the Superintendent of Police should state the ground therefore. If a copy of the judgment of the sessions court is required, the Superintendent of Police should apply to the District Magistrate who will arrange to give the copy required. When the sessions is held in another District Magistrate of that district should be asked to obtain the copy.

(h) In all the special reports the name as well as the designation of Sub-Inspectors and the police officers of higher rank should be given.

(i) In special reports of dacoity cases in which an appeal is preferred, the Superintendent of Police should state whether the Legal Remembrancer has been instructed to support the conviction.

(j) In all Counterfeit cases the special reports should be full and should deal particularly with the following points:
   (i) name, address, parentage, status, and character of the informant;
   (ii) his opportunity of obtaining the information given;
   (iii) the circumstances under which he has come forward to give information, and whether he has any cause of enmity with the person informed against;
   (iv) the purport of the information, and whether given in writing or orally;
   (v) the action taken on receipt of information.

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

(k) All special reports should be regarded as a document belonging solely to the police and open to perusal only by the Superintendent of Police and his superior officers and by any person specially authorized by the Superintendent of Police to have access to them, subject of course to the powers of the District Magistrate or any magistrate dealing with the case. The clerk in whose custody special reports are kept must be held responsible for their safe custody.

(l) Special reports and diaries which relate to facts or contain mention of facts which either for personal reasons or for reasons of the state if may be desirable to keep confidential should be kept in the custody of the Superintendent of Police, a note being kept in the file to indicate where the documents are.

(m) Detailed rules for the custody of case diaries and statements of witnesses recorded under section 161, Cr. P.C., until the final disposal of the case by the Magistrate or judge, or an appeal if preferred has been decided or the period allowed for an appeal has expired, are laid down in Part IV and V of this manual and the Superintendent of Police should take special care that they are kept under lock and key by the head clerk or other clerk responsible for the custody of confidential papers.

(n) Whenever any gang or ordinary bad character are suspected to be concerned in a dacoity or other serious offences against property, which are under the rules to be specially reported, the action taken or proposed to be taken against such gang or bad characters should be clearly stated in the special report on the case.

25. **History sheets in gang and other cases.**- A copy of the history sheet duly filled in should accompany the final special report of a case and when history sheets are not sent in with the final report, the fact that they are under preparation should invariably be stated in the report. Such
history sheets are only to be written up in the case of gangs or individuals whose operations are known to extend beyond the limits of a single district. In the case of local gangs and criminals the histories should always be available by reference to the Thana of residence. The history sheets when prepared will afford a mass of information materials for gang prosecution under Sections 400 and 401. Indian Penal Code especially in regard to evidence of association, etc. They may also facilitate the investigation of cases and help in the capture of absconders.

Superintendent of Police’s Register of Crime
(Rule 26)

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

(a) The register must be submitted daily to the Superintendent of Police along with the first information report, the court officer’s concise memorandum or the Inspector’s progress memorandum of investigation, the case diaries (if any) and the final memorandums. The entries must be written up in the office as the first information report, the concise memorandums and the final memorandums respectively are received and must be initialed by the Superintendent of Police when made.

(b) The Superintendent of Police’s order must also be recorded on the final memorandum and signed by him.

(c) The duty of the Superintendent of Police in regard to this register must not be delegated to any other officer, except when the Superintendent of Police is absent from headquarters or with the special sanction of the Inspector general to be recorded in writing for each officer.

(d) The book should be divided into as many parts as there are police stations in a district, one part being set aside for each police station and all crime reported to have been committed in a station being entered in the same part. There should be an index to denote on what pages the entries relating to each police station commence. Each part should contain in a station during a year.

(e) Outpost cases when incorporated with those of a station to which it is subordinate should be distinguished by writing the name of the outpost in column-I.

(f) The number of persons accused should always be clearly shown in column 5 in order that absconders may not be over looked.

(g) In column 6 should be entered not only the section under which the offence falls, but also, as briefly as possible the description and value of any property stolen.

(h) Column 9 will be filled in from the Court Officer’s concise memorandums and from the progress memorandums of investigation sent to the superintendent of Police by Sub Divisional Police Officer. The names of all persons against whom a charge is proved should be entered. The names of absconders should be marked with a red cross and the number of page and entry in the absconder’s
register should be given. The letters “W.P.A. and 299” should be noted on the cross indicating that warrants, proclamation and attachment orders have been issued and evidence under Section 299, Criminal Procedure Code recorded.

Thus - P X 255.

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(i) A station yearly serial number should be given to each charge sheet or final report form and shown above the letters “CS” or “FR.” Thus CS would indicate that up to date 16 charge sheets had been sent from the particulars Thana in charge sheets for; FR would indicate that 28 final reports had been sent up in final report form.

(j) If any explanation is called for from the Inspector or Investigating Officer recording any case, the facts should be noted in the column for remarks with the dates of order and of disposal.

(k) The names of persons convicted of offences under Chapter XII or XVII, Indian Penal Code, whose real names and residences, have not after enquiry been ascertained, should be underlined in red ink. Such persons should be treated as unidentified and registered in the district where they may happen to be convicted.

(l) Entry of Magistrate’s final order.- The columns for the final orders of the magistrate will be filled in from the final memorandum of each case, submitted by the court officer in accordance with Rule 74, Part IV. If a case ends in conviction both the sentences and the section under which the accused person was convicted must be given. The final memorandum will show whether any person who may have absconded is wanted or not and the Superintendent of Police must issue in each such orders as may be necessary in regard to him.

(m) In column 12 of the register will be entered the Superintendent of Police’s order regarding the supervision of criminals as P.R. etc., the opening of history sheets, and steps to be taken against absconders. These must be entered by the Superintendent of Police himself and copied on the counterfoil of the final memorandum.

(n) The outer-foil will then be the officer-in-charge of the police station or outpost concerned, who will make the necessary entries in his registers.

NOTES

Chapter XII of the Indian Penal Code deals with offences relating to coin and Government stamps, Sections 230 to 269 and Chapter XVII deals with offences against property like theft, extortion, robbery and dacoity, criminal misappropriation of property, criminal breach of trust, receiving of stolen property, cheating, fraudulent deeds and dispositions of property, mischief, criminal trespass- Section 378 to 426.
Instruction as to certain registers
(Rules 27 to 31)

27. **Sub-district register of crime:** Every Assistant Superintendent or Deputy in charge of a sub-division will keep up a register of crime for his sub-division.

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

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

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

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

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

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

   (g) Court offenders will send intimation to the Superintendent of Police of surrender or appearance of absconders otherwise than by the Police and Thana officers will report all arrests of absconders to the Superintendent of Police. The Superintendent of Police will send such intimation to all Thanas and outposts where the Absconder’s name has found entry and correct his own register. In cases in which the name of the absconder has been published in the Criminal Intelligence Gazette the arrest or surrender should also be published.
(h) At the time of his annual check, the Superintendent of Police will consider the case of any absconder who may appear likely to be no longer wanted.

NOTES

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

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

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

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

(c) a copy thereof shall be affixed to some conspicuous part of the Court-house;
(ii) the court may also, if it, thinks fit, direct a copy of the proclamation to be published in a daily newspaper circulating in the place in which such person ordinarily resides.

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

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

Provided that where at the time of the issue of the proclamation the Court is satisfied, by a affidavit or otherwise that the person in relation to whom the proclamation is to be issued,-
(a) is about to dispose of the whole or any part of his property, or
(b) is about to remove the whole or any part of his property from the local jurisdiction of the Court, it may order the attachment simultaneously with the issue of the proclamation.

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

(3) If the property ordered to be attached is a debt or other movable property, the attachment under this section shall be made -
(a) by seizure, or
(b) by the appointment of a receiver; or
(c) by an order in writing prohibiting the delivery of such property to the proclaimed person or to any one on his behalf; or
(d) by all or any two of such methods, as the Court thinks fit.

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

(a) by taking possession; or
(b) by the appointment of a receiver, or
(c) by an order in writing prohibiting the payment of rent on delivery of property to the proclaimed person or to any one on his behalf; or
(d) by all or any two of such methods, as the Court thinks fit.

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

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

84. **Claims and objections to attachment.**-

(1) If any claim is preferred to, or objection made to, the attachment of, any property attached under Section 83, within six months from the date of such attachment, by any person other than the proclaimed person, on the ground that the claimant or objector has an interest in such property, and that such interest is not liable to attachment under Section 83, the claim or objection shall be injured into, and may be allowed or disallowed in whole or in part:

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

(2) Claims or objections under sub-section (1) may be preferred or made in the Court by which the order of attachment is issued, or, if the claim or objection is in respect of property attached under an order endorsed under sub-section (2) of Section 83, in the Court of the Chief Judicial magistrate of the district in which the attachment is made.

(3) Every such claim or objections shall be injured into by the Court in which it is referred or made:

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

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

(1) If the proclaimed person appears within the time specified in the proclamation, the court shall make an order releasing the property from the attachment.

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

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

As held in the case of Kartarey V. The State of U.P., (1976) I SCC172, (para 43), to be an absconder in the eye of the law, it is not necessary that a person should have run away from his house, it is sufficient if he hides himself to evade the process of law, even if the hiding place be his own home.

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

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

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

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

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

As held in Panchu Gopal Mulkik v. State, AIR 1955 Cal 524, the Criminal Court is not concerned with the question of possession only but it can enquire into the question of interest in the property.
29. **Dacoity register.**- There will be kept in each district a dacoity register (in 4 Parts) in which will be recorded the following information.

(a) Part 1.- A short history of every dacoity convicted or detected in the district. The information will be obtained from records of the case or if it is an old case from the village crime note book, supplemented, if possible, by enquiry from the persons convicted.

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

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

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

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

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

(d) Part 4.- An index in Form No. 15 of schedule XL (A) (Part 1) of the names of all persons, either convicted, or made approvers, or who are known or reasonably suspected to have been concerned in dacoity, whether sent up and acquitted or not.

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

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

31. **Register of stationary**.- A clerk must be placed in charge of the stationary and register in Form No. 14 of schedule II. showing the receipt and issue of stationary must be kept by him. As any item is issued, the clerk in charge should enter the amount and obtain a receipt for it in this register.

The stock of stationary must be verified annually by a Gazetted Officer by actual counting shortly before the new supply is received.
32. **Supply of forms.**- All standardised forms which are classified by schedules are supplied by the Nagaland Government Press or by contractors who are appointed by the Government for the purpose from time to time.

33. **New forms.**- No new forms may be prescribed and no alteration in any standardised forms may be made except under the orders of Government or other authority competent to prescribe forms. When any such addition or alteration is proposed a report should be submitted to the authority competent to prescribe the forms. Should it be necessary to introduce any non-standardised form in any office, previous sanction of Government must be obtained through the Director General and Inspector General of Police.

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

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

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

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

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

39. **Issue of forms.**- Forms should ordinarily be issued on a fixed day, once a week or once a fortnight or at such interval as may be most convenient. The practice of making over at one time to the department, or assistants concerned a whole year’s supply is prohibited. No form should be issued except on a requisition in form No. 90 of Schedule II. The requisitions should reach the forms assistant on the day previous to that fixed for issue. The requisitions after being signed by the receiving officers should be filed.
The forms assistant should enter all issues in the register at the time of issue. The head assistant must, at the close of every month, inspect and initial the register. He should satisfy himself that the requisitions for forms have been reasonable and that forms are not asked for indiscriminately, and if not so satisfied, should take the necessary measures to check extravagance in the use of forms.

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

INSTRUCTIONS AS TO CERTAIN FILES
(Rules 41 to 49)

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

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

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

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

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

43. Weekly diary of Inspector.- The weekly diaries prepared and submitted by Inspectors will be filed in the office of the Superintendent of Police who will carefully peruse these diaries in order to guide and supervise Inspector in the performance of their duties. The diaries should be sent to the Superintendent of Police when on tour.
44. **Court officer's duty undertrail reports.-** For the court officer's daily undertrail case reports see Part IV. These reports should be carefully perused by the Superintendent of Police and forwarded to the District Magistrate. He should draw the attention of the District Magistrate to any points requiring his notice, specially any undue delay in disposal of cases. On return from the Magistrate, the reports will be filed in the office of the Superintendent of Police.

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

46. **Town beat-maps.-** The Superintendent of Police should have ready for use in their offices a map of each municipal town in their district, on a scale of not less than eight inches to the mile, showing the boundaries of the beats into which it is divided for the purpose of watch and ward, and the streets roads and lanes which interest the beats.

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

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

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

47. **Copies of general (station) diaries.-** General diaries after being entered in the register provided for the purpose in each Inspector’s office will be sent after the expiry of the month by the Inspector to the Superintendent of Police’s office in monthly bundles. A clerk in the Superintendent of Police’s office will examine these diaries to ascertain whether all the diaries during the month have been sent, and that they are arranged in order of date.

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

49. **Arrangement of records of cases. —** First information reports, progress memorandum of case dairies, courts officer’s concise memorandum, final memorandums from court offices and case diaries should be filed in order, month by month, for each station separately, all the papers for each case being strung together. There would then be no difficulty either in finding required paper or in noticing the absence of any report. The clerk in charge will be responsible that monthly bundles are made up as soon as all the case are completed and that no such bundles are sewn up in cloth, and neatly labeled and registered for transmission to the magistrate’s record room at the end of April of the following year. As soon as a case has been disposed of, all the case diaries and other papers connected with it should sent to the Superintendent of Police by the circle Inspector. A fly leaf should be attached to the papers of each case, the number of year for which the paper are to be preserved in the record room in accordance with rule 81, Part V being clearly stamped on it. The figure should represent the largest number of years for which any paper in the file is to be preserved. Thus, if there are papers in the file, which by different interpretation of Rule 81, Part V, may be kept 2, 3, or 14 years, the figure on the fly leaf should be 14.
GENERAL POLICE REWARDS.
(Rule 50-52)

50. All the rewards offered by public to be reported to the Superintendent of Police.

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

51. Director General and Inspector General will sanction payment or refund of reward. —
When a reward thus offered has been earned, the Superintendent of Police must submit to the Inspector General roll. He must report at the same time the condition on which the reward was offered and certify that they have been complied with. If the Director General and Inspector General who is empowered to sanction the payment of general police rewards up to Rs. 500 in each case, sanction the distribution of the reward to the officer recommended, he will have the roll published in Part II of the police gazette, the number and date of the notification being the authority for drawing the money. Should the reward or any party of it not be earned, the person who offered it may apply through the Superintendent of Police to the Inspector General for refund. The Inspector General, if he thinks fit, will order the refund.

52. Register of general police rewards to be kept. —
A register will be kept in the office of the Superintendent of Police in which all particulars regarding the receipts and payment or refund of such rewards will be entered at the time of each transaction.

53. Distribution of rewards. —
No rewards, whether in cash or kind, should be distributed until the case including appeal in connection with which the rewards were sanctioned has been finally disposed of.
54. **Library Catalogue.** —
The head assistant in the office of the Superintendent of Police will be in charge of the library. He will primarily be responsible for the custody and prevention of the books composing the office library. A catalogue of the books should be made and kept up to date by him. Each book should be labeled with a number of corresponding to a number in the catalogue, and as new books are added to the library, they should be labeled and numbered in like manner. Each book should also be marked on several leaves with the office stamp. The books should be divided into the following groups and each group should have a separate page in the catalogue, and the books their own serial numbers: —
(i) Acts (in chronological orders).
(ii) Circular and circular memorandums (in chronological order)
(iii) Police Administration Reports (in chronological order).
(iv) Miscellaneous.

55. **Correction slips to the Police Manual Fundamental Rules, Subsidiary Rules, Civil Service Regulation and Civil Account Code.** —
The head assistant will be responsible that the printed correction slips to all reference books are at once inserted in their proper place in each copy in office. A note should be made at the end each book of the date of the latest correction slip pasted. A register of correction slip in Form No.13 of Schedule II will be maintained in each Superintendent of Police’s Office.

56. **Government Gazette and civil list, etc.** —
The Superintendent of Police will be supplied with a copy of: —

(i) The Government Gazette, weekly
(ii) The Police Gazette, monthly and Criminal Intelligence gazette, weekly.
(iii) The civil list quarterly.
(iv) The list of Senior Police Officers, quarterly.
(v) The list of Inspector, Sub-Inspectors, Ministerial Officers in the Police Department, half yearly.

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

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

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

58. Temporary orders of Director General and Inspector General of Police.
All orders dealing with matters of temporary interest or importance, and not of general application, which are not inserted in the manual or embodied in circular will be published as paragraphs in the Police gazette.

Special Police
(Rules 60-62)

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

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

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

It is not the intention of Section 17 of the Police Act that persons should be appointed only in the rank of special constables; they may be appointed as special constables, special head constables, special Assistant Sub-Inspector or special Sub-Inspectors according to their social position].
(3) **Form of application.**—An application for the appointment of special police officers should contain in all the necessary particulars, principally:

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

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

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

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

61. **Recoveries on account of special and additional police.**—All sums recovered on account of special and additional police should be credited into the treasury take, the number and date of the Government order sanctioning the extra police being quoted. The cost of the police employed, both pay contingencies will be charged against the relevant head of account.

62. **Guard for railways, other departments and private persons, etc.**—For guards supplied to railways and other departments of Government. See Part III.

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

The sanction of the Government or of the Director General and Inspector General is not required unless it is proposed to entertain such guards in excess of the sanctioned strength of the district force.
Instructions regarding Certain Reports and Returns
(Rules 63 to 69)

63. **List of reports and returns.** - A list of returns to be furnished from the office of the Superintendent of Police is given as Appendix B to this part. In the following paragraphs instructions are given regarding certain returns which require elucidation and are not dealt with in other parts of the manual.

64. **Certificates regarding cash book.** - A certificate will be submitted to the Director General and Inspector General on or before the 10th of each month. This certificate must be signed by the Superintendent of Police himself after personally checking the accounts.

65. **Receipt of Police Department.** - This statement will be submitted on the following month through the treasury officer of the district.

66. **Quarterly return of inspection of arms and ammunition shops.** - Rules regarding inspection of arms and ammunition shops are set forth in V-18 and 56. A return of such inspections in Form No. 203 of Schedule XL (A) (Part I) should be submitted quarterly by the 7th of the month following the quarter to the Deputy Inspector General of Police and the Director General and Inspector General of Police.

67. **Annual Administration Report.** - On the expiry of each calendar year two separate annual reports should be submitted by the Superintendents of Police, one regarding crime, and the other regarding purely departmental matters. Full instructions regarding the preparation of the report are contained in the circulars dealing with the subject. The department portion and the crime portion of the report should be submitted to the Director General and Inspector General of Police.

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

Figures from all districts should reach the office of the Director General and Inspector General by the middle of February at the latest. The date which the report is completed and signed by the Superintendents of Police should be reported to the office of the Director General and Inspector General by fastest means. The report should be written on half margin on both side of the paper, each paragraph commencing on a separate sheet and each sheet bearing the name of the district at the top.

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

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

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

(b) The deaths of civil pensioners must be reported to the treasury officer.
69. **Procedure for submission of recommendations by local officers for the grant of “the Indian Police Medal”.** The Indian Police Medal can be awarded only to a police officer who has performed an act of exceptional courage and skill, or has exhibited conspicuous devotion to duty. Vide the central Government, Home Department letter No. 932, dated the 6th October, 1909.

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

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

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

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

**INDENTS**

(Rules 70 to 138)

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

Superintendent of Police will collect from their subordinate offices their indents which will first be checked by the Sub Divisional Police Officer who will certify that the indent is for only the necessary quantity of forms and that there is no surplus stock. The Superintendent of Police after scrutiny will consolidate the indents using a separate indent form for forms of each schedule and the consolidated indent will then be sent to the Director General and Director General and Inspector General of Police as noted above, indicating the cheapest route for dispatch.

**71. Emergent and supplementary indents.** Forms will be supplied only once a year to each officer and emergent and supplementary indents are prohibited except where-

(i) owing to some change of procedure or organisation definitely unforeseen expenditure is unavoidably incurred, or

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

The reason for any emergent or supplementary indent will be full explained in the column of remarks, and unless adequate, the Inspector general will not forward the indent.
72. **Instruction for preparing indent of forms.** - The indents should be prepared with care and accuracy in the form prescribed to Government. The figure of receipts, consumption and balance should be noted in appropriate columns with reference to the stock shown in the register of receipts and issue of forms and stock in hand. If the stock after verification is found short an explanation should be given after due consideration of the consumption during the previous year and of the circumstances expected to happen as far as could be foreseen. When the quantity required is more than 5 percent, over the average consumption of the two previous years an explanation of the increase is also to be given in the column of remarks.

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

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

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

74. **Indents for stationery.** - Indents for stationery will be submitted by Superintendent of Police to the Government Printing Press, Kohima through Director General and Director General and Inspector General of Police as soon as possible after the allotment of the stationary grant is communicated to them.

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

76. **Typewriters and duplicators.** - Typewriters and duplicators may be purchased after obtaining sanctioned from the State Government.

Typewriters and duplicators will be periodically examined and repaired.

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

In requisition for Type-writers:
(i) strength of the ministerial staff of office,
(ii) average number of letters used during the month,
(ii) number of type-writers already in use.
(iii) number of competent typists employed. In requisition for duplicators:
   (i) number of circulars annually issued,
   (ii) number of duplicators already in use

77. **Classification on letters for purposes of destruction.**- Letters will be classified as follows according to the period for which they are to be preserved.

A. " " for an indefinite period.
B. " " for ten years.
C. " " for two years.

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

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

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

78. **Destruction of Records.**-

(i) The destruction of records should be taken up in May in each year. The head Assistant will examine the bundles of correspondence and extract such as are ripe for destruction. The head Assistant, circle Inspector, reserve and court officers will report what register and records they have-(1) for destruction, and (2) for transmission to the magistrate's record rooms vide Rule 68 and orders will be passed on their reports by the Superintendent of Police. No register or record will be destroyed without the orders of the Superintendent of Police. Orders for classification of records for destruction in police station and outposts will be passed by the Inspector at the time of his inspection, vide Part V.

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

(i) Records to be destroyed should be burnt in the presence of some responsible officers.
(ii) A report to the effect that all records liable to be destroyed according to the rules have been so destroyed should be submitted annually on the 15th July to the Inspector General.

79. **Covers to be opened in presence of Superintendent of Police and letters dated.**- All covers should be opened and stamped with the date of receipt by or in the presence of he Superintendent of Police or the officer in charge. The date should be then initialed by the Superintendent of Police or the officer in charge and all letters sent to office, but covers containing case diaries will be made over to the head Assistant or other Assistant responsible for the custody of confidential papers.
80. **Letters to be registered.**- On being handed over to the head assistant or correspondence assistant each letter will be stamped with the docket stamp on the top left-hand corner with the following particulars and entered in the "register of letter received" and submitted along with connected papers, if any, on the same or on the following day to the Superintendent of Police for orders :-

- Date of receipt.
- Number of collection.
- Number of file.
- Serial number of letter.

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

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

82. **Channel of correspondence.**- Superintendent of Police will not correspond direct with Government. All correspondence between the Superintendent of Police and the Director General and Inspector General should be direct but when such correspondence has reference to the criminal administration of a district (including question dealing with serious case of misconduct on the part of police officers and all matters affecting the public), it must pass through the Deputy Inspector General of Police/Inspector General of Police.

83. **Letters to Director General and Inspector General how to be addressed.**- In communicating the Director General and Inspector General of Police's office, all letters should be addressed to the "The Director General of Police".

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

85. **Formal correspondence with District Magistrate.**- Superintendents of Police must not correspond formally with District Magistrates. Communication should be verbal or unofficial, a note being submitted with original file or paper requiring orders.

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

87. **Covering letters.**- No covering letters should be sent with periodical reports and returns, contingent bills and nomination rolls, unless there be some thing which requires explanation. Pension or gratuity rolls should however, be sent with a covering letter.
88. **Enclosures.-** When more than a few enclosures or annexures are submitted, they should be conspicuously numbered and lettered, and be attached to the letter by a thread of sufficient length or by a tag to allow of all the papers being fully opened.

89. **Language of official communications.-** All communications addressed by police officers of Nagaland to police officers of other state or to officers in a district in which there is a different vernacular, should be in the English language.

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

91. **Demi official correspondence.-** No demi-official letter or communication should be quoted in official correspondence without the express sanction both of the sender and the receiver.

92. **Applications or proposals requiring sanction of Director General and Inspector General of Police or Higher authority.-** In submitting applications or proposals which require the sanction of a higher authority, Superintendents of Police must see that facts are fully stated and all available materials given to enable the authority to come to a decision.

(a) For instance, in applying for an extra grant, the reasons why the sanctioned allotment has been exceeded should be stated and if it throws light on the matter the expenditure in previous years should be stated.

(b) In applying for an additional establishment, the application must be supported by facts and figures. A proposition statement in triplicate in the prescribed form must be submitted and all columns carefully filed up. In preparing proposition statements detail should be furnished only of the particular establishments affected, the reminder being shown by totals. Whenever proposals are submitted entailing expenditure it must be clearly stated from what head of the sanctioned budget the cost is to be met. If there is no budget provision a re-appropriation statement, must be submitted, and if no re-appropriation is possible, this must be stated.

Rules Regarding Confidential Correspondence
(Rule 93 to 96)

93. **Confidential letters to be enclosed in two covers and sealed.-** Confidential papers are invariably to be put into double cover the inner one being sealed and marked "Confidential" and superscribed with the name only of the addressee. While the outer cover should bear the official address and should not be conspicuously sealed and marked "Confidential". In cases of confidential communications of importance the cover should be registered.
94. Confidential letters to be opened by the Superintendent of Police himself.- All confidential letters should be opened by, or in the presence of the Superintendent of Police. Whoever is entrusted with the duty of opening the covers should be warned that if he finds an envelope marked “Confidential” or “Secret” and address to the head of the office whether by name or otherwise, he should be careful not to open it, but should make it over at once to the Superintendent of Police or a Gazetted Officer holding charge of his office in his absence. All ordinary confidential and secret letters should be addressed to the “Superintendent of Police” and not to the officer by name. These can then be opened by the Gazetted Officer holding charge of the office in the absence of the Superintendent of Police.

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

95. Confidential letters to be dealt with by the steno only- Confidential letters must not pass through the office. It should be handled only by the steno to the Superintendent of Police. They should pass from hand to hand either by personal delivery or be sent in sealed covers.

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

Service stamps
(Rules 97 to 98)

97. Register of Receipt and issue of service stamps.- A register of receipt and issue of service postage stamps will be kept by the accountant. In this register should be kept an account of the receipt from the treasury of service stamps and of the issues to the various officers who require them such as officers incharge of Police Stations and Out Posts and issue assistant of the Superintendent of Police’s office should be shown in the issue register and not in this register.

98. Economy in Postage Stamps.- Economy must be exercised in the expenditure on postage.
Appeals and Memorials.
(Rules 99 to 101)

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

100. **Joint petition forbidden**.- Officers may not submit to a superior authority joint memorials or petitions. Each officers must apply separately and not in concert with others. This rule does not apply to combined memorials or petitions relating to subject unconnected with the position of memorialist as Government Servants.

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

**BUILDINGS**

General Rules
(Rules 102 to 105)

102. **Standard Designs**.- There shall be a Police Engineering Project headed by a Chief Engineer/Additional Chief Engineer and required number of Superintending Engineer, Executive Engineers and other gazetted and non-gazetted staff to look after the engineering aspects of the Nagaland Police. There shall also be a separate electrical engineering wing staffed with the required number of both gazetted and non-gazetted staff who shall oversee all matters pertaining to the electrical engineering which shall be under the overall supervision of the Chief Engineer/Additional Chief Engineer and the divisional engineer.

(a) Police buildings shall be constructed according to standard designs under the guidance of the technical branch of the Police Engineering Project

(b) in the case of important buildings the Chief Engineer/Additional Chief Engineer, Police Engineering Project through the Director General and Inspector General shall seek the assistance of the Engineer-in-Chief of the Works and Housing Department.

(c) The Chief Engineer/Additional Chief Engineer of the Police Engineering Project shall be the final authority on all technical matters in the Nagaland Police.

103. **Kutchava buildings not to be erected near permanent ones**.- No buildings with roofs of thatch or other inflammable materials should be constructed within a radius of fifty yards of a building constructed with permanent materials. This radius is the minimum which should be exceeding where possible.
104. Classification of buildings.- Police buildings may be constructed and maintained departmentally by the Police Engineering Project.

105. Register of land and buildings.-

(a) This register in which are to be entered departmental buildings as also those on the book of the other Departments taken on loan is divided into groups of four pages, one group being assigned to each station and outpost; the reserved buildings to be counted as one station.

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

(b) On the first page of the book shall be entered information regarding area boundaries and ownership of the land as required in the various columns of the forms. On the second page will be given specification of the buildings, date of construction and cost, thus:
- Roofs: - Thatch, corrugated iron, tiles, etc.
- Walls: - Brick-in-lime, Brick-in-mud, double dharma mat, ekra etc.
- Posts: - Sal palmwood, steel joints etc.
- Plinth: - Masory, mud etc. and height from the ground; and date of construction.

And on the third and fourth pages the amount spent on departmental repair and the year it was spent. If the building has been constructed according to any of sanction type plans the plan (e.g. Assam type plan) should be specified in column 1 at page 2 of each group. In the case of buildings constructed and maintained by the Police Engineering Project, the designation of the building and the capital cost will suffice.

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

(d) An accurate plan of all lands in occupation by the department should be kept, drawn on the scale of 64 inches = one Mile, that is, 1 ½ chains = the inch. The plans should be drawn on tracing paper and kept in a portfolio separate from the register. These may not be send to the Director General and Inspector General’s office. On each plan shall be shown some permanent or semi permanent marks such as trees, roads, tanks, and masonry pillars, etc., to enable the land to be identified. One plan for each group only is needed; plans of buildings are not necessary.

In the case of site plans of land acquired under the land Acquisition Act; the collector may be requested to have the plans checked on the spot by a departmental official.

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

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

(g) No entry of any building, structure, etc., once made in the register should be struck off without the orders of the Inspector General of Police.
Departmental Buildings
(Rules 106 to 116)

106. Sanction and provision for departmental buildings-
   (a) Departmental buildings are constructed under the sanction of the Director General and Inspector General.
   (b) Before an estimate is sanctioned it should be very carefully scrutinized in order to see that the departmental limit will not be exceeded the works should not generally be taken up departmentally.

107. Proposals for changing the jurisdiction or site of a police station or outpost.- Proposals for altering the jurisdiction of any police station or outpost or for the creation of a new investigating centre should be submitted to the Director General and Inspector General. The reasons for the change should be fully stated. An estimate of the cost of acquiring the new site and of constructing the new buildings must be given, and it must be stated how the existing site and buildings are to be disposed of and whether any additions to or re-distribution of the sanctioned force will be needed. Information on the following points must be given and also separately for the area or areas which it is proposed to transfer-
   (i) Area in square miles.
   (ii) Population.
   (iii) Number of cognizable cases reported.
   (iv) Number of cognizable cases investigated
   (v) Number of unnatural deaths reported.
   (vi) Number of reports under sections 107, 109, 110 and 145, Criminal Procedure Code, submitted.

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

108. Completion reports.- When a new building has been completed, completion report shall be sent to the Director General and Inspector General of Police. The Superintendent of Police/unit commander shall himself jointly inspect the building along with the divisional engineer before submitting a completion report, but when this cannot be conveniently done, the duty of inspecting the building and signing the completion report may be delegated to an Additional or Assistant or Deputy Superintendent of Police and in the case of small departmental works to an Inspector of Police subject to the following conditions :-
   (i) that the completion report shall be countersigned by the Superintendent of Police who shall be responsible that the work is properly done;
   (ii) that the completion report shall be verified by the Superintendent of Police during his annual inspection of the place or any other convenient time.
   (iii) that the Superintendent of Police shall note in the completion report the reason why he was unable to inspect the building himself.
109. **Accidents to Police buildings.-**

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

(b) In case of fire due to improperly protected lights or negligence in cooking operations, it will be question whether the officer at fault should not be held responsible for the accident. It must be impressed on all ranks therefore that the use of unprotected light in police buildings is absolutely forbidden.

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

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

111. **Annual Repairs.-** (a) At the beginning of every financial year the divisional engineer of the Police Engineering Project shall, after consulting the unit commanders, prepare the annual repair plan and submit to the Chief Engineer/Additional Chief Engineer who has have it approved and finalized with the Director General and Inspector General of Police and this should be distributed in such a manner so as to keep all buildings in the best possible state of repair, more one year and less another, as may be found necessary. Clear specifications and estimates of repairs required shall be made out in all cases and distinct orders given for the execution of such repairs.

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

112. **Grants to meet exceptional cases (special repairs) -** in the case of partial destruction of station or other building by an accident, or if for any reasons extensive alteration are necessary, an application shall be made to the Director General and Inspector General for grant for reconstruction. The Director General and Inspector General is authorized to deal with the case under the rules in force for construction. This shall be undertaken only subject to availability of fund.

113. **“Repairs defined.”**- Those works which restore a building to its original form but do not alter it are classified as “repairs”.

114. **Disposal of old buildings and sites.-** If an old building is to be sold as a consequence of the erection of a new building, an estimate of the amount which it or its materials are likely to fetch shall also accompany the reports. Similarly, if as old site is to be given up, the pecuniary result of its disposal shall be stated. The amounts realized shall be paid into the treasury and not used for expenditure.
115. **Preparation of land acquisition estimates in connection with projects.** - In order to expedite the acquisition of land for Government purposes a separate estimate for the acquisition of land required for a project may, after the project has been administratively sanctioned, be sanctioned by competent authority. The estimated or actual cost of the land should subsequently be incorporated in the final project estimate.

116. **Gifts of lands.** - When land is offered free by a zamindar or other individual for a police purpose such as the construction of a new police station, it may be accepted, provided that a deed of gift binding both the givers and his heirs, successors and assignees is executed. Such deeds shall be drawn up by the Government pleader. The grant may be conditional, that is that the land is to be returned when no longer required by Government for the purpose for which it is given. The Superintendent of Police on accepting such offers shall have regard to all circumstances existing in the locality at the time when the gift is made.

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**Police Engineering Project**

(Rules 117 to 130)

117. **Buildings undertaken by Police Engineering Project.** - Any works undertaken by the Police Engineering Project and shall be borne on the books of that department.

118. **Sanction of Major Works.** - The power of sanctioning the construction of all major works, and minor works rests with the Government and the cost is met from the Police Engineering Project.

119. **Sanction of Minor works.** - The power of according administrative approval to the execution of minor works other than residential projects rest with the Director General and Inspector General and the cost is met from the grant for minor works in the Police Engineering Project budget placed at his disposal. He has no power to accord final or technical sanction to detailed estimates either for major or minor works.

Petty works relating to non-residential building require no formal administrative approval. The Director General and Inspector General will simply place funds at the Executive Engineers’ disposal to carry out the works.

120. **Sanction for residential projects.** - Expenditure on minor and petty works in connection with residential buildings requires the

121. **Stages of Government sanction.**

(a) Every project which has to come before Government shall pass through three stages:-
1. Administrative approval
2. Preparation of and sanction to detailed plans and estimates;
3. Financial provision.

(b) The first stage, which is described in the succeeding rules, alone concerns the initiating officer. It consists of the approval to the project, of which the general scheme and rough estimate of the cost are placed before them, and no funds can be allotted and no action taken until this approval has been obtained.
122. Administrative approval for major works.-

(a). When a Superintendent requires a building to be constructed by Police Engineering Project, or requires additions or alternation to building already borne on the books of that department he should submit a report to the Director General and Inspector General with full details regarding the requirements, necessity and urgency of the work. Such project will be initiated by the Director General and Inspector General, who will obtain from the Executive Engineer a rough project containing a approximate estimate, preliminary plans, information as to site and other details as may be necessary to elucidate the proposal. Having satisfied himself that all his requirements are embodied in the project and the report fully elucidates the proposals, he will countersign the report and plans and submit the proposals to Government in the Home Department which will accord administrative approval.

123. Preparation and Submission of rough plans and estimates.-

The Executive Engineer shall prepare the rough estimates and plans required, and after having them scrutinized and passed by the Additional Chief Engineer shall forward them to the Director General and Inspector General, who shall submit the whole project to the Government for administration approval. If it is desired to carry out the works during the current year and there is no budget provision for the works, it should be suggested, when applying for the administrative approval, that the cost may be met by re-appropriation of funds from other works, and if not the administrative department may be asked to arrange for funds, if possible, in consultation with Police Engineering Project and Finance Departments.

124. Approval – By whom given.-

(a). Administrative approval will be given by the department of the Secretariat which deals with the ordinary administrative business of the department, and in applying for this will rest with the Director General and Inspector General to prove the necessity, on administrative grounds, of the work which he recommends the Government to undertake. No application shall reach Government which does not contain such a clear account of the matter as shall enable it to decide not only whether administrative approval should be given to the project, but also what degree of urgency attaches to it.

(b). Preparation of detailed plans and estimates.-

When administrative approval has been accorded and communicated to the Police Engineering Project the department shall issue the necessary instruction for the preparation of detailed estimate and plans. Detailed plans and estimates of a project administratively approved will be prepared by the Executive Engineer without specific orders from the Additional Chief Engineer who will obtain an assurance from the Finance department, that funds will be available before permission to prepare a detailed project is given.

125. Administrative approval for minor works – Allotment of funds.-

(a). The Director General and Inspector General has at his disposal a small amount under minor works budget under his head. When a Superintendent of Police requires a new-residential building to be build by the Police Engineering Project, or any addition or alternation to a non-residential police building on the books of department, he shall approach the Director General and Inspector General of Police to send a requisition to the Executive Engineer for the Preparation of detailed plans and estimates.
(b). On receipt of requisition, the Executive Engineer shall prepare detailed plans and estimates, and forward them to the Director General and Inspector General of Police through the Superintendent of Police.

(c). In case petty case works the Superintendent of Police shall first ascertain from the Director General and Inspector General of Police if he is in a position to provide necessary funds. If funds are likely to be available, the Superintendent of Police shall send a requisition on the Executive Engineer for the preparation of plan and estimates. The Executive Engineer shall then furnish the plans and estimate to the Superintendent of Police who, if he approves the project, shall countersign and submit them to the Director General and Inspector general of Police for provision of funds.

(d). The Director General and Inspector General shall then countersign the report perfecting the estimate and the principal plans, and except as regards residential buildings on the abstract of cost record his approval, using the word “approved for Rs. Over” his signature. He will then intimate his approval to the project and return the approval plan and estimate to the Police Engineering Project office from whom they were received with an allotment of funds.

(e). Civil officers shall not call on the Executive Engineer to prepare detailed estimate for works for the execution of which funds are not available from the grants placed at the disposal of the Director General and Inspector General of Police.

126. Selection of sites.- The Deputy Commissioner of the district is the Land Acquisition Officer and as such all acquisition of land shall be executed through the Deputy Commissioner and all compensation for such acquired land shall be paid only and strictly through the Deputy Commissioner only. Having acquired any piece of land a separate allotment order shall be obtained from the Deputy Commissioner a copy of which shall be kept for safe custody in the office of the unit concerned and also with the divisional engineer.

(a). The selection of sites for police buildings shall ordinarily be made by a committee composed of the District officer as president, a representative of the administrative department, the Executive Engineer of the Police Engineering Project, an officer representing the Police Headquarters and a representative of the unit concerned as members. This committee will be assembled by the designated chairman of the committee. In outlying station, officer may, on their own responsibility, depute their subordinates to represent them on the committee.

(b). The Executive Engineer will advise the committee on all technical points, e.g., position and facing of buildings, etc. He will prepare a plan of the site selected, embodying such information on the above points as may be necessary in each case, e.g., if the site on land liable to be flooded, the highest-flood-level should be shown with reference to the general level of the site. He will forward this plan, with the proceedings of the committee, after both have been counter-signed by the members, to the Chief Engineer/Additional Chief Engineer, Police Engineering Project.

(c). The officers composing the committee should finalise the site selection by consensus. A note of any objection made should be attached to proceedings of the committee.

(d). The site when formally approved by the Government and compensation duly disbursed to the land owners and allotment order from the Deputy Commissioner of the district having been received, the Police Engineering Project will formally take possession of the purchased land; a copy of the map of the purchased land will be kept in safe custody by the unit concerned as well as the Police Engineering Project.

(e). In case where the views of the Director General and Inspector General differ from those of the local authorities the matter should be referred for the decision of the Government.
(f). In the case of the important buildings the Director General and Inspector general before counter singing the plan, shall seek the opinion of the Engineer-in-Chief of the Works and Housing Department.

(g). Two plans, are required, in addition to the block plan which shows the position of the subsidiary building with reference to the main building on the site selected, a small plan is required showing the position of the site with reference to its surroundings on north, south, east and west.

(h). No alteration in the relative position of buildings on the site selected is permissible except with the authority of a fresh and properly constituted site committee.

127. Repairs to Police Engineering Project buildings.-

(a). All annual and special repairs to buildings borne on the books of the Police Engineering Project shall be carried out by the agency of that department.

(b). The officer in charge of each building shall be responsible for the replacement of broken of glass except at the time of annual repairs. He shall make some persons of his establishment answerable for the general condition of the building, including the glass in each room, and the fixtures, as also for keeping a watch on the attacks of white ants, for paying strict attention to the cleanliness of the interior and the neatness of the exterior of the building, and of the surroundings etc., and for keeping the rain-water, down-pipes and surface drain (where such exist) free from all obstruction. Charges for such items including replacement of glass panes shall be met by the officer concerned in his contingent bill.

(c). Residential buildings.-

The instruction given in the above paragraph do not apply to residential building. All repairs to such buildings shall be executed and accounted for by the Police Engineering Project, whether rents for the buildings are recovered from the occupier or not.

128. Addition and alternation to Police buildings.-

(a). No additions or alternations should be made to Police building without the approval of the Director General and Inspector General.

(b). No structures, roofing, wrestling pits or places of worship, etc. temporary or permanent, should be erected in the thana compounds or on any police land without first obtaining necessary approval from the Director General and Inspector General of Police and the Police Engineering Project, the latter only when the laid is borne on the books of the department.

(c). Superintendent of Police will report promptly to the Director General and Inspector General any breach of these orders detected on inspection, together with the explanation of the officer responsible for allowing it.

129. Budget Provision.-

Provision for all original works undertaken by the Police Engineering Project and ‘repairs’ of the works borne on the Public Works book shall be included in the State budget.

130. Expenditure of funds provided in Police Engineering Project budget.-

The amount provide for original works and repairs in the State budget estimates will ordinarily be expended through the agency of Police Engineering Project.
Residential Buildings.
(Rules 131)

131. Occupation and vacating of Government buildings.—

(1). The incumbent, whether permanent or temporary, of a post to which a building owned or leased by Government or a portion thereof has been allotted for use as a resident by the incumbent of the post will be held responsible for the prescribed rent during his tenure of the post. The Government may suspend the allotment of a resident to a post—

(a). which is temporarily held by an officer under Fundamental Rule 49 in addition to another post, if the officer does not actually occupy the residence;

(b). the incumbent of which discharges the duties of another post if such duties prevent him from occupying the residence.

(c). To which officer has been transferred from another post in the same station, if the officer is in occupation of a residence allotted to such other post and the Government do not consider it necessary that he should change his residence;

(d). In which an officer is officiating for a period not exceeding two months, if the officer is prevented from actually occupying the residence by circumstances which, in the opinion of the Government, justify the suspension of the allotment.

(2). When officer for whom quarter are thus provided by Government vacates the building, he shall report the fact to the Superintendent of Police who shall intimate the same to the Executive Engineer in charge of the buildings.

(3). The Executive Engineer shall on receipt of the report of such vacancy, make specific inquiry from the Superintendent of Police as to how the building will be utilized.

(4). If the building is not likely to be occupied within one month by the successor of the officer vacating it, the Superintendent of Police shall suggest whether the quarters would be suitable for any officer under him; but in no case shall he allow any one to occupy the building without the consent of the Executive Engineer.

Land Acquisition
(Rules 132)

132. Acquisition of Land.—

(i). When acquisition of land is necessary, the Superintendent of Police, who selects the land on behalf of the police department, is bound to see that the interest of Government, of the public or of private individuals are duly considered, and that sites and alignments are chosen so as to cause the minimum of expenditure, annoyance and loss compatible with the attainment of the object for which the land is required. In particular he will avoid lands which contain any religious building, tombs or graveyards or lands to the acquisition of which there is likely to be any objection from a religious point of view. In case of doubts he will consult the Deputy Commissioner.
APPENDIX A
(REFERRD TO IN RULE 18)
PART - II

F I L E S

1. File of confidential character rolls.
2. File of special reports
3. File of history sheet in gang and other cases.
4. File of plan of land in occupation of the department.
5. File of requisition for forms
6. Files of tour diaries of Superintendents, etc.
7. File of weekly diary of Inspectors.
8. File of court officers’ daily under trial case report.
10. File of general or station diary.
11. File of miscellaneous and periodical returns from police stations.
12. Records of cases including,
13. (i) First information reports.
(ii) Progress memorandum of investigation.
(iii) Concise memorandum
(iv) Final memorandum
(v) Case diaries.
16. File of civil list
17. File of quarterly list of superior police officers.
18. File of half-yearly list of Inspectors, Sub-Inspectors and ministerial staff officers.
20. File hue and cry notices.
21. File of periodical returns reports
22. File of quarterly returns of theft, loss recovery of arms, ammunition and explosives.
23. File of annual administration reports.
24. File of annual returns.
25. File of correspondence.
25. A File of jail parade reports.
26. File of reports of arrival and departure of gangs.
27. File of charge reports of station, court and reserve officers.
29. Index of crime.
30. Register of letter received.
31. Register of letters dispatched.
32. Note book.
33. Stamp register.
34. Stationary register.
35. Sub-divisional order book.
36. Register of confidential letters received and dispatched.

(To be continued.... )
NOTIFICATION

Dated Kohima, the 27th August, 2018

AGR/UPG/HA-16/06/1069:: In pursuance to P&AR Department’s Notification No. AR-13/5/89 dated 31st March, 2015, the Governor of Nagaland is pleased to upgrade the existing posts of the following Head Assistants (Class-III Non Gazetted) to that of Class-II Gazetted and designate as Head Assistants (Senior) in the Level 11(40800-129200) of Pay Matrix with immediate effect.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name</th>
<th>Posting Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri. Zulusangba</td>
<td>DAO, Mokokchung</td>
</tr>
<tr>
<td>2.</td>
<td>Shri. Nutsulu Vese</td>
<td>DAO, Phek</td>
</tr>
<tr>
<td>3.</td>
<td>Shri. Vevcho</td>
<td>DAO, Dimapur</td>
</tr>
<tr>
<td>4.</td>
<td>Shri. Neposwu</td>
<td>DAO, Peren</td>
</tr>
<tr>
<td>5.</td>
<td>Smti. T. Alemla Imchen</td>
<td>DAO, Longleng</td>
</tr>
<tr>
<td>6.</td>
<td>Smti. Viholi</td>
<td>DAO, Zunheboto</td>
</tr>
<tr>
<td>7.</td>
<td>Shri. M. Mesopa Nyuwi</td>
<td>DAO, Kohima</td>
</tr>
<tr>
<td>8.</td>
<td>Shri. H. Tovishe</td>
<td>DAO, Tuensang</td>
</tr>
<tr>
<td>9.</td>
<td>Shri. C. Khumong</td>
<td>DAO, Kiphire</td>
</tr>
</tbody>
</table>

2. Further, the promotion shall be personal to the incumbents and shall be reverted back to its original grade of Head Assistants, Class-III as and when the incumbents vacate the posts.

Sd/-
T.IMTIWAPANG AIER
Deputy Secretary to the Govt. of Nagaland

NOTIFICATION

Dated Kohima, the 21st December, 2017

NO.CAB-6/ZBTO/67/2009:: The Governor of Nagaland is pleased to upgrade Noklak Sub-Division to full fledged District with immediate effect. The jurisdiction of the new District shall comprises of the erstwhile Noklak Sub-Division under Tuensang District, Nagaland.

This is issued with the approval of the Cabinet vide O.M.No. CAB-2/2013 dated 21st December 2017.

Sd/-
ABHISHEK SINGH,IAS
Home Commissioner
NOTIFICATION

Dated Kohima, the 29th August, 2018

No.FOR/GEN-7/2000-II/168 : The Governor of Nagaland is pleased to constitute a Committee for framing statewide common policy framework and regulatory regime to address the issue of transportation of moulding beats, doors, windows, etc. outside North East Region by road, with the following members:

1. Principal Secretary, Environment Forests & Climate Change or his representative - Chairman
2. Principal Chief Conservator of Forest & HoFF or his representative - Member
3. Representative from the Department of Industries & Commerce - Member
4. OSD, department of Environment, Forests & Climate Change - Member
5. Conservator of Forest and Southern Territorial Circle - Secretary

Sd/-

MOALILA

Under Secretary to the Government of Nagaland
NOTIFICATION

Dated Dimapur, the 20th August 2018.

No. CT/STS/1/5/2017 (Pट-Д)/083:- in pursuance of the provisions contained in Rules, 4(10) and (11) of the Central Sales Tax (Nagaland) Rules, 1972. It is hereby notified for general information that the following serial numbers of the online declaration Form 'C' are declared to be obsolete and invalid from the date of issue due to erroneous entry of data while uploading transaction details. Please log-on for verification at www.nagalandtax.nic.in \rightarrow e-services \rightarrow Form & Tin verification.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>'C' Form</th>
<th>Name and address of the dealers to whom e-Form 'C' is issued by the department</th>
<th>Name and address of the dealers to whom e-Form 'C' was issued by the dealer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NL-CA1253324</td>
<td>M/s. Jabari Syndicate</td>
<td>Prataap Snacks Limited</td>
</tr>
<tr>
<td>2</td>
<td>NL-CA1264781</td>
<td>M/s Mongsenbai Filling Station</td>
<td>Essar Oil Limited</td>
</tr>
<tr>
<td>3</td>
<td>NL-CA1258537</td>
<td>M/s Kohima Pharmaceutical 5</td>
<td>Abbott Health Care Pvt Ltd</td>
</tr>
</tbody>
</table>

Now therefore, it is hereby notified that the above serial numbers of the declaration Forms 'C' shall not be valid for the purpose of sub-section (4) of section 8 of the Central Sales Tax Act, 1956.

Sd/-

Y. MIATHUNG MURRY
Additional Commissioner of State Taxes,
Nagaland: Dimapur.

Kohima: Printed and published by the Directorate of Printing & Stationery, Nagaland (Ex-Gazette) No. 81/150/20-08-2018
NOTIFICATION

Dated: 6th August, 2018

F.NO.FIN/REV-3/GST/1/08 (Pt-1)/231

In exercise of the powers conferred by sub-section (1) of section 11 of the Nagaland Goods and Services Tax Act, 2017 (4 of 2017), the State Government, on being satisfied that it is necessary in the public interest so to do, on the recommendations of the Council, hereby makes the following further amendment in the notification of the Government of Nagaland, Finance Department (Revenue Branch) F.NO.FIN/REV-3/GST/1/08 (Pt-1) “K” dated the 30th June, 2017, and last amended vide notification F.NO.FIN/REV-3/GST/1/08 (Pt-1)/180 dated the 29th June, 2018, namely:-

In the said notification, for the figures, letters and words “30th day of September, 2018”, the figures, letters and words “30th day of September, 2019” shall be substituted.

Sd/-
TALIREMBA
Officer on Special Duty (Finance)
NOTIFICATION

F.NO.FIN/REV-3/GST/11/08 (Pt-1)/232

In exercise of the powers conferred by section 148 of the Nagaland Goods and Services Tax Act, 2017 (4 of 2017), the State Government, on the recommendations of the Council, hereby specifies the persons who did not file the complete FORM GST REG-26 of the Nagaland Goods and Services Tax Rules, 2017 but received only a Provisional Identification Number (PID) (hereinafter referred to as "such taxpayers") till the 31st December, 2017 may now apply for Goods and Services Tax Identification Number (GSTIN).

2. The special procedure to be followed for registration of such taxpayers is as detailed below:

(i) The details as per the Table below should be furnished by such taxpayers to the jurisdictional nodal officer of the Central Government or State Government on or before the 31st August, 2018.

<table>
<thead>
<tr>
<th>Provisional ID</th>
<th>Registration Number under the earlier law (Taxpayer Identification Number (TIN)/Central Excise/Service Tax Registration number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date on which token was shared for the first time</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Whether activated part A of the aforesaid FORM GST REG-26</td>
<td></td>
</tr>
<tr>
<td>Contact details of the taxpayer</td>
<td></td>
</tr>
<tr>
<td>Email id</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Reason for not migrating in the system</td>
<td></td>
</tr>
<tr>
<td>Jurisdiction of Officer who is sending the request</td>
<td></td>
</tr>
</tbody>
</table>

(ii) On receipt of an e-mail from the Goods and Services Tax Network (GSTN), such taxpayers should apply for registration by logging onto https://www.gst.gov.in/ in the "Services" tab and filling up the application in FORM GST REG-01 of the Nagaland Goods and Services Tax Rules, 2017.

(iii) After due approval of the application by the proper officer, such taxpayers will receive an email from GSTN mentioning the Application Reference Number (ARN), a new GSTIN and a new access token.

(iv) Upon receipt, such taxpayers are required to furnished the following details to GSTN by email on or before the 30th September, 2018, to migration@gstin.gov.in:-(a) New GSTIN; (b) Access Token for new GSTIN; (c) ARN of new application; (d) Old GSTIN (PID).

(v) Upon receipt of the above information from such taxpayers, GSTN shall complete the process of mapping the new GSTIN to the old GSTIN and inform such taxpayers.

(vi) Such taxpayers are required to log onto the common portal www.gst.gov.in using the old GSTIN as "First Time Login" for generation of the Registration Certificate.

3. Such taxpayers shall be deemed to have been registered with effect from the 1st July, 2017.

Sd/-

TALIREMBA
Officer on Special Duty (Finance)

Kohima: Printed and published by the Directorate of Printing & Stationery, Nagaland (Ex-Gazette) No. 83/150/06-08-2018
NOTIFICATION

F.NO.FIN/REV-3/GST/1/08 (Pt-1)/233

In exercise of the powers conferred by section 148 of the Nagaland Goods and Services Tax Act, 2017 (4 of 2017) (hereinafter in this notification referred to as the said Act), the State Government, on the recommendations of the Council, hereby notifies the registered persons having aggregate turnover of up to 1.5 crore rupees in the preceding financial year or the current financial year, as the class of registered persons who shall follow the special procedure as mentioned below for furnishing the details of outward supply of goods or services or both.

2. The said persons may furnish the details of outward supply of goods or services or both in FORM GSTR-1 of the Nagaland Goods and Services Tax Rules, 2017, effected during the quarter as specified in column (2) of the Table below till the time period as specified in the corresponding entry in column (3) of the said Table, namely:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Quarter for which details in FORM GSTR-1 are furnished</th>
<th>Time period for furnishing details in FORM GSTR-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>July - September, 2018</td>
<td>31st October, 2018</td>
</tr>
<tr>
<td>2</td>
<td>October - December, 2018</td>
<td>31st January, 2019</td>
</tr>
<tr>
<td>3</td>
<td>January - March, 2019</td>
<td>30th April, 2019</td>
</tr>
</tbody>
</table>

3. The time limit for furnishing the details or return, as the case may be, under sub-section (2) of section 38 and sub-section (1) of section 39 of the said Act, for the months of July, 2018 to March, 2019 shall be subsequently notified in the Official Gazette.

SD/-
TALIREMBA
Officer on Special Duty (Finance)

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Sd/-

WATI L. IMCHEN
Director
Printing & Stationery
Nagaland, Kohima