

P A C

MANUAL

P. A. C. MANUAL

1. The strength of a Pradeshik Armed Constabulary Battalion consists of a Headquarters Wing and 4 to 8 Companies. The Headquarters Wing consists of one Commandant, two Asstt. Comdts and one Adjutant; the Quartermaster's Branch consisting of one Quartermaster [Reserve Inspector], one Subedar Quartermaster [Sub Inspector, Armed Police], Sanitation Staff Stores, Staff, Armourers, Trade Ranks and Followers provided for the HQ. Wing. The Sub - Adjutant's branch consists of the Sub - Adjutant [Sub Inspr, A. P.] and the HQ. Wing staff, not covered by Quartermaster's Branch and Motor Transport Section consists of one Sub-Inspector, Motor Transport and a number of Head Constables and Constables Motor Drivers, depending on the number of vehicles allotted to each unit.

The company is divided into three platoons of three sections each, each containing two Head Constables and 10 Constables. Each Company has 4 cooks, 2 watermen, 2 Dhobies, 1 Barber and 2 sweepers attached to it.

A hospital establishment is also provided for each battalion, which has :—

- 1 a Medical Officer,
- 2 two compounders,
- 3 two hospital Orderly Peons,
- 4 a Cook,
- 5 a Kahar, and
- 6 a Sweeper

A chart showing the detailed organization of a unit, including ministerial establishment is given as Appendix 'A' It does not include Hospital Establishment.

The companies in a battalion will be designated alphabetically and the platoons and sections numerically.

The Assistant Commandants, Adjutant and the Quartermaster will refer direct to the Commandant all matters requiring his attention. Other officers will ordinarily do so through either the Assistant Commandant or the Adjutant; as the case may be.

In addition to the specific duties of various officers in the following pages, every officer will be responsible for :-

[a] the care, maintenance and custody of all Government property and amenities properly placed in his charge,

[b] the custody disbursement and correct accounting of all Government and private unit money entrusted to him.

2. Duties of Commandant

2. The final authority on all matters within the battalion is vested in the Commandant. He is responsible for the proper administration of the battalion and for the well-being of all ranks.

3. He will make all promotions in the unit and may consult the Assistant Commandants or the Adjutant, if necessary.

4. All enlistments, discharges and dismissals (as permissible under rules) will be done by him.

5. He will pass orders on all leave applications of officers of and above the rank of Head Constables. Assistant Commandants may be authorised by him to sanction leave to Constables, Trade Ranks and Followers, for a period extending to one month. Applications for leave exceeding one month will be decided by the Commandant himself.

6. He will hold Orderly Room on Tuesdays and Fridays and on any other working day in special cases, at a time which he will announce to all concerned through the Adjutant.

3. Duties of Assistant Commandants

7. The duties connected with the supervision over the working of various branches in the unit will be distributed among the Assistant Commandants by the Commandant at his own discretion.

8. The Senior Assistant Commandant will, however, be in charge of Accounts Branch of the Unit and will be responsible to see that the Accounts are maintained in accordance with the various Financial Hand books, the instructions contained in the Office Manual for Superintendent of Police, with other instructions issued by the Inspr. Genl. of Police, Headquarters and Deputy Inspector General of Police, Pradeshik Armed Constabulary and Training and with battalion orders on the subject.

9 The companies in the unit will be divided into two wings, each being under the supervisory control of an Assistant Commandant, who will be responsible for the smooth running of the administration of the companies under his charge.

10 One of the Assistant Commandants will be placed in charge of the English office and the Record Room

11 One of them will supervise the work of the Quartermasters Branch while the other will be in charge of the Motor Transport Section.

12 Each Assistant Commandant will supervise the running of the company messes in his wing and the correct maintenance of their accounts. He will send to the Commandant in the first week of each month a statement giving company-wise figures of total expenditure, payments, outstanding, debts, dining members, cost of messing, Mess Reserve Fund and any other things, which may require the personal attention of the Commandant.

13 The Assistant Commandant in charge Quartermaster's Branch will exercise a general supervision over battalion workshops and will see that they are being run efficiently.

14 The Senior Assistant Comdt. will answer for the Commandant during the latter's absence and will be so based in his general ideas that he may be able to continue the Commandant's wishes and policy. When in command, only for a short duration, he will not alter any permanent order nor will he make promotions or appointments in the battalion.

15 The Assistant Commandant in charge of the Quartermaster's Branch will check once a month the Quartermaster's Reserve in the Battalion's armoury and magazine of arms, ammunition and musketry stores and the balances in the clothing stores.

16 One of the Assistant Commandants will be made in charge of the sports and games in the unit.

17 One Assistant Commandant will be designated as Education Officer of the battalion and will be responsible for the educational activities of the unit.

18 The Assistant Commandant in charge of Quartermaster's Branch will supervise repairs of the unit buildings and will personally scrutinize Imprest Accounts etc. prepared by the Quartermaster in that connection.

19 The Assistant Commandants will write the Character Rolls of Constables of their wings, and will arrange for annual medical examin-

ation of all those, whose examination is prescribed & who are posted to their respective wings.

20 They will carry out a thorough inspection of the companies in their wings once in six months and all the branches of the office under their charge once in a year. Besides these detailed inspections, casual inspections will be carried out by them as frequently as possible and at least once a month.

DUTIES OF THE ADJUTANT

21 The Adjutant is the Commandant's Staff Officer and as such all orders by him are to be obeyed as though given by the Commandant himself

22 He will be responsible for the strict uniformity of the dress of all ranks of the battalion.

23 He will ensure that all officers on first joining the battalion are correctly fitted out in accordance with the prescribed pattern of dress and equipments. He will arrange for their instruction in drill, procedure and duties.

24 He must have a perfect knowledge of drill and of all standing orders of the battalion. He will promptly check the slightest deviation from the regulation, drill, standing orders and dress.

25 He will be responsible for regulating and for the distribution of all battalion duties in a fair and just manner; and for this purpose, he will maintain duty rosters

Routine battalion duties will consist of.

- (a) Orderly Officer of the week (Company Commander).
- (b) Officer of the Day (Platoon Commander).
- (c) Battalion Orderly Havildar of the Day.
- (d) Battalion Orderly Bugler of the Day.
- (e) Company to supply the Battalion Guards

He will scrutinize the prescribed reports of the above and will satisfy himself that the duties have been performed properly.

26 He will parade and inspect all guards at least twice a week. The Sub. Adjutant and the Company orderly Havildar concerned will be present on all Guard Mounting Parades. Through them the Adjutant will enforce uniformity and the utmost smartness in turn out and drill. On the remaining days of the week, when he himself is not present on the Guard Mounting parade, he will delegate his duties either to the Subedar Adjutant or to the Officer of the day.

27. He will draft and keep up-to-date standing orders for guard commanders and sentries.

28. He will issue orders from time to time of the hours at which the various routine calls will be sounded by the bugler of the Battalion Quarter Guard.

29. He will announce to Company Commanders beforehand the time fixed by the Commandant for holding his Orderly Room and he will report to the Commandant after the subedar Adjt. has reported to him that all those due to attend it are present, giving briefly details of the cases for disposal.

30. He will draft for the approval of the Commandant all time tables and training programmes, and when these have been issued he will continuously satisfy himself that they are being carried out correctly and efficiently.

31. He will write the Hindi Order Book of the battalion and will be responsible for its correctness.

32. He will maintain a battalion History Register containing all information regarding transfer, promotion, reversion, dismissal, discharge, etc. in the unit.

33. He will draft orders for the approval of the Commandant for the force leaving the battalion on detachment or deputation.

34. He will prepare a battalion Parade state daily on the basis of 'Parade States' received from Company Commanders.

35. He will maintain promotion and reward registers of the unit.

36. He will maintain lists of qualified instructors (both Inf. Trg. and Physical Trg) and all buglers. He will also maintain a nominal roll of all persons brought on the Dy. Insp. Genl's and Commandant's approved list for promotion to various ranks.

37. He will be in charge of all types of training given in the unit and will organise from time to time, subject to the approval of the Commandant, refresher and instructional courses with a view to maintain the required standard of efficiency in the battalion. All such courses will be run under his personal and direct supervision.

38. He will be personally responsible for seeing that every member of the battalion is put through the prescribed annual firing courses of various weapons.

Duties of Subedar Adjutant

40. He will be the Assistant of the Adjutant. Unless for some exceptional reasons, no one except the Commandant or the Adjutant will interfere with him in the performance of his duties. He will himself set an example of smartness, energy and devotion to duty to all ranks of the battalion, and he will instantly check all slackness and indiscipline without fear or favour.

41. His knowledge of drill, procedure, dress regulations and stan-

ding orders of the battalion must be complete and up to date.

42. He will keep the Commandant informed of the general temper of the battalion, so that defects and complaints may be rectified.

43. He will observe closely the character and conduct of Platoon Commanders and Under Officers, and the manner in which they perform their duties.

44. He will maintain rosters for the various battalion duties and social service parties.

45. He will be present on all Guard Mounting Parades, except when excused by the adjutant or the Commandant for some specific reasons.

46. He will parade all ranks attending the Commandant's Orderly Room at the prescribed time and will hand them over to the Adjutant with details of the cases for disposal.

47. He will collect and scrutinise the daily parade States and reports and will keep himself acquainted at all times with the stores and distribution of the companies.

48. He will assist the Quartermaster in the distribution of travelling allowance, etc. to the Headquarters Wing personally.

49. As the Adjutant's assistant, he will pay particular attention to the administration and training of Headquarters Wing staff including orderlies, buglers, etc. He will see that they are thoroughly conversant with, and proficient in their duties.

VI. Duties of the Lines police

50. They will maintain order and discipline within the battalion at all times and places, when the men are not directly under the one of their officers or under officers.

51. They will see that those places, which are declared "OUT OF BOUNDS", are not visited, that the men awarded "C. B." do not leave the battalion area, and that the men do not leave the battalion area at prohibited times.

52. They will apprehend an offender, if occasion demands, but they will at all times avoid, if possible, coming into personal collision with him. Except under very special circumstances, L.P. Constables will not interfere with under officers but will report all irregularities on their part to the L.P. Havildar.

53. They will keep the battalion area clear of unauthorised persons and animals. In this connection, the L.P. Havildar will maintain a list of members of the public, issued with passes by a Quartermaster to visit the Lines.

pairs in accordance with the instructions issued by the Commandant of the Gazetted Officer incharge Motor Transport Section.

With diminution of his own responsibility, the Sub-Inspr., Motor Transport, may temporarily delegate his duties regarding repairs, etc. to any other member of the Motor Transport Section, but in all such cases he will obtain the prior approval of the Gazetted Officer incharge Motor Transport Section.

60. No motor vehicle will be used except for duty as prescribed under Police Regulations and other departmental or Govt orders. The use of vehicles for private purposes, except where allowed under the rules on payment, is strictly prohibited. He will be responsible for collection and payment to the Govt. accounts of all charges leviable for such non-official use of Government Motor Transport.

61. No vehicle will be taken out of the battalion area except those detailed for routine duties without the permission of the Gazetted Officer I/c. of the M. T. Section, who will obtain Commandant's orders, if and when necessary. In urgent and special circumstances, when the Gazetted Officer incharge M.T. Section is not available or to obtain his prior sanction may lead to unnecessary inconvenience and hardship, and the Sub-Inspector, Motor Transport is satisfied that the vehicle is required for duty, he may allow a vehicle to leave the Lines, but he will communicate this information to the Gazetted Officer, I/c. M.T. as soon as possible, after the departure of the vehicle.

62. No vehicle will be taken out of the Station without the sanction of the Commandant.

63. Motor Transport vehicles will be driven by authorised persons only. Authorised persons are :—

(a) The appointed driver.

(b) Motor Transport Havildar for a particular purpose, e.g. testing, instruction.

(c) Men under driving instructions when accompanied by an instructor (in such cases the letter "L" will be carried on the vehicle fore end raft).

(d) The Sub-Inspector, Motor Transport.

All the above must, however, be in possession of valid driving licences. The Sub-Inspector, Motor Transport and his staff will be entitled to obtain driving licence free of charge authorising them to drive Government Vehicles only.

64. Rash and negligent driving is strictly forbidden and will be severely punished.

65. In the event of an accident, the driver will draw a plan of the situation, note relevant details, take down the names and address of as many independent witnesses as possible and inform the nearest Police Station and the Sub Inspector, Motor Transport by the best and quickest means available. The Sub-Inspector M.T. will visit the scene of all accidents in which battalion M.T. vehicles are involved and draw a report. When he has reason to believe that such an accident has been a serious one, he will inform the Commandant; or the senior most Gazetted Officer available, before he leaves for the scene.

76. Motor Transport Section drivers are responsible for :—

(a) the safety, custody and maintenance of their vehicles, tools, spare parts and accessories in good and serviceable condition at all times.

(b) the loading of their vehicles with not more than the prescribed maximum of personnel or baggage, and

(c) the travelling of not more than one passenger by the side of the driver.

67. One key of each vehicle will be kept by the Gazetted Officer I/M.T. Section in his custody. The duplicate will be kept hanging on a board in the Quarter Guard when the vehicles concerned are not actually in use.

68. Smoking is forbidden —

(a) in or within five yards of a motor transport vehicle,

(b) in the garage or in motor transport vehicle park, and

(c) in or within 14 yards of the petrol store.

Duties of Quartermaster

69. BARRACK FITTINGS AND FURNITURE— He will be responsible for the supply and distribution of all barrack fittings and furniture. For this purpose he will maintain a Fittings and Furniture stock book in which he will show building and room wise holdings, and in each building and room he will place a list showing the items placed in it. Such list may be altered by the Quartermaster only. He will, check once a quarter, his Fittings and Furniture stock book with these lists, and with the fittings and furniture actually present in buildings and rooms. He will submit to the Gazetted Officer incharge, Quartermaster's Branch, a report in writing after each such quarter by check.

He will attend the Commandant on all barrack inspections.

He will maintain a Buildings Register for all the buildings in unit, in the battalion. All special repairs and annual repairs will be carried out under his personal and direct supervision.

He will maintain a Building Register for all the buildings in the Unit, and a register of land, where the LAND is the property of the State Government.

70. ARMS, AMMUNITION, ETC. He will be responsible for the supply and distribution of all arms, ammunition and musketry stores. For this purpose, he will maintain an Arms Register, Ammunition Register and Musketry Stores Stock-Book in which he will show unit-wise distribution of these items as well as the balances kept in the battalion armoury and magazine.

In preparing incidents for arms, ammunition and musketry stores, he will comply with the instructions issued by the Ordinance authorities and the Police Headquarters from time to time.

He will keep the keys of the battalion armoury and magazine himself and will ensure that he or any other duly authorised officer of the unit is present, when either is unlocked.

He will ensure that unit weapons are properly maintained. To achieve this objective, he will make fullest use of his armourers staff, who can, if necessary, be sent out to inspect them to detachments even

He will be present at the time of inspection of the unit arms by the Army Inspector of Arms and the Sub-Inspr. Armourer.

He will prepare all the statements and returns connected with arms ammunition and musketry stores.

71. UNIFORM, EQUIPMENT ETC—He will be responsible for the supply and distribution of all uniform, equipment and clothing. In connection with Coy. Comdrs, he will ensure that the Ba. is well equipped and clothed.

He will maintain the clothing store with scrupulous neatness and method and will take precautions against damage by fire, insects or damp.

He will maintain Clothing and Equipment Registers in which he will show unitwise distribution of these items and will also show the balance kept in the clothing store. He will check these balances once a month.

He will either keep the keys of the clothing stores himself or order the Sub-Quartermaster to keep them for him.

He will maintain a stock-book of Government property on charge with the unit and will be personally responsible for its proper maintenance. He will issue lists of Government property distributed to companies and offices and Gazetted Officer will carry out a physical check once a year to ensure that all the articles on charge are accounted for. Alterations in these lists will be made by the Q. M. himself.

2. BATTALION SHOP—He will supervise the shops of the tailors

and machines and will see that they carry out repairs and refittings in a satisfactory manner and strictly in accordance with the Dress Regulations, or other orders in force.

He will, under the direct control and guidance of the Commandant, supervise the shops of the battalion contractor and will ensure that the prices fixed for articles for sale in the shop are at par with those of the market.

73. He will supervise all sanitary arrangements within the Bn. area,

74. He will supervise the Bn. Armourers in the performance of the duties allotted to them.

75. He will distribute efficiently between the Sub-Quartermaster, the Quarter-Master Havildar and the Stores men, duties as he thinks fit, subject to the approval of the Commandant, and will record this distribution in a standing order book.

76. He will function as a Company Commander of the Head quarters Wing; and for this purpose, he will put up all his problems before the Adjutant.

IX Duties of the Subedar Quartermaster

77. The Subedar Quartermaster will be under the immediate orders of the Quartermaster, and will act as the latter's Chief Assistant, must be so conversant with all the duties of the Quartermaster and with the arrangements and condition of the barracks, that he can take over the Quartermaster's duties at any time.

X. Duties of a Company Commander

78. He will be responsible to the Commandant for the efficiency of the company, including its training, smartness, discipline, messing, games, administration, accounts, welfare and leave,

79. TRAINING—He will be responsible that the training of his company in drill, use of weapons, musketry, field-craft, tactics, physical training, etc. is carried out in accordance with the orders and programmes issued by the Commandant, and with the utmost precision and smartness. His aim will be to make every officer, under-officer and Constable of his company fit for work under the most difficult circumstances. He will study the character of each man under his command, will ensure that each individual is so treated as to bring out the best in him. He will ensure that an under-study is trained for every command and responsibility in his company, and he will at all times be trying to increase his own efficiency, so as to fit himself for the next higher post of command

80, SMARTNESS—He will pay great attention to the cleanliness and smartness of his men, and to that of the clothing, arms, equipment barracks and quarters by constant inspection.

He will receive on charge from the Quartermaster, stocks of uniform clothing and equipment. These he will enter in the obtaining register of his company and issue to his men as and when necessary, at the same time making the prescribed entries in kit cards. He will ensure that his Coy. is well-clothed and well-found in every respect.

He will see that the orders issued from Police Headquarters from time to time regarding uniform and clothing are strictly complied with.

81, ARMS AND AMMUNITION—He will receive on charge from the Quartermaster stocks of arms, ammunition and musketry stores as and when necessary. For this he will maintain an arms register, an ammunition register and a "Musketry Stores Stock-book". For replacements and replenishments, he will indent upon the Quartermaster. He will be responsible that all such stores are kept in the best possible condition and also for their security. He himself will keep the keys of company's armoury and magazine, and he will check these stores at least once a month, reporting immediately to the Adjutant and the Quartermaster cases of discrepancies, if any. When he transfers any arms, ammunition or stores, he will inform the quartermaster accordingly and obtain an acknowledgement from the latter.

He will see that the orders issued from time to time on 'Arms and Ammunition' are strictly complied with.

82. BARRACKS—He will receive on charge from the Quartermaster stocks of barrack fittings and furniture. For this he will maintain a register of Govt. property, which should be checked by the Asstt. Commandant incharge of the wing and the Quartermaster at least once in six months. The distribution of the company will be shown by him, building and room-wise on a separate register known as Distribution Register.

He will maintain in each building and room a list of Govt. property allotted to it and he will check these lists regularly, noting the date of its check. All cases of shortages and discrepancies will be reported to the Quartermaster immediately.

He will investigate any damage which may occur to any of his company's buildings or barracks and will thereafter report to Quartermaster together with the recommendation, as to the recovery of the cost of repairs, if he finds that the damage was caused willfully or by negligence.

He will insist upon a high standard of neatness, uniformity regularity and cleanliness in barrack rooms.

He will see that the orders on the maintenance of buildings and barracks issued from time to time, are complied with.

83. MESSING—He will take keen personal interest in his coy messes, seeing that they are run efficiently and according to the wishes of the majority, that the dues and bills are paid promptly; the funds are kept correctly, and that the cook-houses, dining-rooms and store rooms are kept scrupulously clean. He will exercise supervision over the management of messes through one of his Platoon Commanders.

He will hold a mess meeting in the last week of every month and will inspect as to :—

(a) Whether the total of the amounts debited to dining members covers the total of expenditure, plus contribution to the Mess Reserve Fund.

(b) Whether all the bills incurred during the month have been paid in full.

(c) What mess bills are outstanding, and the reason.

(d) Whether monthly contributions to the Mess Reserve Fund have been duly credited? Whether the expenditure incurred from the fund during the month under review is justifiable and whether the balance in hand is correct?

(e) Whether the prescribed mess advance has been realised from all the new members and credited to the fund?

(f) What debts to creditors, mess bills, and mess advance remain outstanding, the reasons for them and the steps proposed to rectify?

(g) Whether debts, mess bills and advances found outstanding at the previous mess meeting have since been paid, if not, the reasons and steps proposed to rectify the matter.

(h) Any complaints or suggestions made by dining members and the decision of the majority upon them.

(i) The composition of the mess committee for the ensuing month.

He will personally check the accounts of the mess and will give a certificate in writing that he had found them in order.

He will record the proceedings in a Company Mess Meeting Register which he will submit through the Assistant Commandant concerned to the Commandant for his information.

All the mess meetings will be attended by the Assistant Commandant incharge of the Company.

84. GAMES :— He will ensure that games in his company are well organised and aim at giving every man an opportunity to play the games

he likes, as often as possible. He will encourage his men to take part in both company and battalion games and will himself join these games as frequently as possible.

He will see that his Platoon Commanders, whenever available play with their men

85. WELFARE :— He will make every endeavour to promote the well-being, comfort, health, physical fitness and happiness of his under-officers and constables and will constantly impress upon his Pl. Comdrs. their responsibilities in this direction. He will visit the sick men of his company in hospital and take steps to remove any complaints they may have. He will bring to the notice of the Commandant the case of any man with a grievance which he himself cannot redress, and he will put up before the Commandant any man who wants an interview with him.

86. ACCOUNTS :— He will maintain a Company cash book in the form and in the manner prescribed under Police Regulations close, balance and sign the accounts every day.

On the first working day of each month, he will send to the Battalion Accountant, a statement containing a list of all entries on the credit side of the Company cash-book for the previous month certifying this to be correct. He will also submit a statement to his Wing Commander in the first week of every month giving details of unrecouped items of PAC. and T.A. claims pending with the Accountant.

He will keep in his strong box all unexpended company cash, keeping the key himself and placing the box in the Magazine or in any other specified place, when not required,

He will prepare, or without diminution of his responsibility will have prepared, acquittance rolls company-wise for the pay of Subedars, under officers and constables and followers in his company in time to reach the Bn. Accountant by the 25th of every month to which they refer. He will return the acquittance rolls duly certified to the Battalion Accountant as soon as pay has been disbursed, if any sum cannot be disbursed by the 20th of the month, the undisbursed amount together with the relevant acquittance roll, will be returned to the battalion with an explanation

He will prepare, or without diminution of his responsibility, will have prepared Travelling Allowance bills platoon-wise thrice a month, so as to reach the Battalion Accountant on 1st, 11th and 21st of the month. He will return Travelling Allowance bills duly certified to the Battalion

Accountant as soon as disbursements have been made; if any sum cant be disbursed within 15 days of its receipt, the undisbursed amount with the relevant Travelling Allowance bill, will be returned to the Battalion with an explanation.

He will personally supervise the disbursal of all money.

He will be personally responsible for the accuracy of Acquittance Rolls, Travelling Allowance bills, Company cash-book and other statements connected with the accounts, for the correct disbursement of all money for the preparation and submission of genuine and correct receipts and for the custody and safety of all public or Unit's private money entrusted to him.

87 COMPANY STANDING ORDER BOOK : He will maintain a Company Standing Order Book in which he will enter all orders of a permanent nature passed by him and all permanent distribution of duties to those under his command.

88. MUSKETRY : He will arrange for special instructions to such members of his company, who are weak in Musketry.

89 ADMINISTRATION :-

(a) He will have a General Diary maintained by his company clerk in which he will enter all matters effecting the internal economy of the company. Whenever he makes over temporarily the custody of any of his official keys to one of his junior officers, he will record the fact in the General Diary. Such making over of keys will be subject to being permissible under rules. After night roll call, the report of the Company Quartermaster Havildar will be entered as to the number of weapons held on charge and their distribution

(b) He will report to the Adjutant all casualties in his company caused by dismissal, retirement, death, resignation etc, and all new arrivals as soon as possible after they occur to enable the Battalion History Register being maintained correctly. He will maintain up-to date a Nominal Roll for his company.

(c) He will submit to the Adjutant daily so as to reach him at least one hour before the morning parade time a 'Parade State' for his company in the prescribed form.

(d) He will be responsible for the safe custody of all confidential, security and secret documents committed to his charge, and see that they are kept complete and up-to-date, that orders contained in them are

complied with, and that their contents are divulged only to authorised persons.

(e) He will maintain for his company a 'Sickman Register' in which he will enter dates against the names of those men who are selected as sick men on Guard Mounting Parade and will put up this Register before the Adjutant for his signature. On completion of 5 such entries against the name of any one individual, he will put up the register with a separate report, if necessary, before the Adjutant for getting a commendatory entry sanctioned by the Commandant. He will also take similar action as prescribed in rules for those who are selected more than three times.

90. **DECENTRALIZATION:**—He will distribute his duties as he thinks fit (subject to the control of the Wing Commander) amongst his Platoon Commanders, Company Havildar Major, Company Quartermaster Havildar and the Company Clerk in such a way as to establish an efficient chain of responsibility. He will enter such distribution of duties in his Company standing Order Book and also any subsequent alterations to such distribution of duties will be made with a view to increasing efficiency all round in the company and not with a view to shift responsibility.

91. **DISCIPLINE:**—He will maintain a high standard of discipline and devotion to duty in his company, and he will dispose off all petty offences as prescribed under rules. He will inform the Commandant of the award of punishments, that he inflicts, within 24 hours of their award. He will maintain an Orderly Room Register which he will submit to the Adjutant on the 15th of each month.

92. **LEAVE:**—He will take necessary action on all applications for leave from members of his company, control the issue of leave concession Railway forms and maintain registers for casual leave, long leave and issue of Railway Concession Forms as prescribed under the Chapter 'LEAVE'.

XI. Duties of a Platoon Commander

93. He will be responsible to his Company Commander in connection with the platoon for training, smartness, barrack's cleanliness, welfare and discipline. In these matters his duties in respect of his platoon are the same as those of the Company Commander in respect of his Coy.

94. He will maintain up-to-date a Nominal Roll for his platoon.

106. He will be responsible for the smart turn out and drill of guards found by the company, and that commanders and sentries know duties and responsibilities. He will satisfy himself that all ranks have fed before going on guard duty.

107. He will be entitled to wear a red sash.

XIII. Duties of a Company Quartermaster Havildar.

108. He will be under the immediate orders of the Coy. Commander.

109. He will maintain the Coy Clothing Stores with scrupulous neatness and method, and he will take precautions against damage by fire, insect and damp. He will only issue articles from the clothing store with the permission of the Company Commander. He will keep the keys of the clothing store. He will mark correctly all clothing and equipment before issue to the men.

110. He will see that the company armoury and magazine are kept with scrupulous neatness and method and he will take all precautions against damage by fire, insect and damp. He will bring to the notice of the Company Commander any weapons which may become damaged and he will warn him when stocks of ammunition, cleaning material etc. are getting low.

111. He will maintain the Coy. Furniture and Equipment Store. By constant inspection he will satisfy himself that all barrack fittings and furniture are present and correct; and that buildings and rooms are maintained in good condition. He will immediately bring to the notice of the Company Commander any deficiency which he may detect.

112. He will take charge of the kit of men on leave, deputation, admitted in hospital or absent without permission. He will ensure that such kits are not damaged by fire, insect or damp.

113. He will attend all inspections of the company lines and when kits etc are laid out.

XIV. Duties of a Section Commander

114. He will be responsible to his platoon Commander for the training, smartness, efficiency and discipline of his section. He must be an example to his section in these respects and he will check all tendencies towards slackness, slovenliness and indiscipline. When giving an order, he will do so clearly and decisively, and will avoid request or familiarity, at the same time he will remember that he will get the best out of his section by so conducting himself as to earn their willing co-operation. He will aim at making his section the most efficient one in

the whole battalion. He will develop initiative in all ranks under his control.

115. When out on detachment duty and in the absence of any other senior officer, he will assume complete charge of his section and will take such action as the situation may demand, on his own initiative. He will also maintain contacts with the local police authorities and commanders of other sub-units.

XV. Duties of Battalion Orderly Officer of the week

116. He will be a Company Commander detailed by the Adjutant in the Hindi Order Book.

117. His tour of duty will extend from reveille on Sunday to reveille on the following Sunday.

118. He will not leave the Station during his tour of duty without permission of either the Commandant or the Adjutant.

119. He will visit the battalion hospital, and will supervise all battalion duties.

120. He will turn out all battalion guard, at least once by day and once by night, during his tour of duty, but he will not visit them within one hour after reveille, within one hour after mounting or at night before 23 00 hours. When he intends visiting a guard, he will first arrange that at least one hour shall lapse between his visit and that of the Day Officer.

121. He will hold at least one surprise roll call after 23.00 hrs. during his tour of duty, reporting any unauthorised absences to Company Commanders concerned for action.

122. He will reach the scene of any untoward incident concerning battalion, which may occur during his tour of duty.

123. He will place on the Adjutant's table by 11.00 hours on the Sunday on which his tour of duty ends, his duty report in the following form:-

- (a) As Orderly Officer of the week from Reveille on Sunday ----- to reveille on Sunday ----- I did not leave the Station except on ----- and then with the permission of the Commandant/Adjutant,
- (b) I turned out the battalion guards as under:-
By day at ----- hours, on -----
By night at ----- hours, on -----
Remarks -----
- (c) I visited the battalion hospital on -----
- (d) I visited the men in cells when I turned out the Quarter Guard:-

They hadcomplaints.

(e) I held a surprise roll call at hours on Those found absent were reported to the Company Commander concerned.

(f) I visited the men's recreation room on

(g) The following incidents are reported for the information of the Commandant :—

(1)

(2)

Sd/.....

Company Commander,

Bn, P, A, C.

XVI Duties of Battalion Officer of the day

124. He will be a Platoon Commander detailed by the Adjutant in the Hindi Order Book.

125. His tour of duty will extend from Reveille on one day to Reveille on the next Day.

126. During his tour of duty he will remain in uniform and will leave the battalion area only for the performance of his duty.

127. He will attend to all urgent and important telephone calls.

128. He will perform the duties prescribed for him in the Police Form No 122 A-1948 and will submit his duty report in the prescribed form therein to the Adjt by 10.00 hrs on the day on which his tour of duty ends.

XVII. Detachments and Deputations.

129. Before leaving the battalion, the Officer Incharge of a unit, sub-unit detailed for detachment or deputation duty will obtain from the Adjutant definite instructions as to :—

(a) the object for which the unit/sub-unit is being detached.

(b) the probable duration of the detachment duty,

(c) the arrangements to be made for pay, messing etc.

(d) the reports and returns required of him,

(e) the extent of his disciplinary powers and the procedure to be adopted should these prove inadequate, and

(f) the kit, arms, ammunition and other equipment to be taken.

130. The officer commanding detachment or deputation will be responsible for seeing that standing orders and usage of the battalion are complied with.

XVIII Messes

141. A vegetarian or non-vegetarian mess, as the need be, will be organized in each company. These messes will be put entirely for the benefit of the men and in all cases the wishes of the majority (subject to guidance and advice by their officers) regarding the kind and quantity of the food to be supplied, amenities, etc. must prevail.

The members of the messes will not interfere with the mess followers, who will be entirely under the control of the Commandant. Complaints against their work may, however, be brought to the notice of the Commandant through the Mess Presidents and the Coy. Commanders.

142. Each month, every mess will elect a committee of management to consist of :—

(a) Mess Manager of the rank of Head Constable.

(b) Asst. Mess Manager of the rank of Constable.

(c) Two members of and below the rank of Hd. Constable.

(d) One of the Pl Comdrs. will be deputed by the Company Comdr to work as Mess President.

(No one will remain Mess Manager for more than 3 consecutive months)

The President will exercise supervision over the administration of the mess, its cleanliness and the maintenance of the accounts and registers; he will himself keep the cash and the cash-books. The Mess Manager and one of the two members will obtain whatever stores, vegetables and other requirements are needed. The manager will also do the clerical work of maintaining registers to show :—

(a) The number of meals taken by each member daily.

(b) The stores received and issued.

(c) Mess property.

(d) Receipts issued to members on payment of bills.

(e) He will see that food is sent to all guards, men in hospital and others to whom food should be sent.

(f) He will also ensure that special diets as prescribed by the Medical Officer for special patients, are prepared and served, when necessary.

Mess Manager will be excused of all parades.

Assistant Mess Manager will assist the manager in the efficient running of the mess, and will do such work as may be entrusted to him by the Mess President.

143. Messing accounts will be closed on the 25th of each month, as to allow bills to be prepared in time for payment to be realised from members at the time, when the latter receive their pay. Failure to pay mess-

144. Mess bills will be calculated by dividing the expenditure of the month by the total number of meals eaten thus obtaining the cost of one meal. Each dining member's dues will then be calculated by multiplying the cost of one meal by the number of meals taken by the dining member in question. Casual meals not taken will be charged for, unless six hour's notice has been given or the absence is caused by deputation on duty.

Normally two meals a day will be charged for.

Company followers may be allowed to join these messes, if they so desire.

145. On joining a mess, each member will deposit the prescribed sum as Mess Advance [refundable] in three instalments. In addition, each dining member will be debited a prescribed sum per mensem or part of a month as contribution to Mess Reserve Fund for petty expenses connected with the mess, and this sum will be recovered from him at the time when he makes payment of the actual cost of meals eaten by him.

146. The Mess Manager at the end of each month will draw up a statement showing :—

146. The Mess Manager at the end of each month will draw up a statement showing :—
[a] [a] The total amount of bills and the total cost of cash purchases made during the month.

[b] The total number of meals provided and the cost of one meal.

[c] The total number of meals eaten by each dining member, the sum separately debited to each dining member for (i) meals and (ii) subscription to the Mess Reserve Fund, and the names of the members who have paid and the names of those who have not.

The above statements will be scrutinised by the Mess President, who will append a certificate that the accounts have been correctly prepared.

Any amounts which may be outstanding for more than one month will be brought to the notice of the Company Commander and the wing Commander by the Mess President.

147. Between 25th and the last day of the month, the Coy. Comdrs. will hold mess meetings. At these, they will examine the accounts, enquire into the administration of the messes, rectify complaints if any and have a new committee elected. Members of a committee are eligible for re-election but mess managers should not be employed as such for more than three consecutive months.

Mess meetings will invariably be attended by the Wing Comdrs.

148. Food will not be taken away for consumption outside the mess without the sanction of the Company Commander, except in the case of men in hospital and quarter guard duty.

149. No officer, senior in rank to an under officer, can join one of

the men's messes permanently.

150. Mess advance cash-book will be maintained personally by the Coy. Comdrs., who will be responsible for the correctness of the accounts.

XIX. Games.

151. A variety of games will be organised in every company so as to provide healthy amusement for as many men as possible. It should be the aim of every man to represent his company if not the battalion in one of the games. A good sportsman is usually a good police man.

152. Foul play or any form of unsportsmanlike behaviour is forbidden, and will be treated as an offence.

153. One of the two Assistant Commandants will be appointed as Battalion Sports Officer. He will control battalion games and sports, and he will arrange fixtures. He will be assisted in this work by the Battalion Games Secretary, who will be a Company Commander appointed by the Commandant. The Games Secretary, under the direction and control of Battalion Sports Officer will see that Battalion sports gear is not lost and is kept in good condition. He will maintain a stock book for

154. The Company Commander and Platoon Commanders will attend games every evening, unless employed on some other duty. The Gazetted Officers will attend the battalion games or one of the company games frequently.

XX. Passes And Bounds

155. Any men wishing to leave the barracks area will apply to his Platoon Commander explaining the reason and mentioning the destination. The latter, if he thinks fit, will issue him the pass. A pass will be shown on demand by any officer, under officer or member of the Lines-Police.

156. Passes will not be issued to men undergoing "C.B." or Fatigue Drill and only in special circumstances to men undergoing out-patient treatment from the hospital.

157. All ranks are responsible that they recognise and do not enter places declared "OUT OF BOUNDS". The Adjutant will notify these places to all officers and men from time to time.

158. After night roll call no man will absent himself from his barrack or sleeping quarters except temporarily for necessary purposes unless he has obtained a pass from his Company Commander; this pass will be different from the one issued by Platoon Commanders for leaving the barrack area.

XXI. Arms, Ammunition And Musketry Stores.

159. All arms, ammunition and musketry stores on receipt will be taken over by the Quarter master, entered with full details in the appropriate registers (Arms Register, Ammunition Register and Musketry stores Stock book), and either distributed to companies or kept in the battalion armoury or magazine. Coy. Commanders will sign in the appropriate register for such stores received and thereafter they will be responsible for such stores until the Quartermaster has signed in their appropriate company registers for these articles as "RECEIVED BACK".

160. Replacements and replenishment will be indented for by the Quartermaster. Company Commander will not do so direct.

161. The keys of the battalion armoury and magazine will be kept by the Quartermaster himself and either he or another officer must be present when either is unlocked. The keys of the company armouries and magazines will be kept by Company Commanders themselves.

162. Once a month, an Asstt. Comdt. will check the battalion and company armouries and magazines, noting compliance in the relevant registers. The Commandant will carry out these checks once a quarter and note results in registers concerned.

163. No man will be in possession of any Government ammunition (live or blank) or empties or of any explosive object except on parade or with the express permission of his Company Commander. When ever ammunition (Live or blank) has been issued to the men it, together with empties, will be collected in the presence of either an officer or an under-officer. The officer in command will invariably inspect the men's arms and equipment and will ensure that all ammunition, empties and explosive objects have been withdrawn.

164. In magazine, live, blank and dummy ammunition will always be kept so distinctly apart as to obviate the possibility of error in issue. Live ammunition will NEVER be issued to any men with blank or dummy.

165. Officers and men in battalion Head quarters and in the Head-quarters wing will keep their service revolvers and private fire-arms, when not in use, in the battalion armoury, and other officers and men will do so in their company armouries. The loss of any firearms through disobedience of orders or neglect will be treated as a serious breach of discipline and will ordinarily lead to dismissal.

166. Receipts will be given and taken for all weapons deposited with or withdrawn from the Battalion or company armoury.

C-167. All ranks are responsible for the cleaning and safe custody of all arms ammunition committed to their charge.

168. No one will be in possession of unauthorised arms or ammunition. Any such arms or ammunition found or recovered will be handed over to the Quartermaster or the Company Commander.

XXII. Leave

169 For purposes of leave, all ranks are ordinarily governed by the relevant Fundamental Subsidiary Rules. As far as circumstances permit and except during the initial training period, every effort will be made to give every officer and man who applies, one month's earned leave and 14 days' casual leave during the year. More leave can be given in exceptional circumstances only.

170 Normally only one-tenth of the strength in a company or unit will be on leave at a time. This limit may be exceeded by the Commandant, in exceptional circumstances.

171. All applications for leave will be made to the Company Commander on the prescribed form. The Coy. Comdr. will maintain a casual leave register and a long leave register and he will enter in these details of all applications received. He may sanction applications for casual leave to a maximum of three days and he will put up all other applications for leave to the Wing Commander for disposal. Before putting up applications for long leave, he will get title to leave verified in the Head Clerk's Office. There must be as little delay as possible in verifying title to leave and the disposal of leave applications.

172. Extension of leave will, not, ordinarily be granted. Special cases, will, however, be considered on their merit by the Commandant.

173. Under Officers and Constables before proceeding on leave will deposit their kits in their Company's stores room.

174. Company Commanders will report at once to the Commandant through the Adjutant promotions which become necessary as a result of Platoon Commanders and Under Officers going on leave.