

ADMINISTRATIVE REFORM

Government of Bengal

Bengal Police

Police Regulations Bengal, 1943

IN THREE VOLUMES

Volume II

*Issued with the
Authority of the Government of East Pakistan*

Officer on Special Duty (Home Deptt.)
East Pakistan Government Press, Dacca
1958

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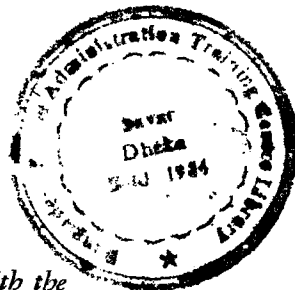
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APPENDIX I.

[Regulation 8.]

Table showing all ranks of police officers in order of precedence.

Serial No.	Rank.
	(i) Inspector-General.
	(ii) Deputy Inspector-General.
	(iii) Superintendent.
	(iv) Officiating Superintendent.
	(v) Assistant Superintendent.
	(vi) Deputy Superintendent.
	(vii) Probationary Assistant Superintendent.
	(viii) Probationary Deputy Superintendent.
	(ix) Officiating Deputy Superintendent.
	(x) Honorary Deputy Superintendent.
	(xi) Inspector.
(xii)	{ Sergeant.
	{ Sub-Inspector.
	{ Assistant Sub-Inspector.
(xiii)	{ Havildar-Major.
	{ Head constable.
	{ Naik.
(xiv)	Constable.

NOTE.—(i) The table in part XXVI of the Bengal Civil List shows the relative position of officers of and above the rank of Superintendent in the Warrant of Precedence for India.

(ii) Command and precedence amongst police officers shall be by ranks. When two police officers are of the same rank, the officer whose name stands first on the provincial, range or district gradation list shall take command or precedence, as the case may be.

(iii) As separate gradation lists are maintained for ranks bracketted together under the same serial number, the officers in those ranks will take precedence amongst themselves according to the number of years of service counting for increment in their respective scales of pay. If officers of different ranks under the same serial number count equal periods of service from the same day, they will take precedence amongst themselves according to the position of their respective ranks in the above table.

(v) Officers officiating in any rank or acting in any rank without extra remuneration will take precedence according to the serial number of that rank but below the permanent incumbents of the rank, including probationers.

APPENDIX II.

[Regulation 10.]

Procedure to be followed in connection with the alteration in the constitution, jurisdiction, site or nomenclature of police-stations.

I. All proposals, whether initiated by the District Magistrate or by the Superintendent, which involve any alteration in the constitution, jurisdiction, site or nomenclature of police-stations, viz., proposals—

(i) for declaring new police-stations under section 4 (I) (s) of the Code of Criminal Procedure ;

(ii) for the redistribution of villages between existing police-stations or for the inclusion in a police-station of villages which are reformed after diluvion; and

(iii) for the change of site or nomenclature of police-stations;

shall be submitted by the Superintendent to the Inspector-General through the District Magistrate, the Deputy Inspector-General of the Range and the Divisional Commissioner. Such proposal shall be accompanied by a draft notification in case (i) in form A, in case (ii) in form B and in case (iii) in form D below. In all cases a tracing from or a copy of the general jurisdiction map, with the new and old boundaries, the present and proposed sites of the police-stations and the villages transferred clearly shown on it, shall be submitted with the proposal. Such proposals shall be submitted to the Provincial Government in the Home (Police) Department by the Inspector-General direct after the notification has been checked by the Director of Land Records and Surveys from a geographical and technical point of view.

NOTE.—(i) Where a river separates the jurisdictions of two police-stations, the midstream of its main channel shall be taken as the common boundary. When a change of police-station or district jurisdiction occurs owing to a change in the direction of the main stream, prompt steps shall be taken to issue a formal notification under section 4 (J) (s) of the Code of Criminal Procedure transferring the area concerned from one police-station to another in the same or in another district, as the case may be. Pending the issue of such notification the officer-in-charge of a police-station whose jurisdiction has been enlarged (under the main stream rule) shall investigate cases occurring in the added areas. Where, however, doubt arises as to the jurisdiction of any land or lands, the Superintendent concerned shall, in consultation with the District Magistrate, issue executive orders directing particular police-station officers to investigate cases occurring on such land or lands.

(ii) In cases involving a change in the jurisdiction of munsiffs the Superintendent shall, before forwarding the proposal to the District Magistrate, consult the District Judge and report whether the latter agrees.

(iii) In cases involving a change in the jurisdiction of union boards the District Magistrate, shall, before forwarding the proposal to the Divisional Commissioner note on the following points:—

(1) Whether an election proceeding is pending at that time or is likely to be initiated shortly in the area in question.

(2) If so, whether he considers that the proposed change in the jurisdiction of police-stations is likely to interfere with the election proceeding.

(3) Whether the election can be postponed and if not, whether any serious complications are likely to arise in case the proposed change is effected at that particular time.

(iv) Proposals concerning railway police-stations shall be submitted to the Inspector-General by the Superintendent, Railway Police, through the Range Deputy Inspector-General only.

II. The schedules in forms A and B should be prepared from the general jurisdiction lists, with the villages arranged in serial order according to those lists.

The latest list and map must be followed. When such lists do not exist or in areas in which no maps showing individual villages exist, it will generally be advisable to give the names of villages or the natural features on the boundaries of the area to be included in the police-station and to omit the lists of villages.

NOTE.—General jurisdiction lists and maps prepared for revenue thanas (as distinct from the police thana) are mainly of two classes—

(i) those prepared in Howrah and Dinajpur under the orders of Government passed in 1903 ;

(ii) those prepared during survey and settlement proceedings in the rest of the districts of the province which supersede those prepared under the orders of Government in 1903.

III. After the proposed changes have been approved by the Provincial Government and a notification issued in the *Calcutta Gazette*, the Provincial Government will send to the Inspector-General, the Commissioner and the Director of Land Records and Surveys copies of the notification. The Director of Land Records and Surveys will then issue (i) correction slips to the general jurisdiction lists showing the change in the police jurisdiction, and (ii) traces showing corrections in the jurisdiction maps according to the distribution list prescribed by the Provincial Government. The Deputy Inspector-General, the Superintendent and the officers in charge of police-stations shall maintain their own jurisdiction maps and police jurisdiction lists in the prescribed form C up to date.

IV. A file of notifications that may be issued relating to the establishment, jurisdiction, site or nomenclature of police-stations or to any changes therein shall be maintained in the officers of—

(i) Deputy Inspector-General for all police-stations in their Ranges;

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- (ii) Superintendents (including Railway Police) for all police-stations in their districts; and
- (iii) Officers-in-charge of police-stations for their police-stations.

V. In the case of proposals for (i) for the establishment of a new police-station, or (ii) the change of site of an existing police-station, a rough estimate of the cost of acquiring the new site and of constructing the new buildings shall be given, and in the latter case, it shall be stated how the existing sites and buildings are to be disposed of, and whenever any additions to, or redistribution of, the sanctioned force is needed, the present and the proposed force shall be clearly stated with reasons for the change. Information on the following points shall be given for each police-station affected by the proposed change and also separately for the area or areas which it is proposed to transfer—

- (i) Area in square miles.
- (ii) Population by communities in form E.
- (iii) Number of cognizable cases reported.
- (iv) Number of cognizable cases investigated.
- (v) Number of unnatural death cases investigated.
- (vi) Number of reports under sections 107, 109, 110 and 145, Code of Criminal Procedure submitted.
- (vii) Number of bad characters under surveillance at the time of the report.

NOTE.—The information against items (iii) to (vi) shall be given for the previous three years, each year's figures being shown separately.

VI. The constitution of police-station jurisdictions will depend mainly on the requirements of the Police Department, but chaukidari unions (where they exist) should not be split up unless this cannot be avoided without serious inconvenience.

The unions formed under the Bengal Village Self-Government Act, 1919, should not be split up save in most exceptional circumstances.

VII. As soon as settlement operations are completed in a district, the Superintendent should examine the new jurisdiction lists and police-station, maps prepared by the Settlement Department and submit draft notifications, where necessary, through the proper channel, in terms of villages taken as units by the new district settlements.

Form A.

The Governor is pleased to sanction the establishment of an investigating centre at _____ in the district of _____

2. In exercise of the power conferred by clause (s) of sub-section (I) of section 4 of the Code of Criminal Procedure, 1898 (Act V of 1898), and in modification of all previous notifications published in the *Calcutta Gazette*, relating to the area included within the _____ police-station in the district of _____ the Governor is pleased to declare the said investigation centre to be a police-station and to include the villages specified in the following schedule :—

Schedule.

Names of villages.	General jurisdiction list number of thana.	Remarks.
1	2	3

Form B.

In exercise of the power conferred by clause (s) of sub-section (1) of section 4 of the Code of Criminal Procedure, 1898 (Act V of 1898), and in modification of all previous notifications published in the *Calcutta Gazette* relating to the area included in the police-station, in the district of _____ and to the boundaries of that area, the Governor is pleased to declare that the villages specified in the following schedule *which have hitherto been included in that police-station

_____ shall be included in the which are not at present included in any police-station *in the same district

police-station _____ with new jurisdiction list Nos. as noted below.

*strike out what does not apply.

Schedule.

Names of villages.	General jurisdiction list number of thana.	Remarks.
1	2	3
		:

Form C.

Police jurisdiction list.

Police-station.....

Subdivision.....District.....

Jurisdiction list number of revenue thana.	Name of village.	Area in acres.	Names of villages arranged alphabetically.	Number in column 1.	Remarks.
1	2	3	4	5	6

Form D.

It is notified for general information that the Governor has been pleased to order the removal of the _____ police-station in the district of _____ from its present site in village _____ jurisdiction list No. _____ to a new site in village _____ jurisdiction list No. _____ within the same police-station, and to direct that the said police-station shall henceforth be known as the _____ police-station.

by its old name of _____ police-station.

Form E.

Area in square miles.	Population.				
	Muslims.	General.			Total (of columns 2 and 5).
		Scheduled Castes.	Others, <i>i.e.</i> , Caste Hindus, Buddhists, Parsis, Jews, etc.	Total (of columns 3 and 4).	
1	2	3	4	5	6

NOTE.—If the area affected is partly urban and partly rural, separate figures for urban and rural areas shall be given.

APPENDIX III.

[Regulation 94.]

Instructions for the custody, issue and use of warrants for journeys on duty by police officers by railway, steamer or omnibus services.

1. Warrants in Bengal Forms Nos. 360B, 360C and 359 are printed for the use of police officers for journeys by (i) railway, (ii) steamer and (iii) omnibus service, respectively and those in Bengal Form No. 5073 for prisoners escorted by the police for journeys by railway and steamer. (Omnibus warrants for prisoners shall be issued in Bengal Form No. 359.) These forms are issued by the Forms Department against ordinary indents signed by the Superintendent in bound books of 50 triplicate copies, each set being numbered serially and each of the triplicate forms in the set being given the same serial number. When new books are issued the serial numbers are communicated, e.g., 10 books, serial Nos. 1-500. On receipt the number of books and the serial numbers of the warrants shall be entered in the register of forms. The head clerk shall count the number of warrants in each book and certify on the inside of the cover the number of warrants each book contains. Any discrepancies shall be at once brought to the notice of the Superintendent.

Railway, steamer and omnibus warrants—how obtained.

2. Books of warrants shall be issued to all subordinate offices, e.g., the Reserve office, Circle Inspectors' offices, police-stations, etc., which may require to issue warrants. The senior officer of each such office shall indent on the Superintendent's office for books of warrants required for use. Every indent shall be signed by the senior officer-in-charge of the indenting office and books of warrants shall be issued in strict numerical sequence and in the register of forms the serial number of the warrants contained in the books issued shall be shewn. The books shall be issued only to the senior officer-in-charge of the indenting office by name, who shall sign receipts for them and have them entered in the register of receipt and issue of forms. The books shall remain in the custody of the officer-in-charge who shall, whenever it is necessary to make them over to any other officer during a temporary absence, record a note in the register of receipt and issue of forms mentioning the number of forms left by him. Two books of warrants may be issued to any one office but only one book shall be used at a time. The second book shall be used only when

Books of warrants—how issued.

the first is exhausted. No fresh book of warrants shall be issued to any office until the office copies of the used book it is to replace have been examined by the head clerk or accountant. The used book will be returned, after examination, to the indenting office. All unused warrants shall be kept under lock and key by every officer entrusted with them. Inspecting officers are particularly directed to examine the warrant books with a view to seeing that they are in order.

When warrants may be issued.

3. (a) Warrants shall be issued to all ranks below that of Inspector when proceeding on escort duty. When proceeding on any other duty, warrants may be issued to Sergeants and Sub-Inspectors only when they are in need of ready cash to pay their own fares but shall always be issued to other ranks. This paragraph does not, however, apply to railway Journeys by the Railway Police, who shall always use their passes for such journeys.

(b) Warrants shall also be issued for prisoners in police custody, who are escorted by the police, provided that warrants have not been issued or cash for the journey expenses paid by the court or jail authorities. Separate warrants shall always be issued (i) for the escort party and (ii) for the prisoners escorted. Railway Police may use these warrants for the conveyance of prisoners in police custody whether connected with railway cases or not.

(c) Warrants shall also be issued when any member of the rural police is required to travel on police duty. (The cost of these warrants shall be met from the police budget.)

(d) Omnibus warrants shall not be issued for journeys on transfer from one district to another or when proceeding on leave. (This provision does not apply to journeys to district headquarters before proceeding on transfer to another district, or on leave.) Such warrants may, however, be issued to constables for journeys on transfer from one police-station to another in the same district in cases in which the provisions of S.R. 119 of the Fundamental Rules read with note 3 (2) to S.R. 69 are fulfilled.

(e) Where there is a regular public bus service Superintendents of Police may issue omnibus warrants to Police Officers of and below the rank of Sub-Inspector for journeys on duty by bus within 15 miles from the headquarters, subject to the condition that no such warrants shall, except for special reasons which must be recorded in writing, be issued when the journey each way is less than five miles.

Special Instruction regarding escorts.

4. Escorts shall be provided by the despatching district with warrants for the entire journey to the final destination and for the return journey either from that destination or, if the escort is to be relieved at any intermediate station, from the station of relief. The tickets obtained in exchange for the warrants for the outward journey shall be transferred to the relieving escort party as often as required *en route*. Each such relieving party shall be furnished from its own district with a warrant for the return journey from the next relieving station or the final destination, as the case may be, to district headquarters. If for any reason, a relieving escort cannot be supplied and the original party has to travel to another relieving station or the final destination, the return warrant for the extra journey shall be furnished by the district which should have supplied the reliefs. These rules also apply to escorts sent beyond the province.

Charges on account of police escort ordered by the Currency Officer, Reserve Bank of India, Issue Department, for the remittance of treasure between treasuries and between treasuries and currency office, Calcutta, are debitable in full to the Reserve Bank. Separate warrants in Bengal Form No. 5442 shall be issued for such escorts and separate bills for travelling allowance and all other charges (including charges for the conveyance of the treasure during river journeys)

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for which no warrant is issued shall be drawn under the head "Deposits and Advances not bearing Interest—Transactions with Reserve Bank—Remittance of Treasure". Such bills shall be drawn by the Superintendents without the countersignature of any superior authority and shall be cashed at the local treasury. In all other cases, i.e., except where the remittance of treasure is ordered by the Currency Officer of the Reserve Bank, charges for the remittance of treasure should be met from the provision under the head "Escort charges" in the Provincial Police Budget.

5. (a) The instructions for filling in the several columns of the forms are printed thereon and shall be carefully followed. Every warrant shall be clearly stamped with the date stamp of the office of issue on the original, duplicate and office copy. In no circumstances shall a warrant be stamped except at the time of issue and separate date and office stamps must not be used. The name of the district and province and the designation of the issuing officer shall invariably be given. Every warrant shall always be issued for the journey by the shortest and cheapest route in accordance with the Travelling Allowance Rules, and shall be issued by the officer in whose custody the warrants are kept. When a warrant has to be issued for urgent reasons by any other rank in the absence of a Sub-Inspector, the senior officer on his return must countersign the office copies of all warrants thus issued in his absence after satisfying himself that they are in order and were issued for *bona fide* journeys.

How to issue warrants.

(b) All entries shall be in ink or indelible pencil. All alterations shall be attested and no erasures shall be made. If any warrant is rendered illegible owing to correction, it shall be cancelled and a fresh one issued.

(c) When a warrant is issued for any journey in respect of which a command certificate is also issued under regulation. 163 the number and date of the warrant shall be noted on the certificate. The number and date of the command certificate shall also be noted on the office copy of the warrant for reference and check.

(d) A distinctive inddx letter according to the month shall be written by the issuing officer against the printed number on each warrant in order to facilitate check. The letter A to L shall be used to indicate respectively the months from April to March inclusive.

(e) For a journey beginning at a railway station and ending at a steamer station or *vice versa* (e. g., from Calcutta to Barisal *via* Khulna, or from Tarpasa to Chittagong *via* Chandpur) the warrant shall be issued one for the railway portion of the journey and a separate warrant for the portion over the steamer service. When however, a journey begins and ends at a railway station one through warrant shall be issued, even though a portion of the journey is performed by steamer (e. g., Dacca to Calcutta *via* Narayanganj and Goalundo). When a journey is performed partly by motor omnibus and partly by a railway or steamer service, a separate omnibus warrant shall always be issued for the portion travelled by that means.

Journeys over different services.

(f) Warrants shall not be issued from intermediate stations, nor shall an officer of a district other than that in which the journey was commenced issue warrants except in the following circumstances :—

- (i) if a return warrant has been mislaid, or
- (ii) when a escort party before returning to its own district is deputed by a competent authority to escort prisoners or treasure to some other district on the line of route.

(This applies to railway and steamer warrants only.)

In any case falling under (i) the officer issuing the fresh warrant shall satisfy himself that the police party or prisoner is entitled to travel at the expense of the Provincial Government. In any case falling under (ii) the officer issuing the fresh warrant shall issue two or more warrants to cover the whole return journey according as the escort party is required to break the journey once or more often. Whenever a fresh warrant is issued the officer issuing it shall at once send intimation of the fact to the Superintendent of the district from which the party started, together with the full particulars of any warrant which has been mislaid. On receipt of information that any warrant has been

mis-laid, the Superintendent of the issuing district shall at once order its cancellation and intimate the fact to the station master of the railway or steamer service or to the omnibus company to whom the warrant was directed. He shall also arrange for an enquiry into the loss, to be held and, if necessary, for disciplinary action to be taken against the loser. The loss of warrants shall be notified in Part X of the "*Criminal Intelligence Gazette*".

Exchange of warrants for tickets.

6. The original and duplicate copies of each warrant shall be presented to the ticket office or conductor of the omnibus by the officer travelling or in-charge of the party, for exchange for the requisite tickets. The duplicate copy will be retained by the booking clerk or conductor, who, after completing the original copy, shall return it to the officer travelling who shall in turn send it back to the issuing officer for preliminary check. The issuing officer after satisfying himself that it is in order shall transmit it to the Superintendent, as detailed in paragraph 7.

If any one of a party for whom a warrant was issued is unable to travel owing to illness or other cause, the officer-in-charge of the party shall himself correct the warrant and initial the alteration or if unable to write shall take it to the nearest officer empowered to issue such warrants, who shall correct and initial it for him and record on the warrant the reason for alteration.

Adjustments of accounts—
I.—Railway and steamer warrants.

7. (a) As soon as all the original copies of warrant issued during a month have been received back by the issuing officer, he shall prepare statements in duplicate in B. P. Forms Nos. 11 and 12 showing all warrants issued during the month for the conveyance of police officers and members of the rural police over different railways and steamer services, serially arranged by such services. Warrants issued for the escort of treasure shall be shown in the statement in B. P. Form No. 11 and the remainder in B. P. Form No. 12. The original copies of the warrants shall be attached to their respective statements. The statements and warrants shall be forwarded to the Superintendent's office, so as to reach there within the first week of the month. The original copies of warrants issued for the conveyance of under-trial prisoners shall be sent in separate bundles at the same time. If no warrants are issued in any month, "nil" statements shall be forwarded.

On receipt of all the statements in the Superintendent's office, the original, copies of all statements showing the issue of warrants shall be arranged together, to form two consolidated statements for the district in B. P. Form Nos. 11 and 12. These statements shall be sent to the Accountant-General by the 10th of the following month. The duplicate copies of the statements and the railway warrants shall be kept in a file and destroyed as laid down in Appendix XIII (3).

The original copies of warrants issued for the conveyance of under-trial prisoners shall be forwarded to the District Magistrate for incorporation of the charges in his accounts.

(b) Warrants shall be treated as cash and forwarded by the Railway Administration to the Accountant-General of the province to which the police party belongs as vouchers for adjustment of the amounts in the accounts, and the Accountant-General shall pay the amount due to the Railway Administration or the Steamer Company, as the case may be, at once either in cash or by book adjustment credit in the Administration's accounts, subject to corrections as regards overcharges, if any, brought to notice within six months of the date of presentation of the credit note by the Railway Administration.

(c) Railway debits for amounts due on railway warrants should be accepted in full by the Accountant-General in the accounts of the month in which they are raised in the Railway Exchange Accounts, without reference to the issuing officers whose signature on such warrants should be taken as final subject only to subsequent readjustment of under or overcharges.

(d) A uniform rate of commission (surcharge) shall be paid to the railways at Rs. 16 per hundred warrants, on a proportionate basis, on the actual number of warrants issued in any month for a particular railway, fractions of an anna in the total for each month being rounded off to the nearest anna. No charge is to be levied when the warrants system is not used in any month. No commission charges will be levied on emergent police passage issued for the Railway Police.

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In the case of steamer companies an extra charge of annas four per warrant or credit note of less than Rs.5 shall be paid in addition.

The issue of warrants or credit notes for steamer tickets costing rupee one or less to police officers is not permissible.

(e) The cost of railway warrants issued for the journeys of recruits for the Bengal Police will be finally adjusted against the provision in the Bengal Provincial Police Budget.

Any excess fare paid by the Bengal Police for escorts proceeding to other provinces will also be adjusted against the grants in the Bengal Provincial Police Budget.

(f) As a rule there will be no need for Superintendents to prepare a detailed bill for charges under the head "Travelling Allowance" or "Escort" incurred on such warrants as the Accountant-General will adjust the amounts in his books.

(g) As soon as all the original copies of warrants issued during a month have been received back by the issuing officer, he shall prepare a statement showing all warrants issued during the month for conveyance of police officers and members of the rural police over services operated by different omnibus companies serially arranged by such companies. The original copies of the warrants shall be attached to the statement and the whole forwarded to the Superintendent's office so as to reach there within the first week of the month. The original copies of warrants issued for the conveyance of undertrial prisoners shall also be sent in a separate bundle at the same time. If no warrant is issued in any month a "nil" statement shall be forwarded. The statements and original copies of warrants received from issuing officer shall be carefully checked by the accountant with the bills and duplicate copies of warrants received from the omnibus companies, and shall then be kept in a separate file which shall be preserved for the period specified in Appendix XIII(3). II.—Omnibus warrants.

(h) The omnibus company shall as soon as possible after the end of each month, forward to the Superintendent 3 separate bills in duplicate enclosing the duplicate copies of warrants for which tickets were issued during the preceding month. The bill shall be classified according to (i) those issued to police officers on escort duty, (ii) for police officers on other than escort duty, (iii) for undertrial prisoners in police custody. The bill shall show the number and date of each warrant, the numbers of persons who travelled, the class of accommodation and the cost thereof. The accountant shall check these warrants with those received from the issuing officer and prepare two separate bills, one for travelling allowance and the other for escort charges and present the same to the treasury for encashment with the warrants received from the omnibus company. The amount when received from the treasury shall be paid to the company and a receipt obtained. The company's bill for undertrial prisoners shall be checked by the accountant along with the warrants and forwarded to the District Magistrate, after being countersigned by the Superintendent for payment. The amount when received from the District Magistrate shall be paid to the company.

Any claim for under charge, not preferred within three months from the date of submission of the bill, shall not be accepted. The amount of overcharge, if any, shall be deducted by the Superintendent from the next month's bill of the omnibus company.

(i) All receipts for payments in excess of Rs.25 should be furnished to the office of the Accountant-General in support of travelling and contingent bills.

(j) The bills presented by the omnibus service companies shall be checked by the Superintendent with the tariff of rates and the following certificates furnished in support of bills presented at the treasury :—

- (i) "Certified that the claims made by the omnibus service companies have been checked and that they are in accordance with the tariff of rates.
- (ii) "Certified that the omnibus warrants received from the omnibus service companies have been duly verified with the copies furnished by the issuing officer and found in order."

User warrants entitled travelling allowances.

8. (a) The use of warrants does not debar Sergeants, Sub-Inspectors, Assistant Sub-Inspectors or Head Constables from claiming travelling allowance under the ordinary rules. The value of the warrants for the journeys actually performed by them shall be deducted from their travelling allowance bills.

(b) In cases of return journey warrants and warrants at concession rates the value of warrants at ordinary rates shall be deducted from the travelling allowance bills of officers performing the journey.

(c) The head of the office shall record on every travelling allowance bill prepared in his office a certificate to the effect that no warrant was used for the journey for which travelling allowance is claimed or that a warrant was used and the cost is to be deducted.

Agreements with omnibus companies.

9. With a view to safeguarding the interests of the Provincial Government an agreement from the omnibus company shall invariably be taken in B. P. Form No. 13 for the regular service of the omnibuses for the journeys of police officers. A copy of the agreement so drawn up shall be sent to the Accountant-General.

APPENDIX IV.

[Regulation 158.]

Requisitions for military aid in dispersing unlawful assemblies.

(1) Where an unlawful assembly is actually in existence and cannot otherwise be dispersed a Magistrate is empowered, under sections 129 and 130 of the Code of Criminal Procedure or section 130 of the said Code read with section 32 of the Auxiliary Force Act (XLIX of 1920) and section 15 of the Indian Territorial Force Act, 1920 (XLVIII of 1920), to require any officer or non-commissioned officer who is in command of regular troops, or any officer or non-commissioned officer who has been appointed, and is in command of soldiers appointed, to a corps or unit of the Auxiliary Force (India) or the Indian Territorial Force, to disperse such assembly by military force and to arrest and confine such persons forming part of it as such Magistrate may direct. Every person under the command of the officer or non-commissioned officer to whom such a requisition has been made is bound to obey order issued in pursuance of that requisition.

(Government of Bengal Order No. 4598Pl., dated the 30th October, 1937.)

(2) Requisitions for military assistance ought not to be made except in cases of great emergency when the maintenance of the public peace or the execution of the law cannot be affected with the help of the police or the Eastern Frontier Rifles. When making the requisition the Magistrate should give the military authorities all the information immediately at his disposal which is likely to be of use in enabling them to decide on the strength and equipment of the force, e. g., the character and strength of the opposition likely to be encountered, and the distance and difficulties of the routes to be traversed. He should further state when and where the military force may expect to be relieved, and should send similar intimation direct to the General Officer Commanding, Presidency and Assam District.

(Government of Bengal—Police circular No. 11112P., dated the 23rd November 1914.)

(3) If a Magistrate requisitions the Military, the Auxiliary Force or the Indian Territorial Force, the decision as to the strength and composition of the force required to deal with any particular occasion will, under the Army Regulations, India, rest with the military authorities, though the civil authorities will be consulted as far as practicable and necessary.

(Government of Bengal Order No. 4598Pl., dated the 30th October 1937.)

(4) When a military force is supplied in compliance with such requisition, the senior Magistrate present should explain to the officer in command of the military force what official position he holds and for what purpose the military force has been requisitioned. If there is any possibility that he may not remain in touch with the force, and if there are any other civil officers present who are qualified to give orders, he should explain to the Commanding Officer their order of succession.

(Government of Bengal—Police Circular No. 11112P., dated the 23rd November 1914.)

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(5) When in accordance with the provisions of section 130 of the Code of Criminal Procedure, a Magistrate requires a military officer to disperse an unlawful assembly by military force and the military officer takes action to disperse the assembly, the Magistrate remains vested with authority to stop the action of the military officer when he considers that the object of the requisition has been achieved. Whenever possible the decision of the Magistrate to terminate military action should be reached after discussion of the position with such officer.

(Government of Bengal Order No. 669-96 P. S., dated the 14th November 1928.)

(6) The principles regulating the relative responsibility and power of control of the civil and military authorities when troops are called out in aid of the civil power are laid down in the Government of Bengal, Political Department Order No. 17959-86P., dated the 7th December 1921, as amended in Government Order No. 2204-209 P. S., dated the 6th July 1931. See also Government Order No. 1963 P. S., dated the 6th June 1931.

APPENDIX V.

[Regulation 159.]

Directions to be followed in obtaining arrest of an offender who has escaped to the United Kingdom, a colony or some other British possession.

1. (a) After consulting if necessary, the Public Prosecutor, the Superintendent shall submit to the District Magistrate a report on the case containing all the particulars specified in paragraph 4 except item (iv). Sanctioned of District Magistrate to be obtained.

(b) If the District Magistrate is satisfied—

(i) that the alleged offence falls within section 19 (d) of the Indian Extradition Act, 1903.

(ii) that the accused is a fugitive as alleged, and

(iii) that there is a *prima facie* ground for believing that he has committed the alleged offence,

he shall sanction action under these directions.

3. The Superintendent shall then take steps to obtain an ordinary warrant of arrest from a Magistrate of the First Class who has jurisdiction to try the offence, and shall report the case confidentially to the Inspector-General. Application for preliminary warrant.

3. (a) The warrant to which paragraph 2. refers shall be drawn as if the offender were still in the Magistrate's jurisdiction and shall be addressed to a police officer nominated by the Superintendent. Details to be included in the preliminary warrant.

(b) The Magistrate shall see that it complied with the provisions of sections 75 and 77 of the Code of Criminal Procedure and that it mentions every charge on which it is proposed to prosecute the offender.

(c) By way of showing that the warrant has been issued by an officer having lawful authority to issue it, the Magistrate shall cause to be written, below his signature upon it, the following :—

“A Magistrate of the first class and Justice of the Peace for British India and as such having jurisdiction to issue warrants in the district of _____ in Bengal for the apprehension of persons accused of offences and to commit such persons to trial.

Report to Home
(Political)
Department of
Government.

4. The District Magistrate shall then without delay report the matter confidentially to the Secretary to the Government of Bengal, Home (Political) Department, for necessary action. The report shall contain the following particulars :—

- (i) Name and *aliases*, if any, of the fugitive.
- (ii) A description of him sufficient for the purposes of identification, or the name and address of some person who can identify him, or both.
- (iii) His nationality—by birth or naturalization—if information is available.
- (iv) A categorical statement that a warrant has been issued as in paragraph 2.
- (v) Any available information as to the date on which he absconded as to his supposed whereabouts and the means of tracing him, or as to the probable date of his arrival at his supposed destination and the steamer by which he is arriving.
- (vi) The description of the offence, e. g., culpable homicide.
- (vii) The date or dates on which, or the dates between which, the offence was committed.
- (viii) The place where the offence was committed.
- (ix) Some particulars of the offence.
- (x) A statement that the offence is punishable with rigorous imprisonment for twelve months or over, referring to the appropriate section of the Indian Penal Code.
- (xi) A statement when the papers required for extradition may be expected to be ready.
- (xii) An estimate of the cost which will be incurred in the extradition.

Evidence to be
recorded.

5. (a) In the meantime a Magistrate of the first class shall, without delay carefully record proof that the offender has actually absconded, and the same Magistrate shall thereafter record fully under section 512 of the Code of Criminal Procedure the evidence in regard to the commission of the offence in the same manner as evidence is recorded before committing a prisoner to the Session and subject always to all the rules of legal evidence.

(b) Every document received in evidence must be put in as an exhibit, which shall be numbered or lettered and shall be clearly referred to in the record of the deposition of witness who swears to such exhibit.

(c) The depositions must contain a description of the fugitive sufficient, if possible, for his identification.

(d) The deposition must be sufficient to establish every charge on which it is proposed to prosecute the offender.

(e) Evidence must be recorded that the facts established by the depositions disclose a *prima facie* case of an offence punishable according to the law of British India with twelve months' rigorous imprisonment or over. The evidence most readily available will normally be that of the Public Prosecutor.

(f) The Magistrate shall append to the depositions a certificate—

- (i) that the offence is punishable with twelve months' rigorous imprisonment or over, and
- (ii) that the evidence recorded by him discloses in his opinion, a *prima facie* case of such an offence according to the law of British India, the Act and section being cited.

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6. (a) Unless the warrant to which paragraph 3 refers was addressed to the Final warrant. officer who has been nominated under paragraph 9 to take delivery of the fugitive, the Magistrate who has recorded the evidence shall draw and sign a fresh warrant, addressed to such officer, in the manner prescribed in that paragraph.

(b) The Magistrate shall satisfy himself that this warrant is in accordance with the evidence and is otherwise sufficient.

(c) Such warrant shall be signed and the seal of the court shall be affixed to it in the presence of the officer who has been nominated under paragraph 9.

7. The District Magistrate shall cause to be prepared, as soon as possible— Preparation of copies.

(a) in triplicate a complete copy of the record of the evidence and copies of the exhibits to which the evidence refers (or if they are lengthy, copies of the material portions only of such exhibits), and

(b) in duplicate, copies of any official certificates of, or judicial documents stating the fact of, a conviction or any other fact.

Care must be taken that the original of such official certificates or judicial documents purport to be signed by the proper officer.

8. (a) When the copies prepared under paragraph 7 are ready, the District Magistrate shall cause three sets of the documents relative to the case to be prepared. Documents to be sent by the police officer deputed to arrest the fugitive.

The first set will be for the use of the officer deputed under paragraph 9; it will contain copies of the record and of the exhibits and there shall be appended to it in original the official certificates or judicial documents to which reference is made in clause (b) of paragraph 7.

The second set will eventually be despatched by the Home (Political) Department to the Home Secretary in England or to the Head of a Colonial Government as the case may be and the third will be kept for reference in the Home (Political) Department; these two sets will each contain copies of the record and of the exhibits and copies of the official certificates or judicial documents to which reference is made in clause (b) of paragraph 7.

(b) The copies comprised in each set shall, for convenience of handling, be fastened together by means of a ribbon or tape, and there shall be appended to the copies in each set a certificate in the form given in Schedule A. This certificate shall be signed and the seal of the court shall be affixed to it, by the Magistrate who has recorded the evidence (or, if he is available, by another Magistrate of the first class) in the presence, if possible, of the police officer nominated under paragraph 9. The three sets of the documents with the certificates shall be made over by the Magistrate to such police officer in a sealed cover.

9. On the receipt of a report from the Superintendent under paragraph 2, the Inspector-General shall nominate a police officer to be sent, to the place where the fugitive has fled, for the purpose of taking delivery of such fugitive. Action to be taken by the Inspector-General.

10. After receiving the sets of documents and the fresh warrant, if any, issued under paragraph 6, the police officer deputed under paragraph 9 shall— Action to be taken by the police officer deputed to arrest the fugitive.

(a) appear before the Superintendent, who shall be responsible for giving him proper instructions;

(b) take the documents to the Home (Political) Department in order that the seal of the Government of Bengal may be affixed in his presence to the tape or ribbon which astens the copies together and to each original document; and

(c) obtain from the Home (Political) Department a letter requesting the good offices of the head of the police concerned, as well as the set of documents prepared for his use under paragraph 8 (a). This set shall be enclosed in a cover (sealed with the seal of the Government of Bengal) which he shall keep in his personal custody until he produces it before the authorities concerned.

Despatch of 11. If the Superintendent considers that it will be necessary to prove the identity of the fugitive by oral evidence, he shall apply in proper time to the Inspector-General for authority to send a witness for that purpose with the police officer deputed under paragraph 9.

NOTE.—The sanction of the Government of Burma to the extradition to British India of an offender who has escaped to Burma is not necessary. In obtaining surrender of accused persons in such cases procedure described above shall be followed and the police officer to whom the warrant is addressed shall proceed forthwith to Burma after personally obtaining the seal of Government in the Home (Political) Department on each document he takes with him. Subordinate police officers are not authorised to make telegraphic requests to the Commissioner of Police, Rangoon, or to District Superintendents of Police, Burma, in connection with the arrest of offenders. Such telegrams should be sent only by officers of or above district rank giving full details of the case. (vide Government of Bengal Orders No. 194 P.D., dated 29th April 1938 and No. 1520(27)—2(2)P., dated 11th March 1940).

[Part II of the Fugitive Offender's Act, 1881, applies to British Burma.]

(SCHEDULE A.)

I, the undersigned, a Magistrate of the first class for the district in Bengal and as such having authority under the Indian Extradition Act, 1903, to exercise in such district the powers conferred by the Fugitive Offenders Act, 1881, hereby certify that the written and printed matter contained in the foregoing pages is a true copy of the information of A. B., laid and sworn before me on the day of 19, and of the depositions of A. B., C. D. and E. F. in support thereof, sworn before and taken by me on the day of 19, for the purposes of the Fugitive Offenders' Act, 1881, and of the exhibits thereto (or of all material parts of the exhibits thereto) marked respectively, and of the following official certificates and judicial documents.

Given under my hand and seal in court this day of 19.

A Magistrate of the first class for district in Bengal and as such having authority under the Indian Extradition Act, 1903, to exercise in such district the powers conferred on a Magistrate by the Fugitive Offender's Act, 1881:

APPENDIX VI

[Regulation 160.]

Hints on detecting counterfeit coins.

1. Two kinds of counterfeits are met with, namely, struck (or cast and struck) counterfeits and cast counterfeit. Casting is the easiest method of making counterfeits and is much the most frequently employed.
2. Struck counterfeits are made by striking or pressing blanks between dies of steel or other hard metal which bear the impressions of the coin. The blanks thus struck may have been cast in suitable moulds to the approximate dimensions of the coin, or they may have been cut from sheet metal or otherwise made by hand.
3. Cast counterfeits are made in moulds which are usually of fine sand, clay, or similar material, the required impressions being taken from a genuine coin. The mould has a small hole, or "gate" cut in the rim, through which the molten metal for casting the piece is poured. The metal which fills this gate and solidifies with the rest of the casting, forms a projection on the rim of the cast counterfeit and has to be cut off to enable the rim at this point to be finished by hand and left smooth or milled as the case may be. Signs of this finishing can usually be detected on the rim of the counterfeit.
4. A suspected coin should, if possible, be compared with one or more genuine coins of the same description and examined in a good light, preferably with a magnifying glass. It might also be weighed against genuine coins showing a similar amount of wear. The majority of counterfeits are considerably lighter than genuine coins.

5. When rung on a stone slab or similar hard surface, genuine coin should give a clear high note. Counterfeits do not as a rule ring well; this, however, is not a conclusive test.

6. The colour of the coin should be scrutinized, a brassy or dull leaden appearances would generally point to the coin being counterfeit. Some counterfeits have a peculiar glazed appearance. A genuine coin should be silvery and dull or bright according to the treatment it has received. Coins which feel greasy to the touch should be carefully examined.

7. In a genuine coin, the thickness at the rim is made, the same all round. In counterfeit coins the rim is sometimes thicker at one point than another and the coin itself may be slightly bent or distorted, so that it will not lie evenly between two others.

8. The edges of the rim should be smooth to the touch. Rough jagged edges are suspicious.

9. The rim of a genuine coin is regularly milled all the way round with straight lines at right angles to the faces. In counterfeits the lines of the milling are often at a slant, the spaces between the teeth are irregular and the lines (or teeth) themselves uneven and broken. The milling can best be examined by placing the suspected coin between two good ones (of the same description) so that the rims of all three are close together and can be seen at the same time. Defects can then be readily detected. Genuine coins of which the milling has become much worn or which have been used in ornaments or fraudulently dealt with are often filled or otherwise touched up so that no coin should be classed as counterfeit solely on account of bad milling but a coin showing good milling is seldom counterfeit.

10. The beading on the inner side of the rim of the coin should be even and regular all round, the pearls being uniform in size and shape, and equidistant from each other. On counterfeits the pearls are often badly shaped, uneven in size and spaced at irregular intervals. A peculiarity of some counterfeits is that the pearls are very small and far apart, but this is also the case in some genuine coin of 1840.

11. The devices on the obverse and reverse should be clear cut and well defined, specially in outline. Blurred lines or edges and an imperfect impression (unless plainly due to wear and tear) are suspicious.

12. Letters and figures of the inscription should be clear, well defined and sharp edged. Blurred, irregular or double lines are to be regarded with suspicion. In some counterfeits the letters are much thinner than on genuine coins.

13. The table or plan surface of the coin (*i.e.*, the portion not occupied by device or inscription) should be smooth, even and free from blemish. An uneven, spotted or rough surface is suspicious.

14. All cast coins are counterfeit. In a cast coin the surface may be granulated or pitted with minute pin holes which appear as black spots to the naked eye, but can be felt with the point of a needle or pin. The milling is often defective, especially at the point where the metal was poured into the mould. The letters and figures in cast coins nearly always present a rounded appearance instead of having square sharp edges.

15. Genuine coins which have suffered from the action of chemicals or fire may have a rough and discoloured surface but this is generally easily distinguishable from the pitting almost invariably to be observed on a casting.

16. Counterfeits made from tin or mixture of tin and lead can be bent, and if held close to the ear they will often emit a cracking noise when bent between the fingers.

17. Coins, the obverse and reverse of which are anachronistic, *e.g.*, when the former bears the inscription "Victoria Empress" and the latter the date, 1862 or "Victoria Queen" with the date 1878, should be regarded with strong suspicion.

18. Counterfeit rupees are sometimes smaller than genuine rupees. A comparison with a mint rupee by placing the counterfeit rupee over a good one will show the difference promptly.

19. A counterfeit coin will generally be found to exhibit at least two of the faults indicated above. A coin should not be condemned for only one fault, unless it is very marked.

APPENDIX VII.

[Regulation 167.]

List of miscellaneous duties of which the Police, under the orders of the Provincial Government, have been wholly or partially relieved.

PART I—WHOLLY RELIEVED.

Serial
No.

Nature of duty.

I.—Revenue Authorities.

- 1 (a) Collection of agricultural or land improvement loans.
- (b) Collection of revenue from, or the management of pounds or ferries.
- (c) Service of notices regarding Government loans.
- (d) Inquiries regarding change of zamindars.
- (e) Service of notices sent by Government Recievers of Zemindari estates.

II.—Criminal Courts.

- 2 (a) Execution of distress warrants in maintenance cases [section 488(3) of the Code of Criminal Procedure].
- (b) Execution of warrants for the realization of cost of removal of obstruction [section 140(2), Code of Criminal Procedure].
- (c) Execution of warrants for the realization of costs under section 148(3), Code of Criminal Procedure.
- (d) Service of notices on complainants in false cases to show cause against prosecution under sections 182/211, Indian Penal Code.

III.—Income-tax Department.

- 3: (a) Income-tax enquires and collections.
- (b) Service of notices regarding income-tax.
- (c) Service of notices on assessrors to file objections.
- (d) Enquiry regarding heirs of persons who used to pay income-tax.

IV.—Excise Department.

4. Service of notices re regarding excise.

V.—Agriculture Department.

5. Cattle census reports.

VI.—Co-operative Department.

6. (a) Execution of warrants issued under rule 29(f) and (g) of the rules framed under section 43 of the Co-operative Societies Act, 1912.
- (b) Service of notices regarding co-operative banks.

VII.—Panchayats and Union Boards.

7. Service of orders on panchayats or presidents of union boards.

Appx. VII.

Serial
No.

Nature of duty.

VIII.—Local Authorities (Municipalities and District Boards).

8. (a) Collection of vaccination fees and the guarding of municipal and district board tanks.
- (b) Service of notices on omnibus owners for the renewal of licenses and payment of taxes.

IX.—Charitable Societies.

9. Execution of distress warrants issued through the Calcutta Society for the Prevention of Cruelty to Animals.

X.—Miscellaneous (Government) Departments.

10. (a) Disbursement of pay or the realization of money on account of other departments.
- (b) Publication of miscellaneous notices by beat of drum.
- (c) Helping Assistant Publicity Officers to organise Government Cinema Shows.
- (d) Submission of statements regarding the blind, the deaf, etc., to the Subdivisional Magistrate.
- (e) Duties in connection with Wakf Estates.

PART II—PARTIALLY RELIEVED.

Serial
No.

Nature of duty.

Remarks.

I.—Revenue Authorities.

1. (a) Service of notices regarding relief works . . . Some of the duties relating to crime and those relating to the collection of information about distress shall be done by the police, who shall also help the Relief Committee as to the best way of organizing patrols and shall take charge of any starving wanderer brought to them. The duties relating to reports of increase of mortality shall be performed by the police only in areas where the Village Self-Government Act is not in force.
- (b) Reports of loss of and damage to boundary marks. (Repairs of survey pillars.) The police shall perform this duty only in areas where the Village Self-Government Act is not in force.

II.—Criminal Courts.

1. (a) Service of summons to private persons . . . In cognizable and Crown cases the summons should be served through police if in the opinion of the Magistrate there are special reasons to justify this course. (Summonses on witnesses in Sessions cases, notices under section 144, Code of Criminal Procedure, notices regarding suspicious unclaimed or intestate property, notices under sections 133, 145 and 146, Code of Criminal Procedure, should be served through the police).

Serial No.	Nature of duty.	Remarks.
(b)	Inquiries in consequence of petitions to courts for summary enquiry in petty cases.	The police may be called upon to perform this duties for adequate reasons, <i>e.g.</i> , in an emergency or where a breach of the peace is apprehended.
(c)	Service of summonses and processes in non-cognizable cases.	The police should serve proclamations, attachments and also summonses and notices in cases only in which the Crown represented by the police prosecutes.
(d)	Service of notices under the Arms Act and notices regarding renewal of gun licenses.	The police should take an interest in the licensing of arms, but Magistrates should issue Post Card notices where possible.
(e)	Service of notices regarding the explosive shops.	Should ordinarily be served through the post office, but the licensing authorities will have discretion to get served through police notices under rule 56 of the Indian Explosives Rules, 1914, intimating refusal to renew a licence.

III.—Revenue Courts.

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| 3. | Service of notices under the Land Registration Act and the Sale and Partition Act. | Copies of notices shall be exhibited on the police-station notice board, as in most cases publication of the notices at the police-station is a statutory requirement. The original notice duly signed by an officer of the police-station should be returned to the Collector. |
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IV.—Agriculture Department.

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| 4. | (a) Work in connection with the jute forecast and preparation of crop statistics. | The police may be called upon to perform this duty only in areas where the Village Self-Government Act is not in force. |
| | (b) Reports of cattle diseases | The police may be called upon to perform this duty only in areas where the Village Self-Government Act is not in force. |
| | (c) Service of notices of the Agriculture Department. | The police may be called upon to distribute notices among panchayats (but not among individuals) in areas where the Village Self-Government Act is not in force. |

V.—Panchayats and Union Boards.

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| 5. | Assistance to collecting panchayats in the realization of chaukidari taxes. | Police help may be obtained in the last resort, but this will be exceptional. |
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VI.—Public Health and Medical Departments.

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| 6. | (a) Reporting of the outbreak of epidemic diseases. | The police may be called upon to perform this duty only in the areas where the Village Self-Government Act is not in force. |
| | (b) Service of notices to rural public and intending pilgrims regarding precautions to be taken on the outbreak of epidemic diseases. (Orders of the Public Health Department.) | Publicity should be given to such notices mainly through other agencies, but police help may be obtained. |

Appx. VII.

Serial No.	Nature of duty.	Remarks.
(c)	Enquiries regarding the state of health of patients discharged from the Pasteur Institute.	The police may be called upon to perform this duty only in areas where the Village Self-Government Act is not in force.
(d)	Rendering assistance to sanitary inspectors and vaccinators for vaccinating villagers.	This should ordinarily be done by other agencies and by police in case of likelihood of breach of the peace.

VII.—Local Authorities (Municipalities and District Boards).

7. (a)	Execution of warrants for the realization of municipal dues.	The police may be employed only where resistance or a breach of the peace is anticipated.
(b)	Service of notices regarding pounds, ferries, etc.	The police should not be called upon to serve notices on individuals, but notices shall be exhibited on the police-station notice board as it is a statutory requirement.
(c)	Execution of orders regarding district board and local board elections and publication of notices.	Ordinarily the duties of the police shall be to post notices, to keep order at polling stations and to report whether there is anything on record against any person whom the District Magistrate proposes to nominate.
(d)	Service of notices on owners of hackney carriages and carts for registration of their vehicles.	In areas in which the Calcutta Hackney Carriage Act is administered by the police, their duties are to issue on owners any notice that may be required. The police should not be called upon to serve notices on cart and carriage owners in <i>mufassil</i> municipalities.

VIII.—Miscellaneous (Government) Departments.

8. (a)	Communication of orders on chaukidars and dafaders.	These should go through the police in areas where the Village Self-Government Act is not in force. In areas where the said Act is in force the medium should be left to discretion of the Magistrate, subject to any orders which may have been issued.
(b)	Preparation of vital statistics	.. Except within railway limits the police may be called upon to perform this duty in rural areas other than those— (1) completely covered by union boards, or (2) covered entirely by chaukidari unions or partly by chaukidari unions, and partly by the union boards, where all the presidents are willing to undertake the work without remuneration.
(c)	Enquiries about pension-holders	.. These enquiries should be made by police in towns only.
(d)	Enquiries about petitions submitted by prisoners to Magistrates regarding domestic affairs.	These enquiries should be made by police in towns only.
(e)	Rendering assistance to officers of the civil courts in attaching properties under civil court decrees.	This should be done by other agencies, police help being taken only when breach of the peace or resistance is apprehended.

APPENDIX VIII.

(Regulation 168.)

List of Miscellaneous Acts and Rules conferring powers on the Police.

Acts or Regulations.	Section or rule conferring the power.	Ranks of police officers empowered.	Brief particulars of power or duty.
1. The Ancient Monuments Preservation Act, 1904 (Act VII of 1904 (India)).	Section 17 (4)	.. All officers of and above the rank of Sub-Inspector.	To search for goods in respect of which offence was committed under section 17 (2) of the Act.
2. The Bengal Aerial Rope-ways Act, 1923 (Bengal Act VII of 1923).	Section 35	.. All ranks	To arrest without warrant any person committing offences under sections 32 and 34.
3. The Bengal Borstal Schools Act, 1928 (Bengal Act I of 1928).	Section 14	.. All officers of and above the rank of Sub-Inspector.	To arrest without warrant an adolescent offender escaping from a Borstal School.
4. The Bengal Children Act, 1922 (Bengal Act II of 1922).	Section 17	.. Officers of and above the rank of officer in charge of a police station.	To release youthful offenders on bail in certain cases.
	Section 18	.. Ditto	To arrange for detention (not at the police-station) when not released on bail.
	Section 20 (2)	.. Ditto	To inform forthwith the parent or guardian when youthful offender is arrested and warn him to attend court, before which children will appear.
	Section 27(2)	.. Inspector and above	To bring before a Juvenile Court a child under the age of 14 who lives in houses of ill-fame.
	Section 44(2)	.. All ranks	To arrest without warrants youthful offenders escaped from legal custody while being conveyed to or from a place of detention.
5. The Bengal Criminal Law Amendment Act, 1925.	Section 10 read with rule 12 of Notification No. 14695P., dated the 29th June 1932.	.. Court Inspector and above.	To conduct the prosecution of any case before Commissioners appointed under the law.
6. The Bengal Criminal Law Amendment Act, 1930 (Bengal Act VI of 1930).	Section 2(a)	.. All ranks	To arrest without warrant.
	Section 2A(2)	.. Ditto	Ditto.
	Section 10(2)	.. Ditto	Ditto.
	Section 4(1) read with Notification No. 17025X., dated the 26th May 1932.	.. All officers of and above the rank of Sub-Inspector.	Ditto.
	Section 4(2)	.. Officers of and above the rank of officer-in-charge of a police-station.	To search for and seize property without warrant.
	Section 6	.. All ranks	To arrest without warrant.

Appx. VIII

Acts or Regulations.	Section or rule conferring the power.	Ranks of police officers empowered.	Brief particulars of power or duty.
7. The Bengal Cruelty to Animals Act, 1920 (Bengal Act I of 1920).	Section 16 ..	All ranks ..	To take animals, etc., to weighbridge in case of over-loading.
	Section 17(1) ..	Ditto ..	To release the animal and load in case the over-loading is not proved.
	Sections 18 and 21(1)(b)(2).	Ditto ..	To take unfit animal to the Veterinary Inspector.
	Section 19(2) ..	Ditto ..	To deposit excess load at the police- station.
	Sections 19(2) and (3)	Officer-in-charge of police-station.	To follow the prescribed procedure for the disposal of the excess load.
	Section 25(3) ..	All ranks ..	To kill or cause to be killed a severely injured or diseased animal.
	Section 26 ..	Ditto ..	To arrest without warrant
	Section 27 ..	All officers of and above the rank of Sub-Inspector.	Special power of search, arrest and seizure.
	Section 28(1)	Above the rank of constable.	To execute search warrants.
8. The Bengal Cruelty to Animals (Arrest) Act, 1869 (Bengal Act III of 1869).	Section 1	All ranks ..	To arrest without warrant any person committing offence against Act-I of 1869.
9. The Bengal Excise Act, 1909 (Bengal Act V of 1909).	Section 67	Ditto ..	To arrest, seize, etc.
	Section 70 read with paragraph 12(b) of Notification No. 596 S.R., dated the 30th March 1915.	Officers of and above the rank of officer- in-charge of a police- station.	To search without warrant.
	Section 71 ..	All ranks ..	To supply information to and aid, excise officers.
	Sections 73(2), 74(2), 75(5) and 83(a) read with paragraph 12(c) of Notification No. 596 S.R., dated the 30th March 1915.	Officers of and above the rank of officer in charge of a police- station.	To observe the prescribed procedure for investigation, institution, etc. of certain cases.
	Section 76(2C) and (3)	All ranks ..	To produce articles and persons before the officer-in-charge of a police-station.
	Section 77 ..	Officer-in-charge of police-station.	To take into custody articles seized.
	Section 78 ..	Ditto ..	To report arrests, seizures and searches.
10. The Bengal Opium Smoking Act, 1932 (Bengal Act X of 1932).	Section 15 ..	Ditto ..	To aid Excise Officers.
11. The Bengal Ferries Act, 1885 (Bengal Act I of 1885).	Section 31 ..	Ditto ..	To arrest without warrant.
12. The Bengal Juvenile Smoking Act, 1919 (Bengal Act II of 1919).	Section 4 ..	Ditto ..	To seize any tobacco, pipes or ciga- rette papers in the possession of any person apparently under the age of 16.
	Section 5 ..	Ditto ..	To make complaint.

Acts or Regulations.	Section or rule conferring the power.	Ranks of police officers empowered.	Brief particulars of power or duty.
13. The Bengal Local Self-Government Act, 1885 (Bengal Act III of 1885).	Section 86K ..	All ranks ..	To assist in the collection of tolls in case of resistance.
	Section 86D ..	Ditto ..	Travelling* on duty are exempted from tolls.
	Rule 11(6) of Part II of the rules for direct election of members of district boards issued with Notification No. 1886-L. S.-G., dated the 16th July 1938.	Ditto ..	To be allowed to be present at polling stations by presiding officers.
14. The Bengal Municipal Act, 1932 (Bengal Act XV of 1932).	Section 210 ..	Ditto ..	To assist persons authorised to collect tolls, when required.
	Section 209(1) ..	Ditto ..	No tolls shall be paid by police officers on duty.
	Section 398 ..	Above the rank of constable.	To direct operations in case of fire.
	Section 534(1) ..	All ranks ..	To arrest persons refusing to give name and residence.
15. The Bengal Places of Public Amusement Act, 1933 (Bengal Act X of 1933).	Section 8(1) ..	Ditto ..	When authorised by Magistrate to close the notified place.
	Section 8(3) ..	Officers of and above the rank of Assistant Sub-Inspector.	To enter any notified place of public amusement.
	Rule 16, Notification No. 6378Pl., dated 28th November 1933.	All ranks ..	Free access to places of public amusement.
	Section 3(1) read with Notification No. 3498P., dated the 25th March 1933.	All officers not below the rank of Sub-Inspector.	To arrest and detain suspected persons.
	Section 8 ..	Officers of and above the rank of Assistant Sub-Inspector.	To report the proceedings of a public meeting.
	Section 12(2) ..	Officers of and above the rank of Deputy Superintendent.	May be vested with any of the powers of the District Magistrate.
	Section 24 ..	All officers not below the rank of Sub-Inspector.	May report for prosecution.
	Section 26 ..	All ranks ..	To arrest without warrant.
17. The Bengal Troops Transport and Travellers Assistance Regulation, 1806 (The Bengal Regulation II of 1806).	Section 3 ..	Ditto ..	To assist in providing bearers, boatmen, carts and bullock.
	Section 6 ..	Sub-Inspector and officer-in-charge of police-station.	To afford every assistance to facilitate the march of troops.
	Section 8 ..	Ditto ..	To assist travellers of their journeys.
18. The Bengal Rhinoceros Preservation Act, 1932 (Bengal Act VIII of 1932).	Section 5 ..	Officer-in-charge of police-station.	Every person killing or injuring a rhinoceros in self-defence shall report it to the officer-in-charge and the officer-in-charge shall send a copy of the report to the nearest Forest officer.
19. The Bengal Sati Regulation, 1829 (Bengal Regulation XVII of 1829).	Section 3 ..	All officers of and above the rank of Sub-Inspector.	How to act on receiving intelligence of intended sacrifice.

Appx. VIII.

Acts or Regulations.	Section or rule conferring the power.	Ranks of police officers empowered.	Brief particulars of power or duty.
20. The Bengal Smuggling of Arms Act, 1934 (Bengal Act VI of 1934).	Sections 10 and 11(1)	All ranks ..	May arrest without warrant any persons for breaches of orders made under sections 7 and 9 respectively.
21. The Bengal Suppression of Immoral Traffic Act, 1933 (Bengal Act VI of 1933).	Sections 6(1), (2), (3), (4), (5), and (7).	Superintendent ..	To order discontinuance of house room or place as brothel, etc., and procedure to be followed.
	Section 6 (6) ..	Inspector and above ..	To make enquiries under this section.
	Section 13 ..	Superintendent and officers down to Sub-Inspector authorised by Superintendent.	To remove minor girls from premises in certain cases.
	Section 17(1) ..	Ditto ..	Procedure after the recovery of the girl.
	Section 22 ..	All ranks ..	May arrest without warrant for solicitation.
22. The Bengal Suppression of Terrorist Outrages Act 1932 (Bengal Act XII of 1932).	Section 17(2) ..	Officers of and above the rank of Deputy Superintendent.	May be invested with some of the powers of the Districts Magistrate under this Act.
	Section 21 ..	All ranks ..	To arrest without warrant for any offence under Chapter I of the Act.
	Section 22 ..	Ditto ..	Any offence punishable under sections 160, 186, 187, 188, 189, 227, 228, 505, 506, 507 or 508 of the Indian Penal Code.
	Section 39 ..	Ditto ..	To arrest without warrant for offences under sections 35 and 36 of the Act.
	Section 3(1) read with rules published in Notification No. 25961P., dated the 23rd December 1932.	All officers of and above the rank of Assistant Sub-Inspector or head constable.	To detain and arrest. For powers of police officers under this Act vide rules 4(1) and (2), 5, 6, 7, 10, 11, 12, 13, 14, 15 and 16 of the Bengal Suppression of Terrorist Outrages rules 1934, as published under Notification No. 5423P., dated the 15th May, 1934.
23. The Bengal Tramways Act, 1883 (Bengal Act III of 1883).	Section 33 ..	Officer-in-charge of police-station.	To receive person arrested by the Tramway servants for non-payment of fare.
	Section 37 ..	All ranks ..	To regulate traffic on the Road.
24. The Bengal Village Self-Government Act, 1919 (Bengal Act V of 1919).	Rule 5A, Part III, Notification No. 3866P1., dated the 20th August 1932.	Officer-in-charge of police-station.	To supply a list of bad characters to the union board. The officer-in-charge may inspect the register of bad characters kept by union boards.
25. The Bengal Vaccination Act, 1880 (Bengal Act V of 1880).	..	..	The duties of the police under this Act are limited to the service of a notice in the form prescribed in Schedule E of the Act and to the transmission of a copy of the notice to the District Health Officer.
26. The Bengal Warterways Act, 1934 (Bengal Act XII of 1934).	Section 140 ..	Above the rank of Constable.	To arrest on the written application of the Chairman or other officer to whom power has been delegated by the Chairman by general or special order, any person who obstructs any officer or servant of the board.
27. The Bengal Workmen's Protection Act, 1934 (Bengal Act IV of 1935).	Section 4 ...	All ranks ..	To take cognizance of persons loitering at or near work-places with a view to recover debts from workmen.

Acts or Regulations.	Section or rule conferring the power.	Ranks of police officers empowered.	Brief particulars of power or duty.
28. The Calcutta Municipal Act, 1923 (Bengal Act III of 1923) as extended to the Municipality of Howrah.	Section 545(1) (a) ..	Superintendent and his subordinates.	To co-operate with the commissioners for carrying into effect and enforcing the provisions of the Calcutta Municipal Act, 1923 as in force in Howrah.
	Section 545(1)(b) ..	Ditto ..	To assist the commissioners, municipal officers or servants in carrying out any order made by a Magistrate.
	Section 545 (2)(i) ..	All ranks ..	To communicate to the proper municipal officer certain information regarding commission of offence under the Act.
	Section 545(2)(ii) ..	Ditto ..	To assist any municipal officer or servants for the exercise of the power under the Act.
	Section 546(1) ..	Ditto ..	To arrest any person who commits any offence against the said Act.
	Section 546(3) ..	Any officer above the rank of constable.	To arrest any person who obstructs any municipal officer or servant in the exercise of the powers conferred by the Act.
29. The Calcutta Port Act, 1890 (Bengal Act III of 1890).	Section 140 ..	All ranks ..	To give immediate information of certain offences.
	Section 141(1) ..	Ditto ..	To arrests persons committing nuisance.
30. The Calcutta Tramway Act, 1880 (Bengal Act, I of 1880).	Section 22 ..	Officer-in-charge of police-station.	Procedure when a person is arrested and produced by a tramway servant.
31. The Cantonments Act, 1924 [Act II of 1924 (India)].	Section 58(1) ..	All ranks ..	To arrest and seize contraband liquor without warrant.
	Section 118(4) ..	Ditto ..	To impound stray cattle.
	Section 236(2) and 250(b)(ii).	All officers not below the rank of Sub-Inspector (employed in cantonments).	To report for prosecution or to arrest persons loitering for prostitution.
	Section 239(2) ..	Superintendent ..	To cause service on a seditious person of a copy of the order for his removal.
	Section 250 ..	All ranks (employed in cantonments.)	To arrest without warrant in certain cases.
	Section 251 ..	All ranks ..	Duties of the cantonment police
32. The Cattle Trespass Act, 1871 [Act I of 1871 (India)].	Section 10 ..	Ditto ..	To aid seizure.
	Section 11 ..	Ditto ..	To seize cattle damaging public road and to impound them (c.f. section 70 of the Indian Forest Act, 1927).
	Sections 14 and 16 ..	Officer-in-charge of police-station.	Proclamation and sale, etc., of impounded cattle.
	Section 19 ..	All ranks ..	Not to purchase cattle in sale.
33. The Criminal Law Amendment Act, 1932 [Act XXIII of 1932 (India)].	Section 7(2) ..	Officers of and above the rank of Officer-in-charge of a police-station.	Cognizance will be taken on the report of.

Acts or Regulations.	Section or rule conferring the power.	Ranks of police officers empowered.	Brief particulars of power or duty.
34. The Criminal Tribes Act 1924 [Act VI of 1924 (India)].	Section 21	All ranks	To arrest without warrant.
	Section 22(3)	Officer-in-charge of police-station and an officer not below the rank of Sub-Inspector.	Ditto.
	Section 25	All ranks	Ditto.
	Rules issued under Notification No. 2127PI., dated the 29th May 1929.		
	Rule 3(2)	Officer-in-charge of police-station.	To serve notices under section 5.
	Rule 7(1)	Ditto	To register attendance of Criminal Tribes members.
	Rule 8(1)	Ditto	Criminal Tribes member to report residence.
	Rules 8 (2), (3) and (4)	Ditto	To report absence and issue journey pass, etc., of Criminal Tribes members.
	Rule 9(1)(2)	Ditto	To report absence and issue journey pass, etc., of Gains.
	Rule 11(1)	Above the rank of constable.	To make arrangements for domiciliary visits.
	Rule 11(2)	All ranks	To visit wandering registered Gains. For Karwal Nat Settlement Rules, vide Notification No. 3587PI., dated the 27th September 1919. For rules for the management and control of the Industrial School establishment at Nilphamari for the children of the Karwal Nat Settlement, vide Notification No. 3192PI., dated the 22nd June 1928.
35. The Dangerous Drugs Act, 1930 [Act II of 1930 (India)].	Section 23(1)	Superior in rank to a constable.	To search and arrest without warrant.
	Section 24	Ditto	To seize and arrest in public places.
	Section 26	All ranks	To assist Exercise officers.
	Section 27	Ditto	To report arrest and seizures to superior officers. The investigating officer shall send intimation of the seizure, etc., in important cases to the excise officers having jurisdiction.
	Section 28	Ditto	Are to be punished for vexatious searches and arrest.
	Section 29(1)	Officer-in-charge of police-station.	To receive articles seized and persons arrested.
36. The Dramatic Performance Act, 1876 [Act XIX of 1867 (India)].	Section 8	All ranks	To enter, search and seize under warrant issued by a Magistrate.
37. The Elephants Preservation Act, 1879 [Act VI of 1879 (India)].	Section 8	Ditto	To demand production of licence.

Acts or Regulations.	Section or rule conferring the power.	Ranks of police officers empowered.	Brief particulars of power or duty.
38. The European Vagrancy Act 1874 [Act IX of 1874 (India)].	Section 4 ..	All ranks ..	To require vagrants to go before Magistrate.
	Sections 5 and 6 ..	Ditto ..	To escort vagrants to work-house or place of employment.
	Section 8 ..	Officer-in-charge of police-station.	To pay annas eight as subsistence allowance per diem while the vagrant is in-charge of the police.
	Section 10 ..	Superintendent or Assistant Superintendent.	The Provincial Government may invest them with the power of a Magistrate of the 1st class.
	Section 19 ..	All ranks ..	May arrest vagrants on refusal to go before the Magistrate.
	Section 24 ..	Ditto ..	To escort vagrants as under sections 5 and 6 if ordered by Magistrate.
39. The Foreigners Act 1864 [Act III of 1864 (India)].	Section 14 ..	Ditto ..	Apprehension of foreigners.
	Section 15 ..	Ditto ..	Procedure upon apprehension.
	Section 20 ..	All ranks (under the authority of Magistrate).	To board vessels to ascertain whether foreigners are on board.
40. The Bengal Public Gambling Act, 1867 [Bengal Act II of 1867)].	Section 5 ..	Superintendent ..	To issue a search warrant.
	Section 11 ..	All ranks ..	To arrest persons without warrant gambling in a public place [cf. sections 5 and 13 of the Public Gambling Act, III of 1867 (India)].
41. The Goondas Act, 1923 (Bengal Act of 1923).	Section 9 ..	Ditto ..	To arrest for breach of orders under section 6.
	Section 10(1) ..	Ditto ..	To arrest for breach of orders under section 8.
42. The Howrah Offences Act, 1857 [Act XXI of 1857 (India)].	Section 3 ..	Ditto ..	To apprehend a reputed thief.
	Section 15 ..	Ditto ..	To apprehend without warrant for gambling in public streets.
	Section 51 ..	Ditto ..	To arrest any person without warrant for offence committed in his view under this Act if the name and address are unknown.
	Section 52 ..	Ditto ..	To arrest a person charged with aggravated assault.
	Section 53 ..	Ditto ..	Persons arrested are to be detained in the nearest police office.
43. The Identification of Prisoners Act, 1920 [Act XXXIII of 1920 (India)].	Section 3 ..	Sub-Inspector and above as defined in section 2(6).	To take measurements and photographs of certain convicts.
	Section 4 ..	Ditto ..	To take photographs and measurements of unconvicted persons.
	Section 5 ..	Ditto ..	To take measurements, etc., during investigation under orders of a Magistrate.
44. The Indian Aircraft Act, 1934 (Act XXII of 1934).	Rule 17, Part II of the Indian Aircraft Rules, 1937.	Above the rank of constable.	To demand production of licence, etc,

Appx. VIII.

Acts or Regulations.	Section or rule conferring the power.	Ranks of police officers empowered.	Brief particulars of power or duty.
45. The Indian Airforce Act 1932 [Act XIV of 1932(India)].	Section 60 ..	All ranks ..	To aid in the apprehension of an offender on receipt of an application from the Commanding officer.
	Section 61(2) ..	Ditto ..	To arrest without warrant a deserter.
46. The Indian Army Act, 1911 [Act VIII of 1911 (India)].	Section 123(2) ..	Ditto ..	To arrest deserters.
	Sections 125 ..	Ditto ..	To aid in the apprehension of offenders under this Act.
47. The Indian Arms Act, 1878 [Act XI of 1878 (India)].	Section 6 read with Bengal Government Order No. 10674-80P., dated the 23rd November, 1914.	Officers of and above the rank of Sub-Inspector.	To detain arms, etc.
	Sections 25 and 30 read with Bengal Government Order No. 10675-P., dated the 12th November 1914.	Ditto ..	To retain, search for and seize arms.
	Section 13 ..	All ranks ..	To disarm a person.
	Section 28 ..	Ditto ..	To give information in certain cases.
	Notification No. 2801-P., dated the 16th March, 1924 rule made under sub-rule (4) of rule 28 of the Indian Arms Rules, 1924.	Officers of and above the rank of Sub-Inspector.	Inspection of dealers' premises.
	Section 17(3) ..	All ranks ..	To arrest without warrant.
49. The Indian Emigration Act, 1922 [Act VII of 1922(India)].	Section 25(4) ..	Ditto ..	To arrest without warrant any person committing offence under section 25.
	Rule 16 of the Indian Emigration Rules, 1923.	Officer in charge of police-station.	To demand production of an emigration agent's licence.
	Rule 20(3)(a) ..	Officers of and above the rank of Inspector.	To visit and inspect the place of accommodation.
50. The Indian Explosives Act, 1884 [Act IV of 1884(India)].	Section 13 ..	All ranks ..	To arrest without warrant.
51. The Explosives Rules, 1914.	Rule 102 ..	Officers not below the rank of Sub-Inspector.	To require the production of licences and passess.
	Rule 106 ..	Officers of and above the rank of Sub-Inspector.	To enter, search, seize, etc.
52. The Indian Fisheries Act, 1897 [Act IV of 1897(India)].	Section 7 ..	All ranks ..	To arrest without warrant for offences under sections 4 and 5.
53. The Indian Forest Act, 1927 [Act XVI of 1927 (India)].	Section 44 ..	Ditto ..	To demand aid of public in case of accident at depot.
	Section 52(1) ..	Ditto ..	To seize property liable to confiscation.
	Section 64(1) ..	Ditto ..	To arrest persons suspected of forest offences.
	Section 66 ..	Ditto ..	To prevent commission of offences.
	Section 70 ..	Ditto ..	To seize and impound cattle (cf section 11 of the cattle Trespass Act 1871).
	Section 79 ..	Ditto ..	To demand assistance of public.

Acts or Regulations.	Section or rule conferring the power.	Ranks of police officers empowered.	Brief particulars of power or duty.
54. The Indian Lunacy Act, 1912 [Act IV of 1912 (India)].	Section 13(1)(2) ..	Officer in charge of police-station.	To arrest dangerous lunatics found wandering or not under proper control.
	Section 36 ..	All ranks ..	To recapture after escape.
55. The Indian Merchant Shipping Act, 1923 Act XXI of 1923 (India).	Section 101(1) ..	Ditto ..	To give assistance in conveyance of deserters or imprisoned seamen on board ship.
	Section 255(2) ..	Ditto ..	To assist in the arrest of a witness in board ship.
56. The Motor Vehicles Act, 1939 [Act IV of 1939 (India)].	Section 73 read with Bengal Government Order No. 260(27) 2Pl., dated the 8th February, 1940.	Officers of and above the rank of Sergeant and Sub-Inspector.	To have any goods vehicle and trailer weighed when used in contravention of section 72.
	Section 86 read with Bengal Government Order No. 260(27) 2Pl., dated the 8th February 1940).	Officers of and above the rank of Sergeant and Sub-Inspector within the Municipality of Howrah and elsewhere in the province all officers in uniform.	To demand production of driving licence and certificate of registration.
	Section 88 read with Bengal Government order No. 260(27) 2Pl., dated the 8th February, 1940.	Officers and above the rank of Sergeant and Sub-Inspector.	To demand from owner of motor vehicle information regarding the name and address of and the licence held by the driver.
	Section 90 read with Bengal Government order No. 260(27) 2Pl., dated the 8th February 1940.	Officers of and above the rank of Sergeant and Sub-Inspector any investigating officer.	To inspect any motor vehicle involved in accident.
	Section 129 ..	Officers of and above the rank of Sergeant and officers in charge of police-stations within the municipality of Howrah.	To seize(1) any identification mark carried on a motor vehicle or any false document produced by a driver and (2) any licence held by a driver and forward it to the court.
	Section 129(1) ..	Officers of and above the rank of Sergeant and Sub-Inspector (excluding those within the municipality of Howrah.	To seize any identification mark carried on a motor vehicle or any false documents produced by a driver.
	Section 129(2) ..	Officers of and above the rank of head constable (excluding those within the municipality of Howrah)	To seize any licence held by a driver and forward it to the court.
	Rule 40 ..	All officers not below the rank of Deputy Superintendent.	May suspend the certificate of registration of a motor vehicle.
	Rule 82 ..	Officers not below the rank of Sergeant or Sub-Inspector.	To require production of part A of a permit.
	Rule 8 ..	Any officer in uniform	May mount any transport vehicle for inspecting part B of a permit.
The Bengal Motor Vehicles Rules, 1940.	Rule 92 ..	Officer at a police-station.	To receive when necessary from the conductor or driver of a stage carriage property left by passengers.
	Rule 95 ..	Any officer in uniform	To demand from the conductor of a stage carriage for the production of his license for inspection.

Acts or Regulations.	Section or rule conferring the power.	Ranks of police officers empowered.	Brief particulars of power or duty.
The Bengal Motor Vehicles Rules, 1940— <i>Concld.</i>	Rule 98	Any police officer ..	To receive a lost driver's or conductor's badge when handed to him by the finder.
	Rule 107(a) and (b) ..	Any officer in uniform not below the rank of Sergeant or Sub-Inspector.	To call upon the driver of a goods vehicle to stop it in order to examine the contents.
	Rule 107(c) ..	Any officer in uniform	To call upon the driver of a public service vehicle to stop it in order to examine the number of passengers and other contents.
	Rule 107(d) ..	All officers of or above the rank of Deputy Superintendent.	To inspect any public service vehicle in a public place.
	Rule 181 ..	Any police officer ..	To take name and address of hirer of a motor cab in the event of a dispute between the hirer and the driver of the cab in connection with the fares or if the hirer has reasonable grounds for believing that the meter is registering incorrectly.
	Rule 183 ..	All ranks ..	To remove any motor vehicle abandoned on the road and to detain it until expenses incurred have been paid.
	Rule 188 ..	Any officer in uniform	To allow any motor vehicle to be driven on any footpath or track.
	Rule 190 ..	Any officer not below the rank of Sub-Inspector.	To order the removal or re-packing of inflammable or dangerous substance from any public service vehicle.
57. The Indian Naval Armament Act, 1923, Act VII of 1923 (India).	Section 7(c) read with Government order No. 6, dated the 29th February, 1924.	Superintendent ..	To seize, detain and search ships liable to forfeiture.
58. The Indian Official Secrets Act, 1923 [Act XXI of 1923 (India)].	Section 10(2) ..	Officers of and above the rank of Inspector.	To demand information as to harbouring spies.
	Section 11(1) ..	Officers of and above the rank of officer-in-charge of a police-station.	To execute search warrants.
	Section 11(2) ..	Superintendent ..	To give written authority for search in emergent cases.
	Sections 12(a) and 12(b)	All ranks ..	To arrest for offences under section 3 or section 3 read with section 9 and under section 6(1)(a).
59. The Indian Passport Act, 1920 [Act XXXIV of 1920 (India)].	Section 4 ..	Officers of and above the rank of Sub-Inspector.	To arrest without warrant any person contravening any rule under section 3.
60. The Indian Press Emergency Powers Act, 1931 [Act XXIII of 1931 (India)].	Section 14 ..	Ditto ..	To execute a search warrant.
	Section 16(1) ..	All ranks ..	To seize unauthorized newspapers, etc.
	Section 16(2) ..	Officers of and above the rank of Sub-Inspector.	To execute search warrants.
	Section 17(1) and (2) ..	Ditto ..	To execute warrant to seize Presses.
	Section 19 ..	Ditto ..	To execute search warrants.
	Section 19 ..	All ranks ..	To seize forfeited publications.

Acts or Regulations.	Section or rule conferring the power.	Ranks of police officers empowered.	Brief particulars of power of duty.
61. The Protection of Muhammadan Pilgrims Act, 1896 (Bengal Act of 1896).	Rule 4 under section 3(2) of the Act published with Notification No. 10217P., dated the 31st August, 1929.	All ranks	To grant certificate to a pilgrim broker or a <i>muallem</i> .
62. The Indian Railways Act, 1890 [Act IX of 1890 (India)].	Section 131	Ditto	To arrest without warrant for offences against certain sections.
	Section 132	Ditto	To arrest a person likely to abscond or unknown.
63. The Indian Salt Act, 1882 [Act XII of 1882 (India)].	Section 30 read with Notification No 77T.—S. R., dated the 21st April, 1930.	Ditto	All the powers conferred by this Act on Salt Revenue Officers except the powers under section 15 which may be exercised by officers of and above the rank of Sub-Inspectors only.
	Rule 20, Notification No. 1908S. R., dated the 10th April 1901.	The senior officer at the police-station.	To receive Salt and the persons arrested by Salt Revenue Officers.
	Section 18	Officers of and above the rank of Head Constable.	To attend searches.
	Section 24	All ranks	To assist Salt Revenue Officers.
64. The Indian States (Protection) Act, 1934 [Act XI of 1934 (India)].	Section 6(2)	Ditto	To arrest without warrant for an offence under section 6(1).
65. The Inland Steam-Vessels Act, 1917 [Act I of 1917 (India)].	Bengal Government order No. 275-97 Mne, dated the 18th January, 1927.	All officers not below the rank of Sub-Inspector.	To examine the certificate of survey, to prevent the overloading of passengers and accommodation and to report any infringement of the Act. (See note below). Superintendent to report to District Magistrates all cases of infringement of the Act.
66. The Lepers Act, 1898 [Act III of 1898 (India)].	Sections, 6 and 7	All ranks	To arrest pauper leper.
	Section 8(1)	Ditto	To escort leper to a leper asylum.
	Section 10(2)	Ditto	To escort lepers to an asylum.
	Section 12	Ditto	To re-arrest escaped lepers.
67. The Licensed Warehouse and Firebrigade Act 1893 (Bengal Act I of 1893).	Section 33	Ditto	To assist firebrigades in execution of their duties.
68. The Metal Tokens Act, 1889 [Act of 1889 (India)].	Section 5.	Ditto	To arrest without warrant.

NOTE.—“The operation of section 3 of the Act is subject to the order contained in Bengal Government Marine Department Notification No. 48 Mnc., dated the 19th November 1930, which lays down that the provisions of Chapter II of the Act which relate to survey of inland motor vessels shall not apply to the following inland motor vessels, which do not apply for hire for the conveyance of persons or goods:—

- (1) Ordinary rowing boats and sailing boats fitted with a detachable outboard motor;
- (2) sailing yachts fitted with auxiliary motors;
- (3) motor boats forming part of a steam vessel's equipment under the Board of Trade Regulations for boats and life-saving appliances; and
- (4) small motor launches not exceeding 30 feet in length and 20 B. H. P. belonging to private persons and used exclusively for personal recreation by the owner, his family and his friends”. (G. O. No. 271Pl.—D., dated the 12th October, 1931).

Appx. VIII.

Acts or Regulations.	Section or rule confering the power.	Ranks of police officers empowered.	Brief particulars of power of duty.
69. The Opium Act, 1874 [Act I of 1878 (India)], as modified its application to Bengal.	Section 13 read with the Government of India Notification No. M. 826(1), dated the 22nd March 1937.	Officers of and above the rank of Inspector.	To inspect certain places.
	Section 14 read with the Government of India Notification No. M. 826(2), dated the 22nd March 1937.	Ditto ..	To inspect and take samples.
	Section 14 ..	All officers not below the rank of Sub-Ins- pector.	To search, seize and arrest.
	Section 15 ..	All ranks ..	To search, seize and arrest in open place.
	Section 17 ..	Ditto ..	To co-operate with Excise Officers.
	Section 20 read with Bengal Government No. 152 Ex., dated, the 26th February 1934.	All officers not below the rank of Sub- Inspector.	To follow the prescribed procedure.
	Sections 20B, 20C, 20D, 20J, 20G, 20E, 20F and 20H.	Ditto ..	Ditto.
	Section 20(1) ..	Officers-in-charge of police-station.	To take charge of articles seized.
	Section 21 ..	All ranks ..	To report seizure and arrest to his immediate superior.
70. The Petroleum Act, 1934 [Act XXX of 1934 (India)].	Section 13 read with the Government of India Notification No. M. 826(1), dated the 22nd March 1937.	Officers of and above the rank of Inspec- tor.	To inspect certain places.
	Section 14 read with the Government of India Notification No. M. 826(2), dated the 22nd March 1937.	Ditto ..	To inspect and take sample.
	Section 26 read with the Government of India Notification No. M. 826(3), dated the 22nd March 1937.	Officers of and above the rank of Sub- Inspector.	To enter and search.
The Petroleum Rules, 1937 ..	Rule 130 ..	Officers of and above the rank of Inspec- tor.	To require production of licences.
The Carbide of Calcium Rules, 1937.	Rule 10 ..	Ditto ..	To inspect carbide on board steamers.
	Rule 52 ..	Ditto ..	To require production of licences.
71. The Prisons Act 1894 [Act of 1894 (India)].	Section 43 ..	All ranks ..	To receive persons arrested under section 42 and to proceed as if the offence had been committed in his presence.
72. The Prisoners Act, 1900 [Act III of 1900 (India)].	Section 5 ..	Ditto ..	To execute warrant issued by the High Court for arrest of any person.
73. The Poisons Act, 1919 [Act XII of 1919 (India)].	Rule 10 Bengal Government Notifi- cation No. 5303PL, dated the 12th December 1931.	Officers of and above the rank of Inspector and Sub-Inspector if empowered by the District Magistrate.	To visit and inspect the premises of a licence-holder, his stock and the register.

Acts or Regulations.	Section or rule conferring the power.	Ranks of police officers empowered.	Brief particulars of power of duty.
74. The Presidency Area (Emergency) Security Act, 1926 (Bengal Act III of 1926).	Section 8..	All ranks	To arrest for failure to comply with order made under section 4.
75. The Prevention of Cruelty to Animals Act, 1890 [Act XI of 1890 (India)].	Section 7A	Officers of and above the rank of Sub-Inspector.	To search and seize in certain offences.
	Section 8..	Superintendent	To search or to issue search warrant.
76. The Prevention of Seditious Meetings Act, 1911 [Act X of 1911 (India)].	Section 4(2)	Officers of and above the rank of head constable.	To take notes of the proceedings of a meeting.
	Section 7..	All ranks	To arrest a person for delivery of speeches in a public place without permission.
77. The Private Fisheries Protection Act, 1889 (Bengal Act III of 1889).	Section 6..	Ditto	To arrest without warrant.
78. The Reformatory School Act, 1897 [Act VIII of 1897 (India)].	Section 29	Ditto	To arrest escaped youthful offender.
79. The <i>Sarais</i> Act, 1867 [Act XXII of 1867 (India)].	Rule 5 ..	Ditto	To report about unregistered <i>sarai</i> or change in the keeper of a <i>sarai</i> .
	Bengal Government Notification No. 3821Pl., dated the 27th August, 1931.		
	Rule 7 ..	All officers	To inspect any registered <i>sarai</i> when required by Magistrate.
80. The Stage Carriages Act, 1861 [Act XVI of 1861 (India)].	Section 11	All ranks	To seize stage carriage.
	Rule 10(b) .. Bengal Government Notification No. 3456J., dated the 2nd November 1900.	All officers of and above the rank of Sub-Inspector.	To exercise the power of an Inspector of Stage Carriages.
	Rule 11 ..	Ditto	To inspect stage carriages.
	Rule 24 ..	All ranks	To seize counterfeit tickets.
81. The Sea Customs Act, 1878 [Act VIII of 1878 (India)].	Section 180	Ditto	To seize articles suspicion.
82. The Districts Emigrant Labour Act, 1932 [Act XXII of 1932 (India)].	Section 22(1)	Officers of and above the rank of Inspector.	To inspect depots, vessels or vehicles and inspect accommodation, etc.

APPENDIX IX.

[Regulation 71 and 172.]

Standardized Spelling of Indian Personal Names.

A

Abani.	Afsaruddin.	Amalendu.	Apurba.
Abdul Ali.	Aftab.	Amam.	Arabinda.
Abdul Aziz.	Aftabuddin.	Amarendra.	Arjun.
Abdullah.	Afzaluddin.	Ambika.	Arun.
Abdur.	Afzalur Rahman.	Amin.	Asad.
Abdus.	Agarwala.	Aminuddin.	Asaduzzaman.
Abduz.	Agha.	Amir.	Asdar.
Abhay.	Aghor.	Amiruddin.	Asghar Ali.
Abid.	Ahi.	Amjad.	Ashfaq.
Abinash.	Ahmad.	Amrita.	Ashraf.
Abu.	Ahmadullah.	Amulya.	Ashutosh.
Abu Bakr.	Ahsan.	Ananda.	Asir.
Abul.	Ajit.	Ananga.	Askar.
Acharji.	Akbar.	Ananta.	Aswini.
Acharya.	Akhil.	Anath.	Athar.
Achyutananda.	Akhtaruddin.	Anil.	Atul.
Adhar.	Akram.	Anjab.	Atulya.
Adhikar.	Akrur.	Ankur.	Aulad.
Adhikari.	Akshay.	Ananda.	Aushadhalaya.
Adilluddin.	Akur.	Anukul.	Azhar.
Aditya.	Aliuzzaman.	Anwar.	Azimuddin.
Afazuddin.	Altaful Haq.	Apara.	Aziz.
Afsar.	Amalananda.	Aparna.	

B

Badi.	Banasari.	Bhabendra.	Bijali.
Badr.	Banwari.	Bhabesh.	Bijay.
Bagala.	Barada.	Bhadra.	Bimal.
Bagchi.	Barakat.	Bhaduri.	Binay.
Bahar.	Barat.	Bhagabati.	Bindu.
Baidya.	Bardalai.	Bhagirathi.	Binod.
Baikuntha.	Barlaskar.	Bhajur.	Bipin.
Baikuntheswar.	Barman.	Bhanja.	Birat.
Bairagi.	Barua.	Bhar.	Birbhan.
Bakth.	Barui.	Bharat.	Birendra.
Bakr Ali.	Basak.	Bhatta.	Bireswar.
Baksh.	Basanta.	Bhattacharji.	Biru.
Bakshi.	Basharatullah.	Bhaumik.	Birupakashya.
Bal.	Bashi.	Bhola.	Bisheswar.
Balai.	Bashir.	Bhuban.	Bishan.
Balaram.	Basiruddin.	Bhubaneswar.	Bishi.
Balbir.	Basit.	Bhuiyan.	Biswambhar.
Ballabh.	Basu.	Bhujendra.	Biswas.
Bama.	Batabyal.	Bhupal.	Bibeknanda.
Banamali.	Bazlul.	Bhupati.	Bon.
Banarji.	Bazlur.	Bhupendra.	Borah.
Bandhu.	Becharam.	Bhushan.	Brahmasantan.
Banga.	Benazir.	Bibhuti.	Braja.
Bangshi.	Beni.	Bidhu.	Brajendra.
Banikya.	Betharam.	Bidyabinod.	Brajesh.
Banka.	Bhabadeb.	Bidyarthi.	Brindaban.
Bankim.	Bhabani.	Bihari.	Byomkesh.

C

Chaki.
Chakrabatti.
Chaliha.
Chand.
Chanda.

Chandi.
Chandra.
Charan.
Chaitra.
Charu.

Chatarji.
Chaudhuri.
Chetri.
Chibbar.
Chikan.

Chinta.
Chitta.
Chuni.

D

Dakshina.
Dala.
Dalbir.
Dali.
Dalmia.
Dam.
Daraj.
Das.
Das Gupta.
Dastidar.
Datta.

Datta-Gupta.
Daud.
Daya.
Dayal.
De.
De Chaudhuri.
Deb.
Debendra.
Debeswar.
Debi.
Deshmukhya.

Dhanesh.
Dhani.
Dhar.
Dharani.
Dhirendra.
Dhires.
Didar.
Digambar.
Digendra.
Dilwar.
Dina.

Dinabandhu.
Dinesh.
Diwan.
Dol.
Dulal.
Durga.
Dwarika.
Dwijabar.
Dwijendra.

F

Fahimuddin.
Faisalanabis.
Faizuddin.

Faizullah.
Fakir.
Fakirullah.

Farhatuddin.
Farrakh.
Fazl.

Fazlul.
Fazlur.

G

Gajendra.
Gambhir.
Ganesh.
Ganga.
Gangadhar.
Ganguli.
Gati.
Gauhar.
Gaya.
Gaffar.

Ghafur.
Ghalib.
Ghana.
Ghani.
Ghatak.
Ghatri.
Ghaznavi.
Ghiyasuddin.
Ghosh.
Ghoshal.

Ghulam.
Girija.
Girindra.
Girish.
Gobardhan.
Gobinda.
Gokul.
Golak.
Gopal.
Gopendra.

Gopi.
Goswami.
Gour.
Goutam.
Guha.
Guriram.
Gulzar.
Gunahas.
Gupta.
Guru.

H

Habib.
Habibur.
Hadi.
Hafiz.
Haidar.
Haji.
Hakim.
Hakim Khan.
Halidar.
Halim.

Hamid.
Hanif.
Haq.
Hara.
Haran.
Harendra.
Hari.
Harjiban.
Harish.
Hasan.

Hashim.
Hashmat.
Hasib.
Hasnat.
Hazarika.
Hazra.
Hedayat.
Hemanga.
Hemanta.
Hemendra.

Hira.
Hiran.
Hiranmay.
Hiranya.
Hriday.
Huda.
Husain.
Husamuddin.
Hye.

I

Ibrahim.
Ifaz.
Ikhlas.
Ikram.
Ilahi.

Imam.
Imdadullah.
Indra.
Indu.
Iqbal.

Irfan.
Isha.
Ishaq.
Islam.
Ismail.

Israil.
Iswar.
Izhar.

J

Jabbar.
Jadabananda.
Jadabendu.
Jadabeshwar.
Jadah.
Jadu.
Jaga.
Jagabandhu.
Jagadindra.
Jagadish.

Jagannath.
Jagat.
Jagyeswar.
Jahan.
Jaladhar.
Jalaluddin.
Jamini.
Jana.
Janaki.
Janardan.

Jannat.
Jasaratullah.
Jasoda.
Jatindra.
Jawahir.
Jay.
Jaydeb.
Jhupa.
Jitendra.
Jnan.

Jananada.
Jnanendra.
Jogendra.
Jogesh.
Jugal.
Jyoti.
Jyotish.

K

Kabir.
Kabiruddin.
Kabirullah.
Kabyatirtha.
Kafiluddin.
Kaikubad.
Kailash.
Kaishiki.
Kalachand.
Kali.
Kalimullah.
Kalyaneswar.
Kamakhya.
Kamal.
Kamala.
Kamaluddin.
Kamaruddin.
Kamini.
Kanai.
Kanak.
Kanaganoe.
Kanjilal.

Kanta.
Kanti.
Kapileshtar.
Kar.
Karim.
Karmakar.
Kartaram.
Kartik.
Karuna.
Kashi.
Kasiswar.
Kedar.
Keshgar.
Keshab.
Ketaki.
Khadim.
Khagendra.
Khair.
Khalilullah.
Khalilur.
Khaliq.
Khamaru.

Kritanta.
Khan.
Khankhoje.
Khanna.
Khastgir.
Khirajuddin.
Khirat.
Khoshal.
Khuda.
Khudiram.
Khundkar.
Khurshed.
Khawaja.
Kibriya.
Kifayat.
Kinkar.
Kiran.
Kiranoday.
Kirpa.
Kirti.
Kirtibas.
Kishore.

Kishori.
Krishna.
Kromodeswar.
Kshetra.
Kshirod.
Kshiti.
Kshitindra.
Kshitish.
Kuddus.
Kudratullah.
Kulesh.
Kumar.
Kumaresh.
Kumud.
Kumudini.
Kundu.
Kunja.
Kunwar.
Kurbanullah.
Kurmi.
Kusha Akanda.

L

Lachman.
Lahiri.
Lajjabati.

Laksheswar.
Lakshmi.
Lal.

Lalit.
Latif.
Liyaqat.

Lochan.
Lok.
Lutfur.

M

Madhab.
Madhu.
Madhyastha.
Mahabat.
Mahadeb.
Mahbub.
Mahendra.
Mahesh.
Mahfuz.
Mahima.
Mahinta.
Mahiram.
Mahitosh.
Mahmud.
Mahtabuddin.
Maitra.
Mallik.
Makbul.

Manak.
Manasha.
Mandal.
Mani.
Manik.
Maniruddin.
Manmatha.
Man Mohan.
Mannan.
Mano.
Manoranjana.
Manwat.
Manzur.
Mashiuddin.
Masud.
Matadin.
Mazharul.
Maula.

Mazumdar.
Mehdi.
Minhajuddin.
Mir.
Mirdar.
Mirza.
Misr.
Mitra.
Miyan.
Mizan.
Modak.
Mohana.
Mohanta.
Mohar.
Mohim.
Mohini.
Mobarak.
Mokarrum.

Mufazzal.
Mufiz.
Muhammad.
Muharim.
Muhiuddin.
Muhuri.
Mukharji.
Mukhlis.
Muksin.
Mukhoti.
Mukunda.
Mumtazuddin.
Muralidhar.
Murari.
Murtaza.
Mutahhar.
Majid.
Muzaffar.

M

Makhan.
Malakar.
Malbhong.
Mathura.

Maulik.
Mauzam.
Mazaharuddin.
Mohit.

Mokshada.
Mirdha.
Mrityunjay.

Muzaffar.
Muzammil.

N

Naba.
Nabadwip.
Nabendu.
Nabin.
Nadiruzzaman.
Nag.
Nagatbari.
Nagendra.
Najmul.
Nalin.
Nalinakshya.
Nalini.
Nanda.
Nandan.

Nandi.
Nani.
Narayan.
Naresh.
Narmada.
Narottam.
Nasiruddin.
Natabar.
Nath.
Natun.
Nausher.
Nauthura.
Nawab.
Nayanjan.

Nazaf.
Nazimuddin.
Nazirazzaman.
Naziruddin.
Neogi.
Nibaran.
Nikhil.
Nil.
Nilmani.
Nimai.
Niranjan.
Nirendra.
Nirmal.
Nirmalendu.

Nirod.
Nisar.
Nishi.
Nishitha.
Nityananda.
Niwaz.
Nripendra.
Nrishinha.
Nriya.
Nuruddin.
Nurul.
Nuruzzaman.
Nayyaratna.

O

Obaidullah.

Osman.

P

Paban.
Pacham.
Pada.
Padma.
Pakrashi.
Pal.
Paladhi.
Palit.
Panchanan.
Panchu.
Pandit.
Panna.
Panre.
Panu.

Paramesh.
Parbati.
Pares.
Paira.
Pashupati.
Pathak.
Patit.
Patitandi.
Phanindra.
Phukan.
Pinak.
Pir.
Pitambar.
Prabash.

Prabhat.
Prabhu.
Pradhan.
Pradosh.
Pradyumna.
Prafulla.
Prahlad.
Prakash.
Pramada.
Pramanik.
Pramatha.
Pran.
Prasad.
Prasanna.

Pratap.
Pritam.
Prithwi.
Priya.
Priyatosh.
Prabodh.
Pramod.
Pulin.
Purna.
Purnananda.
Purnendu.
Pyari.
Pync.

Q

Qadir.
Qaim.

Qari.
Qasim.

Qazi.
Quli.

Qurban.
Quth.

R

Rabb.
Rabindra.
Radha.
Radhika.
Raghu.
Raha.
Rahim.
Rahman.
Rahmat.
Raikat.
Raizuddin.
Raj.
Rajani.

Rajendra.
Rajful.
Rakhal.
Rakibuddin.
Rakshit.
Rama.
Raman.
Ramani.
Ramesh.
Rameswar.
Rammay.
Ramshiromani.
Ranjit.

Ranga.
Ranjan.
Rasamay.
Rasaraj.
Rasendra.
Rash.
Rashid.
Rasik.
Rasul.
Ratan.
Ratanmay.
Rati.
Rauf.

Ray.
Ray Chaudhuri.
Ray Dastidar.
Ray Sen.
Raziuddin.
Razzaq.
Rebati.
Rizasatullah.
Rohini.
Rudra.
Rukshini.
Rup Sanatan.

S

Saadat.	Santi.	Shakir.	Shish.
Sabdar Ali	Santipada.	Shamsuddin.	Sristi.
Sabir.	Santosh.	Shamsul.	Sristadhar.
Sabur.	Sanyal.	Sharafat.	Subadar.
Sachindra.	Sarada.	Sharfuddin.	Subhan.
Sachish.	Saraogi.	Sbama.	Subhendu.
Sadananda.	Sarasi.	Shib.	Subodh.
Saday.	Sarat.	Shibendra.	Sudan.
Sadhu.	Sarbananda.	Shibendu.	Sudrasan.
Sadir.	Sarbani.	Shome.	Sudhanga.
Sadaruddin.	Sardar.	Shu-aih.	Sudhangshu.
Safdar.	Sarkar.	Shujaat.	Sudhir.
Sahoo.	Saroj.	Shuvankar.	Sukesh.
Said.	Sasadhar.	Shyama.	Sukhamay.
Saiduddin.	Sasanka.	Siddikut.	Sukul.
Saifuddin.	Sashi.	Siddiq.	Sukumar.
Sailendra.	Sasmal.	Sidhanta.	Sulaiman.
Saiyid.	Sati.	Sidheswar.	Sultan.
Sakhawat.	Satendra.	Sikandar.	Sumati.
Salam.	Satish.	Sil.	Sundar.
Salamatullah.	Satya.	Silendra.	Suraj.
Salik.	Satyendra.	Singh.	Surendra.
Salimullah.	Sekhar.	Sirajul.	Suresh.
Sallam.	Sekhaheswar.	Sita.	Surhid.
Samad.	Sen.	Sital.	Surhit.
Samarendra.	Sen-Gupta.	Sitala.	Surjya.
Sambhu.	Sett.	Siti.	Susanta.
Sanat.	Shafaatullah.	Sourindra.	Sushil.
Sanatan.	Shafiuddin.	Sri.	Swarna.
Sangma.	Shafiullah.	Sridhar.	Swarnakar.
Sanjib.	Shah.	Srijut.	
Sankar.	Shaha.	Srikanta.	
Santh.	Shaikh.	Srimantha.	

T

Tafail.	Tarafdar.	Taukeswar.	Tirthi.
Tafazzal.	Tarak.	Tayib.	Trailokhya.
Tehsih.	Tarakeswar.	Tegh.	Tringuna.
Tajammul.	Taran.	Taj.	Tripura.
Talattuf.	Tarapada.	Thakur.	Tufail.
Talukdar.	Tarini.	Thakura.	Tulsi.
Tamizuddin.	Tarkalankar.	Thapa.	
Tamring.	Tarakanta.	Tincowrie.	
Tara.	Tashkinuddin.	Tirtha.	

U

Uday.	Uma.	Upendra.	Uttarapada.
Uddin.	Umar.	Usman.	
Ukil.	Umesh.	Utpalananda.	
Ullah.	Upadhya.	Uttam.	

V

Villayat.

W

Wadud.	Wahibullah.	Wajihuddin.	Wasik.
Wahab.	Wahid.	Wakiluddin.	Wasiluddin.
Wahed.	Wajid.	Waliullah.	Wasimuddin.

Y

Yahya.	Yaquinuddin.	Yusuf.	Yusufji.
Yaqub.	Yasin.		

Z

Zahir.	Zehurul.	Zakariya.	Ziant.
Zahiruddin.			

APPENDIX X.

[*Regulations 73 and 174*].

Method of recording Personal Description.

Name (*alias*, pest nickname among relations, friends or women.)
 Age (if looks it, or older, or younger)
 Professions or callings (past, present and possible)
 Height (in feet and inches, when possible, otherwise tall, short midium).
 Build (stout, thin, errect and stoopping)
 Head—Its shape (*a*) Round, (*b*) high in crown, flat at back, (*c*) long, bulgings at back, (*d*) Egg or oval, (*e*) square.
 Hair (colour, quantity, parting, cut)
 Forehead—
 (I) Its slope receding, vertical, bulging.
 (II) Height—low, high
 (III) Width—narrow, broad
 (IV) Peculiarities—pronounced permanent frown, deep horizontal wrinkles.
 Eye-brows (colour, thick, thin, shape)
 Eyes (colour, large, small, peculiarities)
 Sight (long, short, wearing glasses pince-nez or spectacles) ..

Diagram of the Ear.

Ears—(1) Border or helix,—
 (*a*) original—small or large
 (*b*) forward—no importance
 (*c*) upper—flat, small, large
 (*d*) rear—flat, small, large
 (2) Lobe—
 (*a*) contour—descending, square, gulfed.
 (*b*) length—short, long
 (*c*) peculiarities—lobeless, pierced
 (3) Antitragus—
 (*a*) slope—horizontal, oblique.
 (*b*) size—nil, small, large
 (4) Separation from head—closed to head protruding ..
 (5) Size of ear—large, small
 Nose—
 (I) Root—small, large
 (II) Line of nose—(*a*) concave, (*b*) straight, (*c*) Jewish, convest or hooked, (*d*) Roman or humped, (*e*) undulating.

(III) Base of nose—turned up, turned down ..	..	..
(IV) Dimensions—(a) length (small, large), (b) projections (small, large), (c) width (narrow, broad).		
(V) Peculiarities—crushed nose, twister nose, delated nostrils, pointed nose, pierced nose.		
Mouth (open, close, shut, wide shows teeth)	..	..
Lips (thick, thin, protruding, receding)	..	..
Teeth (clean, discoloured, protruding, regular, irregular, if any false specially in front).		
Fingers (long, short, nails, any peculiarities, rings or ring marks, on which finger).		
Chin (round, pointed, square, turned up)	..	..
Neck—		
(I) Length—long, short ..	..	..
(II) Thickness—thick, thin ..	..	..
(III) peculiarities—Adam's apple, goitre ..	..	..
Face—		
(I) Shape of face—square, broad, round, long, oval ..	..	..
(II) Complexion—fair, dark, sallow, fresh, brown, black, yellow.		
(III) Peculiarities—prominent cheekbones, flabth cheeks, full face, bonny-face, wrinkled, smiling or scowling face, if pockpitted.		
Complexion (fair, dark, medium)	..	..
Moustache (colour, turned up, etc.)	..	..
Beard (colour, thick, thin, style)	..	..
Dialect (Bengali if East, West or North Bengal or any other language).		
Marks warts, pimples, birth-marks, freckles, tattoo-marks, scars about the face, neck, hands, arms or person.		
Peculiarities of manner, habit (smoking, eating, drinking), appearance, gait, speech, voice, or accomplish ments, mental or physical, or defects, e. g., weak knees or ankles, etc.		
Companionship	..	..
Dress	..	..

NOTE.—The value of the ear as a feature for identification lies not only in its great variations, but to the fact that it can be closely examined from behind a man's back without his being conscious of being watched.

An officer taking down a description should ascertain the minutes, facts on marks, peculiarities, etc. The smallest thing may lead to detection. The essential is to give characteristics, which cannot be changed, removed or dyed—Every one is proficient in something physical or mental or has a favourite habit, a weak side, a partiality in food, drink, smoke, conversation, companionship, amusement. This should be ascertained particularly.

The words in brackets will be found to be of particular help to officers, when cross-examining persons able to give descriptions.

APPENDIX XI.

[Regulations 194 and 1115.]

Instructions for maintaining index of crime in the office of the Superintendent and by the Circle Inspector.

1. The register shall be maintained in B. P. Form No. 14 and will be divided into as many parts as there are police-stations in the district or in the circle, as the case may be. All crime reported to have been committed in each police-station shall be entered in the same part. Cases under sections 109 and 110 of the Code of Criminal Procedure shall be entered in the register under the police-station concerned.

2. Circle Inspectors shall take the register with them when they proceed on tour and shall have the register before them when persuing and dealing with the first information reports, case diaries, final forms, progress and final memos. The register is specially valuable as a means for communicating information to and securing co-operation between police-stations. Thus, for example, if two burglaries with the same *modus operandi* occur in quick succession in different charges in the same circle, the Circle Inspector can at once place the two investigating officers in communication with each other.

3. (a) Column I may be utilized for checking delay in the receipt of first information reports.

(b) Columns 5, 6 and 7 can similarly be used for checking delay on the part of the investigating officer in reaching the scene of occurrence, or in submitting his diaries or final report. The dates of receipt of diaries should be noted in column 6.

The names of unidentified persons sent up for trial should be underlined in red ink in column 7. Previous convictions should also be noted in red ink, thus : "3 P. C.". The names of absconders should be written in red ink and against each a cross should be placed and the letters "W. P. A. and 512" noted as shown below, indicating that warrant, proclamation and attachment orders have been issued and evidence under section 512, Code of Criminal Procedure recorded as the case may be, thus:

W
"P x 512"
A

Only the names of persons reasonably suspected in a case

should be noted and they should be distinguished from the persons sent up for trial by noting the letter "S" against their names.

(c) In column 10 should be reproduced the Superintendent's orders regarding surveillance, registering as P. R. and opening of history sheets.

Column 10 may also be utilized for noting—

- (i) doubtful cases which need to be looked into when the police-station is inspected ;
- (ii) *modus operandi* ;
- (iii) descriptive rolls, when available, as for instance in swindling or drugging cases ;
- (iv) recommendations for rewards and punishments of chaukidars, dafadars and police-officers ;
- (v) names of suspects against whom it may be necessary to proceed under sections 109 or 110 of the Code of Criminal Procedure after further enquiry ;
- (vi) unfavourable comments made by a court against the conduct of the police ;
- (vii) action taken under column 7, i.e., the notice taken of delay, whether the explanation is satisfactory, and, if not, what action has been taken against the officer responsible ; and
- (viii) any other point the officer keeping the register considers it necessary to note.

4. In cases of detection the register should be examined in order to ascertain whether the accused has been concerned in any previous undetected cases.

5. The incidence of crime in each police-station should be closely watched, the criminal areas picked out and preventive action taken on the first sign of an outbreak.

6. Whenever a reference is made to the Criminal Intelligence Bureau in a case, "C. I. B." should be recorded in red ink in column 1, the result being subsequently noted below the entry, also in red ink.

APPENDIX XII.

• [Regulations. 198, 407, 530, 924 and 1072.]

List of periodical reports and returns due to and from various officers.

No.	Description of report or return.	By whom submitted.	When due.	To whom due.	Authority.	Remarks.
1	<i>Daily.</i>					
	Daily report	Circle Inspector ..	Daily ..	Superintendent, direct or through the Subdivisional Police Officer and the Subdivisional Magistrate, as the case may be.	Regulation 192 ..	The Superintendent shall submit the report to the District Magistrate.
	Personal diary	Ditto ..	Ditto ..	Superintendent	Regulation 197.	
	Reports of epidemic diseases ..	Officer-in-charge of police-station.	Ditto	(1) District Magistrate .. (2) Chairman of the Local Board. (3) District Health Officer or Civil Surgeon.	Regulation 233 ..	In areas where union boards have been established, these reports are submitted by presidents of union boards and not by station officers.
4	Under-trial case report ..	Court Officer ..	Ditto ..	Superintendent	Regulation 533 ..	Extracts relating to the Railway Police cases should be sent to the Superintendent of the Railway Police concerned.
1	<i>Weekly.</i>					
	Returns of promotions and confirmations, leave, reductions and reversions, transfers and casualties and rewards, for publication in the <i>Police Gazette</i> .	Superintendent and Deputy Inspector-General.	Every Monday ..	Assistant Inspector-General ..	Regulation 71.	
	Returns for publication in the <i>Criminal Intelligence Gazette</i> .	Superintendent ..	Ditto ..	Assistant to the Deputy Inspector-General, Criminal Investigation Department, or Special Assistant, Intelligence Branch.	Regulation 73.	
3	Jail parade report ..	Court Officer ..	Ditto ..	Superintendent	Regulation 515.	

No.	Description of report or return.	By whom submitted.	When due.	To whom due.	Authority.	Remarks.
4	Reports of outbreak of cattle diseases.	Officer-in-charge of police station	Weekly (after the chaukidari parade day).	(1) Local Veterinary Assistant. (2) Chairman, Local Board.	..	These reports shall be submitted until the epidemic has ceased only from the areas where union boards have not been established. In subdivisions where there is a separate Veterinary Assistant, the report shall be sent to the Chairman of the Subdivisional Local Board.
5	List of officers whose dues are pending in the Superintendent's office. <i>Fortnightly.</i>	Accountant ..	Every Saturday ..	Armed Inspector	Regulation 1195.	
1	Copies of entries made in the patrol register.	Officer-in-charge of floating outpost.	On 1st and 16th of the month.	Circle Inspector (through officer-in-charge of police-station).	Appendix XXV, Rule 7.	
2	Report on dacoities ..	Deputy Inspector-General, Criminal Investigation Department.	On 11th and 26th or 27th of the month.	Inspector-General ..	Standing orders.	
3	Demi-official report on the situation in the subdivision. <i>Monthly.</i>	Subdivisional Police Officer.	At the close of the fortnight.	Superintendent ..	Regulation 46(k).	
1	Return of inspection. (B. P. Form No. 19 for District Police and B. P. Form No. 128 for Railway Police.)	Circle Inspector ..	1st of the month ..	Ditto	Regulations, 198 and 557.	
2	Force return ..	Superintendent, Deputy Inspector-General, Criminal Investigation Department and Intelligence Branch.	3rd of the month ..	Inspector-General ..	Regulation 925 ..	Superintendents shall send at the same time a duplicate copy to the Range Deputy Inspector-General.
3	Statement of accounts for expenditure under "56—Stationery and Printing—Printing work done by other Governments—Cost of Army forms supplied to the Police Department".	Superintendent and Deputy Inspector-General.	Ditto ..	Assistant Secretary to the Government of Bengal, Finance Department.	Inspector-General's letter No. 832445-Bt., dated 22nd July 1933.	
4	Statement of pay drawn for subordinate police-officers.	Ditto ..	On or before 10th of the month.	Inspector-General ..	Regulation 1213.	

5	Statement of departmental accounts (in Form B).	Ditto ..	By 5th of the month	Ditto ..	Regulation 1149. ..
6	Absentee statements of Inspectors, Sergeants and Sub-Inspectors.	Superintendent ..	By 7th of the month	Range Deputy Inspector-General.	Regulation., 1185.
7	Statements of railway and steamer warrants issued (B. P. Form No. 11 and No. 12).	Officer issuing warrants	1st week of the month.	Superintendent ..	Appendix III.
8	Statement of omnibus warrants issued.	Ditto ..	Ditto ..	Ditto ..	Ditto.
9	Statement of chaukidars whose absence from the master parade is unexplained or unsatisfactorily explained.	Officer in charge of police-station.	Ditto ..	Punishing authority ..	Regulation 369.
10	Report regarding crime and office matters.	Ditto ..	Ditto ..	Superintendent (through Circle Inspector).	Regulation 408.
11	Return of pension and gratuity rolls.	Superintendent and Deputy Inspector-General.	Ditto ..	Inspector-General ..	Regulation 855.
12	Tour diary of Superintendents, Additional, Assistant and Deputy Superintendents.	Officer making the tour	Ditto ..	Range Deputy Inspector-General (through District Magistrate or Superintendent as the case may be).	Regulation 62.
13	Return of births and deaths ..	Officer-in-charge of police-station.	At the beginning of the month.	Subdivisional Magistrate ..	Regulation 234(e).
14	Statement of sanction under "Petty construction" and "Works" accorded by Deputy Inspectors-General (B. P. Form No. 243).	Range Deputy Inspector-General.	7th of the month ..	Accountant-General and Inspector-General.	Standing orders.
15	Statement showing charges on account of (i) pay and allowances, etc., and (ii) leave and pension contribution of the escorts employed in the remittance of treasure.	Superintendent ..	By 10th of the month	Accountant-General ..	Regulation 1162.
16	Absentee statements of head clerks, accountants and reader clerks.	Ditto ..	Ditto ..	Range Deputy Inspector-General	Regulation 1185.
17	House rent roll (for hired buildings).	Officer occupying hired buildings.	Ditto ..	Superintendent ..	Regulation 1169.
18	Progress and completion report on departmental buildings.	Superintendent ..	10th of the month until completion of work.	Range Deputy Inspector-General.	Regulation 1268.

No.	Description of report or return.	By whom submitted.	When due.	To whom due.	Authority.	Remarks.
19	Consolidated absentee statements of Inspectors, Sergeants and Sub-Inspectors.	Deputy Inspector-General.	By 11th of the month	Inspector-General. ..	Regulation 1185.	All bills shall be submitted to the Inspectors concerned by the 7th of the month following that to which they relate.
20	Cash account certificate ..	Superintendent and Deputy Inspector-General.	On or before 15th of the month.	Ditto	Regulation 1142.	
21	Travelling allowance bills of subordinate police-officers.	Circle Inspector, Court Officer and Armed Inspector.	By 15th of the month	Superintendent	Regulation 1238 ..	
22	Consolidated statements of railway and steamer warrants issued (B. P. Form No. 11 and No. 12).	Superintendent and Deputy Inspector-General.	Ditto ..	Accountant-General ..	Appendix III.	
23	Consolidated absentee statements of clerks.	Range Deputy Inspector-General.	Ditto ..	Ditto	Regulation 1185.	
24	Detective warrant certificate ..	Superintendent Assistant to the Deputy Inspector-General, Criminal Investigation Department and Special Assistant, Intelligence Branch.	By third week of the month.	Deputy Inspector-General, Criminal Investigation Department.	Appendix XXXI.	
25	Pay and acquittance roll ..	Court officer, Reserve officer and officer-in-charge of police-station.	27th of the month or earlier in heavy districts.	Superintendent	Regulation 1186.	
26	Rent roll for departmental or hired buildings.	Superintendent ..	Before the close of the month when necessary.	Treasury Officer	Regulation 1171.	
27	Statement of taxes recoverable from pay bills.	Superintendents, 24-Parganas and Howrah, Railway Police, Sealdah and Howrah, and Deputy Inspector-General, Criminal Investigation Department, and Intelligence Branch.	Ditto ..	Accountant-General or Treasury Officer, Alipur or Howrah, as the case may be.	Bengal Government order Nos. 990-1059F., dated 17th February 1927.	
28	Cash account	Officer in charge of police-station.	At the close of the month.	Superintendent (through Court Officer).	Regulation 409.	

29	Bill for prisoners' diet and travelling expenses and cost of conveyance of stolen property and other articles sent to the court.	Ditto ..	Ditto ..	Superintendent ..	Regulation 333.	
30	Return of unexecuted processes	Court officer ..	Ditto ..	Ditto ..	Regulation 476 ..	Extracts relating to Railway Police cases to be sent to the Superintendent of Railway Police concerned.
31	Court and station cash accounts	Ditto ..	Ditto ..	Ditto ..	Regulation 548.	
32	Return of train journeys made by police officers without prepayment of fare.	Superintendent and Deputy Inspector-General, Criminal Investigation Department and Intelligence Branch.	Ditto ..	Chief Auditor or Chief Examiner of Accounts of the Railway concerned.	Regulation 221(c).	
33	Bill for prisoners' diet and travelling expenses and cost of conveyance of stolen property and other articles sent to the court.	Superintendent ..	Ditto ..	District Magistrate ..	Regulation 1181.	
34	Statement showing number of subordinate police officers actually in the force.	Reserve officer ..	Ditto ..	Superintendent ..	Regulation 1184.	
35	Report of death of and accidents to European police officers.	Superintendent, Deputy Inspector-General, Criminal Investigation Department and Intelligence Branch.	Immediately on occurrence.	Inspector-General ..	Regulation 926.	
36	Reports concerning registers retained in the Court office.	Officer responsible for the upkeep of registers.	1st Sunday of the month.	(1) Court Inspector .. (2) Circle Inspector (at subdivisions where there are no Court Inspectors).	Regulation 547.	
	<i>Quarterly.</i>					
1	Return of petitions of police officers withheld.	Superintendent ..	At the end of each quarter (1st of April, July, October and January).	Range Deputy Inspector-General	Regulation 888.	
2	Ditto ..	Deputy-Inspector-General	At the end of each quarter (7th of April, July, October and January).	Inspector-General ..	Ditto.	
3	Return of cases of obstruction placed on railways and of attempts made to derail trains.	Superintendent, Railway Police.	At the end of each quarter (7th of April, July, October and January).	Range Deputy Inspector-General		The return will show— (1) locality. (2) description of case, (3) result of police enquiry, (4) causes of failure, preventive measures adopted, etc.

No.	Description of report or return.	By whom submitted.	When due.	To whom due.	Authority.	Remarks.
4	Return of sanctioned "rents, rates and taxes". <i>Half-yearly.</i>	Range Deputy Inspector-General.	At the end of each quarter (10th of April, July, October and January).	Inspector-General ..	Inspector-General's letter No. 3791-3830B., dated 19th March 1927.	
1	Return of serious crime ..	Court Officer ..	5th January and July	Superintendent	Regulation 546.	
2	Ditto	Superintendent ..	Not later than 10th January and July.	(1) Range Deputy Inspector-General through District Magistrate. (2) Divisional Commissioner through District Magistrate.	Ditto ..	In the case of the Railway police the return shall be submitted direct to the Range Deputy Inspector-General.
3	Consolidated Range return of serious crime with district returns and review.	Range Deputy Inspector-General.	Not later than 20th January and July.	Deputy Inspector-General, Criminal Investigation Department.	Ditto.	
4	Review of the consolidated Range returns of serious crime.	Deputy Inspector-General, Criminal Investigation Department.	As soon after 20th January and July as possible	Inspector-General ..	Ditto.	
5	Return of appointments of Muslims, non-Muslims and members of scheduled castes and other communities made in subordinate services, offices and posts.	Superintendent ..	1st April and October.	Range Deputy Inspector-General.	Regulation 770.	
6	Ditto	Deputy Inspector-General.	10th April and October.	Inspector-General ..	Ditto.	
7	Report on Probationary Assistant and Deputy Superintendents under training at the Police Training College.	Principal, Police Training College.	7th January and July	Inspector-General (through Range Deputy Inspector-General).	Rule 35, Police Training College Manual, 1936.	
8	Statement showing the names of Probationary Assistant and Deputy Superintendents liable to appear at the departmental examination.	Ditto ..	25th February and 10th September.	Inspector-General ..	Standing orders.	

9	Recommendations for titles and decorations.	Superintendent	On or before 15th April and 15th November.	* Range Deputy Inspector-General.	Regulation 1036	Recommendations for the award of the King's Police and Fire Services Medal and the Indian Police Medal for conspicuous gallantry shall be submitted by local officers in the prescribed form through the proper channel as soon as possible after the act for which the award is recommended.*
10	Ditto	Deputy Inspector-General	On or before 1st May and 1st December.	Inspector-General	Ditto	Ditto.
11	Statement showing the incidence of crime and how dealt with by the police and the courts station statistics.	Officer-in-charge of Police-station.	At the end of each half-year.	Superintendent (through Circle Inspector).	Regulation 1111.	
	Yearly.					
1	Confidential reports on Additional, Assistant and Deputy Superintendents.	Superintendent	Early in January	Deputy Inspector-General	Regulation 75.	
2	Confidential reports on Superintendents, Additional, Assistant and Deputy Superintendents.	Deputy Inspector-General	In January	Inspector-General	Ditto	In the case of District Police Officers the District Magistrate will submit his report early in January to the Divisional Commissioner who will forward them to the Range Deputy Inspector-General.
3	List of persons whose names have been removed from the conviction register.	Officer-in-charge of police-station.	Ditto	Headquarters Court Officer	Regulation 398.	
4	Ditto	Court Officer	Ditto	Superintendent	Ditto.	
5	Reports regarding approvers	Officer-in-charge of police-station.	Ditto	Ditto	Regulation 386.	
6	List of criminals about whom information is on record in the Criminal Intelligence Bureau eliminated from the conviction register.	Officer-in-charge of police-station.	Ditto	Superintendent (through Circle Inspector).	Regulation 399	The Superintendent shall forward a consolidated list to the officer-in-charge of the Criminal Intelligence Bureau not later than 1st February.
7	Recommendations for conferring honorary rank of Deputy Superintendent on senior and deserving Inspectors.	Deputy Inspector-General	Ditto	Inspector-General	Regulation 736.	
8	List of records and registers due for destruction.	Officer-in-charge of police-station.	Ditto	Circle Inspector	Regulation 1101.	

No.	Description of report or return.	By whom submitted.	When due.
9	Statement of deaths amongst convicts and ex-convicts (B. P. Form No. 84).	Court Officer ..	In January ..
10	Estimate of 380 bore revolvers and revolver ammunition required for the Bengal Police.	Superintendent and Deputy Inspector-General, Criminal Investigation Department and Intelligence Branch.	Ditto ..
11	Report regarding damage or injury to survey pillars.	Officer-in-charge of police-station.	As soon as possible after 1st January.
12	Return of trigonometrical survey pillars.	Superintendent ..	Ditto ..
13	Indent for quinine and cinchona febrifuge required by the Police Department.	Ditto ..	Ditto ..
14	List of districts the arms of which should be inspected by the Civil Chief Master Armourer.	Deputy Inspector-General	1st week of January
15	Statement showing the grant, probable expenditure, extra grant required or anticipated savings under all budget heads (B. P. Form No. 222).	Superintendent and Deputy Inspector-General.	8th January ..
16	Statement showing the strength and armament of the force.	Superintendent and Deputy Inspector-General, Criminal Investigation Department and Intelligence Branch.	On or before 10th January.
17	Acknowledgement of the rules for the protection of His Excellency the Viceroy in the possession of Deputy Inspectors-General.	Deputy Inspector-General, Criminal Investigation Department.	15th January ..
18	Report regarding "Next of kin"	All officers of the Indian Police.	20th January ..

Appx. XII.

To whom due.	Authority.	Remarks.
Finger Print Bureau ..	..	
Inspector-General ..	P. O. 11 of 1928.	
Superintendent	Regulation 230 ..	The police are not required to submit this report in areas where there are union boards.
Superintendent, Great Trigonometrical Survey (through the District Magistrate).	Regulation 1110.	
Superintendent, Presidency Jail	Bengal Government order No. 156Cin., dated 9th January 1929.	
Inspector-General ..	Regulation 1001.	
Inspector-General ..	Regulation 1149.	
Ditto	Regulation 1024.	
Ditto	Bengal Government order No. 445 P.S., dated 5th February 1935.	
Ditto	Paragraph 380, Police Gazette, dated 29th May 1936.	The report shall be submitted on first appointment and thereafter, when there is any change.

19	Confidential reports on Inspectors and of officers on the approved list fit for promotion Inspector's rank.	Superintendent, Assistant to the Deputy Inspector-General, Criminal Investigation Department and Special Superintendent, Intelligence Branch.	1st February ..
20	Annual Administration Report (Departmental Portion).	Superintendent ..	15th February ..
21	Annual Administration Report (Crime Portion).	Ditto	Ditto ..
22	Statement A, Part I, Return of Cognizable Crime (B. P. Form No. 115).	Superintendent ..	Not later than 15th February.
23	Statement AA, Part I, Return of Cognizable Crime (B. P. Form No. 117).	Ditto	Ditto ..
24	Statement A, Part II, Return of Cognizable Crime (B. P. Form No. 116).	Ditto	Ditto ..
25	Statement AA, Part II, Return of Cognizable Crime (B. P. Form N. 118).	Ditto	Ditto ..
26	Statement B, Part I, Return of Non-Cognizable Crime (B. P. Form No. 119).	Ditto	Ditto ..
27	Statement B, Part II, Return of Non-Cognizable Crime (B. P. Form No. 120).	Ditto	Ditto ..

Inspector-General (through the District Magistrate and the Deputy Inspector-General as the case may be).	Regulation 79	..	In the case of officers of the District Intelligence Branch these reports shall be submitted through the District Magistrate and the Deputy Inspector-General, Intelligence Branch, and the Range Deputy Inspector-General.
Inspector-General. (One copy direct and the other through the District Magistrate and the Range Deputy Inspector-General.)	Registration 1107	..	One copy of the Report to reach the Inspector-General by 15th February. The other copy submitted through the District Magistrate and the Range Deputy Inspector-General to reach the Inspector-General by 1st March. The Report of the Railway Police to be submitted through the Range Deputy Inspector-General concerned.
Inspector-General. (One copy through the Range Deputy Inspector-General and the other through the District Magistrate and the Divisional Commissioner.)	Ditto	..	The copy submitted through the Range Deputy Inspector-General to reach the Inspector-General by 15th February. The other copy submitted through the District Magistrate and Divisional Commissioner to reach the Inspector-General by 1st March.
Inspector-General	..	..	To be submitted with the Annual Administration report through proper channel, as laid down in the instruction for the preparation of the report. An advance copy to be forwarded to the Inspector-General direct.
Ditto	..	..	Ditto.
Ditto	..	..	Ditto.
Ditto	..	..	Ditto.
Ditto	..	..	Ditto.
Ditto	..	..	Ditto

No.	Description of report or return.	By whom submitted.		When due.
28	Statement C ; showing property stolen and recovered (B. P. Form No. 121).	Ditto ..	..	Ditto ..
29	Statement D ; showing the strength and cost of police force (B. P. Form No. 122).	Ditto ..	..	Ditto ..
30	Statement E ; showing the equipment, discipline and general internal management of police force. (B. P. Form No. 123).	Ditto ..	..	Ditto ..
31	Statement H ; showing the strength and cost of the village watch and rewards and punishment of chaukidars and dafadars (B. P. Form No. 124).	Ditto ..	..	Ditto ..
32	Statement I ; showing true case of serious crime (B. P. Form No. 125).	Ditto ..	..	Ditto ..
33	Statement J ; showing remands (B. P. Form No. 128).	Ditto ..	..	Ditto ..
34	Statement K ; showing burglaries and thefts and percentage of abstention from enquiry together with the result of bad livelihood case (B. P. Form No. 127).	Ditto ..	..	Ditto ..
35	Statement of railway accidents. (B. P. Form No. 131).	Superintendent, Railway Police.	Rail-	Ditto ..
36	Statement of collisions (B. P. Form No. 132).	Ditto ..	..	Ditto ..
37	Comparative statement showing the working of the Railway Police in cognizable crime (B. P. Form No. 133).	Ditto ..	..	Ditto ..

Appx.XII.

To whom due.	Authority.	Remarks.
Ditto	..	To be submitted with the Annual Administration report through proper channel, as laid down in the instruction for the preparation of the report. An advance copy to be forwarded to the Inspector-General direct.
Ditto	..	Ditto.
Ditto	.	Ditto.
Ditto	..	Ditto.
Ditto	..	Ditto.
Ditto	..	Ditto.
Ditto	..	Ditto.
Ditto	..	Ditto.
Ditto	..	Ditto.
Ditto	..	Ditto.
Ditto	..	To be submitted with the Annual Administration Report.
Ditto	..	Ditto.
Ditto	..	Ditto.

38	Statement showing different classes of thefts committed in the different lines (B. P. Form No. 134).	Ditto	Ditto
39	Return of obstruction cases. (B. P. Form No. 135).	Ditto	Ditto
40	Report on the working of the Criminal Investigation Department and Intelligence Branch.	Deputy Inspector-General, Criminal Investigation Department and Intelligence Branch.	1st March ..
41	General review on the administration of Ranges.	Range Deputy Inspector-General.	Ditto ..
42	List of building schemes for new major works administratively approved, arranged in order of urgency for inclusion in the civil works budget.	Ditto	Ditto
43	Statement of immovable property held or acquired by servants of the Crown.	Officers of the Indian Police and Provincial Police Service.	1st week of March
44	Statement of immovable property held or acquired by servants of the Crown.	All subordinate police officers with the exception of head constables, naiks and constables and clerks in the offices of Superintendents.	1st week of March
45	Ditto	All clerks in the offices of Deputy Inspector-General.	Ditto ..
46	Report regarding the date fixed for the departmental examination of Sub-Inspectors in Law and Procedure and Criminology.	Principal, Police Training College.	Ditto ..
47	Statement of steam or motor harbour craft, etc., maintained by the Police Department.	Deputy Inspector-General, Presidency, Bakarganj and Dacca Ranges.	8th March ..
48	Return of Assistant Sub-Inspectors appointed direct.	Deputy Inspector-General	15th March ..
49	Estimate of the amount recoverable from other Governments and Indian States on account of the training of officers in the Police Training College.	Principal, Police Training College.	20th March ..

Ditto	..	..	..	Ditto.
Ditto	..	..	..	Ditto.
Ditto	..	..	Regulation 1107.	
Ditto	..	..	Ditto	
Ditto	..	..	Bengal Government order No. 3554Pl., dated 5th July 1927.	
Ditto	..	..	Regulation 112	If there is no change the fact should only be re- ported.
Superintendent	..	..	Regulation 112	If there is no change the fact should only be reported.
Deputy Inspector-General	..	..	Ditto	Ditto.
Inspector-General	..	..	Regulation 806	
Ditto	..	..	Bengal Government order No. 736Pl., dated 21st Feb- ruary 1938.	
Ditto	..	..	Standing orders.	
Ditto	..	..	Bengal Government order No. 2923Pl., dated 31st May 1927.	

No.	Description of report or return.	By whom submitted.	When due.
50	Statement showing the number of temporary outposts created.	Superintendent ..	1st April .
51	Report regarding the number of question papers required for the departmental examination of Sub-Inspectors in Law and Procedure and Criminology.	Range Deputy Inspector-General.	Ditto .
52	Detailed list of establishment	Superintendent ..	In April .
53	Ditto	Deputy Inspector-General	Ditto .
54	Certificate of inspection of Reserve office stock book.	Superintendent ..	Ditto .
55	Report regarding repairs of launches, etc., carried out during the previous financial year and the condition of each vessel.	Engineer Superintendent, Government Dockyard, Narayanganj, Dacca.	Ditto .
56	List of clerks corrected up to 1st April serving in the offices of Range Deputy Inspector-General.	Range Deputy Inspector-General.	Ditto .
57	List of pending minor works projects.	Superintendent ..	1st week of April .
58	Statement showing the pilotage of Government vessels.	Superintendents, Bakarganj, Faridpur, Tippera, Dacca and Mymensingh and Deputy Inspector-General, Bakarganj Range.	7th April .
59	Acknowledgment of permanent advance.	Deputy Inspector-General.	15th April .
60	Ditto	Superintendent ..	Ditto .

Appx. XII

To whom due.	Authority.	Remarks.
Range Deputy Inspector-General.	Regulation 11.	
Assistant Inspector-General ..	Regulation 806.	
Range Deputy Inspector-General.	Regulation 681.	
Inspector-General ..	Ditto ..	
Range Deputy Inspector-General.	Regulation 906.	
Inspector-General (through Range Deputy Inspector-General.)	Appendix XXV, Rule 55.	
Inspector-General ..	Standing orders.	
Range Deputy Inspector-General. . .	Ditto ..	The Deputy Inspector-General will forward to the Inspector-General by the 20th April a consolidated list of projects arranged in order of urgency.
Inspector-General ..	Bengal Government order No. 3421P., dated 15th July 1933.	
Accountant-General	Regulation 1151.	
Ditto ..	Ditto. ..	

61	Statement showing the expenditure incurred by the Superintendent of Police, Noakhali, on account of medicines supplied to the Noakhali sub-jail.	Superintendent, Noakhali.	Ditto ..	Ditto ..	Accountant-General's memorandum No. T.D.—1371B., dated the 28th June 1937.
62	Return showing the amount of fees, recurring or non-recurring, sanctioned for servants of the Crown during the preceding financial year (<i>vide</i> serial No. 10A of of the Delegation Chapter of the Fundamental and Subsidiary Rules).	Superintendent and Deputy Inspector-General.	Ditto ..	Ditto ..	Bengal Government order No. 222-314-F., dated 8th January 1934.
63	List showing the demand for quarters, office accommodation, etc., required by the Police Department at different stations on the East Indian Railway.	Deputy General, Inspector-Burdwan Range.	20th April ..	Inspector-General ..	Circular No. AW—2106, dated 8th April 1930, from the Agent, East Indian Railway.
64	Return of expenditure on stores purchased in India.	Superintendent and Deputy Inspector-General.	30th April ..	Inspector-General ..	Regulation 1025.
65	Report on musketry course with a return in (B. P. Form No. 157).	Superintendent ..	1st May ..	Range Deputy Inspector-General.	Regulation 796.
66	Return of revolver course (B. P. Form No. 158).	Ditto ..	Ditto ..	Ditto ..	Regulation 797.
67	List of registers and records to be deposited in the Magistrate's record room.	Officer-in-charge of police-station, Court Officer, Reserve Officer, Head Clerk and Circle Inspector.	In May ..	Superintendent ..	Regulation 1102.
68	Distribution of rewards at the Police Parade.	Superintendent and Deputy Inspector-General.	In May after the date of the parade is fixed.	Inspector-General ..	Standing orders.
69	Indent for stationery ..	Superintendent ..	On or before 15th May from officers in Calcutta and from those outside Calcutta on or before 1st June.	Range Deputy Inspector-General. /	Regulation 1286.
70	Ditto ..	Deputy General, Inspector.	On 1st June in the case of indents from officers in Calcutta and on 1st July in the case of indents from officers outside Calcutta.	Deputy Controller of Stationery.	Ditto.

No.	Description of report or return.	By whom submitted.	When due.	To whom due.	Authority.	Remarks.
71	Return of secret military documents in the possession of police officers.	Superintendent and Deputy Inspector-General.	1st June ..	Issuing authority ..	Bengal Government order No. 3797P.S., dated 15th October 1929.	
72	Indent for forms ..	Superintendent and Deputy Inspector-General.	As laid down in the Bengal Forms Manual.	Press and Forms Manager, Bengal.	Regulation 1283.	
73	Report regarding the best shots in musketry course together with score sheet.	Deputy Inspector-General	Not later than 1st June.	Inspector-General ..	Regulation 796.	
74	Report regarding the best shots in revolver course with scores obtained.	Ditto ..	Ditto ..	Ditto ..	Regulation 797.	
75	Corrections to the list of title-holders and recipients of medals and decorations.	Superintendent and Deputy Inspector-General.	1st June ..	Ditto ..	Standing orders.	
76	Return of deficiencies in service qualifying for pension condoned under Article 423(1) of the Civil Service Regulations.	Ditto ..	1st week of June ..	Ditto ..	Bengal Government order Nos. 9771-9868F., dated 18th October 1938.	
77	Return of interruptions of service for pensionary purposes condoned under Article 422 of the Civil Service Regulations.	Ditto ..	1st week of July ..	Ditto ..	Bengal Government order Nos. 9870-9967F., dated 18th October 1938.	
78	Forecast of the cost of overhauling and repairing police launches, etc.	Engineer-Superintendent, Government Dockyard, Narayanganj, Dacca.	Not later than 31st July.	Ditto ..	Appendix XXV, (Rule 55).	
79	Budget estimates ..	Superintendent and Deputy Inspector-General.	1st August ..	Ditto ..	Regulation 1146.	
80	Estimate for charges for police custody	Superintendent, Bengal and Assam Railway Police, Saidpur.	Ditto ..	Ditto ..	Standing orders ..	To be submitted along with budget estimate.
81	Return of officers who will attain or pass the age of 55 or may exceed the period of any extension of service already granted.	Superintendent ..	1st September ..	Range Deputy Inspector-General.	Regulation 844.	

82	Ditto	Deputy General. Inspector-	In September ..
83	Estimate of the grant required under" 56—Stationery and Printing—Cost of printing work done by other Governments—Cost of Army Forms supplied to the Police Department."	Superintendent and Deputy Inspector-General.	Not later than 15th September.
84	Budget estimate regarding the allocation of the Port Police charges between the Commissioners for the Port of Chittagong and the Provincial Government.	Superintendent, Chittagong.	On or before 15th September.
85	Report showing the number of surplus revolvers, if any, which are available for transfer to districts in other Ranges.	Range Deputy Inspector-General.	1st October ..
86	Report regarding gun licences	Officer in-charge of police-station.	In November ..
87	List of candidates nominated by the District Committee for direct appointment as Sub-Inspector.	Superintendent ..	Ditto ..
88	Requisition for platform passes	Ditto	In December ..
89	Report regarding the number of clerks appearing at the examination in accounts and office procedure.	Range Deputy Inspector-General.	1st week of December.
90	List of self-propelled vessels not registered under the Merchant Shipping Act, 1894.	Deputy Inspector-General, Dacca and Bakargani Ranges.	By the 15th December.
91	Nominations of Assistant Sub-Inspectors for promotion to the rank of Sub-Inspector.	Superintendent ..	When called for ..
92	Nomination of constables for promotion to the rank of Assistant Sub-Inspector.	Ditto	Ditto ..
93	Nomination of constables for promotion to the rank of head constables.	Ditto	Ditto ..
94	Nomination of officers fit for promotion to the rank of Inspector.	Ditto	Ditto ..

Inspector-General	..	Ditto	
Ditto	..	Regulation 1283.	
Inspector-General	..	Standing orders.	
Ditto	..	Ditto	
Superintendent	..	Regulation 384	The Superintendent shall forward these reports to the District Magistrate.
Range Deputy Inspector-General.		Regulation 742.	
Traffic Manager of the Railway concerned.		Regulation 216.	
Inspector-General	..	Regulation 807.	
Inspector-General	..	Bengal Government order No. 2419(2)-Pl., dated the 8th December 1939.	
Range Deputy Inspector-General.		Regulation 741.	
Ditto	..	Regulation 743.	
Ditto	..	Regulation 745.	
Ditto	..	Appendix XLIII.	

APPENDIX XIII

(Regulations 199, 373, 531, 905 and 1071.)

Lists of registers and files to be maintained in various offices.

(1)—Office of the Range Deputy Inspector-General.

(The list does not include the registers, etc., prescribed for office routine.)

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
1	Jurisdiction lists of police-stations	10 and Appendix II.	Permanently.
2	Jurisdiction maps of police-stations.	10 and Appendix II.	Ditto.
3	File of notifications relating to the establishment and changes of jurisdiction, site or nomenclature of police-stations.	10 and Appendix II.	Ditto.
4	File of <i>Police Gazette</i> (Parts I to V.)	74 ..	Five years.
5	File of Government Orders (Part VI, <i>Police-Gazette</i>).	74 ..	Permanently.
6	File of Police Orders (Part VI, <i>Police Gazette</i>).	74 ..	Ditto.
7	File of <i>Criminal Intelligence Gazette</i> (Parts I to X).	74 ..	Five years.
8	File of <i>Criminal Intelligence Gazette</i> (Part XI).	74 ..	Ditto.
9	Files of special and illustrated and other supplements to the <i>Criminal Intelligence Gazette</i> .	74 ..	Ditto.
10	Used books of railway and steamer warrants. (Bengal Forms Nos. 360B and 360C.)	94 and Appendix III.	Two years.
11	Used books of omnibus warrants. (Bengal Form No. 359.)	94 and Appendix III.	Ditto.
12	Register of permanent sanctioned strength and subsequent additions to and alterations in the force. (B. P. Form No. 245.)	..	Permanently. This register shall be maintained in two parts—Part I, showing the permanent sanctioned strength of the Range and Part II, the strength of the force in each district in the Range.)
13	Register of temporary establishment sanctioned for each district in the Range. (B. P. Form No. 246.)	..	Permanently.

Appx. XIII.

Serial No. •	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
14	File of allotment statements of force	659 ..	Until fresh lists are issued.
15	List of mobilization contingents	663 ..	Ditto.
16	Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent.	735 and Appendix XLII.	Ditto.
17	Range approved list of officers fit for promotion to the rank of Inspector.	738 and Appendix XLI.	Ditto.
18	Provincial approved list of officers fit for promotion to the rank of Inspector.	738 and Appendix XLIII.	Ditto.
19	List of Assistant Sub-Inspectors and head constables fit for promotion to the rank of Sub-Inspector. (B P. Form No. 247.)	741 ..	A new file to be opened every year and the old file destroyed when no longer required.
20	Provincial approved list of head constables fit for promotion to the rank of Sub-Inspector (Special Armed Force).	741(II) ..	Until a fresh list is issued.
21	Provincial approved list of head constables fit for promotion to the rank of Sub-Inspector (Town Police).	741 (II) ..	Ditto.
22	Approved list of Accountants fit to be head clerks.	768 ..	Ditto.
23	Approved list of clerks fit to be Accountants.	768 ..	Ditto.
24	Approved list of clerks fit to be reader clerks.	768	Ditto.
25	Gradation list of Inspectors and Sergeants (Provincial list).	768 ..	Until a fresh list is issued. (The list is printed periodically.)
26	Gradation list of Sub-Inspectors (Range list).	..	Ditto.
27	Gradation list of clerical establishments of the officers of Superintendents in the Range.	..	Ditto.
28	Gradation list of clerical establishment of the officers of the Range Deputy Inspectors-General.	..	Until a fresh list is issued.
29	Register of casual leave. (Bengal Form No. 107.)	819 ..	Two years after completion.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
30	Service books or rolls ..	920 ..	For disposal of service books and rolls (see regulation 922).
31	Register of securities and deposits. (B. P. Form No. 221.)	1145 ..	Until rewritten.
32	Register of buildings sanctioned. (B. P. Form No. 244.)	..	Three years.
33	Stock book. (Bengal Form No. 1148.)	1280 ..	Permanently.
34	Register of receipt and issue of forms. (Bengal Form No. 108.)	1284 ..	Two years.
35	Register of receipt and issue of stationery. (Bengal Form No. 402.)	1288 ..	Three years.
36	File of <i>Calcutta Gazette</i> ..	..	Three years.
37	Index register of files ..	..	When the files of the year concerned are sorted, those to be preserved should be alphabetically indexed in a separate register and the old ones destroyed.

Note.—The various accounts registers (including cash book) should be preserved for the periods prescribed for similar registers maintained in the Superintendent's office.

(2).—Office of the Deputy Inspector-General, Criminal Investigation Department.

(The list does not include the registers, etc., prescribed for office routine.)

1	File of <i>Police Gazette</i> (Parts I to V)	74 ..	Five years.
2	File of Government Orders (Part VI, <i>Police Gazette</i> .)	74 ..	Permanently.
3	File of Police Orders (Part VI, <i>Police Gazette</i> .)	74 ..	Ditto.
4	File of <i>Criminal Intelligence Gazette</i> (Parts I-X).	74 ..	Ditto.
5	File of <i>Criminal Intelligence Gazette</i> (Part XI).	74 ..	Ditto.
6	Files of special and illustrated and other supplements to the <i>Criminal Intelligence Gazette</i> .	74 ..	Ditto.
7	Used books of railway and steamer warrants. (Bengal Forms Nos. 360B and 360C.)	94 and Appendix III.	Two years.
8	Used books of omnibus warrants. (Bengal Form No. 359.)	94 and Appendix III.	Ditto

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
9	File of personal diaries. (B. P. Form No. 136.)	623 ..	One year.
10	File of special reports	..	See remarks against serial No. 66 of the list of registers, etc., kept in the Superintendent's office.
11	Records of enquiries and investigations in which the Criminal Investigation Department takes part by control or assistance.	629 ..	To be preserved permanently or destroyed after three years according to the importance of each case.
12	Detective warrant register. (Form A.) ..	631 and Appendix XXXI.	Three years.
13	Detective warrant register. (Form B.) ..	Ditto ..	Ditto.
14	File of detective warrant certificates. (Forms C and D.)	Ditto ..	One year.
15	List of local photographers ..	637 ..	Three years.
16	File of mufassil diaries of experts of the Finger Print Bureau.	655 ..	Ditto.
17	Crime Index Register. (B. P. O. Form No. 29, new.)	..	Permanently.
18	Statement of daily work in Finger Print Bureau. (B. P. O. Form No. 14, new.)	..	Five years.
19	Register of Criminal Investigation Department references received from police-stations and other sources. (B. P. O. Form No. 15, new.)	..	Three years.
20	Register of traced cases. (B. P. O. Form No. 16, new.)	..	Three years.
21	File of allotment statements of force ..	659 ..	Until fresh lists are issued.
22	Gradation list of Inspectors and Sergeants (Provincial list).	..	Until a fresh list is issued (The list is printed periodically.)
23	Gradation list of Sub-Inspectors in the Criminal Investigation Department.	..	Ditto.
24	Gradation list of Assistant Sub-Inspectors and head constables.	..	Ditto.
25	Gradation list of constables ..	..	Ditto.
26	Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent.	735 and Appendix XLII.	Until a fresh list is issued.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
27	Gradation list of clerical establishment.	..	Until a fresh list is issued
28	List of officers of the Criminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector.	738 and Appendix XLIII.	Ditto.
29	Provincial approved list of officers fit for promotion to the rank of Inspector.	738 and Appendix XLIII.	Ditto.
30	Approved list of constables fit for promotion to the rank of Assistant Sub-Inspector.	743 ..	Ditto.
31	31 Register of revolver practice	797 ..	One year after completion.
32	Register of casual leave. (Bengal Form No. 107.)	819 ..	Two years after completion.
33	Register of casual leave and brass numbers. (B. P. Form No. 159.)	819 ..	Ditto.
34	File of proceedings. (B. P. Form No. 164.)	861 ..	See entry against serial 35 in the list of registers, etc., kept in the Reserve Office.
35	File of command certificates. (B. P. Form No. 10.)	909 ..	Two years.
36	Order book	911 ..	Thirty-eight years.
37	Register of punishments. (B. P. Form No. 175.)	915 ..	Three years.
38	Register of receipt and issue of clothing. (B. P. Form No. 176.)	916 ..	Two years.
39	Leave Register (B. P. Form No. 177.)	917 ..	Two years on completion.
40	Service books and rolls	920 ..	For disposal of service books and rolls (see Regulation 922.)
41	Committee report book on clothing. (B. P. Form No. 184.)	973 ..	Two years.
42	Clothing Hand Book. (B. P. Form No. 185.)	976 ..	Until a new books is issued.
43	File of issue forms of clothing. (B. P. Form No. 186.)	980 ..	Two years.
44	Register of securities and deposits. (B. P. Form No. 221.)	1145 ..	Until rewritten.
45	Stock book. (Bengal Form No. 1148)	1280 ..	Permanently.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
46	Register of receipt and issue of form. (Bengal Form No. 108.)	1284 ..	Two years.
47	Register of receipt and issue of stationery. (Bengal Form No. 402.)	1288 ..	Three years.
(3).— Office of the Superintendent.			
1	Police jurisdiction lists and maps ..	10 and Appendix II.	Permanently.
2	File of notifications relating to the establishment and changes of jurisdiction, site or nomenclature of police-stations.	10 and Appendix II.	Ditto.
3	Register of comments by courts on the conduct of police officers.	27 ..	Two years.
4	Index of retired police officers ..	34 ..	Permanently.
5	File of Subdivisional Police Officer's fortnightly reports.	46 (k) ..	One year.
6	File of matters to be examined at inspection of police-stations.	51 (e) ..	New file shall be opened at the end of each year when old files shall be destroyed.
7	File of tour diaries of Superintendents.	62 ..	Two years.
8	File of tour diaries of Assistant and Deputy Superintendents.	62 ..	One year.
9	File of Government orders (Part VI, <i>Police Gazette</i>).	74 ..	Permanently.
10	File of Police Orders (Part VI, <i>Police Gazette</i>).	74 ..	Ditto.
11	File of <i>Police Gazette</i> (Parts I to V)	74 ..	Ditto.
12	File of <i>Criminal Intelligence Gazette</i> (Parts I to X).	74 ..	Ditto.
13	File of <i>Criminal Intelligence Gazette</i> (Part XI).	74 ..	Ditto.
14	Files of special and illustrated and other supplements to the <i>Criminal Intelligence Gazette</i> .	74 ..	Ditto.
15	Confidential character rolls of clerks. (B. P. Form No. 3.)	76 ..	See entry against serial 4 in the list of registers, etc., kept in the Reserve Office.
16	Counterfoils and statements of railway and steamer warrants.	94 and Appendix III.	Two years.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
17	Counterfoils and statements of omnibus warrants.	94 and Appendix III.	Two years.
18	File of procession licenses. (B. P. Form No. 8.)	136 and 139	Ditto.
19	Register of procession licenses. (Bengal Form No. 5307.)	..	Ditto.
20	File of <i>Muharram</i> and other festivals.	..	Ditto.
21	File of personal diaries of Sergeants..	197 (Note) ..	One year.
22	File of hue-and-cary notices (B. P. Form No. 28.)	250 ..	Ditto.
23	Register of approvers	386 ..	Permanently.
24	List of persons whose names have been removed from the conviction register.	398 ..	Ditto.
25	File of monthly reports of officers in charge of police-stations.	408 ..	Two years.
26	File of police-station and court office cash accounts.	409 and 548 ..	One year.
27	File of daily under-trial case reports from courts.	533 ..	Ditto.
28	List of railway criminals	582 ..	Permanently. (To be maintained in the office of the Superintendent of Railway Police.)
29	File of notifications defining the jurisdiction of Magistrates to whom reports should be made of railway accident and criminal cases occurring on railway lines.	599 ..	Ditto.
30	File of allotment statments of force ..	659 ..	Until fresh lists are issued.
31	Provincial approved list of accountants fit to be head clerks.	768 ..	Until a new list is issued.
32	Provincial approved list of clerks fit to be accountants.	768 ..	Ditto.
33	Provincial approved list of clerks fit to be reader clerks.	768 ..	Ditto.
34	Register of casual leave of clerks and other subordinates. (Bengal Form No. 107.)	819 ..	One year or until a new register is opened.
35	Register of leave of clerks. (B.P. Form No. 177.)	826 ..	Two years.

Appx. XIII.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
36	File of charge certificates of Superintendents, Additional Superintendents, Assistant and Deputy Superintendents.	839 ..	Two years.
37	Attendance register of office staff. (Bengal Form No. 48.)	1066 ..	Ditto.
38	File of charge reports of head clerks and accountants and police-station and outposts, and Court, Reserve and Inspectors' offices.	1070, 202 and 425.	Ditto.
39	Register of English letters received. (Bengal Form No. 16.)	1075 ..	Three years. (Separate registers shall be maintained for confidential letters.)
40	Register of English letter issued. (Bengal Form No. 19.)	1076 ..	Ditto.
41	Register of papers received in the head muharir's section. (Bengal Form No. 16.)	1078 ..	Three years.
42	Register of papers issued from the head muharir's section. (Bengal Form No. 19.)	1078 ..	Ditto.
43	Peon book. (Bengal Form No. 47.) ..	1079 ..	Two years.
44	Service books of clerks	1083 ..	} See regulation 922.
45	Service rolls of inferior servants ..	1083 ..	
45	Catalogue of books in the office Library (B.P. Form No. 202.)	1084 ..	Until re-written.
47	Register of correction slips. (B.P. Form No. 214.)	..	Until the last correction slip in the books is a year old.
48	Town beat maps	1087 ..	Revised maps to be prepared from time to time as necessity arises.
49	Crime maps	1088 ..	Ten years.
50	Weekly pending list of correspondence (B.P. Form No. 203.)	1097 ..	One year or until the cases are disposed of.
51	File index. (B.P. Form No. 204.) ..	1099 ..	Twelve years.
52	Records of cases, i.e., first information reports, progress memos., case diaries, etc.	1101 ..	For the periods mentioned in regulation 1101.
53	Superintendent's note book ..	1104 ..	permanently.
54	Register of cases of minor misconduct. (B.P. Form No. 206.)	1106 ..	Three years.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
55	File of misconduct reports ..	1106 ..	Three years after disposal of the case.
56	File of annual returns for administration reports.	1107 ..	Five years.
57	File of annual administration reports	1107 ..	Ditto.
58	File of periodical reports and returns	..	Two years. (Periodical and miscellaneous returns from police-stations shall be filed together separately particulars of the returns contained in the file being given on an outside docket).
59	File of half-yearly inspection forms (station statistics) showing the incidence of crime. (B.P. Form No. 70).	1111 ..	Two years.
60	Inspection register. (B.P. Form No. 207).	1112 ..	Five years.
61	File of daily reports of Circle Inspectors.	1113 ..	One year.
62	File of personal diaries of Inspectors	1114 ..	Two years.
63	Index of Crime. (B.P. Form No. 14).	1115 ..	Ten years.
64	Registers of special reports, (B.P. Form No. 209).	..	Thirty years.
65	Files of special reports ..	1116 ..	Files of special reports of dacoity cases in which there are no absconders shall be destroyed after printed brief histories have been received from the Criminal Investigation Department. Those in which there are absconders shall be destroyed when the absconders have been traced or declared no longer wanted and the cases finally disposed of. Special reports of cases other than dacoities shall be destroyed after five years if there are no absconders, while those of cases in which there are absconders shall be preserved until they are arrested or declared no longer wanted.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
66	Register of absconding offenders. (B.P. Form No. 210.)	1118 ..	Until a new register is opened.
67	Brief histories of dacoity cases ..	1122 ..	Permanently.
68	Criminal history. (B.P. Form No. 211.)	1123 ..	Ditto.
69	Gang register files and index (B.P. Form No. 212.)	1128 ..	Thirty years.
70	Register showing the results of Criminal Tribes Act cases. (B.P. Form No. 213.)	Paragraph 93 of the Special Supplement to the <i>Criminal Intelligence Gazette</i> , dated the 20th August 1937.	Ten years.
71	Pay cheques. (Bengal Form No. 50.)	1137 ..	Five years.
72	Receipt cheques. (Bengal Form No. 39.)	1137 ..	Ditto.
73	Cash book. (B.P. Form No. 215.) ..	1138 ..	Ditto.
74	Treasury pass book. (Bengal Form No. 2510.)	1139 ..	Ditto.
75	Register of securities and deposits. (B.P. Form No. 221.)	1145 ..	Until re-written.
76	Registers of budget allotments ..	1149 ..	Two years.
77	Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures.	1149 ..	Three years.
78	Register of regular contingent charges. (Bengal Form No. 2401.)	1157 ..	Five years.
79	Register of special contingent charges. (Bengal Form No. 2401.)	1157 ..	Ditto.
80	Register of contract contingent charges (Bengal Form No. 2402.)	1157 ..	Ditto.
81	Register of house rents. (B.P. Form No. 223.)	1169 ..	Ditto.
82	File of house rent rolls for hired building. (B.P. Form No. 224.)	1169 ..	Ditto.
83	File of house rent roll showing rents due and recoveries made. (B.P. Form No. 225.)	1171 ..	Ditto.
84	Demand and collection register of house rents. (B.P. Form No. 226.)	1171 ..	Five years.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
85	Reward register. (B.P. Form No. 227.)	1172 ..	Five years.
86	File of monthly abstract of cost of diet supplied to patients in the Police Hospital. (B. P. Form No. 198.)	1180 and 1188	Two years.
87	File of monthly statement of charges and recoveries on account of patients in the police hospital. (B. P. Form No. 228.)	1180 and 1189	Ditto.
88	File of bills for prisoners' diet, etc. ..	1181 ..	Ditto.
89	(a) File of combined pay bills and acquittance rolls, where these are maintained separately, of servants of the Crown for whom no establishment returns are submitted and no service books are maintained.	1191 ..	35 years. The bundle should be sent to the Magistrate's record room and should be a complete record of all payments (Government order No. 266F, dated 24th March, 1933).
	(b) File of pay bills of other classes of servants of the Crown and acquittance rolls for pay and allowances (other than travelling allowance).	1191 ..	Six years.
90	File of travelling allowance bills ..	1191 ..	Three years.
91	File of miscellaneous bills ..	1191 ..	Ditto.
92	File of acquittance rolls (other than travelling allowance) when maintained separately from pay bills.	1200 ..	35 years. The bundle should be sent to the Magistrate's record room and should be a complete record of all payments. •
93	File of acquittance rolls of travelling allowance bills.	..	Three years.
94	File of acquittance rolls of escort charges.	..	Ditto.
95	Acquittance rolls of rewards ..	..	Ditto.
96	Register of pay and allowances held over for future payment. (B. P. Form No. 232.)	1201 ..	Two years.
97	Register of last pay certificates ..	1210 ..	One year.
98	Security bonds of Sub-Inspectors for repayment of advances for purchase of uniform and equipment. (B.P. Form No. 236.)	1243 ..	One year after the advances are paid in full.
99	Register of recoveries. (B.P. Form No. 237.)	1245 ..	Six years.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
100	Register of General Provident Fund subscribers.	..	Six years.
101	Records showing payments on account of final withdrawal of deposits in the General Provident Funds.	..	Thirty years.
102	Register of lands and buildings. (B.P. Form No. 239.)	1251 ..	Parmanently.
103	Register of new buildings. (B. P. Form No. 242.)	1269 ..	Three years or until a new register is opened.
104	File of "Building and Miscellaneous Construction Notes."	Paragraph 309, <i>Police Gazette</i> , dated, 3rd September 1937.	Permanently.
105	Measurement books for departmental works. (Bengal Form No. 2900.)	Police order No. 9 of 1937.	Ten years.
106	Register of measurement books ..	Police order No. 9 of 1937.	Unitil a new register is opened.
107	Register of building contractors ..	Paragraph 806, <i>Police Gazette</i> , dated 17th December 1937.	Parmanently.
108	Stock book. (Bengal Form No. 1148.)	1280 ..	Ditto.
109	Register of receipt and issue of forms. (Bengal Form No. 108.)	1284 ..	Two years.
110	Register of receipt and issue of stationery. (Bengal Form No. 402.)	1288 ..	Three years.
111	Register of receipt and issue of service stamps. (Bengal Form No. 42.)	1289 ..	Two years.
112	Pay cheque books for issue of service stamps. (Bengal Form No. 50.)	1289 ..	Ditto.
113	File of standing distrjct circular orders.	..	Two years after abrogation.
114	Gradation list of clerks	..	Until a fresh list is issued.
115	Office order book	..	Two years.
116	List of places where <i>korbani</i> is usually held.	..	Permanently.
117	Register of rewards granted to defadars and chaukidars by the Superindent.	Rule 51 of the Union Board Manual, volume II.	Five years.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
118	Register of firearms and ammunition purchased by the residents of this district. (Bengal Form No. 125A.)	<i>Police Gazette</i> , paragraphs 217 dated 3rd August 1928, and 464, dated 25th September 1936.	Five years. (This is required for the preparation of an annual return of arms and ammunition for submission to the District Magistrate.)
119	File of monthly return of the stock and sales of arms and ammunition. (Bengal Form No. 139.)	Paragraph 116, Chapter III, the Bengal Arms Act Manual.	Ten years.

(4).—Reserve Office.

1	File of <i>Police Gazette</i> (Parts I to V) ..	74 ..	Five years.
2	File of Government orders (Part VI, <i>Police Gazette</i>).	74 ..	Permanently.
3	File of Police orders (Part VI, <i>Police Gazette</i>).	74 ..	Ditto.
4	Confidential report books. (B. P. Form No. 2.)	76 ..	(1) Officers retiring on pension or gratuity—One year after retirement. (2) Officers leaving the force with bad record—Twelve years after discharge. (3) Other officers leaving the force—Five years after discharge. (4) Officers who die while in service—One year after death.
5	Register of arms held as part of equipment.	88 ..	Until a new register is opened.
6	Used Books of railway and steamer warrants. (Bengal Forms Nos. 360B and 360C.)	94 and Appendix III.	Two years.
7	Used books of omnibus warrants. (Bengal Form No. 359.)	94 and Appendix III.	Ditto.
8	File of personal diaries ..	197 (Notes ii and iii).	Two years.

Note.—Regarding confidential registers and files to be maintained in the office of the Superintendent see "Manual of Rules and Orders for District Intelligence Branch Offices in Bengali".

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
9	Detective warrant register (Form B.)	631 and Appendix XXXI.	Three years.
10	File of detective warrant certificates (Forms C and D.)	631 and Appendix XXXI.	One year.
11	List of mobilization contingents ..	663 ..	Until a new list is issued.
12	File of standing mobilization orders (B. P. Form No. 139.)	663 ..	Ditto.
13	Roster of duty of guards (B. P. Form No. 141.)	695 (16) ..	One year to be kept by every officer in charge of a guard.)
14	Register of visiting guards (B. P. Form No. 143.)	696 ..	One year after completion.
15	File of reports of visiting guards (B. P. Form No. 144.)	696 ..	Two years.
16	Escort requisition (B. P. Form No. 145.)	701 ..	To be filed with the counter-foil of the command certificate.
17	Range approved list of officers fit for promotion to the rank of Inspector.	738 and Appendix XLIII.	Until a new list is issued.
18	Provincial approved list of officers fit for promotion to the rank of Inspector.	738 and Appendix XLIII.	Ditto.
19	List of Assistant Sub-Inspectors fit for promotion to the rank of Sub-Inspector.	741 (I) ..	Ditto.
20	Provincial Approved list of head constables fit for promotion to the rank of Sub-Inspector in the Special Armed Force and in the Town Police.	741 (II) ..	Ditto.
21	List of candidates for direct recruitment as Sub-Inspectors.	742 ..	Two years.
22	File of nomination rolls of candidates for direct recruitment as Sub-Inspectors.	742 ..	Ditto.
23	Approved list of constables fit for permanent promotion to the rank of Assistant Sub-Inspector.	743 ..	Until a new list is issued.
24	Nomination rolls for direct recruitment of Assistant Sub-Inspectors.	743 ..	Ditto.
25	Approved list of constables fit to officiate as Assistant Sub-Inspectors.	744 and Appendix XLVI.	Until a new list is issued.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
26	Approved list of Armed naiks fit for promotion to the rank of head constable.	745	.. Until a new list is issued.
27	Approved list of unarmed constables fit for promotion to the rank of head constable.	745	.. Ditto.
28	Approved list of constables fit for promotion to the rank of naik.	745A	.. Ditto.
29	File of Agreement Form for constables on enlistment. (B. P. Form No. 149.)	749	.. The agreement duly completed shall be filed with service rolls.
30	Register of candidates for enlistment as constables. (B. P. Form No. 151.)	752	.. Five years.
31	List of officers of the mobilization contingent trained annually.	795	.. Two years.
32	Register of musketry practice (B. P. Form No. 156.)	796	.. One year after completion.
33	Register of revolver practice (B. P. Form No. 158.)	797	.. Ditto.
34	Register of casual leave and brass numbers. (B. P. Form No. 159.)	819	.. Two years after completion.
35	Register of leave addresses ..	831	.. Two years.
36	File of proceedings (B. P. Form No. 164.)	861	.. (1) Against officers who die while in service—To be destroyed after death. (2) Against officers retiring on pension or gratuity—One year after retirement. (3) Against other officers leaving the force—Twelve years after discharge.
37	Orderly room register (B. P. Form No. 166.)	893	.. One year after completion.
38	File of appointment certificates ..	901	.. The certificates of officers dismissed or removed from service to be destroyed after 3 years and of those deceased or discharged to be destroyed at once. The certificates of officers going on leave to be returned when they rejoined.

Appx. XIII.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
39	File of standing district circular orders	905 ..	Two years after abrogation.
40	Peon book (Bengal Form No. 47) ..	905 ..	Two years.
41	Stock book (B. P. Form No. 169) ..	906 ..	Permanently.
42	Register of repairable articles in stock	906 ..	Ditto.
43	Morning report Register (B. P. Form No. 170.)	907 ..	Two years.
44	Roster of daily duties (B. P. Form No. 6.)	908 ..	One year after completion.
45	File of command certificates (B. P. Form No. 10).	909 ..	Two years.
46	Register of disposition of force (B. P. Form No. 171).	910 ..	Two years.
47	District order book ..	911 ..	Thirty eight years.
48	Register of letters despatched (Bengal Form No. 19).	911 (Note) ..	Five years.
49	Book of orders requiring the District Magistrate's approval.	911 [Note (i)]	One year.
50	Muster roll (B. P. Form No. 172) ..	912 ..	Ten years.
51	Gradation list (B. P. Form No. 173)	913 ..	The old list to be destroyed when a new list is opened.
52	Register of casualties (B. P. Form No. 174).	914 ..	One year after completion.
53	Register of punishments (B. P. Form No. 175).	915 ..	Three years.
54	Register of receipt and issue of clothing (B. P. Form No. 176).	916 ..	Two years.
55	Leave registers (B. P. Form No. 177)	917 ..	Ditto.
56	Service books and rolls of police officers and crews of steam launches and boats.	920 ..	For disposal of service books and rolls, see Regulation 922.
57	Forward diary (Bengal Form No. 25).	923 ..	Used diary to be destroyed as soon as all action has been taken.
58	Files of periodical reports and returns	924 ..	Two years.
59	File of indents for clothing (B. P. Form No. 183).	970 ..	Ditto.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
60	Committee report book on clothing. (B. P. Form No. 184.)	973 ..	Two years.
61	Clothing hand book. (B. P. Form No. 185.)	976 ..	Till a new book is issued.
62	File of defect lists of clothing. (B. P. Form No. 187.)	978 & 980 ..	Two years.
63	File of issue forms of clothing. (B. P. Form No. 186.)	980 ..	Ditto.
64	File of requisitions for arms, ammunition and ordnance stores.	987 ..	Ditto.
65	Committee report book on ordnance and other stores. (B. P. Form No. 190.)	994 ..	Ditto.
66	Register showing sanctioned number and distribution of arms. (B. P. Form No. 188.)	999 ..	Three years after completion.
67	Ammunition account register. (B. P. Form No. 191.)	1000 ..	Five years after completion.
68	File of reports of casualties in small arms ammunition.	1007 ..	Two years.
69	Register of arms and ammunition received from officers proceeding on leave.	1015 ..	Until a new register is opened. (To be kept at police armoury.)
70	Hospital register. (B. P. Form No. 193.)	1028 ..	Two years. (To be kept at the police hospital.)
71	File of sick report. (B. P. Form No. 195.)	1030 ..	One year.
72	Register of diet supplied to patients in the police hospital. (B. P. Form No. 197.)	1034 ..	Two years. (To be kept at the police hospital.)
73	Inspection register. (B. P. Form No. 207.)	1112 ..	Five years.
74	Muster roll for works executed through departmental agency.	1266 ..	Three years. (The roll will show the names of labourers, date and hour of attendance and amount paid to each individual.)
75	List of Crown property in the Reserve office.	1280 ..	Permanently.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
76	File of "Building and miscellaneous construction notes".	Paragraph 309, <i>Police Gazette</i> , dated 3rd September, 1937.	Permanently.
77	Measurement book for departmental works. (Bengal Form No. 2900.)	Police order No. 9 of 1937.	To be returned to the Superintendent's office on completion of the work.
78	Register of receipt and issue of forms, stationery and stamps.	1290 ..	Two years.

(5)—Court Office.

1	File of <i>Police Gazette</i> (Parts I to V)	74 ..	Five years.
2	File of Government orders (Part VI, <i>Police Gazette</i>).	74 ..	Permanently.
3	File of police orders (Part VI, <i>Police Gazette</i>).	74 ..	Ditto.
4	File of <i>Criminal Intelligence Gazette</i> (Parts I to X).	74 ..	Five years.
5	File of <i>Criminal Intelligence Gazette</i> (Part XI.)	74 ..	Permanently.
6	Files if special and illustrated and other supplements to the <i>Criminal Intelligence Gazette</i> .	74 ..	Ditto.
7	Used books of railway and steamer warrants (Bengal Forms Nos. 360B, 360C and 5073.)	94 and Appendix III.	Two years.
8	Used books of omnibus warrants. (Bengal Form No. 359.)	94 and Appendix III.	Ditto.
9	Final memorandum. (B. P. Form No. 88.)	445 ..	Three years.
10	File of verification rolls of under-trial prisoners. (B. P. Form No. 89.)	454 ..	Ditto.
11	Register of processes. (B. P. Form No. 91.)	471 ..	To be sent to the Magistrate's record room for disposal.
12	File of P.R. slips. (B.P. Form No. 95)	501 ..	Three years after final action.
13	File of jail parade reports. (B.P. Form No. 97.)	515 ..	Three years.
14	Register of officers attending jail parade.	515 (j) ..	Ditto.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
15	Malkhana register. (B.P. Form No. 100.)	526	Twelve years.
16	File of periodical reports and returns.	530	Three years.
17	File of standing district circular orders.	531	Two years after abrogation.
18	Peon book. (Bengal Form No. 47) ..	531	Three years
19	Register of papers received. (Bengal Form No. 16.)	532	Ditto.
20	Register of papers despatched. (Bengal Form No. 19.)	532	Ditto.
21	Daily under-trial case report. (B.P. Form No. 101.)	533 and 600	Ditto.
22	Register of unidentified persons sent up by the police (B. P. Form No. 98.)	534	Five years.
23	Register of appeals. (B. P. Form No. 102.)	535	Three years. (Copies of entries referring to appeals in cases sent up by the Railway Police to be sent to the Superintendent of the Railway Police concerned.)
24	Magistrate's general register of cases (Bengal Form No. 3817.)	536	To be sent to the Magistrate's record room for disposal.
25	Register of non-G.R. cases. (B.P. Form No. 104.)	537	Ten years.
26	Hajat register. (Bengal Form No. 3831.)	538	Three years.
27	Register of session cases. (B. P. Form No. 105.)	539	Three years. (To be kept at all headquarters court offices.
28	Bail bound register. (B. P. Form No. 106.)	540	Permanently.
29	Conviction register. (B.P. Form No. 107.)	541	Thirty years after completion. (To be kept at all headquarters court offices.
30	Index to conviction register. (B. P. Form No. 108.)	543	Permanently. (To be kept at all headquarters court offices.)

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Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
31	Khatian register (crime return compilation sheets). (B. P. Form No. 109.)	545 ..	Three years.
32	Cash accounts. (B. P. Forms Nos. 85 and 112.)	548 ..	Ditto.
33	File of receipt cheques. (Bengal Form No. 39.)	548 ..	Ditto.
34	Malkhana arms register. (B. P. Form No. 114.)	529 and Appendix XIV.	Permanently.
35	Register of casual leave. (Bengal Form No. 107.)	819 ..	One year after completion. (To be kept by the Inspector empowered* to grant casual leave.)
36	Inspection register. (B. P. Form No. 207.)	1112 ..	Five years.
37	List of Crown property in the Court office.	1280 ..	Permanently.
38	Register of receipt and issue of forms, stationery and stamps.	1290 ..	Two years.

(6)—Subdivisional Police Officer's Office.

1	File of <i>Police Gazettes</i> (Parts I to V)	74 ..	Five years.
2	File of Government orders (Part VI, <i>Police Gazette</i>).	74 ..	Permanently.
3	File of Police orders (Part VI, <i>Police Gazette</i>).	74 ..	Ditto.
4	File of <i>Criminal Intelligence Gazettes</i> (Parts I-X).	74 ..	Five years.
5	File of <i>Criminal Intelligence Gazettes</i> (Part XI).	74 ..	One year.
6	Files of special and illustrated and other supplements to the <i>Criminal Intelligence Gazette</i> .	74 ..	Five years.
7	Register of letters received. (Bengal Form No. 16.)	..	Ditto.
8	Register of letters issued. (Bengal Form No. 19.)	..	Ditto.
9	Subdivisional order book. (To show punishments and postings, etc.)	..	Permanently.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
10	Letter book	46 (i) ..	For so long as may be necessary.
11	File of correspondence (with sub-headings as required).	..	Ditto.
12	File of special report and misconduct cases.	..	Ditto.
13	Subdivisional note-book	46 (k) ..	Permanently.
14	File of tour diaries ..	46 (k) ..	One year.
15	File of standing district circular orders and orders of the Inspector-General, Deputy Inspectors-General and Superintendents.	..	Two years after abrogation.
16	Register of casual leave. (Bengal Form No. 107.)	819 ..	Three months after completion.
17	District map and jurisdiction maps of police-stations.	1086 ..	Permanently.
18	Crime maps ..	1088 ..	Ditto.
19	List of Crown property in the office.	1280 ..	Ditto.
20	Register of receipt and issue of forms, stationery and stamps.	1290 ..	Until a new register is opened.
21	Secret Abstract and Intelligence Branch Weekly Report.	..	(Vide Manual of Rules and Orders for District Intelligence Branch offices in Bengal.)
22	Provincial list of political suspects ..	..	Ditto.
23	Suspect register (to be kept in a large sized note-book).	..	Ditto.
24	Receipt and issue register of confidential letters. (To be kept in a note-book.)	..	Ditto.
25	File of confidential standing orders. (To include rules for watching political suspects, for guarding witnesses, etc.)	..	Ditto.
26	File of confidential correspondence with sub-headings as required. (To include reports received from or sent to the Intelligence Branch.)	..	Ditto.

(7)—Circle Inspector's Office.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
1	File of <i>Police Gazettes</i> (Parts I to V)	74 ..	Five years.
2	File of Government orders (Part VI, <i>Police Gazette</i>).	74 ..	Permanently.
3	File of Police orders (Part VI, <i>Police Gazette</i>).	74 ..	Ditto.
4	File of <i>Criminal Intelligence Gazettes</i> (Parts I to X).	74 ..	Five years.
5	File of <i>Criminal Intelligence Gazette</i> (Part XI).	74 ..	One year.
6	Files of special and illustrated and other supplements to the <i>Criminal Intelligence Gazettes</i> .	74 ..	Five years.
7	Used books of railway and steamer warrants. (Bengal Forms Nos. 360 B and 360 C.)	94 and Appendix III.	Two years.
8	Used books of omnibus warrants (Bengal, Form No. 359).	94 and Appendix III.	Ditto.
9	File of general diaries ..	191 ..	Ditto.
10	File of mufassal diaries ..	191 ..	One year.
11	File of case diaries ..	191 ..	To be sent to the Superintendent's office with the Court officer's final memorandum.
12	Order book (B.P. Form No. 15) ..	191 ..	One year.
13	Note-book ..	193 ..	Permanently.
14	Index of crime. (B.P. Form No. 14)	194 ..	Five years.
15	File of personal diaries. (B.P. Form No. 18.)	197	One year.
16	File of monthly return of inspection. (B. P. Form No. 19 for the District Police and B. P. Form No. 128 for the Railway Police).	198 and 557 (c).	Ditto.
17	List of important surveilles, of absconders and of fine defaulters.	199 ..	Permanently. (Should be corrected periodically.)
18	Register of letters received. (Bengal Form No. 16.)	199 ..	Three years.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
19	Register of letters issued. (Bengal Form No. 19.)	199 ..	Three-years.
20	File of standing district circular orders.	199 ..	Two years after abrogation.
21	Register of railway accident cases. (Bengal Form No. 5406.)	199 ..	For such period as may be necessary. (To be maintained by the Circle Inspector of the Railway Police only.)
22	File of standing mobilization orders ..	663 ..	To be preserved until a new list is issued.
23	Register of visiting guards. (B. P. Form No. 143.)	696 ..	One year. (To be maintained by the Circle Inspector at subdivisional headquarters only).
24	File of weekly reports of probationary Sub-Inspectors under practical training in districts.	791 ..	For so long as the probationers remain under training.
25	Register of casual leave. (Bengal Form No. 107.)	819 ..	Three months after completion.
26	Register of minor punishments (defaulters' book). (B.P. Form No. 163.)	858 (a) (6) ..	Three years.
27	District map and jurisdiction maps of police-stations.	1086 ..	Permanently.
28	Crime maps	1088 ..	Ditto.
29	Inspection register. (B.P. Form No. 207.)	1112 ..	Five years.
30	List of Crown property in the office.	1280 ..	Permanently.
31	Register of receipt and issue of forms, stationery and stamps.	1290 ..	Until a new register is opened.

(8)—Police-station.

1	Police jurisdiction list ..	10 and Appendix II.	Permanently.
2	Jurisdiction map of the police-station.	10 and Appendix II.	Ditto.
3	File of notifications relating to the establishment and changes of jurisdiction, site or nomenclature of police-stations.	10 and Appendix II.	Ditto.

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Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
4	File of <i>Police Gazette</i> (Parts I to V) ..	74 ..	Five years.
5	File of Government orders (Part VI, <i>Police Gazette</i> .)	74 ..	Permanently.
6	File of Police orders (Part VI, <i>Police Gazette</i>).	74 ..	Ditto.
7	File of <i>Criminal Intelligence Gazette</i> (Parts I to X.)	74 ..	Five years.
8	File of <i>Criminal Intelligence Gazette</i> (Part XI.)	74 ..	Permanently.
9	Files of special and illustrated and other supplements to the <i>Criminal Intelligence Gazette</i> .	74 ..	Ditto.
10	Used books of railway and steamer warrants. (Bengal Forms Nos. 360B, 360C and 5073.)	94 and Appendix III.	Two years.
11	Used books of omnibus warrants, (Bengal Form No. 359.)	94 and Appendix III.	Ditto.
12	File of co-operation meetings	126 ..	To be destroyed after all action has been taken and a new file opened.
13	Record of routes and hours of processions and assemblies on festivals and other periodical occasions.	133 ..	Permanently.
14	File of procession licenses. (B. P. Form No. 8.)	136 ..	Three years.
15	File of command certificates. (B.P. Form No. 10).	163 ..	One year.
16	Mufassil diary. (B. P. Form No. 18.)	209 ..	Two years.
17	File of discharge slips. (B. P. Form No. 168.)	211 ..	Till the persons concerned are dead.
18	File of pound forms C.G and 1, (Bengal Forms Nos. 211-213.)	231 ..	One year.
19	Register of births. (B. P. Form No. 25.)	234 ..	To be sent to the Magistrate's record room.
20	Register of deaths. (B. P. Form No. 26.)	234 ..	Ditto
21	File of duplicate copies of telegrams despatched.	242 (b) ..	Those concerned with investigation to be filed with case diaries ; others, 3 years.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
22	First information report of cognizable crime. (B. P. Form No. 27.)	243 ..	Counterfoile to be filed with case diary.
23	Hue and cry notice. (B.P. Form No. 28).	250 ..	Those issued from the station itself to be filed with case diary: those from other stations, 3 years.
24	List of bordering districts and railway police-stations and out-posts to which hue and cry notices should be sent.	250 ..	Permanently.
25	File of warning notices to owners and occupiers of land and other persons having an interest on such land when a breach of the peace is apprehended.	252 / ..	One year after action.
26	Register of cases in which no first information report is used. (B. P. Form No. 33.)	254 ..	Three years.
27	Register of motor vehicles accidents. (B. P. Form No. 34.)	254 ..	Two years.
28	Case Diary. (B.P. Form No. 38.) ..	263 and 264 ..	For periods mentioned in Regulation 1101.
29	Charge sheet, (B.P. Form No. 39.) ..	272 ..	To be filed with case diary.
30	Final report. (B.P. Form No. 42.) ..	275 ..	Ditto.
31	First information of reported cases of unnatural deaths. (B. P. Form No. 48.)	299 ..	Three years.
32	Register of warrants of arrests. (B. P. Form No. 56.)	323 ..	Permanently.
33	File of unexecuted warrants ..	323 ..	Until the arrest is made or the warrants are cancelled or withdrawn.
34	Bill book for prisoners' diet and travelling expenses. (B. P. Form No. 58.)	333 ..	Two years.
35	Bad character roll A. (B. P. Form No. 59.)	343 ..	Three years.
36	Bad character roll B. (B. P. Form No. 60.)	344 ..	Ditto.

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Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
37	File of declaration by convicts under section 565, Criminal Procedure Code. (Bengal Form No. 5093.)	349 and Appendix XXIV.	To be destroyed after the period for which the residence is to be notified is over.
38	Rules for town patrols ..	356 ..	Permanently.
39	Register of attendance of chaukidars. (B. P. Form No. 63.)	369 ..	Two years.
40	District map	373 ..	Permanently.
41	Lists of unions, members of union boards and chaukidars and dafadars. (Bengal Forms No. 209C, 209D and 209E.)	373 ..	Permanently. (Copies of relevant entries concerning police-station will be supplied by the Subdivisional Magistrate.)
42	List of persons exempted from the operation of the Arms Act.	373 ..	Permanently.
43	List of arms and ammunitions shops and factories.	373 ..	Ditto.
44	List of towns and other areas in which section 34 of Act V of 1861, the Gambling Act (III of 1887), and any other special Acts or Rules under Acts are in force.	373 ..	Ditto.
45	List of liquor shops and persons licensed to distil and sell spirits.	373 ..	Ditto.
46	List of presidents and members of union boards and presidents of panchayats (where the system exists).	373 ..	Ditto.
47	Disposition list of officers at the police-station and subordinate posts with dates of posting.	373 ..	Ditto.
48	Roster of daily duties. (B. P. Form No. 61.)	373 ..	One year.
49	List of reports and returns due to superior officers.	373 ..	Permanently.
50	Peon book. (Bengal Form No. 47) ..	373 ..	Two years.
51	File of standing district circular orders	373 ..	Two years after abrogation.
52	List of places where <i>Korbani</i> is usually held.	373 ..	Permanently.
53	Register of lands and buildings (B.P. Form No. 239.)	375 ..	Ditto.

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
54	Register of papers received. (Bengal Form No. 16.)	376 ..	Three years.
55	Register of papers issued. (Bengal Form No. 19.)	376 ..	Ditto.
56	General diary. (B. P. Form No. 65)	377 ..	Five years.
57	Register of absconded offenders and escaped convicts. (B.P. Form No. 66.)	378 ..	Until a new register is opened with names of old absconders not yet arrested.
58	Register of property stolen and of all property and articles taken charge of by the police. (B. P. Form No. 67.)	379 ..	Three years after all property entered in the register has been disposed of.
59	Khattian inspection register. (B. P. Form No. 69.)	380 ..	Fifteen years.
60	Register of station statistics. (B. P. Form No. 70 for the District Police and B. P. Form No. 71 for the Railway Police.)	380 and 1111 ..	Permanently.
61	List of convicts and suspects residing in the border villages of adjoining police-stations.	38 ..	Ditto.
62	Register of fine warrants. (B. P. Form No. 72.)	382 ..	Until all outstanding fines are realized or a new register is opened with outstanding items.
63	Register of persons licensed to carry or posses arms. (B. P. Form No. 73.)	384 ..	Five years.
64	Register of persons whose sentences are remitted or suspended under section 401, Cr. P. C. (B. P. Form No. 74.)	385 ..	Permanently.
65	List of approvers	386 ..	Ditto.
66	Minute book. (B.P. Form No. 75) ..	387 and 585 ..	Three years or until a new book is opened.
67	Gang record. (Extracts from the Superintendent's gang register.)	388 ..	Permanently.
68	Enquiry slips. (B.P. Forms Nos. 76 and 77.)	389 ..	One year.
69	Crime maps	390 ..	Permanently.
70	Village crime note-book, Parts I-V. (B. P. Forms Nos. 78-83.)	391 ..	Ditto.

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Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
71	File of periodical reports and returns	407	Three years.
72	File of monthly cash account (B.P. Form No. 85.)	409	Ditto.
73	Monthly bundles of receipt vouchers	409	Ditto.
74	Counterfoils of receipt cheques (Bengal Form No. 39.)	409	Ditto.
75	Register of arms, ammunition and military stores deposited at the police-station. (B.P. Form No. 113.)	529 and Appendix XIV.	One year.
76	List of itinerant railway criminals	582	Permanently. (To be maintained in railway police-stations only.)
77	Guard file of notifications defining the jurisdiction of magistrates to whom reports should be made in cases of railway accident and criminal cases occurring on railway lines.	599	Ditto.
78	File of mobilization contingent	663	Permanently.
79	Inspection register. (B.P. Form No. 207.)	1112	Five years.
80	Criminal History. (B. P. Form No. 211.)	1123	To be kept during the lifetime of the criminal wherever he resides.
81	Gang register (chart). (B. P. Form No. 212.)	1128	Permanently.
82	Muster roll for works executed through departmental agency.	1266	Three years. (The roll will show the names of labourers, the date and hours of attendance and the amount paid to each individual.)
83	File of "Building and miscellaneous construction notes".	Paragraph 309, Police Gazette, dated 3rd September, 1937.	Permanently.
84	Measurement book for departmental works. (Bengal Form No. 2900.)	Police order No. 9 of 1937.	To be returned to the Superintendent's office on completion of the work.
85	List of Crown property at the police-station.	1280	Permanently.
86	Register of receipt and issue of forms, stationery and stamps.	1290	Until a new register is opened.

(9)—Out-posts (excluding floating out-posts).

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
1	File command certificates (B. P. Form No. 10.)	163 ..	One year.
2	Roster of daily duties (B. P. Form No. 61.)	356 ..	Ditto.
3	Rules for town patrols	356 ..	Permanently. (To be kept at each town out-post where a copy in the vernacular shall also be hung up.)
4	Town beat map	373 ..	Permanently. (To be kept at each town out-post.)
5	Disposition list of officers at the out-post with dates of posting.	373 ..	Permanently.
6	List of bad characters under surveillance with residence, parentage and personal description.	373 ..	Permanently. (To be kept corrected up to date.)
7	List of absconders residing or having relatives or connections in the out-post jurisdiction with details as to description, relations, etc.	373 ..	Ditto.
8	General diary. (B. P. Form No. 65)	377(k) ..	Five years.
9	Inspection register. (B. P. Form No. 207).	1112 ..	Ditto. (Entries to be recorded by superior officers including Sub-Inspectors of the parent police-station whenever the out-post is visited on duty.)
10	List of Crown property at the outpost	1280 ..	Permanently.
11	Register of receipt and issue of forms, stationery and stamps.	1290 ..	Until a new register is opened.

(10)—Floating out-post and patrol launch.

1	File of <i>Police Gazette</i> (Parts I-V) ..	74 ..	Five years.
2	File of <i>Police orders</i> (Part VI, <i>Police Gazette</i> .)	74 ..	To be kept at the out-post for such periods as may be necessary and then transferred to the parent police-station or to the Superintendent's office.
3	File of Government orders (Part VI, <i>Police Gazette</i> .)	74 ..	Ditto.
4	File of <i>Criminal Intelligence Gazettes</i>	74 ..	Five years.

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Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
5	File of standing district circular orders concerning the outpost and patrol launch.	..	Two years after abrogation
6	File of Crown property at the floating out-post and patrol launch.	1280 and Appendix XXV.	Permanently.
7	Stock book of expendible and permanent stores.	Appendix XXV.	Permanently. (To be kept in each launch.)
8	General diary. (B.P. Form No. 65) ..	Appendix XXV	Five years.
9	Patrol register	Appendix XXV	Two years on completion.
10	File of personal diaries of officers in charge of patrols.	Appendix XXV	One year.
11	Crime map	Appendix XXV	Permanently.
12	Register of cases reported direct to the floating outpost.	Appendix XXV	Two years on completion.
13	Roster of daily duties. (B. P. Form No. 61.)	Appendix XXV	One year.
14	File of command certificates. (B.P. Form No. 10.)	163 ..	Ditto.
15	Log books for serangs and drivers. (Bengal Forms Nos. 344 and 345.)	Appendix XXV	One year after completion. (To be kept in each launch.)
16	Daily attendance register for crews ..	Appendix XXV	One year.
17	Register of papers received. (Bengal Form No. 16.)	Appendix XXV	Three years.
18	Register of papers despatched. (Bengal Form No. 19.)	Appendix XXV	Ditto.
19	Disposition list of officers at the outpost with dates of posting.		Permanently.
20	Inspection register. (B. P. Form No. 207.)	1112 ..	Five years. (Entries to be recorded by superior officers including Sub-Inspectors of the parent police-station whenever the outpost is visited on duty.)
21	Register of receipt and issue of froms, stationery and stamps.	1290 and Appendix XXV.	Until a new register is opened.

APPENDIX XIV.

[Regulations 240 and 529.]

Rules for the care, custody and despatch of weapons deposited in Police-stations and court malkhanas.

Custody of weapons deposited in the malkhana.

(a) When a Magistrate cancels a license to possess arms, he shall make an entry to that effect in his register of cancelled licenses, and shall issue an order by registered post to the licensee, directing him to deposit the weapon covered by the license either at the police-station within the jurisdiction of which he resides or at his option and subject to such conditions as the Provincial Government may by rule prescribe with a licensed dealer within 14 days of receipt of the order, and warning him that in the event of his failure to do so, he shall be prosecuted under the Arms Act. A copy of the order, containing full particulars of the weapon to be deposited, shall at the same time be forwarded to the officer-in-charge of the police-station within the jurisdiction of which the licensee resides.

(b) All arms, ammunition and military stores deposited at a police-station under the above clause, or in accordance with the provisions of sections 14 and 16 of the Indian Arms Act, shall at once be entered in a register in B. P. Form No. 113.

(c) If the license is also deposited with the weapon, an entry to this effect shall be made in the register in B. P. Form No. 113. Licenses will probably not be deposited with the weapons in all cases, but will be cancelled in the Magistrate's office at the time of rejection of the petition for renewal; and if this is the case, they will be filed in that office and will not be sent to the police-station. If however, a license which has been cancelled is still in possession of the licensee, he shall be specially told to surrender it with the weapon, at the police-station, and the officer-in-charge of the police-station shall forward the license with the weapon to the court.

(d) Within 14 days from the date of deposit at the police-station, the officer-in-charge shall forward the weapon to the court after filling up the duplicate and triplicate copies of B. P. Form No. 113.

Malkhana Arms Register.

(e) On receipt of the weapon in the court, the Court officer shall endorse the duplicate copy of B. P. Form No. 113, and return it to the police-station to be filed. He shall then make the necessary entries in the Arms Register of the *malkhana* (B. P. Form No. 114), and make over the triplicate copy of B. P. Form No. 113 to the clerk in charge of licences (with the license, if received), after endorsing on it the date of deposit in the *malkhana* (B. P. Form No. 114). The clerk in charge of licenses shall enter the date of deposit and the number of the entry in the Arms Register of the *malkhana* in his register of cancelled licenses, and shall file the triplicate copy of B. P. Form No. 113.

Entries which have been pending for more than one calendar year shall be brought forward in the Arms Register in red ink after the annual sale.

Description of arms.

(f) The description of arms in *malkhana* registers must be full and detailed so that it may be impossible at any time for other weapons to be substituted without detection. All names, numbers and marks which the weapon may bear must be recorded in addition to other full particulars, viz., whether rifle or smooth-bore, single or double-barrel, muzzle or breech-loader, number of chambers in the case of revolvers, number of cartridges that fit in the magazine in the case of automatic weapons, etc.

The stock must also be verified item by item whenever the *malkhana* is inspected, and the weapons should be so numbered and arranged as to facilitate verification.

(g) Every officer on assuming charge of a Court office shall personally compare the arms in stock in the *malkhana* item by item, with their description in the arms register of the *malkhana*, and shall enter a certificate to this effect in the register in his own hand, signed and dated.

(h) The Magistrate in charge of licenses shall inspect the court *malkhana* twice a year and shall compare the arms in stock with the arms register of the *malkhana* and with the register of cancelled licenses.

(i) If a license, which has been cancelled, is subsequently renewed, the Magistrate shall issue to the Court officer an order, over his own signature to make over the weapon covered by it and shall also send him the necessary license and the triplicate copy of B. P. Form No. 113 received from the police-station. He shall also inform the licensee that the license has been renewed. The Court officer shall then despatch the weapon with the license and the triplicate copy of B. P. Form No. 113 to the officer in charge of the police-station within the jurisdiction of which the licensee lives, and make the necessary entry in the arms register of the *malkhana*. The officer in charge of the police-station shall acknowledge receipt of the weapon, the license and the triplicate copy of B. P. Form No. 113, and shall enter the particulars of the weapon with date of receipt in his register and shall send for the licensee to take delivery of the license and weapon. The licensee, on taking delivery, shall sign the register (B. P. Form No. 113), and the officer in charge of the police-station shall return the triplicate copy to the Magistrate with an endorsement, signed and dated, to the effect that the weapon has been duly delivered.

(j) The Court officer shall follow the procedure indicated below in the case of all confiscated and forfeited weapons; but before doing so, he shall take the order of the Magistrate in charge of the working of the Arms Act, who shall, before a weapon is despatched to the ordnance office or is destroyed, or is sold by auction or is transferred for the use of the police or any other department of Government, satisfy himself that its number and description agree with those given in the *malkhana* register. All arms, ammunition or military stores deposited under section 16 of the Arms Act and the rules made thereunder shall be kept in the *malkhana* for one calendar year from the 1st January of the year following that in which they were deposited. Arms, ammunition and military stores as defined in the section 4 of the Arms Act, which are confiscated or forfeited under any provision of that Act or of any other enactment for the time being in force, and which have been kept in the *malkhana* for the prescribed period, may, if they can be utilised by the police or by any department under the Government, be retained and brought into use with the sanction of the Provincial Government. If such arms, ammunition or military stores are not so retained, they, with the exception of revolvers and pistols and rifles of prohibited bores, should be sold by auction to licensed vendors or to persons who by exemption or license are entitled to possess them, the police being informed of the names and addresses of the purchasers in order to enable them to verify the sales. The sale in the *muffassil* should be conducted in January every year by a gazetted officer who should be selected for the purpose by the District Magistrate. In Calcutta, the Commissioner of Police will arrange for the auction to be held by Messrs. Mackenzie, Lyall & Co. The unsold arms, ammunition or military stores should be destroyed locally in the presence of the District Magistrate or of a gazetted officer whom the District Magistrate (or the Commissioner of Police in the case of Calcutta) may select for the purpose; but all rifles prohibited bores, revolvers and pistols shall invariably be sent to the Ordnance Officer, Fort William, Calcutta, between 1st February and 15th March every year, to be broken up or otherwise destroyed. The Commissioner of Police, Calcutta, shall depute a responsible police officer to the Arsenal to check and compare with the invoice the number and description of such weapons made over to the Ordnance Officer for destruction.

The weapons which have been deposited but not yet forfeited may be sold by auction on the written application of the owner, the sale-proceeds being paid to the owner.

(k) When sending consignment to the Arsenal, the Court officer shall send delivery vouchers in duplicate in I. A. Form Z 2096 (*vide* Chapter XX) to the Arsenal, so as to arrive there a day or two before the consignment. The Commissioner of Police, Calcutta, shall, at the same time, be informed of the despatch, together with a complete list giving the number and description of the weapons sent for destruction. No consignment should weigh more than 5 maunds.

The officer in charge of the Arsenal shall be asked to sign and return one copy of the voucher. This the Court officer shall paste into the arms register of the *malkhana* and give a reference to it, opposite all items covered by it, in column 14 of the various pages in which they are entered.

In filling up vouchers great care shall be taken to give a full and complete description of firearms and the marks and numbers they bear, so that they may be traced, if necessary, without any doubt or hesitation.

APPENDIX XV.

[Regulations 246, 253 and 1116.]

Special Reports of Crime.

1. The officer who receives the first information of any serious offence or accident shall send intimation by the means shown in column 3 of the Schedule—

(a) to the officers shown in columns 4 to 7.

(b) to the Superintendent, the Subdivisional Police Officer (if any), the Inspector and the officer-in-charge of the police-station.

2. Such intimation shall include a list of all the officers to whom it has been sent.

3. Subject to the remarks in column 8 of the Schedule, the Superintendent shall send Special Reports in all cases to the officers mentioned in columns 4 to 7, and to the District Magistrate, in accordance with the provisions of regulation 1116 and the foot-notes appended to the Schedule.

SCHEDULE.

Serial No. 1	Class of case. 2	First intimation. 3	To be reported to—				Remarks.
			4	5	6	7	
1	Dacoity, making preparation to commit dacoity, assembling for the purpose of committing dacoity.	Express letter	Deputy-Inspector-General, Range.	Deputy Inspector-General, Criminal Investigation Department.	..	..	See foot-note A.
2	Mail robbery, professional highway robbery and conspiracy to commit such offences.	Ditto ..	Ditto ..	Ditto ..	..	..	
3	Cases of any nature mentioned in serial Nos. 1 and 2 in which revolutionaries are suspected.	Telegram ..	Ditto ..	..	Deputy Inspector-General, Intelligence Branch.	..	See foot-notes A and D.
4	House robbery and burglary and theft cases in which property of considerable value has been stolen and in which professional criminals are suspected to have been concerned.	..	Ditto ..	Deputy Inspector-General, Criminal Investigation Department.	..	..	*No ¹ special report unless the Superintendent considers that there are special features which will interest the Deputy Inspectors-General.
5	Theft or loss of fire-arms and ammunition scapable of being used for military purpose. (Vide Intelligence Branch Circular No. 1 of 1935).	Express letter	Ditto ..	..	Deputy Inspector-General, Intelligence Branch.	..	*Only if revolutionary connection is suspected. See foot-note D.
6	Theft or loss of fire-arms and ammunition suspected to be the work of revolutionary organizations.	Ditto ..	Ditto ..	..	Ditto ..	..	See foot-note D.
7	Theft or loss of fire-arms and ammunition when such cases rank as matters of public interest or indicate that rules for the custody of arms and ammunition and explosives either in the possession of regiments or individuals, or during transit by rail or otherwise, are defective and should be amended. (Vide Intelligence Branch Circular No. 1 of 1935).	Telegram ..	Ditto ..	..	Ditto ..	..	Ditto.
8	Cases in which attempts are made to smuggle arms and ammunition and explosives into Bengal by land, sea or air.	Ditto ..	Ditto ..	..	Ditto ..	..	Ditto.

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Serial No. 1	Class of case. 2	First intimation. 3
9	Important seizure of unlicensed arms, ammunition and explosives but not cases arising from failure to renew licences under the Indian Arms Act, 1878 (<i>Vide</i> Intelligence Branch Circular No.1 of 1935.)	Telegram .. Express letter
10	Theft or loss of ammunition of all kinds, of dynamite, cordite, fuses or other high explosives detonators and large numbers of empty cartridge cases. (<i>Vide</i> Intelligence Branch Circular No. 1 of 1935.)	Express letter or telegram, if Important.
11	Cases falling under the Explosive Substances Act, 1908 in which revolutionary connection is suspected.	Telegram ..
12	Cases of counterfeiting coins (other than copper coins by quick silvering stamps or notes, uttering or being in possession of counterfeit coins, stamp or notes, and any discovery of forged currency or promissory notes and the payment into a treasury of any large percentage of false coins. Also conspiracy to commit such offences.	..
13	(a) Professional swindling and, (b) Conspiracy to commit the same.	..
14	Professional drugging	..

To be reported to—				Remarks.
4	5	6	7	
..	..	*Ditto ..	..	*All special reports in all "Bomb cases," first reports only in other cases unless— (a) further reports are called for, or (b) subsequent reports disclose an important difference in the main facts. See foot-note D.
Ditto ..	..			
Ditto ..	..	†Ditto .. 7	..	†First special report only unless (a) further reports are called for, or (b) subsequent reports disclose an important difference in the main facts. See foot-note D.
Ditto ..	..	Ditto ..	..	See foot-notes B* and D.
Ditto ..	Deputy Inspector-General, Criminal Investigation Department.	..	..	In cases of uttering counterfeit coins or notes, Superintendents shall send special reports only if the utterer appears to have a connection with professional coiners or forgers. When special reports are not submitted in any case in connection with counterfeit notes,*a short history of the case should be forwarded to the Criminal Investigation Department after the conclusion of the enquiry.
§Ditto ..	§Ditto ..	..	..	§First, second and final reports only (unless further reports are called for or considered necessary by the Superintendent). In all other cases of swindling and cheating an English translation of first information reports should be sent to the Deputy Inspector-General, Criminal Investigation Department only.
Ditto ..	Ditto ..	..	..	

15	Cases of murder (a) committed for gain or (b) which bear a religious significance or (c) which are unusually heinous. Also conspiracy to commit murder.	..	Ditto
16	Murder (cases which bear a political significance).	Express letter	Deputy Inspector-General, Range.
17	Gang cases under sections 400 and 401 of the Indian Penal Code, and cases under sections 109 and 110 of the Code of Criminal Procedure against gangs of five or more persons reasonably suspected of committing dacoity.	..	Ditto
18	Gang cases under section 109 and 110, of the Code of Criminal Procedure in which the accused are suspected or known to be concerned in revolutionary movements.	..	Ditto
19	Escapes from police custody	Nil	Ditto
20	Defalcation or loss of public money, stamps or opium belonging to or in the custody of the Police Department.	Telegram	Ditto
21	Riots due to religious or political causes or ill-feeling between sects or in which serious attacks have been made on the police or cases of special importance or interest.	Express letter	Ditto
22	Cases of firing on mobs individuals by the police.	Telegram	Ditto
23	Serious cases in which Europeans or Anglo-Indian are concerned and collisions between Europeans or Anglo-Indians and Indians other than assault of an insignificant character.	Express letter or telegram.	Ditto
24	Important industrial strikes	Express letter	Ditto
25	Ditto (cases which involve political motives). Copies of reports to be sent.	Telegram	..
26	Important cases in which Afghans or Peshawaris are concerned.	Express letter	..

Ditto ..	..	..	
..	Deputy Inspector-General, Intelligence Branch.	..	See foot-note E.
Deputy-Inspector-General, Criminal Investigation Department.	..	..	A copy of the judgment to be sent to the Criminal Investigation Department in duplicate, along with the final report,
..	Deputy-Inspector-General, Intelligence Branch.	..	See foot-note F.
..	..	..	First report only unless further reports are called for.
..	..	Inspector-General.	
..	..	*Ditto ..	*First report only to the Inspector-General unless further reports are called for.
..	..	Ditto ..	
..	..	*Ditto ..	*First report only to the Inspector General unless further report are called for. See foot-note C.
..	..	..	
..	Deputy Inspector-General, Intelligence Branch.	Inspector-General.	Copies of reports to be sent to the Labour Commissioner, Bengal direct. See foot-note D.
Deputy Inspector-General, Criminal Investigation Department.	..	..	

Serial No.	Class of cases.	First intimation.	To be reported to—				Remarks.
			4	5	6	7	
27	Agrarian unrest involving or likely to involve disturbances.	Express letter	Deputy Inspector-General, Range.	..	..	Inspector-General.	
28	Ditto (cases of political significance) ..	Ditto ..	..	..	Deputy Inspector-General, Intelligence Branch.	..	...
29	Cases of assault on police officers or of incidents likely to lead to communal trouble.	Telegram (except in petty or technical cases).	Deputy Inspector-General, Range.	..	..	Inspector-General.	Telegram is to be followed without delay by special reports.
30	Cases regarding which immediate information should be given to the Inspector-General or in which special assistance is urgently required.	Telegram ..	Ditto ..	..	..	Ditto ..	..
31	Cases of insurance frauds	..	Ditto ..	Deputy Inspector-General, Criminal Investigation Department.	..	..	
31A	Cases of bank frauds	..	Ditto ..	Ditto ..	..	..	
32	(i) Collisions between trains ..	Express letter	Ditto ..	..	..	..	
	(ii) Serious accidents, i.e., in which lives are lost or many persons injured or in which much damage is done to the permanent way or rolling stock and traffic is suspended for a considerable time.	Express letter	Ditto ..	..	..	..	
33	(i) Derailment or attempted derailment of train by obstruction placed on the permanent way or otherwise.	Express letter	Ditto ..	..	..	..	
	(ii) Ditto (in serious cases only) ..	..	..	..	..	Inspector-General.	Copies of first report only in duplicate.
	(iii) Ditto (in cases which bear a political significance).	Express letter	..	..	Deputy Inspector-General, Intelligence Branch.	..	See foot-note D.

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Note A (i).—1. Express letters and telegrams in dacoity cases shall contain as many facts as are available from the first information report, and these facts shall be arranged in the following serial order: (A) District. (B) Police-station. (C) Place of crime, with union and J. L. numbers. (D) Distance and direction of (C) from (B). (E) Date and hour of crime. (F) Case number and date. (G) Type of dacoity. (H) Number of dacoits. (J) Nature and value of property stolen. (K) Particulars of the dacoits, i.e., (i) community and social status, (ii) dress worn, (iii) speech (language used), (iv) weapons carried or used, (v) illuminants* carried, and (vi) any other particulars available. (L) Method of commission, i.e., (i) of approach, if otherwise than on foot, type of boat or vehicle used to be stated, (ii) of entrance to the house or other structure or of attack upon the victims, (iii) expressions or war-cry used, (vi) degree of violence used, (v) method of obtaining booty (digging floor, breaking safe, trunks or other receptacles, etc.), (vi) any peculiarity in method (vii) route or direction of the dacoits' departure, and (viii) any other relevant detail. (M) Recognition or arrest of any of the dacoits (full particulars of each man to be given if known).

N.B.—Under L (iii), the expression or war-cries used must in on circumstances whatsoever be translated and they must be given in the exact words used, so far as they can be ascertained. If the language used is other than English or Bengali, the expression or war-cries must be transliterated into either of those languages. When the case is to be reported by telegram, all expression and war-cries not in English must be transliterated into that language in the telegram.

2. The "type of dacoity" shall be represented by the appropriate symbol from the following schedule:—

(A) Dacoities committed on boat;

- | | | | | | |
|--|----|----|----|----|-----|
| (i) When the dacoits also come by boat | .. | .. | .. | .. | BB. |
| (ii) When the dacoits come from the land | .. | .. | .. | .. | BL |

(B) Dacoities committed in houses and other structures;

- | | | | | | |
|---|----|----|----|----|-----|
| (i) in any structure used either temporarily or permanently as a dwelling house, irrespective of any other purpose for which it may be used | .. | .. | .. | .. | HD. |
| (ii) in any structure used as a factory or workshop | .. | .. | .. | .. | HF. |
| (iii) in any structure used as a storage godown | .. | .. | .. | .. | HG. |
| (iv) in any structure used as an officer | .. | .. | .. | .. | HO. |
| (v) in any structure used as a shop | .. | .. | .. | .. | HS. |
| (vi) in any structure used as a place of worship— | | | | | |
| (a) of the Christian religion | .. | .. | .. | .. | HC. |
| (b) of the Hindu religion | .. | .. | .. | .. | HH. |
| (c) of the Muslim religion | .. | .. | .. | .. | HM. |
| (d) of any other religion | .. | .. | .. | .. | HW. |

N.B.—If any structure is used partly for any of the purpose mentioned under headings (ii) to (vi) inclusive and partly as a dwelling house, the type of dacoity shall be classified with the symbol HD.

(C) Dacoities committed on any mail-carrying service—

- | | | | | | |
|--|----|----|----|----|-----|
| (i) on any land line (runner or vehicle) | .. | .. | .. | .. | MR. |
| (ii) on a railway mail van | .. | .. | .. | .. | MV. |

N.B.—This classification shall be used, whether or not it appears that the main object was to rob the mails.

(D) Dacoities committed on land thoroughfares of any type (roads, tracks, or footpaths to which the public have access);

- | | | | | |
|--|----|----|----|-----|
| (i) dacoities committed on pedestrians | .. | .. | .. | RP. |
| (ii) dacoities committed on vehicles of any type (bicycles, carts, motor-cars, etc.) | .. | .. | .. | RV. |

(E) Dacoities committed on a transport system (raisteamer service);

- | | | | | |
|---|----|----|----|-----|
| (i) at a station (booking office, goods shed, etc.) | .. | .. | .. | TS. |
| (ii) on a train or steamer (running or stationary) | .. | .. | .. | TT. |

N.B.—Dacoities in staff quarters, gumtis, etc., used for habitation will be classified under H. D.

(F) Cases of assembly, preparation and attempt;

- | | | | | |
|---|----|----|----|-----|
| (i) assembly or preparation to commit dacoity | .. | .. | .. | PD. |
| (ii) attempted dacoity | .. | .. | .. | AD. |

3. In compiling an express letter or telegram the headings given in paragraph I shall not be repeated. If the known facts are stated in their correct order no reference to headings omitted should ordinarily be necessary, as it will be understood that facts under those headings are not yet available. If, however, for the sake of clarity and the avoidance of confusion it is desirable to refer to a heading, the initial letter only shall be given, for instance, "J unknown". Every express letter shall be signed by the sender in BLOCK CAPITALS with his rank and, if sent from a police-station other than that in which the dacoity occurred, the name of the police-station of the despatch. Every telegram shall conclude with the name and rank of the sender. The following examples complied from actual cases will show how the express letters and telegrams shall be written:—

(A) BANKURA MEJHIA GOPALPUR II-8 two miles north-west 4-12-42, 00.01 hours, case No. 2 of 4-12-42 HO 8, cash, clothes, gold studs, rice, brass plate and lantern Rs.188-2-6 middle and low class men, *malkochas*, *chadars*, shirts, black shoes, broken Hindi and Bengali, *lathis*, two electric torches, door pushed open, "Rupaiya kahan hai?" "Malik kaunhai?" slapped one man, broken open almirahs, suitcase with iron rod M nil.

K. L. MANDAL,

Sub-Inspector.

(B) HOOGHLY PANDUA junction of G. T. and KHANYAN station roads, XI, 129, four miles east 8-12-42, 19.30 hours, case No. 4 of 8-12-42 R V6 or 7 new cloths Rs.400, cash Rs.100, white cloths, *pagris*, *galpattas*, *long lathis*, approached cart from rear unyoked bullocks, slight assault M nil.

UMESH CHANDRA CHAUDHURY,

Sub-Inspector.

(C) FARIDPUR, BHUSAN, CHAR BAGAT XI 24 sixteen miles north 14-12-42, 00.30 hours, case No. 7 of 14-12-42, H.D 20 to 22 ornaments Rs.2,090, cash Rs.3,000, local Hindus and Muslims of low class, black shorts, black cloths, round faces, faces painted black, local dialect, *ramdaos*, *lathis*, one gun, electric torches, *sindh* cut, door broken, "Bahire aile mair pheliba", slight assault, trunks broken, gun fired to scare away villagers. SARKAR ASWINIA, son of BANKU, of KASHINATHPUR recognised, BADAL DAS EKMAN of BAGAT suspected.

ANIMESH CHANDRA BHATTACHARJI,

Sub-Inspector.

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(D) CHITTAGONG BANSKHALI SANKA river near North Burumchara 9-12-42 B B 9, cash Rs.200-8-6 and rice, particulars given below, approached in two *sampans*, towed complainant's boat to the *Char*, slight assault, loaded rice in *sampans*. All recognised (1) RAFIUDDIN, son of YUSUF ALI, (2) SALEH AHMAD, son of SULTAN, (3) ALTAF MIYAN, son of AMIR HUSAIN, (4) SIDDIQ AHMAD, son of AMIR BAKSH, (5) ABDUL MAJID, son of TAPZAL ALI, (6) ABDUL QADIR, son of ALI MIYAN, (7) BAICHA MIYAN, son of SURAT ALI, all of NORTH BURUMCHARA, (8) ABDUR RAZZAK, son of unknown, (9) NOWA MIYAN, son of AZIZUR RAHMAN both of SOUTH BURUMCHARA.

J. C. BHATTACHARJI,
Sub-Inspector,
Anwara P.S.

4. The express letter or telegram in every dacoity case shall be despatched by the office or man who records the actual first information. Thus, a Sub-Inspector who records the first information of a dacoity case on plain paper in the mufasil shall, immediately thereafter, despatch the express letter or telegram; an Assistant Sub-Inspector who records at a police-station the first information of a dacoity which actually occurred in another police-station jurisdiction shall despatch the express letter or telegram immediately after recording the information; in circumstances such as these, the Sub-Inspector or Assistant Sub-Inspector shall note on the information recorded by him that he has despatched the express letter or telegram; in the absence of such a note, it shall be the duty of the officer or man receiving the information to despatch an express letter or telegram forthwith.

5. Express letters shall be despatched in covers addressed to—

Assistant to the Deputy Inspector-General of Police. C.I.D.,
Bengal,

• Telegram shall be addressed to—

INTELLIGENCE, BENGAL.

6. Every express letter relating to a dacoity case shall be despatched by "Express Delivery" post. Every cover containing an express letter shall, therefore, have affixed to it one of the red "Express Delivery" labels which are obtained from the post office and, in addition to stamps to cover the ordinary postage fee, stamps worth annas two for the express delivery fee. Not only shall a few "Express Delivery" labels be kept in every police-station, but also every Sub-Inspector and Assistant Sub-Inspector shall carry one or more with him when going to the mufasil.

A (ii).—In other cases express letters will contain as much information as can be compressed within the scope of the letter to make them fully informative.

(Approved unofficially by Government.)
(A. 318—45.)

B.—In any case relating to a serious explosion a report shall be sent by the Superintendent to the Chief Inspector of Explosives by telegram, stating whether his services are required in connection with the investigation or enquiry. Officers-in-charge of police-stations, therefore, shall see that pending the Superintendent's orders, all wreckage and debris shall remain untouched. If it is decided that the Chief Inspector of Explosives shall hold an investigation, everything shall be left as it is until his arrival.

C.—In any case in which there is reason to suspect that an Indian has met his death at the hands of a European or Anglo-Indian, prompt intimation shall be sent, by telegram, to the Civil Surgeon as well as the District Magistrate, the Superintendent and the Circle Inspector.

D.—All reports forwarded to the Intelligence Branch shall be in triplicate.

APPENDIX XVI.

[Regulation 264.]

Specimen Case Diary.

(A SAMPLE CASE DIARY OF A BURGLARY CASE.)

Particulars of enquiry.			
No. and hour of entry.	Place of entry.	Synopsis of entry.	
31-8-37. 1 10-00 hrs.	Police-station	Gist of the F.I.R.	Abdul Sattar Talukdar of Atharabari appeared at the police-station and lodged information of a burglary in his house by some unknown thief or thieves. He stated that the culprits effected an entrance by cutting a <i>sindh</i> and stole away cash and ornaments to the value of Rs.307-8. He did not suspect anybody. Accordingly I, Sub-Inspector Ful Muhammad Mia, recorded the First Information Report and took up investigation.
2 10-30 hrs.	Ditto ..	Consultation of V.C.N.B., etc.	I consulted the V.C.N.B. of the union and took notes regarding the suspects of the locality. Amongst the suspects I find one Fazil Sk. of Teorail, police-station Iswarganj (an ex-convict) is in touch with criminals residing in the jurisdiction of Kendua police-station. Part III of the V.C.N.B. shows that the gang headed by Fazil Sk. is in the habit of cutting <i>sindhs</i> with an instrument like a chisel. Consulted the crime maps of the current and previous years and took necessary notes. Found two cases on record in the current year in which Fazil Sk. with some Kendua criminals had been suspected.
3 11-00 hrs.	Ditto ..	Start for place of occurrence.	Left for Atharabari with constable Ruplal Singh to investigate the case.
4 13-15 hrs.	Atharabari	Arrival. Examination of the place of occurrence.	Reached Atharabari and inspected the scene of occurrence as shown me by the complainant. It is a tin hut facing south with walls made of corrugated iron sheets. A <i>sindh</i> measuring $1\frac{1}{2} \times 1\frac{1}{2} \times 1\frac{1}{2}$ feet was cut on an eastern corner of the <i>kutch</i> plinth and appears to be sufficiently large to allow the entrance of a full grown man. The <i>sindh</i> appears to have been cut with an instrument like a chisel. The impression of the blade on the earth indicates that the <i>sindh</i> was cut from outside

Particulars of enquiry.			
No. and hour of entry.	Place of entry.	Synopsis of entry.	
5 13.51 hrs.	Ditto ..	Finding of a footprint. ..	and not from inside the house. I cut a piece of paper identical in size to that of the most distinct impression of the blade in the earth and also drew a diagram of it in my case diary. This is done before witnesses Abdul Karim and Moni Lal De, neighbours of the complainant. I found a number of indistinct footprints extending from a gate on the eastern side to the <i>sindh</i>. An examination of the footprints disclosed that the number of culprits was certainly more than two. I learnt from the complainant that the stolen trunk with all its contents was on a bamboo loft quite high up. I found no means of getting on to the loft except by a wooden almirah, placed so close to the loft as to enable the miscreant an easy means of reaching the loft by climbing on the top of the almirah. I, therefore, examined the top of the almirah and found on dust a very clear impression of a foot. The complainant and inmates of the house denied having stood on the top of the almirah at any time.
6	Ditto ..	Taking tracing of impressions.	As I had no glass with me, I detached one from a family group photo of the complainant with his consent and used the same in tracing the foot-print and retracing therefrom on a piece of paper. All this I have done in the presence of witnesses Abdul Karim, Sonallah and Basir who watched the proceedings from start to finish and testified to the accuracy of my drawing by putting their signatures on the paper containing the tracing of the foot-print.
7 15.15 hrs.	Ditto ..	Information and seizure of alams.	Ahmed Ali, a next-door neighbour of the complainant, reports that a trunk, probably belonging to the complainant, had been found lying on a secluded piece of land surrounded by cane bushes to the west of his house. It was discovered by his son Hakim Ali who happened to cross the land in search of cattle which had strayed last night. On receipt of this information I with the complainant and the above mentioned witnesses proceeded to the place and found a trunk, identified by the complainant to be the one carried away by the burglars, lying in a broken state. Some rent receipts, legal documents and blank sheets of papers were scattered

Particulars of enquiry.			
No. and hours of entry.	Place of entry.	Synopsis of entry.	
7 15-15 hrs.	Atharabari	Information and seizure of alamats.	around it, It appeared to have been opened by breaking the hasp with some hard substance. The place is isolated from dwelling houses by thorny bushes. Hardly any one ever goes there and there is little chance of the articles having been handled by inquisitive villagers. On closer examination of the locality I found a torn rag—a portion of a <i>lungi</i> or <i>gamcha</i> of the type ordinarily used by villagers of this locality stuck on a small bamboo and overhanging a small track leading to the back of the complainant's house. In presence of the witnesses, I seized the trunk with all its scattered contents and the torn rag suspected to be a portion either of a <i>gamcha</i> or a <i>lungi</i>.
8 15-39 hrs.	Ditto	Tracing of finger impression and preservation.	The trunk with its hasp was treated with graphite powder but did not disclose any finger impressions. The blank sheets of paper were also similarly dealt with by graphite powder and on one of them a finger impression with fairly distinct ridges was discovered. I preserved the paper with the finger impression for despatch to the finger Print Bureau, Calcutta, and took the signatures of Ramendra Das, Khagen De and Jalil on the paper. In their presence the finger impression was intensified.
9 16-07 hrs.	Ditto	Enquiry	I came back to the house of the occurrence and ascertained that gold and silver ornaments to the value of Rs.200, clothes worth Rs.22-8, and cash amounting to Rs.85 in silver coins and 5-rupee notes were stolen. The name of the goldsmith who prepared the ornaments could not be ascertained as they were prepared by the father of the complainant who had died some years ago. Learnt. that both the complainant and his wife would be able to identify the property. One golden bead of the stolen necklace was detached by the complainant's wife and was subsequently threaded by means of a blue thread obtained from the border of her torn <i>sari</i>. The complainant and his wife will prove the above fact. I then seized the remaining portion of the <i>sari</i> border in presence of neighbours Abdul Karim and Moni Lal De. Stolen clothes bear the <i>dhobi</i> mark X as I learnt from inspection of other clothes of the complainant

Particulars of enquiry.			
No. and hour of entry.	Place of entry.	Synopsis of entry.	
9 16-07 hrs.	Atharabari	Enquiry ..	washed by the <i>dhobi</i> . Learnt that Shib Charan Dhobi washes the clothes of the complainant and lives close to his house.
10 16-30 hrs.	Ditto ..	Enquiry at the <i>dhobi's</i> house.	Arrived at the <i>dhobi's</i> house and saw some clothes of the complainant being dried in front of his house bearing the exact <i>dhobi</i> mark noted above. I seized an undershirt of the complainant before witnesses Abdul Karim and Moni Lal De. It bore the particular <i>dhobi</i> mark which is always given to clothes of the complainant. Shib Charan Dhobi will prove the above fact.
11 16-45 hrs.	Ditto ..	No clue from the inmates of the house.	Neither the complainant nor any other inmate of the house knew anything of the occurrence before day-break. None of them suspected any one nor could they help me with any clue. The neighbours also could not assist me with any information.
12 17-0 hrs.	Ditto and Teorail.	Enquiry about suspects.	Made secret enquiries about local suspects and learnt that Fazil Sk. of Teorail had been absent from his home since the evening preceding the occurrence. <i>Mahalla</i> chaukidar Sobhan and dafadar Kadu will prove this fact. I purposely refrained from visiting the house of Fazil Sk. as it is necessary to avoid giving anybody indication of suspicion against him. Nothing important could be obtained from enquiries in the prostitute quarters of the bazar.
13 18-00 hrs.	Atharabari and Teorail.	Visit of a stranger to the house of a <i>dagi</i> .	The President of union board, Nabi Hossain, informed me confidentially that while he was passing by the house of Fazil Sk. on the 28th instant, he saw a dark-complexioned man sitting in the courtyard of Fazil Sk.'s house. The man was well-built and had a prominent cut mark on his right cheek. I took the president, union board, into my confidence and requested him to make further enquiries about this stranger and at the same time avoid rousing and suspicion in the man's mind that the police want him in connection with the case.

Particulars of enquiry.			
No. and hour of entry.	Place of entry.	Synopsis of entry.	
14 19-30 hrs.	Atharabari and Teorail.	Intimation to bordering police-stations.	Officers in-charge of Kotwali, Nandail, Fulpur and Kendua were informed of this occurrence with a request to watch and report the movements of their suspects and bad characters on the night of the occurrence.
15 20-00 hrs.	Ditto ..	Close diary ..	Closed diary pending further investigation to-morrow.
			<i>Sub-Inspector.</i>
1-9-37. 16 07-15 hrs.	Atharabari	Enquiry.	Case diary No. 1 was submitted yesterday. Talked with the people of the locality but no clue could be obtained. Fazil Sk. is still absent from his house.
17 08-45 hrs.	Ditto ..	Intimation for arrest of a man in Nandail police-station <i>elaka</i> .	Received an intimation from officer in-charge Nandail police-station, by special messenger to the effect that at about 00-17 hours last night an unknown man was arrested by a patrol party consisting of rural police and some members of the Village Defence Party about 3 miles away from Nandail Road Railway Station with a <i>sindh kathi</i> . A third class railway ticket from Atharabari to Nandail dated the 31st August 1937, was also found.
18 09-15 hrs.	Atharabari	Departure for Nandail.	With a view to see if I can get any clue from the arrested man, I personally proceeded to Nandail which is only 5 miles away. <i>Mahalla</i> chaukidar Sobhan Sk. accompanied me.
19 10-07 hrs.	Ditto ..	Arrival and interview with the arrested accused and examination of alams.	Reached Nandail police-station and heard details from the officer in-charge, Nandail police-station. I saw the <i>sindh kathi</i> and the ticket found with the arrested accused. Examined the <i>sindh kathi</i> which resembles a long chisel with a bamboo handle. The size of the blade exactly tallies with the one used in my case. I also noticed some earth sticking to the blade.

Particulars of enquiry.			
No. and hour of entry.	Place of entry.	Synopsis of entry.	
20 10-18 hrs.	Nandail ..	Interview with the accused and his identity.	A third class ticket bearing No. A729157, issued from Atharabari railway station for the journey from Atharabari to Nandail railway station was found in the possession of the accused. It was issued on the 31st August 1937. Members of the Village Defence Party named X, Y, Z, proved the arrest. As the details of arrest have already been noted by the officer-in-charge, Nandail police-station, in his case diary, I do not repeat them <i>in extenso</i>. Saw the accused with chaukidar Sobhan in the police-station a lock-up. The chaukidar identified him to be Fazil Sk. of Teorail who has been absent from his house since the evening prior to the occurrence of my case. I examined the accused who denied any knowledge of the occurrence. He also denied having received a visit by any person on the evening of the 30th ultimo.
21 11-38 hrs.	Ditto ..	Taking of foot-prints of the accused.	I asked him to give his foot impression. He was willing. So I took his footprint on a piece of paper in presence of the officer-in-charge, Nandail, and the local Sub-Registrar. Compared the impression with the one found on the roof of the almirah in the hut of the complainant and found that they tallied in all details. I also took his finger impression.
22 12-03 hrs.	Nandail ..	Arrest of accused.	I arrested the man in connection with this case and handed over a forwarding report to the officer-in-charge, Nandail, with instructions to send the accused to Court in custody. I fixed 15th September 1937 as the date for the submission of my report in the case.
23 13-00 hrs.	Ditto ..	Start ..	Left for Atharabari with chaukidar Sobhan Sk.
24 14-13 hrs.	Teorail ..	Arrival and search. Seizure of ornaments and clothes.	Arrived Teorail. In presence of president Nabi Hossain Sarkar and Abdul Karim, I searched the house of Fazil Sk. after observing all legal formalities and intimating the grounds of search to the Subdivisional Officer. Two items of silver ornaments and one piece of dirty <i>dhoti</i> which smells of molten lac were found in his dwelling hut inside an earthen pot. Fazil's brother-in-law Samir watched the search on behalf of Fazil. Complainant identified

Particulars of enquiry.			
No. and hour of entry.	Place of entry.	Synopsis of entry.	
25 15-07 hrs.	Atharabari	Identified ornaments.	and claimed the two items of ornaments. In items Nos. 8 and 9 of the complainant's <i>malitalika</i>, I found mention of such ornaments. I, therefore, seized them and the <i>dhoti</i> which I suspect belongs to some goldsmith. I prepared a search list and obtained the signature of witnesses on it and on the labels. I supplied a copy of the search list to Samir Sk. the representative of Fazil. Came as far as Atharabari and showed the ornaments to complainant's wife who identified and claimed them as her own. She had no special mark for identification. Moved as far as Atharabari railway station and ascertained by examining the ticket issue book that a third class ticket No. A729151 was issued for the early morning train on the 31st August 1937. This train leaves Atharabari at about 4 a.m. for Bhairab. Babu Bhupendra Banerjee and Nagen Sen, the station-master and ticket clerk of Atharabari, will prove the above fact. Further ascertained that ex-convict Fazil Sk. with another man was present on the station platform at about 04-00 hours on the 31st August 1937. Both of them were of very strong physique. One of these two men lives on the south of Khalbola prostitute quarter and the other was seen coming from the road proceeding to Kendua police-station. The railway pointsman Abdul Bari will prove this fact.
26 16-21 hrs.	Khalbola	Tracing out an accomplice of Fazil.	To trace out the Khalbola man I moved as far as Khalbola Bazar with <i>Mahalla</i> Chaukidar and the president of the union board. While passing along the side of the prostitute quarter, we found a man rushing into house to conceal himself from our approach. The owner of the house Sarala Peshakar was called out and through her we secured the men. The description of the man tallies with that of the suspect who was found by the president talking with Fazil in his house in the evening preceding the night of occurrence. The identity is further confirmed by the existence of a cut mark in his right cheek as stated by the president, union board, and noted in the first case diary. The president, union board, identified the man to be the one he saw in Fazil Sk.'s house on the evening prior to the occurrence. One napkin with a portion missing was also found tied round his waist. The missing portion appears to be identical in size and quality to the piece of rag I seized from the place where the trunk was broken and left behind.

Particulars of enquiry.			
No. and hour of entry.	Place of entry.	Synopsis of entry.	
27 16.51 hrs.	Khalbola ..	Search and recovery of stolen property.	The man gave out his name as Pitambar De, son of the late Nilambar De, of Khalbola. I accompanied him to his house with all my men. In their presence and in presence of Digambar and Sahmbhu searched his house after observing all the formalities of search and sending intimation of it to the Subdivisional Officer and found two pieces of clothes bearing <i>dhoti</i> mark X sewn up with a <i>katha</i>. Complainant identified both as his own I seized the same including the napkin which was tied round his waist and prepared a search list with signatures of witnesses on it and on the labels. One copy of the search list was made over to Pitambar. Pitambar denied any knowledge of occurrence of and his acquaintance with Fazil. He claimed the clothes to be his own and stated that he had them washed by Hari Charan Dhobi who when examined by me denied the truth of Pitambar's statement. It transpired on enquiry that for a few days before the occurrence Pitambar was found very friendly with Tarini Sarkar, a notorious tout. This man, as I learnt from a <i>Parwana</i> received from Circle Inspector, is a receiver of stolen property. Card index of the man maintained in Circle Inspector's office furnishes this information. On this information I searched Tarini's house observing all the formalities of search and sending intimation to Subdivisional Officer in presence of Digambar and Shambhu De and seized a stick of gold weighing over 4½ tolas. I prepared a search list and obtained the signatures of witnesses on it and on the labels. A copy of the list is given to Tarini. This gold stick was probably obtained by melting stolen gold ornaments. Complainant could not identify it nor did any one claim it.
28 17.30 hrs.	Ditto ..	Arrest of accused and taking of thumb impression.	I arrested Pitambar and searched his person but no injury nor any mark of violence was found on his person. He also does not complain of any ill treatment by police. Took the finger impression of Pitambar.
29 7.41 hrs.	Ditto ..	Identification of recovered cloth by washerman.	Ascertained that the clothes were washed by Shib Charan Dhobi who puts this mark X in his clothes. The two clothes recovered were also identified by him as belonging to complainant, to be proved by Shib Charan Dhobi.

Particulars of enquiry.			
No. and hour of entry.	Place of entry.	Synopsis of entry.	
30 18-30 hrs.	Khalbola ..	Forwarding of accused to Court.	Forwarded accused Pitambar De to Court in custody of constables Pupal Singh and Raj Ballav Ram fixing 15th September 1937, as the date of submission of my report.
31 19-00 hrs.	Atharabari	Enquiry and seizure of sample earth.	Came back to Atharabari and made further enquiries about the owner of the <i>dhori</i> found in the house of Fazil Sk. and also enquired if other persons were also concerned in the case but to no effect.
31 19-00 hrs.	Atharabari	Enquiry and seizure of sample earth.	Took some earth from the mouth of the <i>sindh</i> in presence of witnesses Abdul Karim and Nabi Baksh, the president of the union board.
32 20-27 hrs.	Ditto ..	Departure ..	Left for police-station.
33 23-00 hrs.	Iswarganj ..	Arrival	Reached Iswarganj police-station and kept all the recovered property and alamats seized in the station <i>malkhana</i> . Closed the diary pending further investigation.
2-9-37			<i>Sub-Inspector.</i>
34 06-30 hrs.	Ditto ..	Forwarding of alamats expert.	Case Diary II was submitted yesterday. Forwarded the blank paper containing the (intensified) impression along with the two sets of finger impressions of accused Fazil and Pitambar De to Calcutta for comparison by the Finger Print Expert. The torn piece of rag found near the broken trunk, the napkin found with accused Pitambar De with a portion missing, the <i>sindh kathi</i> with earth adhering to same, some earth from the mouth of <i>sindh</i> and the <i>dhori</i> found in the house of accused Fazil are all sent to the Assistant to the Deputy Inspector-General, Criminal Investigation Department, Bengal, for favour of examination by the experts. These are sent through Subdivisional Officer, — "North".

Particulars of enquiry.			
No. and hour of entry.	Place of entry.	Synopsis of entry.	
35 09-13 hrs.	Iswarganj ..	Close of diary	Record of the police-station does not show that Pitambar De was ever suspected or convicted in any case. Fazil was convicted in a case under section 411, Indian Penal Code, of Iswarganj police-station on the 19th July 1933, and sentenced to 4 months' rigorous imprisonment. Pending receipt of reports from expert, I closed the diary.
13-9-37. 36 08-15 hrs.	Ditto ..	Result of Expert's examination.	<i>Sub-Inspector.</i> Case Diary No. III was submitted on the 2nd September 1937. The case was kept pending for the report of the Experts. It appears from the report of the Finger Print Expert that the impression on plain paper found near the trunk tallied with that of Pitambar De. From the reports of the microscopist I find that the piece of rag found near the broken trunk is the missing portion of the napkin found with accused Pitambar De. I also found from the expert's report that the soil found on the <i>sindh kathi</i> is the same as that sent from the mouth of the <i>sindh</i> .
37 12-17 hrs.	Atharabari	Arrival ..	Reached Atharabari and made various enquiries but all in vain. Ascertained that prostitute Sarala of Khalbola got some of her ornaments prepared by one Anukul De, son of the late Kamal Chandra De, of Amtola, police-station Kendua. The prostitute was formerly a resident of Amtola so the latter is known to her. I learn that occasionally both Pitambar and Anukul meet together in the house of Sarala and they are both very friendly. Sarala Peshkar will prove this point.
38 13-21 hrs.	Ditto ..	Start for Amtola.	Started for Amtola, police-station Kendua, with the pointsman Abdul Bari (taking permission from the station master).
39 15-17 hrs.	Amtola ..	Arrival. Search and recovery of stolen necklace.	Reached Amtola, collected dafadar Abdul Hamid of the union and <i>Mahalla</i> Chaukidar Shambhu Rajbhar and searched the house of Anukul Ch. De in presence of Kali Prasanna

Particulars of enquiry.			
No. and hour of entry.	Place of entry.	Synopsis of entry.	
39 15-17 hrs.	Amtola ..	Arrival. Search and recovery of stolen necklace.	Bhattacharji, Jagat Pal and Abdur Rahim after observing all the formalities of search and sending intimation of this search to Subdivisional Officer, Netrakona. Seized one gold necklace which was found concealed inside a pillow with one of its beads tied with a thread obtained from the border of a <i>sari</i>. Anukul could not offer any explanation for the possession of this ornament nor could he say how his wearing <i>dhoti</i> which has been identified by- Abdul Hamid his neighbour as belonging to Anukul, could get to the house of accused Fazil Sk. of Teorail. I seized the necklace by preparing search list in presence of the witnesses and obtained there signatures on it and on the labels. One copy of the search list is given to Anukul De. I arrested Anukul De and searched his person but found no marks of violence or any other thing with him. He does not complain of any ill treatment by the police or any one. (Abdul Bari identified Anukul as one of the two men whom he saw with Fazil on the morning of the 31st August 1937, at Atharabari railway station.)
40 17-06 hrs.	Ditto ..	Start ..	Left for Atharabari with accused and the recovered property.
41 19-30 hrs.	Atharabari	Arrival and identification of property.	Reached Atharabari and showed the necklace to complainant and his wife and they both identified the same as belonging to them.
42 19-35 hrs.	Ditto ..	Forwarding of accused.	Forwarded the accused Anukul Chandra De in custody fixing 15th September 1937 as the date for submission of my report.
43 19-37 hrs.	Ditto ..	Start for P.S.	Left for Iswarganj police-station with the recovered property, etc.
44 22-05 hrs.	Iswarganj	Arrival ..	Reached Iswarganj and kept this property in the <i>malkhana</i>. Closed the diary for further investigation.

Sub-Inspector.

Particulars of enquiry.			
No. and hour of entry.	Place of entry.	Synopsis of entry.	
14-9-37.			Case Diary No. IV was submitted yesterday.
45 08-30 hrs.	Iswarganj ..	Forwarding of exhibit experts.	Forwarded (1) the thread used in tying the bead of the necklace, (2) the border of the <i>sari</i> handed over to me by the complainant to the Assistant to the Deputy Inspector-General, Criminal Investigation Department, Bengal, for examination by expert.
46 08-45 hrs.	Ditto ..	Report for further order.	As it is not possible to submit my report by the 15th September 1937, I send a report to fix another date.
47 09-10 hrs.	Ditto ..	I. Slip for P.C.	I. Slip sent to Officer-in-charge, Kendua police-station, to report direct to Court Inspector, Sadar, if Anukul Chandra De has got any previous conviction.
48 09-15 hrs.	Ditto ..	Close of diary	Closed the diary pending the receipt of expert's report.
			<i>Sub-Inspector.</i>
			Case Diary No. V was submitted on the 14th September 1937. The case was kept pending the report of the expert.
49 08-37 hrs.	Ditto ..	Receipt of expert's report.	Received the report of expert. It appears from the report that the thread used in tying the bead comes from the border of the <i>sari</i> produced by complaint.
50 10-08 hrs.	Ditto ..	Submission of C. S.	As the charge under sections 457/380 and 411, Indian Penal Code, have been substantiated against all the 3 accused persons, I send them up for trial leaving the date to be fixed by the Court.
			Intimation sent to complainant communicating the result of investigation.
			<i>Sub-Inspector.</i>

APPENDIX XVII

[Regulation 294.]

Memorandum of Instructions for the guidance of Police and other officers in sending documents for examination by the Government Examiner of Questioned Documents or requiring his attendance in Law Courts.

Despatch of papers.—Papers intended for examination by the Examiner should, if possible be placed flat, either between blank sheets or thin boards. If too large to allow of this being done, they should be rolled rather than folded. If folding cannot be avoided, care should be taken to refold into the original folds.

2. *Unnecessary documents not to be sent.*—All officers shall refrain from sending unnecessary documents for examination or a number greatly exceeding those which may be required to be proved during the trial. Great care, therefore, should be taken in the selection of documents and only the minimum number necessary should be sent for examination.

3. *Distinguishing marks.*—All papers should bear a distinguishing mark, such as A, B, C, or (1), (2), (3), *et cetera*. Any other writing on the documents should be avoided. In case of letters sent together with their envelopes of covers, the envelopes should bear a sub-mark or number to the letter it contained. Thus if a letter is marked A, its covering envelope should be marked A1, or if the letter is marked 1, its envelope may be marked 1a. In the case of documents already entered as court exhibits, the court marks will, of course, be observed.

4. *Stitching or stringing of papers.*—In stitching or stringing papers together, care should be taken not to mutilate any written portions.

5. *Encircling of signatures or portions of writings intended for examination.*—In cases where opinion is required on, or the attention of Examiner directed to, the signature only, or a portion of the writing, the particular portion should be clearly indicated by being encircled in pencil (black lead, or red or blue chalk). Ink marks should be avoided.

6. The encircling or marking off of signatures or portions of writings for examination or comparison should be carefully and neatly done by means of a fine pointed pencil. The encircling should be complete and mere underlines and brackets avoided. If there are other writings in juxtaposition the dividing line should clearly exclude the outside portions. Carelessness in this matter causes unnecessary increase of work and is apt to lead to mistakes. Special attention should be given in this matter in regard to interpolations, additions and overwritings and to signatures on bonds and on the reverse of G.C. Notes where there are other signatures, endorsements and writings.

7. *Standards or writings for comparison.*—It is advisable to send as many specimens of the handwriting of the suspected person or persons as can conveniently be obtained. Care should be taken as to the selection of these standards and no writing should be characterized as admitted or genuine, unless it is absolutely certain that it is so.

8. When selecting handwritings for comparison, writings written about the same period as the documents in question and of a similar class should, as far as possible, be selected. This should be done in cases where already existing writings of the suspect or accused are readily available, whether contained among correspondence or in books or registers.

9. When taking specimen handwritings of several suspected or accused persons the writing of each individual should be taken on separate sheets and not on the same sheet. In cases where a person is required to give several specimens of his signature, it is also advisable to take each specimen on a separate paper, care being taken to remove the previously written slips from sight of the individual when he is writing the other specimen for the purpose of obtaining specimen handwritings, the matter should preferably be dictated. In England and America the suspect if unable to readily write from dictation, is made to write from typewritten or printed matter, and not manuscript, so the chances of imitation or variation of formation is minimised. In no case should the suspect be allowed to see or write from the documents in question. When any lengthy piece of writing is dictated or given for copy, the actual time occupied in writing should be noted and the kind of pen used and the position of the paper while in the act of writing, *i.e.*, whether laid on a flat hard surface, or held across the palm, or placed across the thigh or in any other position. The officer taking the specimen should state on it the name of the writer together with the particulars above referred to, and affix the date of the writing. He should also certify on the same sheet, that the specimen was written in his presence.

10. *Dating of writing.*—Admitted writings, if undated, should, if possible, bear on them a pencil entry giving the probable date of writing, e.g., "said to have been written in July 1904." In the same way, if the disputed document bears no date, the supposed or probable date of writing, or the date of receipt, should be ascertained and noted.

11. *Pen and writing-pad.*—When the writings of a suspected individual are required to be examined, his pen and writing-pad, if obtainable, should be sent. In such cases a piece of paper should be gummed on the pen handle containing the name of the writer, and similar label affixed to the pad.

12. *Sealing-wax impressions.*—When sending sealing-wax impressions for examination care should be taken in the packing, so that wax or lac is not broken in transit by the post. A thin layer of cotton placed on either side of the portion containing the seal impression will afford safe protection.

13. *Care of documents of which the age or date of the writing is required.*—In cases where the age of a document is in question the greatest care should be taken to guard the document from handling or soiling, and especially to protect it from finger and other marks on the written characters. In such cases if the pen and ink-pot, said to have been used in the writing, are available they should be sent.

14. *Covering letter forwarding writings or exhibits.*—In all cases where papers for examination are despatched to the examiner, they should be sent, carefully packed, by registered letter or parcel post to his official address accompanied by a memorandum or letter stating—

- (a) the language of the writings;
- (b) the number of exhibits sent, giving their distinguishing marks and other necessary particulars, indicating separately the documents in question, i.e., those on which opinion is sought, and the admitted documents with which comparison is to be made; these latter being classified according to their respective writers;
- (c) the question to the examiner, clearly and precisely put, in regard to the particular writings or portions of writing on which opinion is desired;
- (d) particulars of the case such as title, number, date names of complainant and accused and section, under which the charge is laid, together with any remarks as to the circumstances of the writing and on any other matters or points on which the Examiner should be informed;
- (e) if a case has already been instituted, the date fixed for the next hearing with name of court of trial.

15. The Examiner is unable to give a definite opinion without previously examining, with a microscope, photographically enlarged specimens of the writings or signatures, regarding which is his opinion is required. Before he is summoned as a witness, therefore, it is necessary to arrange for this to be done and it can best be carried out in his office where all facilities are available. The cost of preparing the photographic enlargements must be borne by the officer requisitioning them.

16. All summonses for court attendances should, in order to avoid delay, be issued on the Government examiner of Questioned Documents.

17. When summonses or requisitions for court attendance are issued in regard to writings on which opinion has already been obtained an entry should be inserted in the summons or mention made in the letter or requisition of the fact and a reference given to the number and date of the letter or report containing the opinion.

18. As long a notice as possible should be given to the Examiner when his attendance in court is needed and efforts should be made to arrange for dates suitable to him with regard to his other engagements. It some times happens that owing to an emergent call or an important case or other circumstances, the examiner is obliged to revise his current programme of court attendance. In such cases he will suggest fresh dates for the acceptance of those courts, for which revised dates of attendances become necessary.

NOTE.—Several cases have attracted the attention of the High Court where trials were greatly prolonged by the numerous adjournments granted in order to obtain the attendance of the Government Examiner of Questioned Documents. The Chief Justice and the Judges point out that the evidence of the Examiner is merely an expression of opinion to be used by the court, or, if there be a Jury, by the Jury, to enable it to come to a finding as to a certain fact, and does not relieve the court or the Jury of the duty of forming an independent judgment of its own. Such evidence is not the only evidence by which handwriting can be proved; and where it cannot be obtained without undue delay and inconvenience other available evidence should be taken. In the opinion of the Judges prolonged postponements of criminal trials for the purpose only of obtaining expert evidence of handwriting should be discouraged.

19. *Conference with Examiner prior to his examination or evidence.*—Whenever possible the Government Pleader or Court Inspector in charge of the case should arrange for a preliminary personal conference with the examiner prior to the latter's examination on given evidence.

20. *Officers to intimate results of reference.*—All officers making references to the examiner should intimate to him in due course the final result of such reference, especially the finding in regard to the handwriting involved.

21. *Examiner not to be detained.*—As the Government Examiner of Questioned Documents is required to keep up to his programme of court attendances, and attend to work even while travelling courts and prosecuting officers should arrange to take his evidence promptly and not detain him longer than is absolutely necessary. Similarly, when on investigation the Examiner should not be delayed longer than is actually requisite.

22. *Official address.*—The official address of the Government Examiner of Questioned Documents is Central Intelligence Bureau.

New Delhi or Simla, as the case may be.

Telegraphic address.—"Documents,"

(New Delhi, or Simla, as the case may be.)

23. The services of the Examiner shall not be requisitioned without previously consulting the Criminal Investigation Department. Ordinarily, his services will be required only in cases of great importance, other cases being dealt with by the C. I. D. Handwriting Expert. Papers intended for examination by the C. I. D. expert shall be forwarded through the Superintendent who should satisfy himself as to the necessity of requisitioning his service. The rules above apply *mutatis mutandis* to the C. I. D. Handwriting Expert.

APPENDIX XVIII.

[Regulation 297.]

Memorandum of instruction for the guidance of Police officer in making requisitions for expert opinion and in sending exhibits for examination in connection with the investigation of cases.

1. *Requisitions for expert opinion.*—The following instructions shall be followed in the cases mentioned:—

(i) Forged notes, documents or signatures, footprints and textiles and fibres.—The investigating officer shall send these to the Assistant to the Deputy Inspector-General, Criminal Investigation Department, for examination by the experts available. In the case of footprints of which impressions can not be locally taken, the investigating officer shall send a requisition by telegram to the Assistant to the Deputy Inspector-General, Criminal Investigation Department, for the services of expert. The nature of the prints, such as "Sandy," "Sunken" or "Surface", shall be mentioned in the telegram.

(ii) Counterfeit coins and materials for counterfeiting.—The investigating officer shall send these coins to the Master of the Mint for assay. Articles, such as pieces of stones, scrapings of earth, alloy of metal, etc., shall also be sent to that officer for examination.

(iii) Arms and ammunition.—The investigating officer shall send these articles to the Assistant Commissioner, Arms Act Department, Calcutta Police, for examination.

(iv) (a) Chemicals of all kinds and hair exhibits.—These shall send by the investigating officer to the Chemical Examiner for examination.

(b) Suspected blood or seminal stains.—Blood stains which require examination for the purpose of differentiating human from other blood shall also be sent by the investigating officer to the Chemical Examiner.

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(c) The pamphlet issued by the Surgeon-General with the Government of Bengal, containing "Directions for forwarding cases to the Chemical Examiner, Bengal, for medico-legal examination", copies of which have been supplied to police-stations and court offices shall be followed *mutatis mutandis*. The statement of symptoms given on page 1 of the pamphlet is very helpful in chemo-legal analysis and the investigating officers shall supply the medical officer, who is to perform the *post-mortem* examination, with a statement giving all the information required. •

NOTE.—(i) In sending blood stained articles, all information available which is of medico-legal value, e.g. the section of law under which the case falls, the class of weapons used or supposed to have been used, the description of injuries inflicted, etc., shall invariably be furnished. A copy of the police report (or an English translation of it be in the vernacular) shall also be sent. If any of the blood stains is suspected to be other than human, it shall be stated what animal is suspected to be involved.

(ii) Discretion, shall however, exercised that blood stained articles are not sent for examination in any but important cases in which the opinion of the Chemical Examiner is material for a correct finding. As a rule, articles should only be sent for examination in cases in which a fatal result has occurred or is likely to occur, or in important cases triable by a Court of Sessions. Articles should not be sent in cases which are not serious or in which clear and conclusive proof is already available.

(iii) When a blood stain is found on the body of a living person, it is desirable to apply a tiny drop of the salt solution to the stained part of the body and allow it to remain there for a minute or more in order to dissolve the blood stain as far as possible and then to soak it up with small pieces of dry blotting paper (about $\frac{1}{4}$ square). The object of this is to obtain the maximum concentration of blood in the minimum space. The piece or pieces of blotting paper should be thoroughly dried in air before they are packed and despatched to the Chemical Examiner, otherwise bacteria and fungi will disintegrate the stain and render it useless for verological tests.

2. Directions for packing and despatching of exhibits.—

1—General.

(a) The packing and forwarding all exhibits and articles for examination shall be carried out by police officers except when the preservation of such articles has been done by a medical officer.

• When there has been a *post-mortem* examination by the Civil Surgeon or any duly qualified medical officer, the viscera and other articles (if any), connected with the case and found on or with the body at the time of the examination shall be packed, sealed and despatched by the medical officer concerned. Similarly, when stomach washings, vomited matter, stools, etc., are preserved by the medical officer, they shall be packed, sealed and despatched by him if request to do so by the investigating officer. If in any case the Civil Surgeon considers for any special reason that any matter or portion of a subject examined by him should be sent by special messenger, he shall apply to the Superintendent.

(b) All articles sent for examination shall be forwarded by the investigating officer or officer in charge of the police-station to the Court officer who shall ordinarily pack them in accordance with these instructions and shall send them to the expert with a forwarding report. If the articles are liable to decay or decomposition they shall be packed by the investigating officer.

(c) The articles to be examined shall be sent in sealed packets and in no circumstances shall the forwarding report be packed in the same parcel with the substances to which it refers. The report must always be sent separately by registered post together with a sample of the seal used [see clause (j)] and shall always state the date of despatch of the parcel.

(d) In forwarding suspected substances or weapons an accurate description of the articles shall be inserted in the report.

(e) In sending stains it is important to remember that it is much easier for the Chemical Examiner to determine the presence or absence of blood in an intact substance than in a mass of dust. Care must, therefore be taken that the stains and the substance, on which the stains are found, reach the Chemical Examiner intact. Thus, if stains are found on a hard substance, such as a cemented floor or wall or on large and heavy article, such as a door, cart-yoke, heavy piece of wood or metal, etc., they should not be moistened and then rubbed, but the portion of the floor or wall containing them should, as far as possible, be taken up and sent with such precaution as may be necessary to ensure that they do not break during transit. The stains shall be covered with a pledget of cotton wool, which in its turn shall be covered with paper whose margin shall be pasted on to the article well clear of the cotton wool. When flesh or skin is sent, it shall not be sent in alcohol, but should be sent in a saturated solution of common salt. Earth and plaster should be despatched, as far as possible, in one piece carefully packed in cotton wool in a wooden or tin receptacle. Earthen pots or *handis* which are likely to be broken during transit shall never be used.

(f) Articles of wearing apparel containing suspected blood or seminal stains when sent shall have pieces of paper stitched (never pinned, pasted or gummed) over the supposed stains, and the pieces shall be consecutively lettered. The entire garment must be sent. Each cloth shall have a label stitched on it in one corner. The label shall contain the following information, and a copy in the same handwriting, with an impression of the seal on the parcel, shall be inserted in the report:—

- (1) Number of report.
- (2) Description of article.
- (3) Owner.
- (4) Number of observed stains.
- (5) By whom forwarded.
- (6) Station, date and seal.

Care shall be taken that the cloth be not folded at the stained portion. The stain shall be kept quite flat. The stained places shall be protected by thin layer of cotton-wool on each surface.

Great care shall be taken that ants or other insects do not gain access to stained articles, as in a short time they may destroy all traces of stains. Stained articles shall first be wrapped in paper, and then be carefully stitched up in waxed cloth, and enclosed in a tin or wooden box.

NOTE.—Garments suspected to contain seminal stain should be completely dried in air before they are packed and Despatched to the Chemical Examiner.

(g) Blood-stained knives and weapons shall have labels securely tied on them, and the knots shall be sealed. Cutting weapons shall have their edges well covered with hemp or jute packing. Each label shall contain the following information, and a copy in the same handwriting, with an impression of the seal shall be entered in the report:—

- (1) Number of report.
- (2) Description of article.
- (3) Name of the person accused.
- (4) Name of the forwarding officer.
- (5) Station, date and seal.

(h) When articles are to be sent in a preservative they shall be placed in clean glass bottles or jars, securely stoppered and with a ring of melted paraffin round the lip of the stopper to prevent leaks. The stopper must also be tied down and sealed. The preservative fluid must be sufficient to keep the articles completely immersed. A sample of the preservative (rectified spirit or saturated Salt solution) shall always be sent in a separate bottle, sealed and labelled as a sample. Glass bottles or jars shall be packed in wooden boxes of sufficient size to allow at least one inch of saw-dust or other packing to surround each bottle.

(i) When several substances are sent, they shall be wrapped separately in paper, and shall be sealed and consecutively lettered in English. A list of the articles, duly lettered and sealed shall accompany the parcel, and an exact copy in the same handwriting, with an impression of the seal, shall be entered in the report. This list shall contain the following information:—

- (1) Number and date of report.
- (2) Description of articles, A, B, C, etc.
- (3) By whom forwarded.
- (4) Station, date and seal.
- (5) Section of law.
- (6) Copy of the police report, translated into English if in the vernacular.
- (7) A full account of the medico-legal aspects of the case.

(j) The impression of the seal attached to the forwarding letter shall be protected on both sides by a thin layer of cotton-wool to prevent the wax being powdered in transit. The seal impression shall not be that of a coin, small weight or spatula, etc.;

Appx. XVIII-XIX.

(k) The labelling and numbering of articles shall not be in the vernacular, but in English.

(l) In no circumstances shall exhibits belonging to different cases be included in the same parcel. Any article that is damp at the time of despatch shall be carefully covered with wax cloth and sent separately.

(m) The articles shall ordinarily be despatched either by special messenger or by registered parcel post. When any article has to be sent to the Chemical Examiner by railway or steamer, it shall be despatched by the system of "street delivery" prepaid.

II.—Arms and Ammunition.

(a) Before despatching exhibits for examination, a careful note shall be made of their description and condition and of every mark by which they can be identified. The article shall then be carefully packed and despatched in accordance with the general instructions given above.

(b) When firearms are sent, they shall be packed in wooden boxes which so fit the contents that there is no room for any movement of the exhibits. Care must be taken to see that the muzzle of the weapon is blocked with packing of some sort. Ammunition, when sent, shall be packed in a small tin. If fired ammunition is sent, the label shall in no case be attached near the brass base of the cartridge case. The label must be pasted round the cartridge case near the open end of the case, so as not to interfere with any examination or test. The signatures of search witnesses if any, shall also be affixed at the same end.

3. *Certificate to be forwarded with exhibits.*—Before sending the exhibits for examination the Court officer shall obtain from the Magistrate in all cases a certificate in B. P. Form No. 86 authorizing the experts to remove, if necessary, portions of the exhibits for the purpose of applying tests. This certificate shall be sent by the Court officer with the forwarding report and not packed with the exhibits. In the case of exhibits sent to the Arms Act Department of the Calcutta Police, the Court officer shall also obtain from the Magistrate permission in writing for their examination and for their being taken to pieces, if necessary, for the purpose of examination.

4. *Information regarding exhibits in unnatural deaths.*—The information furnished to medical officer and the Chemical Examiner by the police regarding unnatural deaths shall be as full and complete as possible.

5. *Information to be sent to the Chemical Examiner regarding preservation of exhibits.*—The exhibits will ordinarily be preserved for a period of six months only from the date of their receipt in the Chemical Examiner's office after which they are liable to destruction. In special cases, however, when it is likely that the articles will be required after six months, the requisitioning officer shall note at the time of despatch of the article to the Chemical Examiner that they should not be destroyed without reference to him.

6. *Result of analysis.*—The result of analysis shall be communicated immediately to the station officer interested, and the original report of the Chemical Examiner shall be filed with the Magistrate's record.

APPENDIX XIX.

[Regulation 303.]

Directions for investigation in cases of suspicious and unnatural deaths.

I—GENERAL.

(i) When it is necessary to send any articles for medical examination, the directions in appendix XVIII shall be followed.

(ii) Viscera and liquid substances should be placed in new bottles or any other available new receptacles, and carefully secured and sealed.

(iii) The forwarding should always give—

- (a) date and hour of onset of symptoms.
- (b) date and hour of death;
- (c) if the body has been exhumed, dates of burial and of exhumation;
- (d) statement of symptoms of illness;
- (e) note of treatment if any, by patient's friends, by police or by a medical man, *baldya or hakim*.

II—SUSPECTED POISONING.

- (i) Bring away under seal any food (specially atta or sweetmeats), drink, tobacco or drugs which may be in house or near the body.
- (ii) If vomiting has occurred, swab up with a clean rag any vomitted matter which may be found on the person or bed, and seal up the rag in a packet.
- (iii) Bring away under seal any clothing, matting, wood or mud flooring into which any vomitted matter has soaked.
- (iv) Carefully bottle and seal the contents of any vessel containing vomitted matter.
- (v) Ascertain the exact time between the receipt of food, drink or medicine, the appearance or symptoms and occurrence of death. Also what were the first symptoms? Did vomiting or purging occur? Did the person become drowsy or fall asleep? Was there cramp or twitching of the limbs or any tingling in the throat and skin?

III—SUSPECTED CATTLE-POISONING.

- (i) The carcass should be first carefully examined, especially about the genitals and soft skin of the thighs and neck. If any puncture is found, it is possible that *sutari*-poisoning has occurred. The spike or *sutari* should then be sought for; and if one be found, it should be wrapped in paper, and be sealed and labelled.
- (ii) The mouth should be examined, and anything found in it should be preserved and labelled.
- (iii) The carcass of animals, credibly suspected of having been poisoned, should be sent for examinations when any persons are charged or suspected, and such a course is possible and necessary.

IV—HANGING OR STRANGULATION.

- (i) If possible before cutting the body or removing the strangulating medium, note any lividity of face, especially of lips and eye-lids, any projection of the eyes, the state of the tongue, whether enlarges or protruded or compressed between the lips, the escape of any fluid from mouth and nostrils, and direction of its flow.
- (ii) On cutting down the body or removing the strangulating medium, note particularly the state of the neck, whether bruised along the line of strangulation.
- (iii) Note the direction of the mark, whether circular or oblique.
- (iv) Note the state of the thumbs, whether crossed over the palm.
- (v) If possible, bring away the materials by which hanging or strangulation has been effected.

V—BODY FOUND IN TANK OR WELL.

- (i) Note any marks of blood around the mouth, or on the sides of the well or tank.
- (ii) On removing the body, carefully search for and note any external marks on injury specially above head and neck.
- (iii) Note state of skin, whether smooth or rough.
- (iv) Examine the hands, and carefully remove anything they may hold,

Appx. XIX-XX.

VII—BODY FOUND MURDERED IN AN OPEN FIELD.

- (i) Note number, character and appearance of any injuries.
- (ii) Should a weapon be found, cover with paper and seal any marks of blood, and especially note and preserve any adherent hairs.
- (iii) In the case of an exposed infant, note the state of the cord, especially if tied, and any marks of violence.

VII—PRESUMED MURDER AND BURIAL OF REMAINS.

- (i) Search for and note any marks of violence especially upon the skull.
- (ii) Note carefully any indications of sex. Especially bring away a jaw and the bones of the pelvis.
- (iii) If any suspicion of poisoning, bring away (sealed) the earth from where the stomach would have been. The ashes and charred bones from the scene of cremation of a person who is suspected to have died from arsenic poisoning should be collected and forwarded for examination. In such cases it is possible to detect arsenic in the remains of the funeral pyre.
- (iv) If a body presumed to have been murdered has been burnt, collect and bring in any fragments of bones which may be found among the ashes.

VIII—RAPE OR UNNATURAL OFFENCES.

Send in lower garments worn by the persons when assaulted.

IX—MURDERER OF WOMEN FOR GAIN.

In all cases of murder of women for gain, investigating officers shall examine the deceased tongue in order to see whether it bears marks of injury. If marks are found, the Civil Surgeon shall be specially asked if they appear to be self-inflicted, and if not, how they might have been inflicted.

APPENDIX XX.

[Regulations 281 and 325.]

Pursuit, arrest and extradition of offenders escaping out of British India into State territory or vice versa.

1. *The Indian Extradition Act, 1903 and rules thereunder.*—(i) The Indian Extradition Act, 1903 (XV of 1903), governs arrests and extradition from British India to Indian States.

(ii) Rules Regulating the procedure of Political Agents for surrender of persons to Indian States have been framed by the Government of India, Foreign Department, and published in the *Gazette of India* (vide Notification No. 1862-I.A., dated the 13th May 1904).

2. *Arrest in Indian States.*—The Indian Extradition Act, 1903, is not concerned with the surrender of criminals who have fled from justice out of British India into an Indian State, and it has therefore no direct application to extradition from Indian State territory. When a person whom it is desired to arrest has taken refuge in an Indian State a report of the fact shall be submitted to the Magistrate of the district with the request that steps may be taken to procure extradition. The action to be taken by the Magistrate is described in the Government of Bengal, Political Department, letter No. 2735-2760P., dated the 25th February 1927.

3. *Pursuit and arrest in British India of persons accused of offences committed in Indian State.*—(i) The officers of Indian States have no authority to make arrests of criminals in British territory; but they may pursue criminals accused of extraditable offences and seek the aid of the British police in securing their arrest.

(ii) The rules framed by the Governor-General in Council under section 22 of the Indian Extradition Act, 1903 (XV of 1903), to provide for the pursuit and arrest in British India of persons accused of offences committed elsewhere are contained in Foreign and Political Department Notification No. 107-I—, dated the 24th February 1932, which is reproduced below:—

"In exercise of the power conferred by section 22 of the Indian Extradition Act, 1903 (XV of 1903), and in supersession of the notification of the Government of India in the Foreign and Political Department No. 505-I., dated the 13th August 1931, the Governor-General in Council is pleased to make the following rules to provide for the pursuit and arrest in British India of persons accused of offences committed elsewhere:—

(1) When a person accused of having committed in a State specified in the first schedule thereto, an offence which, if committed in British India, would be punishable under a section of the Indian Penal Code, specified in the second schedule hereto, enters British India with members of the police force of that State in pursuit, the pursuing party may, subject to the provisions hereinafter contained, continue the pursuit into, and arrest the fugitive in British India.

(2) The authorisation conferred by rule (1) shall not be operative unless—

(a) the pursuing party includes at least one holding in the State Police Force a rank not lower than the rank corresponding with that of a head constable of police in British India, and

(b) the circumstances are such that an application for the continuance of the pursuit and the effecting of the arrest by the British Indian police would prejudice of effecting the arrest of the fugitive.

(3) If, when the pursuing party has continued the pursuit into British India under the authority of clause (b) of rule (2) it becomes possible to communicate with the British Indian Police before the fugitive has been arrested and without prejudice to the prospects of effecting his arrest, the pursuing party shall forthwith communicate with British Indian Police.

(4) A person arrested by State Police under the authority of these rules shall forthwith be conveyed to the nearest place in which an officer of the British Indian Police is known to be and shall be handed over to the British Indian Police in that place.

4. *Arrest of fugitives from Indian States.*—The police shall not arrest any fugitive from an Indian State without an order from the District Magistrate; provided that in the case of extraditable offences, if the accused is pursued by the police of such State and his arrest claimed, shall be arrested if the suspicion attaching to him be reasonable, but the person so arrested, together with any property recovered from him, shall not be removed to the Indian State until receipt of the District Magistrate's orders.

FIRST SCHEDULE.

Part A.—States permanently included in the schedule—

- | | |
|---------------|-------------|
| 1. Hyderabad. | 4. Gwalior. |
| 2. Mysore. | 5. Sikkim. |
| 3. Kashmir. | 5A. Baroda. |

Central India.

- | | |
|----------------|--------------------------|
| 6. Indore. | 17. Bijawar. |
| 7. Bhopal. | 18. Baoni. |
| 8. Rewa. | 19. Chhatarpur. |
| 9. Nagod. | 20. Dewas Senior Branch. |
| 10. Maihar. | 21. Dewas Junior Branch. |
| 11. Orchha. | 22. Jaora. |
| 12. Datia. | 23. Sitamau. |
| 13. Samthar. | 24. Sailana. |
| 14. Panna. | 25. Rutlam. |
| 15. Charkhari. | 25A. Dhar. |
| 16. Ajaigarh. | 25B. Barwani. |

Rajputana.

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|----------------|--------------|
| 26. Alwar. | 30. Kotah. |
| 27. Bikaner. | 31. Jaipur. |
| 28. Bharatpur. | 32. Jodhpur. |
| 29. Dholpur. | 33. Tonk. |

Punjab.

- | | |
|-----------------|-----------------|
| 34. Patiala.. | 38. Sirmoor. |
| 35. Jind.. | 39. Malerkotla. |
| 36. Nabha. | 40. Faridkot. |
| 37. Kapurthala. | |

States of Western India.

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|------------------|--|
| 41. Cutch. | 58. Manavadar. |
| 42. Junagadh. | 59. Thana Devli. |
| 43. Nawanagar. | 60. Vadia. |
| 44. Bhavanagar. | 61. Lathi. |
| 45. Porbandar. | 62. Muli. |
| 46. Dhrangadhra. | 63. Virpur. |
| 47. Palanpur. | 64. Malia. |
| 48. Radhanpur. | 65. Kotda-Sangani. |
| 49. Morvi. | 66. D.S. Vala Mulu Suraj of Jetpur. |
| 50. Gondal. | 67. D.S. Vala Rawat Ram of Bilkha. |
| 51. Jafrabad. | 68. Patdi. |
| 52. Dhrol. | 69. Tharad. |
| 53. Limbdi. | 70. Wao. |
| 54. Wadhwan. | 71. M. S. Jorawarkhanji's State Varahi. |
| 55. Lakhtar. | 72. Thana areas and the Civil Stations of Wadhwan and Rajkot in the Western India States Agency. |
| 56. Vala. | |
| 57. Jasdan. | |

Madras.

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|-----------------|-----------------|
| 73. Travancore. | 75. Pudukottah. |
| 74. Cochin. | |

Bombay.

- | | |
|---------------------|-------------------------|
| 76. Savantvadi. | 87. Kurundwad (Senior). |
| 77. Jath. | 88. Kurundwad (Junior). |
| 78. Savanur. | 89. Ramdrug. |
| 79. Cambay. | 90. Idar. |
| 80. Janjira. | 91. Vijaynagar. |
| 81. Kolhapur. | 92. Danta. |
| 82. Mudhol. | 93. Mansa. |
| 83. Sangli. | 94. Malputr. |
| 84. Miraj (Senior). | 95. Surgana. |
| 85. Miraj (Junior). | 96. Bhor. |
| 86. Jamkhandi. | 97. Rajpipla. |

Bombay—concl'd.

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|--------------------|--|
| 98. Chotta Udepur. | 107. Akalkot. |
| 99. Lunawada. | 108. Khairpur. |
| 100. Sant. | 109. Bansda. |
| 101. Kadana. | 110. Dharampur. |
| 102. Bhadarwa. | 111. Jawhar. |
| 103. Sanjeli. | 112. Administered areas comprised in the
Thana Circles and Sadra Bazar. |
| 104. Jambughoda. | |
| 105. Audh. | 113. Sankeda Mewas. |
| 106. Phaltan. | 114. Pandu Mewas. |

United Provinces.

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|---------------|-------------|
| 115. Benares. | 116. Tehri. |
|---------------|-------------|

Eastern States Agency.

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|-------------------|-------------------|
| 117. Cooch Behar. | 138. Khandpara. |
| 118. Tripura. | 139. Kharsawan. |
| 119. Athgarh. | 140. Korea. |
| 120. Athmallik. | 141. Mayurbhanj. |
| 121. Bamra. | 142. Nandgaon. |
| 122. Baramba. | 143. Narshingpur. |
| 123. Bastar. | 144. Nayagarh. |
| 124. Baudh. | 145. Nilgiri. |
| 125. Bonai. | 146. Pal-Lahara. |
| 126. Changbhakar. | 147. Patna. |
| 127. Chhuikhadan. | 148. Raigarh. |
| 128. Daspalla. | 149. Rairakhol. |
| 129. Dhenkanal. | 150. Ranpur. |
| 130. Gangpur. | 151. Sakti. |
| 131. Hindol. | 152. Sarangarh. |
| 132. Jashpur. | 153. Seraikhehla. |
| 133. Kalahandi. | 154. Sonepur. |
| 134. Kanker. | 155. Surguja. |
| 135. Kawardha. | 156. Telcher. |
| 136. Keonjhar. | 157. Tigiria. |
| 137. Khairagarh. | 158. Udaipur. |

Assam.

- 159 Manipur.

Part B.—States included in the Schedule for the period terminating on the date specified against each:—

State.	Date of termination.
Baria	.. 1st January 1940.
Alirajpur	.. 1st October 1940.

SECOND SCHEDULE.

List of sections of the Indian Penal Code—

Sections 300, 302, 303, 304, 307, 308, 311, 382, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401 and 402.

APPENDIX XXI.

[Regulation 325.]

Procedurè for securing the extradition of offenders to and from the French Settlement of Chandernagore.

1. The Extradition Act of 1903 does not apply to French possessions in India. The proceedings in the case of extradition between these and British Indian possessions are governed by the Convention of the 7th March 1815, Article IX, which is reproduced below:—

Article IX of the Convention of the 7th March 1815.

"All Europeans and others whosoever, against whom judicial proceedings shall be instituted within the limits of the settlements or factories belonging to His Most Christian Majesty, for offences committed or for debts contracted within the said limits, and who shall take refuge out of the same shall be delivered up to the chiefs of the said settlements and factories; and all Europeans and others whosoever, against whom judicial proceedings as aforesaid shall be instituted without the said limits, and who shall take refuge within the same, shall be delivered up by the chiefs of the said settlements and factories upon demand being made of them by the British Government....."

This Convention is framed in very wide terms which have from time to time called for interpretation and limitation, and it has been decided that demands for extradition should be confined to "felonies and heinous crimes" other than political and to such serious offences as are not either petty or local offences, or considered by the law of one country to be trivial offences or no offences at all.

2. The following procedure shall be adopted in cases of extradition between British and French Possessions in India :—

(i) *In the case of extradition to Chandernagore.*—The local officers may arrest and detain fugitive criminals on the receipt of regular warrants from the French judicial authorities, but no arrest should be made in anticipation of the receipt of such a warrant. Every arrest must at once be reported to the Provincial Government by the District Magistrate concerned and the warrant under which the arrest was made forwarded to the Provincial Government with the report. If the person concerned is undergoing trial or serving a sentence of imprisonment, the facts should be stated since it is obviously inconvenient to extradite until the proceedings are completed or the sentence served out as the case may be. It should, however, be clearly understood that the local officers must on no account surrender the offenders until they receive definite orders from the Provincial Government sanctioning the extradition.

(ii) *In the case of extradition from Chandernagore.*—The French authorities will arrest and detain fugitive offenders from British India on the receipt or formal warrants, which may be issued direct by the local officers to the Administrator of Chandernagore, but will not surrender them until the demand for extradition is made by the Provincial Government. The procedure to be followed in applying for the extradition of offenders from the French Settlement of Chandernagore :—

(a) Whether a local officer sends a warrant direct to the Administrator or not, the District Magistrate concerned shall at once submit to the Provincial Government in the Home (Political) Department an application for extradition. The Home (Political) Department will then, if the circumstances of the case require it, make the necessary requisition to the French authorities under the terms of Article IX of the Treaty of the 7th March 1815, referred to above.

(b) Applications should only be made in the case of non-political offences of a grave character.

(c) When submitting to the Provincial Government the demand for extradition, the Magistrate should forward—

(i) a warrant of arrest in Form II of Schedule V of the Code of Criminal Procedure (Act V of 1898), indicating in the body of the warrant precisely the nature of the offence of which the person to be apprehended is accused and containing the words of the section of the Penal or other Code dealing with the offence;

(ii) a summary statement of the case; and

(iii) a description of the person to be arrested.

(d) The warrants should be either signed or countersigned by the District Magistrate of the district from which the warrant issues.

(e) The warrant should be directed to the police officer deputed to take custody of the offender.

(f) The officer so deputed should proceed in plain cloths and be accompanied by some person who can identify the accused.

A specimen copy of a warrant in a hypothetical case of forgery, showing how the warrant should be worded, is printed below :—

SPECIMEN FORM OF WARRANT IN AN EXTRADITION CASE.

To

The Police Officer in charge of

Whereas

son of

, police-station

stands charged as follows:—

that he, on or about the day of at
 forged a certain document purporting to be a valuable security, to wit, a will of one
 of police-station, deceased, in the name of to the injury of
 the heirs of the said an offence punishable under the following section of the Indian
 Penal Code:—

Section 467.—Whoever forges a document which purports to be a valuable security or a will, or an authority to adopt a son, or which purports to give authority to any person to make or transfer any valuable security, or to receive the principal, interest, or dividends, thereon, or to receive or deliver any money, movable property or valuable security, or any document purporting to be an acquittance or receipt acknowledging the payment of money, or an acquittance or receipt for the delivery of any movable property or valuable security, shall be punished with transportation for life or with imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine.

You are hereby directed to arrest said
 Herein fail not.

, and to produce him before me

Dated this

day of -

19 .

(Signature.)

APPENDIX XXII.

[Regulation 326.]

List of States included in the Eastern States Agency.

Under the Political Agent, Bengal States (who is also Secretary to the Resident, Eastern States) with headquarters at Hastings House, Alipore, Calcutta—

Cooch Behar.

Tripura.

Mayurbhanj.

Under the Political Agent, Chhattisgarh States, with headquarters at Raipur in the Central Provinces—

Bastar.

Kankar.

Patna.

Udaipur.

Changbhakar.

Kawardha.

Raigarh.

Chhuikhadan.

Khairagarh.

Sakti.

Jashpur.

Korea.

Sarangarh.

Kalahandi.

Nandgaon.

Surguja.

Under the Political Agent, Orissa States, with headquarters at Sambalpur in Orissa—

Athgarh.

Gangpur.

Pal-Lahara.

Athmallik.

Hindol.

Rairakhol.

Bamra.

Keonjhar.

Ranpur.

Baramba.

Khandpara.

Seraikela.

Baudh.

Kharsawan.

Sonepur.

Bonai.

Narsinghpur.

Talchar.

Daspalla.

Nayagarh.

Tigiria.

Dhenkanal.

Nilgiri.

APPENDIX XXIII.

[Regulation 334.]

Memorandum of points to be looked into during inspection of police-stations by inspecting offices.

(1) *Previous inspections.*—The inspecting officer should see that all orders given on previous inspections have been duly carried out and that the inspections of subordinate officers have been regular and to the point. Errors detected in the current inspection should, as far as possible, be rectified during the inspection.

(2) *Crown lands and property.*—He will see that the boundaries of land occupied by the police are correct and clearly defined, that the buildings are clean and in good repair, that construction and repair works, if any, have been properly done and accounts and muster rolls correctly kept, that the lock-up and *malkhana* are secure and that the former is of sufficient size, that books, furniture, etc., are in accordance with the scale and are in good order, that the kits of the officers are clean and serviceable.

(3) *Arms and ammunition.*—An inspecting officer shall carefully inspect the arms, etc., to see how they are kept and note in the inspection register their conditions, having regard to the instructions in regulation 237. He shall also satisfy himself that station officers are acquainted with the use of the arms and with the instructions for riot drill.

(4) *Office sherista generally.*—This should be examined to see that all entries are regularly and promptly made in the various registers. A simple and speedy method of testing this is to read through the entries in the general diary for any fortnight and to trace out carefully all the connected entries required by rule to be made concurrently in other registers. The work of Assistant Sub-Inspectors should be particularly scrutinised in this connection.

• He shall observe the discipline maintained at the police-station and the measure of control exercised by the officer-in-charge over his subordinates.

(5) *Crime and work connected therewith.*—The following points should be looked into :—

(a) *Crime map.*—Whether entries have been correctly made and up to date and whether the Sub-Inspector understands how the map should be utilised in checking crime, and whether a comparison with maps of previous years reveals any marked features of interest.

(b) *First informations.*—Whether the senior officer takes up important and difficult cases himself, and whether the provisions of section 157(b), Code of Criminal Procedure, are being used reasonably and beneficially.

(c) *Charge-sheets.*—Whether all convicted persons have been correctly entered in the Village Crime Note-Book II, whether the orders of the Superintendent as to surveillance have been complied with, whether necessary action has been taken with regard to absconders shown in the charge-sheet, and whether the necessary certificates have been given on the reverse. In cases which have ended in acquittal the reasons therefor should be examined and where the investigation is at fault, advice and instruction should be given.

(d) *Final reports.*—Whether cases are promptly disposed of, whether the investigating officer is at fault in failing to detect the case of worked on wrong lines, and whether undetected cases of a serious nature are still kept in view.

Note.—For both (c) and (d) above, the dockets of case diaries should be examined.

(e) *Property register.*—Whether entries are properly made and classified, and receipts duly given or taken and whether suspicious property, when recovered, is compared against items of stolen property shown in the register.

(f) *Absconders' register.*—Whether action under sections 87, 88 and 512, Code of Criminal Procedure, has been taken promptly, and whether intelligent and regular enquiries are made, and whether simultaneous searches are made. These searches should not be a simultaneous search for all absconders on one night but a simultaneous search on one night of all the possible places where one absconder may be. This may necessitate preparation of plans with Sub-Inspectors of other police-stations.

The file of unexecuted warrants should be checked against this register. Superintendents should compare the entries in their office register with those in the police-station register.

(g) *Village Crime Note-Book I.*—That only offences named in the scheduled are entered that *modus operandi* is stated as definitely as possible, that suspects' names are reasonably entered, and that comparisons are made when cases with a similar *modus operandi* occur.

(h) *Village Crime Note-Book II.*—That only the names of persons residing in the village who have been convicted of offences in the schedule or bound down under sections 109 and 110, Code of Criminal Procedure, are entered, and that columns 5, 6 and 7 are duly entered up.

(i) *Village Crime Note-Book III.*—Whether the entries in this part are usefully and intelligently made so as to be of use to a new officer taking over charge of a police-station.

(j) *Village Crime Note-Books IV and IVA.*—That the difference between Parts IV and IVA is comprehended, the latter being a record of enquiries only, the results elicited, when of importance, being entered in Part IV together with any other facts of interest regarding criminality however obtained, whether date of release of convicts in jail is correctly calculated, and steps taken to take up the watch over surveilles the moment they are released, whether the number of surveilles is workable by the police-station staff, whether enquiries are intelligently made (e.g., it is waste of time and energy to look up a pick-pocket at night), whether constables are acquainted with the personal appearance and haunts of the more important criminals, whether any surveilles may safely be removed from surveillance.

(k) *C. T. Act Work.*—Whether the registers are properly maintained, personal rolls and attendance records duly kept up, whether domiciliary visits are regularly made and whether the registration of members has been attended by a decrease of crime.

(l) *Chaukidari.*—Whether all requisite information is obtained from chaukidars and dafadars, whether chaukidars and dafadars are suitably recommended for reward and punishment. The inspecting officer should, whenever possible, preside at a chaukidari parade.

(m) *Case diaries.*—These should be examined, where necessary, in connection with (c) and (d) above, and generally to see that investigations are made on the right lines, that clues are sought for and duly followed up, that matter which strictly speaking falls under section 162, Code of Criminal Procedure, is not included in the diary and that the diaries are written according to the sample given in Appendix XVI.

(n) *Station statistics and khatian.*—Whether entries are accurately recorded, whether any unusual fluctuation of crime, or improvement or falling off in police work has occurred (if so, the reasons should be sought for and examined), whether any special preventive measures have been taken or are desirable, passing definite orders if the latter be the case.

The Circle Inspector shall note in the last column of the *Khatian* register the period for which the record of each particular case is to be preserved.

(o) *Patrols.*—Whether patrols are properly utilised in crime areas, whether the patrols are of sufficient strength and suitably officered. Whether they have been effective or not. In doing this the file of command certificates and *mufassil* diaries should be examined.

(p) *Cash account.*—Whether sums received have been promptly and properly disposed of and whether the accounts are in order or not.

(q) *Police and Criminal Intelligence Gazettes.*—Whether these are carefully studied and understood, special attention being given to Police Orders, and whether the Police Regulations are promptly corrected from the gazette.

(r) *Records.*—Whether old records have been destroyed according to rules, whether records and registers are properly looked after, whether there is an unnecessary accumulation of blank registers and forms.

(s) *Summary.*—Every inspection note shall end up with a summary of the points which require action or alteration, or as an alternative, every such point may be numbered with red ink in the body of the inspection note. Inspection notes shall be written up on the spot, and the inspection register shall not be taken away from the police-station.

APPENDIX XXV.

[Regulation 360].

Rules for the working of floating outpost and patrol launches.

1. *Care and cleanliness of outposts.*—The officer-in-charge of a floating outpost shall be responsible for the cleanliness and the proper maintenance of his outpost and the vessels in his charge. The following rules are laid down for his guidance:—

Decks, washing of.

(a) Every morning the decks shall be scrubbed and washed down and the office and cabins swept out; and every evening the top deck must be washed down and the upper decks shall be cleaned with holy-stone once a week—this will prevent its leaking.

All the lamps shall be cleaned and fitted ready for use.

(b) Every evening the lower deck shall be swept. Water shall not be allowed to accumulate or remain anywhere on iron decks and coal shall not be broken up in galleys on cement floors.

Point work, side curtains and screens cleaning of.

(c) Once a fortnight all the paint work, inside and outside including the lookers, shall be cleaned and the side curtains and screens shall be scrubbed.

(d) Once a week the officer-in-charge shall inspect all bilges, bilge-pumps, fresh-water tanks, sanitary tanks and mooring chain, and have them cleaned, if necessary.

Chains, cleaning of mooring—Chains, oiling of mooring—Bilges to be kept dry.

(e) The length of the mooring chains not in the water should be oiled on the first of each month.

(f) The bilges shall always be kept dry.

Tanks, when not in use.

(g) Fresh-water and sanitary tanks shall also be kept dry when not in use.

(h) Constables attached to floating outpost shall perform all the duties enumerated in items (a) to (g) except item (d) and the officers-in-charge shall see that these are properly done.

Anchor, sighting of chains—Oiling of an anchor.

(i) Once every quarter the anchor shall be sighted and the lengths of the mooring chains in the water oiled. The outpost shall afterwards be remoored. In certain *khals* and rivers it is necessary to take up or sight the anchor oftener than once a quarter owing to silting up when the water rises. Officers-in-charge must use their own discretion in this matter, but they shall be held responsible that anchors do not get buried.

This work shall be done when a launch is present at the floating outposts, as remooring cannot be done except with the assistance of a launch. The serang of the launch with his crew shall be responsible that the sighting of anchor, oiling of chain and remooring of the outpost are properly done.

(j) The utmost care must be exercised when a *ghasi* boat is being towed by a launch. All portable articles should be removed, and if bad weather is expected the deck boards and oars should be removed and placed on the launch.

(k) A *ghasi* boat should be towed thus—

The towing rope should not be shorter than 20 feet and should be made fast to the ring and then passed round the nose of the *ghasi* boat, then through the ring again. This method relieves a lot of strain from the ring. The serang is periodically to examine the tow whilst under way. A *manjhi* should be posted at the helm to con the *ghasi* boat, and the deck planks should always be secured as far as possible and fastened down.

APPENDIX XXIV.

[Regulations 348 and 349].

Condition which may be imposed under section 124, Code of Criminal Procedure and rules under section 565 of that Code.

I—Condition prescribed under section 124, Code of Criminal Procedure.

Any or all of the following conditions have been prescribed under section 124(4), Code of Criminal Procedure :—

A person conditionally discharged shall—

- (a) abstain from doing any act hazardous to the community or to any person;
- (b) abstain from conduct similar to that in respect of which he was ordered to give security;
- (c) reside with a person to be approved by the Magistrate who orders his discharge;
- (d) not enter any area which may be specified by the Magistrate who orders his discharge; and
- (e) proceed forthwith to his home district and notify his residence and change of and absence from residence to the police in accordance with the rules prescribed by the Provincial Government under section 565 of the Code of Criminal Procedure.

(Government of Bengal Notification No. 3430PI., dated the 24th December 1924.)

II—Rules under section 565, Code of Criminal Procedure.

The following rules have been framed under section 565(3), Code of Criminal Procedure:—

(i) Before release a convict shall, upon being required to do so by the the Superintendent of the Jail in which he is confined or by any person authorized in this behalf by the Superintendent, notify in Bengal Form No. 5093 to the Superintendent or person authorized by him, as the case may be, the village and the homestead in that village in which he intends to reside after his release.

(ii) If, after the seventh day following his release, a convict is residing in any homestead other than that notified by him in accordance with rule (i), he shall, within nine days after the date of his release, attend in person at the police-station or outpost within the local limits of which he is residing and notify to the officer-in-charge the village, and the homestead in that village in which he is now residing.

(iii) If, after taking up his residence as notified in accordance with any of these rules, a convict intends to change his residence, he shall, if the homestead to which he intends to change his residence is situated within the local limits of the police-station or outpost within which he is at the time residing, at least three, and in any other case, at least seven days before he intends to leave his notified residence, attend in person at such police-station or outpost and notify to the officer-in-charge, his homestead and the village to which he intends to change his residence and the date on which he intends to leave his present notified residence.

(iv) If, after the seventh day following the date notified in accordance with rule, a convict is residing in any homestead (including his last notified residence) other than that notified by him in accordance with rule (iii) as his intended residence he shall, within 9 days after the date so notified, attend in person at the police-station or outpost within the local limits of which he is for the time being residing and shall notify to the officer-in-charge thereof the village and the homestead within that village at which he is for the time being residing.

(v) If a convict intends to absent himself temporarily for one or more nights or for any part of a night from his notified residence, he shall, if he does not intend to leave the local limits of the police-station or outpost within which he is at the time residing, not later than the first, and in any other case, not later than the third day before his departure from his notified residence, attend in person at such police-station or outpost and notify to the officer-in-charge his intention to absent himself together with the village and the particular place to which he intends to proceed and the probable dates of his arrival thereat and departure therefrom respectively.

(Government of Bengal Notification No. 876PI., dated the 26th March, 1942.)

APPENDIX XXV.

[Regulation 360].

Rules for the working of floating outpost and patrol launches.

1. *Care and cleanliness of outposts.*—The officer-in-charge of a floating outpost shall be responsible for the cleanliness and the proper maintenance of his outpost and the vessels in his charge. The following rules are laid down for his guidance:—

Decks, washing of.

(a) Every morning the decks shall be scrubbed and washed down and the office and cabins swept out; and every evening the top deck must be washed down and the upper decks shall be cleaned with holy-stone once a week—this will prevent its leaking.

All the lamps shall be cleaned and fitted ready for use.

(b) Every evening the lower deck shall be swept. Water shall not be allowed to accumulate or remain anywhere on iron decks and coal shall not be broken up in galleys on cement floors.

Point work, side curtains and screens cleaning of.

(c) Once a fortnight all the paint work, inside and outside including the lockers, shall be cleaned and the side curtains and screens shall be scrubbed.

(d) Once a week the officer-in-charge shall inspect all bilges, bilge-pumps, fresh-water tanks, sanitary tanks and mooring chain, and have them cleaned, if necessary.

Chains, cleaning of mooring—Chains, oiling of mooring—Bilges to be kept dry.

(e) The length of the mooring chains not in the water should be oiled on the first of each month.

(f) The bilges shall always be kept dry.

Tanks, when not in use.

(g) Fresh-water and sanitary tanks shall also be kept dry when not in use.

(h) Constables attached to floating outpost shall perform all the duties enumerated in items (a) to (g) except item (d) and the officers-in-charge shall see that these are properly done.

Anchor, sighting of chains—Oiling of an anchor.

(i) Once every quarter the anchor shall be sighted and the lengths of the mooring chains in the water oiled. The outpost shall afterwards be remoored. In certain *khals* and rivers it is necessary to take up or sight the anchor oftener than once a quarter owing to silting up when the water rises. Officers-in-charge must use their own discretion in this matter, but they shall be held responsible that anchors do not get buried.

This work shall be done when a launch is present at the floating outposts, as remooring cannot be done except with the assistance of a launch. The serang of the launch with his crew shall be responsible that the sighting of anchor, oiling of chain and remooring of the outpost are properly done.

(j) The utmost care must be exercised when a *ghasi* boat is being towed by a launch. All portable articles should be removed, and if bad weather is expected the deck boards and oars should be removed and placed on the launch.

(k) A *ghasi* boat should be towed thus—

The towing rope should not be shorter than 20 feet and should be made fast to the ring and then passed round the nose of the *ghasi* boat, then through the ring again. This method relieves a lot of strain from the ring. The serang is periodically to examine the tow whilst under way. A *manjhi* should be posted at the helm to con the *ghasi* boat, and the deck planks should always be secured as far as possible and fastened down.

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(l) Officers-in-charge of floating outpost should note that all anchorchains of floating outposts and quarters should be made fast to the mooring bits supplied for that purpose.

(m) Officers-in-charge of police-stations and Inspectors when visiting floating outposts should satisfy themselves that these rules are observed.

2. *Principal duties of floating outposts.*—The following are the duties of the floating outposts:—

Crime, prevention of.

(a) Prevention of crime and maintenance of law and order on the rivers, at *ghats*, *hats* on the river bank, and at boat stopping places.

Surveillance over local criminals.

(b) Supervision over—

(i) local criminals.

(ii) Criminals using land and water indiscriminately at the scene of their operations.

Surveillance over up-country criminals.

(c) Surveillance over and checking the movements of up-country river criminals known to have left their country for Bengal or found on the rivers in Bengal.

Disputes over land.

(d) Assisting the officer-in-charge of the police-station in disputes or disturbances in riverine tracts.

Obstruction, trade routes.

(e) Maintenance of the fairway and prevention of obstruction on the main trade routes where the need arises.

Traffic regulation of.

(f) Regulation of river traffic at large *hats*, halting places and *melas* in their patrol area.

(g) It must be borne in mind that in some cases the patrol area will comprise a river or part of a river running between two police-stations, two circles or even two districts. Even so, the rules above apply and the officers attached for duty to the floating outpost shall devote their attention as far as is necessary to both sides of the river within 1 mile of the bank, and though for administrative purposes floating outposts and launches are definitely allocated to a particular police-station, circle and district, the patrol staff shall co-operate fully with neighbouring administrative units on the opposite shore.

Local knowledge.

(h) In order to carry out the duties adequately, it is necessary that each officer-in-charge should have a very intimate knowledge of his charge. He should make the acquaintance of all the respectable persons living on the banks or close to the rivers.

Bad characters, knowledge of.

(i) He should also make himself personally acquainted with every registered bad character, every person registered under the Criminal Tribes Act, 1924, as far as possible, every person who has been convicted or suspected in cognizable offences against property residing within a mile of the river bank.

Enquiries, general.

(j) He should continually make enquiries regarding crime and criminals and endeavour to obtain information useful to the police. The only means to attain this object is by constant patrolling. By patrolling it is not meant that officers are to travel aimlessly from end to end of their jurisdiction and back again. It is necessary that patrolling should always be done with some definite object in view.

3. *Classes of patrols.*—The following are various the classes of patrols:—

- (i) Ordinary patrols.
- (ii) Special patrols.
- (iii) Joint outpost patrols.
- (iv) Mobilization patrols.

Ordinary patrols.

(a) Ordinary patrols shall be usually in-charge of Assistant Sub-Inspector of the floating outpost. In his absence the senior constable shall take command. Two other constables shall accompany the patrol. The Assistant Sub-Inspector and the constable shall be told off in 2-hour watches so that there shall invariably be 1 police man awake and on the look-out in the patrol boats. The officer-in-charge of a patrol when leaving the outpost for patrol duty shall leave behind in a sealed cover his tour programme, to which he shall adhere to as closely as possible. When passing a police-station which is on the bank the patrol boat shall invariably call into ascertain if there is any information of value. Big *hats* and mooring places should also be visited and bad characters, particularly Criminal Tribes Act men living near the bank should be looked up. Patrols should frequently double back over the same area in order to try and surprise any criminals who have been waiting for the patrol to pass. The times and days for patrols should be changed as much as possible. Night patrol should be done as often as possible and never less than 15 nights in a month. Patrol should be performed between the hours of 8 p.m. and 4 a. m. and officers should see that the boats are actually on the move for at least 4 hours.

Launch patrols.

(b) Launch patrols shall be performed by a Sub-Inspector and 3 constables. Here also 1 constable shall invariably be awakened and on the alert near the helmsmen. Rule 3(a) above shall apply as far is consistent except that launch patrols shall be on the move for at least 6 hours. The launch patrol shall cover the whole area allotted to it by the Superintendent and shall not remain constantly in the vicinity of a floating outpost. The Sub-Inspector shall periodically check the boat patrols.

Special patrols.

(c) Whenever an outbreak of crime occurs in a particular locality the Circle Inspector will order special patrols.

Joint patrols.

(d) Whenever the Inspector considers it necessary he may combine the patrols of any two police-stations and order patrolling in any particular area. He should always report to the Superintendent whenever he orders such a patrol. Orders should always be issued confidentially.

Whenever possible Inspector should arrange that several patrols should meet at some rendezvous on certain days and exchange information. Such orders should be confidential.

Mobilized patrols.

(e) If the Superintendent desires to have any particular area closely patrolled he may if he thinks necessary, withdraw as many patrols as he thinks fit and concentrate them due regard being had to the question of leaving unprotected the areas from which patrols are to be withdrawn. Such mobilized patrols should be reported to the Deputy Inspector-General.

4. *General instructions regarding patrols.*—(a) Any group of boats, specially up-country boats, should be watched. If necessary, the anchor should be dropped close by, or if the patrolling officer thinks it advisable, he should proceed until he gets out of sight and then drop back quietly.

Up-country criminals, watching of.

(b) It is a known fact that up-country criminals often leave their boats at night and go a distance in their *dingis* to commit offences. If there is any reason to suspect the crew of any boat, it should be visited late at night to ascertain whether any members are absent. If such be the case, the patrol party should quietly await their return with a view to arrest them if they are found with stolen property or if they are unable to give a satisfactory account of their absence.

Bad characters, watching of.

(c) The same procedure should be followed when a bad character is found absent from his home and there is reason to suspect that he has gone out to commit crime in the locality.

Bad characters, absence of, action to be taken.

(d) When a Sub-Inspector or an Assistant Sub-Inspector finds a bad character absent from his home and after enquiry from the villagers has reason to believe that the man will not soon return, he should then and there ascertain the following particulars and send intimation by letter to the police-station concerned through the village chaukidar :—

- (i) where the man is supposed to have gone ;
- (ii) the business on which he has gone ;
- (iii) with whom he has gone—all names and addresses to be given ;
- (iv) the possible date of his return.

If the chaukidar tells the Sub-Inspector or the Assistant Sub-Inspector that he himself has already reported these details even then the Sub-Inspector or the Assistant Sub-Inspector should give him the letter, instructing him to make it over at the police-station on the next parade day.

Absconders, enquiry about.

(e) Patrol parties shall search for absconders at the houses of their relatives near the river banks, both by day and by night.

Map, study of, when serious crime reported.

(f) On receipt of information of the commission of a dacoity or other serious offence, the officer receiving it shall at once study his map and decide what action is necessary to arrest the offenders.

Dacoity, action to be taken in regard to.

(g) Every officer-in-charge of a floating outpost shall examine his map carefully in consultation with the officers-in-charge of the police-stations concerned and choose, for future guidance, certain points where interception would probably be easy of any persons who may have taken part in a dacoity or other serious offence at important *bandars* or *hats*. When he gets news of such an occurrence, he can at once decide at what point he is most likely to intercept the culprits, having regard to the particular case under consideration, and he shall make for that place with all possible speed.

Launches, private borrowing of.

If he considers it advisable to watch other points he should, if possible, split up his force into two or three parties and, if necessary, hire extra boats. If no launch is available and there are private launches in the vicinity requests should be made for as many as are required.

Dacoits, Bhadrak, watch for.

(h) Patrol parties should constantly be on the look-out for boats containing suspicious *bhadrak* youths.

5. *Personal diaries of Sub-Inspectors and Assistant Sub-Inspectors.*—Every Sub-Inspector, Assistant Sub-Inspector and senior constable in-charge of a patrol will maintain a personal diary register which will be written up when out on duty, patrol or otherwise.

The Sub-Inspector's diaries should be despatched daily, if possible, to the Inspector, and the Assistant Sub-Inspector's or senior constable's diaries, should be despatched daily, if possible, to the Sub-Inspector for submission to the Inspector, who shall be responsible for sending extracts of interest to bordering administrative units concerned.

6. *Patrol Register*.—On every launch and floating outpost shall be maintained a patrol register in form A below the entries being made from the personal dairies immediately on return from patrol. The register is not to be taken away from the launch or outpost.

7. *Fortnightly return*.—From each launch and outpost will be sent, through the officer-in-charge of police-station, to the Inspector on the 1st and 16th of each month, a copy of the entries made during the previous fortnight in the patrol registers maintained by the Sub-inspector or Assistant Sub-Inspector.

In these registers every kind of work is shown ; the remarks column contains all information not connected with actual patrolling.

8. *Study of boats and river criminals*.—One of the main objects of the ordinary and launch patrols should be to find out exactly all information about boats plying on the river in their jurisdiction ; whether any foreign and especially up-country boats are plying ; how they decide upon anchorage ; whether this depends on wind and tide or without whether there are regular known anchoring places. Careful notes should be kept upon this subject.

9. *Uniform to be worn on patrol*.—Officers when on patrol must invariably wear correct uniform.

10. *Publications to be studied*.—All officers should carefully study the following publications :—

(i) Mr. Quarry's report.

(ii) Report by Sub-Inspector Rafakatulla.

(iii) List of Mirzapur *mallas* prepared by Sub-Inspector Asratulla Dewan and verified by the United Provinces Police.

(iv) Mr. Bramley's report on inter-provincial crime.

(v) Mr. Daly's manual of criminal classes.

11. *Opium and excisable articles*.—The patrols shall keep a sharp look-out for illicit conveyance of opium and other excisable articles, and also for persons travelling with unlicensed arms and explosives.

12. *Distressed vessels, help to*.—It shall be the duty of the police whenever they see a boat or other vessel in distress to render all possible assistance consistent with the safety of their own boat or vessel.

13. *Wrecks*.—In the event of a wreck it is the duty of the senior police officer present to ascertain details of ownership and cargo, and to report the facts to the nearest police-station.

14. *Roster of duties*.—A regular roster of duties must be kept up in B. P. Form No. 61, and each constable will be given his turn of guard, patrol, etc., in proper order. There shall be no favouritism. Circle Inspectors when inspecting police-stations will pay special attention to his register.

15. *Attendance at steamer ghats*.—A constable in uniform should as far as possible attend the arrival and departure of all steamers at *ghats* near which there are floating outposts.

16. *Boats without lights*.—Under the rules framed by the Provincial Government under section 52(f) of the Inland Steam Vessels Act, 1917 (1 of 1917), all vessels under oars and sails when under way or when lying in the steam shall, where there is a mast, carry thereon a white light in a lantern so constructed as to show a clear uniform and unbroken light visible all round for one mile, and where there is no mast shall show conspicuously a similar white light from a conspicuous position so as to be visible all round.

Breaches of the above rules being non-cognizable the police have no power to arrest without warrant, except as provided under section 57, Code of Criminal Procedure.

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17. *Signals*.—The following signals shall be used by the officers at police-stations and outposts and by the village police when they desire to call the assistance of a patrol launch or patrol boat :—

In day time.

At police-stations and outposts “The hoisting of a red flag on a long bamboo”.

Rural Police.

A chaukidar’s *pagri* tied to a bamboo and waved in the air and dropped several times to the ground.

At night.

Two men each waving two torches up and down.

18. *Launches and crews*.—The launch crews shall be under the same discipline as the executive branch of the police; and shall be enrolled under the Police Act.

Serangs and drivers of launches are to be certificated men under the provisions of section 25 of the Inland Steam Vessels Act, 1917, and they will be held responsible that the provision of that Act, as well as all by-laws issued under the Act, are observed.

There shall be one combined cadre for the crews of all police launches allotted to different districts. The Deputy Inspector-General, Bakarganj Range, will be in-charge of the cadre, and the control in the matter of appointments, promotions, postings and transfers of the crews shall rest with him. He will see that all promotions and transfers among the crews are made in consultation with the Deputy Inspector-General, Dacca Range, where the districts of that Range are concerned. Superintendents of districts to which launches are allotted shall draw on separate bills, the pay of the crews attached to their respective districts. As audit will be conducted on a provincial basis, no objection will be raised if the sanctioned strength of a particular district is temporarily exceeded provided the sanctioned strength of the province is not exceeded.

19. *Training of the crew*.—The training of the members of the crew attached to police launches shall be arranged by interchange between police launches and pooled launches in the same district by mutual arrangement between the District Magistrate and the Superintendent concerned. These transfers need not be shown on paper but a police rating after he has served on a pooled launch for the period required for the purpose of qualifying himself for examination shall be given by the Controlling Officer a certificate to that effect which shall be accepted by the Examining Officer as a voucher for his service.

20. *Coaling by crew and scale of remuneration*.—In an emergency it shall be the duty of all crews of launches to assist in coaling their respective launches when the ordinary agency for this purpose is not available. When called upon to perform such duty, each member of the launch crew so assisting will be paid according to the following scale :—

- (i) Serangs and drivers—As. 8 a day.
- (ii) Sukhanis and tindals—As. 6 a day.
- (iii) Lascars and stokers—As. 4 a day.

21. *Serang to be responsible for navigation and not to be interfered with*.—A Sub-Inspector on his own patrol launch is the superior officer of the serang, but the serang is solely responsible for the safe navigation of the vessel and interference on the part of the Sub-Inspector or any other officers travelling should be avoided.

22. *Duty of pilot and serang’s responsibilities*.—The serang is to order everything that relates to the navigation of the launch to be performed as the pilot shall require, but, nevertheless, he is to attend particularly to the pilot’s conduct, and, if he shall have reason to believe the pilot is not qualified to conduct the launch, or that the pilot is running her into danger, he shall remove him from his charge and take such measure for the safety of the launch as circumstances may require, noting the facts and time of removal in his log book. If the launch be damaged at any time through the ignorance or negligence of the pilot and if a common degree of attention on the part of the serang would have prevented the disaster, the serang will be deemed to have neglected his duty.

23. *Serang to be responsible for articles on launch.*—The *serang* is held strictly responsible for every article on his launch, and should any one remove anything in contravention of these orders, he shall report it at once to the Superintendent concerned.

24. *Officer-in-charge of police-station to be responsible for Crown property in floating craft.*—When any article is issued for a floating outpost or launch, it must not under any circumstances be taken away without orders. The officer-in-charge of a police-station is responsible for all Crown property on the floating craft in his jurisdiction and he shall see that the lists are kept correct and up to date. No floating outpost or launch shall be without a list of Crown property, and officers-in-charge of police-stations shall check these lists at least once a quarter.

25. *Launches to be anchored at ghats.*—A police launch should be anchored as far as circumstances permit near *ghats* and anchorages at night, so that country boats may be afforded protection. This must particularly be the case during the jute season. Launches shall on no account be moored alongside floating outpost when halting for the nights or on the approach of bad weather.

26. *Log books.*—A log book is carried on each launch, and the *serang* is held responsible that it is produced as soon as any officer goes on board. He will enter it up himself on any day on which no officer travels. Officers are requested to enter up the log book daily, as this is the only check on coal consumption.

The log book for *serang* and driver shall be kept in Bengal Form Nos. 344 and 345 respectively and scrutinized by inspecting officers as often as possible. The entries in the two books shall be compared.

All officers using launches should keep up the log book regularly in their own handwriting. The book should form a diary of the launch, and every important detail concerning the launch should find entry in it. It will also be a means of checking the consumption of oil, coal and stores, if officers will take a personal interest in the matter. Officers should daily initial column 11 of the driver's log book and should check from time to time the actual balance of coal and oil on board.

27. *Uniform to be always worn on duty.*—The crew should be in full uniform as prescribed in Chapter XIX, Volume I, when the launch is travelling, and any slackness should be noted in the log book.

28. *Banking fires.*—The attention of all drivers is drawn to the fact that "banked fires" does not mean they should let off all steam out of the boiler. When ordered to bank fire, a driver must see that he keeps 40 to 45 lbs. of steam per square inch in the boiler, so that the launch may start at any time within an hour of receiving an order.

29. *Watchman always to be one on launch.*—There shall always be one *laskar* on duty as look-out on every launch, whether she is running or at anchor.

It shall be the duty of the *serang* to depute *laskars* for this duty. He shall enter the name of the *laskar* with the time of his duty in column 11 of the log book.

Ordinarily a *laskar* should not be on duty for more than 2 hours at a time.

30. *Serangs' making and taking over charge.*—*Serangs* when making and taking over charge of a launch shall check the stores on board and submit a written report signed by both *serangs* to headquarters.

31. *Attendance register of crew.*—The *serang* of each vessel shall maintain a daily attendance register for the whole crew in form C below.

He shall enter against each man's name whether he is present (p), absent (a), or on leave.

32. *Serang's report regarding leave of crew.*—In the case of men going on or returning from leave, the *serang* shall send a report to the Superintendent through the Circle Inspector giving the dates.

33. *Grant of free railway and steamer warrants to members of police crews.*—Members of the police crews, except *serangs* and drivers, when granted leave will be allowed free third class railway and steamer warrants to and from their homes in accordance with S. R. 137A of the Fundamental Rules.

34. *Cleanliness of launches.*—Steam launches shall be kept scrupulously clean. All brass work shall be polished daily, the deck shall be washed down every day, and well scrubbed with sand and cocoanut husk when required, and the machinery shall be oiled. In the case of iron and steel boats, all rust and corrosion shall be removed from the angles and places inside and out, where accessible, and the surface shall be kept carefully painted.

The gratings of police-station launches with "hog" deck foreheads shall be removed daily for washing down purposes and this deck shall be cleaned with holy-stone at least once a week.

All bilges except those of the engine room and stokehold shall be kept dry.

All adjustments and minor running repairs shall be carried out by drivers. Drivers who fail to execute small repairs shall be reported to the Superintendent for punishment.

35. *Cleaning of boilers.*—Launches plying in fresh water shall have their boilers cleaned once every 3 months and those plying in brackish water shall have their boilers cleaned once every 2 months ; 7 days shall be allowed for boiler cleaning.

When a launch is laid up for cleaning, the boiler should not be blown down until the pressure is reduced to 12 to 15 lbs. per square inch, and doors should not be opened until the boiler is reasonably cool.

At 4 p. m. on the 9th day the boiler should be closed and filled with water and the fires lighted; the boiler will be ready for full steam to be raised on the tenth day.

Every care shall be exercised in raising steam, 12 hours being allowed in station launches in "C" type launches and 24 hours in launches of the "A" and "B" type.

Only in cases of grave emergency should steam be raised in less than the prescribed time and an entry made in the driver's log book to this effect.

- The driver shall ascertain that both double shut-off cocks of the water gauge column are open to ensure a true reading of the water gauge.

The Circle Inspector shall see that the boilers of all launches working in his Circle are cleaned according to the foregoing instructions.

The Deputy Inspector-General, Bakarganj Range, in consultation with the Engineer Superintendent, shall be responsible for seeing that launches are not kept too long in saline waters. Launches after 2 years in a saline area shall ordinarily be transferred at the time of annual overhaul to a fresh water area.

36. *Trimming of coal on deck.*—While a launch is running, all trimming of coal on the deck shall be done by the *khalasis* : when she is not running, the trimming shall be done by the engine-room staff.

37. *Vacancies on launches—how to be filled up.*—When vacancies among firemen or laskars take place and outsiders are employed, they will get the lowest pay of the grade and local and provision allowance, if any. The pay of such outsiders will cease from the dates of return of the permanent men, whether the latter actually join the launch on those dates or not. As far as possible senior men already in the service will be promoted in leave vacancies, but there will be no actual transfer in the case of leave for less than three months.

38. *Command certificate to be issued to serangs.*—An officer despatching a launch on any duty shall, before the launch leaves his police-station or charge, issue a command certificate to the serang ; he will note in the remarks column the amount of coal on board and initial the coal statement. On arrival of the launch at its destination, the officer to whom it has been sent shall check the quantity of coal on board and show it in the remarks column at the same time initialling the coal statement.

Any delay in the journey on the part of the serang shall be brought to the notice of the Superintendent.

39. *Fire on launch.*—In the case of a fire on a launch an attempt should be made to extinguish it with sand, fire extinguishers or wetted blankets, and then all hatches will be battened down and the serang will steer for the nearest shallow water and anchor away from houses. The senior Sukhani will take charge of the pumping operation. Should the fire occur in the engine room or coal bunker, the driver will take charge.

In the event of a fire breaking out in the day time, the laskar on the watch will give the alarm by ringing the ship's bell repeatedly. The crew upon hearing the alarm will take up their stations.

At night time the laskar on watch will raise the alarm and first call the serang, driver and senior sukhani and then the remainder of the crew, who will take up their stations.

For the purpose of extinguishing fire, each launch should always have on board at least one fire extinguisher, and fire buckets in the proportion of one for each of the crew.

40. *Collision*.—In the case of collision, when a launch has been badly damaged, the serang will steer for the nearest shallow water and take all possible precautions to stop up the holes with gunny bags, jute, etc.

The laskar on the watch will raise the alarm and awaken any of the crew who may be sleeping. The whole crew will proceed to their stations immediately upon the alarm being given.

41. *Electric light during fire or collision*.—When a fire or collision occurs at night, the electric light should be started as soon as possible to minimise the confusion that might arise and for the better carrying on of the work in hand.

42. *Shipping casualties, Inland Steam Vessels Act, 1917, sections 32 and 33*.—Whenever any damage or casualty of the nature described in section 32 of the Inland Steam Vessels Act, 1917, is caused to or by a steam vessel belonging to or under the control of the police, the serang of the steam vessel shall forthwith send a report of the incident to the Superintendent through the officer-in-charge of the police-station. On receipt of such a report the Superintendent shall submit a report direct to the Inspector-General giving all available details. He shall subsequently report the result of enquiries made into the cause of the damage or casualty with his opinion as to the necessity or otherwise of any further enquiry. Copies of evidence taken will be sent with this report. Copies of both the reports shall also be submitted to the Range Deputy Inspector-General concerned.

The Inspector-General shall submit copies of all such reports to Government with his opinion.

43. *Coal, quantity in bunker how calculated*.—The following is the method to be adopted in finding out the quantity of coal in a bunker without weighing it :—

Supposing you know nothing of the size of a coal bunker, then the first opportunity you get to measure it do so taking the length, breadth and height, keeping the measurements in feet and fractions of a foot. This will give the cubic capacity.

Knowing this and taking the recognised factor of 40 to 45 cubic feet to contain 1 ton, i.e. $27\frac{1}{4}$ maunds, divide the cubic capacity by 40 (this figure being approximately the best factor for this part of the country), and the result will be the number of tons the bunker will hold. To convert into maunds multiply by $27\frac{1}{4}$. The following is an example :—

Height 5 feet

Length 10 feet.

Breadth 2 feet.

$$10 \times 5 \times 2 = 100 \text{ cubic feet.}$$

$$\frac{100}{40} = 2\frac{1}{2} \text{ tons.}$$

$$2\frac{1}{2} \times 27\frac{1}{4} = 68\frac{1}{4} \text{ maunds.}$$

If there are two bunkers in the launch, one on either side, then the total quantity that the launch can carry will be the double that amount.

When these figures are known to the officer on board the launch it is an easy matter find to the quantity remaining at any time in the bunkers. Any one examining coal bunkers will find the bunkers are marked off equally by angle irons, running perpendicularly like this:—

2'—0	2'—0	2'—0	2'—0
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The officer now knowing the number of divisions in the bunker, will find it very easy to form a fairly accurate estimate of the quantity of coal remaining the bunkers, which can be done as follows :—

	A	B	G
F	1.	2	3
K			
I			

F. G. H. I. is a bunker and is divided into five equal parts 1, 2, 3, 4, 5, by angle irons. The coal bunker door is at GH the end of the bunker. As coal is being taken, from the lower portion of the bunker it will fall and form an inclined plane AE. Now supposing the officer at this stage (when the coal remaining was contained in this space FAET) wanted to find how many maunds remained. He would at first fix the point C, being the centre of the inclined plane AE. Next he would find out the proportion that CJ (the empty space of the bunker) bore to the whole length KJ, which in the above illustration is exactly half, the point C being the centre of the space No. 3. If as had been worked out previously, the bunker capacity was $2\frac{1}{2}$ tons or $68\frac{1}{2}$ maunds, the coal remaining would be $1\frac{1}{2}$ tons or $34\frac{1}{2}$ maunds.

By fixing point C half way on the inclined plane AE, two triangles CBA and CDE can be formed which will be found equal to one another. Therefore, if the coal in the triangle CDE could be stacked in the empty space CBA a complete rectangle FBDEI of coal would remain leaving the rectangle BDHG empty, and, as has been shown before this is exactly half.

44. *Supply of coal and coal accounts.*—Coal contracts will be made by the respective Deputy Inspector-General for all police launches under them in consultation with the Superintendents. But the payment for coal supplied will be made by the officers concerned from the allotment that will be placed at their disposal.

When submitting the coal account, each officer-in-charge of a launch will also submit a certificate to the following effect :—

“Certified that I have satisfied myself that the coal entered in column 5 was actually obtained and that the details of ‘Hours Run’, ‘Hours under Bank Fire’ and ‘Halts’ are correct.”

45. *Coaling to be supervised.*—Whenever possible the coaling should be seen personally by the launch officer and he should countersign the voucher.

46. *Sickness among crew to be reported.*—In the weekly return of men reporting sick launch crews laid up and not working owing to sickness of crew should be immediately reported to the Superintendent concerned.

47. *Charges for assistance rendered by companies’ steamers to Government launches and vice versa.*—(a) Fees on the scale noted below shall be paid for assistance rendered to Government vessels by steamers belonging to the River Steam Navigation Company and India General Navigation Company—

(i) Rupees 100 up to 3 hours’ detention.

(ii) Rupees 200 beyond 3 hours and up to 6 hours’ detention.

(iii) Rupees 350 *per diem* of 24 hours or part of a day excluding 6 hours.

(b) When assistance is rendered by Government vessel to a steamer of the above companies half the above fees shall be payable by the company to Government.

(c) The period of detention shall be reckoned from the moment when the assisting vessel stops her engines to the moment when she gets under way again after rendering assistance. (Behgal Government order No. 4273P. D., dated the 21st October 1913.)

(d) (1) When assistance is required from other vessels full details are to be entered in the log book showing :—

(i) the hour at which another vessel is signalled for assistance and the name of the other vessel, its owner and the nature of work on which engaged at the time, e.g.—

(a) passenger service single-handed, Khulna to Barisal.

(b) towing 3 flats laden with cargo, Narayanganj to Goalundo, etc.

(ii) the hour at which the other vessel stops her engines or replies ;

(iii) the hours during which active assistance is rendered ;

(iv) the hours at which active assistance stops ; and

(v) the hour at which the assisting vessel finally gets under way after rendering assistance.

(2) If the lapse of time between (iv) and (v) is excessive, the serang should note reasons for the delay, e.g., picking up flats at anchor owing to coal, water, etc.

(e) Assistance should not be obtained from such vessels unless there is fear of loss or great damage, e.g., grounding where the river is falling or grounding in shifting sand. In such cases every endeavour should be made to get the launch off and the aid of a steamer should be obtained only as a last resort.

48. *Launches, agrounding of, procedure and precaution.*—(a) When a launch runs aground, whatever the state of the tide, she should at once endeavour to get off again if she can (i) run her engines without chocking up inlets, or (ii) lay out a kedge anchor or (iii) by both (i) and (ii) together. The serang is responsible for seeing that after dark the usual riding lights are burning brightly.

(b) Where there is little or no fall of tide, the anchors may be laid as a wedge to assist engines in refloating the launch. In this case the position of the anchor should be marked by a *dinghi* or jolly boat, which at night should carry a bright white light. The serang of the launch is responsible for seeing that these precautions are taken and for seeing that anchors are not laid in or near the fairway where they are liable to be fouled.

49. *Supervision over salvage operations.*—When salvage operations in connection with any steam launch, the property of the Police Department, undertaken by a private firm, an officer not below the rank of Inspector shall be specially deputed to supervise the operations. He shall keep a diary in which he shall note their progress from day to day, the vessels, stores, machinery and tools supplied by the firm, and the number of workmen employed with their rate of wages. The object is to enable bills submitted by the firm to be checked on reliable data.

50. *Certificate to be given when taking over vessels.*—When launches are sent to the dockyard for overhaul they will remain under the charge of the serang. In the case of floating craft the Engineer Superintendent will take charge of the gear during repairs and shall store it in one of his godowns re-issuing serviceable and replacing unserviceable gear on the craft when the overhaul is complete.

On the return to its station of a floating craft, or of a launch after overhaul the Assistant Sub-Inspector or the Sub-Inspector concerned shall take over the launch or craft and send the following certificate through the officer-in-charge of the police-station to the Superintendent.

“Certified that I have received charge of P. L. No. or floating outpost No.). There are no/the following defects that require to be made good.”

51. *Fenders, how to be used.*—Fenders should not be made fast to floating outposts, for they are likely to give way when a launch comes alongside. The correct procedure is for the fender to be held by somebody, and then there will be no strain on the ropes to which they are attached. In floating outposts fenders are practically of no use, as when a launch goes alongside the crew use their own fenders.

52. *Construction or purchase of steam launches and boats.*—Proposals for construction or purchase of new steam launches or boats shall be submitted to the Inspector-General who will consult the Engineer Superintendent, Government Dockyard, Narayanganj, regarding suitable types of vessels and cost before submitting the same to the Provincial Government.

53. *Repairs to and overhaul of craft at Government Dockyard.*—The repairs to launches and other craft of the police shall be carried out at the Government Dockyard at Narayanganj, except in urgent cases, when if not costing more than Rs. 250 for the former or Rs. 50 for the latter, they may be executed locally.

In July each year the Engineer Superintendent shall submit a forecast of the cost of overhauling and repairing the launches, etc., in the ensuing year to the Inspector-General with explanatory notes for the necessary funds to be provided in the next budget. On receipt of the budget grant the Inspector-General will communicate the allotment to the Engineer Superintendent who will arrange to have such repairs and overhauling done as the funds will allow of. The Engineer Superintendent will submit recovery claim to the Inspector-General for necessary adjustment.

In April each year the Engineer Superintendent will submit through the Range Deputy Inspector-General a brief report regarding the repairs carried out during the last financial year and the condition of each vessel. This report will be forwarded by the Inspector-General to the Provincial Government with his remarks, if any.

54. *Checking of general and engine stores.*—Once a month the Sub-Inspector detailed to a launch and the Assistant Sub-Inspector-in-charge of a floating outpost shall check all general and engineering stores (dead stock) with his list of property and certify to its correctness or otherwise in his general diary on the 1st of each month.

Stock books for expendable and permanent stores shall be maintained for each launch.

55. *Supply of stores and adjustment of cost.*—The rules relating to the supply of stores contained in the Rules for the use and upkeep of launches under the polling scheme shall apply *mutatis mutandis* to the police launches.

The Engineer Superintendent, Government Dockyard, shall supply all permanent stores and the Principal Officer, Mercantile Marine Department, Calcutta District, Calcutta, all expendable stores to police flotilla every four months and submit recovery claims to the office of the Inspector-General for necessary adjustment against the appropriate head in the provincial police budget. The budget provision for stores will be made in the provincial police budget and the budget allotment when sanctioned will be communicated to the Engineer Superintendent, and the Principal Officer, Mercantile Marine Department, Calcutta District, Calcutta, each year.

56. *Report of loss or damage to Crown property.*—All cases of loss or damage to Crown property on launches or other floating craft shall be reported immediately with full details to the Superintendent.

57. *Disposal of unserviceable stores.*—All condemned articles shall be sold and the proceed credited to the treasury or, if sale is not possible, shall be destroyed in the presence of Deputy Inspector-General, Bakarganj Range, in the case of stores of the S. L. "Portia" and the Superintendent concerned in the case of stores of other launches. If the articles are sold the number and date of the treasury chalan shall be entered in the stock book and the articles which are destroyed should be written off. A certificate shall be given in the following form:—

Certified that the loss or damage does not disclose a defect in the system or serious negligence on the part of any officer.

58. *Registers.*—The following registers shall be kept on the floating outpost:—

- (i) General diary (in B. P. Form No. 65).
- (ii) Roster of duties (in B. P. Form No. 61).
- (iii) Patrol register (in form A below). This register will also be kept on each patrol launch.
- (iv) Register of cases reported direct to the floating outpost in Form B below.
- (v) Register of receipts and issue of forms, stationery and stamps (in manuscript).
- (vi) Receipt and despatch registers in Bengal Forms Nos. 16 and 19.
- (vii) List of crown property in (manuscript).

FORM A.

Patrol Register.

Date.	Hour of departure from police-station.	The hour of return to police-station.	The hours and number of hours of day patrol and name of river patrolled and whether by <i>ghasi boat</i> or launch.	The hours and number of hours of night patrol and name of river patrolled and whether by <i>ghasi boat</i> or launch.	The hours and number of hours halted, time and place, and whether in <i>ghasi boat</i> or launch.	General remarks, including names of bad characters, police-stations and important places, visited, etc.
1	2	3	4	5	6	7

FORM B.

Register of cases reported to the floating outpost.

Serial No.	Complainant's name, father's name and residence.	Accused's name, father's name and residence.	Date and hour of report.	Date and hour of despatch to local police-station.	Offence with section.	Remarks.
1	2	3	4	5	6	7

FORM C.

Daily Attendance Register for crews.

Rank.	Name.	Date.	Remarks.
1	2	3	4

APPENDIX XXVI.

APPENDIX XXVII.

[Regulation 438.]

Rules for dealing with Military offenders.

1. The following rules shall be observed in respect of accused persons subject to the jurisdiction of both criminal courts and courts-martial :—

When a person subject to the Indian Army Act, 1911, is accused of an offence in respect of which both a criminal court and a court-martial have jurisdiction, and is in military custody, the prescribed military authority, if he decides that the case ought to be tried by a criminal court, should move the Magistrate to investigate the charge, handing over the accused to him for that purpose. In this event the senior executive officer, not below the rank of Assistant Superintendent, shall address a requisition to the military authorities, accompanied in the case of a non-cognizable offence by a warrant signed by a Magistrate. If, however, he decides that the charge is to be tried by court-martial, the accused will be kept in military custody pending such trial and the Magistrate, should he consider that the charge should be tried by a criminal court, must take action under section 70. When on the other hand, the accused in such a case is in civil custody the Magistrate should not proceed to investigate the charge until he has communicated with the prescribed military authority and ascertained that officer's decision under section 69. If dissatisfied with the decision of that officer in favour of a court-martial, the Magistrate should take action under section 70, but in the meantime the accused should be delivered into military custody. Thus, if the civil police have information of a theft or other offence alleged to have been committed by A, a person subject to the Indian Army Act, and the case is one in which both a criminal court and a court-martial have jurisdiction, and if in consequence A is arrested by such police, A must be at once placed in civil custody, wherever the arrest may have been effected, and will remain in such custody, unless and until the Officer Commanding the troops to which he belongs decides that he shall be tried by a court-martial and directs that he shall be detained in military custody. To that officer an intimation of the fact of A's arrest should be communicated by the Magistrate who has concurrent jurisdiction; and if the decision under section 69 is in favour of a court-martial and is communicated within a reasonable time to the Magistrate, the Magistrate should at once cause A to be handed over to the military authorities under a proper escort to be provided by the latter, reserving to himself the right of, if necessary, compelling a reference to the Central Government under section 70. In case of doubt as to whether an accused persons in civil custody is liable to be tried by court-martial, the Magistrate concerned should, before beginning any investigation into the charge, communicate with the Officer Commanding the troops to which such accused person belongs, and proceed as directed above. In similar cases of doubt if the accused is in military custody, the Magistrate would do well to communicate first with the Officer Commanding the troops to which the accused belongs, before taking formal action under section 70. Where a criminal court and court-martial have concurrent jurisdiction, it is, as a rule, desirable that the accused should be tried by the latter; but in cases of thefts of arms, ammunition or other property belonging to the Crown, if there is reason to suspect that person, other than the accused, who are not subject to the Indian Army Act, 1911, are directly or indirectly implicated, it may often be expedient for the Officer Commanding the troops to decide in favour of investigation by the criminal court as more likely to ensure the discovery and punishment of all the accessories to the offence.

2. The above rules are only applicable to persons subject to the Indian Army Act, 1911 (VIII of 1911), i.e., roughly all Indians whether commissioned officers or not, who belong to His Majesty's Indian Army and, when on active service on the frontier, certain other persons. When dealing with such persons, sections 1, 7, 41, 42, 69-71 of the Indian Army Act, 1911, should be read. British officers serving in the Indian Army, and all officers and

soldiers in His Majesty's British forces serving in India are subject to the Army or Air Force Act and English Military law. The Civil authorities deal with such person under the rules made by the Government of India by a Notification in the Home Department, No. 465-28, dated the 27th June 1928. These rules together with section 41 of the Army Act (44 and 45 Vict., Cap. 58) to which they refer are reproduced below.

Note.—Section 41 of the Air Force Act referred to in the rules does not differ in any material particular from section 41 of the Army Act:

It will be seen that such persons can be tried by court-martial in India under English Military law, for the offences of treason, murder, man-slaughter, treason-felony or rape *only if the offender was on active service or the scene of the offence is more than 100 miles from any city or town*, in which the offender can be tried by a competent "Civil" court. Subject to these exceptions, a court-martial has absolute jurisdiction to try any "Civil" offence with which a person subject to the Army Act is charged.

Note.—(i) A military man is "on active service" within the meaning of the statute, whenever he is attached to or forms part of a force which is engaged in operations against an enemy (including armed mutineers, armed rebels, armed rioters and pirates) or is engaged in military operations in a country or place wholly or partly occupied by an enemy or is in military occupation of any foreign country.

(ii) "Civil" here means "Civil" as opposed to "Military" and includes offences against the Code of Criminal Procedure.

(Carnduff's Military and Cantonment Law in India, pages 565-567.)

Government of India, Home Department, Notification No. F.465/28, dated the 27th June 1928 :—"In exercise of the power, conferred by sub-section (1) of section 549 of the Code of Criminal Procedure, 1898 (Act V of 1898), and in supersession of the notification of the Government of India in the Home Department No. 817, dated the 23rd May 1902, the Governor-General in Council is pleased to make the following rules as to cases in which persons subject to military or air force law shall be tried by a court to which the said Code applies or by a court-martial, namely :—

"1. Where a person subject to military or air force law is brought before a Magistrate and charged with an offence for which he is liable under section 41 of the Army Act or under section 41 of the Air Force Act, as the case may be, to be tried by a court-martial such Magistrate shall not proceed to try such person, or to issue orders for his case to be referred to a Bench, or to inquire with a view to his commitment for trial by the Court of Sessions or the High Court for any offence triable by such unless—

- (a) he is of opinion for reasons to be recorded that he should so proceed without being moved thereto by competent military or air force authority, or
- (b) he is moved thereto by such authority.

2. Before proceeding under clause (a) of rule 1 the Magistrate shall give notice to the Commanding Officer of the accused and, until the expiry of a period of five days from the date of the service of such notice, he shall not—

- (a) acquit or convict the accused under section 243, 245, 247 or 248 of the Code of Criminal Procedure, 1898 (Act V 1898), or hear him in his defence under section 244 of the said Code; or
- (b) frame in writing a charge against the accused under section 254 of the said Code; or
- (c) make an order committing the accused for trial by the High Court or the Court of Session under section 213 or sub-section (1) of section 446 of the said Code; or
- (d) issue orders under sub-section (1) of section 445 of the said Code, for the case to be referred to a Bench.

3. Where within the period of five days mentioned in rule 2, or at any time thereafter before the Magistrate has done any act or issued any order referred to in that rule, the Commanding Officer of the accused gives notice to the Magistrate that, in the opinion of competent military or air force authority, as the case may be, the accused should be tried by a court-martial, the Magistrate shall stay proceedings and, if the accused is in his power or under his control, shall deliver him, with the statement prescribed by section 549 of the said Code, to the authority specified in the said section.

4. Where a Magistrate has been moved by competent military or air force authority, as the case may be under clause (b) of rule 1, and the Commanding Officer of the accused subsequently gives notice to such Magistrate that, in the opinion of such authority, the accused should be tried by a court-martial, such Magistrate, if he has not before receiving such notice done any act or issued any order referred to in rule 2, shall stay proceedings and, if the accused is in his power or under his control, shall in the like manner deliver him, with the statement prescribed in section 549 of the said Code to the authority specified in the said section.

5. Where an accused person, having been delivered by the Magistrate under rule 3 or 4, is not tried by a court-martial for the offence of which he is accused or other effectual proceedings are not taken or ordered to be taken, against him, the Magistrate shall report the circumstances to the Provincial Government."

Note.—In these rules "competent military authority" means the Brigade Commander, and "competent air force authority" means the "Air Officer Commanding Royal Air Force in India" (Government of India, Home Department, Notification No. F. 680-33, dated the 3rd August 1933.

Section 41 of the Army Act (44 and 45 Vict., Cap. 58).

"Subject to such regulations for the purpose of preventing interference with the jurisdiction of the civil court as are in this Act after mentioned, every person who, whilst he is subject to military law shall commit any of the offences in this section mentioned shall be deemed to be guilty of an offence."

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against Military law, and if charged under this section with any such offence (in this Act referred to as a civil offence) shall be liable to be tried by court-martial, and on conviction to be punished as follows that is to say—

- (1) if he is convicted of treason, be liable to suffer death, or such less punishment as is in this Act mentioned ; and
- (2) if he is convicted of murder, be liable to suffer death ; and
- (3) if he is convicted of manslaughter or treason-felony, be liable to suffer penal servitude, or such less punishment as is in this Act mentioned ; and
- (4) if he is convicted of rape, be liable to suffer penal servitude, or such less punishment as is in this Act mentioned ; and
- (5) if he is convicted of any offence not before in this section particularly specified which when committed in England is punishable, by the law of England, be liable, whether the offence is committed in England or elsewhere, either to suffer such punishment as might be awarded to him in pursuance of this Act in respect of an Act to the prejudice of good order and military discipline, or to suffer any punishment assigned for such offence by the law of England:

Provided that a person subject to military law shall not be tried by court-martial for treason murder, manslaughter, treason-felony or rape committed in the United Kingdom, and shall not be tried by court-martial for treason, murder, manslaughter, treason-felony, or rape committed in any place within His Majesty's dominions, other than the United Kingdom and Gibraltar, unless such person at the time he committed the offence was on active service, or such place is more than one hundred miles as measured in a straight line from any city or town in which the offender can be tried for such offence by a competent civil court.

APPENDIX XXVIII.

[Regulation 543.]

Index to the Court Conviction Register and System of Indexing Names.

1. A key explaining the system of indexing will be found in the table below.
2. The following system of indexing names shall be adopted:—

(a) The letters of the alphabet are divided into 15 groups of initial letters which are further subdivided into a greater or less number of subordinate groups. No heed is taken of medial vowels or nasals, the determination of the subordinate group being regulated solely by the consonant other than a nasal which terminates the first syllable of the name. Thus, any one searching for Maniruddin should turn to the pages allotted to initial letter group (M) and subordinate group (N). Panchoo will be found under initial letter group (P) and subordinate letter group (C), (Ch), (Chh). Other examples will be found in the explanation to the key.

(b) words like Maulvi, Shaikh, Syed, Meer and Merza are honorifics and shall not be taken into account in classifying. Thus the name Maulvi Fakiruddin shall be indexed as Fakiruddin, Maulvi. Where names begin with a compound letter, the initial letter only determines the group, thus:—Krishna will be found under (K. Kh.) initial letter group, subordinate group (S. Sh.); Brajendra under (B. Bh.) initial letter group subordinate group (J. Jh. Z.). The W or O terminating words like Deo, Bhow, Shew or Sheo, is for indexing purposes treated as (b); thus Deo will be entered under (D. Dh.), subordinate group (B. Bh.). Where persons are convicted under a name and an *alias* both name and *alias* shall be separately indexed.

(c) In cases where the same man has been convicted more than once, cross reference shall be made against each conviction as shown below:—

At page 25.

Cf. 28-30, Volume 1—91, Hyder Ali, S. O. Mean Bux.

At page 28.

Cf. 25-30, Volume 1—91, Hyder Ali, S. O. Mean Bux.

At page 30.

Cf. 25-28, Volume 1—91, Hyder Ali, S. O. Mean Bux.

(d) The index must be carefully examined and when the same name occurs in more places than one cross-references should be noted in red ink on the left of the name the page number and year of conviction register being given in black ink on the right as usual. This will ensure all conviction against Hyder Ali being found.

SAMPLE KEY

Examples.	Range of pages.	Initial letter groups.	Consonants terminating				
			b or bh	ch or chh	d or dh	g or gh	h
Abdul huq	11—78	A, E, I, U, V, W, Y, Vowel Group.	bd*11—18 b or bh 19—22.	23—24	25—30	31—32	33—34
Binod bihari	79—144	B or Bh	79—82	83—86	87—92	93—96	97—102
Charoo chandra	145—166	Ch or Chh	145	—	—	—148	140—
Dukhi ram	167—196	D or Dh	167—170	171—	—172	173—174	175—
Gauhar ali	197—228	G or Gh	197—198	199—	—200	201—	—
Hari charan	229—254	H	229—	—	—	—	230
Zamen ali or Jamen ali ..	255—286	J or Jh or Z	255—	—258	259—262	263—268	269—
Kodrat	287—340	K or Kh	287—290	291—292	293—300	301—	—
Lachman	341—358	L	341—	—344*	345—	—	—
Maniruddin	359—414	M	359—	—362	363—368	369—370	371—384
Netai shaik	415—438	N	415—418	419—	—420	421—	422—
Phakira or Fakira	439—468	P or Ph or F	439—	—	—440	441—442	443—
Rustam	469—514	R or Rh	469—	—470	471—472	473—474	475—476
Sitanath	515—566	S or Sh	515—524	525—	—528	529—	—532
Tahoowar	567—589	T or Th	576—	—	—	—	—

Explanation.—The numerals are the page numbers of the Court officer's alphabetical index registerie,

The name *Lachman* will be found at page 344.

A number of pages are allotted in the register to each initial letter group, and this syllable of the name. If 66 pages are allotted to initial letter group (B, Bh.), these 4 pages. Initial letter group (B, Bh); terminal consonant of first syllable and so on.

The process of search for names may be thus illustrated. *Abdul*; first letter is a as the terminal consonant of first syllable of name is b.

Dakhi—Reference is first made to the (D, Dh) group and then to the (K, Kh) to the H group and then to the (R, Rh) subdivision, as is the terminal consonant.

KEY.

first syllable of name, with range of search.

j or jh or z	k or kh	l	m	n	p or ph or f	r or rh	s or sh	t or th
35—38	39—42	43—46	47—54	55—60	61—62	63—66	67—72	73—78
103—104	105—110	111—118	119—120	121—128*	129—130	131—134	135—140	141—144
—	—	—152	153—154	155—158	156—	—162*	163—	—166
—176	177—178*	179—180	181—182	183—	—188	189—192	193—	—196
—204	205—206	207—	—210	211—216	217—222	223—226	227—	—228
231—	—232	233—	—234	235—	—236	237—250*	251—	—254
—	—	—272	273—276*	277—280	281—282	283—284	285—	—286
—	304—	305—314	315—316	317—	—324	325—330	331—336	337—340
346—	347—350	351—356	357—	—	—	—	—	—358
385—386	387—388	389—	—392	393—402*	403—	—406	407—408	409—414
423—	—424	425—	—426	427—	—428	429—432	433—434	435—438*
—444	445—446*	447—450	451—	—	—454	455—464	465—466	467—468
477—480	481—	482	483—506	507—508	509—	—510	511—512*	513—514*
533—	—536	537—538	539—546	547—552	553—554	555—562	563—564	565—566
568—	569—570	571—574	575—576	577—578	579—580	581—584	585—	—586

the asterisks show the position in this register of the names given as examples.

space is further divided so as to provide room for each of the groups of consonants terminating the first 66 pages are thus subdivided; Initial letter group (B, Bh); terminal consonant of first syllable (B, Bh); (Ch, Chh); 4 pages, Initial letter group (B, Bh), terminal consonant of first syllable (D, Dh), 6 pages,

vowel, so reference must be made to the vowel group; nd to the subdivision (B, Bh), of the group.

subdivision, as Kh is the terminal consonant of the first syllable of name. *Hari*—Reference is first made of the first syllable of name.

APPENDIX XXIX

[Regulation 602.]

Rules regarding notices of and enquiries into railway accidents .

Notification No. 1926T., dated 19th March 1930, of the Government of India, Railway Department (Railway Board), as amended by Notification No. 1926T., dated 30th July 1930.

In exercise of the powers conferred by the Notification of the Government of India in the Department of Commerce and Industry, No. 801, dated the 24th March 1905, and in pursuance of section 84 of the Indian Railways Act, 1890 (IX of 1890), the Railway Board are pleased, in supersession of the rules publishing with their Notification No. 120-T.—18, dated the 21st March 1923, to make the following rules, namely :—

Notices.

1. The notices mentioned in section 83 of the Indian Railways Act, 1890 (IX of 1890) (hereinafter in these rules referred to as "the Act") shall contain the following particulars namely :—

- mileage, or station or both, at which the accident occurred;
- time and date of the accident;
- number of people killed or injured, as far as known;
- nature of the accident;
- number of people killed or injured, as far as known;
- cause of the accident, as far as known;
- probable detention to traffic.

2. When any accident such as is described in section 83 of the Act occurs in the course of working a railway, the station-master nearest to the place at which the accident has occurred, or where there is no station-master, the railway servant in charge of the section of the railway on which the accident has occurred, shall give notice of the accident by telegram to the Government Inspector, the District Magistrate and the District Superintendent of Police of the district in which the accident has occurred has such other Magistrate or police officer as may be appointed in this behalf by the Provincial Government, to the Superintendent of Railway Police and to the officer-in-charge of the police-station within the local limits of which it has occurred.

Explanation.—For the purposes of this rule accidents of a description usually attended with loss of human life are meant to include all accidents to passenger trains such, for example, as slight collisions, derailments, train-wrecking or attempted train-wrecking, cases of running over, obstructions placed on the line, of passengers falling out of trains or of fires in trains, in which no loss of life, of grievous hurt as defined in the Indian Penal Code, or serious injury to property has actually occurred but which by the nature of the accident might reasonably have been expected to occur; also cases of landslides or of breaches by rain or flood, which cause the interruption of any important through line of communication for at least 24 hours.

3. The notice of accidents required by section 83 of the Act to be sent without unnecessary delay by the Railway administration to the Provincial Government shall be sent as follows :—

(a) by telegram in the case of—

- (i) accidents deemed under the explanation to rule 6 to be serious by reason of loss of human life ;
- (i) accidents by reason of which the permanent way is likely to be blocked for more than 12 hours; and

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(iii) cases of supposed train-wrecking or attempted train-wrecking; and

(b) by letter in all other cases.

Duties of railway servants.

4. Every railway servant shall report, with as little delay as possible every accident occurring in the course of working the railway on which he is employed which may come to his notice. Such report shall be made to the nearest station-master, or where there is no station-master, to the railway servant in-charge of the section of the railway on which the accident has occurred.

5. The station-master, or the railway servant in-charge of the section, shall report the accident in accordance with the detailed rules laid down by the Railway concerned for the reporting of accidents.

Duties of District Traffic Officers.

6. Whenever a serious accident occurs, the District Traffic Superintendent concerned shall supply by telegram to the press as soon after the accident as possible brief particulars, as far as these are available, as prescribed in rule 1, supplementary telegrams, if necessary, being despatched immediately further information is available. A copy shall be sent simultaneously by "Express" telegram to the Railway Board, the Government Inspector of the Circle and the Chief Government Inspector. In stating the cause of the accident the District Traffic Superintendent shall avoid making any statement the correctness of which may subsequently be questioned.

Explanation.—For the purposes of this rule every accident to a train (whether carrying passengers or not) which is attended with loss of human life or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property, which is roughly estimated to cost, say, Rs.20,000 or over, also every accident, such as landslide, breach by rain or flood, derailment, etc., which causes the interruption of any important through line of communication for at least 24 hours, shall be deemed to be a serious accident. For the purposes of this rule cases of trespassers run over and injured or killed through their own carelessness or of passengers injured or killed through their own carelessness shall not be deemed to be serious accidents.

Duties of the Government Inspector appointed under section 4, sub-section (1) of the Indian Railways Act, 1890 (IX of 1890).

7. (1) Whenever the Government Inspector receives notice under section 83 of the Act of the occurrence of an accident which he considers of a sufficiently serious nature to justify such a course he shall, as soon as may be, notify the Railway Board and the Agent or Manager of the Railway concerned, of his intention to hold an enquiry and shall at the same time fix and communicate the date, time and place for the enquiry.

(2) For the purpose of this rule every accident to a train carrying passengers which is attended with loss of human life, or with serious injury to persons, or to property of the value of approximately Rs.20,000 or upwards, and any other accidents which, in the opinion of the Government Inspector, requires the holding of an enquiry, shall be deemed to be an accident of a sufficiently serious nature to require the holding of an enquiry.

(3) When an accident requiring the holding of an enquiry, occurs at a station where the charges of two or more Government Inspectors meet, the duty of complying with this rule shall devolve on the Government Inspector within whose jurisdiction lies the railway working the station which is the scene of the accident.

(4) If, for any reason the Government Inspector is unable to hold an enquiry, at an early date, after occurrence of such an accident, the Agent or the Manager of the Railway concerned shall, on request by the Government Inspector, forward to him, with as little delay as possible the proceedings of the joint enquiry which has been made under rule 18. The Government Inspector shall advise the Railway Board of the reason why an enquiry has not been held by himself. If the Government Inspector, after examination of the joint enquiry

proceedings, considers that an enquiry should be held by himself, he shall, as soon as possible, notify the Railway Board and the Agent or Manager of the Railway concerned, of his intention to hold an enquiry and shall at the same time fix and communicate the date, time and place for the enquiry.

8. Whenever the Government Inspector has made an enquiry under rule 7, or when he disagrees with, or considers it necessary adversely to criticise, the report of the joint or departmental enquiry or the working of the railway, he shall submit a report in writing to the Railway Board and, in the case of a railway under the control of a Provincial Government or Administration, to such Provincial Government or Administration also; and shall forward a copy of such report to the Agent or Manager of the Railway concerned and, if a magisterial enquiry is being made, to the Magistrate who is making such enquiry.

9. (1) In the case of all accidents of the nature described in sub-rule (2) of rule 7, a preliminary brief narrative report shall be submitted by the Government Inspector to the Railway Board immediately after the completion of his enquiry. This report shall not contain any reference to persons implicated. The report, referred to in rule 8, shall be submitted in the form adopted by the inspecting officers of the Board of Trade and shall contain—

- (a) a brief description of the accident;
- (b) a description of the locality of the accident;
- (c) a detailed statement of the evidence taken;
- (d) the conclusion arrived at;
- (e) an appendix stating the damage done;
- (f) (when necessary) a sketch illustrative of the accident.

(2) Reports, in connection with accidents which although coming under section 83 of the Act, are not accidents of the nature described in sub-rule (2) of rule 7, will be submitted to the Railway Board only if, in the opinion of the Government Inspector, they contain features of special importance or requiring special notice. When the Government Inspector recommends the publication of such a report, it shall be in the form adopted by the inspecting officers of the Board of Trade; when not recommended for publication, it may be in the form of a letter explaining as briefly as possible, the special features which the Government Inspector desires to bring to notice.

10. If the Agent or Manager makes any remarks on the Government Inspector's report under rules 16 and 17 or expresses an intention to do so, the Government Inspector shall inform the Railway Board and the Provincial Government or Administration controlling the Railway, of the steps which have been or are proposed to be taken by the Railway administration to prevent a recurrence of similar accidents, and whether, in his opinion, further action in the matter is desirable.

11. The Government Inspector shall, as far as possible assist any Magistrate making an enquiry under rule 22 or a judicial enquiry, whenever he may be called upon to do so.

12. Nothing in these rules shall be deemed to limit or otherwise affect the exercise of any of the powers conferred on Government Inspectors by section 5 of the Act.

Duties of the Agent or Manager, and of the Head of the Department concerned.

13. Whenever any accident has occurred in the course of working a railway, the Agent or Manager shall give all reasonable aid to the District Magistrate or the Magistrate appointed or deputed under rule 22, and to the Government Inspector, medical officers, the police and others concerned to enable them promptly to reach the scene of the accident, and shall assist those authorities in making enquiries and in obtaining evidence as to the cause of the accident.

14. Whenever any accident, occurring in the course of working a railway, has been attended with grievous hurt, as defined in the Indian Penal Code, it shall be the duty of the Agent or Manager to afford medical aid to the sufferers, and to see that they are properly and carefully attended to till removed to their home or handed over to the care of their relatives or friends. In any such case, or in any case in which any loss of human life or grievous hurt, as defined in the Indian Penal Code, has occurred the nearest local medical officer should be communicated with, if he is nearer than any railway medical officer.

15. When any enquiry, under rule 7 or rule 22, or any judicial enquiry is being made, the Agent or Manager shall arrange for the attendance, as long as may be necessary, at the office or place of enquiry, of all railway servants whose evidence is likely to be required. If the enquiry is to be held by the Government Inspector under rule 7, the Agent or Manager shall cause notice of the date, hour and place at which the enquiry will begin to be given to the officers mentioned in clauses (a) and (c) of rule 19. He shall also arrange for the attendance of the District Officers at the enquiry.

16. Whenever the Agent or Manager receives a copy of the Government Inspector's report under rule 8 he shall at once acknowledge its receipt. If he differs from the views expressed in the report, he shall at the same time submit his remarks thereon, or, if he is not immediately able to do so, he shall, in his acknowledgment of the report, inform the Government Inspector of his intention to submit his remarks later. If the Agent or Manager desires to prosecute any person or persons, he shall immediately forward a copy of the report together with a statement of the persons he wishes to prosecute, to the District Magistrate of the district in which the accident occurred, or to such other officer as the Local Government may appoint in this behalf.

17. Whenever the report of the Government Inspector points to the necessity for or suggests a change in any of the rules or in the system of working, the Agent or Manager shall, when acknowledging the report, intimate the action which has been taken, or which it is proposed to take, to prevent a recurrence of similar accidents, or shall inform the Government Inspector of his intention to report further on the Government Inspector's proposals.

18. (1) Whenever an accident, such as is described in section 83 of the Act has occurred in the course of working a railway, the Agent or Manager shall cause an enquiry to be promptly made by a committee of railway officers (to be called a "joint enquiry") for the through investigation of the causes which led to the accident:

Provided that such enquiry may be dispensed with—

- (a) if an enquiry is to be held by the Government Inspector under rule 7;
- (b) if the accident has not been attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property; or
- (c) if there is no reasonable doubt as to the cause of the accident; or
- (d) if one department of the railway intimates that it accepts all responsibility in the matter.

(2) Where such enquiry is dispensed with, it shall be the duty of the head of the department of the railway responsible for the accident to make such enquiry (to be called a "departmental enquiry") as he may consider necessary and if his staff or the system of working is at fault, to adopt or suggest such measures as he may consider expedient for preventing a recurrence of similar accidents.

19. (1) Whenever a joint enquiry is to be made, the Agent or Manager shall cause notice of the date and hour, at which the enquiry will commence, to be given to the following officers, namely:—

- (a) the District Magistrate of the district in which the accident occurred, or such other officer as the Provincial Government may appoint in this behalf, the Superintendent of Railway Police and the District Superintendent of Police;
- (b) the Government Inspector for the section of the railway on which the accident occurred, and
- (c) the officer-in-charge of the Railway Police, or if there are no Railway Police, the officer-in-charge of the police-station in the jurisdiction of which the accident occurred.

(2) The date and hour at which the enquiry will commence shall be fixed so as to give the officers mentioned in sub-rule (1) sufficient time to reach the place where the enquiry is to be held.

20. (1) As soon as any joint or departmental enquiry has been completed, the President of the Committee or the head of the department, as the case may be, shall send to the Agent or Manager a report which in the case of all accidents of the nature described in the explanation to rule 6 must be submitted in the form prescribed by sub-rule (1) of rule 9.

(2) The Agent or Manager shall forward, with his remarks as to the action it is intended to take in regard to the staff responsible for the accident, or for the revision of the rules or the system of working, a copy of such report—

(a) to the Government Inspector for the section of the railway on which the accident occurred;

— (b) if no enquiry or investigation has been made under rule 22 or if a joint or departmental enquiry has been held first, to the Magistrate or officer appointed under clause (a) of sub-rule (1) of rule 19; and

(c) if any judicial enquiry is being made, to the Magistrate making such enquiry.

(3) Such copy shall be accompanied in the case referred to in clause (b) of sub-rule (2), by a statement of the persons, if any, whom the Agent or Manager desires to prosecute, and in the case referred to in clause (c) of the same sub-rule, by a copy of the evidence taken at the enquiry.

21. A copy of reports of inquiries held on accidents not of the nature specified in section 83 of the Act, such as averted collisions, technical accidents, or breaches of block rules, shall be forwarded to the Government Inspector for the section of the railway on which the accident occurred.

Duties of Magistrates.

22. Whenever an accident, such as is described in section 83 of the Act, has occurred in the course of working a railway, the District Magistrate, or any other Magistrate, who may be appointed in this behalf by the Provincial Government, may, either—

(a) himself make an enquiry, into the causes which led to the accident; or

(b) depute a subordinate Magistrate, who, if possible, should be a Magistrate of the first class, to make such an enquiry; or

(c) direct an investigation into the causes which led the accident to be made by the police.

23. Whenever it is decided to make an inquiry under clause (a) or clause (b) of rule 22, the District Magistrate or other Magistrate appointed as aforesaid or the Magistrate deputed under clause (b) of rule 22, as the case may be shall proceed to the scene of the accident and conduct the enquiry there, and shall at once advise the Agent or Manager of the Railway and the Government Inspector by telegram of the date and hour at which the enquiry will commence, so as to enable the Railway administration to summon the requisite expert evidence.

24. A Magistrate, making an enquiry under rule 22, may summon any railway servant and any other person whose presence he may think necessary, and, after taking the evidence and compelling the enquiry, shall, if he considers there are sufficient grounds for a judicial enquiry, take the requisite steps or bringing to trial any person whom he may consider to be criminally liable for the accident. Whenever technical points are involved, the Magistrate should call for the opinion of the Government Inspector or other professional persons.

25. The result of every enquiry or investigation made under rule 22 shall be communicated by the Magistrate to the Agent or Manager of the Railway and to the Government Inspector.

26. If, in the course of any judicial enquiry, into an accident occurring in the course of working a railway, the Magistrate desires the assistance of the Government Inspector or of the Agent or Manager of the Railway, or the attendance of any officer of the Railway, to explain any matter relating to railway supervision, management or working, he will issue a requisition to the Agent or Manager for the attendance at court of an officer competent to explain such matter, stating at the same time the nature of the assistance required. In summoning railway servants, the Magistrate will take care not to summon so large a number of the employees, especially of one class, on the same day, as to cause inconvenience to the working of the railway. In the case of very serious accidents it will generally be advisable for the Magistrate to obtain a report, from both the Government Inspector and the Agent or Manager of the Railway in regard to the accident, before finally concluding the judicial enquiry.

27. On the conclusion of any such judicial enquiry the Magistrate shall send a copy of his decision to the Agent or Manager of the railway, and to the Government Inspector, and shall, unless in any case he thinks it unnecessary to do so, report the result of the enquiry to the Provincial Government.

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28. (1) The railway Duties of Police officers shall do so.

- (a) whenever any such accident is attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property, or has *prima facie* been due to any criminal act or omission; or
- (b) Whenever the District Magistrate or the Magistrate appointed under rule 22 has given a direction under clause (c) of that rule:

Provided that no such investigation shall be made when an enquiry has been commenced or ordered under clause (a) or clause (b) of rule 22.

(2) The Railway Police shall report, with as little delay as possible, to the nearest station-master or, where there is no station-master, to the railway servant in-charge of the section of the railway on which the accident has occurred, every accident which may come to their notice occurring in the course of working a railway attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property, or which has *prima facie* been due to any criminal act or commission.

29. (1) Whenever an investigation is to be made by the Railway Police—

- (a) in a case in which an accident is attended with loss of human life or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property; or
- (b) in pursuance of direction given under clause (c) of rule 22;

the investigation shall be conducted by the officer-in-charge of the railway police, or, if that officer should be unable to conduct the investigation himself, then by an officer to be deputed by him.

(2) The officer deputed under sub-rule (1) shall ordinarily be the senior officer available and shall whenever possible be a gazetted officer, and shall in no case be of rank lower than that of Inspector:

• Provided that the investigation may be carried by an officer-in-charge of a police-station—

- (i) in such a case as is referred to in clause (a) of sub-rule (1) unless loss of life or grievous hurt has been caused to more persons than one or injury to property has been caused to a value exceeding Rs. 20,000, or there is reason to suspect that any servant of the railway has been guilty of neglect of rules; or
- (ii) in the case referred to in clause (b) of sub-rule (1) if the District Magistrate so directs.

30. The officer who is to conduct an investigation in pursuance of rule 29 shall proceed without delay to the scene of the accident and conduct the investigation there and shall at once advise the Agent or Manager of the Railway and the Traffic Officer of the district by telegram of the date and hour at which the investigation will commence so that, if possible, the presence of a railway official may be arranged for to watch the proceedings and to aid the officer making the investigation. The absence of a railway official must not, however, be allowed to delay the investigation, which should be made as soon as possible after the accident has taken place.

31. (1) In every case to which rule 29 applies, immediate information shall be given by the Railway Police to the District Police, who, if so required, shall afford all necessary assistance and shall, if occasion arise, carry the investigation beyond the limits of the railway premises. But the Railway Police are primarily entrusted with the duty of carrying of the investigation within such limits.

(2) Subject to any provisions elsewhere contained in these rules, the further prosecution of the case, on the conclusion of the police investigation shall rest with the Railway Police.

32. The result of every police investigation shall be reported at once to the District Magistrate or other officer appointed in this behalf by the Provincial Government, to the Agent or Manager of the Railway or other officer appointed by him, and to the Government Inspector.

33. Where there are no Railway Police, the duties imposed by rules 28, 29 and 30 sub-rule (2) of rule 31, and rule 32 on the railway police, or on the officer-in-charge of the Railway Police, shall be discharged by the District Police, or by the district Superintendent of Police, as the case may be.

APPENDIX XXX.

[Regulation 612.]

Measures to be taken against the institution of fraudulent civil suits in courts situated at such a distance from the houses of the defendants that it is practically impossible for them to contest the claims satisfactorily.

1. On receipt of intimation that a fraudulent civil suit has been instituted or a fraudulent decree obtained at a distant court against a resident of Bengal, the District Magistrate, or, in Calcutta, the Commissioner of Police, shall at once communicate with the Criminal Investigation Department, Bengal, and at the same time inform the Magistrate of the district in which the suit has been instituted.

If the case is instituted or fraudulent decree obtained in the Small Cause Court of Calcutta, intimation shall be sent only to the Deputy Inspector-General, Criminal Investigation Department, Bengal.

2. The Deputy Inspector-General, Criminal Investigation Department, on receipt of such information or information from other sources, shall at once cause an enquiry to be made with a view to ascertain the truth or falsity of the suit, and shall communicate the result of such enquiries to the Magistrates concerned.

3. If on enquiry the case or decree is found to be fraudulent, the Criminal Investigation Department, in consultation with the Magistrate of the district where the case has been instituted, shall arrange for the proper defence of the suit at the expense of the State or the necessary application for setting aside the decree. If the decree was passed *ex parte*, an application for setting it aside shall be made to the court concerned within 30 days from the date on which the passing of the decree came to the knowledge of the defendant.

4. If the suit be dismissed or withdrawn, or the time for setting aside the *ex parte* decree have expired, and if clear evidence be forthcoming that the suit has been fraudulently instituted, an application shall without delay be made to the court concerned either through the defendant or by the Public Prosecutor or the Deputy Inspector-General, Criminal Investigation Department, to prosecute the plaintiff and his abettor, if any.

5. When complaint is made the Public Prosecutor or any other competent pleader shall, with the sanction of the Legal Remembrancer, be appointed by the District Magistrate to conduct the prosecution of the case in the criminal court.

The Public Prosecutor of Calcutta shall prosecute cases in which complaint is made by the High Court or the Small Cause Court of Calcutta.

6. Expenses incurred in the civil court in Bengal and the Small Cause Court, Calcutta, shall be borne by the Provincial Government and be met by the Deputy Inspector-General, Criminal Investigation Department, who has been granted a special sum for the purpose. Expenses incurred in prosecutions in criminal courts shall be met by the Magistrate in whose court the case is tried as in other Crown cases.

7. If a suit be instituted in any other province against a resident of Bengal, the Deputy Inspector-General, Criminal Investigation Department, Bengal, on receipt of intimation from the District Magistrate, shall at once communicate with the Deputy Inspector-General, Criminal Investigation Department of the province in which the suit has been instituted, who will act according to the rules of that province. The Deputy Inspector-General, Criminal Investigation Department, Bengal, shall at the same time cause an enquiry to be made in this province and forward the papers to the Deputy Inspector-General, Criminal Investigation Department of the province in which the suit was instituted.

8. On receipt of information from Magistrates or the Criminal Investigation Department of another province of a suit instituted in the civil courts in Bengal or the Small Cause Court, Calcutta, against a resident of that province, the Criminal Investigation Department, Bengal, shall proceed according to the foregoing rules.

9. A general power-of-attorney shall, whenever possible, be taken from the defendants in favour of the Deputy Inspector-General, Criminal Investigation Department, Bengal, or of any other officer selected by the Deputy Inspector-General.

10. The control of these cases both in the civil and criminal courts shall remain with the Deputy Inspector-General, Criminal Investigation Department.

APPENDIX XXXI.

[Regulation 631.]

Detective Warrant Rules.

1. (i) A detective warrant shall be issued to every officer or man of and below the rank of Deputy Superintendent of Police who is posted to the Criminal Investigation Department, Intelligence Branch, District Intelligence Branch or Detective Department. To whom issued.

(ii) Detective warrants shall not, however, be issued to any officer or man posted temporarily for any period less than 4 months to any of these establishments.

(iii) Constables of the District Intelligence Branch casualty reserve shall be issued with detective warrants when they first undertake actual duties in the District Intelligence Branch.

2. Each detective warrant is a parchment document, with the BENGAL POLICE device printed at the top and bearing a serial number, the date on which the warrant will cease to be valid, the number (if any), rank and name of the holder the signature of the issuing officer and the name of the District or office of issue. The holder's left thumb-impression, duly attested, as provided in rule 6(ii) shall be taken on the reverse of the warrant. Description.

3. (i) The Deputy Inspector-General, Criminal Investigation Department, shall obtain supplies of blank detective warrants from the Director, Map Publication. The blank warrants as received shall be serially numbered in the office of the Deputy Inspector-General, Criminal Investigation Department, and entered in the Detective Warrant Register in Form A(attached). The serial numbers shall be continued for six years and thereafter a fresh series starting from I shall be commenced, which series shall, in turn, continue for six years. How obtained.

(ii) Issuing officers shall obtain their supplies of blank warrants by annual indent from the Deputy Inspector-General, Criminal Investigation Department. Indents must reach the Deputy Inspector-General by the first week of November each year. On receipt from the Deputy Inspector-General, Criminal Investigation Department, the serial numbers of the warrants received shall be entered in Form B by the Recording Officer.

4. (i) The following officers are Issuing Officers for the purposes of Issuing and Recording Officers.

(a) Assistant to the Deputy Inspector-General, Criminal Investigation Department for the Criminal Investigation Department staff.

(b) Special Assistant, Intelligence Branch for the Intelligence Branch staff.

(c) The Superintendent of Police, for the District Intelligence Branch and Detective Department staff in a district.

(ii) The following are Recording Officers:—

(a) The Reserve Sub-Inspector in the Criminal Investigation Department and Intelligence Branch.

(b) The Armed Inspector in districts.

5. (i) All blank warrants, valid warrants temporarily in abeyance (*vide* rule 9) and cancelled warrants awaiting return to the Deputy Inspector-General, Criminal Investigation Department, shall be kept in the personal custody of the Issuing Officer. Custody of warrants.

(ii) All valid warrants in use shall be carried by the holders on all occasions. Warrants issued to Assistant Sub-Inspectors, head constables and constables shall be enclosed in a case to be supplied by the Issuing Officer and shall be worn on the arm, suspended round the neck or otherwise secured to prevent loss or theft. Officers shall make their own arrangements for carrying their warrants.

Issue of warrants.

6. (i) Warrants shall, as far as possible, be issued, and shall always renewed, from the 1st January.

(ii) A new warrant shall be completed with the particulars of the holder by the Recording Officer and signed by the Issuing Officer. Marking ink should if possible, be used for this purpose. The Recording Officer shall then take and attest the holder's left thumb-impression on the reverse of the warrant and make over the warrant to the holder. He shall at the same time, record take the issue in the register in Form B and shall take the holder's receipt for the warrant in the register.

(iii) The dates on which all new warrants are issued (whether they are being issued for the first time or as renewals) shall be reported by the Issuing Officer in Form D [see rule 8(iv)].

Period of validity.

7. Warrants shall be valid until the 31st December, two years after the year in which they are issued. Thus a warrant issued on any date from the 1st January to the 31st December 1941 inclusive shall be valid until the 31st December 1943. This period of validity cannot be extended and when a warrant is to be renewed, a new warrant valid for a fresh period as above shall be issued.

Inspection warrants.

8. (i) Holders of and above the rank of Inspector shall satisfy themselves by actual inspection once a month that their detective warrants are in their possession and are in good condition. If his warrant is in his possession and in good condition, every holder to whom this paragraph applies shall send a certificate in Form C (1) to the Issuing Officer by the 15th of each month.

(ii) All other holders of detective warrants shall, at the time of receiving their pay, show their warrants to the officer who disburses their pay. That officer shall, as soon as the disbursement is complete, send a certificate to the Recording Officer in Form C (2).

(iii) The Recording Officer shall check the certificates in Form C (2) with the Issue Register (Form B) and shall send a certificate in Form C (3) to the Issuing Officer so as to reach him by the 20th of the month.

(iv) On receipt of the certificates prescribed in paragraphs (i) and (iii), the Issuing Officer shall, before the close of the month, send a report to the Deputy Inspector-General, Criminal Investigation Department, in Form D.

Warrants abeyance.

9. (i) When any holder of a detective warrant proceeds on leave or on transfer or otherwise vacates a posting in which he is required under these rules to hold a detective warrant, he shall forthwith present his warrant to the Recording Officer who shall give him a receipt for it.

(ii) The Recording Officer shall make the appropriate entries in Form B in respect of the warrant and shall then forward the warrant to the Issuing Officer for custody in accordance with rule 5.

(iii) If, during the period of validity of the warrant, the holder rejoins in the same district a posting in which he is required to hold a detective warrant the warrant shall be re-issued to him.

Expiry warrants.

10. (i) No detective warrant shall be deemed to have expired unless (a) its period of validity as laid down in rule 7 has been completed or (b) the holder has permanently quitted Police service.

(ii) An expired warrant which is still in the possession of its holder shall be presented by him, as soon as possible after the date of expiry to the Recording Officer.

(iii) Immediately any warrant in abeyance expires or an expired warrant is returned in accordance with paragraph (ii), the Recording Officer shall cancel it by ruling two parallel diagonal lines across the obverse of the warrant in red ink. He shall then make the appropriate entries in Form B and forward the warrant to the Issuing Officer.

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11. (i) As soon as the Issuing Officer has received all warrants cancelled during the preceding month, he shall send them to the Deputy Inspector-General, Criminal Investigation Department, with a forwarding letter giving the numbers of the warrants, the rank and names of their holders, the dates of cancellation and the reasons for cancellation. The numbers of the warrants and the number and date of the forwarding letter shall also be reported in Form D sent in the succeeding month. Disposal of cancelled warrants.

(ii) Cancelled warrants shall, after receipt by the Deputy Inspector-General, Criminal Investigation Department, be destroyed in accordance with his orders.

12. (i) The loss of or any damage to a detective warrant in any way affecting the legibility or general appearance of the warrant shall be treated as a serious offence unless the holder can prove that the loss or damage was caused by circumstances beyond his control. Loss of and damage to detective warrants.

(ii) Every loss or damage as aforesaid shall be forthwith reported (a) by a holder governed by rule 8(i) to the Issuing Officer and (b) by any other holder to the Recording Officer. The Recording Officer shall forthwith transmit such reports to the Issuing Officer.

(iii) Every loss shall be forthwith reported by the Issuing Officer to the Deputy Inspector-General, Criminal Investigation Department, with full details, for publication in the *Criminal Intelligence Gazette*.

(iv) The loss of a warrant shall render its holder liable to a penalty which may extend to Rs. 50 according to the circumstances attending the loss and with due regard to the rank of the holder. It shall however not be less than five rupees.

(v) Damage which renders a warrant unfit for further use shall incur the same penalty as is prescribed for loss: while damage to a less extent shall incur such smaller penalty as is proportionate to the period by which the usefulness of the warrant is reduced: provided that, if any damage which should have been reported by an inspecting officer in accordance with rule 8(ii) has not been so reported, the Issuing Officer may assess the penalty between the holder and the inspecting officer in such proportion as he thinks fit.

(vi) The penalties prescribed in paragraphs (iv) and (v) shall not be levied if the holder has forthwith reported the loss or damage and can prove that it was due to circumstances beyond his control, and was in no way facilitated by his own negligence. Loss by pocket picking for example, should ordinarily be regarded as loss by negligence, unless it can be shown that the pocket picked might reasonably be considered as the safest place available for custody of the warrant.

(vii) The penalties prescribed in paragraphs (iv) and (v) may be inflicted by the Issuing Officer without drawing proceedings. Proceedings will, however, be necessary if it is contemplated to inflict any punishment heavier than those penalties.

FORM C(1).

Report of possession of a detective warrant.

To

Issuing Officer,district.

Certified that I have to-day satisfied myself by actual inspection that detective warrant No..... is in my possession and is in good condition/has suffered damage as follows.

Signature.....

Rank.....

Date.....

FORM C(2).

Report of inspection of detective warrants.

To

Recording Officer,district.

Certified that between the dates.....and..... I have personally inspected, at the time of disbursement of pay, the detective warrants of the undernoted holders and found them in the condition noted.

The numbers of the warrants reported to have been lost, the names of their holders and the circumstances of each loss are reported on the reverse.

Signature

Designation

Date

(Reverse.)

Rank and names of holders.	No. of Warrants.	Condition.

FORM C(3).

Monthly inspection certificate.

(Due to the Issuing Officer by the 20th of each month.)

Certified that during the current month I have received reports of inspection of detective warrants from all disbursing officers from whom due as laid down in rule 8(ii) of the Detective Warrant Rules.

The warrants were found in the actual possession of their respective holders and were in good condition, with the exceptions noted below. The action taken in each case is also reported below.

Signature of Recording Officer....

Date

FORM D**Monthly detective warrant certificate.**

(Due to the Deputy Inspector-General, Criminal Investigation Department.)

1. Certified that during the current month I have received all certificates due in Forms C(1) and C(3), as required by rule 8 of the Detective Warrant Rules.

All warrants are reported to be in the actual possession of their respective holders, and in good condition, with the following exceptions :—

No. of warrant.	Rank and name of holder.	Date of loss of nature of damage.	Action taken by the Issuing Officer.

2. The following new warrants were issued during the preceding month:—

No. of warrant.	Date of Issue.	To whom issued.

3. The following cancelled warrants were sent to the Deputy Inspector-General, Criminal Investigation Department, for destruction during the preceding month :—

Numbers of warrants.	Number and date of forwarding letter.

Signature

Issuing Officer, District.

Date

APPENDIX XXXII.

[Regulation 632.]

Index to the information on record in Criminal Intelligence Bureau of the Criminal Investigation Department.

I.—History sheets of the members of local gangs of dacoits, burglars and thieves whose operations extend beyond the boundaries of their own districts.

II.—Information regarding the undermentioned tribes and classes of professional criminal

The information regarding each tribe or class has been separately arranged and made up into albums. In order to facilitate reference, each album has, where necessary and possible, been further subdivided, so as to show separately information under (a) Bengalis, (b) Up-country men, (c) Madrasis, (d) Mahrattas and people of Western India, (e) Europeans and Anglo-Indians, (f) descriptive rolls of persons wanted in undetected cases.

A.—Miscellaneous local (Bengali) dacoits, burglars and thieves, not belonging to any special thieving tribe or class, excluding also railway thieves, separately classified—

Part I.—Burglars and thieves, whose operations extend beyond the limits of their native district.

Part II.—Dacoits, whose operations extend beyond the limits of their native district.

B.—Criminal tribes and classes, both local and foreign, excluding coiners and poisoners.

- (1) Aroras.
- (2) Bauriahs of Muzaffarnagar*.
- (3) Gondas of Sambalpur.*
- (4) Bhampas of Bombay*.
- (5) Bhatus*.
- (6) Byadhs of Lower Bengal.
- (7) Banfars of Patna and Monghyr.
- (8) Barwars of the United Provinces*.
- (9) Chandrawedis (*see* 30, Sanaurhiyas)*.
- (10) Churas of the Punjab.
- (11) Kabulis.
- (12) Iranis.
- (13) Biloches of Karnal.
- (13a) Biluchis.
- (14) Pathans.
- (15) Maghaiya Domes of Gorakhpur and North Bihar*.
- (16) Other Domes.
- (17) Minas*.
- (18) Oudhias of Fatehpur and Cawnpur*.
- (19) Palwar Dusadhs of Ballia*.
- (20) Pasis of the United Provinces*.
- (21) Jadua Brahmins of Patna.
- (22) Jogis of Jjasis.
- (23) Korwas of Palamau.
- (24) Khangars of Bhopal State.
- (25) Kolis of Allahabad.

- (26) Koravars otherwise known as Kaikadis, Korachas, Kepmaris, Yerukhelas*.
- (27) Mallahs*.
- (28) Bhars of the United Provinces*.
- (29) Kichaks of North Bengal.
- (30) Sanaurhiyas (*see* 9, Chandrawedis)*.
- (31) Sansiahs of the United Provinces.
- (32) Sansis of Bombay*.
- (33) Gulgulyas*.
- (34) Bhuyias of the United Provinces (Mirzapur).
- (35) Bhuinas of Mayurbhanj (pick-pockets).
- (36) Kols of Singhbhum.
- (37) Dharis of Monghyr*.
- (38) Musahars*.
- (39) Karwal Nats and Haburas*.
- (40) Tuntia Musalmans*.
- (41) Bediyas of Jessore and 24-Parganas*.
- (42) Chain Chamars of Ghazipur*.
- (43) Chain Mallahs of Ballia*.
- (44) Pankachar Kayasthas of Jessore*.
- (45) Kayasthas of Faridpur*.
- (46) Miscellaneous criminal tribes, other than those separately classified, *e.g.*, Aghoris, Badaks*, Bindis, Bhatras, Kanjars*, Dhekarus*, Deleras*, Kochbandias*, Lodhas, Minkas*, etc.
- (47) Miscellaneous information regarding mixed criminal gangs.
- (48) Sandars*.
- (49) Gain*.

N.B.—Tribes and classes marked* have been brought under the operations of the Criminal Tribes Act, 1911 (III of 1911) [*See* Criminal Tribes Act, 1924 (VI of 1924)].

C.—Miscellaneous up-country dacoits and thieves not belonging to any specific thieving, class or tribe—

Part I.—Burglars and thieves.

Part II.—Dacoits.

D.—Poisoners in four parts classified as under—

Part I.—Poisoners who drug their victims on the pretence of curing diseases.

Part II.—Female poisoners.

Part III.—Poisoners who choose prostitutes for their victims.

Part IV.—Miscellaneous.

E.—Swindlers, classified as under—

(1) Bogus firm and commission agents.

(2) Bogus collectors of charitable subscriptions.

(3) Muzaffarpur Sonars (*bala* trick).

(4) Personators of long-lost relatives.

(5) Cheats who sell or pawn gold-coated articles, representing them to be of gold.

(6) Cheats who profess to be able to turn baser metals into gold.

(7) Defrauders of banks.

(8) Cheats by the *dona-khel* (confidence) trick.

(9) Bogus collectors of subscriptions, other than charitable.

(10) Telegraphic money order cheats.

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- (11) Cheats by impersonation.
- (12) Cheats practising the hidden treasure trick (*see* also Jadua Brahmins).
- (13) Railway ticket cheats.
- (14) Railway receipt forgers.
- (15) Advertising appointment cheats.
- (16) Bogus marriage negotiators.
- (17) Notographers.
- (18) *Topkawallas* (dropped-jewellery trick).
- (19) Treasure trove cheats (*mohar* swindlers).
- (20) Forged *hundi* cheats.
- (21) Bogus advertising cheats (articles).
- (22) Personators (Indian and European) who by negotiating bad cheques obtain advances loans, etc.
- (23) Cheats who obtain goods and money under false pretences, by representing themselves as the agents of notable personages.
- (24) Miscellaneous swindlers difficult to classify under any particular head.
- (25) Miscellaneous *bala* trick cheats, not being *Topkawallas* or Muzaffarpur Sonars.
- (26) Quacks who profess to cure diseases.
- (27) Cheats who obtain appointments by means of false certificates.
- (28) Cheats who hold out promises of giving children by performing *pujah*.
- (29) Cheats who impose on pilgrims (*pandas*, *fakirs*, bogus captains of steamers, etc.).
- (30) Cheats who borrow ornaments, etc., and then disappear.
- (31) Bogus craftsman.
- (32) Bogus Insurance Companies and Insurance Agents.
- (33) False civil suit cheats.
- (34) Forged registration cheats.
- (35) Cheats who work on the dupes' religious and other superstitions.
- (36) Cheats who practise bead swindling or variants of the method.

F.—Coiners in four parts as under—

Part I.—Local coiners, arranged district by district.

Part II.—Foreign coiners, not belonging to any well-known class or tribe.

Part III.—Marwari and Rajputana Bauriah coiners.

Part IV.—Chapparbands.

G.—Note-forgers—

(a) Promissory notes.

(b) Currency notes.

(c) Bank notes.

H.—Railway thieves—

Part I.—Local running train thieves (goods and passenger).

Part II.—Foreign running train thieves.

Part III.—Pick-pockets.

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Part IV.—Railway brass fittings, etc., thieves.

Part V.—Platform and goods-shed thieves.

Part VI.—Steamer thieves.

Part VII.—Railway mail bag thieves.

I.—Extortioners and black-mailers.

J.—Kidnappers and ornament snatchers.

K.—Miscellaneous information—

Part I.—Persons concerned in sensational cases of criminal breach of trust, criminal misappropriation, etc.

Part II.—Ring-gamblers.

L.—Murderers of women for gain.

M.—Bicycle thieves.

N.—River dacoits (other than Banfars and Mallahs separately classified).

O.—European-house thieves.

P.—Dishonest servants.

Q.—Copper wire thieves.

R.—Dishonest guests.

APPENDIX XXXIII.

[Regulation 636.]

Classes of criminals to be photographed.

I.—*Notorious members of the undermentioned local thieving tribes or classes—*

- | | |
|-----------------------|--------------------------|
| (a) Dharis. | (f) Gondas. |
| (b) Gulgulias. | (g) Banfars. |
| (c) Nats (Karwals). | (h) Chhotabhagya muchis. |
| (d) Domes (Magahiya). | (i) Pankachor Kayasthas. |
| (e) Bedyas. | (j) Tuntia Musalmans. |
| | (k) Musahars, etc., etc. |

II.—*Notorious local dacoits* not belonging to Class I, especially approvers. The photograph of a local dacoit should generally be kept only in cases where a case history is also on record. These should be arranged alphabetically, district by district.

III.—*Notorious local thieves* belonging to Class I, especially approvers as in the case of I, to be entered and arranged as above.

IV.—*Foreign thieving tribes and classes—*

- | | |
|-------------------------|---------------------------------|
| (a) Barwars. | (k) Kichaks— |
| (b) Bauriahs. | (1) Dacoit. |
| (c) Bhamptas. | (2) Thief. |
| (d) Bhars— | (l) Mallahs (Banfars)— |
| (1) Dacoit. | (1) Dacoit. |
| (2) Thief. | (2) Thief. |
| (e) Kabulis— | (m) Minas— |
| (1) Dacoit. | (1) Dacoit. |
| (2) Thief. | (2) Thief. |
| (3) Miscellaneous. | (n) Oudhias. |
| (f) Chandrawedis. | (o) Pasi— |
| (g) Chain Chamar. | (1) Dacoit. |
| (h) Chain Mallah. | (2) Thief. |
| (i) Kanjars. | (p) Pathans— |
| (j) Karwals (Haburas)— | (1) Dacoit. |
| (1) Dacoit. | (2) Thief. |
| (2) Thief. | (3) Miscellaneous. |
| (q) Sanaurhiya Brahmin. | (r) Palwar, Dusadhs, etc., etc. |

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V.—*Miscellaneous up-country or foreign criminals* not belonging to any known criminal class or tribe.

- (a) Muhammadans—
 (1) Dacoits.
 (2) Burglars.
 (3) Thieves.
 (4) Miscellaneous.

- (b) Hindus—
 (1) Dacoits.
 (2) Burglars.
 (3) Thieves.
 (4) Miscellaneous.

VI.—*Poisoners.*

- (a) Local—
 (1) Hindus.
 (2) Muhammadans.

- (b) Foreign—
 (1) Hindus.
 (2) Muhammadans.

VII.—*Swindlers—*

- (1) Bogus firm and commission agents.
 (2) Bogus collectors of charitable subscriptions
 (3) Muzaffarpur Sonar (*bala* tricks).
 (4) Personators of long-lost relatives.
 (5) Cheats who sell or pawn gold-coated articles, representing them to be of gold.
 (6) Cheats who profess to be able to turn baser metals into gold.
 (7) Defrauders of Banks.
 (8) Cheats by the *dona-khel* (confidence) trick.
 (9) Bogus collectors of subscriptions, other than charitable.
 (10) Telegraphic money-order cheats.
 (11) Cheats by impersonation.
 (12) (a) Jadua Brahmins.
 (b) Other cheats practising the hidden treasure trick.
 (13) Railway ticket cheats.
 (14) Railway receipt forgers.
 (15) Advertising appointment cheats.
 (16) Bogus marriage negotiators.
 (17) Notographers.
 (18) *Topkawallas* (dropped-jewellery tricks).
 (19) Treasure trove cheats.
 (20) Forged *hundi* cheats.
 (21) Bogus advertising cheats (articles).

- (22) Personators (Indian and European) who by negotiating bad cheques, obtain advance loans, etc.
 (23) Cheats who obtain goods and money under false pretences, by representing themselves as the agents of notable personages.
 (24) Miscellaneous swindlers difficult to classify under any particular head.
 (25) Miscellaneous *bala* trick cheats, not being *Topkawallas* or Muzaffarpur Sonars.
 (26) Quacks who profess to cure diseases.
 (27) Cheats who obtain appointments by means of false certificates.
 (28) Cheats who hold out promises of giving children by performing *pujah*.
 (29) Cheats who impose on pilgrims (*pandas*, *fakirs*, bogus captains of steamers, etc.).
 (30) Cheats who borrow ornaments, etc., and then disappear.
 (31) Bogus craftsman.
 (32) Bogus Insurance Companies and Insurance Agents.
 (33) False Civil suit cheats.
 (34) Forged registration cheats.
 (35) Cheats who work on the dupes' religious superstitions.

(36) Cheats who practise bead swindling or variants of the method.

VIII.—*Coiners—*

- (a) Chapparbands.
 (b) Bauriahs.

- (c) Miscellaneous—
 (1) Local.
 (2) Foreign.

IX.—*Note forgers—*

- (a) Local.

- (b) Foreign.

X.—*Railway thieves and criminals—*

- (a) Local running train thieves—

(1) Hindu.

(2) Muhammadan.

(3) European, etc.

(b) Foreign running train thieves—

- (1) Hindu. (2) Muhammadan. (3) European, etc.

(c) Railway pick-pockets—

- (1) Hindu. (2) Muhammadan.

XI.—*Extortioners and blackmailers.*

XII.—*Smugglers.*

XIII.—*Murderers of women for gain.*

XIV.—*Miscellaneous*—Including persons bound down in selected bad-livelihood cases persons concerned in sensational criminal breach of trust cases, misappropriation cases, vagrants, etc.

APPENDIX XXXIV.

[*Regulation 657.*]

Addresses of different Finger Print Bureaux.

PART I.

All covers containing papers concerning finger prints and questions arising therefrom shall be addressed as follows :—

The Provincial Bureau.

(Bengal.)

(1) *Bengal.*—The Assistant to the Deputy Inspector-General, Criminal Investigation Department or to the Superintendent, Finger Print Bureau, Anderson House, Alipore, Calcutta.

Other Bureaux.

(In India.)

(2) *Assam.*—The Officer-in-charge, Finger Print Bureau, Shillong.

(3) *Baroda.*—The Officer-in-charge, Finger Print Bureau, Baroda State.

(4) *Bihar.*—The Officer-in-charge, Finger Print Bureau, Patna.

(5) *Bombay.*—The Superintendent in charge, Finger Print Bureau, Bombay Presidency, Poona.

(6) *Bombay City.*—The Manager, Finger Print Bureau, Bombay city.

(7) *Central Provinces.*—The Officer-in-Charge, Finger Print Bureau, Nagpur.

(8) *Cochin.*—The Officer-in-charge, Finger Print Bureau, Trichur.

(9) *Hyderabad.*—The Superintendent of Police in charge, Finger Print Bureau, Hyderabad Deccan.

(10) *Madras.*—The Manager, Finger Print Bureau, Madras.

(11) *Mysore.*—The Assistant to the Inspector-General of Police in-charge, Finger Print Bureau, Bangalore.

(12) *Orissa.*—The Officer-in-charge, Finger Print Bureau, Cuttack.

(13) *Punjab.*—The Superintendent of Police in-charge, Finger Print Bureau, Phillaur.

(14) *Rajputana and Central India.*—The Officer-in-charge, Finger Print Bureau, the Magazine, Ajmer.

Note.—For names of Indian States and Cantonments under the Bureau in Rajputana and Central Indian, see Part II.

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(15) ~~Sindh~~—The Officer-in-charge, Finger Print Bureau, Karachi.

(16) *United Provinces*.—The Deputy Inspector-General in-charge, Finger Print Bureau, Allahabad
(Outside India.)

(17) *Barma*.—The Officer-in-charge, Finger Print Bureau, Insein, Barma.

PART II.

List of names of Indian States and Cantonments of Central India and Rajputana under the Finger-Print Bureaux, the Magazine, Ajmer.

STATES IN CENTRAL INDIA.

- | | |
|-----------------------|---|
| 1. Indore Residency | .. Indore; |
| 2. Indore Agency | .. Dewas (Senior Branch), Dewas (Junior Branch), Bagli Karandia, Pathari, Uni. |
| 3. Gwalior Residency | .. Gwalior, Khaniadhana, Roghogarh, Padone, Guda, Umri Dharnaoda, Bhadoura, Sirsi, Khiavda, Agra-Barkhera Kathona. |
| 4. Bhopal Agency | .. Bhopal, Rajgarh, Narsingarh, Khilchipur, Kurwai, Maksudangarh, Mahammadgarh, Pathari (Nawab) Basoda (Nawab) Piplya, Nagar Dhabla Dhir, Dhabla Ghosi, Suthalia, Dugri, Jabria-bhil, Khajuri, Kheri-Razapur Dariakheri, Kamalpur, Tappa, Hirapur, Pathari. |
| 5. Bundelkhand Agency | .. Orchha, Datia, Samther, Panna, Charkhari, Ajaigarh, Bijawar, Chattarpur, Baoni, Alipura, Garauli, Gaurihar jagir, Lughasi, Bileri, Nayagaon Rebai, Behat, Bari, Bijna Tori-Fatehpur, Banka-Pahari, Dhurwai-Sarila, Jigna. |
| 6. Bhagelkhand Agency | .. Rewa, Nagod, Maihar, Sohawal, Kothi, Barounda, Jaso jagir, Pahara, Paldeo, Taraon, Kamta-Rajola, Bhaisola. |
| 7. Malwa Agency | .. Rutlam, Jaora, Sailana, Sitaman, Piploa, Panth Piploa, Naolana, Narwar, Lalgah, Bhatkheri Kalukhera, Biloda, Sarwan, Chapaner, Mandawal, Jawasia. |
| 8. Bhopawar Agency | .. Dhar, Jhabua, Ali-Rajpur, Barwani, Jobat, Ratamal, Kathiwada, Mathwad, Multhan, Kachhi-Baroda, Bakhatgarh, Dotria, Kothide, Chiktiabar, Bharud-pura, Jamnia, Nimkhera, Rajgarh, Bara-Barkhera, Chhota-Barkhera, Gudha, Kali-Baori. |

CANTONMENTS, STATIONS AND BRITISH DISTRICTS IN RAJPUTANA.

- | | |
|-------------|--|
| Cantonments | .. Mhow, Neemuch, Nowgong, (Bundelkhand Agency) (Gwalior State), (Chhatapur State). |
| Stations | .. Agent to the Governor-General's Camp, Sehore, Agar, Guna (Indore State), (Bhopal State), (Gwalior State), Sardarpur, Gwalior Residency.
(Gwalior State) British district—Manpur. Sutna (Bundelkhand Agency). |

STATES AND THE BRITISH DISTRICTS IN RAJPUTANA.

Names of the Agencies.	Names of the States under them.
Western Rajputana States	Jodhpur, Jaisalmer and Sirohi.
Mewar	Udaipur, Dungarpur, Partabgarh, Khusalgarh and Banswara.
Eastern Rajputana States	Bharatpur, Dholpur and Karauli.
Haroati and Tonk	Tonk, Bundi and Shahpura.
Alwar	Alwar.
Jaipur	Jaipur, Kishengarh, Lawa, Sikar and Khetri.
Kotah	Kotah, Jhalawar.
Bikanir	Bikanir.
British division under the Hon'ble the Agent to the Governor-General and the Chief Commissioner.	Ajmer-Merwara districts.

APPENDIX XXXV

[Regulation 671.]

Preparation of estimates of cost of additional police deputed under sections 13, 14 or 15 of the Police Act, 1861.

The cost of additional police deputed under sections 13, 14 or 15, of the Police Act, 1861, shall be calculated according to the following scale :—

Particulars.	Scale.
(1) Pay (including special pay) of the force deputed and of any extra clerical staff employed in the office of the Superintendent. (No extra clerical staff in connection with the assessment and collection of taxes shall be entertained.)	Actual. (The pay of the force first deputed shall be considered the actual pay).
(2) Compensatory (local) allowance	.. Any compensatory (local) allowance already sanctioned by the Provincial Government for the permanent police force posted at the place and in addition, the following under special circumstances :— Inspectors and Sub-Inspectors—At one-tenth of pay. Assistant Sub-Inspectors and head constables—At two annas a day for each officer. Constables—At one anna a day per man.

Contingencies (including cost of stationery, printing, 10 per cent. of pay, paper, etc.).

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Particulars.	Scale.
(4) Contribution for—	
(a) Leave	12½ per cent. of the average pay (including special pay) of all the sanctioned posts.
(b) Pension	285÷30 or 9·5 per cent. of the maximum pay (inclusive of special pay) of all the sanctioned posts.
NOTE.—If the force deputed includes a casualty reserved, pension contribution only will be charged.	
(5) Travelling allowance of force—both when proceeding on transfer to a disturbed area and when returning for normal police work in district. (Travelling allowance of Magistrates assessing and collecting taxes and of supervising police officers should not be included.)	Actual.
(6) Conveyance allowance (if any) ..	Actual.
(7) Boat hire (in river districts only) ..	Actual.
(8) Clothing (including mosquito nets) ..	Rupees 3-2 per head constable and Assistant Sub-Inspector per mensem. Rupees 2-13-10 per constable per mensem.
(9) Cost of buildings or of hired accommodation ..	Actual. (The estimates for buildings will require full justification in each case and the provision proposed should not be on any extravagant scale and the buildings should not be of a permanent type. When it is expected that a portion of the cost incurred can be realised by subsequent sale, this sum should be shown in the estimate and deducted from the total cost.)
(10) Cots	Actual. (Cheap cots should be purchased locally and sold when no longer required, the probable sale-proceeds being shown in the estimates and deducted from the total cost. Actual sale-proceeds should be credited to the provincial revenues.)
(11) Municipal taxes	Actual.
(12) Water-rate, lighting and sanitary charges (in non-municipal areas where such charges are levied by an outside authority e.g., a Station Committee).	Actual.
(13) Waterproofs (when the force is employed during any portion of the rainy season).	1/12th of the cost of a waterproof per man per mensem.

Particulars.	Scale.
(14) Greatcoats (when the force is employed during the winter).	1/24th of the cost of a greatcoat, per man per mensem.
(15) Passage concession (where the officer deputed is entitled to it under the existing orders).	At the rate of Rs.50 per mensem in the case of superior officers and Rs. 30 per mensem in the case of non-superior officers. (See Bengal Government Order No. 4149PI., dated 31st July 1934.)

Remarks.

(a) When police are deputed under section 13 or 14 of the Police Act, 1861, the pay of the force may be calculated not on the actual pay but on the average pay of each rank if a previous arrangement to this effect has been made with the persons concerned; Superintendents should invariably try to make such an arrangement, which is convenient for calculation of cost. When the cost is to be recovered under such an arrangement, on the average rate of pay of the Special Armed Force, recovery should continue to be made at this rate even if the police are deputed from the Unarmed Police or from the Eastern Frontier Rifles (*vide* Bengal Government Order No. 4066 PI., dated the 25th September 1929).

(b) When Police are to be entertained under section 15 of the Police Act, 1861, the estimate should be prepared in accordance with regulation 667.

APPENDIX XXXVI.

[Regulation 674.]

Sample form of Magistrate's order appointing special police officers.

Whereas an application has been made to me by the Superintendent of Police to appoint the persons noted in the margin to act as special police officers for _____ months within the limits of _____ police-station or police-stations and whereas I am satisfied upon the grounds stated in the application that disturbances of the peace may reasonably be apprehended in the neighbourhood of the marginally-noted villages situated in the aforesaid police-station and that the police force ordinarily employed in that neighbourhood is not sufficient for the preservation of the peace there, and there being no cause to the contrary I hereby appoint the aforesaid persons who are residents of the neighbourhood to act as special police officers for a period of _____ months from (giving date) within the limits of the _____ police-station or police-stations.

APPENDIX XXXVII.

Bengal Police Special Constabulary Reserve.

[Regulation 677.]

1. The Special Constabulary Reserve is established under section 2 of the Police Act 1861 (V of 1861). The organisation is purely voluntary and non-official and is open to gentlemen who are British subjects and are not already members of any Auxiliary or Territorial Force Unit. On appointment the members of the Special Constabulary Reserve receive a certificate of enrolment under section 8 of the said Act. The Provincial Government has directed that every special constable so appointed shall be liable to perform the same duties be amenable to the same penalties and be subordinate to the same authorities and shall have the same privileges as regular officers of the police.

2. The object of the organisation is to assist the regular police force in the districts of the 24-Parganas, Howrah, Hoogly and Burdwan or in any other district where such steps seem desirable in any emergency in the maintenance of law and order and the prevention of sabotage.

3. Every special constable shall receive a brassard, a whistle and a baton or half-lathi. He shall be required to provide himself with khaki shorts, shirts and a khaki *topi*. Special care must be taken to see that the equipment—brassard, whistle and baton or half-lathi—are kept in a place of readiness where they can be instantly available in the event of need. The loss of any item of equipment shall be reported at once to the section leader who shall report to the Superintendent of the district.

4. Special constable shall be grouped conveniently according to their residences or places of occupation and shall not normally be required to serve at any considerable distance from their homes. Each group shall be under a section leader, who shall be required to maintain a list of the members of his section with their telephone numbers, if any, and addresses. In the event of the necessity of mobilisation, information will be given to the section leader who shall be responsible for collecting his group. Special constables are required to report to their section leader any change of address or telephone number. Similarly, they shall inform their section leader if they are going to be absent from their place of residence or employment on leave or other duty appertaining to their private occupation. As far as possible, a section shall be divided into two parts by the section leader, each part to take up duty alternately in order to allow reliefs and prevent the necessity of keeping special constables out for long hours without rest or food, or to interfere unduly with their own work.

5. Powers of special constables are restricted to the following:—

All special constables shall arrest any person committing in their view any of the following offences:—

- (i) Murder or murderous assault.
- (ii) Robbery, i.e., committing theft by force.
- (iii) Dacoity, i.e., 5 or more persons committing robbery.

A special constable may arrest without a warrant any person committing in his presence in any street or public place:—

(a) assault, if such person—

(i) is unknown to such special constable and when asked by such special constable to give his name and address refuses to give the same or gives a name and address which such special constable has reason to believe to be false, or cannot then and there ascertain to be true, or

(ii) is unknown to such special constable, and his name and address cannot be ascertained then and there, and he refuses to accompany the special constable to a police station on being required to do so;

(b) Wrongful restraint, such as obstructing or preventing any one from going to his work or business, stopping or turning back any vehicle, forcing any one to get down from his conveyance, placing barriers across any public road to hinder traffic, or cutting any telegraph, telephone or electric wire.

6. Duties of special constables—

(a) Every special constable shall, to the best of his ability, obtain intelligence of any of the following offences:—

- (i) Murder.
- (ii) Rioting and disorder.
- (iii) Any likelihood of people being prevented from pursuing their ordinary avocation.

(b) All persons arrested shall forthwith be taken to the nearest police station and made over to the custody of the officer in charge with a full report of the circumstances under which the arrests were made.

(c) All members shall submit any information obtained as regards offences enumerated in sub-rule (a) above to their section leader.

(d) All special constables shall assist the authorities in every way when engaged in maintaining peace and order.

Note.—All special constables should be warned against acts of indiscretion in dealing with persons in the street. Every person is at liberty to wear what he likes and say what he likes as long as he does not resort to intimidation, and therefore, tact and patience are essential on the part of special constables in carrying out their duties.

7. The duties of special constables on such occasions as they are mobilised are likely to fall under the following heads:—

(i) To see, in general, that the law-abiding public on a special constable's beat or in the vicinity of his post are permitted to follow their lawful vocations. For instance, to see that a shop-keeper can keep his shop open and that customers can resort there without let or hindrance, intimidation or threat; that users of the King's highways, either on foot or by tram, bus, car or other vehicle, can proceed without let or hindrance; that highways are not obstructed; that vehicles are not stopped; that processions with music carry a police license (except on certain notified festivals); that other processions proceed in an orderly manner on the left hand side of the road; that all wheeled traffic keeps to the left of the road and obeys any signals of any police officer or special constable who may be regulating the traffic.

(ii) To see that no unauthorised persons enter into any buildings guarded by special constables.

(iii) To be familiar with the notes on firing.

(iv) If on ordinary beat duty in areas handed over by the police for watch and ward, to patrol such areas with a view to safeguarding life and property in that area and to prevent offences either against person or property.

8. Members of the Special Constabulary Reserve have the power to arrest, without warrant, persons concerned in serious crime, in possession of implements of house-breaking, or properties suspected to be stolen. A list of the principal items of serious crime is given in Schedule A.

In making an arrest no more force is to be used than what is absolutely necessary. No unnecessary force shall be exercised by the special constables in the performance of their duties and no vexatious arrests shall be made by them.

9. It should be noted that these powers are only exercisable when the section or an individual member has been called upon to report for duty by an officer of or above the rank of the officer in charge of a police-station.

10. Special Constables shall not turn out with firearms unless specially instructed to do so or unless the situation seems to demand it.

Firing by an individual section leader or an order to fire given by a section leader, on his own initiative, is strictly forbidden except in circumstances where the firing is imperative in the exercise of the right of private defence. The responsibility for proving that the circumstances were such as to necessitate firing rests on the individual who fires or gives the order to fire.

Firing shall be so directed as to be at once effective and such as, with the minimum injury, to convince the crowd of the necessity of dispersing.

Before firing, full and sufficient warning of the intention of firing must be given and firing must cease as soon as the crowd shows the slightest inclination to retire or disperse.

In other circumstances, no member of the Special Constabulary Reserve shall fire except under the orders of a Magistrate.

Any persons concerned in firing shall immediately submit a report through his section leader to the Superintendent, narrating the circumstances which necessitated firing, the number of rounds fired, the apparent results, and the steps taken to succour casualties, if any.

11. The law with regard to the right of private defence as contained in sections 96 to 106 of the Indian Penal Code has been inserted in Schedule B.

12. In order that this organisation may be efficient in time of emergency it is essential that instruction should be given in times of "peace." Occasional or periodical parades shall be held at which lectures will be delivered by regular police officers on topography, powers and duties.

SCHEDULE A.

[Rule 8.]

Indian Penal Code.

Section 131.—Serious crime, i.e., attempting to seduce an officer, soldier, etc.

Sections 143 to 147.—Being members of an unlawful assembly; rioting.

Section 231.—Counterfeiting coins.

Section 302.—Murder.

Section 307.—Attempted murder.

Sections 324 to 326.—Causing hurt by a dangerous weapon or means; causing grievous hurt.

Section 328.—Administration of stupefying drugs.

Sections 341 and 342.—Wrongfully restraining or confining any person.

Section 353.—Assault or use of criminal force on a public servant to deter him from discharging his duties.

Section 354.—Assault on a woman.

Section 376.—Rape.

Sections 379 to 382, 392.—Theft, theft with violence (robbery).

Section 428.—Mischief by killing or rendering useless any animal valued at Rs.10 or more.

Sections 448, 454 to 457.—House trespass, lurking house trespass and house-breaking.

SCHEDULE B.

[Rule 11.]

Sections 96 to 106 of the Indian Penal Code.

96. *Things done in private defence.*—Nothing is an offence which is done in the exercise of the right of private defence.

97. *Right of private defence of the body and of property.*—Every person has a right subject to the restrictions contained in section 99, to defend—

First—his own body, and the body of any other person, against any offence affecting the human body ;

Secondly—the property, whether movable or immovable, of himself or of any other person, against any act which is an offence falling under the definition of theft, robbery, mischief or criminal trespass, or which is an attempt to commit theft, robbery, mischief or criminal trespass.

98. *Right of private defence against the act of a person of unsound mind, etc.*—When an act, which would otherwise be a certain offence, is not that offence by reason of the youth, the want of maturity of understanding, the unsoundness of mind, or the intoxication of the person doing that act, or by reason of any misconception on the part of that person, every person has the same right of private defence against that act which he would have if the act were that offence.

Illustrations.—(a) Z, under the influence of madness, attempts to kill A; Z is guilty of no offence. But A has the same right of private defence which he would have if Z were sane.

(b) A enters by night a house which he is legally entitled to enter. Z, in good faith, taking A for a house-breaker, attacks A. Here Z, by attacking A under this misconception, commits no offence. But A has the same right of private defence against Z, which he would have if Z were, not acting under that misconception.

99. *Acts against which there is no right of private defence.*—There is no right of private defence against an act which does not reasonably cause the apprehension of death or of grievous hurt, if done, or attempted to be done, by a public servant acting in good faith under colour of his office, though that act may not be strictly justifiable by law.

There is no right of private defence against an act which does not reasonably cause the apprehension of death or of grievous hurt, if done, or attempted to be done, by the direction of a public servant acting in good faith under colour of his office, though that direction may not be strictly justifiable by law.

There is no right of private defence in cases in which there is time to have recourse to the protection of the public authorities.

Extent to which the right may be exercised.—The right of private defence in no case extends to the inflicting of more harm than it is necessary to inflict for the purpose of defence.

Explanation 1.—A person is not deprived of the right of private defence against an act done, or attempted to be done, by a public servant, as such, unless he knows, or has reason to believe, that the person doing the act is such public servant.

Explanation 2.—A person is not deprived of the right of private defence against an act done, or attempted to be done, by the direction of a public servant, unless he knows, or has reason to believe, that the person doing the act is acting by such direction, or unless such person states the authority under which he acts, or if he has authority in writing, unless he produces such authority, if demanded.

100. *When the right of private defence of the body extends to causing death.*—The right of private defence of the body extends, under the restrictions mentioned in the last preceding section, to the voluntary causing of death or of any other harm to the assailant, if the offence which occasions the exercise of the right be of any of the descriptions hereinafter enumerated, namely:—

First—such an assault as may reasonably cause the apprehension that death will otherwise be the consequence of such assault;

Secondly—such an assault as may reasonably cause the apprehension that grievous hurt will otherwise be the consequence of such assault;

Thirdly—an assault with the intention of committing rape;

Fourthly—an assault with the intention of gratifying unnatural lust;

Fifthly—an assault with the intention of kidnapping or abducting;

Sixthly—an assault with the intention of wrongfully confining a person, under circumstances which may reasonably cause him to apprehend that he will be unable to have recourse to the public authorities for his release.

101. *When such right extends to causing any harm other than death.*—If the offence be not of any of the descriptions enumerated in the last preceding section, the right of private defence of the body does not extend to the voluntary causing of death to the assailant, but does extend, under the restrictions mentioned in section 99, to the voluntary causing to the assailant of any harm other than death.

102. *Commencement and continuance of the right of private defence of the body.*—The right of private defence of the body commences as soon as a reasonable apprehension of danger to the body arises from an attempt or threat to commit the offence though the offence may not have been committed; and it continues as long as such apprehension of danger to the body continues.

103. *When the right of private defence of property extends to causing death.*—The right of private defence of property extends under the restrictions mentioned in section 99, to the voluntary causing of death or of any other harm to the wrongdoer, if the offence, the committing of which, of the attempting to commit which, occasions the exercise of the right be an offence of any of the descriptions hereinafter enumerated, namely :—

First—robbery;

Secondly—house-breaking by night;

Thirdly—mischief by fire committed on any building, tent or vessel, which building, tent or vessel is used as a human dwelling, or as a place for the custody of property ;

Fourthly—theft, mischief or house-trespass, under such circumstances as may reasonably cause apprehension that death or grievous hurt will be the consequence, if such right of private defence is not exercised.

104. *When such right extends to causing any harm other than death.*—If the offence, the committing of which or the attempting to commit which, occasions the exercise of the right of private defence, be theft, mischief, or criminal trespass, not of any of the descriptions enumerated in the last preceding section, that right does not extend to the voluntary causing or death, but does extend, subject to the restrictions mentioned in section 99, to the voluntary causing to the wrongdoer of any harm other than death.

105. *Commencement and continuance of the right of private defence of property.*—The right of private defence of property commences when a reasonable apprehension of danger to the property commences.

The right of private defence of property against theft continues till the offender has effected his retreat with the property or either the assistance of the public authorities is obtained, or the property has been recovered.

• The right of private defence of property against robbery continues as long as the offender causes or attempts to cause to any person death or hurt or wrongful restraint or as long as the fear of instant death or of instant hurt or of instant personal restraint continues.

The right of private defence of property against criminal trespass or mischief continues as long as the offender continues in the commission of criminal trespass or mischief.

The right of private defence of property against house-breaking by night continues as long as the house-trespass which has been begun by such house-breaking continues.

106. *Right of private defence against deadly assault when there is risk of harm to innocent person.*—If in the exercise of the right of private defence against an assault which reasonably causes the apprehension of death, the defender be so situated that he cannot effectually exercise that right without risk of harm to an innocent person, his right of private defence extends to the running of that risk.

Illustration.—A is attacked by a mob who attempt to murder him. He cannot effectually exercise his right of private defence without firing on the mob, and he cannot fire without risk of harming young children who are mingled with the mob. A commits no offence if by so firing he harms any of the children.

APPENDIX XXXVIII.

[Regulation 697.]

Police guards for jails and health and other camps.

(1) Any head constable, naik or constable deputed to guard any prisoner shall at once report, should the prisoner have any friendship or relationship with him.

Special
duties of
Jail guards.

(2) No officer may carry or possess, even for personal use any opium, liquor, ganja, or other stupefying or intoxicating substance when guarding a prisoner.

(3) Police guards over a prisoner shall be kept as much as possible from contact with him, and they are strictly forbidden from communicating with prisoners or from bringing or taking any article of any description for them. Police guards shall not take part in the daily routine of the jail, nor shall they assist in searching the prisoners, etc.

(4) The Superintendent of the jail, and the jailor shall give no orders to a police guard except to apprise the men of their ordinary duties when an outbreak, disturbance or attempt to break jail occurs. A police guard shall take part in all jail alarm parades.

Guards for executions.

(5) The Superintendent of a jail may, whenever the execution of a special prisoner is to take place, indent for an armed guard. Ordinarily such application should not be made without consulting the Superintendent of Police and the District Magistrate.

Guards for health on other camps.

(6) When a police force is required for the purpose of guarding prisoners in a health or other camp, such force shall be supplied by the Police Department immediately on demand; if the guard can be supplied from the existing sanctioned strength no charge shall be made but if substitutes are required, the Provincial Government should be asked to sanction their employment.

Superintendents shall select good men to be sent to health camps, and shall enlist in their places men who can be employed on less important work.

The strength of the health camp guards required for each class of jail shall be as follows:—

Central jail—Four head constables and 50 constables.

First class district jail.—Three head constables and 25 constables.

All other district jails.—Two head constables and 20 constables.

NOTE.—The strength of the guards here given is subject to the power of the Inspector-General of Police to supply the number required. When extra men have to be taken on, arrangements shall be made as occasion arises by the Inspector-General of Prisons, in communication with the Inspector-General of Police. (See rule 1273, Bengal Jail Code.)

APPENDIX XXXIX.

[Regulation 704.]

Escorts for prisoners, treasure and stamps.

The scales prescribed for escorts for prisoners and treasure by road, country boats, railway and steamer are given below:—

(i) Prisoners by road and country boat—

							Sub- Inspec- tors.	Head cons- tables.	Cons- tables.
1 to 3 prisoners	..	..	..	..	..	..	..	..	2
4 to 10 ditto	..	..	..	..	..	..	..	1	4
11 to 15 ditto	..	..	..	..	..	..	..	1	5
16 to 25 ditto	..	..	..	..	..	..	..	1	8
26 to 50 ditto	..	..	..	..	..	..	..	2	12
51 to 75 ditto	..	..	..	..	..	..	1	2	20
76 to 100 ditto	..	..	..	..	..	..	1	2	30

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(ii) Prisoners by rail and steamer—

						Head cons- tables.	Cons- tables.
1 prisoner	..	..	..	..	..	..	2
2 to 5 prisoners	..	..	..	..	..	1	2
6 to 10 ditto	..	..	..	..	..	1	4
11 prisoners and upwards	..	..	..	..	..	In the proportion of four constables to every six prisoners and one head constable to every eight constables.	

(iii) Under-trial prisoners to and from the courts—

						Head cons- tables.	Cons- tables.
1 prisoner	..	..	..	..	..	..	2
2 to 6 prisoners	..	..	..	..	..	..	4
7 to 10 ditto	..	..	..	..	..	1	4
11 prisoners and upwards	..	..	..	..	..	Same scale as for escort of prisoners by road.	

(iv) Female prisoners when escorted singly should be accompanied by two constables, who should be selected for their age and respectability of character. A female warder (supplied by the Jail Department) will also accompany the party when the prisoner travels on transfer.

(v) Treasure and stamps by roads or country boat—

For sums not exceeding Rs.100	..	..	One constable of good character.
For sums above Rs.100 but not exceeding Rs.500	..	..	Two constables.
For sums above Rs.500 but not exceeding Rs.2,000	..	..	Three constables, one of whom should act as head constable.
For sums above Rs.2,000 but not exceeding Rs. 10,000.	..	..	One head constable and three constables.
For sums above Rs.10,000 but not exceeding one lakh.	..	..	one head constable and six constables.
For sums above one lakh but not exceeding two lakhs.	..	..	Two head constables and ten constables.
For sums over two lakhs but below three lakhs	..	..	One Sub-Inspector, two head constables and 12 constables.
For three lakhs and over	..	..	Four additional constables for each lakh and officers in proportion.

NOTE.—(i) When escort of treasure is to be made by railway or steamer regulations 705 and 706 shall be observed but for the purpose of escort from the treasury, to and from the railway van, a full guard as above shall be employed care being taken that the head constable who signs the receipts for the treasure at the treasury shall escort the treasure throughout the entire journey.

(ii) The strength of the escorts as prescribed above is not exhaustive. Discretion is left with Superintendents to modify the scale where circumstances render this desirable. For instance a smaller guard will be required for the escort of a large sum of money in notes than would be required for the escort of a similar amount of coin [vide regulation 707]. When the escort consists of more than one head constable, naiks may be deputed instead of head constables for all except the head constable in charge of the escort.

(iii) When the sum of money transmitted under the escort of the police does not exceed Rs.500 it should be carried by the police themselves without employment of cooly labour.

APPENDIX XL.

[Regulation 722.]

Scale of the cost of escorts for prisoners required to give evidence.

Number of prisoners.	Number of head constables and constables employed.		Cost of guard per diem.		
	Head constables.	Constables.	Rs.	a.	p.
1 to 3	..	..	1	9	0
4 to 6	..	1	2	10	0
7 to 12	..	1	4	3	0
13 to 18	..	1	6	12	0
19 to 24	..	1	8	5	0
			and so on in proportion.		

(Vide Government of Bengal, Notification No. 4244 H.J., dated the 6th November 1937.)

APPENDIX XLI.

[Regulation 726.]

Instructions for the relief of escorts for prisoners or treasure by railway to or from other provinces.

Escorts of prisoners of treasure by railway to or from other provinces shall be relieved at the following stations and notice of required relief, as laid down in regulation 726, shall be given to the Superintendent of the district noted against each relieving station :—

(A) *Escorts proceeding out of Bengal.*

	Name of the relieving station.	Designation and headquarters station of the officer to whom notice of required relief is to be given.
(1) Viâ the East Indian Railway, Main line.	Patna Junction ..	Superintendent of Police, Patna. (Headquarters—Patna.)
(2) Viâ the East Indian Railway, Grand Chord line.	Gaya ..	Superintendent of Police, Gaya. (Headquarters—Gaya.)
(3) Viâ the East Indian Railway, Loop line.	Bhagalpur ..	Superintendent of Police, Bhagalpur. (Headquarters—Bhagalpur.)
(4) Viâ the Bengal and Assam Railway, through Katihar.	Chapra ..	Superintendent of Police, Chapra. (Headquarters—Chapra.)

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	Name of the relieving station.	Designation and headquarters station of the officer to whom notice of required relief is to be given.
(5) Viâ the Bengal-Nagpur Railway, through the Purulia line.	Purulia ..	Superintendent of Police, Manbhum. (Headquarters—Purulia.)
(6) Viâ the Bengal-Nagpur Railway, Main line.	Bilaspur ..	Superintendent of Police, Bilaspur. (Headquarters—Bilaspur.)
(7) To Orissa (except Sambalpur*) or through Orissa to Madras Presidency via the Bengal Nagpur Railway.	Balasore ..	Superintendent of Police, Balasore. (Headquarters—Balasore.)

*Escort for Samabalpur in Orissa will not be relieved by the Orissa Police but shall proceed direct to their destination.

(B) Escorts coming into Bengal.

(1) Viâ the East Indian Railway by the Main, the Grand Chord and the Loop lines.	Burdwan ..	Superintendent of Police, Burdwan. (Headquarters—Burdwan.)
(2) Viâ the Bengal-Nagpur Railway	Howrah ..	Superintendent of Police, Howrah. (Headquarters—Howrah.)
(3) Viâ the Bengal-Nagpur Railway, through the Purulia line.	Bankura ..	Superintendent of Police, Bankura. (Headquarters—Bankura.)
(4) Viâ the Bengal and North-Western Railway and the Bengal and Assam Railway.	Dinajpur or Malda (according as the route lines through either of these towns).	Superintendent of Police, Dinajpur or Malda. (Headquarters—Dinajpur or Malda.)

(C) Escorts from other provinces proceeding to Burma through Bengal.

(1) Viâ the East Indian or the Bengal-Nagpur Railway.	Howrah ..	Superintendent of Police, 24-Parganas. (Headquarters—Alipore.)
(2) Viâ the Bengal and North-Western and the Bengal and Assam Railways.	Sealdah ..	Ditto.

(D) Escorts coming from Burma into or proceeding through Bengal to other provinces.

(1) Viâ the British India Steam Navigation Co.'s steamer from Rangoon.	Alipore (for escorts with prisoners.)	Superintendent of Police, 24-Parganas. (Headquarters—Alipore.)
(2) Ditto	Prinsep's Ghat (for escorts with treasure).	Ditto.

(E) Escorts to and from Assam shall be relieved as follows.

(1) To Assam Valley districts, viâ the Bengal and Assam Railway.	Golakganj ..	Superintendent of Police, Goalpara. (Headquarters—Dhubri.)
(2) To Surma Valley districts, viâ the Bengal and Assam Railway.	Kulaura ..	Superintendent of Police, Sylhet. (Headquarters—Sylhet.)

	Name of the relieving station.	Designation and headquarters station of the officer to whom notice of required relief is to be given.
(3) To Assam Valley districts, by steamer	Dhubri	Superintendent of Police, Goalpara. (Headquarters--Dhubri.)
(4) To Surma Valley districts, by steamer	Kadirganj (Markuli)	Superintendent of Police, Sylhet. (Headquarters --Sylhet.)
(5) From Assam Valley districts, via the Bengal and Assam Railway.	Rangpur or Bogra (which ever is the first district headquarters on the route of journey.)	Superintendent of Police, Rangpur or Bogra. (Headquarters--Rangpur or Bogra as the case may be.)
(6) From Surma Valley districts, via the Bengal and Assam Railway.	Comilla	Superintendent of Police, Tippera. (Headquarters--Comilla.)
(7) From Assam Valley districts, by steamer.	Fulchhari Ghat	Superintendent of Police, Rangpur. (Headquarters--Rangpur.)
(8) From Surma Valley districts, by steamer.	Bhairab Bazar	Superintendent of Police, Mymensingh. (Headquarters --Mymensingh.)

APPENDIX XLII.

[Regulation 735.]

System of selection of Inspectors for promotion to the rank of Deputy Superintendent.

1. **General Principles.**—No Inspector shall be selected to act in the rank of Deputy Superintendent unless all the local officers concerned (the Superintendent, District Magistrate and Deputy Inspector-General) are unanimous in their opinion that he has the necessary qualifications for the post of permanent Deputy Superintendent, and is likely to prove a success as such. The local officers and the Deputy Inspector-General must clearly understand that no officer should be nominated for promotion who does not possess a thoroughly clean record as regards honesty and who is not of marked ability. The name of an officer is not to be submitted solely on the ground of seniority, but what is required is seniority combined with merit, and it is rather the latter than the former that should be the determining factor. If seniority is strictly observed, it will not be possible to promote especially meritorious junior officers who are deserving of accelerated promotion. It is therefore essential that in selecting officers it should not be sufficient for a possible candidate to be able to point to a clean sheet. Most Inspectors can do this. Apart from the question of conduct, an officer must possess qualifications and ability such as will enable him to perform the duties required of a superior officer of the rank of Deputy Superintendent. If regard is had only to good conduct as the sole qualification, the principle of selection ceases to exist.

2. **Manner of selection.**—The selection of Inspectors fit to act in the rank of Deputy Superintendent will be made when necessary at the annual conference of the Inspector-General with the Deputy Inspectors-General. Selections will be made from the Provincial List of Inspectors maintained in the Inspector-General's office. Each Deputy Inspector-General should bring with him the nomination rolls (in form marked "A" filled in by Superintendents and District Magistrates), service books and confidential report books of the Inspectors serving under him whom he recommends for officiating promotion in the rank of Deputy Superintendent and should be in a position to pronounce on the merits and qualifications of each of these officers. Each Deputy Inspector-General will also prepare and bring to the conference a list of all officers who, in his opinion and in the opinion of the Superintendent and the District Magistrate, are unfit for promotion to the rank of Deputy Superintendent and whom he proposes to pass over, giving in each case brief reasons for such action.

3. **Provisional list.**—The names of officers selected for officiating promotion at the annual conference will be entered in a provincial list in order of seniority *inter se*, but below those already on the list provided that the Board shall be at liberty to place at the top of each year's list any officer whom they deem to be of outstanding merit. Acting appointments will be made from this list in order of entry should vacancies occur which cannot be filled by officers already on the approved list. In the event, however, of a short vacancy i.e., for less than three months occurring in any district, the Inspector-General will ordinarily make local arrangement either from the district or the range concerned on the recommendation of the Deputy Inspector-General, the officer being selected from the provisional list if no officer on the approved list is available in the district or range. Should it at any time become necessary, in the opinion of the Deputy Inspector-General, to remove the name of any officer from the provisional list either on account of retirement, resignation or deterioration of work or any other cause, such Deputy Inspector-General shall report the facts of the case at once to the Inspector-General for orders.

4. **Approved list.**—(1) The conference will also consider the merits of the officers on the provisional list who have been acting for two years or more as Deputy Superintendent and will select from among them those who are considered fit to fill permanent vacancies. The names of officers thus selected will be placed on an approved list and they will retain the relative seniority which they had on the provisional list, but will be placed below those already on the approved list. The conference will also decide whether any officer who is already acting but who is considered to be unfit shall revert to his substantive post. In any case of doubt a further trial shall ordinarily be given provided that an officer who does not pass the prescribed departmental examination within the period prescribed under rule 6 or who does not qualify for the approved list after acting for three years must be reverted. The conference may also recommend the removal from the approved list of the name of any officer who in their opinion is no longer fit to fill a permanent vacancy. Such removal will require the sanction of the Provincial Government. The conference may not vary the order of names already entered in the approved list.

(2) All acting appointments save those occasioned by short vacancies which may be filled in the manner stated in paragraph (3) above will be filled from the approved list in the order of entry therein. If in any exceptional case the Inspector-General of Police desires to depart from this rule, the previous sanction of the Provincial Government must be obtained.

5. **Permanent vacancies.**—Permanent vacancies in the Bengal Police Service will be filled up by the Government on the advice of the Bengal Public Service Commission, provided that no officer shall be permanently appointed who has not passed the Departmental Examinations (see rule 6). In submitting to the Selection Board nominations for such vacancies the Inspector-General shall ordinarily follow the order of entry in the approved list and when he departs from that order shall state the reasons for his departure and submit the records of all the officers senior to his nominee on the approved list for the consideration of the Board.

6. **Departmental examinations.**—All acting Deputy Superintendents shall be required to pass the prescribed departmental examinations within two years from the date of entry of their names in the provisional list, unless exempted by Government from passing in any subject or unless they have already passed a corresponding examination in any of the subjects prescribed under the rules for the departmental examination of subordinate police officers. The Inspector-General of Police shall have power in exceptional cases to extend this period to three years but no further.

FORM A.

From of nomination of Inspectors for promotion to the rank of Deputy Superintendent.

1. (a) Name and rank of the officer ..
- (b) Native district ..
2. Age ..
3. Educational qualifications ..
4. Date of enlistment in the police, and rank and previous services, if any ..
5. Special qualifications, if any ..

6. Whether the Magistrate and Superintendent of Police consider the nominee fit for promotion to the rank of Deputy Superintendent.
7. (a) Is he an efficient police officer?
(b) Have you ever at any time heard that his honesty has been impugned?
8. Is he active and energetic in his habits and have you satisfied yourself by personal enquiry that he can ride?
9. Does he display zeal, industry, activity, intelligence and discretion in the performance of his duties, and does he take interest in his profession?
10. Is he strictly sober?
11. Has he a good knowledge of drill and of police and detective duties?
12. Does he regularly and sufficiently instruct his men in the matters mentioned in question 11?
13. Does he support his Superintendent's authority and enforce his own in a discreet and considerate yet firm manner?
14. Is he free from pecuniary embarrassment as far as you know?
15. Report any other characteristics which render him fit for the post of Deputy Superintendent.
16. Are any charges pending against him, or do you know anything whatever against his official or private character.
17. Is he a good disciplinarian and tactful and likely to command the respect which a Deputy Superintendent should?
18. Has he the confidence of the District and other Magistrates? Is he courteous in his behaviour to the public, and does he cultivate friendly intercourse with the people of the district?
19. Has he received any special promotion or reward?
20. Did he acquire complete local knowledge of the last charge to which he was posted?
21. Is he in a good state of health, strong, active, and free from bodily defect and constitutional infirmity which would interfere with the active performance of his duties?
22. Is he physically, morally and otherwise fit for employment in the superior police service?

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23. Is he fit to help the Superintendent of Police in his duties of control and supervision?
24. For how long was the officer employed as a Circle Inspector?

APPENDIX XLIII.

[Regulation 738].

System of selection of officers fit for promotion to the rank of Inspector for inclusion in the provincial approved list.

1. The Deputy Inspector-General shall from time to time call for nominations from each of the Superintendents of his Range and from the Principal of the Training College (in the case of the Rajshahi Range) for the promotion of Sub-Inspectors and Sergeants to the rank of Inspector. The nominations called for should not ordinarily be limited to any particular number.

2. (a) Superintendents shall submit their nominations in the case of Sub-Inspector in B. P. Form No. 154. In the case of Sergeants also this form, *mutatis mutandis*, shall be used, but full information regarding their knowledge of drill and the vernacular should be given, and it should be stated whether they are fit for the Special Armed Force or the Unarmed Police or both. The confidential report books of the officers concerned should also be submitted.

(b) Superintendents shall submit with the nomination rolls a list, in form marked A, of officers who are in their opinion unfit for promotion to the rank of Inspector and whom they propose to pass over, with brief reasons in each case. The confidential report books of these officers (except those who have been passed over for three successive years) should be submitted.

3. In submitting nominations Superintendents must clearly understand that ordinarily no officer should be nominated for promotion who has not a thoroughly clean record as regards honesty, and who is not of marked activity and efficiency and who has not completely passed the departmental examinations. The name of an officer is not to be submitted solely on the ground of seniority, but what is wanted is seniority combined with merit and it is rather the latter than the former that should be the determining factor. If seniority is strictly observed it will not be possible to promote especially smart junior officers, and this will practically mean that the cadre of Inspectors will consist of officers of only ordinary intelligence and capability. It is, therefore, essential that in selecting officers for this important post it should not be sufficient for a possible nominee to be able to point to a clean sheet. Apart from the question of conduct an officer must possess the qualifications and ability required of a supervising officer whose experience and calibre should be such as will enable him to detect and correct mistakes and abuses and instruct his subordinates. If regard is paid only to good conduct the principle of selection ceases to exist.

4. (a) From the nomination rolls the Deputy Inspector-General at a conference with Superintendents shall prepare in the form marked B, a range approved list of officer fit for promotion after he has carefully checked the nomination rolls with the confidential report books of each officer. He may restore to the list the name of any officer who has been passed over or eliminate the name of any officer recommended by the Superintendent and he may himself nominate an officer who has not been recommended. In each case, however, he must give full reasons for disagreeing with the Superintendent. The nominations of Superintendents and the approved list shall contain the names of the nominees in order of preference.

The names of officers who are fit for employment only as Court Inspectors shall be included in a separate list.

(b) The Deputy Inspector-General, Criminal Investigation Department and Intelligence Branch, shall prepare a similar list of officers employed under him together with their nomination rolls at a conference with his Assistant in the Criminal Investigation Department and Special Superintendents in the Intelligence Branch.

(c) The Deputy Inspector-General shall forward to the Assistant Inspector-General copies of these lists.

5. To enable Deputy Inspector-General to decide on the relative merits of the officers under them, they should not only consult their confidential report books but they should also be in a position to pronounce on the qualifications of each officer, and to this end it is essential that they should have some personal knowledge of their capabilities. No officer should be recommended for promotion or supersession unless he has been personally interviewed by the Deputy Inspector-General and his record of work and character, past and present thoroughly examined and reviewed by that officer.

6. (a) The selection of officers for inclusion in the provincial approved list shall be made at a conference of Deputy Inspector-General with the Inspector-General. Each Deputy Inspector-General shall bring to the conference the approved list prepared by him together with the nomination rolls filled in by the Superintendent and the confidential report books of the officers concerned. He shall also bring a list of officers passed over together with their confidential report books. (The confidential report books of officers who have been passed over for three successive years need not be brought to the conference.)

(b) The Deputy Inspector-General shall also resubmit the names of all previous nominees not already included in the Provincial approved list with the exception of those which have been considered and definitely rejected by the conference.

(c) The names of officers selected each year by the conference for inclusion in the provincial approved list shall be arranged in order of seniority *inter se*.

(d) The conference shall record a note showing reasons for rejection of any of the nominees.

7. The Deputy Inspector-General shall see that officers are informed when their names are included in the provincial approved list.

FORM A.

List of officers proposed to be passed over for promotion to the rank of Inspector.

District or Range.	Name and pay of officers to be passed over.	Brief grounds for supersession.	Remarks.
1	2	3	4

FORM B.

List of officers fit for promotion to the rank of Inspector.

Serial number in order of preference.	Name and pay of officers nominated.	District.	Remarks. (Here state ground for disagreement with the Superintendent if not recommended by that officer.)
1	2	3	4

APPENDIX XLIV.

[Regulation 740.]

Conditions for the employment of British soldiers in the Bengal Police Force on transfer to the Army Reserve.

The following are the conditions for the employment of British soldiers in the police force on transfer to the Army Reserve, *vide* the Government of India, Army Department, letter No. A. 41236-1 (A. G.-6), dated the 1st April 1927, and memorandum No. A. 44844-2 (A. G.-6), dated the 13th September 1927:—

(a) A British soldier can be transferred to the Army Reserve in India provided that—

- (i) he obtains a guarantee of permanent employment;
- (ii) proof is furnished that he is able to maintain himself and his family if any, in European style; and
- (iii) he abides by the conditions laid down in paragraph 441, King's Regulations, 1923.

A British soldier who is accepted on probation for employment in the Bengal Police will be regarded as having fulfilled conditions (i) and (ii).

(b) In accordance with paragraph 441, King's Regulations, 1923, a British Army reservist residing overseas is not liable to be called up for any purpose, nor does he receive any reserve pay. The military authorities, therefore, have no claim on the service of a British Army reservist residing in India, and the question of the period of probation to be served with the Bengal Police is a matter which is governed by the Police Regulations. British Army Reservists will, however, continue to be discharged from the Reserve on being confirmed in the appointment of Police Sergeant under paragraph 484A(ix), King's Regulation, 1923. As a British soldier's discharge can be only be confirmed from the date on

which it is actually carried out, and as the certificate of discharge required by section 92 (2) of the Army Act must bear the same date, a report of the date of permanent confirmation in, or permanent appointment to the Police Department shall be sent at once to the Officer in charge, Records, concerned in Great Britain two months in advance. The certificate of service (Army Form B-108), in possession of a reservist, should always accompany this report for completion by the Officer in charge, Records, in accordance with paragraph 441 (e)(i), King's Regulations.

Note.—To enable the Inspector-General to forward this report Superintendents shall report to the Assistant Inspector-General three months in advance the date from which any reservist is to be confirmed in the Bengal Police.

(c) British Army reservists who are confirmed in the Bengal Police will retain their right under paragraph 279, Passage Regulations, India, to passages to the United Kingdom or to a British colony for themselves, and if borne on the married roll on leaving the colours, for their families also, during the period which would be covered in ordinary circumstances by their Reserve service.

(d) If any Sergeant who was a British Army reservist in India is discharged during or at the end of his period of probation, no intimation need be sent to the military authorities, but the reservist concerned should be informed that if he wishes to be repatriated or to proceed to another country he should apply to the nearest military authority.

APPENDIX XLV.

[Regulations 743, 767 and 768.]

Examination recognized as being equivalent to Matriculation Examination of an Indian University.

The following examination have been recognised by the Provincial Government as being equivalent to the Matriculation Examination of an Indian University for the purpose of entering into the service of the Crown in posts for which the minimum educational qualification is Matriculation:—

- (1) The High Madrasah Examination (formerly called the Islamic Matriculation Examination of the Board of Intermediate and Secondary Education, Dacca.
- (2) The School Final Class (Science Side) Examination of a Zilla or High School.
- (3) The High School Examination of the Board of Intermediate and Secondary Education Dacca.
- (4) The Higher Grade Schools' Final Examination for European Schools in Bengal.
- (5) The Cambridge School Certificate Examination (formerly called the Cambridge Senior Local Examination).
- (6) The Indian Army Special Certificate of Education Examination.
- (7) The final Passing out Examination of the Indian Mercantile Marine Training Ship "Dufferin", Bombay.

APPENDIX XLVI.

[Regulations 744.]

Method of Selection of constables for officiating promotion to the rank of Assistant Sub-Inspector

With a view to obtain uniformity in the method of selecting constables for officiating promotion to the rank of Assistant Sub-Inspector, an annual examination will be held, which will consist of—

- (a) A written examination in Law and Procedure.
- (b) A drill test.
- (c) An interview.

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The following procedure will be adopted:—

(1) Prior to one of his quarterly conferences the Superintendent shall call for the names of the constables who wish to appear in the examination.

(2) Constables will submit their application through their immediate superiors, and in forwarding them the Inspector concerned will certify whether the constable is fit for the post of Assistant Sub-Inspector.

(3) The Superintendent shall order those declared fit to appear for the examination at the conclusion of the quarterly conference, when he and the Additional Superintendent, if any, shall form a Board with the Deputy Superintendent (if there be one) and two or three of his Inspectors. This Board will set a question paper in law and Procedure and allot marks for the answers and will interview each examinee and accord him marks for his record and length of service, general knowledge and ability to express himself in English and Knowledge of how to write First Information Reports.

(4) The Superintendent will examine those who obtain 50 per cent. or over in these two tests in drill and mark them according to their knowledge of this subject.

(5) Marks will be allotted on the following scale:—

65 per cent. for interview and record.

25 per cent. for written examination in Law and Procedure.

10 per cent. for Drill.

Note.—Interview and record means the general character, reputation and ability of the candidate which should not be based solely on his official record as noted in his service book. Consideration must be given to the reputation the officer bears in the eyes of the officers under whom he has served. Circle Inspectors should be consulted at quarterly conferences regarding the relative merits and fitness for promotion of candidates from their circles.

(6) An approved list of constables fit to officiate as Assistant Sub-Inspectors shall then be compiled—the names being entered in order of merit in accordance with the result of the examination and test.

(7) In the event of two constables obtaining the same marks, the senior man will be given the higher place.

(8) Officiating promotion to the rank of Assistant Sub-Inspector shall be made as per as possible in order of merit shown in the list.

Note.— This list will not apply for officiating promotion to the rank of Assistant Sub-Inspector in the District Intelligence Branch.

(9) The Superintendent may debar any constable or constables from appearing at the test for reasons to be recorded in writing.

(10) The Superintendent may remove a name from this list at any time for reasons to be recorded in writing.

(i) If a Superintendent of Police has occasion to strike off from his approved list the name of a man whose position has been fixed by the D.I.G. or whose name is in the D.I.G.'s list, he shall notify the Range D.I.G. giving brief reasons for this action.

(11) The number of marks obtained shall be furnished to the Deputy Inspector-General whenever nominations for permanent promotion are submitted; ordinarily the names of the topmost men of the approved list shall be sent as the Superintendent's nominees.

Note.—Probationary constables are not eligible for permanent promotion. Such officers should not therefore be nominated for permanent promotion.

(12) Additions to this list will be made after each annual examination. when adding names to the list the Superintendent may revise the order of the existing list if he considers it necessary to do so.

(13) The Superintendent shall decide before each examination who, if any, of the current list shall be required to sit for the new examination.

(14) Constables who are absent from the examination for absolutely unavoidable reasons may be put in the list provisionally in the place the Board deems suitable until they appear, in the next examination.

(15) The Board may also make alterations in the order of the list as a reward for any especially good work done during the year.

(16) At the time of his annual inspection of a district the Deputy Inspector-General shall interview the top most men on the list and record his approval or otherwise, of the order of merit.

Note.—Should an examination have been recently held and a list prepared a fresh examination need not be held until next year.

APPENDIX XLVII.

[Regulation 788.]

Compensatory allowances.

PART I.

House rent and others allowances sanctioned for officers of and above the rank of Deputy Superintendent.

Appointment.	Rate of the allowance.	Authority granting the allowance.	Remarks.
	Rs. a. p.		
(1) Inspector-General	House allowance under the Calcutta House-Allowance Rules.		Subject to the provision laid down in the Calcutta House-Allowance Rules. The allowance is not admissible if pay plus overseas pay exceeds Rs.3,000 or if wife or child does not reside with the officers.
(2) Deputy Inspector-General, Criminal Investigation Department and Intelligence Branch.	Ditto ..		
(3) Deputy Inspector-General, Presidency Range.	Ditto ..		
(4) Assistant Inspectors-General	150 0 0	Government of India, Home Department, letter No. 649, dated the 18th April 1912.	For extra cost of house rent (The Calcutta House Allowance Rules do not apply.)
(5) Assistant to the Deputy Inspector-General, Criminal Investigation Department.	150 0 0	Ditto ..	Ditto.
(6) Special Superintendent, Intelligence Branch, Criminal Investigation Department.	150 0 0	Government of India Home Department, letter No. 1679, dated the 18th December 1912.	Ditto.
(7) Special Superintendent, Intelligence Branch, Criminal Investigation Department..	150 0 0	Government of Bengal, Home (Police) Department, letter No. 140-Pl. S., dated the 30th June 1938.	Ditto.

Appointment.	Rate of the allowance.	Authority granting the allowance.	Remarks.
(8) Special Assistant, Intelligence Branch, Criminal Investigation Department.	Rs a. p. 100 0 0	Government of India, Home Department, letter No. 1679, dated the 18th December 1912.	Ditto.
(9) Deputy Superintendent, Intelligence Branch.	75 0 0 or 50 0 0	Government of India, Home Department, letter No. 1679, dated the 18th December 1912, and Secretary of State's telegram, dated the 27th November 1913, and Government of Bengal, Police Department, letters No. 3125Pl., dated the 20th February 1922, and No. 184 Pl.-S., dated the 31st March 1937.	For extra cost of house rent. The higher rate is sanctioned for European Deputy Superintendent.
(10) Deputy Superintendent, Criminal Investigation Department.	Provided with free quarters.	Government of Bengal, Political Department letter No. 1916P.—D., dated the 22nd September 1909.	.
(11) Deputy Superintendent, Finger Print Bureau.	50 0 0	Government of India, Home Department, letter No. 1943, dated the 4th October 1920, and Government of Bengal, Appointment Department, letter No. 621.A.—D., dated the 15th May 1920.	For extra cost of house rent.
(12) Superintendent, Parganas..	24- Provided with free quarters.	Government of Bengal, Police Department, letter No. 3968 Pl., dated the 26th July 1927.	
(13) Additional Superintendent, 24-Parganas.	150 0 0	Government of Bengal, Home (Police) Department, letter No. 2231 Pl., dated the 17th May 1937.	For extra cost of house rent. (The Calcutta House Allowance Rules do not apply).
(14) Assistant Superintendent, 24-Parganas.	100 0 0	Government of India, Home Department, letters No. 25, dated the 7th January 1915, and No. 1091, dated the 21st October 1914.	Ditto. [see note (i) below.]
(15) Deputy Superintendent, Alipore, 24-Parganas.	50 0 0	Ditto	Ditto. [see note (i) below.]
(16) Superintendent, Howrah	Provided with free quarters.	Government of Bengal, Police Department, letter No. 3968Pl., dated the 26th July 1927.	
(17) Assistant Superintendent, Howrah.	100 0 0	Government of India, Home Department, letters No. 25, dated the 7th January 1915, and No. 1091, dated the 21st October 1914.	For extra cost of house rent. (The Calcutta House Allowance Rules do not apply.) [see note (ii) below.]

Appointment.	Rate of the allowance	Authority granting the allowance.	Remarks.
	Rs. a. p.		
(18) Deputy Superintendent, Howrah.	50 0 0	Government of India, Home Department, letters No. 25 dated the 7th January, 1915, and No. 1091, dated the 21st October 1914.	For extra cost of house rent (The Calcutta House Allowance Rules do not apply). [see note (ii) below.]
(19) Superintendent, and Assam Police, Sealdah.	150 0 0	Government of India, Home Department, letter No. 649, dated the 18th April 1912, and Government of Bengal, Police Department, letter No. 404Pl., dated the 6th February 1925.	For extra cost of house rent. (The Calcutta House Allowance Rules do not apply).
(20) Superintendent, Indian Railway Howrah.	East Police, Provided with free quarters.	Government of Bengal, Police Department, letter No. 3968Pl., dated the 26th July 1927.	
(21) Principal, Training College.	Police Ditto ..	Ditto ..	
(22) Superintendents ..	50 0 0	Government of Bengal, Home (Police) Department, letter No. 367P.L., dated the 21st February 1939.	For maintaining horse for touring. [see note (iv)] below.]
(23) Additional Superintendents	50 0 0	Ditto ..	Ditto.
(24) Subdivisional Officers in the Police.	Police Indian 50 0 0	Ditto ..	Ditto.
(25) Assistant Superintendents.	50 0 0	Ditto ..	Ditto.
(26) Deputy Superintendents (directly recruited officers only).	50 0 0	Government of Bengal Home (Police) Department, letter No. 1928Pl., dated the 24th September 1940.	Ditto.

Note.—(i) The allowance at the rate of Rs. 100 per month for Assistant and Rs. 50 per month for Deputy Superintendent is sanctioned for three officers of either rank who may be posted for duty to the head quarters station of the 24-Parganas district. The allowance is admissible for so long as no Government quarters are provided for their residence and on condition that they reside in or in the neighbourhood of Alipore.

(ii) The allowance at the rate of Rs. 100 per month for Assistant and Rs. 50 per month for Deputy Superintendent is sanctioned for two officers of either rank who may be posted for duty to the head-quarters station of the Howrah District. The allowance is admissible for so long as no Government quarters are provided for their residence and on condition that they reside in or in the neighbourhood of Howrah.

(iii) For conveyance allowance see Appendix 5 to the Fundamental and Subsidiary Rules.

(iv) This allowance is granted on condition that a horse is actually maintained and used for touring. An officer claiming the allowance shall furnish a certificate to that effect during the month in respect of which the allowance is claimed and attach it to the bill. As, however, touring by horses is exceedingly difficult (and is impossible in certain districts) during the rains, the allowance shall be granted even though no touring is done, provided it is certified by the officer concerned, that he has maintained the horse and that touring was made impossible by circumstances beyond his control [vide Government of Bengal, Home (Police) Department, letter No. 2185 Pl., dated the 30th June 1941]. The Inspector-General is authorised to grant special permission to an officer to draw the allowance for any period when the horse is laid up through accident or sickness, subject to the condition that when the animal is continuously unfit for use for a period of three months, no further allowance shall be drawn for it until it is replaced [vide Government of Bengal, Home (Police) Department, letter No. 2083 Pl., dated the 7th November 1940].

House rent and other allowances sanctioned for subordinate police officers and clerks.

Appointment.	Rate of the allowance.	Authority granting the allowance.	Remarks.
	Ra. a. p.		
<i>I.—Office of Inspector-General of police.</i>			
Orderly staff—			
(a) Head constables ..	5 0 0	Bengal Government order No. 2988Pl., dated the 5th August 1922.	For cost of house rent in lieu of free quarters.
(b) Constables ..	5 0 0	Ditto ..	Ditto.
<i>II.—Office of Deputy Inspector-General, dency Range.</i>			
Orderly staff—			
Constables ..	5 0 0	Bengal Government order No. 2988Pl., dated the 5th August 1922.	Ditto.
<i>III.—Office of Deputy Inspector-General, Criminal Investigation Department.</i>			
Orderly staff—			
Constables ..	5 0 0	Bengal Government order No. 2988Pl., dated the 5th August 1922.	Ditto.
<i>IV.—Intelligence Branch.</i>			
(d) Sub-Inspectors ..	35 0 0	Bengal Government order No. 2327Pl., dated the 2nd July 1929.	{ This allowance is granted to the officers deputed for duty during His Excellency the Governor's visit to Darjeeling for extra cost of living there.
(b) Assistant Sub-Inspectors ..	15 0 0		
(c) Head constables ..	12 0 0		
(d) Constables ..	6 0		
<i>V.—District Police.</i>			
Inspectors employed—			
(i) in the special Armed Forces in the following district:—	50 0 0	Bengal Government orders No. 3550P.—D., dated the 25th September 1917, No. 590Pl.—D., dated the 18th October 1928 and No. 592Pl., dated the 10th February 1930.	For expensiveness of living. The allowance is admissible in addition to pay at all stages of the time-scale.
Bankura.			
Burdwan.			
Howrah.			
Hooghly (including Serampore).			
Midnapore (including Kharagpur).			
24-Parganas (including Barrackpore).			
Murshidabad.			

Appointment.	Rate of the allowance.	Authority granting the allowance.	Remarks.
Khulna. Jalpaiguri. Darjeeling. Dacca. Mymensingh. Bakarganj. Chittagong. (ii) in the Town Police in the following districts:— Howrah. Serampore (Hooghly). Barrackpore (24-Parganas). Darjeeling. Dacca. Chittagong. 24-Parganas, Howrah and Hooghly. Constables ..	Rs. a. p. 4 0 0 2 0 0 2 0 0 1 0 0	Bengal Government orders Nos. 2988 and 587PI.—D., dated the 5th August 1922 and the 18th October 1928 respectively. Ditto .. Bengal Government order No. 587PI.—D., dated the 18th October 1928. Bengal Government orders Nos. 14851P. and 587PI.—D., dated the 22nd December 1915 and the 18th October 1928, respectively.	For expensiveness of living. This allowance is granted to constables employed on town police duty in the towns of Howrah and Alipore (including Tollygunge). This allowance is granted to constables employed on town police duty within the jurisdiction of certain specified police-stations and outposts in the urban areas of the 24-Parganas, Howrah and Hooghly districts (vide Schedule A of this Appendix). For expensiveness of living. This allowance is granted to constables of the Special Armed Force and Unarmed Police (except those employed in the Town Police), both of the permanent and temporary staff, employed in Calcutta, Sealdah, Belliaghata, Chitpur, Alipore (including Tollygunge) and the town of Howrah. For expensiveness of living. This allowance is granted to constables of the Special Armed Force and Unarmed Police (both of permanent and temporary staff) employed in the towns of Dacca and Chittagong.

Appointment.	Rate of the allowance.	Authority granting the allowance.	Remarks.
	Rs. a. p.		
Darjeeling.			
(a) Sergeants ..	25 0 0	Bengal Government orders No. 8292P., dated the 27th November 1913, No. 9595P., dated the 20th August 1915 and No. 590PI.—D., dated the 18th October 1928.	For expensiveness of living.
(b) Constables ..	1 0 0	Bengal Government order No. 587PI.—D., dated the 18th October 1928.	For expensiveness of living. This allowance is granted to constables of the Special Armed Force and to those constables of the Unarmed Police, who do not draw Duars allowance.
Dearjeeling and Jalpaiguri.			
(a) Inspectors ..	30 0 0	Bengal Government order No. 4660PI., dated the 31st December 1925.	For unhealthiness of locality. This allowance is classed as "Duars allowance", half to be classified as "special pay" and half as "compensatory allowance" (vide Bengal Government order, No. 5100-PI., dated the 7th December, 1931). The area within which this allowance is admissible is given in Schedule B of this Appendix.
(b) Sergeants ..	25 per cent. of pay.	Bengal Government order No. 4535PI., dated the 25th October 1937.	
(c) Sub-Inspectors ..	Ditto		
(d) Assistant Sub-Inspectors.	Ditto		
(e) Head constables ..	Ditto ..		
(f) Constables ...	Ditto ..		
<i>Note.</i>—Those stationed within the jurisdiction of Jalpaiguri district on or after 1st April 1941 will be eligible for only half the amount of allowances stated in column 3 above. The category of such half rate will be as special pay. Persons who are already in receipt of this allowance will continue to draw the same so long as they continue to serve in Jalpaiguri. [G. O. No. 1311PI., dated 23-4-1942.]			
Chittagong (Port Police).			
(a) Inspector ..	50 0 0	Bengal Government orders No. 3550P.—D., dated the 25th September 1917, No. 580PI.—D. dated the 18th October 1928 and No. 592PI., dated the 10th February 1930.	For expensiveness of living. The allowance is admissible in addition to pay at all stages of the time-scale.
(b) Sub-Inspector ..	15 0 0	Government order (Eastern Bengal and Assam) No. 4116J., dated the 24th September 1907.	..
(c) Assistant Sub-Inspector.	7 0 0	Government order (Eastern Bengal and Assam) No. 16J., dated the 5th January 1910.	..
(d) Head constable ..	7 0 0	Bengal Government order No. 3035PI., dated the 9th August 1922.	..
VI.—Railway Police.			
Inspectors employed in the platform posts in—	50 0 0	Bengal Government orders No. 3550P.—D., dated the 25th September 1917, No. 590PI.—D., dated the 18th October 1928 and No. 592Pe., dated the 10th February 1930.	For expensiveness of living. This allowance is admissible in addition to pay at all stages of time-scale.
(a) East Indian Railway Police, Howrah.			
(b) Bengal and Assam Railway Police, Sealdah.			

Appointment.	Rate of the allowance.	Authority granting the allowance.	Remarks.
	Rs. a. p.		
VII.—Police Training College Military Assistant Surgeon	75 0 0	Bengal Government orders No. 1163A.—D., dated the 28th November 1911 and No. 6843P., dated the 16th June 1915.	This allowance is granted in lieu of private practice.

Conveyance allowances.

Note.—Certain classes of police officers are eligible to draw conveyance allowances which are also classed as compensatory allowances. The statement above does not include these allowances.

A list of these allowances is given in Appendix 5 to the Fundamental and Subsidiary Rules.

Town allowances.

- | | |
|---|---------------------------|
| (1) Lower division clerks employed in the office of the Deputy Inspector-General, Presidency Range. | } At 10 per cent. of pay. |
| (2) Lower division clerks employed in the office of the Deputy Inspector-General, Criminal Investigation Department. | |
| (3) Clerks (including head clerks and accountants but excluding stenographers) employed in the office of Superintendents, 24 Parganas and Howrah District Police and Howrah and Sealdah Railway Police. | |
| (4) Clerks (including head clerk and accountant but excluding stenographer) in the office of the Superintendent of Police, Darjeeling. | At 25 per cent. of pay. |

Note.—(i) Clerks without substantive posts, holding temporary posts or officiating in appointments for which town allowances are sanctioned are not eligible for the allowances (*vide* Bengal Government order No. 15099F., dated the 15th December 1922).

(ii) For the purpose of town allowance stenographers, stenographer-clerks and typists are not regarded as clerks.

(iii) Compensatory allowances (including town allowances) granted for expensiveness of living shall be reduced by 10 per cent., subject to the exception that (1) no reduction will be made in the allowance of inferior servants or of superior servants whose compensatory allowances do not exceed Rs. 10 per month; and (2) no allowance will be reduced below Rs. 10 a month (*vide* Bengal Government order No. 6472F., dated the 21 December 1931).

PART III.

Remission of charges on account of electric current.

In addition to the allowance shown in Part II above, the following concession has been sanctioned for subordinate police officers (*vide* Bengal Government order No. 1401Pl., dated the 20th March 1933):—

All Sergeants, Sub-Inspectors and other ranks drawing Rs. 100 a month or less.—Remission of charges on account of electric current consumed in the quarters occupied by these officers (1) up to a maximum limit of Rs. 12 a month from April to October and Rs. 7 a month from November to March in the case of all Sergeants and (2) up to a limit not exceeding Rs. 10 a month in the case of other officers.

Note.—This is not classed as a regular compensatory allowance but is treated as a contingent charge.

SCHEDULE A.

List of places where compensatory allowance of Rs. 2 is admissible to constables on town Police duty.

District.	Names of towns, police-stations and outposts.
24-Parganas	(i) Metiabruz. (ii) Badartola. (iii) Burtallah. (iv) Nadial. (v) Budge-Budge. (vi) Behala. (vii) Jinjirpole. (viii) Barisa. (ix) Kowrapukur. (x) Thakurpukur. (xi) Shapur. (xii) Sarsuna. (xiii) Belgachia. (xiv) Ghugudanga. (xv) Kamardanga. (xvi) Dum Dum. (xvii) Gouripore. (xviii) Baranagar. (xix) Palpara. (xx) Kamarhati. (xxi) Belghoria. (xxii) Ariadaha. (xxiii) Khardah. (xxiv) Panihati. (xxv) Sodepur. (xxvi) Titagarh. (xxvii) Charnock. (xxviii) Sadar Bazar. (xxix) Orderly Bazar. (xxx) European quarters. (xxxi) Ichapur (Factory). (xxxii) Ichapur (Town). (xxxiii) Nayabasti. (xxxiv) Nawabganj. (xxxv) Noapara (Town). (xxxvi) Noapara (Garulia). (xxxvii) Jagatdal. (xxxviii) Authpur. (xxxix) Bhatpara. (xl) Naihati. (xli) Garifa. (xlii) Kalikatola. (xliii) Bijpur. (xliv) Rajpur. (xlv) Baraset. (xlv) Baruipur.
Howrah	(i) Bally. (ii) Belur. (iii) Lillooah. (iv) Uluberia.
Hooghly	(i) Kharuabazar. (ii) Chakbazar (including Aima). (iii) Chandernagore. (iv) Shahganj. (v) Pepulputty. (vi) Taldanga.

District.	Names of towns, police-stations and outposts.
Hooghly— <i>concl'd.</i>	(vii) Kazidanga. (viii) Bansberia. (ix) Tribeni. (x) Tantipara. (xi) Chatra. (xii) Mehesh. (xiii) Rishra. (xiv) Konnagar. (xv) Kotrang. (xvi) Uttrapara. (xvii) Sheoraphuli. (xviii) Baidyabati. (xix) Bhadreswar. (xx) Telinipara. (xxi) Champdani. (xxii) Gourhati.

(Bengal Government orders No. 2988Pl., dated the 5th August 1922 and No. 587P.,l.—D dated the 18th October 1928).

SCHEDULE B.

List of Police-stations and patrol posts within the jurisdiction of which "Duars allowance" at the rates given in Part II is admissible to Police officers.

Note.—This allowance is also admissible to officers on temporary deputation.

Jalpaiguri district—

- (i) Alipur Duars police-station.
- (ii) Kalchini police-station.
- (iii) Kumargram police-station.
- (iv) Falakata police-station.
- (v) Madarihat police-station.
- (vi) Mayanaguri police-station.
- (vii) Dhupguri police-station.
- (viii) Mal police-station.
- (ix) Mitiali police-station.
- (x) Nagrakata police-station.

Darjeeling district—

- (i) Siliguri police-station.
- (ii) Phansidewa police-station.
- (iii) Khoribari police-station.
- (iv) Pulbazar police-station.
- (v) Gorubathan police-station.
- (vi) Rangit outpost.
- (vii) Reang outpost.
- (viii) Panighata outpost.
- (ix) Rangpoo outpost.
- (x) Tista bridge outpost.

Railway Police—

- (i) Siliguri police-station.
- (ii) Mal platform post.

(Bengal Government orders No. 4660Pl., dated the 31st December 1925 and No 4535Pl. dated the 25th October 1937.)

APPENDIX XLVIII.

[Regulation 796.]

Number of prizes to be awarded annually in each district on the result of the musketry course.

District.	Number of prizes at Rs. 10 each.	Number of prizes at Rs. 4 each.	Number of prizes at Rs. 2 each.
Dacca	2	11	12
Faridpur	1	5	6
Mymensingh	2	10	10
Bakarganj	1	8	8
Chittagong	1	5	6
Tippera	1	5	6
Noakhali	1	3	3
Rajshahi	1	6	7
Dinajpur	1	5	6
Jalpaiguri	1	4	4
Rangpur	1	5	6
Bogra ..	1	2	3
Pabna ..	1	4	5
Malda ..	1	3	3
Darjeeling	1	4	5
Burdwan	1	7	8
Birbhum ..	1	3	3
Bankura ..	1	4	4
Hooghly ..	1	7	8
Midnapore	2	9	9
Howrah ..	1	8	9
24 Parganas	2	14	15
Nadia ..	1	7	8
Jessore ..	1	5	5
Khulna ..	1	4	4
Murshidabad	1	7	8
Saidpur Railway Police	1	2	3
Sealdah Railway Police	1	2	3
Howrah Railway Police	1	2	2

Note.—No separat scale is laid down for the Police Training College. The staff of this institution shall complete with the Rajshahi District Police for the prizes allotted to that district.

APPENDIX XLIX.

[Regulation 799.]

Syllabus for the training of constables in nursing.

This syllabus is suitable for the training of selected constables in elementary nursing so that they may be available for employment as nursing orderlies in police hospitals:—

- (i) Cleanliness and ventilation of wards and annexes, floors, lockers, beds, cupboards, etc.
- (ii) Bedmaking—how to make a bed to receive a patient on admission, underdressing, bathing, care of helpless patients, changing of sheets, use of drawsheet, machintost, air pillows, airbeds, etc., making of special beds, fracture, operation, etc.
- (iii) Moving and lifting of helpless patients, care of back, prevention of bedsores, cleaning of mouth, etc.
- (iv) Observation of sick—what to observe and report, such as rashes, spots, pain, vomiting, haemorrhage, etc., observation of stools and urine.

- (v) Use of thermometer and measure glasses, taking of pulse and respiration, administration of foods, care and cleanliness of utensils, ice box and food receptacles.
- (vi) Baths—hot and cold sponging, cold packs, ice bag, medicated baths, bath temperature, etc.
- (vii) Enema—simple, glycerine, oil, turpentine, starch, and opium, nutrient, etc., use of various syringes, method of administration.
- (viii) Disinfectants and their uses—disinfection of hands, crockery, linen, excreta, spittoons, etc.
- (ix) Administration of medicines by mouth, inhalation, etc.
- (x) Nursing of special diseases, such as enteric, dysentery, cholera, diphtheria, heart cases, pneumonia, bronchitis, etc., use of bronchitis kettle, making of poultices, etc.
- (xi) Nursing of surgical cases—different kinds of fractures, and nursing of same, application of fomentations, dressings, etc.
- (xii) Bandaging, use of cradles, extension and sand bags, etc.
- (xiii) Preparation of patients for operation for and knowledge of instruments in common use.
- (xiv) Nursing of abdominal cases after operation.
- (xv) Antiseptic and aseptic treatments, sterilizing of instruments, lotions in common use.
- (xvi) Practical demonstrations in invalid cookery, whey, junket, peptomised milk, Benger's food, bread and milk, arrowroot, albumen water, egg flips, mutton broth, chickens tea, etc.

APPENDIX L.

[Regulation 806.]

List of Acts and books, etc., prescribed for the examination of Sub-Inspectors in Law and Procedure and Criminology.

I—Law and Procedure (with books).

ENGLISH ACT.

The Fugitive Offenders Act, 1881 (44 & 45 Vict. C. 69).

INDIA ACTS AND RULES.

The Indian Penal Code (Act XLV of 1860).*

The Police Act, 1861 (V of 1861).*

The Foreigners' Act, 1864 (III of 1864).

The Sarais Act, 1867 (XXII of 1867).* and the rules framed under it.

The Press and Registration of Books Act, 1867 (XXV of 1867), as amended by Act XIV of 1922.*

The Cattle-trespass Act, 1871 (I of 1871).*

The Evidence Act, 1872 (I of 1872)*

The European Vagrancy Act, 1874 (IX of 1874).

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The Dramatic Performances Act, 1876 (XIX of 1876)*, and the rules framed under it.
The Opium Act, 1878 (I of 1878), as modified in its application to Bengal.*
The Indian Arms Act, 1878 (XI of 1878)*, and the rules framed under it.
The Indian Explosives Act, 1884 (IV of 1884)*, and the rules framed under it.
The Indian Railways Act, 1890 (IX of 1890).*

The Code of Criminal Procedure, 1898 (Act V of 1898).*

The Indian Extradition Act, 1903 (XV of 1903).
The Explosives Substances Act, 1908 (VI of 1908).*

The Indian Criminal Law Amendment Act, 1908 (XIV of 1908).*

The Whipping Act, 1909 (IV of 1909).*

The Prevention of Seditious Meetings Act, 1911 (X of 1911).*

The Inland Steam-Vessels Act, 1917 (I of 1917),* Chapters I, IV, VI and VII.
The Poisons Act, 1919 (XII of 1919),* and the rules framed under it.
The Identification of Prisoners Act, 1920 (XXXIII of 1920).
The Police (Incitement to Disaffection) Act, 1922 (XXII of 1922).*

The Indian Official Secrets Act, 1923 (XIX of 1923).
The Criminal Tribes Act, 1924 (VI of 1924).*

The Dangerous Drugs Act, 1930 (II of 1930).*

The Indian Press (Emergency Powers) Act, XXIII of 1931, with the amending Act, XX-III of 1932.
The Tea District Emigrant Labour Act, 1932 (XXII of 1932).
The Motor Vehicles Act, 1939 (IV of 1939) and the rules framed under it.
The Hoarding and Black Market Act, 1948 (XXIX of 1948).

BENGAL ACTS AND RULES.

The Salt Act, 1864 (Ben. Act VII of 1864).
The Bengal Public Gambling Act, 1867 (Ben. Act II of 1867).*

The Village Chaukidari Act, 1870 (Ben. Act VI of 1870), as modified by Ben. Act V of 1919.*

The Bengal Ferries Act, 1885 (Ben. Act I of 1885).*

The Private Fisheries Protection Act, 1889 (Ben. Act, II of 1889).
The Bengal Excise Act, 1909 (Ben. Act V of 1909).*

The Bengal Village Self-Government Act, 1919 (Ben. Act V of 1919). and the rules framed under it.

The Bengal Cruelty to Animals Act, 1920 (Ben. Act I of 1920).*

The Bengal Criminal Law Amendment Act, 1925.*

The Bengal Criminal Law Amendment Act, 1930 (Ben. Act VI of 1930),* with notifications and rules issued thereunder.

The Bengal Suppression of Terrorist Outrages Act, 1932 (Ben. Act XII of 1932).*

The Bengal Suppression of Immoral Traffic Act, 1933 (Ben. Act VI of 1933).*

The Bengal Smuggling of Arms Act, 1934 (Ben. Act VI of 1934).*

The Bengal Criminal Law Amendment Act, 1934 (Ben. Act VII of 1934).
The Bengal Whipping Act, 1936 (Ben. Act X of 1936).
And all amending and supplementing Acts.

The Police Regulations, Bengal.
The Bengal Criminal Law (Industrial Areas) Amendment Act, 1942 (Ben. Act IV of 1942).
The Criminal Law (East Bengal Amendment) Act, 1948 (East Bengal Act XIX of 1948).

II—Law and Procedure (without books).

The Police Act, 1861 (V of 1861).*

The Indian Penal Code (Act XLV of 1860)*—definitions of offences and Chapters II, IV, V and XXIII.

The Code of Criminal Procedure, 1898 (Act V of 1898)*—Chapters IV to XIV, XXX and XXXIX and section 550, 551 and 565.

III—Criminology.

Text-book to be set from time to time by the Inspector-General. Concrete cases will be set for elucidation and examination; and questions may be set on any article of interest that has been published in the *Criminal Intelligence Gazettes* of recent dates.

*As amended by the Government of India (Adaptation of Indian Laws) Order, 1937.

APPENDIX LI.

[Regulations 850 and 852.]

Questions for checking pension and gratuity rolls.

Every applications for pension or gratuity must be accompanied by a certificate by the head clerk that it has been checked with the following questions. If the answers to all questions are in the affirmative, the fact shall be stated in that certificate. If the answer to any questions is not in the affirmative the actual facts must be stated clearly and in full.

Questions.

- (i) Have all the particulars required on page 1 of the pension roll been given?
 - (ii) Do the names of the applicant and of his father and particulars about the service and age agree in all documents?
 - (iii) Have the names of the village, police-station and district of residence been correctly noted in space 4, page 1 of pension roll?
 - (iv) Has a note been given in column 9 of the first page of the pension roll showing the rules under which the applicant has elected to take pension?
 - (v) Have the following particulars been noted against items Nos. 7(a) and 7(b) of page 1 of pension roll, Form No. 25 C. S. R. (Bengal Form No. 2397) and items 4(a) and 4(b) of Form No. 26 C. S. R. (Bengal Form No. 2398):—
 - 7(a) Total period of military service.
and
 - 4(a) Date of commencement and end of each period of military service.
Amount and nature of any pension/gratuity received for the military service.
 - 7(b) Governments under which service has been rendered in order of employment.
and
 - 4(b)
- Accountant-General's Circular letter No. P. R./2040, dated 26th October 1937).
- (vi) Has any discrepancy between the pension roll, service book or roll, and the verification sheet of the Accountant-General as to the date of the applicant's promotion or degradation been explained?
 - (vii) Has an explanation been given why any period of the applicant's suspension was not excluded from his qualifying service, as shown in page 2 of the pension roll?

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(viii) Have the details of the applicant's leave, other than privilege or casual, been noted in page 2 of his pension roll?

(ix) Has the nature of the vacancy in which the applicant was appointed to officiate been clearly specified (i.e., whether in a permanent vacancy or in place of an officer on leave without allowance)?

(x) In retirements on medical certificate has an explanation been given why long leave was not granted before discharging the applicant? And has the opinion of the Civil Surgeon been obtained on this point?

(xi) Has the cause of incapacity in cases in which any person under the age of 55 has been invalided, been exactly stated? Medical certificates on the general grounds of old age, or natural decay from advancing years cannot be accepted in such cases.

(xii) Has the leave granted to the applicant during his service been specified in words in his service book or roll? And does the period noted agree with the results obtained by calculation of the dates of the applicant's going on and returning from leave?

(xiii) Has any discrepancy between the pension or gratuity roll, service book, and the medical certificate as to the applicant's age been explained?

(xiv) In the case of a Sub-Inspector, or an Inspector has his service been verified by the Accountant-General and have the letter's remarks in the verification sheet been complied with?

(xv) Has the retention of the applicant in the force after he had attained the age of 55 received the sanction of the Provincial Government or the Inspector-General or Deputy Inspector-General as the case may be?

(xvi) Have the signatures of the applicant and of the Superintendent been obtained in the proper columns of the service book or roll and do all periods of leave, other than casual, and suspensions agree with the entries made in the service book or roll and the pension roll?

(xvii) Does the date of medical certificate agree with the date of discharge? If not why not?

(xviii) Have the vernacular papers, if any, been translated into English?

(xix) In the case of an applicant dismissed and reinstated on appeal, has the authority for counting his past service been attested?

(xx) Have the following documents been attached to the pension roll: (1) last pay certificate, (2) service book or roll, (3) copies of district orders concerning only officiating appointments and promotions, (4) proceedings relating to punishments, (5) left thumb and finger impressions in B. P. Form No. 161 in duplicate duly attested, (6) specimen signature on two separate slips* duly attested, and (7) a declaration under the Accountant-General's Circular No. 35—T.M./Pen., dated the 21st December 1926, duly signed by the applicant and attested by a gazetted officer?

(xxi) If the applicant's age on appointment exceeded 25 years, was the necessary sanction given?

(xxii) Has any delay in the submission of the applicant's pension or gratuity roll been explained?

(xxiii) In the case of applications for retiring pension has it been ascertained that the applicant's qualifying superior service is not less than 30 years? (If his qualifying service is less than 30 years he cannot retire except on medical certificate.)

(xxiv) Have the applicant's left thumb and finger impressions been taken on the service book or roll and on the 1st page of the pension roll and attested?

(xxv) Have the interruptions in service other than suspensions also been explained?

(xxvi) In the case of applications for retirement of inferior servants and the applicant's age is less than 60 years, has an invalid certificate in the prescribed form been submitted?

(xxvii) Have the details recorded against items 1, 2, 3, 4, and 14 of Form No. 25 C.S.R., items 1 and 11 of Form No. 26 C.S.R. and items 1, 4, 8 and 14 of Form No. 22 C.S.R., (Bengal Form No. 2399) been entered in block capitals?

*Note.—Specimen signatures are not necessary if a pensioner, who has been on leave preparatory to retirement and had drawn his leave salary from the office of the High Commissioner for India, desires to receive payment of his pension from the Home Treasury.

(xxviii) Have the undermentioned documents been submitted with the declaration prescribed in Article 925(a), Civil Service Regulations, for the grant of an anticipatory pension?—

- (1) A copy of the first page of the form of application for pension filled in with such information as can be obtained without correspondence.
- (2) Service book or roll.
- (3) Last Pay Certificate.
- (4) Duly attested specimen signatures on two separate slips.
- (5) Duly attested left thumb and finger impressions on two separate slips.
- (6) A declaration under the Accountant-General's Circular No. 35 T.M.—Pen., dated 21st December, 1926, duly signed by the applicant and attested by a gazetted officer.
- (7) A certificate to the effect that the last three years of the applicant's service have been verified from local records.

APPENDIX LII.

[Regulation 891.]

Rules regarding the submission of petitions to the Provincial Government. (*Vide* Sections II and III of Government Notification No. 16572Mis., dated the 20th December 1929.)

Note.—These rules do not apply to officers of the Police Department other than the clerk of that Department. Separate rules have been framed for officers of the Police Department other than clerks.

General explanations.

1. These instructions apply, so far as may be, to all memorials, letters and applications, etc., addressed to the Provincial Government.
2. These instructions do not apply to cases covered by the rules regulating appeals issued by the Secretary of State under section 96B (2) of the Government of India Act or by the Provincial Government in exercise of the powers delegated to it under those rules.

Section II—As to the submission of petitions by officers in civil employ.

3. Every officer in civil employ wishing to petition the Provincial Government should do so separately:

Provided that nothing in this instruction shall apply to representations submitted by recognised associations of Government servants in accordance with such rules as may from time to time be prescribed by the Provincial Government.

4. Every petition from an officer in Civil employ should be submitted through the head of the office or department to which the petitioner belongs or belonged, and should be forwarded by him through the usual official channel.

5. No officer in Civil employ may submit a petition in respect of any matter connected with his official position unless he has some personal interest in the matter.

6. No notice will be taken of a petition relating to any matter connected with the official prospects or position of any officer in Civil employ unless it is submitted by the officer himself.

Note.—The term "civil employ" includes employment by a local authority.

(ii).—For the purposes of this section a petitioner is considered to be an "officer in Civil employ", if he has been previously in civil employ and if his petition relates to in any matter connected with his position while in such employ or the circumstances in which he left it.

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Section III—As to the transmission or withholding of petitions addressed to the Provincial Government.

7. Save as provided by Rule II every petition to the Provincial Government shall be forwarded by the officer concerned with a concise statement of the material facts and (unless there are special reason for not doing so) an expression of opinion.

8. When the petition is not in English the officer concerned should transmit a translation with it.

9. District Officers, Commissioners of Divisions and heads of departments are vested with discretionary power to withhold petitions addressed to the Provincial Government in the following cases:—

- (1) When a petition is illegible or unintelligible or contains language which, in the opinion of the officer concerned, is disloyal, disrespectful or improper.
- (2) When a previous petition has been disposed of by the Provincial Government and the petition discloses no new facts or circumstances which afford grounds for a reconsideration of the case.
- (3) When a petition is a mere application for relief, pecuniary or otherwise, which is presented by a person manifestly possessing no claim or advancing a claim of an obviously unsubstantial character, or is so belated that its consideration is clearly impossible.
- (4) When a petition is an application for employment from a person not in the service of Government or is a request for exemption from the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Government, or by persons engaging in any profession or employment.
- (5) When a petition is an appeal from a judicial decision with which the executive has no legal power of interference.

Note.—In the following cases, namely:—

- (a) When a petition is an appeal from a judicial decision in a case in which the Government has reserved any discretion of interference, or
- (b) When a petition is an appeal from a judicial decision in a suit to which the Government was a party, or
- (c) When a petition is practically a prayer for mercy or pardon, or contains such a prayer,

the petition must be transmitted to the Provincial Government unless it falls under clause (10) of this rule, or unless it is a petition of the kind referred to in clause (c) and the cases is one which the officer concerned is competent to dispose on its own responsibility.

- (6) When a petition is an appeal against a decision which by any law or rule having the force of law is declared to be final.
- (7) When a petition is addressed by an officer still in the public service and has reference to his prospective claim for pension, except as provided in Article 915 of the Civil Service Regulations.
- (8) When a petition is a representation against the non-exercise by a subordinate authority of a discretion vested in it by law or rule.
- (9) When a petition is an application in a case for which the law provides a different or specific remedy, or in regard to which the time limited by law for making the application has been exceeded.
- (10) When a petition relates to a subject on which a Commissioner, District Officer, or head of a department is competent to pass orders and no previous application for redress has been made to him.

(11) When the petition refers to matters, in which the petitioner has not a direct personal interest, unless it is a petition of the kind described in the note to clause (5).

(12) When the petition is a representation against an order against which under the appeal rules published by the Secretary of State in Council under section 96B (2) of the Government of India Act, or by the Provincial Government in exercise of the powers delegated to it under those rules, no appeal lies.

(13) If a petition is withheld, the petitioner should be informed of the fact, and the reason for it.

(14) The Provincial Government is to be informed through the proper channel, at the time any petition or memorial is withheld by a subordinate authority.

Note (i)—These rules apply to public servants, whether in permanent or temporary employ.

(ii) The rules referred to in rules 2 and 9 (12) are in force by virtue of Section 276 of the Government of India Act, 1935.

APPENDIX LIII.

[Regulation 895.]

Sanctioned scale of orderlies for police officer and various offices.

- 1 { (a) Inspector-General.—One head constable and three constables.
(b) Each Assistant Inspector-General.—Two constables.
(c) Office of the Inspector-General (including reserve, bicycle orderlies and for supervision of office orderlies).—One head constable and 17 constables.
- 2 { (a) Each Deputy Inspector-General.—Four constables.
(b) Office of each Range Deputy Inspector-General.—Two constables.
(c) Office of Deputy Inspector-General, Criminal Investigation Department.—Four constables.
(d) Assistant to the Deputy Inspector-General, Criminal Investigation Department.—Two constables.
- 3 { (a) Superintendent.—Four constables.
(b) Office of the Superintendent.—Two constables.
- 4 Additional Superintendent.—Three constables.
- 5 { (a) Assistant or Deputy Superintendent at headquarters.—One constable.
(b) Assistant or Deputy Superintendent at subdivisions.—Two constables.
- 6 Inspector.—One constable.
- 7 Police hospital.—Two constables.

APPENDIX LIII—A.

[*vide Regulation 926A.*]

Rules for the use and maintenance of Police motor vehicles.

1. Motor vehicles are maintained at certain district and subdivisional headquarters as well as in the Central Intelligence Branch in Calcutta. The purpose for which these vehicles are intended is detailed in the order sanctioning their purchase. These purposes may be the transport of prisoners or a party of police in connection with the suppression or prevention of riots, the movement of large bodies of police for other purposes, the conveyance of protected officers of and below the rank of Deputy Superintendent of Police, and for any other exceptional situation in which speedy transport is of importance. These vehicles are not intended and should not ordinarily be used for routine transport, but may at the discretion of the Superintendent of Police be used for the transport of clothing, ordnance stores, etc., when their use for such purposes is considered economical. Officer above the rank of Deputy Superintendent of Police are not entitled to use these vehicles except on occasions when it may be necessary for an officer above the rank to accompany officers or men on emergent duty or in exceptional circumstances of grave emergency. All occasions on which an officer of the Indian Police uses a Government car or lorry shall be entered in the Log Book.

2. The Reserve or Town Inspector will maintain the following registers:—

(i) A log book for each vehicle in which will be entered details of all journeys performed as well as the amounts of petrol, oil and grease issued. All entries made in this register will be initialled by the Reserve Inspector in the remarks column and at the end of the month totals will be struck and a note made in the Register showing the average number of miles run per gallon of petrol and per gallon of oil. The expenditure on grease should also be scrutinized.

(ii) A stock book in which will be entered details of all supplies of stores purchased, such as petrol, oil, grease, spare parts, and expendable and non-expendable accessories and issues made. The register shall be maintained in two parts. Part I will account for receipts and issues of all stores and accessories, etc., two or more pages being set apart for each item, e.g., petrol, oil, grease, spare parts, etc. In Part II shall be shown the distribution of all articles issued, a page or two being set aside for each vehicle. All entries will be initialled in the remarks column in the case of receipts by the Reserve Inspector and in the case of issues by the driver to whom they are made. An entry in column 2 or 3 will be made each time any fresh stock is received or issues made. At the end of the each month the Reserve Inspector will check with the registers the bills to be submitted to the Superintendent of Police and will satisfy himself that the bills only cover receipts which have been entered in the stock book.

(iii) A repairs register with two or more pages set apart for each vehicle in which will be entered details of all repairs carried out and replacements made. No major repairs should be carried out or expensive replacements made without the order of the Superintendent of Police (or Additional Superintendent of Police). When the Superintendent of Police (or Additional Superintendent of Police) is not available and the matter is urgent, sanction may be given by the Reserve or Town Inspector, but the Superintendent of Police should be informed. The Inspector may authorise petty repairs to be carried out or inexpensive replacements to be made. At the end of the month the register should be checked by the Reserve Inspector to enable him to check the repair bills submitted to the Superintendent of Police of the district for payment.

3. Expenditure on account of repairs and replacements may be sanctioned by the Superintendent of Police up to Rs.100 in one month for each vehicle out of the amount sanctioned by Government for the purpose and for expenditure on repairs and replacements in excess of this limit the previous sanction of the Range Deputy Inspector-General must be obtained, but in the urgent cases the Superintendent of Police may sanction and then inform the Deputy Inspector-General.

4. A reserve stock of ten gallons of petrol, two gallons of oil and one tin of grease per vehicle will be maintained in each subdivision or district, as the case may be, as a permanent advance. As issues are made, the reserve stock should be recouped by further purchases being made. Similarly a small reserve stock of expendable spare parts should be maintained.

5. Bills for petrol, oil, grease, spare parts, repairs, etc., will be forwarded monthly to the Superintendent of Police for payment. The total mileage covered during the month to which the bill applies should be intimated to the Superintendent of Police.

6. In order to ensure that bills for petrol, oil, spare parts, etc., are not submitted for payment more than once, all bills should be carefully checked with the stock book and repairs register, and a note to this effect should be made against each item included in a bill.

7. The forms of stock book, log book and repairs register laid down in rule 2 should be prepared in manuscript; they are to be kept for a period of two years from the date of the last entry.

8. All police motor vehicles will be inspected once a week by the Reserve or Town Inspector, and once a month by the Superintendent of Police or Additional Superintendent of Police, a note of the inspection being made in the remarks column of the log book.

9. Procedure for Disposal of Unserviceable Government Vehicles—(1) There shall be a Condemnation Board for the whole province and Condemnation Committee for each district (Except Dacca) for the purpose of condemning an unserviceable Government Vehicle.

(a) The following persons will constitute the Condemnation Board:—

(i) Provincial Transport Commissioner (Ex-Officio Chairman).

(ii) Deputy Secretary, Finance Department, (Budget).

(iii) Superintendent, Road Transport Maintenance.

(iv) One member to be nominated by the Administrative Department, if the Vehicle does not belong to the Home (Transport) Department.

(b) In districts the following persons will constitute the Condemnation Committee with the venue of their meetings at the respective district Headquarters.

(i) District Magistrate (Ex-Officio President).

(ii) A local expert of the Home (Transport) Department, (a maintenance Inspector will be deputed to sit on the Committee when there is no local expert of the Department).

(iii) One member to be nominated by the Administrative Department if the vehicle does not belong to the Home (Transport) Department.

(2) Whenever a vehicle is considered to be unfit for further economical service, by virtue of its falling within one or more of the categories (Appendix A) rendering it fit for condemnation, the Superintendent, Road, Transport Maintenance in the Home (Transport) Department will be informed by the Administrative Department whereupon the Superintendent, Road, Transport Maintenance will depute an expert, not below the rank of a Maintenance Inspector for inspecting and submitting a report on the condition of the vehicle.

(3) If in the opinion of the Superintendent, Road, Transport Maintenance, the vehicle cannot be made fit for economical and trouble free service through the available repair resources he will put up a proposal for condemning the vehicle and convene a meeting of the Condemning Committee of the district in which the vehicle is located, or of the Condemnation Board for vehicles located at the Provincial Headquarter.

Appx. LIII—A.

(4) For vehicles playing in the districts, the views of the respective Condemnation Committee will be sent to the Superintendent, Road, Transport Maintenance who will put these up to the Condemnation Board at a meeting or by circulation and obtain their confirmation or otherwise of the proceeding of the Condemnation Committee.

(5) A Condemnation report in respect of every Government vehicle condemned from service will be prepared (in duplicate) by the Superintendent, Road, Transport Maintenance and he will have it signed by the Chairman, Condemnation Board. A copy of the report will be sent to the Administrative Department and the other copy will be attached to the history sheet, maintained in the Superintendent, Road, Transport Maintenance's office concerning the vehicle condemned.

(6) The Administrative Department, on receiving the condemnation report will place the condemned vehicle on public auction after having widely advertised the notice for auction in the important local papers. Provided that if Superintendent, Road, Transport Maintenance considers that the vehicles would be better disposed of by administration and lating the parts or any of the parts into stock of the Central Workshop Stores, we shall have the option to do so, and will credit the Administrative Department with the value thereof.

(7) Any condemned vehicle which is considered to be unsafe for road service due to certain major defects will not be sold as a whole vehicle but as lot of second hand spare parts and the fact should be clearly mentioned in the sale receipt for the lot.

(8) The sale proceeds having been deposited in the appropriate account, the Provincial Transport Commissioner will be intimated of the disposal of the condemned vehicle with a copy of the Superintendent, Road, Transport Maintenance for closing the history sheet of the vehicle.

APPENDIX A.

Categories of a vehicle considered fit for condemnation:—

- (a) Vehicles which have become un-economical to operate for having to be repaired very often.
- (b) Vehicles requiring immediate replacement of certain part or parts which are not available in the open market due to dis-continuance of the model.
- (c) Vehicles which would cost more than 50 per cent. of the present worth in having them repaired to class, a condition.
- (d) Vehicles in which more than 2 major unit show signs of general wear of all components of the units.
- (e) Vehicles wrecked in accidents in such a way that the frame is bent or twisted and one or more of the major units are damaged.
- (f) Vehicles which are considered un-safe for playing on the road due to any major defect.

Log Book for Police vehicle No.....

Name of driver.....

1	2		3	4	5	6			7
Date.	Journey performed with speedometer readings at beginning and end.		Distance.	Time out.	Time in.	Issue of supplies—			Remarks.
	From—	To—				(a) Petrol.	(b) Oil.	(c) Grease.	
Total ..									

Stock Book of supplies of petrol/oil/grease/spare parts received and issued in the..... district.

1	2		3			4
Date.	Receipts.		Issues.			Remarks.
	(a) From whom received.	(b) Amount received.	(a) To whom issued.	(b) Number of motor vehicle for which issued.	(c) Amount issued.	

Repairs Register of police motor vehicles in the.....district.

1	2	3	4	5	6	7
Date.	Number of motor vehicle to be repaired.	Name of driver.	Nature of repair or replacement required.	Estimated cost.	Actual cost (to be entered on receipt of bill).	Remarks.

APPENDIX LIV.

[Regulation 954].

First kit and maintenance grants.

Sergeants, Darjeeling Police.

	Rs.
First kit, 6 per cent. at	130
Maintenance, 94 per cent. at	93

Sergeants other than those of Darjeeling Police.

	Rs.
First kit, 6 per cent. at	128
Maintenance, 94 per cent. at	83

Head constables, naiks and constables of the Special Armed Force.

	Rs.
First kit, 6 per cent. at	45
Maintenance, 94 per cent. at	19

Police-station constables.

	Rs.
First kit, 6 per cent. at	38
Maintenance, 94 per cent. at	11

Head constables and constables of the Unarmed Police (Town, Court and Railway Police and Police Training College).

	Rs.
First kit, 6 per cent. at	41
Maintenance, 94 per cent. at	16

Orderlies.

	Rs.
First kit, 6 per cent. at	42
Maintenance, 94 per cent. at	33

Assistant Sub-Inspectors.

	Rs.
First kit, 6 per cent. at	33
Maintenance, 94 per cent. at	11

Darjeeling Hill Police (head constables and constables of the Special Armed Force).

	Rs.
First kit, 6 per cent. at	73
Maintenance, 94 per cent. at	25

Darjeeling Hill Police (Plains men in' Terai Force, Police station, Town and Court Police).

	Rs.
First kit, 6 per cent. at	37
Maintenance, 94 per cent. at	14

Darjeeling Hill Police (Hillmen in Hill and Terai Force, Police-station, Town and Court Police).

	Rs.
First kit, 6 per cent. at	73
Maintenance, 94 per cent. at	23

Darjeeling Hill Police (Assistant Sub-Inspectors).

	Rs.
First kit, 6 per cent. at	63
Maintenance, 94 per cent. at	18

Orderlies (Darjeeling).

	Rs.
First kit, 6 per cent. at	40
Maintenance, 94 per cent. at	32

Serangs and drivers.

	Rs.
First kit, 6 per cent. at	17
Maintenance, 94 per cent. at	11

Crews.

	Rs.
First kit, 6 per cent. at	13
Maintenance, 94 per cent. at	10

Boatmen (manjhis and dandis).

A grant at the rate of Rs.9-5-3 per annum shall be made for the purchase of clothing for each boatmen attached to patrol boats.

The total expenditure in the year for clothing boatmen shall not exceed an average of Rs.9-5-3 per man.

APPENDIX. LV.

[Regulation 955].

List of articles comprising the complete kit of Sergeants, Assistant Sub-Inspectors, head constables launch, crews and boatmen.

(i) Sergeants.

Boots.—Two pairs.

Breeches.—Two (where necessary).

Buttons and letters.—According to requirements.

Cap, forage (khaki).—One with badge and buttons.

Cheverons (for Sergeants in all branches).—Two.

Jacket (khaki).—Two.

Jacket (khaki serge).—One (for cold weather).

Greatcoat.—One.

Helmet (with badge).—One.

Leggings.—One pair (for Sergeants attached to the Darjeeling and Dacca Town police)

Putties.—For Sergeants other than those of Darjeeling—Two pairs (one pair of Fox's, spiral and one pair ordinary *khaki* putties). For Sergeants of the Special Armed Force two pair ankle putties instead of one pair ordinary *khaki* putties. For Darjeeling.—one pair for Fox's spiral only.

Shirts.—Three

Shorts (khaki).—Three (except Darjeeling).

Stocking tops.—Two pairs (except Darjeeling).

Trousers (khaki).—Two (for Sergeants other than those of Darjeeling—One pair only)

Whistle and lanyard.—One.

Belts—Sam Browne.—One.

(ii) Assistant Sub-Inspectors.

Badge.—One.

Belt.—One.

Belt plate.—One.

B. P. letters.—Two.

Buttons.—According to requirements.

Boots.—One pair.

Ardigan jacket.—One.

Coat (khaki).—One.

Holdall.—One.

Mosquito net.—One.

Putties (khaki serge).—One pair.

Shirt (khaki).—Two

Shorts (khaki).—Two pairs.

Stocking (khaki cotton with turndown tops).—One pair.

Topee, pigsticker.—Two.

(iii) Head constables and constables (Special Armed Force).

Badge B. A. P. or kukri Badge (for gurkhas or Gharwallis).—One.

Belt.—One.

Belt plate.—One.

Blouses (khaki).—Two.

Boots.—One pair.

Box, kit.—One.

Buttons.—According to requirements.

Caps (khaki drill).—Two (with two small B. A. P. buttons).

Cardigan jacket.—One.

Chevron (for head constables and naiks only).—One.

Haversack.—One.

Holdall.—One.

Kurtas (khaki half-sleeved).—Two.

Kullas (red).—Two.

Letters "B. A. P."—Two.

Mosquito net.—One.

Number, brass.—One.

Pagris (khaki with blue fringers).—Two.

Putties, ankle (khaki).—Two pairs.

Sash, red, worsted (for head constables only).—One.

Shorts (khaki).—Two pairs.

Stocking tops (khaki).—Two pairs.

Whistle and lanyard.—One (for head constables and naiks only).

Note.—Slouch hat (one) and khaki, Gurkha pattern cap (one)—the latter for ceremonial occasion only—instead of pagris and fringes and undress black cap in place of khaki drill cap shall be issued to Gurkhas and Gharwallis.

(iv) *Head constables (Unarmed Police).*

Badge.—One.

Belt.—One.

Belt plate.—One.

Blouses, khaki.—Two.

Box, kit.—One.

Boots.—One pair.

Buttons.—According to requirements.

Caps.—Two (with two small B. P. buttons).

Cardigan jacket.—One.

Chavron.—One.

Haversack.—One.

Holdall.—One.

Kurtas.—Two.

Letters, "B. P."—Two.

Musquito net.—One.

Number, brass.—One.

Pagris.—Two.

Putties.—Two pairs.

Shorts (khaki).—Two pairs.

Whistle and lanyard.—One (for head constables of the Town Police only).

(v) *Police-station constables.*

Belt.—One.

Belt plate.—One.

Blouse (khaki).—One.

Box, kit.—One.

Buttons.—According to requirements.

Cardigan jacket.—One.

Haversack.—One.

Holdall.—One.

Kurtas (khaki twill).—Two.

Letters "B. P".—Two.

Mosquito net.—One.

Pagris (red with blue fringes).—Two.

Putties (khaki).—Two pairs.

Shorts (khaki).—Two pairs.

(vi) *Town, Court and Railway Police and Police Training College.*

Badge "B. R. P".—One (for Railway Police).

Belt.—One.

Belt plate.—One.

Blouse (khaki).—One.

Box, kit.—One.

Buttons.—According to requirements.

Cardigan jacket.—One.

Caps (khaki drill with two small "B. P". buttons).—Two.

Haversack.—One.

Holdall.—One.

Kurtas (khaki twill half-sleeved).—Two.

Letters "B. P".—Two.

Letters "B. R. P".—Two (for Railway Police).

Mosquito net.—One.

Pagris (red with blue fringes).—Two.

Putties (khaki).—Two pairs.

Boots.—One pair.

Shorts (khaki).—Two pairs.

Whistle and lanyard.—One (for Town Police only).

Note. (1)—Drill instructors of the Police Training College shall be supplied with three khaki drill caps, four khaki half-sleeved kurtas and three pairs of khaki shorts.

Note. (2)—Traffic constable shall be supplied with one pair regulation boots, two pairs ankle putties and two pairs stocking tops.

(vii) *Orderlies.*

Badge "B. P".—One.

Box kit.—One.

Breeches (Jodhpur, white).—Four pairs or shorts, white—four pairs (for mufassil).

Cardigan jacket.—One.

Coats (white).—Four.

Fringes (blue).—Two.

Haversack.—One.

Holdall.—One.

Kullas, red.—One.

Mosquito net.—One.

Pagris (white).—Two.

Putties (blue serge).—Two pairs.

Albert Shoes.—One pair.

(viii) *Darjeeling Hill Police (head constables, naiks and constables of the Special Armed Force).*

Badge (kukri).—One.
Belt.—One.
Belt plate.—One.
Buttons.—According to requirements.
Boots.—One pair.
Caps (black undress).—Two.
Cap (forage, blue serge).—One.
Cardigan jacket.—One.
Coats (serge).—Two.
Chevron (for head constables and naiks only).—One.
Chin-straps.—Two.
Greatcoat.—One.
Hat, slouch.—One.
Haversack.—One.
Holdall.—One.
Knickers (serge).—Two.
Kurtas (khaki half-sleeved).—Two.
Letters "B. A. P."—Two.
Mosquito net.—One (to be supplied to those proceeding to malarious places on duty only).
Putties (blue serge).—Two pairs.
Shorts.—Two pairs.
Whistle and lanyard.—One (for head constables and naiks only).

(ix) *Darjeeling Hill Police (Plains men in Terai force).*

Belt.—One.
Belt plate.—One.
Box, kit.—One.
Buttons "B. P."—According to requirements.
Blouse (khaki).—One.
Cardigan jacket.—One.
Haversack.—One.
Holdall.—One.
Kurtas (khaki twill).—Two.
Letters "B. P."—Two.
Mosquito net.—One.
Putties (khaki serge).—Two pairs.
Pagris (red with blue fringes).—Two.
Shorts (khaki).—Two pairs.
Shoes.—One pair.
Whistle and lanyard.—One (for Town Police only).

(x) *Darjeeling Hill Police (Hillmen in Hill force, Station, Town and Court Police).*

Badge (kukri).—One.
Belt.—One.
Belt plate.—One.
Boots.—One pair.
Buttons (horn).—According to requirements.

Caps.—Two.
Cardigan jacket.—One.
Chin-straps.—Two.
Coats (serge).—Two.
Greatcoat.—One.
Haversack.—One.
Holdall.—One.
Knickers (serge).—Two pairs.
Kurtas (khaki twill).—Two.
Letters "B. P.".—Two.
Mosquito net.—One (to be supplied at the discretion of the Superintendent to officers posted to malarious stations).
Putties (blue serge).—Two pairs.
Shorts.—Two pairs.
Whistle and lanyard.—One (for Town Police only).

(xi) *Darjeeling Hill Police (Assistant Sub-Inspectors)*.

Badge "B. P.".—One.
Belt.—One.
Belt plate.—One.
Boots.—One pair.
Buttons.—According to requirements.
Caps (blue).—Two.
Coats (serge).—Two.
Cardigan jackets.—One.
Greatcoat.—One with five brass buttons.
Holdall.—One.
Knickers (serge).—Two.
Letters "B. P.".—Two.
Mosquito net.—One (to be supplied at the discretion of the Superintendent to Assistant Sub-Inspectors posted to malarious stations).
Putties (blue serge).—Two pairs.

Note.—Assistant Sub-Inspectors posted to hot stations shall at the discretion of the Superintendent be issued with the same clothing, as supplied to Assistant Sub-Inspectors in the Plains (*vide* regulation 943) in lieu of warm clothing.

(xii) *Darjeeling Hill Police (orderlies)*.

Badge "B. P.".—One.
Boots.—One pair.
Buttons.—According to requirements.
Cap, kilmarnock.—One.
Cardigan jacket.—One.
Coat (serge).—One.
Haversack.—One.

Holdall.—One.
Knickers (serge).—One pair.
Mosquito net.—One.
Putties (blue serge).—Two pairs.

Note.—Head constables and constables may be issued with the following cleaning materials provided the post can be met under regulation 954 (d):—

Brushes.—Hard, one and soft, one.
Metal polish.—One tin.
Brown leather polish.—One pot.
Black leather polish.—One pot
or
Dubbin.—One tin. } For those to whom boots are issued.

(xiii) *Serangs*.

Cap.—One.
Holdall.—One.
Jersey (warm, blue).—One.
Jumpers.—Three.
Pyjamas.—Three pairs.
Waistcoat.—One.

Drivers.

The same as that of a serang.

Crews.

Cap.—One.
Greatco.—One.
Holdall.—One.
Jersey (warm blue).—One.
Jumpers.—Three.
Pyjamas.—Three pairs.
Sash.—One.
Water proof coat.—One.

Note.—Warm blue jerseys shall be supplied to the crew every third year.

(xiv) *Boatmen (Manjhis and dandis)*.

Cap.—One.
Greatcoat.—One.
Holdall.—One.
Jumpers.—Two.
Pyjamas.—Two.
Sash.—One.
Water proof coat.—One.

APPENDIX LVI.

[Regulation 962.]

Statement showing the minimum period for which each article of clothing, supplied at the cost of the Provincial Government, is required to last.

Six months.

Caps (khaki drill).
Kurtas (khaki).

Shirts (khaki).
Stockings (khaki).

Nine months.

Coats (white) for orderlies.
Shorts (white) and breeches (white) for orderlies.

Shoes.

One year.

Blouses (khaki).
*Boots.
Breeches (khaki).
Coats (khaki).
Kullas.

Pagris for orderlies.
Shorts (khaki).
Stocking tops.
Topee, pigsticher.
Trousers (khaki).

Umbrella covers.

Two years.

Badge, Marksman's.
Coats (serge).
Caps.
Chevron (cloth).
Fringes.
Haversacks.

Helmets.
Hats.
Putties.
Pagris.
Shorts (blue serge) and knickers.
Sash.

Umbrellas for Traffic Police.

Three years.

Cardigan jackets.
Leggings.

Mosquito nets.
Putties (Fox's spiral).

Waterproofs and caps.

Four years.

Belts.

Leather braces.

Six years.

Greatcoats.

Holdalls.

An indefinite period.

Badges.
Buttons.
Brass number plates.

Kit boxes.
Letters (brass).
Waist plates.

*For Sergeants two pairs of boots are supplied annually.

APPENDIX LVII.

[Regulations 996 and 1018.]

Marking of arms.

Bakarganj	..	..	..	..	..	..	.. BK.
Bankura	..	..	..	..	..	..	.. BN.
Birbhum	..	..	..	..	..	..	.. BR
Bogra	..	..	..	..	..	..	.. BG.
Burdwan	..	..	..	..	..	..	.. BU.
Chittagon	..	..	..	..	..	..	.. CG.
Dacca	..	..	..	..	..	..	.. DC.
Khulna	..	..	..	..	..	..	.. K.
Malda	..	..	..	..	..	..	.. ML.
Midnapore	..	..	..	..	..	..	.. MD.
Murshidabad	..	..	..	..	..	..	.. MU.
Mymensingh	..	..	..	..	..	..	.. MY.
Nadia	..	..	..	..	..	..	.. ND.
Noakhali	..	..	..	..	..	..	.. NK.
Pabna	..	..	..	..	..	..	.. PB.
Darjeeling	..	..	..	..	..	..	.. DR.
Dinajpur	..	..	..	..	..	..	.. DN.
Faridpur	..	..	..	..	..	..	.. FD.
Hooghly	..	..	..	..	..	..	.. HG.
Howrah	..	..	..	..	..	..	.. HW.
Jalpaiguri	..	..	..	..	..	..	.. JP.
Jessore	..	..	..	..	..	..	.. JS.
Rajshahi	..	..	..	..	..	..	.. RJ.
Rangpur	..	..	..	..	..	..	.. RN.
Tippera	..	..	..	..	..	..	.. TP.
24-Parganas	..	..	..	..	..	..	.. 24-P.
Police Training College	..	..	..	..	..	..	.. P.T.C.
Howrah Railway Police	..	..	..	..	..	..	.. HW.R.
Sealdah Railway Police	..	..	..	..	..	..	.. SL.R.
Saidpur Railway Police	..	..	..	..	..	..	.. SD.R.

Note.—Bayonets shall bear the same number on the grip as the muskets to which they belong.

APPENDIX LVIII.

[Regulations 998 and 1002.]

No. I.

Memorandum of instructions for the storage, examination and test of small arms ammunition on charge of police units.

1. *Definitions.*—(i) *Ammunition in sealed boxes.*—Ammunition in boxes with the factory or Arsenal seal intact, or in open boxes if the tin lining is unopened and has obviously not been tampered with. Briefly, ammunition in a hermetically sealed box which has not been opened since leaving the factory or Arsenal.

(i) *Loose ammunition.*—Ammunition other than that held as described in clause (i) above, e.g., cartridges carried in pouches or stored loose in boxes, etc.

2. *Storage.*—(i) The boxes containing ammunition shall be raised at least 6 inches from the floor by means of battens or other suitable supports. The boxes should be so situated that a continuous flow of air passes over them but in no case should they be exposed to the rays of the sun.

(ii) The boxes shall be arranged according to date of manufacture and stacked headers and stretchers; each stack to be a few inches away from its neighbouring stack. Boxes must be stored away from the wall.

(iii) To prevent deterioration of ammunition, care must be taken to exclude damp from the place of storage and the minimum number of boxes only opened at one time; loose ammunition must be kept at a minimum.

(iv) The oldest date of ammunition in the store must always be issued first for expenditure. Where ammunition must be held loose ready for use, it should, as far as possible, be of the latest date of manufacture available. This means that ammunition for practice, etc., shall always be taken from that held loose and replaced by new ammunition from the central store.

(v) Loose ammunition referred to above shall be turned over at least once annually and replaced by new ammunition from sealed boxes, the old ammunition being expended at the earliest opportunity.

3. *Examination and test.*—I.—*Ammunition in sealed boxes.*—(i) This ammunition may be considered fully serviceable up to five years from date of manufacture provided that the boxes have not been subjected to bad storage conditions. If cartridges from the same date as that of ammunition held in sealed boxes, have been expended in practice during the previous 12 months and have functioned satisfactorily all ammunition held in sealed boxes may be regarded as serviceable irrespective of age.

(ii) Ammunition over five years old which has not been used for practice during the previous 12 months or ammunition in boxes which appears to have been subjected to bad storage conditions; shall be examined and tested.

(iii) To do this a sample box from each an make and date of manufacture on charge shall be opened and the cartridges examined for deterioration. This is indicated by verdigris or other signs of corrosion on the case or round the cap chamber. Forty rounds will then be fired from a serviceable musket into a bank of earth or other safe place, to test for misfires, hangfires, pierced caps, bursts, etc.

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

(iv) The ammunition shall be dealt with as below on the result of this examination and test—

(a) If the visual condition of the ammunition appears good and the cartridges function satisfactorily at the above firing test, the ammunition should be regarded as serviceable.

(b) If the visual condition was good, but it fails at the firing test, a retest should be carried out with another serviceable musket. If, at this retest, failures occur again and the weapon is above suspicion, the ammunition should be regarded as unserviceable. If no failures occur, the ammunition should be regarded as serviceable.

(c) If at the visual examination marked signs of verdigris are noticed around the cap, the ammunition should be regarded as unserviceable.

(d) The result of the examination and test of the ammunition from the sample box covers the remaining ammunition of the same make and date unless there is reason to think that the box is not representative of the whole. In this case discretion must be exercised as to what further test will be necessary to eliminate boxes containing unserviceable ammunition.

Note.—Boxes of ammunition of the same make, and of dates of manufacture with not more than one month between extreme dates, may be regarded as one group for the purpose of this examination and test. The number of boxes in any one group, however, should not exceed about 20 boxes.

II.—*Loose ammunition.*—(i) This ammunition shall be examined periodically. The frequency of the examination will depend on local conditions, storage and the handling the ammunition has been subjected to, etc. If the ammunition is turned over frequently, as advised in paragraph 2 (vi) and (v) above, the frequency and extent of the examination may be curtailed.

(ii) The examination and test shall be as follows.—

(a) Loose rounds, except those obviously unserviceable due to deterioration or excessive handling, of the same make and year of manufacture, will be treated generally as one group. Forty rounds which are suspected to be in the worst condition will be taken and a test carried out as directed in paragraph 3 (iii), etc.

(b) If a large number of rounds are held and some obviously have been subjected to worse treatment than others, it may be necessary to divide them into several groups; tests being carried out from each separate group.

4. In any case of doubt the advice of the Chief Ordnance Officer at the nearest arsenal shall be obtained. This officer will arrange for any inspection or tests necessary to be carried out.

N. B.—These instructions shall be followed as closely as possible. It may be necessary to amplify or modify them to suit local conditions.

No. II.

Scale of materials and tools for the cleaning, lubrication and preservation of arms in the possession of the police.

Arms.	Articles.	Annual supply per 100 arms.
Muskets 410 bore ..	Oil lubricating, mineral, G. S. Pints	8
	Flannelette Yds.. ..	400
	*Composition preserving arms lbs.	4
	*Jute (Hanks)	$\frac{1}{2}$
	Tools cleaning pots	1
	Tools cleaning funnels	1
	†Oil linseed, pints	15
Pistols (all types) ..	Flannelette Yds.	100
	Oil, lubricating, mineral, G. S. Pints	6

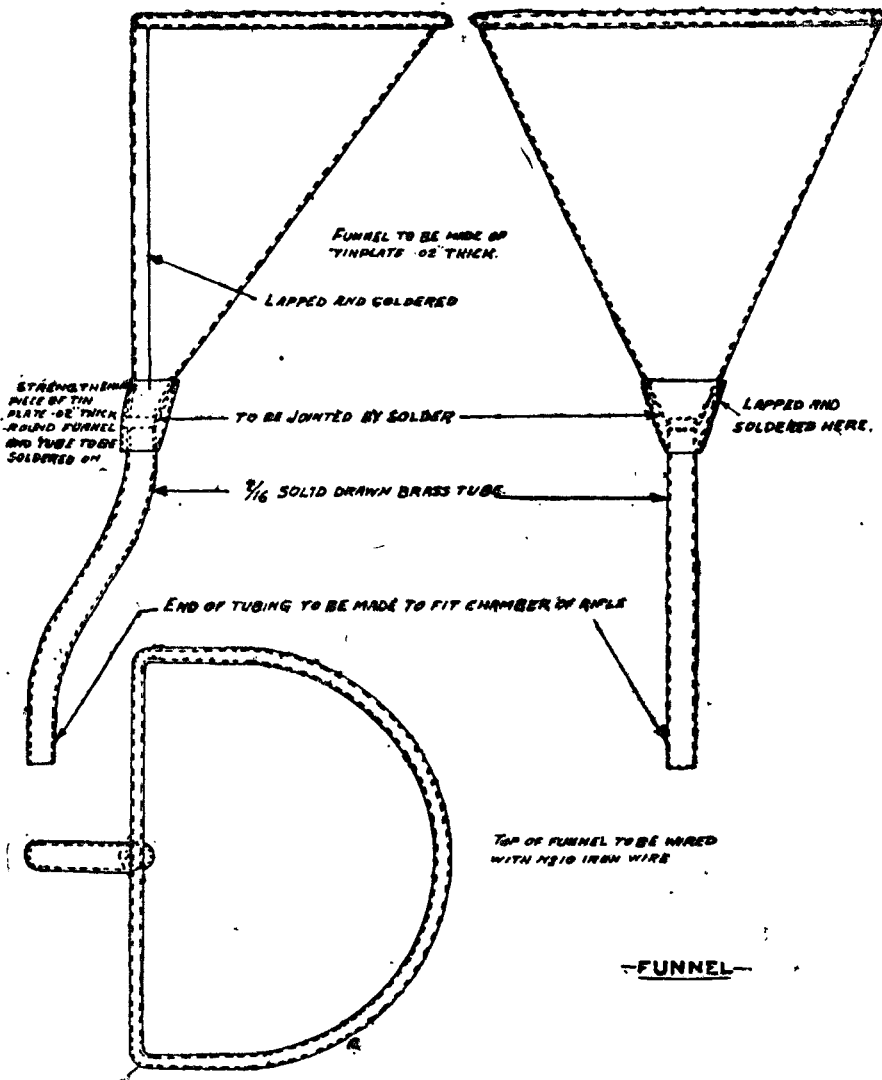
*For armourers' use only.

Note.—The scale of oil, lubricating, G. S. for the Police Training College shall be $3\frac{1}{2}$ gallons annually per 100 arms (*vide* Government of India, Home Department, letter No. 808, dated the 11th September 1917).

†For preservation of the wood work of muskets.

Appx. LVIII.

Composition preserving arms will only be supplied between stock fore-end and barrel and for the general preservation of arms in store and during transit, also on bright parts. In addition a tin funnel (sketch below) and pot are necessary for use with all arms other than pistol. These can be made up locally or obtained from the I.A.O.C.



No. III.

Instructions for the cleaning of muskets .410 bore.

Requirements—

Pullthrough .303 arms	1 per musket.
Gauze wire, pieces, pattern "B"	.. 1 per musket.
Bottle oil	.. 1 per musket.
Sticks cleaning chamber	.. 1 per musket.
Oil, lubricating, minerals, G.S.	.. as required.
Flannelette	.. as required.

NOTE.—Gauze wire will only be used when corrosion or rust is to be removed, and then only under the supervision of a responsible officer not below the rank of Sub-Inspector.

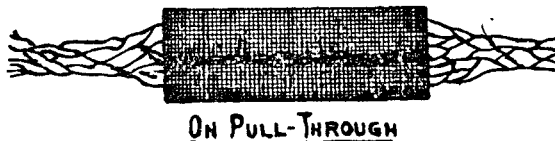
Daily cleaning—or as authorized under local arrangements.

Remove the bolt—the pullthrough will be used as follows:—

Drop the weight through the bore from breech end. The toe of the butt will be placed on the ground. Place a piece of flannelette, 4"×4", into the middle loop of the cord, the musket will be firmly held at the muzzle, backsight upwards and the pullthrough drawn through the barrel from breech to muzzle in a continuous motion. Any method of using the pullthrough other than as previously described is forbidden. Should a jam or breakage of the pullthrough occur during cleaning no attempt shall be made to remove it, but the musket shall be taken immediately to the armourer who will remove it with the special tools provided.

2. *Cleaning after firing.—Remove the bolt.*—To remove all superficial fouling from the bore, pour about 5 or 6 pints of boiling water through the bore from breech to muzzle using the funnel and pot for this purpose. Thoroughly dry the bore and clean with flannelette attached to pullthrough. Patches or flannelette should not exceed 4"×4", in size. Clean the breech with stick, cleaning, chamber, to which a piece of flannelette has been affixed in slot of stick. The face of bolt head should be wiped over and lightly oiled, gas escapes cleaned also fixed platform in body. In the event of boiling water not being available, the bore will first be cleaned with dry flannelette, then a smaller piece of flannelette approximately 2"×1½" thoroughly soaked in oil, G.S., pulled through the bore. The earliest opportunity must be taken to wash out the bore with boiling water.

In cases where it is necessary to remove fouling or rust the gauze wire will be placed on pullthrough in accordance with diagram below; the gauze to be well oiled. Before using the gauze permission must first be obtained from a responsible officer, as indiscriminate use of the gauze results in barrel wear.

WIRE GAUZE FOLDED.

No. IV.

Instructions for the cleaning of pistols (all marks).

Detailed instructions for cleaning pistols are given in the book, "Manual of Drill for the Bengal Police, Volume II."

No. V.

Instructions for the examination of Arms by police officers and responsible subordinates.

I.—Muskets 410 bore.

1. *Barrel*.—Examine the barrel for corrosion, superficial fouling, bulges, cuts, scratches, metallic fouling and cord wear, also bends.
2. *Bolt*.—Examine for freedom of movement in body, also check over cocking and firing action and pull off. Deficiencies and unserviceable components must be noted and recorded. Replacement to be made as early as possible.
3. *Sights*.—Backsight and foresight to be examined for alignment and condition; the leaf during inspection will be not thrown back onto the front handguard; this practice is prohibited as it results in damage to the cap and/or windgauge, it also loosens the sight and dents or splits the handguard.
4. *General*.—Examine generally for deficiencies and breakages, also ensure that woodwork is not split or dry and that drawing is in good condition. All registered numbers on body, barrel, noscap fore-end, leaf backsight and bolt must agree, the body number being the master number from which to check.

II.—Pistols (all types).

Instructions for the examination of pistols are given in "Manual of Drill for the Bengal Police, Volume II."

1. *Side arms (bayonets and scabbards)*.—Examine for general condition and see that bayonet is free from rust and the blade straight.
2. *Pullthrough*.—Examine for general condition and see that cord is free from dust or sand which will act as an abrasive on the barrel.
3. *Oil bottles*.—Examine for condition and see that stopper is fitted with a leather washer to prevent leaking.
4. *Armourers' Tools*.—Examine for general condition and see that they are in good repair and complete.

Armourers' tools shall not be used on unauthorised work.

APPENDIX LIX.

[Regulation 1016.]

Accoutrements and Camp Equipage.

I.—Accoutrements.

- (i) Belts, leather or webbing, with holster and pouch attached.
- (ii) Bugles, regulation, infantry pattern.
- (iii) *Frogs, bayonet*.—Of brown leather. To be 9 inches in length, 2 inches broad at the belt end. The loop must be sufficiently large to permit the belt, clasp and buckle to pass through it easily. At the shoulder the frog to be $3\frac{1}{2}$ inches broad, sloping to 3 inches at the lower end. A starp and buckle to be attached near the shoulder in front to secure the bayonet scabbard.
- (iv) *Frogs, kukri*.—[See item (vii).]
- (v) Holster, pistol.
- (vi) *Knots, sword*.—Brown leather, with acorn.
- (vii) *Kukris*.—The Provincial Government has specially sanctioned *kukris* for the Special Armed Forces in Jalpaiguri and Darjeeling only.
- (viii) Lanyards, pistol.
- (ix) (a) *Lathis, full size*.—Of bamboo, 5 feet 7 inches long and 4 and $3\frac{1}{2}$ inches in girth at ends.
- (b) *Lathis, half size*.—Of bamboo, 2 feet $10\frac{1}{2}$ inches long.
- (x) *Pouches, ammunition*.—To be $6\frac{1}{2}'' \times 4\frac{1}{2}'' \times 2''$. To hold 20 rounds of ball cartridges.
- (xi) *Pouches, expence*.—Brown leather, with brass fittings and without bandolier.
- (xii) *Scabbards, bayonet*.—Of brown leather, with brass fittings, to fit sword bayonet.
- (xiii) *Scabbards, Kukri*.—[See item (vii).]
- (xiv) *Scabbards, sword*.—Of brown leather.
- (xv) Slings, bugle.
- (xvi) *Slings, musket*.—To be 44 inches by $1\frac{1}{2}$ inches with leather runner sown on a one end and thong at the other to pass through two pairs of holes drilled 3 inches apart.
- (xvii) *Straps, greatcoat*.—Should be in pairs. Each 41 inches long with a buckle at one end and with an additional strap with buckle 12 inches long attached 9 inches from the buckle end. Third strap connecting the two shoulder straps. This strap should be 14 inches long and should be in two parts connected with a buckle.
- (xviii) *Swords*.—Straight infantry pattern, with half basket hilt of white metal, with B.A.P. device.

II.—Camp Equipage.

- (i) Durries.
- (ii) Mallets, tent.
- (iii) Pegs, tent.
- (iv) Tarpaulins, 15 feet by 10 feet.
- (v) Tents.

APPENDIX LX.

[Regulation 1032].

Rules as to the procedure to be adopted in regard to the treatment of staff of the Railway Police in Railway Hospitals in emergent cases.

1. Railway police constables shall be admitted into Railway hospitals only on a written request to the officer in charge of the hospital from the constable's immediate superior, but in cases of emergency, where a constable has been admitted prior to the receipt of such a letter, a letter of request should be sent as soon as possible thereafter. Letters of request for admission should be submitted at once by the officer in charge of the hospital to the District Medical Officer concerned.

2. The Assistant Surgeon or Sub-Assistant Surgeon in charge of the hospital shall issue the necessary unfit and fit certificates on railway forms (Nos. 5 and 6 attached) to the officer in charge of the police-station.

3. Railway Police constables while in the hospital must abide by the hospital rules and be subject to the discipline of the Medical officer in charge.

4. The diet supplied shall be on the scale laid down for railway servants, *vide* Statement "A" attached. Where necessary, a special diet may be prescribed by the officer in charge of the hospital.

5. Diet bills shall be prepared by the Medical officer in charge of the hospital in quadruplicate and shall be submitted to the District Medical Officer weekly, in the form attached.

6. *For Bengal Assam, East Indian and Bengal-Nagpur Railways.*—The District Medical Officer, on receipt of the diet bills, shall check them and if satisfied as to their correctness shall pay the amount due from his imprest and forward the bill in triplicate to the Superintendent, Railway Police. The Superintendent, Railway Police, on receipt of the bill shall immediately return one copy to the District Medical Officer duly accepted and allocated for adjustment.

7. Gazetted Police Officers may visit constables in Railway hospitals.

Medical Department 5.

East Indian, Bengal-Nagpur and Bengal-Assam Railway.

No.

Medical Department.

Certified that.....employed as.....in the.....
Department is suffering from.....and will be unfit for duty for
about.....days.

Symptoms.....

Probable causes.....

In my opinion his illness is not the result of intemperance or any other impropriety or conduct on his part. He has signed this form in my presence this....day of.....
.....19

Medical Officer-in-charge.

of E. I., B. N. and B. A. Railway Hospital.

.....Station

Thumb impression or signature of employee.....

Designation.....

Department.....

Station.....

Date.....

Medical Department. 6.

East Indian, Bengal-Nagpur and Bengal-Assam Railway.

No.

Medical Department.

Certified that.....employed as.....in the.....
Department who was certified by me as unfit for duty on.....19....has been continuously
under my treatment and unfit for duty. He is now fit to resume duty. He has signed
this certificate in my presence.

Medical Officer-in-charge.

of E. I., B. N. and B. A. Railway Hospital.

.....Station

Thumb impression or signature of employee.....

Designation.....

Department.....

Station.....

Date.....

STATEMENT A.

—Standard of Diet Scale.

1.—Full diet.

(Charges annas six).

Rice	..	10 chittaks.
Dal	..	2 "
Salt	..	$\frac{1}{4}$ "
Oil, mustard	..	$\frac{1}{4}$ "
Firewood	..	1 seer.
Vegetable	..	4 chittaks.
Condiments	..	$\frac{1}{4}$ chittak.

3.—Milk diet.

(Charges annas six.)

Rice	..	6 chittaks.
Milk	..	12 "
Sugar	..	1 chittak.
Firewood	..	1 seer.

2.—Half diet.

(Charges annas four.)

Rice	..	6 chittaks.
Dal	..	1 "
Vegetable	..	3 "
Oil mustard	..	$\frac{1}{4}$ chittak.
Salt	..	$\frac{1}{8}$ "
Firewood	..	1 seer.
Condiments	..	$\frac{1}{4}$ chittak.

4.—Spoon diet.

(Charges annas four.)

Sago	..	1 chittak.
Sugar	..	1 "
Milk	..	6 chittaks.

5.—Extras.

East Indian, Bengal-Nagpur and Bengal-Assam Railway Hospital.

Bill for Deiting.....

of.....Department.

From.....To....

Particulars of charges.	Amount	Remarks.
	Rs. a. p.	
Full diet fordays at		Authority letter No.
Milk diet for..... " at		dated.....attached.
Mixed diet for " at		From
Low diet for..... " at		
Extras.....		
Milk.....seers.....		

Total ..	Rs.	annas	and	pies
Free diet allowed/disallowed.	This patient is/is not recommended free diet as above. His salary is Rs:....per month.			

Chief Medical Officer/District Medical Officer.

.....
Medical Officer-in-charge
Indian, Bengal-Nagpur, Bengal-Assam Rail-
way Hospital.

The.....19 .

APPENDIX LXI.

[Regulation 1036.]

Form of recommendations for titles and decorations.

Title or decoration proposed.....in New Year/Birthday Honours 19 Lower
title (if any) recommended in case higher title cannot be conferred.....

.....

Personal particulars.

N.B.—In submitting the particulars below it will be sufficient if recommending officers give only the number of the particulars and omit the printed heading.

-
1. Name in full and designation (as they are to be entered in the Sanad in case of Indian title).
 2. Father's name (in case of Indians).
 3. Home address with post and telegraph office.
 4. Name of service.
 5. Present post.
 6. Station to which posted at present.
 7. Date of entry into service.

Full grounds of recommendation.

Signature of recommending officer.....

Designation of recommending officer

Date.....19 ..

APPENDIX LXII.

[Regulation 1036].

Form of Application for awards of the Royal Humane Society.

Instructions to applicants for the Rewards of the Society, setting forth the particulars of the case
.....who risked his life in rescuing or attempting to rescue.....
.....at.....on the.....19 .

1. Name (in block capitals), address, age and Occupation of the salvor or salvors.	
2. Did any other person or persons assist in the rescue or attempted rescue ? If so, state their names (in block capitals), and addresses.	
3. Name (in block capitals, address, age and occupation of the person saved.	
4. Time of day, date and place at which the accident occurred.	
5. Enact particulars of how the accident happened, and in what manner the person was reached.	
6. If in a river, state its <i>name, breadth and depth</i> and whether any tide or stream was running. _____ If in a dock, canal, lake, pond, or reservoir, its <i>name, breadth, depth and size</i> . _____ If at sea, state the nature of the wind, whether and sea, speed of the vessel, whether under sail, or stream, or both.	
7. The <i>distance</i> from the shore or bank of the spot where the rescue took place, and the <i>depth at that spot</i> .	
8. Was a life-belt or any other available appliances used in the rescue ?	

9. The precise nature of the <i>risk incurred</i> by the salvor or salvors.	
10. How long the person rescued had been in the water, and state of when rescued.	
11. When taken to ; who was sent for ; who came ; what was then done, and what kind of treatment was adopted.	
12. The statement of the <u>person saved</u> should, if possible, be sent.	
13. Has application been made to any other Society for reward, or is there any intention of doing so ? If so, state name.	Has rescuer any previous awards from <u>this Society</u> ? If so, give date.
14. Signature of applicant.	

It is requisite that all the above questions should be answered as fully as possible.

This paper to be accompanied by certificates of one or more eye-witnesses, who should add their profession or trade and address, and state fully, in their own handwriting, the precise nature of the salvor's or salvors' exertions, showing the actual risk incurred. This application to be verified by the commanding or other superior officer, in so far as it applies to the Navy, Army, Royal Air Force, Merchant Service, or Constabulary.

N.B.—Cases occurring within the British Isles must be reported to the Secretary within two months after their date, otherwise they will not be recognised for either honorary or pecuniary reward

Offices—WATERGATE HOUSE,

YORK BUILDINGS, ADELPHI, W.C. 2.

(Commander), Secretary.

FOR PARTICULARS OF THE LATEST CASE ONLY.

19

-----Committee.

Case-----

Reward-----

N.B.—Many interesting restorations from apparent death have been communicated to the Committee with no other narrative than “that the means recommended by the Society were employed.” But, in order to ascertain the real efficacy of the methods so adopted, a more minute history of the case would be very acceptable, especially with reference to the following data, viz.—

The time of actual submersion.

The appearance of the body.

Resuscitative process employed.

The first and progressive symptoms of returning }
animation. }

And the time from commencement of the resto- }
rative plan to a return of animation. }

APPENDIX LXIII.

[Regulations 1098 and 1100.]

List of collections and files of English correspondence in the Superintendent's office.

Preservation and destruction of records.

Number and title of collection.	Number and title of files under each collection.	Classification.	Period for which each class of records should be preserved.
I.—Accounts ..	(1) Attachment of pay ..	C ..	Two years.
	(2) Objections and retrenchments.	C ..	Ditto.
	(3) Allowances ..	CA ..	Two years ; orders sanctioning the grant or revision of rates of any compensatory allowance to be preserved permanently and those sanctioning any other extra allowances to be preserved for so long as the orders are in force.
	(4) Advances ..	C ..	Two years ; after the advances have been recovered.
	(5) Budget ..	B ..	Five years.
	(6) Estates of deceased officers ; pay and allowances of those discharged and on leave.	C	Two years.
	(7) Postage ..	C ..	Ditto.
	(8) Prisoner's diet and travelling expenses and witnesses' expenses.	C ..	Ditto.
	(9) Punkha and punkha pullers.	C ..	Ditto.
	(10) Printing at private presses.	C ..	Ditto.
	(11) Rewards ..	C ..	Ditto.
	(12) Security ..	C ..	Two years ; correspondence about bonds deposited by an official to be kept for one year, other securities for six months after an officer has vacated his appointment.
	(13) Travelling, horse and conveyance allowance.	CA ..	Two years ; correspondence sanctioning the grant of any fixed travelling, horse or conveyance allowance to be preserved permanently.

Appx. LXIII.

Number and title of collection.	Number and title of files under each collection.	Classification.	Period for which each class of records should be preserved.
I.—Accounts ..	(14) Rents, rates and taxes.	BC ..	Correspondence regarding assessment of police buildings to municipal and union board taxation to be kept for ten years, correspondence about the payment of taxes, etc., to be destroyed after two years.
	(15) Provident Fund and other fund deductions.	C ..	Two years.
	(16) Pay, increments and special pay.	AC ..	Orders sanctioning any revision of pay and grant of special pay to be preserved permanently. Other correspondence to be destroyed after two years.
	(17) Miscellaneous ..	C ..	Subjects of accounts which do not come under any of the headings named above shall be treated as "Miscellaneous," and, subject to the discretion of the Superintendent, shall be destroyed after two years.
II.—Bad characters	(1) Absconders, Escaped and proclaimed offenders.	CA ..	To be destroyed after two years if an absconder has been recaptured or otherwise disposed of, others being kept so long as the absconders are not arrested or their names not struck off.
	(2) Bad characters, suspects, released convicts and release notices.	C ..	Two years.
	(3) Criminal tribes ..	B ..	Ten years.
	(4) Juvenile offenders ..	C ..	Two years, after expiry of sentence.
	(5) Poisoners ..	B ..	Ten years.
	(6) Previous convictions	C ..	Two years.
	(7) Police registered prisoners.	C ..	Two years from the date of release.
	(8) Port Blair convicts ..	C ..	Ditto.
	(9) Photographs ..	A ..	Permanently.
	(10) Pick-pockets ..	B ..	Ten years.
	(11) Wandering gans ..	C ..	Two years.
	(12) Miscellaneous ..	C ..	Ditto

Number and title of collection.	Number and title of files under each collection.	Classification.	Period for which each class of records should be preserved.
III.—Circulars (correspondence relating to).	(1) Police orders ..	C ..	Two years ; the orders themselves to be preserved permanently.
	(2) Accountant-General's circulars.	C ..	Ditto.
	(3) Government orders ..	C ..	Ditto.
	(4) Miscellaneous (District Circular orders).	C ..	Two years after abrogation ; subject to the orders of the Superintendent.
IV.—Crime ..	(1) Accident cases ..	C ..	Two years.
	(2) Arms Act, Explosives and other miscellaneous Acts.	C ..	Ditto.
	(3) Co-operation meetings and conferences.	BC ..	Minutes of conferences, ten years. Other correspondence, two years.
	(4) Crime maps ..	CB ..	Two years. Maps to be kept for ten years.
	(5) Cruelty to animals ..	C ..	Two years.
	(6) Dacoity in other districts.	C ..	Ditto.
	(7) Excise, salt and opium cases.	C ..	Ditto.
	(8) Drugging cases in other districts.	C ..	Ditto.
	(9) Finger-prints ..	C ..	Ditto.
	(10) Forest cases and cases under other special or local laws.	C ..	Ditto.
	(11) Kidnapping cases ..	C ..	Ditto.
	(12) Missing persons and things.	C ..	Ditto.
	(13) Missing goods ..	C ..	Ditto.
	(14) Notes stolen or lost	C ..	Ditto.
	(15) Railway accidents ..	C ..	Ditto.
	(16) Railway cases ..	C ..	Ditto.
	(17) Special reports of heinous crime.	AB ..	See item 65 of Appendix XIII(3).

Number and title of collection.	Number and title of files under each collection.	Classification.	Period for which each class of records should be preserved.
IV.—Crime ..	(18) Miscellaneous ..	C ..	All other subjects which do not come under any of the headings named above shall be destroyed after two years, subject to the discretion of the Superintendent to retain particular papers or files.
V.—Force and fixed establishments.	(1) Establishment (force)	AC	Correspondence regarding new establishment or any addition to or change in the existing establishment under any branch to be preserved permanently. Other correspondence to be destroyed after two years subject to the discretion of the Superintendent.
	(2) Allotment of force	AC	
	(3) Boat and elephant establishments.	AC ..	
	(4) Charge certificates ..	C ..	Orders sanctioning the establishments to be preserved permanently. Other correspondence, two years.
	(5) Railway Police ..	C ..	Two years.
	(6) Drill Instructors ..	C ..	Ditto.
	(7) Enlistment and recruitment.	C ..	Ditto.
	(8) Escorts and guards ..	C ..	Ditto.
	(9) Examination and training.	C ..	Ditto.
	(10) Additional or Special Police.	A ..	Permanently.
	(11) Leave of— ..	..	Two years.
	(i) gazetted police officers,		
	(ii) non-gazetted police officers, (iii) clerks and other subordinates.		
	(12) Landed property of police officers and clerks.	C ..	Ditto.
	(13) Office establishment—	AC ..	Correspondence regarding the entertainment of new establishment, or any addition to, or change in the existing establishment to be preserved permanently; that relating to appointment, transfer or promotion to be destroyed after two years.
	(i) Any change in,		
	(ii) Appointment, promotion and transfer.		

Number and title of collection.	Number and title of files under each collection.	Classification.	Period for which each class of records should be preserved.
V.—Force and fixed establishments.	(14) Promotion and transfer of police officers.	C ..	Two years.
	(15) Pension and gratuity	B ..	Cases of invalid pensions—25 years. Other pension cases—10 years.
	(16) Proceedings, misconduct, punishments and appeals.	AC ..	Papers about suspension, degradation or dismissal to be preserved till the preparation of pension rolls, or till the officers leave the force, others being destroyed after two years.
	(17) Prosecution of servants of the Crown.	C ..	Two years.
	(18) Resignation and retirement.	C ..	Two years, after noting the orders sanctioning the retention or discharge in service books and rolls.
	(19) Commendations	C ..	Two years.
	(20) Special duty ..	C ..	Ditto.
	(21) Steam launches and launch establishments.	CA ..	Two years ; orders sanctioning a launch and its establishment to be preserved permanently.
	(22) Town Police, River and Road Patrols.	A ..	Permanently.
	(23) Police Hospital establishment, dieting system, medicines, beds and cots.	AC ..	Correspondence about entertainment of new, or addition to and alteration in the existing establishment to be preserved, the rest being destroyed after two years.
	(24) Miscellaneous ..	C ..	Correspondence not coming under any of the headings mentioned above shall be treated as miscellaneous and destroyed after two years subject to the discretion of the Superintendent.

Number and title of collection.	Number and title of files under each collection.	Classification.	Period for which each class of records should be preserved.
VI.—Lands and buildings.	(1) Accommodation for officers.	AC ..	Orders sanctioning accommodation for officers to be preserved permanently; other correspondence two years.
	(2) Buildings— (a) Original works.	AB ..	Papers relating to change of site, acquisition of land or rent of land to be preserved permanently other papers being preserved for ten years, care being taken to see that necessary entries are made in the register of lands and buildings.
	(b) Repairs ..	C ..	Two years.
	(3) Lands, Acquisition of	A ..	Permanently.
	(4) Rents of lands and buildings.	A ..	Ditto.
	(5) Tanks, wells and water-supply.	AB ..	Papers relating to acquisition of land or rent of land to be preserved permanently, other papers 10 years.
	(6) Establishment of police-stations and subordinate posts and changes of site, jurisdiction and nomenclature.	A ..	Permanently.
	(7) Miscellaneous ..	C ..	Correspondence which does not come under any of the headings mentioned above shall be treated as "Miscellaneous".
VII.—Reports and returns, other than Gazette notices.	(1) Weekly ..	C ..	Two years.
	(2) Fortnightly ..	C ..	Ditto.
	(3) Monthly ..	C ..	Ditto.
	(4) Quarterly ..	C ..	Ditto.
	(5) Half-yearly ..	C ..	Ditto.
	(6) Annual ..	B ..	Five years. Establishment return 35 years.
	(7) Tour diary ..	C ..	Two years. Correspondence arising out of tour diaries to be transferred to their proper heads and dealt with accordingly.
	(8) Miscellaneous ..	C ..	Two years.

Number and title of collection.	Number and title of files under each collection.	Classification.	Period for which each class of records should be preserved.
VIII.—Clothing, equipment and other stores.	(1) Arms, ammunition and accoutrements and other old arms stores.	AC .	Orders fixing scale and sanctioning supply of arms, etc., to be preserved permanently, and others destroyed after two years.
	(2) Acts, books and maps	CA ..	Correspondence to be preserved for two years. Acts, books and maps, except such as having become obsolete being preserved permanently. Obsolete Acts, books and pamphlets, etc., and the printed lists of criminal tribes, railway pick-pockets and poisoners, for which revised lists have subsequently been printed to be destroyed.
	(3) Clothing	..	Two years. (A separate file to be opened for each contractor.)
	(4) Correspondence relating to—		
	(i) Forms and stationery.	C ..	Two years.
	(ii) Furniture	C .	Ditto.
	(iii) Tents and tarpaulines.	B ..	Ten years.
	(iv) Lanterns, padlocks, handcuffs, etc.	C ..	Two years.
	(5) Miscellaneous	C ..	Ditto.
IX.—Miscellaneous	(1) Rural Police (chaukidars and dafadars).	C ..	Ditto.
	(2) Camping grounds and march of troops.	C ..	Ditto.
	(3) Cash chests of other departments.	C ..	Ditto.
	(4) Emigration	C ..	Ditto.
	(5) Fairs and exhibition	C ..	Ditto.
	(6) Flood and famine	C ..	Ditto.
	(7) Inspections	C ..	To be preserved for two years, the orders passed and their execution being noted in the inspection register.
	(8) Intestate and unclaimed property.	C ..	Two years.

Number and title of collection.	Number and title of files under each collection.	Classification.	Period for which each class of records should be preserved.
IX.—Miscellaneous— <i>Concl'd.</i>	(9) Municipalities and union boards.	C ..	Two years.
	(10) <i>Police and Criminal Intelligence Gazettes.</i> Correspondence arising out of.	B ..	(For preservation and destruction of Gazettes, see Appendix XIII(3). Correspondence arising out of the Gazettes should be dealt with under its proper file. Notices for the Gazette to be destroyed as soon as published or rejected.
	(11) <i>Post-mortem</i> and chemical examination of dead bodies and wounded persons.	C ..	Two years.
	(12) Postal correspondence.	C ..	Ditto.
	(13) Telephone correspondence.	C ..	Ditto.
	(14) Pillars—		
	(i) Great trigonometrical survey pillars.	C ..	Ditto.
	(ii) Between Indian States and British territory.	A ..	Permanently.
	(iii) Miscellaneous	C ..	Two years.
	(15) Pilgrims ..	C ..	Ditto.
	(16) Disposal of records and registers. Correspondence relating to.	C ..	Ditto.
	(17) Railways ..	C ..	Ditto.
	(18) Procession licenses ..	C ..	Ditto.
	(19) <i>Muharram</i> and other festivals.	C ..	Ditto.
	(20) Miscellaneous ..	C ..	Ditto.

APPENDIX LXIV.

[Regulation 1279.]

Scales of furniture and stores for different offices.

I.—FURNITURE.

For police-stations.

(1) Almirah	According to requirements.
(2) Bench	One.
(3) Box-Deed	One for each investigating officer.
(4) Chair	One for each Sub-Inspector and Assistant Sub-Inspector. Two extra.
(5) Chest—Wooden	One.
(6) Clock (with glass fronted wooden case and lock and key)	One.
(7) Gong	One.
(8) Notice board	One.
(9) Rack (for registers and records)	According to requirements.
(10) Sign board	One.
(11) Stool	Three for larger police-stations. Two for others.
(12) Table	One for each Sub-Inspector and Assistant Sub-Inspector. One extra. Size to be decided according to space available but not exceeding 5' x 3'.
(13) What-not	One for each Sub-Inspector and Assistant Sub-Inspector.
(14) Seal, complete	One.
(15) Inkpots with stand	Two for each investigating officer and Assistant Sub-Inspector. Two extra sets.
(16) Ruler	One.
(17) Appliances for taking finger prints	Two sets.
(18) Map of police-station jurisdiction	One.
(19) District map on the scale of 1 inch = 4 miles	One.

For outposts.

(1) Almirah or cupboard	One.
(2) Bench	One.
(3) Chair	Two.
(4) Clock (with glass fronted wooden case and lock and key)	One.
(5) Gong	One.
(6) Notice board	One.
(7) Rack (for registers and records)	One.
(8) Sign board	One.
(9) Stool	One.
(10) Table	One.
(11) What-not	One.
(12) Seal, complete	One.
(13) Inkposts with stand	Two.
(14) Ruler	One.

For inspection rooms attached to police-stations or outposts.

According to requirements.

For Court offices.

- | | | | | |
|---|----|----|----|--|
| (1) Almira | .. | .. | .. | According to requirements. |
| (2) Bench | .. | .. | .. | One. |
| (3) Box-Deed | .. | .. | .. | One for each Court officer. |
| (4) Chair | .. | .. | .. | One for each Court officer and Assistant Sub-Inspector. |
| (5) Chest—wooden or iron safe | .. | .. | .. | One. |
| (6) Clock (with glass fronted wooden case and lock and key) | .. | .. | .. | One. |
| (7) Rack (for registers and records) | .. | .. | .. | One for each Court officer and Assistant Sub-Inspector. One extra. |
| (8) Stool | .. | .. | .. | Two. |
| (9) Table | .. | .. | .. | One for each Court officer and Assistant Sub-Inspector. One extra. |
| (10) What-not | .. | .. | .. | One for each Court officer and Assistant Sub-Inspector. |
| (11) Seal, complete | .. | .. | .. | One. |
| (12) Inkpot with stand | .. | .. | .. | Two for each Court officer and Assistant Sub-Inspector. One extra set. |
| (13) Ruler | .. | .. | .. | One. |
| (14) Appliances (for taking finger prints) | .. | .. | .. | One set. |

For treasury and sub-treasury guards.

- | | | | | |
|-----------|----|----|----|------|
| (1) Chair | .. | .. | .. | One. |
| (2) Table | .. | .. | .. | One. |

For Inspector's offices.

- | | | | | |
|---|----|----|----|---|
| (1) Almira | .. | .. | .. | Two. |
| (2) Box-Deed | .. | .. | .. | Two. |
| (3) Chair | .. | .. | .. | Four. |
| (4) Clock (with glass fronted wooden case and lock and key) | .. | .. | .. | One. |
| (5) Rack (for registers and records) | .. | .. | .. | Two. |
| (6) Stool | .. | .. | .. | One. |
| (7) Table | .. | .. | .. | One (officer's desk). One (ordinary for Assistant Sub-Inspector). |
| (8) What-not | .. | .. | .. | One. |
| (9) Seal, complete | .. | .. | .. | One. |
| (10) Inkposts with stand | .. | .. | .. | Three. |
| (11) Ruler | .. | .. | .. | One. |

II.—STORES

For police-stations.

- | | | | |
|---|----|----|--|
| (1) Blanket (for prisoners) | .. | .. | According to requirements (supplied by the Jail Department). |
| (2) Box (for ammunition) | .. | .. | One. |
| (3) Bucket, fire (for departmental buildings) | .. | .. | According to requirements. |

For police-stations—concl'd.

- | | | | | |
|--|----|----|----|--|
| (4) Cot | .. | .. | .. | One for each Assistant Sub-Inspector and constable. |
| (5) Glass, magnifying | .. | .. | .. | One for each investigating officer. |
| (6) Handcuff | .. | .. | .. | One pair per investigating officer plus extra pairs according to requirements. |
| (7) Instruments (for drawing plans) | .. | .. | .. | One set. |
| (8) Lamp, table | .. | .. | .. | According to requirements. |
| (9) Lantern, hurricane | .. | .. | .. | According to requirements. |
| (10) Lock | .. | .. | .. | According to requirements. |
| (11) Rack (for arms) | .. | .. | .. | One or more according to the number of arms supplied. |
| (12) Rope (for securing prisoners) | .. | .. | .. | According to requirements. |
| (13) Tape, measuring (with leather case) | .. | .. | .. | One for each investigating officer. |
| (14) Torch, electric | .. | .. | .. | According to requirements. |

For outposts.

- | | | | | |
|---|----|----|----|---|
| (1) Blanket for prisoners | .. | .. | .. | According to requirements (supplied by the Jail Department). For outposts and platform posts. |
| (2) Box (for ammunition) | .. | .. | .. | One, if required. |
| (3) Braces, umbrella (for traffic police) | .. | .. | .. | Where necessary according to requirements. |
| (4) Bucket, fire (for departmental buildings) | .. | .. | .. | According to requirements. |
| (5) Cot | .. | .. | .. | One for each Assistant Sub-Inspector, head constable and constable. |
| (6) Handcuff | .. | .. | .. | Two pairs. |
| (7) Lantern, hurricane | .. | .. | .. | According to requirements. |
| (8) Lock | .. | .. | .. | According to requirements. |
| (9) Rack (for arms) | .. | .. | .. | One, if required. |
| (10) Rope (for securing prisoners) | .. | .. | .. | According to requirements. |
| (11) Torch, electric | .. | .. | .. | According to requirements |
| (12) Umbrella (for traffic police) | .. | .. | .. | Where necessary according to requirements. |

For Court offices.

- | | | | | |
|--|----|----|----|---|
| (1) Bucket (for prisoner's drinking water) | .. | .. | .. | One. |
| (2) Cot | .. | .. | .. | One for each Assistant Sub-Inspector, head constable and constable. |
| (3) Handcuff | .. | .. | .. | According to requirements. |
| (4) Lamp, table | .. | .. | .. | According to requirements. |
| (5) Lantern, hurricane | .. | .. | .. | According to requirements. |
| (6) Lock | .. | .. | .. | According to requirements. |
| (7) Lota (for prisoners) | .. | .. | .. | One. |
| (8) Rod, measuring | .. | .. | .. | One. |
| (9) Rope (for securing prisoners) | .. | .. | .. | According to requirements. |

For treasury and sub-treasury guards.

- | | | | | |
|--------------------------|----|----|----|--|
| (1) Box (for ammunition) | .. | .. | .. | One. |
| (2) Cot | .. | .. | .. | One for each head constable, naik and constable. |
| (3) Rack (for arms) | .. | .. | .. | One. |

For Inspectors' offices.

- | | | | | |
|---|----|----|----|---|
| (1) Bucket, fire (for departmental buildings) | .. | .. | .. | According to requirements. |
| (2) Cot | .. | .. | .. | One for each Assistant Sub-Inspector and constable. |
| (3) Lamp, table | .. | .. | .. | According to requirements. |
| (4) Lantern, hurricane | .. | .. | .. | One. |
| (5) Lock | .. | .. | .. | According to requirements. |

FORMS.

B. P. Form No. 1.

Bengal Form No. 5221.

Confidential Report on I. P./B. P. Officers for the year ending 31st December 19 .

[Regulation 75.]

Name of Officer.....

How employed.....

**Signature and designation of the Reporting Officer.*

N. B.—The report should comment generally on the way in which the officer has carried out his various duties during the year and should give an estimate of his personality, character and abilities making particular mention of his relations with his fellow officers and the general public and including a reference to his detective powers and ability to conduct prosecutions. It should contain an opinion on any point specially required at any particular time, e. g., fitness to pass an efficiency bar. [see Home (Appointment) Department, letter No.187-A/C dated the 28th August 1942.]

**The name should also be typed or written in block letters below the signature.*

Confidential Report on subordinate Police Officers.
[Regulations 76 and 77.]

Name of officer.....

Educational qualifications.....

Date of birth.....

Caste

Father's name

Residence—Village.....

Police-station.....

District

.....
Superintendent of Police.

Date.....

District

Rank

For the year ending 31st December District.....

1. Honesty :

2. (a) Efficiency :

(b) Activity :

(c) Industry :

3. (a) Tact :

(b) Temper.....

(c) Judgment.....

4. (a) Power of commanding respect.....

(b) Ditto enforcing discipline.....

5. Sobriety :

6. Knowledge of—

(a) drill :

(b) riding.....

7. Legal knowledge :

8. Local knowledge :

9. Detective ability :

10. Power of preventing and controlling crime

11. Conduct towards—

(a) Superior officers :.....

(b) Subordinate officers :.....

(c) The Public :.....

12. Reference to—

(a) Major punishments during the year, if any :.....

.....

(b) Judicial comments during the year, if any :.....

.....

(c) Special commendations, if any :.....

.....

13. State of health :.....

14. General remarks

.....

.....

.....

.....

**Superintendent of Police.
(To be signed in full with date.)*

*The name should also be typed or written in block letters below the signature.

B. P. Form No. 3.

Confidential Character Roll.

(For clerks only.)

[Regulation 76.]

Confidential Character roll of.....

NOTE.—The form to be made out in manuscript or typed in office.

Date of remarks and district.	Remarks. (To be written legibly and signed by the Superintendent or the head of the office whose name should also be typed or written in block letters below his signature.)

B. P. Form No. 4.

Register of arms held as part of equipment.

[Regulation 88.]

Serial No.	Date of entry.	Name of officer.	Full description of arms.	Date owner leaves district or service.	Action taken.

Register/Return of immovable property held by police-officers and clerks.

[Regulation 112.]

[No date fixed for submission.]

Register/Return of immovable property held by the gazetted and subordinate officers and clerks of the office of the.....of.....during the year 19.....

1	Name.	
2	District and subdivision in which the property is situated.	
3	Nature of property and extent of interest held.	
4	State whether the interest is sole or joint.	
5	If not in own name, state in whose name held and whether wife or other connection.	
6	How acquired, whether by purchase, inheritance or otherwise.	
7	If held under superior landlord, his name and place of residence with district.	
8	Annual value of interest.	
	Rs.	a.
		p.
9	Remarks,	

Form of Genaral Notice under section 30(2) of the Police Act, 1861 (Act V of 1861).

[Regulation 135.]

Whereas I.....District/Assistant/
Deputy Superintendent of Police.....
District, am satisfied that it is intended by persons interested in the religious festival/industrial
dispute between.....and their employees
to convene or collect and assembly on a public road and to form a procession in the public
streets or thoroughfares at.....

And whereas in the judgment of the District/Subdivisional Magistrate such assembly or proces
sion, if held during the period.....to.....
during the continuance of the abovementioned religious festival/industrial dispute, and if uncon
trolled, would be likely to cause a breach of the peace;

Now, therefore, in exercise of the power conferred by sub-section (2) of section 30 of the
Police Act, 1861 (Act V of 1861), I do hereby require any such persons to submit to me,
at least.....days before any date that may be fixed for such assembly or
procession, an application for a license and to state therein the reason for such assembly
and procession, the times of such assembly and procession, the place at which such assembly
will meet or from which such procession will start, the route by which such procession will
pass and the number of persons who are likely to attend such assembly or to take part
in such procession, together with all other details required to be included in such license.

Date.....19 ..

Superintendent/Assistant Superintendent/Deputy
Superintendent of Police.

Form of Special Notice under section 30(2) of the Police Act, 1861 (Act V of 1861).

(Regulation 135.)

Whereas I.....District/Assistant/
Deputy Superintendent of Police.....District,
am satisfied that it is intended by*.....
to convene or collect an assembly on a public road and to form a procession in the public streets and
thoroughfares at.....;

And whereas in the judgment of the District/Subdivisional Magistrate such assembly or procession
if held during the period.....to.....
during the continuance of the religious festival/during the industrial dispute between
.....and their employees, and if uncontrolled, would be likely to
lead to the breach of the peace;

Now, therefore, in the exercise of the power conferred by sub-section (2) of section 30 of the
Police Act, 1861 (Act V of 1861), I do hereby require the said*.....
to submit to me, at least.....days before any date that may be fixed for such assembly or
procession, an application for a license and to state therein the reason for such assembly
and procession, the times fixed for such assembly and procession, the place at which such
assembly will meet or from which such procession will start, the route by which such
procession will pass and the number of persons who are likely to attend such assembly
or to take part in such procession, together with all other details required to be included
in such license.

Date.....19 ..

Superintendent/Assistant Superintendent/
Deputy Superintendent of Police.

*Here insert the names of the person or the description of the class of persons intending to hold the assembly
or procession.

LICENSE.

[Under section 30(3) of the Police Act, 1861 (V of 1861).]

[Regulations 136 and 138.]

License to convene an assembly at/form a procession starting from.....
on.....is hereby granted to.....
subject to the conditions herein contained.

The penalties for a violation of such conditions and for disobedience of orders given by those
authorised to regulate the assembly/procession are prescribed in sections 30A and 32 of the
Police Act, 1861.

Dated.....19.....

Signature of Issuing Officer..

Conditions.

1. The licensee or his representative must attend the assembly/accompany the procession
carrying this license, and must show it on demand to any police officer or Magistrate.

2. The assembly/procession shall commence at.....hours and its proceedings/it
shall cease at.....hours on the abovementioned date.

3. The assembly shall remain at/procession shall start from.....
and the members thereof shall disperse by.....hours.....at, or before
reaching.....

4. The procession shall proceed by the following route, from which it shall not deviate
except under the orders of a police officer, it shall reach the points mentioned below at the
time stated against each:—

Streets.	Points.	Times.
.....		
.....		
.....		

5. The rule of the road shall be observed and, when so ordered by a police officer,
the procession shall divide so as to allow traffic to pass through it.

6. No unreasonable obstruction to the free flow of traffic shall be caused not shall
the free access to any thoroughfare or building by traffic or persons entitled there to be
unreasonably obstructed.

7. No music shall be played, or any other act done, in such a way, as to amount to, a
public nuisance as defined in section 268, I. P. C.

8. No music shall be played or any other noise made—

(a) near any place of public worship, any hospital or any private house when it has
been made known to the licensee or his representative that there is a person
dangerously ill in such house, or

(b) when the procession meets or is passing any person riding or driving a horse if
such person indicates silence to be necessary, or

(c) when the procession is passing any of the following places during the hours noted
against each —

Places.	Hours.	Places.	Hours.
.....			
.....			
.....			

9. No fireworks other than those specified below shall be discharged on any public road or place—

Description.

.....
.....

10. The assembly/procession shall consist of not more than.....musicians
.....other persons.....horses other than those drawing
vehicles.....elephants.....wheeled vehicles.

11. No weapons other than those specified below shall be carried by any persons in the assembly/procession.—

Type.

Number.

.....
.....
.....

12. The members shall obey any reasonable instructions, given by any police officers on duty, in connection with the assembly/procession.

N.B.—The Issuing Officer may alter or omit any of the above condition or may impose any other condition to suit the needs of any particular occasion or locality.

(To be used in triplicate.)

B. P. Form No. 9.

Bengal Form No. 5306.

Directions for the conduct of an Assembly or Procession.

[Under section 30(1) of the Police Act, 1861 (Vof 1861).]

[Regulations 137 and 138.]

To.....

Whereas there is reason to believe that it is intended to convene an assembly at/to from a procession starting from.....on a public road/in public streets and thoroughfares on.....;

Now, therefore, by virtue of the powers conferred by section 30 (1) of the Police Act, 1861, I direct that the said assembly/procession be conducted as follows :—

1. The person who conducts the assembly/procession shall carry a copy of these directions shall show it on any demand to police officer or Magistrate.

2. The assembly/procession shall commence at.....hours and its proceedings it shall cease at.....hours on the abovementioned date.

3. The assembly shall remain at/procession shall start from.....and the members thereof shall disperse by.....hours.....at, or before reaching.....

4. The procession shall proceed by the following route from which it shall not deviate except under the orders of a police officer ; it shall reach the points mentioned below at the time stated against each :—

Streets.

Points.

Times.

.....
.....
.....

5. The rule of the road shall be observed and, when so ordered by a police officer, the procession shall divide so as to allow traffic to pass through it.

6. No unreasonable obstruction to the free flow of traffic shall be caused nor shall the free access to any thoroughfare or building by traffic or persons entitled thereto be unreasonably obstructed.

7. No music shall be played, or any other act done, in such a way as to amount to a public nuisance as defined in section 268, I. P. C.

8. No music shall be played or any other noise made—

(a) near any place of public worship, any hospital or any private house when it has been made known to the licensee or his representative that there is a person dangerously ill in such house, or

(b) when the procession meets or is passing any person riding or driving a horse of which person indicates silence to be necessary, or

(c) when the procession is passing any of the following places during the hours noted against each:—

Places.	Hours.	Places.	Hours.
.....			
.....			
.....			

9. No fireworks other than those specified below shall be discharged on any public road or place—

Description.

.....
.....

10. The assembly/procession shall consist of not more than musicians, other persons, horses other than those drawing vehicles, elephants, wheeled vehicles.

11. No weapons other than those specified below shall be carried by any persons in the assembly procession:—

Type.	Number.
.....	
.....	
.....	

12. The penalties for the violation of any of the directions given above are prescribed in section 32 of the Police Act, 1861 (V of 1861).

Date 19 ..

Signature of Issuing Officer.

N.B.—The Officer issuing these directions may alter or omit any of the above or impose any others according necessity.
(To be used in triplicate.)

Command Certificate to be carried by police officers deputed on duty.

[Regulation 163 and 909.]

District and station.	Detail of force with name.	Where proceeding to.	Description of duty and number of Escort Requisition.	Date and hours of—			Remarks. (Date and hour of return to be noted, etc.)
				De- parture.	Arrival.	Receiving permission to return with signature of officer giving permission.	

Note.—If any delay occurs it will at once be detected from the entries in the last four columns, the delinquent brought to task, and his explanation taken by the enquiring officer and recorded on the back of the certificate, which should then be sent for orders to the Superintendent.

B. P. Form No. 11.

Statement of Railway and Steamer warrants issued in connection with the escort of Government treasure during the month of19....

[Appendix III.]

Name of office.....

[To be sent to the Accountant-General, Bengal, not later than the 10th of the following month.]

Serial No. 1	Consecutive printed number of the warrants. 2	Date of issue. 3	Station.		Number of police officers who actually travelled in different classes.		Value of Government treasure or stamps escorted. 8	Cost of each ticket of different classes.		Total cost of the tickets issued under each warrant. 11	Name of railway or steamer company to whom payable. 12	Remarks. 13
			From 4	To 5	Inter. 6	Third 7		Inter. 9	Third. 10			
							Rs. a. p.					

The.....19....

Superintendent of Police.

B. P. Form No. 12.

Statement of Railway and Steamer warrants issued during the month of 19....

[Appendix III.]

Name of office—

[To be sent to the Accountant-General, Bengal, by the 10th of the following month.]

Serial No.	Consecutive printed number of the warrants.	Date of issue	Station.		How many police officers actually travelled in different classes.		How many prisoners actually travelled.		Cost of each ticket of different classes.		Total cost of the tickets issued under each warrant.	Name of Railway or Steamer Company to whom payable.	Remarks.
			From	To	Inter.	Third.	Inter.	Third.	Inter.	Third.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14

The..... 19....

Superintendent of Police.

B. P. Form No. 13.

Agreement Form.

[To be executed by bus owners for conveyance of police officers and prisoners by motor vehicles.]

[Appendix III.]

This agreement is made, this day of 19, between hereinafter called the bus owners (or managers) carrying on a motor bus business at under the name and style of on the one part and the Superintendent of Police (which term shall where not repugnant to the contract include his successors in office) on behalf of the Province of Bengal on the other part.

Whereas the aforesaid owner has agreed to carry police officers and prisoners in police custody in his motor vehicles, running regularly from to in exchange for motor warrants, signed by any police officer authorised to do so under the provisions contained in Appendix-III of the Police-Regulations, Bengal, Volume-II (hereinafter referred to as "the said rule" which expression, where the context so admits, includes any amendments thereof for the time being in force and shall be deemed to form part of these presents) and whereas the owner has applied to the Superintendent of Police (on behalf of the Province of Bengal) to be allowed to enter.

into a contract defining their relative liabilities in the matter and the said Superintendent of Police has agreed to the proposal, now this agreement witnesseth that in pursuance of the said proposal, the owner doth hereby covenant with the said Superintendent of Police to declare as follows:

(1) That the motor company shall issue tickets in exchange for motor warrants and provide accommodation in his/their motor vehicles at any station on his/their routes mentioned in the schedule below at the rate noted therein, on presentation of 2 copies of the warrant or credit note signed by an officer not below the rank of an Assistant Sub-Inspector of Police or head constable and bearing the official seal of the office of issue, to any police officer of or below the rank of Sergeant and to prisoners in their custody.

(2) Where there are two classes of accommodation in a motor vehicles and different rates are charged for each class, higher class accommodation should be provided for Sub-Inspectors, Sergeants, Assistant Sub-Inspector and head constables and lower class for constables and prisoners in custody of the police.

(3) That the motor company or their officer who may be detailed for the purpose will examine carefully the warrant at the time of presentation to see that the columns 1 to 4 are properly filled in by the officer issuing the warrant and that the warrant bears the official seal. He will then cause the officer-in-charge of the party to fill in column 5 and the portion relating to baggage in both copies of the warrant. After filling up columns 6, 7 and 8 and the certificate in the lower portion of the warrant he will return one copy to the officer-in-charge of the party and retain one copy to enable him to prefer his claim.

(4) That each individual person transported by the motor company shall be allowed a free allowance of 20 seers of luggage in the case of officers (Sub-Inspectors and Sergeants) and 15 seers in the case of other men.

(5) That the motor company will refund either in cash or by deduction from their subsequent bills any sum drawn and paid to them in excess over their actual claim.

(6) That at the end of each month the motor company will submit to the Superintendent of Police three bills, viz., one for journeys on escort duty, one for prisoners and the third for all other journeys on tour enclosing the counterfoils of the warrants used during the month as vouchers.

(7) That in the event of any dispute arising over the provisions of this contract the decision of the Superintendent of Police shall be final.

(8) That the motor company shall always be ready to make good any loss that may result from a breach of any of the clauses of the agreement.

(9) That three months' notice in writing shall be given on their side before the agreement is terminated. Any such notice shall be deemed to have been duly served if addressed to the Superintendent of Police or the bus owners, as the case be, at their respective offices and despatched by registered post.

As witness the hands of the parties on this day and year first above written.

.....
(Signature of the bus owner or company.)

I witness to the signature of the abovementioned owner or company.

Signed by the Superintendent of Police, for and on behalf of His Excellency the Governor of Bengal, acting in these premises for and on behalf of the Secretary of State for India.

.....
(Signature of the Superintendent of Police.)

B. P. Form No. 14.
Bengal Form No. 5311.

Index of Crime,

[Regulations 189(t), 194 and 1115.]

First information No., date and hour.	Place, date and hour of occurrence, distance and direction from police-station.	Names and addresses of complainant or informant, and accused.	Crime with section of Act and nature and value of property stolen.	Date and hour of arrival of police at the spot.	Name and rank of investigating officer.	Date and form of final report and names of persons sent up, suspects and absconders.	Final order of Magistrate.	Initials of Reader Clerk, S. D. P. O. or Circle Inspector.	Remarks.
1	2	3	4	5	6	7	8	9	10

Inspector's Order Book.

B. P. Form No. 15.

Bengal Form No. 5449 G.—Regulation 191.

No.....

FROM— (Date Stamp.)

To—

Reference.

NOTE.—The form is in triplicate. Two carbon copies will be issued to the police-stations concerned. On receipt of both copies with replies the Inspector will keep one copy in his order book with the original and the other with the general or mufassil diary.

B. P. Form No. 16.

Bengal Form No. 5273.

Due to Magistrates at Sadar and Subdivisions daily.

No.

Daily Report.

[Regulation 192.]

From the officer-in-charge of the

District

Subdivision

of all occurrences information of which was received on the of 19....
despatched p. m. of the of 19....

Report.	Superintendent's remarks.	Orders of Magistrate of district.

Superintendent of Police.

Memo. No.

Forwarded to the Magistrate of for his information and favour of return after perusal.

Superintendent of Police,

or

Subdivisional Police Office .

The of 19....

Bengal Form No. 5272.

[Regulation 195.]

Section.

1. Police-station.
2. Complainant.
3. Accused.
4. Suspected.
5. Place of occurrence and distance and direction from police-station.
6. When and where reported to Police.
7. Date and hour of { occurrence.
arrival of Police at scene of occurrence.
8. No. and date of final report.
9. Investigating officer.

BRIEF PARTICULARS OF CASE AND INVESTIGATION.

NOTE: If any person is reasonably suspected, state clearly the reasons of suspicion and by whom suspected. Steps taken against absconders to be noted.

Bengal Form No. 5355.

Personal Diary of

DESPATCHED.....

FOR WEEK ENDING

[Regulations 197, 209, 558, 655 and 897.]

*Total number of complete days spent on tour during the year.

Time and date.	Report.	Orders and Remarks.

*Need not be stated in Superintendent of Police's weekly confidential diaries. A complete day in this connection means a calendar day beginning and ending at 12 midnight.

Monthly Return of Inspection by Inspectors.

[Appendix XII.]

Names of police-stations, outposts and courts.						
Distance from headquarters						
Date of inspection ..						
How long halted ..						
Date of previous inspection						

Dated.....19....

Inspector.

Summary of work done by Inspector during the month of.....19.....

Number and date of criminal cases personally investigated or re-investigated. 1	Number and date of criminal cases personally supervised. 2	Number of cases investigated by subordinates, locally tested.		Number of villages visited to make miscellaneous enquiries. 4	Number of bad characters looked up. 5		Number of chaukidari para-des attended. 6	Number of explosive and ammunition shops inspected. 7	Number of days spent on tour.		Summary of miscellaneous work done. 9	Number of night rounds performed or night patrol checked, rounds in town areas and <i>mufassal</i> crime centres being shown separately with date and hour in each instance. 10	Remarks. 11
		Charge sheet 3	Final report. 3		At night	By day.			Complete. 8	Partial. 8			

Instructions.

1. When inspection has been less frequent than it should be, an explanation of the reason shall be given.
2. An abstract of all miscellaneous duties other than inspection which Inspectors may have performed during the month, together with names of all places visited, with the dates of visiting them, shall be noted.
3. When information of value is obtained concerning a bad character, the Inspector shall either enter that information in the history sheet or send it in writing to the police-station where it shall be copied into the history sheet.

B. P. Form No. 20.
Bengal Form No. 5377.

Requisition on Railway Station Masters for sending telegram.

[Regulation 221.]

No. Railway.
..... Station.....19 .

To

The Station Master,

..... Railway Station.

Sir,

Please send the attached telegrams to the address given below. The communication is urgent, and in the interest of Government service should be despatched immediately.

Left thumb impression

Name in full and designation of the police officer.

P. S.....

District.....

B. P. Form No. 21.
Bengal Form No. 5378.

Emergent requisition for passage by Railway without prepayment of fare.

[Regulation 221.]

No. Railway
Emergent requisition for free passage by Railway.
..... Station.....19 .

To

The Station Master,

..... Railway Station.

Sir,

Please grant me a ticket for passage from to by
class which is urgently required in the interest of Government service. The cost of the ticket to be recovered subsequently from the Superintendent of Police.

Left thumb impression.

Name in full and designation of the police officer.

P. S.....

District.....

Why passage required—

(If directed to be kept secret the fact should be mentioned here.)

Intimation to Station Master for having travelled without ticket.

[Regulation 221.]

No.

..... Railway.

..... Station 19 ..

To

The Station Master, .

..... Railway Station.

Sir,

I beg to inform you that I have travelled without a ticket from _____ to _____
in _____ class in the interest of service of the Crown. The fare is to be
recovered from the Superintendent of Police.

Left thumb impression.

Name in full and designation of the police officer.

Police-station

District

Why passage required

(If directed to be kept secret, the fact should be mentioned here.)

Why a ticket was not obtained at starting station?

B. P. Form No.-23.

Monthly Return of all journeys made by police officers without a ticket.

[Regulation 221.]

Requisition.		To which Station-master issued.	Number of persons travelled.	Class.	From which station travelled.	Amount.
No.	Date.					
1	2	3	4	5	6	7
						Rs. a. p

B. P. Form No. 24.

Bengal Form No. 5295.

Daily Report on epidemics for police-station

, dated

19 .•

[Regulation 233.]

[illegible]

The.....19 .

Officer-in-charge of

Police-station/Outpost.

Daily Register of Births.

*Daily Register of Births in the police-station....., in the district of....., during the
month of.....19*

[Regulation 234.]

[illegible]

B. P. Form No. 26.

Bengal Forms Nos. 2999, 3000 and 3001.

Daily Register of Deaths in the police-station of

of

19

, in the district of

, during the month

[Regulation 234.]

1	Serial number.	
2	Date of registration.	
3	Date of death.	
4	Name of reporter of death.	
5	Name of deceased.	
6	Name of the father of the deceased and if a married woman, her husband's name.	
7	Name of village or <i>mahalla</i> in which deceased resided, and if a traveller whence he came.	
8	Profession or occupation of the deceased.	
9	Class.	
10	Cause of death.	
11	Age at time of death.	
12	Born dead.	

Christian.	
Hindu.	
Muhammadan.	
Buddhist.	
Other classes.	
Male.	Cholera.
Female.	
Male.	Small-pox.
Female.	
Male.	Fever.
Female.	
Male.	Bowel complaints.
Female.	
Male.	Suicide.
Female.	
Male.	Wounds.
Female.	
Male.	Accidents.
Female.	
Male.	Snake-bite, or killed by wild beats.
Female.	
Male.	All other causes.
Female.	

Under 1 year.
1 year and under 5 years.
5 years and under 10 years.
10 years and under 15 years.
15 years and under 20 years.
20 years and under 30 years.
30 years and under 40 years.
40 years and under 50 years.
50 years and under 60 years.
60 years and upwards.
Male.
Female.

First Information Report.

[Regulation 243.]

First information of a cognizable crime reported under section 154, Criminal Procedure Code, at police-station.

Subdivision.....

District.....

No.....

Date and hour of occurrence.....

Date and hour when reported.	Place of occurrence and distance and direction from police-station and jurisdiction number.	Date of despatch from police-station.

N.B.—A first information must be authenticated by the signature, mark or thumb impression of informant and attested by the signature of the officer recording it.

Name and residence of informant and complainant.	Name and residence of accused.	Brief description of offence with section, and of property carried off, if any.	Steps taken regarding investigation, explanation of delay in recording information.	Result of the case.
1	2	3	4	5

Signed.....

Designation.....

(First information to be recorded below.)

NOTE.—The signature, seal or mark of informant should be affixed at foot of the information.

First Information Report.

[Instructions.]

(1) If the information be given orally, it shall be recorded in plain and simple language as nearly as possible in the informant's own words. Technical or legal expressions of high-flown language, or lengthly or involved sentences shall not be used.

(2) The police officer shall not administer an oath to the complaint.

(3) If a particular person be charged or suspected, the facts on which the suspicion is based should be clearly set forth. The informant should be required to distinguish what he professes to know personally from matters of which he has heard only second-hand.

(4) Persons charged shall be distinguished from persons suspected. The informant, shall be asked to state distinctly whether he charges the person or persons he names and only when he does charge them, shall the name or names be entered in column 2 of the form. The names of suspected persons shall not be entered in column 2. They shall be shown in the complainant's statement at the foot of the return. If the informant says that certain persons were recognised, their names shall be clearly stated; or if he is unable to say that any one was recognised, this shall be distinctly recorded at this stage.

(5) In cases of delay in bringing report of an offence, explanation of such delay shall always be demanded.

(6) The informant's statement when complete, shall be read over to him and he shall sign it. Thumb-impressions shall be taken when necessary. The report shall show that this has been done.

(7) The upper and form portion of the first information report shall be filled in and signed by the officer-in-charge. The statement at foot shall be signed both by the informant and by the police officer.

(8) Each report shall bear a consecutive number in the order of its arrival at the police-station. The report first received at the police-station, no matter when the crime occurred, after midnight on the morning of the first day of the month, shall be numbered 1, and the last report received before midnight on the night of the last day of the month shall bear the last number.

(9) If the accused is a servant of the Crown, it shall be so stated, and intimation sent to his official superior by the Superintendent of Police.

B.P. Form No. 27A.

Bengal Form No. 5405.

Border Crime Report.

[Regulation 246 (b).]

1. Place of occurrence, police-station and distance and direction from police-station.....
2. Date and hour of occurrence.....
3. Nature of crime.....
4. Remarks, if any.....

Forwarded to the officer-in-charge of police-station—

Officer-in-charge of

Dated the.....

.....Police-station.

Hue-and-cry Notice.

হৈচৈ বিজ্ঞাপন।

[Regulation, 250.]

1. Station.....
১। থানা।
2. Village of occurrence and its direction and distance from P.S.....
২। যে গ্রামে ঘটনা হয় বা ঘটনাস্থল তাহা থানা হইতে কোন্ দিকে এবং কতদূর।
3. Date of occurrence.....
৩। ঘটনার তারিখ।
4. Name of accused and his descriptive roll, if available.....
৪। আসামীর নাম ও আকৃতি আদির বিবরণ (যদি পাওয়া যায়)।
5. Nature of property stolen.....
৫। অপহৃত বালের বিবরণ।
6. Nature of occurrence.....
৬। ঘটনার বিবরণ।

Date of despatch by station-officer.
থানা কর্মচারী কর্তৃক প্রেরণের তারিখ

Signature of officer despatching.
প্রেরণকারী কর্মচারীর স্বাক্ষর।

(On the reverse)

1. Date of receipt by station-officer.....
১। থানার ভারপ্রাপ্ত কর্মচারী কর্তৃক প্রাপ্তির তারিখ।
2. Date of reading over and explaining to the chaukidars and daffadars at muster parades.....
২। চৌকিদারি হাজিরাতে চৌকিদার ও দফাদারদিগকে পড়িয়া শুনাইবার তারিখ।
3. Action taken by the receiving station-officer.....
৩। থানার ভারপ্রাপ্ত কর্মচারী বিজ্ঞাপন প্রাপ্তে যে কার্য করেন।

Signature of the Receiving Officer.
গ্রহণকারী কর্মচারীর স্বাক্ষর।

Report of Intestate Movable Property from.....station,.....district

[Regulation 251.]

Dated.....

Annual number. 1	Date and place of death. 2	Name and residence of deceased, if known. 3	List of property. 4	Remarks. 5

Memo. No....., dated.....

Forwarded to the District Judge of.....for information and orders.

Signature of Magistrate.

Signature of Police Officer.

Account of Sale of Intestate Movable Property sold at.....station,.....district.

Dated.....

Signature of Police Officer.

Dated.....

265

নোটিস ।

[Regulation 252.]

পিতা

সমীপে যু ।

সাং _____, থানা _____; জেলা _____।

মহাশয়,

আমার নিকট সংবাদ আসিয়াছে যে নিম্ন বিষয়ের বিবাদ লইয়া শান্তিভঙ্গের সম্ভাবনা হইয়াছে। যেখানে বিবাদ সম্ভাবনা তাহাতে আপনার স্বার্থ আছে অতএব আপনাকে অনুরোধ করা যায় যে আপনি ভারতীয় দঃ বিঃ আইনে ১৫৪ ধারার বিধান মত আপনার ক্ষমতাবীনে আইনসম্মত যত প্রকার উপায় আছে তাহার উপযুক্ত ব্যবহার দ্বারা যাহাতে কোন প্রকার শান্তিভঙ্গ না হয় তৎপ্রতি বিশেষ দৃষ্টি রাখিবেন। উক্ত ধারায় আপনার দায়িত্ব সম্বন্ধে যে বিধান আছে তাহা আপনার অবগতির জন্য নিম্নে লিখিত হইল।
—ইতি তারিখ _____ ১৯ সাল।

বিবাদীয় বিষয় _____

যে স্থানে বা যাহা লইয়া শান্তিভঙ্গের সম্ভাবনা তাহার চৌহদ্দী।—

উত্তর—

পূর্ব—

থানার

ভারপ্রাপ্ত কর্মচারী

আউট পোষ্টের

সাব-ইন্সপেক্টর/এসিষ্ট্যান্ট সাব-ইন্সপেক্টর
(ভারপ্রাপ্ত কর্মচারী প্রেরিত)

দক্ষিণ—

পশ্চিম—

থানা

আউটপোষ্ট

জেলা

ভারতীয় দণ্ডবিধি আইনের ১৫৪ ধারা।

যখন কোন বে-আইনী জনতা কিম্বা দাঙ্গা সংঘটিত হয় যে ভূমির উপর একরূপ বে-আইনী জনতা সন্নিবিষ্ট হয়, বা দাঙ্গার অপরাধ কৃত হয় সেই ভূমির স্বত্বাধিকারী বা দখলকারী এবং একরূপ ভূমিতে স্বার্থ নিবদ্ধ আছে বা স্বার্থের দাবী করেন একরূপ যে কোন ব্যক্তি এক হাজার টাকার অনধিক অর্থদণ্ডে দণ্ডনীয় হইবেন, যদি তিনি বা তাঁহার প্রতিনিধি বা কক্ষকর্তা একরূপ অপরাধ করা হইতেছে কিম্বা করা হইয়াছে ইহা জানিয়াও অথবা একরূপ অপরাধ সংঘটিত হইবার সম্ভাবনা আছে ইহা বিশ্বাস করিবার কারণ সত্ত্বেও সরাপেক্ষা নিকটবর্তী থানার প্রধান কর্মচারীর নিকট তাঁহার বা তাঁহাদিগের সাধ্যমত শীঘ্র সংবাদ প্রদান না করেন একরূপ অপরাধ সংঘটনের উপক্রম হইয়াছিল তাঁহার বা তাঁহাদিগের একরূপ বিশ্বাস করিবার কারণ থাকা সত্ত্বেও ইহা নিবারণের জন্য সাধ্যমত সর্বপ্রকার বৈধ উপায় অবলম্বন না করেন এবং উক্ত অপরাধ যদি ঘটে তাহা হইলে ঐ দাঙ্গা বা বে-আইনী জনতা বিতারিত বা নিবারণ করিতে যথাসাধ্য সমস্ত বৈধ উপায়ের প্রয়োগ না করেন।

(For English translation, See reverse.)

[On the reverse of the form.]

NOTICE.

To _____

Owner.

Occupier.

At Village _____, Police-station _____, District _____.

Sir,

INFORMATION has reached me of the likelihood of a breach of the peace in respect of a dispute regarding* _____

situated at and bounded as below in which you are interested as owner or occupier. I have therefore to request you to use all lawful means in your power as required by section 154, Indian Penal Code, to prevent any breach of the peace. In order to impress upon you your responsibility under the provision of the said section it is reproduced on the back for ready reference.

Boundaries of the place on which/about which breach of the peace is apprehended—

- | | |
|-----------|----------|
| 1. North— | 2. East— |
| 3. South— | 4. West— |

Sub-Inspector of Police,

Police-station _____

District _____

*Here enter the matter or right in dispute.

B. P. Form No. 33.

Bengal Form No. 5357.

Register of Cases in which First Information is not used.

[Regulation 245.]

Cnsecutive number and date of institution.	Names of parties	Kind of case with section.	Persons arrested, if any (with date in each case).	Date of submission of report.	Magistrate's orders with date.	Remarks.
1	2	3	4	5	6	7

Register of Motor Vehicle accidents.

[Regulation 254.]

1. Consecutive No....., P.S....., District,.....
 2. Date and hour of report.....
 3. Informant's name and address.....
 4. Place, date and hours of occurrence.....
 5. Preliminary steps taken, *e.g.*, injured person sent to hospital, etc
 6. Rank and name enquiring officer.....
 7. Date and hour of arrival at scene.....
 8. Registered number(s) of vehicle(s) involved
 9. Name(s) and address(es) of owner(s).....
 10. Name(s), address(es) and licence number(s) of driver(s) involved (state whether licences are private or professional, place of issue and if in force)
 11. Summary of the case with names and address of the witnesses.....
.....
 12. Remarks and recommendation of (Assistant Commissioner)/(Circle Inspector)....
 13. Orders of the Deputy Commissioner or Superintendent of Police (with section of law, if for prosecution).....
- Informant's report (to be signed by informant and recording officer with date).....

N. B.—In collision, break-down and running-down cases this form shall be used. [In case of accidents resulting in death or grievous hurt a sketch map showing the final position of the vehicle(s) and wheel marks, if any, on the road, must be appended.]

Report under Section 107 or 145, Criminal Procedure Code.

[Regulations 254, 287 and 445.]

Names and residence of disputing parties.	Subject of dispute (if connected with land or water give boundaries of the exact area of which both parties claim to be in possession and submit a map illustrating the possession).	Short note on each party's claim as to present possession.	Names and residence of persons to be bound down.	Witnesses and their residence.	Remarks showing how the information was lodged and what the police found on arrival at the spot. Reasons for apprehending a breach of the peace, etc.	Final orders by Magistrate (to be filled in by Court police and returned to the police-station).
1	2	3	4	5	6	7

COLUMN 5.—The names of such witnesses as have been examined by the police, and who are able to give evidence regarding the cause of dispute, and the party or parties responsible for the probable breach of the peace shall be given. In cases under section 107, Criminal Procedure Code, these witnesses shall be required to attend court to enable the Magistrate to enquire into the truth of the information [section 117(1), Criminal Procedure Code]. On the other hand, in a case under section 145 Criminal Procedure Code, the column shall include the name of witnesses who are able to depose as to the exact area of which possession is disputed, or what the point at issue as regards possession is.

Post-card intimation to Informants of Cases of the action taken by police-station officers.

[Regulations 257.]

From

The Officer-in-charge,

.....police-station,

To

.....

.....

Sir,

The case under section.....reported by you on.....
has been registered in this police-station as case No....., dated.....
..... As there are not sufficient grounds for entering on an investigation,
the police do not propose to investigate the case.

I have, etc.,

B.P. Form No. 37A.

Bengal Form No. 5407A.

থানার কর্মচারিগণ কোন কেস সম্পর্কে যে ব্যবস্থা করেন তাহা কেসের
সংবাদদাতাগণ পোষ্টকার্ড দ্বারা জ্ঞাপন করেন।

[Regulation 265.]

পুলিশ ষ্টেশনের ভারপ্রাপ্ত কর্মচারীর নিকট

হইতে এর প্রতি।

মহাশয়,

.....
..... দ্বারা অধীন যে ঘটনার সংবাদ আপনি তারিখে
দিয়াছেন তাহা এই পুলিশ ষ্টেশনে তারিখে নং কেস
রূপে রেজিষ্টারীতে লিখিত হইয়াছে। তদন্ত করিবার পক্ষে যথেষ্ট কারণ না থাকায় পুলিশ
কর্মচারিগণ এই কেসের তদন্ত করিতে চাহেন না। ইতি—

একান্ত বশংবদ।

B. P. Form No. 38.

Bengal Form No. 5363.

Case diary under section 172, Criminal Procedure Code.

[Regulation 264.]

Police-station....., District.....

First Information No....., dated.....19.... Section.....

Name of complainant.....

Case Diary No....., dated.....19.....

Arrested and sent up.		Arrested and released on bail.		At large.

Particulars of enquiry.			
No. and hour of entry.	Place of entry.	Synopsis of entry.	

Diary ends.

Forwarded to (person).....

From (place).....

At (time).....

By (what means)

Signature.....

S.-I. of Police.

Statements under section 161 forwarded herewith.

No.	Name.	Father's name.	Address.

Charge sheet.

[Regulation 272.]

DISTRICT..... CHARGE SHEET No. DATED.....19 .

Date fixed for trial—

Police-station.....in first information No....., dated.....19 ,

1	2	3	4	5	6	7
Name, address and occupation of complainant or informant.	Names and addresses of accused persons not sent up for trial, whether arrested or not absconders. (Show absconders in red ink.)	Names and addresses of accused persons sent up for trial.		Property (including weapons) found, with particulars of where, when and by whom found and whether forwarded to Magistrate.	Names and addresses of witnesses.	Charges or information: name of offence and circumstances connected with it, in concise details and under what section of law charged.
		In custody.	On bail or recognizance.			

Despatched ata. m. /p. m. on19 .

Signature of Investigating officer.

(On reverse) •

37 1. I certify that I have carefully examined the registers of persons convicted (Village Crime Note-Book), and have in all other respects made full enquiry whether the accused persons and absconders against whom the charge has been proved have given false names and addresses or have been previously convicted, and I find that.....

2. I also certify that the accused has resided in this jurisdiction for a period of more/less than ten years.

3. The accused's antecedents are as follows:—

275 /
Signature of Investigating officer.

CERTIFIED that I have carefully searched the Index to the Conviction Registers and have found that.....

Signature of Court officer

B.P. Form No. 40.

Bengal Form No. 5408.

Post-card reporting the submission of charge-sheets by Police-station officers.

[Regulation 272.]

To

Case No., dated., of police-station

In the above case a charge-sheet has been submitted against.....

The date of hearing is.....

Officer-in-charge,police-station.

B. P. Form No. 40A

Bengal Form No. 5408A

থানার কর্ম্ম চারিগণ কর্তৃক চার্জশিট দাখিলের সংবাদজ্ঞাপনের পোষ্ট কার্ড ।

[Regulation 272.]

_____ এর প্রতি

_____ পুলিশ ষ্টেশনের _____ তারিখের _____ নং কেস।

উপরোক্ত কেসে _____ এর

বিরুদ্ধে একটি চার্জশিট দাখিল করা হইয়াছে। শুনানীর তারিখ _____

_____ পুলিশ ষ্টেশনের ভারপ্রাপ্ত কর্ম্মচারী।

Brief of a Case.

[Regulation 274.]

- (1) Police-station.
- (2) Number and date of First Information Report.
- (3) Section of law.
- (4) Number and date of charge-sheet.
- (5) Name of complainant.
- (6) Name of accused sent up.
- (7) Previous convictions, if any.
- (8) Whether identified or not and, if not, whether finger prints were taken.
- (9) Names and addresses of absconders.
- (10) Names and addresses of persons reasonably suspected.
- (11) Name of investigation officer.
- (12) Date fixed for trial.

HISTORY OF CASE.

To be followed by "points to be proved" and "evidence to prove them" in parallel columns.

The following are samples of the entry in column 7 of a charge-sheet (B. P. Form No. 39) and of the brief of the same case, which have been prepared for guidance :—

Charge Sheet.

*House-breaking by night (section 457).—*A package containing piece-goods worth Rs.584 was stolen on the night of the 5th of April by breaking the lock of complainant's godown Bipta Goala had carted the package to the godown the previous day. On the 8th of June, Somua Kahar, another carter, was arrested on suspicion, selling at a low price three pairs of new *dhotis* which he alleged Bipta's wife had given him for sale. The houses of Bipta and Somua were searched and *dhotis, saris, than's* of *lo²* cloth, *markin* and the gunny covering of the package were recovered. The property recovered was identified and claimed by the complainant.

Brief.

1. Name of police-station Bhagalpur (Kotwali).
2. Number and date of first information report No. 3, dated 6th August 1925.
3. Name of accused persons sent up (1) Bipta Goala, of Khanjerpur (Bhagalpu town).
(2) Somua Kahar, of Malchak (Bhagalpu town).
4. Previous convictions of each accused persons traced during investigation, if any. No. 1—(a) 16th October, 1922, three months' rigorous imprisonment, section 379, Indian Penal Code, Monghyr.
(b) 25th November 1923, six months' rigorous imprisonment, sections 379/75, Indian Penal Code, Bhagalpur.
No. 2—Nil.
5. Whether identified or not Both identified.
6. Names and addresses of absconders .. Nil.
7. Date fixed for trial 24th August 1925.

History of Case.

On the night of 5th/6th April 1925, a package containing piece-goods worth Rs.484 was stolen by some culprits unknown, who broke open the lock of a side-door (facing a blind lane) of complainant's godown at Shujaganj. The case was reported on the following morning and, during the investigation that immediately followed, it was learnt that the package had been taken delivery of by the complainant on the previous afternoon and was carted to the godown by Bipta Goala, one of the present accused. Bipta was questioned along with others, but denied all knowledge of the occurrence.

On the 8th June 1925, i.e., two days after the occurrence, Somua Kahar, who is a carter by profession and takes his cart for hire to the railway station good-shed, was arrested on suspicion while trying to sell three pairs of new *dhotis* at a very low price, by constable Palakdhari Singh, of Nathnagar police-station. Somua stated before the Sub-Inspector of Nathnagar that the *dhotis* were made over to him by Bipta's wife for sale. The Sub-Inspector of Nathnagar, who had already been notified of the theft arrested Somua under section 54, Criminal Procedure Code, on suspicion, and communicated the information at once to me. The houses of Bipta and Somua were searched by me on the afternoon of 8th June 1925, and 25 pairs of *dhotis* and *saris*, 8 *thans* of long cloth and the gunny cloth covering with which the package was wrapped and on which the complainant's name was written were recovered from an empty granary in the sleeping room of the former and 13 pairs of *dhotis* and two *thans* of *markin* from the cook-room of the latter, concealed under heaps of fuel.

All the cloths recovered were identified and claimed by complainant as he recognized the handwriting of the *gomasta* of the firm of Harchand Mangalram of Bara Bazar, Calcutta, who noted their prices, when he made the purchase, on the cloths with a pencil. The manufacturer's number and description stamped on them also tallied with the entries in the invoice received from the Calcutta firm.

Bipta confessed before me that he and Somua had committed the theft and shared the property between them, but declined to confess before the Magistrate. Somua also declined to make a statement when produced before the Magistrate.

The balance of the cloths alleged to be in the stolen package could not be traced.

Points to be proved.

Evidence to prove each point.

- | | |
|--|--|
| I. That a package was stolen from the complainant's godown. | (1) Complainant.
(2) Sagar Mal (complainant's <i>gomasta</i>)
(3) Prasad Singh (complainant's peon)
(exhibit First Information Report and broken padlock). |
| II. That the recovered cloths were in the stolen package. | Sagar Mal (2).
Complainant (1). (Exhibit invoice.) |
| III. That accused Somua was arrested with some of the cloths in his possession. | (4) Constable Palakdhari Singh.
(5) Behari Sao. |
| IV. That the remaining cloths were recovered while concealed in a granary, and under heaps of fuel in the houses of Bipta and Somua. | (6) Sub-Inspector S. K. Lahiri.
(7) Abdul Rahim (search witness).
(8) Sheonath Pande (search witness.) |
| V. That Bipta Goala has two previous convictions. | 8. (i) Amanat Khan, of Nathnagar police-station.
Constables Jeodhari Singh of Bhagalpur district can prove the second conviction. |

Officer-in-charge of police-station.

Dated the

Comments by Court Officer.

1. The employees of the Calcutta firm who wrote the invoice and put the prices on the cloths will be summoned as witnesses. Without their evidence, the identity of the stolen cloths cannot be satisfactorily proved.

2. The investigating officer has not made use of the marks on the gunny cloth. It bore the complainant's name and address and also marks put by the railway—"B. G. P.-13-1." Evidence to prove them is necessary; the goods clerk and his register should be examined and he will be summoned to attend and produce his register.

3. The search lists have been received with the chargesheet but ought to have been sent immediately after search.

4. Bipta's wife has not been questioned as to whether she gave the cloths to Somua as stated by him. If Bipta's wife denies this—as presumably she will—the statement of Somua before the police will be relevant under section 21, Evidence Act. The woman should be questioned on the point.

5. The investigation was virtually finished on 9th August 1925, but the investigating officer has not said why he submitted chargesheet on 12th August and has not explained the gap in the investigation on 10th August and 11th August.

6. I am taking steps to prove the previous convictions of Bipta.

Court Inspector.—

Dated the.....,

B. P. Form No. 42.

Bengal Form No. 5369.

Final Report under Section 173, Criminal Procedure Code.

DISTRICT..... FINAL REPORT NO....., DATED.....19 .

Police-station.....in First Information No....., dated.....19 .

[Regulation 275.]

280

Name and address of complainant or informant.	Name of charge or complaint.	Description and value of property stolen, if any.	Name and address of accused person or suspects (with grounds of suspicion, if any).	If arrested, date and hour of arrest.	Date and hour of release and whether on bail or on recognizance.	Property (including weapons) found with particulars of where, when and by whom found and whether forwarded to Magistrate.	Brief description of information or complaint; action taken by police, with result and reasons for not proceeding further with investigation.
1	2	3	4	5	6	7	8

Despatched at a. m./p. m. on19 .

Signature of Investigating Officer.

B. P. Form No. 43.

Bengal Form No. 5409.

Intimation of action taken to informants on completion of investigation by Station officers.

[Regulation 278.]

To

Case No., dated, of police-station

The above case has been finally reported as*

Officer-in-charge, police-station.

*Here enter true, false, mistake of fact or law.

B. P. Form No. 43A.

Bengal Form No. 5409A.

থানার কর্মচারীগণ কর্তৃক তদন্ত সমাপ্ত হইলে যে ব্যবস্থা করা হয় তাহা সংবাদদাতাদিগকে
জ্ঞাপন করণ।

[Regulation 278.]

..... এর প্রতি।

..... পুলিশ ষ্টেশনের তারিখের নং কেস্

উপরোক্ত কেসটি* বলিয়া চূড়ান্ত ভাবে রিপোর্ট
দেওয়া হইয়াছে।

*এইখানে সত্য মিথ্যা ঘটনা
কিংবা আইন সম্পর্কে ভ্রম
ইহা লিখিতে হইবে।

..... পুলিশ ষ্টেশনের ভারপ্রাপ্ত কর্মচারী।

[Regulation 280.]

*Details of property seized by Police Officers acting under the provisions of section 103 or 165,
Criminal Procedure Code.*

1. Date and hour of search.....
2. Name and residence of person whose house is searched.....
3. Name and residence of witness to search .. { (1)
(2)
and so on.....

Serial No. (each article to be given a separate or collective serial).	Description of articles seized.*	Description of place where article seized was found.	Name, father's name, residence, etc., of person or persons ordinarily occupying the house in which an article is seized.	Remarks. (Here should be noted in the serial number in complainant's <i>maltalka</i> and the exact circumstances under which all articles have been found. A note should also be made in case anything unusual is observed, such as the remains of burnt paper, etc.).
1	2	3	4	5

*Articles seized, numbered and labelled should be attested by signatures of witnesses and Police Officers. Permanent marks, such as cuts, etc., must not be made.

Signature with date of the person whose property is seized if present at the search.

Signature of witness with date.

Signature by the accused (optional).

Police officers conducting the search:

Date..... *Place*.....

Identification of Suspects.

[Regulation 282.]

NOTE.—Whenever it is necessary to submit any person suspected of having been concerned in any offence for identification, particular care should be taken, pending the arrival of the identifying witness, to keep the suspect in some place where they cannot have access to him. On their arrival, the suspect should be mixed up with 8 or 10 men similarly dressed, and of the same religion and social status, and the identification carried out whenever possible in the presence of a Magistrate or Sub-Registrar unconnected with the case, who should be asked to satisfy himself that the identification has been conducted under conditions precluding the possibility of collusion. Care must be taken that the identification by each witness is done out of sight and hearing of the other identifying witnesses.

1	2	3	4	5	6	7	8
Date of conducting the identification.	Place where the identification is made.	Name of identifying witness with a statement of the circumstances under which and the place where the suspects identified were seen by the witness at the time of the occurrence or before or after it. (See example at the foot of the form.)	Names of the suspects.	Place where the suspect was detained or kept before he was brought out for identification.	Description of the manner in which, the identification was effected.	Names of witnesses in whose presence the identification was made with their signature.	Remarks and signature of the officer holding the identification parade.

Example.—Witness Ram Lal identifies suspect Bihari as the man who threatened him with a dagger and forced him to disclose where his ornaments were kept.

Application for the Suspension or Remission of Sentence under section for Criminal Procedure Code.

[Regulation 286.]

1. Number and address of convict.
2. Age.
3. Account of offence or offences in which he is implicated.
4. Copy of confession of convict and other papers showing complicity (if necessary should be attached separately).
5. Period of imprisonment undergone.
6. Period of imprisonment which is still to be served out.
7. Period for which sentence is to be suspended or remitted.
8. Reasons for suspension or remission to be filled in by Superintendent of Police.
9. Recommendation of District Magistrate.
10. Recommendation of Inspector-General of Police.

Statement to accompany a Report under sections 109 and 110, Criminal Procedure Code.

[Regulation 290.]

General manner of living and the ostensible means of subsistence.	Habits of the accused.	Associates of the accused.	Cases in which the accused has been suspected to have taken part and general repute.	Previous conviction.	Details of cases in which the accused has been known to have taken part.	Remarks.
1	2	3	4	5	6	7

INSTRUCTIONS.

Column 1.—The means of livelihood caste, trade, labour, etc., the number of persons who are dependent on the accused and an estimate of his daily expenditure compared with his sources of income, should be brought out.

Column 2.—The fact that the accused works regularly or intermittently; whether he is absent frequently from his home, and if so whether on dark or moonlight nights; what explanation has been given by him for his absence; whether the chaukidars have watched to see when and under what circumstances he returns to his home; is the accused found sometimes with larger funds at his disposal than at other times—are all relevant points.

Column 3.—The nature of the accused's associates is important—whom does he visit; what persons come to his house, with whom is he on friendly terms. All these points are of value, but it must be shown that these men are themselves bad characters, if the evidence is to be of value. It is useless to say Associates with B and C, unless you prove that B and C are bad characters.

Column 4.—Evidence of repute must not be hearsay, but should be given by co-villagers and those living in the surrounding villages.

Column 5.—Requires no elucidation.

Column 6.—Under this head much hearsay evidence is given. If the accused was seen by any one running away when a cry of thief was raised then that person should testify to the fact. If the accused extorts money in any way, then the person concerned should be produced as a witness. It is useless to call A to say that he knows B demanded *punha* from C, but was not present when he did so, or that B stopped C's son and frighten him into giving money as he (C) himself told him.

First Information of a Reported Case of Unnatural Death sent to the Magistrate under section 174, Criminal Procedure Code.

[Regulation 299.]

1. Station, number, date and hour of information—
2. Name and residence of the informant—
3. Name, age and residence of the deceased—
4. Date and hour of death and how caused—
5. Place where corpse lies, with distance and direction from police-station or outpost—
6. Steps taken by the Officer-in-charge—
7. Date and hour of despatch of First Information.—

Officer-in-charge of Police-station.
Outpost.

INFORMANT'S STATEMENT.

Final Report of a Reported Case of Unnatural Death sent to the Magistrate under section 174, Criminal Procedure Code.

1. Station, number and date of First Information—
3. Name of the deceased—
3. Date and hour of going to the spot—
4. Date and hour of despatch of Final Report—

Officer-in-charge Police-station.
Outpost.

FINAL REPORT.

Chalan for Use when a Dead Body is sent for Examination.

[Regulation 304.]

Name and caste of deceased.	Sex and age.	Residence.	Where body was found.	Date and hour of despatch and distance from place of post-mortem.	Means of despatch.	Name of identifying police officer.	Marks on the body.	Cause of death as far as known.	Remarks; noting what clothes and articles were sent in with the body.
1	2	3	4	5	6	7	8	9	10

Post-mortem Report.
[Regulations 306 and 312.]

STATION,
day of

Name, sex age and caste.	Whence brought—village and police-station.	Name of constable by whom brought and names of relatives accompanying.	Date and hour of—			Information furnished by police.	By whom identified before the Medical Officer.
			Despatch.	Arrival at dead house.	Examination.		

N. B.—Observe the state of all the organs and when no disease or injury is found write "Healthy."

II.—External Appearance.

1.—Condition of subject—stout, emaciated, decomposed, etc.	2.—Wounds—position, size and character.	3.—Bruises—position, size and nature.	4.—Mark of ligature on neck, dissection, etc.

II.—Cranium and Spinal Canal.

1.—Scalp, skull, and vertebrae.	2.—Membrane.	3.—Brain and spinal cord.

Note.—The spinal canal need not be examined, unless any indication of disease or injury exists.

III.—Thorax.

1.—Walls, ribs, and cartilages.	2.—Pleurae.	3.—Larynx and trachea.	Right lung.	Left lung.	Pericardium.	Heart.	Vessels.

IV.—Abdomen.

1.—Walls.	2.—Peritoneum	3.—Mouth, pharynx and oesophagus.	4.—Stomach and its contents.	5.—Small intestine and its contents.	6.—Large intestine and its contents.
7. Liver.	8.—Spleen.	9.—Kidneys.	10.—Bladder.	11.—Organs of generation, external and internal.	

Muscles, Bones and Joints.

1.—Injury.	2.—Disease or deformity	3.—Fracture.	4.—Dislocation.

More Detailed Description of Injury or Disease.

Opinion of the Medical Officer as to Cause of Death.

Signed _____

Medical officer of _____

Remarks by Civil Surgeon.

Signed _____

The day of _____ *19*

Civil Surgeon of _____

B. P. Form No. 51.

Bengal Form No. 5280.

Form of requisition for despatch by rail of dead bodies for Post-mortem Examination.

[Regulation 309.]

HEAD OF SERVICE CHARGEABLE.

Major Head—25—General Administration. Sub-Head—General Establishment.

Minor Head—District Administration. Detailed Head—Contract Contingencies.

The amount is debitable to the grant of the District Officer of
and adjustable by the Accountant-General, Bengal.

_____Railway.

_____Police-station.

_____District Headquarters.

Date_____19

To

The Station Master,

_____Station.

Please accept for despatch from your station to_____

[number in words]_____dead body/bodies booked for *Post-mortem*
Examination.

Signature of Police Officer_____

Designation_____

_____ [number in words] dead body/bodies booked from _____
_____to_____

P. W. Bill No. _____
under_____ of_____. The total amount of
H. C. & Dog Ticket _____
freight to be recovered from the District Officer at _____
[name of station] is Rs. _____As. _____over a distance
of _____miles at Re. 0-8-0 per mile for each corpse subject to a minimum
charge of Rs. 5 for each corpse.

Station_____

Signature of Station Master or Booking Clerk.

Date_____19 .

Police-station Finger-Print Slip.

[Regulation 313.]

Name of officer..... Rank..... Police-station.....
 District..... Impression taken on..... Despatch to
 Bureau on..... Case No..... Date.....

Right Hand.

Right thumb.	Right index.	Right middle	Right ring.	Right little.

(Fold.)

Left Hand.

Left thumb.	Left index.	Left middle.	Left ring.	Left little.

(Fold.)

*Left Hand.**Right Hand.*

Plain impression of ring, middle and index fingers. (To be taken simultaneously with the fingers inserted in the metal mitten.)	Plain impressions of index, middle and ring fingers. (To be taken simultaneously with the fingers inserted in the metal mitten.)

Descriptive roll of the accused and address as given by him.

- | | |
|----------------------|---------------------|
| 1. Name and aliases. | 11. Hair. |
| 2. Father's name. | 12. Complexion. |
| 3. Village. | 13. Eyes. |
| 4. Police-station. | 14. Nose. |
| 5. District. | 15. Mouth. |
| 6. Caste. | 16. Chin. |
| 7. Occupation. | 17. Forehead. |
| 8. Age. | 18. Bread. |
| 9. Height. | 19. Moustache. |
| 10. Build. | 20. Marks and scar. |

Brief particulars of the circumstances under which the person has been arrested and the method employed in committing the crime.

B. P. Form No. 53.

Bengal Form No. 5258.

Search Slip.

(Particulars of the prisoners traced.)

[Regulations 313 and 495.]

Name under which traced _____

Aliases _____

Son of _____

Aliases _____

Village _____

Police-station _____

District _____

Convictions—

- 1st _____
- 2nd _____
- 3rd _____
- 4th _____
- 5th _____
- 6th _____
- 7th _____
- 8th _____

Reference should now be made to the district where convicted, to prove identity and previous convictions, and the result reported as soon as the case is disposed of. If witnesses to prove identity are not forthcoming, the services of an Expert should be applied for and the previous convictions proved under the amendment to sections 45 and 73, Indian Evidence Act of 1872, contained in Act V of 1899.

Assistant to the Deputy Inspector-
General of Police, Criminal
Investigation Department.

B. P. Form No. 53.

Bengal Form No. 5258.

Search Slip.

(To be filled up in the Head Office.)

[Regulations 313 and 495.]

Digits.	Primary classification.	Details of primary search.	Secondary classification when loops predominate.					
1 R. T.			Digit taken in pairs	R.T.	R.I.	R.M.	R.R.	R.L.
2 R. I.				L.I.	L.I.	L.M.	L.R.	L.I.
3 R. M.			Classification					
4 R. R.								
5 R. L.			Formula representing subdivision in which search to be made.					
6 L. T.								
7 L. I.								
8 L. M.								
9 L. R.								
10 L. L.								

Name under which traced _____		Secondary classification when whorls predominate.			
Aliases _____					
Son of _____					
Primary and secondary formula _____					
Date of the receipt of slip _____					
Date of reply _____					
Remarks, if any _____					
Digits taken in pairs.		R.I.	R.M.		
		L.I.	L.M.		
Classification.					
Formula representing subdivision in which search to be made.					

Classified by _____
Tested by _____
Searched by _____
Date _____

B. P. Form No. 53—(concl'd.)

Bengal Form No. 5258.

Search Slip.

{Form to be submitted with the F. P. Slip of Unidentified Prisoner.}

[Regulations 313 and 495.]

(For Court Sub-Inspector to fill up.)

District _____, Subdivision _____

Name given by accused _____

Father's name _____, village _____

Police-station _____, district _____

Date of taking the prints _____, date of despatch of slip _____

Date and police-station of arrest _____

Section under which sent up _____

Name (in full) of the officer taking the impressions _____

Certified that a verification roll has been despatched to the Superintendent of the district to which the

person professes to belong on the _____

and duplicate F. P. slip to the following Provincial Bureaux on the _____

and that the name has found entry in the Register of U. I. persons under number _____

Court Sub-Inspector.

B. P. Form No. 53 (concl'd.)

Bengal Form No. 5258.

Search Slip.

(To be filled up in the head office).

[Regulations 313 and 495.]

To

THE COURT SUB-INSPECTOR.

Returns herewith the F. P. slip of the following *under trial* prisoner—

Name given by accused _____

Father's name _____

Date of receipt of slip _____

Traced or untraced (if traced, particulars to be given on the other side) _____

Remarks, if any (specially note if the person is a registered member of a criminal tribe and, if so, date and place of his registration)

Superintendent,
Finger-print Bureau.

Dated _____ 19 .

Certificate of arrest or surrender of Army deserter.

[Regulation 320.]

[Certificate in accordance with section 163 (m) of the Army Act, or section 91A (6) of the Indian Army Act.]

I certify that the person whose description is given below
(place) at (hour) on the day of * 19

Regimental particulars of officer or soldier referred to above—

Number—

Rank—

Name—

Unit—

Description—

Age—

Height—

Complexion—

Hair—

Eyes—

Marks—

Signature of officer-in-charge of police-station where the abovenamed person was taken or placed in custody on arrest or surrender.

Officer-in-charge of
police-station.

*Here insert "was arrested or surrender".

It is essential that this form should be actually signed by the officer-in-charge of the police-station, otherwise it will not be admissible in evidence.

Warrant Report Form.

[Regulation 323.]

(To accompany warrant of arrest of accused.)

NOTE.—The officer-in-charge of the police-station or the officer to whom the warrant has been made over for execution shall, if the warrant be not executed, report on the back of this form the reasons for the failure to execute it and whether further time is required for execution. If the person against whom the warrant has issued is absconding in order to avoid execution, this fact should be clearly stated and, if necessary, a request made for an order of proclamation and attachment.

1. Serial number in general register, complaint register or miscellaneous register.
2. Name of issuing court.
3. Name of police-station where sent for execution.
4. Name of complainant.
5. Name of accused.
6. Section and Act.
7. Name and residence of the person to be arrested.
8. Date fixed for hearing.
9. Date fixed for return of warrant.
10. Subsequent orders of the court.
11. Action taken by police on the orders on heading 10.

REPORT OF POLICE OFFICERS.

Bengal Form No. 5449 D.

Register of Warrant of Arrest

[Regulation 323.]

[illegible]

B. P. Form No. 57.
Bengal Form No. 5279.

Certificate of Despatch from Police-station and Receipt at Headquarters Lock-up of Prisoners.

[Regulations 330 and 332.]

Name of police-station.	Date and hour of despatch.	Names of prisoners.	Case in which concerned (whether the accused, in a case of arms smuggling, is a seaman).	Name of police officer in whose custody sent.	Date and hour of arrival at sadar or sub-division station and receipt of officer-in-charge of same.

B. P. Form No. 58.
Bengal Form No. 5367.

Memorandum of Expenses incurred on account of Travelling Expenses and Food of Prisoners at Police-station.....and on the way to the Hajat at.....during the month of19 .

[Regulation 333.]

(To be submitted monthly in duplicate from police-stations to the office of the Superintendent.)

Name of sub-division.	Names of prisoners and indigent witnesses.	Number of days.										Remarks.	
		Fed at station.	Fed on the road.	Total for each prisoner.	Rate per diem.		Amount paid on account of railway fare.		Total amount expended.				
					Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.		A. P.
1	2	3	4	5	6		7		8		9		

CERTIFIED that the amount billed for has been actually expended.

Dated..... }
The.....19 . }

Sub-Inspector.

[Copy to be taken by carbon process.]

Bad Character Roll.

[Regulation 343.]

[Form A.—Roll for Reporting the Absence or Departure of a Bad Character.]

1. Police-station.
2. District— Province—
3. Serial number of roll.
4. Name, parentage, residence, caste and descriptive marks of bad character.
5. Number in surveillance register and particulars of previous Convictions.
6. Class of offences he commits.
7. Place to which he may have gone or is alleged to have gone, and for what purpose, with information as to his relatives and associates in such places.
8. Date and hour at which he left his village.
9. Date and hour of despatch of this roll. and whether sent by hand or post.

Signed _____

Designation _____

Date _____

(Reverse.

INFORMATION about the conduct of the bad character during his residence in police-station.

Signed

Designation

Date

Bad Character Roll.

[Regulation 344.]

[Form B.—Roll of Reporting the Arrival of a Suspicious Stranger]

1. Police-station.
2. District— Province—
3. Serial number of roll.
4. Name, parentage, caste, occupation, and residence of stranger and any previous convictions admitted by him
5. Descriptive marks.
6. Name of village and person with whom he is staying, with information as to his conduct and associates.
7. Date of arrival.
8. Name of police-station and village from which he alleges he has come.
9. Date on which he alleges he left his village.
10. Date and hour of departure of stranger, with name of reporter.
11. Whether stranger is returning to his home or going elsewhere.
12. Date and hour of despatch of this roll and whether sent by hand or post.

Signed—

Designation—

Date —

(Reverse.)

Reply.

If the stranger is identified, full particulars regarding him should be entered here and the roll should then be returned to the police-station of issue.

Roster of

[Regulations

Date.	Name and														
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
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16															
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18															
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21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															

N. B.—The nature of the duty performed should be noted briefly in the name and number

Particulars of an occurrence in the case of accidents in streets or in other public places.

[Regulation 357.]

BENGAL/CALCUTTA (POLICE).

Station

District/Division

19

N. B.—This is not a copy of a police report but merely an abstract of such particulars as may be useful to persons concerned. See memorandum printed overleaf.

Date

Time

Place

Name and number of police officer who reported the occurrence, stating whether or not he was witness—

Names and addresses of witnesses—

Abstract of particulars as reported to or by Police—

Signature of
Station/Section Officer.

Countersignature of—

Superintendent of Police.

Assistant Commissioner of Police.

Deputy Commissioner of Police.

Memorandum.

Police reports, books and records are confidential and privileged and it would be contrary to the general public interest for their contents to be disclosed. It is not, therefore, possible to accede to any request for copies of such reports or other documents.

In cases of accidents in streets or other public places, however, abstracts giving the salient points, and the names and addresses of witnesses when known to police, can be furnished to the parties interested, or to their properly authorised legal representatives on the understanding that such abstracts are not, and do not purport to be, actual copies of reports. When the occurrences are witnessed by police officers, such officers will attend and give evidence at any proceedings which may result, if served with a summons in the usual manner.

Abstracts respecting occurrences in regard to which police proceedings are pending cannot, as a rule, be supplied until such proceedings have been disposed of.

In accordance with the direction of the Provincial Government, a fee of five rupees will be charged in respect to each application for a search for particulars relating to an accident in streets or other public places. The search will be undertaken by the Police and the fee will be retained even though no record of the accident can be traced from the particulars given. It is necessary, therefore, that all available information as to the time, date and exact locality of the occurrence should be furnished, together with the names of parties concerned, in order that full enquiry may be made. The fee must accompany the application, and should be sent in the shape of *currency notes*. Neither stamps nor cheques can be accepted.

If the particulars do not relate to an accident in streets or other places, the fee will be returned to the applicant.

Superintendent of Police.

Commissioner of Police, Calcutta.

B. P. Form No. 63.
Bengal Form No. 5379.

Register of Attendance of Village Chaukidars and Note Book of Crime, etc.

[Regulation 369.]

Circle No. ———, *chaukidars with even numbers attend every Monday, and those with odd numbers attend every Tuesday.*

Attendance date to be entered in black ink.

Date of absence in red ink.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Chaukidar's number.	Distance and direction of village from police- station.	Number of houses.	Names of chauki- dars and villages.	January.	February.	March.	April.	May.	June.	Half-yearly total.	July.	August.	September.	October.	November.	December.	Annual total.	Absconders and bad characters living in each beat, with number in Village Crime Note Book.

B. P. Form No. 64.
Bengal Form No. 5293.

DISTRICT _____

List of Chaukidárs absent from Parade during the month of _____ 19 .

[Regulation 369.]

Police-station or outpost _____

(To be submitted on the 1st Tuesday of the month.)

303

1 Number.		2	3	4	5	6	7
Of union.	Of chau- kidar.	Name of the absentee.	Date of absence.	Previous punish- ments for abse- nce during the preceding twelve months.	Chaukidar's ex- planation.	Remarks on the expla- nation, whether true or false.	Order.

Signature of the officer-in-charge of police-station.

General Diary Book.

[Regulation 377.]

Date— 6th, 7th August.	Particulars.			
	Inspectors.	Sub-Inspectors.	Assistant Sub-Inspectors.	Constables in order of their watches.
			Head constables.	
1	2	3	4	5
Present and engaged in their duties at police-station at 21·00.	..	Naranjan Lall.	Munnour Ally.	08·00 till 12·00 Wazeer Singh. 12·00 till 16·00 Mehta Rai. 16·00 till 20·00 Koomar Buhol 20·00 till 24·00 Dheo Lall. 24·00 till 04·00 Baktear Khan. 04·00 till 08·00 Dheen Singh. Reserve—Saheb Rai, Sheo Singh, Lalla Singh, Paran Singh, Ram Perkash and Asgar Ali.
Absent on duty in the <i>mufassil</i> .	..	..	..	Subhan Khan.
Absent with and without leave.	..	..	..	None.
Sick at station ..	..	..	..	Kaleah Khan.

N.B.—The above information must show the state of the force at the hour the diary opens.

Date and hour.	
6th August—21·00 ..	Opened diary.
7th August—06·00 ..	During the night a severe storm passed over the station. A number of huts and trees have been blown down, but no further damage done. The crops have been injured. NARANJAN LALL.
Ditto—06·30 ..	Held morning parade as usual. Some of the constables being in want of uniform, I made a list of what was required, and sent it to office of Superintendent. NARANJAN LALL.
Ditto—07·00 ..	From 07·00 till 08·00 I gave the constables instruction in procedure. NARANJAN LALL.

Date and hours, 08-00 7th August.	Dak arrived. Two letters received—one from Subdivisional Police Office, containing orders Nos. 1237 and 1241 ; one from station Parsa, asking for assistance in the arrest of Ahmad Khan of Wasulia.
	NARANJAN LALL.
	At this time Boodhoo, carpenter, resident of Badaon, complained of the murder of his brother, Sookh Lall. Prepared first information report and sent a copy of it to the Circle Inspector by constable Saheb Rai. At 08-30 made over charge of station to Assistant Sub-Inspector and started to investigate the case, taking with me constables Sheo Singh and Lalla Singh.
	NARANJAN LALL.
Ditto—09-00 ..	Constable Subhan Khan returned from <i>Mufassil</i> , and reported that cholera had broken out in the village of Rangpur, and that six persons had already died. He also reported the railway fences in good repair.
	MUNNOUR ALLY.
Ditto—10-00 ..	Gungaram brought to station by Ameer chaukidar of Raipur, charged by Rundhur, with the theft of a <i>lota</i> .
	MUNNOUR ALLY.
	The charge was supported by witnesses who accompanied. The case being a very simple one, I completed the enquiry at the station, and forwarded the prisoner, with the papers of the case, in-charge of Paran Singh, constable, to the Magistrate.
	MUNNOUR ALLY.
Ditto—12-00 ..	Kuffeleoodeen Sheikh, of village Gopalpur, reported that one Kati Bewa of his village had procured an abortion. This not being a case cognizable by police, I declined taking any action in the matter, and recommended him to inform the Magistrate. Sub-Inspector Naranjan Lall returned to station and resumed charge; having been relieved by Inspector Gobind Lall Dutt.
	MUNNOUR ALLY.
Ditto—19-30 ..	The Inspector of subdivision arrived at station with Dabeedeen Brahmin and Nainsook Koormee, charged with murder of Shookh Lall, Constables Sheo Singh and Lalla Singh also returned with the Inspector. The prisoners placed in lock-up, and orders given to constable Dheen Singh, on sentry duty for safe custody of prisoners during night.
	NARANJAN LALL.
Ditto—20-00 ..	Told off constables Ram Perkash and Asgar Ali for round duty in villages Gopalpur and Hurdee. Closed diary and despatched dak.
	NARANJAN LALL.
	Sub-Inspector.

Register of Absconded Offenders and Escaped Convicts.

[*Regulation 378.*]

-
1. Name, father's name, caste, village, police-station, district.
 2. Description of offender and supposed date of birth.
 3. Details as to family and property in village.
 4. Names of friends and relatives residing in other police-stations, specifying their residences.
 5. Full details of circumstances under which escape effected.
 6. Amount of reward offered, if any, for apprehension.
 7. Number, date and description of case. Name of police-station to which it belongs.
 8. Name and address of complainant.
 9. Date and number of warrant.
 10. Date of proclamation and attachment.
 11. Date of recording evidence under section 512, Cr.P.C.
 12. Date of apprehension, surrender or death.
 13. Remarks.
-

Details of Enquiries.

Name of the enquiring officer, date of enquiry and No. of entry in general diary.	Brief details of enquiry, and names of witness present at the enquiry.

Report of Attachment of Property under section 88, Criminal Procedure Code.

[Regulation 378.]

NOTE.—(1) The original to be sent to the Magistrate issuing the order.
(2) Copy to be simultaneously sent to Superintendent of Police.

Name of police-station.	Name and residence of absconder against whom attachment order under section 88, Cr. P. C., issued, and number and date of case.	Dates of—				Number, description and value of property attached.	Names and residences of witnesses.	Whether taken charge of by Police and removed to police-station or left in the village.	If left in village, signature of the party in whose charge property left.	If no property attached explanation or reason.
		Issue.	Receipt at police-station.	Attachment.	Return after execution.					
1	2	3	4	5	6	7	8	9	10	11

Dated the

19

Signature of the officer executing the order.

B. P. Form No. 68.
Bengal Form No. 5386.

Register of Property stolen and of all Property and Articles taken charge by the Police.

[Regulation 379.]

[illegible]

Khatian Inspection Register

[Regulations 380 and 595.]

Police-station _____; Area _____; Population _____
Sanctioned strength : _____ Sub-Inspectors ; _____ Assistant Sub-Inspectors ; _____ Head constables ; _____ Constables.
Actual strength : _____ Sub-Inspectors ; _____ Assistant Sub-Inspectors ; _____ Head constables ; _____ Constables.

1	Month and number of case.			
2	Section under which reported.			
3	Section under which case is disposed of by Magistrate.			
4	Stolen.	Pro- perty.		
5	Recovered.			
6	Refused enquiry.			
7	True.	Final Report.		
8a	Intentionally.		False.	
8b	Mistake of fact or law.			
8c	Non-cognizable.			
9	Charge sheet.	Persons.		
10	Sent up.			
11	Convicted.			
12	Acquitted or discharged.			
13	Pending.			
14	Absoconding.			
15	Cases in which Magistrate differs from the finding of Police.	Page number of entry in.		
16	Register of property stolen and recovered.			
17	V. C. Note Book I.			
18	V. C. Note book II.			
19	Page of Index. (Convict or suspect.)			
20	History sheet No.			
21	Name of investigating officer.	Village of occurrence with union and jurisdiction list number and distance and direction from police-station and name of complainant.		
22				
23	Year of destruction of record with initials (with date) of officer making the entry.			

[Regula-

Names of Investigating Officers.	Cases reported	Charge sheet form.	Persons sent-up.	Convicted.		Acquitted.			
						True.		False or non-cogni- zable.	
				Cases.	Persons.	Cases.	Persons.	Cases.	Persons.
1	2	3	4	5	6	7(a)	7(b)	8(a)	8(b)

Compara-

Last 5 years	..	..							
	..	..							
	..	..							
	..	..							
	..	..							
Sections 395 to 397, I.P.C. ..									
Do. 392 to 294, I.P.C.									
Do. 457 to 460, I.P.C.									
Do. 454 to 456, I.P.C.									
Do. 379 to 382, I.P.C.									
Do. 411 to 414, I.P.C.									
Do. 143,147,148, I.P.C.									
Section 304, I.P.C. ..									
Do. 302, I.P.C. ..									
Cases of coining ..									
Arms Act									
Excise Act									
Opium Act									
Salt Act									
Other Acts and sections ..									
Total ..									

tions 38Q and 1111.]

Pending—		Final report form.			
With police.	With Magistrates.	False.			Property.
9(a) Cases.	9(b) Persons.	10(a) Cases.	10(b) Persons.	11 Refuse under section 157(b), Cr. P. C.	
				12 Declared true by Magistrate.	
		13 Intentionally.	14 Mistake of fact and law.	15 Non-cognizable.	
		16 Number of cases which stolen.	17 Number of cases in which recovered.	18 Stolen.	19 Recovered.

ive Table.

Name of Investigating Officers.	Sections																							
	395 to 397, I. P. C.			392 to 394, I. P. C.			457 to 460, I. P. C.			454 to 456, I. P. C.			379 to 382, I. P. C.			411 to 414, I. P. C.			143, 147, and 148, I. P. C.					
	Number of cases.	Convicted.	Acquitted.	Number of cases.	Convicted.	Acquitted.	Number of cases.	Convicted.	Acquitted.	Number of cases.	Convicted.	Acquitted.	Number of cases.	Convicted.	Acquitted.	Number of cases.	Convicted.	Acquitted.	Number of cases.	Convicted.	Acquitted.			
	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	29	40			

Here

- (1) Number of cases reported by police in
- (2) Number of cases in column 13 in which
- (3) Number of charge sheet forms declared
- (4) Number of 110, Cr. P. C., cases convicted
- (5) Number of 109, Cr. P. C., cases convicted,
- (6) Number of 107, Cr. P. C., cases convicted.

of law.

[illegible]

tive Table.

[illegible]

Final report form, but sent up under Magistrate's order in charge sheet form.	1
also complainants prosecuted.	
also and number of complainants punished.	1
acquitted, pending.	1
acquitted, pending	
acquitted, pending	

[PART IV.]

[illegible]

B. P. Form No. 71.

Bengal Form No. 5384.

Railway police Station/Outpost. Statistics for the quarter/year ending the

[Regulations 380 and 1111.]

Sanctioned strength—Sub-Inspector, Assistant Sub-Inspectors, Head Constables, Constable

Actual strength—Sub-Inspectors, Assistant Sub-Inspectors, Head Constables Constables.

315

Name of Investigating Officer.	Cases reported.	Refused enquiry under section 157 (1) (b), Criminal Procedure Code.	Charge sheet forms.	Persons sent up.	Convicted.		Acquitted.	Final report forms.		Property.	Murder.	Drugging	Rape.	Other cases against person.	Robbery or dacoity.	Thefts.																									
					Cases.	Persons.		Declared true by Magistrate.	False.							Stolen.	Recovered.	Number of cases.	Convicted.	Acquitted.	Number of cases.	Convicted.	Acquitted.	Number of cases.	Convicted.	Acquitted.	Number of cases.	Convicted.	Acquitted.	Number of cases.	Convicted.	Acquitted.									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
Total	..																																								

Comparative Table.	
Last 5 years	..

[illegible]

- | | | | | | | |
|----|--|----|----|-----------|-----------|---------|
| 1. | Number of charge sheets declared false | .. | .. | .. | .. | .. |
| 2. | Number of cases in which false complainant prosecuted | .. | .. | .. | .. | .. |
| 3. | Number of complainants convicted | .. | .. | .. | .. | .. |
| 4. | Number of cases under section 109, Cr P. C. | .. | .. | Convicted | Acquitted | Pending |
| 5. | Number of cases under section 110, Cr. P. C. | .. | .. | ditto | ditto | ditto |
| 6. | Number of cases under section 122 or Railways Act (IX of 1890) | .. | .. | ditto | ditto | ditto |

Memo. of unnatural deaths and accidents.

	Railway servants.		Other persons.		Remarks. (It should be noted in this column whether any case is suicidal or criminal.)	Names of officers.	Number of days attached to the station.	Number of days absent on leave, deputation, etc.	How occupied.					Remarks,
	Killed.	Wounded.	Killed.	Wounded.					Present at station entire days.	Present at station partially.	Present at station sick and off duty.	Absent at head-quarters.	Absent on duty in <i>mu'assil</i> .	
1	2	3	4	5	6	1	2	3	4	5	6	7	8	9
I.—Run over by rolling stock.														
II.—In collision														
III.—In other ways peculiar to railway.														
IV.—In other ways not peculiar to railway.														

Minute Book.

[Regulation 387.]

Name and designation of the officer visiting police-station.	Details of any request or suggestion made.	Action taken.

B. P. Form No. 74.

Register of persons whose sentences are remitted or suspended under section 401, Criminal Procedure Code.

[Regulation 385.]

1	Serial No.	
2	Name with <i>aliases</i> .	
3	Father's name.	
4	Village.	Residence.
5	Police-station.	
6	District.	
7	Particulars of the sentence remitted under section 401, Cr. P. C. (place, date, section and term) and the reasons for which the remission was granted.	
8	Number, date and section of cases in which sentence was remitted and number and year of special report.	
9	Previous convictions, if any.	
10	Brief particulars of cases in which convicted or suspected after the remission was granted.	
11	Brief particulars of cases in which subsequent to remission of sentence good service was rendered.	
12	Remarks.	

B. P. Form No. 76.

Bengal Form No. 5360.

Enquiry Slip.

[Regulation 389.]

Serial No.

From P. S.

District.

To P. S.

District.

Nature of enquiry needed—

(Here give also the particulars of the persons to be enquired about with name, parentage, etc.)

Please enquire and return with your reply.

Date

*Signature of
Officer-in-charge.*

P. S. serial No.

Date of receipt of slip.

Date of despatch of reply.

Name and rank of officer making enquiry.

Result of enquiry.

(Continue on reverse if space insufficient.)

Date

*Signature of
Officer-in charge.*

N.B.—The slip, if not in the vernacular of the province addressed must be translated into English.

B. P. Form No. 77.

Bengal Form No. 5362.

Calcutta Enquiry Slip.

[Regulation 389.]

Serial No.

Date

FORM

To

B. P. Form No. 77.

Bengal Form No. 5362.

Enquiry Slip to be used only in connection with enquiries from Calcutta for ex-convicts and bad characters who have left their homes.

[Regulation 389.]

Serial No.

Date

FORM

To

No.

Dated

REPLY.

19 .

FORM

To

NATURE OF ENQUIRY.

NATURE OF ENQUIRY WANTED.

RESULT OF ENQUIRY.

Particulars regarding person to be enquired about—

Name—

Father's name—

Occupation or trade—

Reported to have gone to Calcutta on or about—

Object of visit to Calcutta—

Address in Calcutta—

Name of "bariwalla" or landlord—

Name of "para" or "bustee"—

Name of street, with number of premises—

Name of Police Section or Post-Office

Names and addresses of relatives, associates or country-men in Calcutta—

Signature of Officer.

Signature of Officer.

(See reverse.)

Signature of Officer.

B. P. Form No. 77—*concluded.*

1. The date of arrival of the B. C.—
2. The persons visited and their character—
3. The ostensible object of the visit as stated by the B. C.—
4. The real object of the visit as ascertained by enquiry—
5. The date of departure—
6. Whether any crime occurred during the visit—
7. Whether any suspicion attaches to the visit and if so, what suspicion, reasons of suspicion and names and residences of persons suspecting—
8. Volume and page No. of entry in the Crime Directory—

322

Date

Signature and rank of Enquiring Officer.

PART I.

Crime Register.

(Regulations 391 and 608.)

Name of Police-station.....

Serial No.	Number, date and section of F. I. R. name (and if neces- sary address) of complain- ant.	Offence, <i>modus Operandi</i> , cause or ob- ject of crime, nature of wea- pons used.	Nature and value of pro- perty stolen.	Name, father's name, caste and residence, etc., of person accused or suspected, with cross-reference to each entry in Parts II, III and IV of this or other police-stations.	Full name and rank of investi- gating officer result of case with name of Magistrate and date of disposal.
1	2	3	4	5	6

Column 3.—*Modus operandi* should include references to the way in which the crime appears to have been conceived, how the place of occurrence was reconnoitred and in what way stolen property was carried on, etc.

B. P. Form No. 79.

Bengal Form No. 5282.

PART II.

Conviction Register.

[Regulations 391 and 608.]

Name of police-station.....

Serial number and date of entry.	Name, year of birth, present and former residence, personal description, and caste of convict.	Names of father and other relatives, with their residences and occupation, also name of village chaukidar.	Date, sentence with section, place of conviction and name of Trying Magistrate.	Number and date of first information report, place of occurrence, name and residence of complainant, investigating officer and identifying jail warder.	Previous conviction with date, sentence, section, place of conviction and other details as in columns 4 and 5.	Brief history of the case, names and residence of accomplices, if any, number of history sheet if any, cross-reference to other registers, notes about P. R., ——— and F. P., date of release and name of jail from which released, result of annual enquiries in the case of person for whom history sheets have not been opened. The words seaman "arms smuggler", should be written in red ink when the person convicted in a case of arms smuggling is a seaman.
1	2	3	4	5	6	7

PART III.

~~Village History.~~

Page.

[Regulation 391 and 608.]

Name of police-station.....

1. Notes on special outbreaks of crime.
2. Party factions with nature of differences.
3. Important disputes between rival zaminders, or between zaminders and tenant or between tenants and tenants and action taken to stop them.
4. References to operations of suspected receivers of stolen property.
5. Names of persons living in the village suspected of committing crime in this or other stations with grounds of suspicion and the names of witnesses who can give evidence supporting the suspicions and with cross-references to Part I or IV.
6. Visits of criminals and suspects of other villages, with names of persons visited and reasons of such visits.
7. Any other matters of interest which the Superintendent considers should find entry with special reference to local conditions.

Date of entry 1	Remarks. 2	Signature of officer (in full.) 3

Each entry to be signed in full and dated by the officer making it.

PART IV.

History Sheet.

Page.

[Regulations 391 and 608.]

History sheet No.

Name of P. S.

C. I. D. H. S. No.

Crime classification.

Not to be destroyed except under the order of the Superintendent of Police or the Additional Superintendent of Police.

[Approximate date of release after last record conviction (in pencil).....]

Date of entry.	1. Name with aliases. 2. Caste. 3. Occupation, if any.	Father's name, residence with distance and direction from the P.S., name of chaukidar with union number.	Year of birth.	Cross-reference to V. C. N. B., Parts I, II, III and V.	Whether P. R. or P. R. T. 565 with date and with date of expiry of 565 order.	Date of P. P. or photograph taken.

Authority with date for opening H. S. and Superintendent's subsequent orders with date and signature of Superintendent of Police.

DESCRIPTIVE ROLL.

(Here include special marks of identification.)

Relations.	Name.	Father's name.	Residence.	Whether dependent on the suspect.	Occupation.	Cross-reference to V. C. N. B., Parts I, II, III and V and H.S., if any.

ASSOCIATES.

Name.	Father's name.	Residence.	Occupation.	Cross-reference to V. C. N. B., Parts I, II, III, and V and H. S. if any.

CONVICTIONS.

Serial No.	1. Date and place of crime. 2. No. and date of F. I. R. 3. Section. 4. Name of P. S.	1. Sentence with section and date. 2. The name of the Court. 3. Place of conviction.	Crime classifica- tion or <i>Modus Operandi</i> .	Names of the identifying witnesses with their father's name and residences.	Nature and value of property stolen.	Date of—	
						Release with the name of 1st incarceration.	Arrival at home.

PART IV—Criminal Biography.

History sheet No.....

Name.....

Date of entry.—Under this heading should be included—(a) a short life history of the criminal containing full details of his parentage, youth, education, profession or mode of earning livelihood; (b) the circumstances which led him to start committing crime; (c) an account in chronological order of each case in which he has been suspected or convicted giving (i) the full details of grounds of suspicion, (ii) the names of witnesses and their residence, (iii) the *modus operandi*, (iv) the names of associates and the receivers, if known; (d) notes in chronological order regarding any entries in the general diary or complaints against him with the cross-references; (e) at the beginning of each year a short note regarding his behaviour in the preceding year and any change in his circumstances or in his *modus operandi*.

NOTE.—Entries should be signed in full and the designation of the officers given.

Date of entry.	

B. P. Form No. 82.

Bengal Form No. 5285.

Page.

PART IV (A).

History Sheet.

[Regulations 391 and 608.]

Name of P. S.

Name.....

Class.....No.....

[Visits and Enquiries.]

Date and hour of visits. (In red ink, if made at night.)	Details (In red ink, if found absent).	Number and date of enquiry slips issued with date of reminders. Signature of officer making the visit.
1	2	3

B. P. Form No. 83.

Bengal Form No. 5373.

Names with <i>aliases</i> .	Father's name.	

PART V.

Index of Convicted Persons.
Suspected

[Regulations 391 and 608.]

Name of P. S.

Residence.	No. of volume and page of entry in Part I, II or III.		No. of history sheet, if any.	Remarks.
	Volume.	Page.		

B. P. Form No. 84.

Death report
 Annual statement showing death or removal from the Crime Note-Book
 on record in the F. P. Bureau.

of a convict whose F. P. Slip is
convicts Slips are

[Regulations 398, 514 and 517.]

Name of district	Name of convict or ex-convict.	Father's name.	Residence.			Last conviction.				Death.			Classification number of slip to be filled in the Bureau.
			Village.	Police- station.	District.	Plate.	Date.	Section.	Sentence.	Place.	Date.	By whom reported.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

District.....

Date.....

Superintendent of Police.

Monthly Cash Account Form: Station, District, for the month of 19 ..

[Regulations 409 and 548]

(Due to Superintendent of Police at the close of each month.)

[illegible]

Certificate of authority to examine exhibits.

[Appendix XVIII.]

Chemical Examiner

Certified that the Master of the Mint has the authority of this court to
Arms Expert

examine the exhibits sent to him in connection with the case of Emperor *versus*
under section

and, if necessary, to take them to pieces or remove portions for the purposes of the
said examination.

Date

Signature.

Place

Judge/Magistrate,

class.

Seal of Court.

N. B.—This certificate shall be returned with the examiner's report after the examination
of the exhibits.

B. P. Form No. 87.

Bengal Form No. 5288.

Statement of Wandering Gangs present in each District during the Week—

[Regulation 73.]

Name of caste or tribe.	Gang: Name of headman.	No. of persons.			No. of cattle.	Date of arrival.	District or police- station from which arrived.	Date of departure.	District to which gone.	Dates of visits by officer-in-charge or junior officer. N. B.—Three last visits to be shown.	Conduct of the gang during the week (briefly).
		Men.	Women.	Children.							
1	2	3	4	5	6	7	8		10	11	12

B. P. Form No. 88.

Bengal Form No. 5348.

Final memo....., Police-station.....

[Regulation 445]

F. I. R. No. , dated sec. P. stolen.
F. R. No. , dated sec. P. recovered.

Complainant.....

	Residence verified as—			If traced by F.P. or if residence not verified, note the fact below* [If a person convicted in a case of arms smuggling is a seaman, note the fact also.]
	Village.	Police-station.	District.	
Accused, suspects, absconders (to be differentiated by ac., s., ab.).				
Magistrate's orders regarding—				
Sentence, section and date†				
Discharge of sureties, bail and recognizances				
Property taken possession of by the police				
Necessity of surveillance				
Absconders				
Conduct of police‡				
Superintendent's orders regarding—				
Class of surveillance				
Preparation of case history or history sheet				
Taking of photograph of accused				
Entry of convicts' and suspects' names in village Crime Note-Book				
Previous conviction place, crime, sentence, date and residence, including village, police-station and district				
Number of volume and page of entry in Village Crime Note-Book				

*Persons will be described as "traced" or "untraced" according as they are traced or not by the Finger Print Bureau, and "identified" or "unidentified" according as their residence has been verified or not, e.g., traced traced unidentified, identified, etc.

†If acquitted or discharged attach a copy of judgment.

‡Attach a copy of remarks.

[The form is printed in triplicate.]

B. P. Form No. 89.

Bengal Form No. 5262.

Application for verification of Antecedents of ~~undertrial~~ Prisoners.

[Regulation 454.]

Memo. No....., dated.....19.....

Memo. No....., dated.....19..

COURT OFFICE.

REPLY.

.....Subdivision,.....District

To

THE POLICE OFFICER-IN-CHARGE OF COURT,
.....SUBDIVISION,.....
DISTRICT.

The person named on the reverse is undergoing trial in this district under section Indian Penal Code. The Court officer is requested to verify the particulars given and inform this office as soon as practicable of the result of his enquiries. If the man was previously convicted, an authenticated copy of finding and sentence together with the names and addresses of any persons who can identify him, should be sent. The case comes on for hearing on..... If the required information cannot be obtained in time to reach this office before the date fixed, intimation to this effect should invariably be sent, if necessary, by wire.

Court officer.

Court officer.

Reverse.

1. Name and caste of accused (with *aliases*, if any) with father's name.
2. Age and personal description.
3. Residence :—Village, police-station, pargana, with distance and direction of village from police-station.
4. Name of chaukidar, *thikadar*, zamindar and principal residents of village.
5. Left home on the.....
accompanied by.....
6. Particulars of previous conviction, if any, showing Court by which convicted, date of conviction, sentence and section.
7. Name of jail in which last imprisoned, with date of release.
8. Names and addresses of witnesses to prove previous convictions and identity of accused.
9. Whether the accused is a member of a criminal tribe and has been registered or has escaped registration and in the case of U. P. Registered Criminals, whether he was present at his registration. Whether the accused concerned in a case of Arms Act is a seaman.
10. Remarks.

Court officer.

[Regulation 458.]

TO THE MAGISTRATE OF.....

Dated the *19*

SIR,

I have the honour to apply for a remand of.....days in the
case of....., No....., of.....
station, to enable me to.....
.....

I have the honour to be,

SIR,

Yours most obedient servant,

Court officer.

MAGISTRATE'S ORDER.

Register of Processes.

[Regulation 471.]

(To be kept in the Courts of District and Subdivisional Magistrates, and to be preserved for three years.)

1	Serial number of process.
2	Nature of process.
3	Court from which the process is issued.
4	Number and nature of case.
5	Name of person on whom to be served.
6	Place and distance from court.
7	Number of duplicate processes accompanying the original.
8	Date of deposit of <i>tulabana</i> .
9	Date of receipt by Court officer.
10	Date of delivery to serving officer.
11	Name of serving officer.
12	Number of days allowed for service.
13	Date of actual service.
14	Date of return to Court officer.
15	Date of return to court.
16	Signature of clerk of the court.
17	Remarks.

338¹²

B. P. Form No. 92.

Bengal Form No. 5263.

Monthly Return of Unexecuted Processes for the month of

[Regulation 476.]

1	Name of absconder and father's name.
2	Village.
3	Police-station.
4	District.
5	Number of warrant and section of law.
6	Date of warrant.
7	Name of Magistrate issuing warrant
8	Date of proclamation under section 87, C. P. C.
9	Date of attachment of property under section 88, C. P. C.
10	Date of recording evidence under section 512, C. P. C.
11	Names and residences of witnesses.
12	Numbers and dates of first and final report.
13	Date of arrest, surrender or death.
14	Date of Magistrate's orders declaring the absconder to be no longer required.
15	Remarks.

Finger-Print Slip	
Criminal Tribes	
[Regulations 491 and 505]	
Classification No.	Page of Index
Right Hand.	

Right thumb.	Right index.	Right middle.	Right ring.	Right little.

(Fold.)

(Fold.)

Left Hand.

Left thumb.	Left index.	Left middle.	Left ring.	Left little.

(Fold.)

(Fold.)

Left Hand.

Right Hand.

Plain impressions of ring, middle and index fingers. (To be taken simultaneously with the fingers inserted in the metal-mitten.)

Plain impressions of index, middle and ring fingers. (To be taken simultaneously with the fingers inserted in the metal-mitten.)

--	--

Signature of gazetted officer in verification of the fact that the prints above were taken before him, and that they are the prints of the convict named on the reverse.

Signature.....
Rank.....

Descriptive Roll.

1. Name and aliases.....
2. Father's name.....
3. Village.....
4. Police station.....
5. District.....
6. Caste.....
7. Occupation.....
8. Age.....
9. Height.....
10. Build.....
11. Hair.....
12. Complexion.....
13. Eyes.....
14. Nose.....
15. Mouth.....
16. Chin.....
17. Ears.....
18. Forehead.....
19. Beard.....
20. Moustache.....
21. Marks and scars.....

Tribe gang or class.....

District.....

Date of registration.....

Section of C. T. A. applied.....

No. in photo Album.....

Convictions.

No.	District.	Court.	Date.	Section.	Term.	Police officer to identify
1st						
2nd						
3rd						
4th						
5th						
6th						
7th						
8th						
9th						
10th						
11th						
12th						

1. Certified that the convictions noted on this Finger-print slip have been recorded from the Magistrate's General Register of cases and the Conviction Register, and that they are correct in all particulars.

*Name in full and rank of officer
preparing the slip.*

Impressions taken by.....

Tested by.....

Place.....

Classified at Bureau by.....

Tested at Bureau by.....

2. Certified that the convictions noted on this Finger-print slip have been verified from the Jail Admission Register, Warrant of Incarceration and the History Ticket of the prisoner.

*Name in full and rank of officer.
testing the slip.*

Rank..... District.....

Rank..... District.....

Date.....

Rank..... Date.....

Rank..... Date.....

B. P. Form No. 94.

Bengal Form No. 5299.

Finger-Print Slip.

(Regulation 491.)

Page of Index.....

Classification No.....

Jail Admission No.....

Name of Jail.....

Right Hand.

Right thumb.	Right index.	Right middle.	Right ring.	Right little.

(Fold.)

Left Hand.

(Fold.)

Left thumb.	Left index.	Left middle.	Left ring.	Left little.

(Fold.)

(Fold.)

Left hand. Plain impressions of ring, middle and index fingers. (To be taken simultaneously with the fingers inserted in the metal-mitten.)	Right hand. Plain impressions of index, middle and ring fingers. (To be taken simultaneously with the fingers inserted in the metal-mitten.)

Signature of gazetted officer in verification of the fact that the prints above were taken before him, and that they are the prints of the convict named on the reverse.

Signature.....

Rank.....

Descriptive Roll.

Photograph

1. Name and *aliases*.....
2. Father's name.....
3. Village.....
4. Police-station.....
5. District.....
6. Caste.....
7. Occupation.....
8. Age.....
9. Height.....
10. Build.....
11. Hair.....
12. Complexion.....
13. Eyes.....
14. Nose.....
15. Mouth.....
16. Chin.....
17. Ears.....
18. Forehead.....
19. Beard.....
20. Moustache.....
21. Marks and scars.....

Convictions.

No.	District.	Court.	Date.	Sesion.	Term.	Police officer to identify.
1st						
2nd						
3rd						
4th						
5th						
6th						
7th						
8th						
9th						
10th						
11th						
12th						

1. Certified that the convictions noted on this Finger-print slip have been recorded from the Magistrate's General Register of cases and the Conviction Register, and that they are correct in all particulars.

2. Certified that the convictions noted on this Finger-print slip have been verified from the Jail Admission Register, Warrant of Incarceration and the History Ticket of the prisoner.

Name in full and rank of officer
preparing the slip.

Name in full and rank of officer
testing the slip

Impressions taken by.....
Tested by.....
Place.....
Classified at Bureau by.....
Tested at Bureau by.....

Rank..... District.....
Rank..... District.....
Date.....
Rank..... Date.....
Rank..... Date.....

PRINT SLIP

For re-convicted persons.

[Regulation 505.]

Classification No. _____ Name of Jail— _____

_____ Jail Admission No.— _____

Right Hand

Right thumb.	Right index.	Right middle.	Right ring.	Right little.

(Fold.)

(Fold.)

Left Hand.

Left thumb.	Left index.	Left middle.	Left ring.	Left little.

(Fold.)

(Fold.)

Left Hand.

Right Hand.

Plain impressions of ring, middle and index fingers. [To be taken simultaneously with the fingers inserted in the metal-mitten.]	Plain impressions of index, middle and ring fingers. [To be taken simultaneously with the fingers inserted in the metal-mitten.]

Signature of gazetted officer in verification of the fact that the prints above were taken before him, and that they are the prints of the convict named on the reverse.

Signature.....

Rank

Descriptive Roll.

Photograph.

1. Name and *aliases*.....
2. Father's name.....
3. Village.....
4. Police-station.....
5. District.....
6. Caste.....
7. Occupation.....
8. Age.....
9. Height.....
10. Build.....
11. Hair.....
12. Complexion.....
13. Eyes.....
14. Nose.....
15. Mouth.....
16. Chin.....
17. Ears.....
18. Forehead.....
19. Beard.....
20. Moustache.....
21. Marks and scars.....

Convictions.

No.	District.	Court.	Date.	Section.	Term.	Police officer to identify.
1st						
2nd						
3rd						
4th						
5th						
6th						
7th						
8th						
9th						
10th						
11th						
12th						

1. Certified that the convictions noted on this Finger-print slip have been recorded from the Magistrates General Register of cases and the Conviction Register and that they are correct in all particulars.

Name in full and rank of officer
preparing the slip.

Impressions taken by.....
 Tested by.....
 Place.....
 Classified at Bureau by.....
 Tested at Bureau by.....

2. Certified that the convictions noted on this Finger print slip have been verified from the Jail Admission Register, Warrant of Incarceration and the History Ticket of the prisoner.

Name in full and rank of officer
testing the slip

Rank..... District.....
 Rank..... District.....
 Date.....
 Rank..... Date.....
 Rank..... Date.....

No.

P. R. Slip.

[Regulation 501.]

- (1) Name, Father's name.
- (2) Village, police-station, district.
- (3) Crime, sentence, date, place of conviction
- (4) Number and date of case and police-station from which sent up.
- (5) Where to be released (*i.e.*, jail in which prisoner may be incarcerated at the expiry of sentence or jail of native district).
- (6) Date of despatch to jail of P. R. slip by police.
- (7) Date of return of P. R. slip from jail.
- (8) Date of issue of P. R. slip to police-station or native district after release.
- (9) Number and date of despatch cheque forwarding Finger Print slip for record.

No.

P. R. Slip.

[Regulation 501.]

Note.—The letters P. R. to be entered in red ink against the name in the Jail Admission Register and Jail History Ticket. The fact of finger-prints having been taken and tested to be noted on back of P. R. slip and the certificate to be filled up when received by the Station Officer after the P. R. prisoner's release. Professional prisoners to be photographed. Opposite heading 5, Superintendent will note whether the convict is to be sent back to jail of native district for release or to be released from any jail where incarcerated at expiry of sentence.

- (1) Name, father's name
- (2) Village, police-station, district
- (3) Crime, sentence, date, place of conviction
- (4) Number and date of case and police-station from which sent up.
- (5) Where to be released (*i. e.*, jail in which prisoner may be incarcerated at the expiry of sentence or jail of native district).
- (6) Date of despatch to jail of P. R. slip by police.

Signature of Superintendent,
District.....

[To be filled in by the Jail Department before returning this slip as a release notice prior to release of the prisoner.] ‡

Prisoner's number in Prison Register. Date on which to be released or date of death.

Former residence as stated in warrant—

Village—

Police-station—

District—

Proposed residence—

Village—

Police-station—

District—

Remission, if any and conditions—

Character of prisoner during imprisonment—

Name of identifying officers or warders—

.....PRISON,

The.....19

Superintendent.

Reverse of B. P. Form No. 95.

CE PA FOR NOTING F. P. TAKEN.

SPACE FOR NOTING TESTED

Signature and designation of Officer

preparing F. P. slip

Signature and designation of Testing

Officer

Place

Place

Date

Date

CERTIFIED that the words "F. P. taken" have been noted against the name of the released convict at page..... under No..... in the Crime Note-Book. Volume No..... and that he returned home on.....

POLICE-STATION.....

Station Officer.

Date

B. P. Form No. 96.

Bengal Form No. 5352.

Despatch Cheque.

[Regulations 502, 505, 507 and 511.]

Cheque No..... District.

Dated19.....

To.....

Forwards F. P./P. R. slip of the prisoners named below sent for record/action.

Superintendent of Police

Serial number.	Name.	Father's name.	F. P. Classification Formulae.

B. P. From No. 96—*concl'd.*

Bengal Form No. 5352.

Despatch Cheque.

Cheque No. District

Dated.....19.....

To.....

Acknowledges receipt of F. P./P. R. slips of (.....) prisoners named below sent for record/action.

Officer-in-charge, F. P. B.

Superintendent of Police.

Serial number.	Name.	Father's name.	F. P. Classification Formulae.

B. P. Form No. 97.

Bengal Form No. 5354.

Jail Parade Report.

[*Regulation 515.*]

Held at the.....Jail on the.....19 .

INSTRUCTIONS.—The Sadar Court Officer (or, in his absence, such officer as the Superintendent selects) will hold the Sunday Jail Parade. On Saturday afternoon at 2 o'clock an Assistant Sub-Inspector will attend at the jail and be permitted to fill in columns 1 to 5 of the Jail Parade Form, arranging the names in the four parts detailed below from the Jail Admission Register. The convicts named in Parts I, II and IV of the Jail Parade Report will be paraded on Sunday mornings at 8 a.m. in three separate batches for police inspection. Police officers must be present at the jail at 7-30 a.m.

Part I should contain the names of prisoners convicted in the district and admitted to the jail since date of last parade (*i.e.*, from the Saturday of one week to the Friday of the following week, both days inclusive).

Part II should contain the names of all prisoners admitted to jail by transfer from the Saturday of one week to the Friday of the week following.

Part III should contain the names of all prisoners transferred to other jails within the above period, or who have been released on bail or acquitted on appeal or who have died in jail within the same period.

Part IV should contain the names of prisoners to be released between the 4th and 10th day after the date of the parade (*i.e.*, from the Thursday of one week to the Wednesday of the following week, both days inclusive).

Note.—Only those persons who have been made P. R. will be paraded.

N.B.—These parts should be clearly numbered off by hand.

B. P. Form No. 97—(concl'd).

Bengal Form No. 5354.

Jail Parade Register (Parts I-IV).

[Regulation 515.]

Jail admission number, name, aliases, father's name.	Village, police-station, district.	Place, date, section and term of present and previous convictions.	Note whether P. R. If so, note entries recorded on back of P. R. slips.	Note entries recorded across name in Jail Admission Register.	Note entries recorded on prisoner's History Ticket.	Remarks and orders of Superintendent.	Action showing how orders have been complied with. In the case of transfers to other districts, the Despatch Cheque number forwarding P. R. or F. P. slip should also be noted, and in the case of impending releases, the number and date of the memorandum showing despatch and receipt of the Release Notice. The word "unidentified" should be noted in red ink against all "unidentified" prisoners whose releases are impending.
1	2	3	4	5	6	7	8

Statement showing the Result of Traced Cases.

[Regulation 516.]

Name and father's name under which sent up. 1	Date of receipt of reply from the C. I. D. The names of the Finger Print Bureau and the dates of tracing the slips by each should be noted. 2	Place, date, section and term of conviction. 3	Has identity been established? If not, state reason. 4	Has previous conviction been proved in Court? If not, state reason. 5	Has enhanced punishment been awarded under section 75, I. P. C. ? If not, state reason. 6	Has fresh F. P. slip been prepared ? (In case of discharge or acquittal it is equally necessary that a new F. P. slip should be prepared and submitted.) 7

Dated.....

Court Sub-Inspector,

..... Court.

B. P. Form No. 98.

Bengal Form No. 5257.

Register of Unidentified Persons sent up by the Police.

[Regulations 515 and 534].

NOTE.—All members of wandering gangs come under this category. Court Officers are held personally responsible that the register is carefully kept up, and Subdivisional Court officers must send a copy of each entry in this register to the Sadar Court officer.

1	Serial number.
2	District and subdivision and police-station case No. and date.
3	Name, father's name, caste and residence as given by accused.
4	Name, father's name, caste and residence as ascertained after enquiry.
5	Section of law under which sent up by police.
6	Date of receipt of prisoner by Court officer. Date of forwarding F. P. slip to the F. P. Bureau of Calcutta and other provinces, where necessary.
7	Dates on which replies received from each F. P. Bureau.
8	If traced by the F. P. B. state name of bureau by which traced, giving previous convictions which should include names under which convicted, district in which convicted and dates of conviction, with sections of law.
9	If convicted or if for any reason it is considered desirable to keep his F. P.'s on record, the number and date of the despatch cheque forwarding the F. P. slips for record to the F. P. Bureau and the date of receipt by the bureau.
10	Whether convicted in the present case or not ; if convicted, sentence and section of law, and date of forwarding conviction roll to native district.
11	In the case of a person believed to be a resident of another district or province, the date of despatch of the verification roll to his native district and the result of the enquiry made therein.
12	Remarks. (Here should be noted if F. P. slips were not sent to the bureau and the reason why. All interviews with such persons in jail with the result thereof should also be noted in this column with the name of the interviewing Officer and date).

Register of property received in the Malkhana.

[Regulation 526.]

1	Serial number.
2	Date of receipt at court.
3	Number and date of case and section of law and name of police-station.
4	Parties concerned.
5	Nature and description of property.
6	Weight.
7	Value.
Rs. a. p.	
8	Court Sub-Inspector's initials acknowledging receipt of property.
9	Dates of disposal of case in lower and appellate courts.
10	Orders with dates.
11	Date when property is returned to owners.

Instructions.

1. Preliminary order concerning all property shall be taken from the Magistrate in column 10 as soon as property is brought in. Final orders for the disposal of the property shall be taken in the same column when it is no longer necessary to keep the property in court. Orders for the disposal of firearms shall be particularly clear, and the Court Sub-Inspector will be held personally responsible for seeing that such orders and correctly carried out and shall make an entry in the "Remarks" column certifying that they had been carried out.

2. All articles found on prisoners held in trust for them by the Court officer shall be carefully numbered and entered in the register, the number in each case tallying with that on the article.

Daily undertrial Case Report of the Court Officer of

Regulations 133 and 600.]

1	2	3	4	5	6	7	8	9	10	11
Name of Magistrate.	Name of police-station, number, date of first information; date of final report; section of law.	Name of prosecuting officer.	Number of witnesses present. For prosecution.	For defence.	Number of witnesses examined on the	Number of remands already granted.	Reasons for present remands.	Number of accused. Committed to <i>hajat</i> .	Admitted to bail.	Final orders noting sentence, and in the case of habituals, the number of previous convictions proved.

Court Officer's Register of Appeals.

[Regulation 535.]

Date of receipt.	Date of notice of appeal.	Names of parties.	Court against whose order appeal is preferred.	Sentence with date and section.	Date fixed for hearing of appeal.	Result of appeal.	Remarks showing what steps, if any, have been taken to support the conviction.
1	2	3	4	5	6	7	8

Note.—Bengal Government order No. 215 J. D., dated the 26th September 1896, requires Magistrates to send at once to Superintendents intimations of appeal, the Superintendent being required to note on the intimation the date of receipt when returning it.

Result of Appeal.

[Regulation 535.]

Police-station.....
Number and date of case.....
Parties.....
Appellate Court.....
Order with date.....
The above order has been noted in—
The General Register, under number.....
The Conviction Register, volume....., page.....
The Khatian Register, under number.....
The Appeal Register, page.....

Court Officer.

Memo. No....., dated.....
The result has been noted in the Index of Crime.
Forwarded to the officer-in-charge of police-station.....for information.

Superintendent of Police.

Memo. No....., dated.....
Slip returned. The result of appeal has been noted in—
The Village Crime Note Book, volume....., page.....
The Surveillance Register, volume....., page.....
The Khatian Register, page.....

Officer-in-charge of police-station.

Note.—This form is to be returned to the Superintendent of Police, who will then file it in his office, with the record.

Register of Cases committed to Sessions.

[Regulation 539.]

[To be kept at the headquarters court for the whole district.]

1	2	3	4	5	6	7	8	9	10	11
Serial number (annual).	Name of committing officers and court.	Date of commitment.	Section under which committed.	Name of police-station and date of first-information and charge-sheet.	Names of parties.	Date fixed for trial.	Final order, with section and date.	Date fixed for appeal to High Court.	Final order of Appellate Court.	Remarks.

B. P. Form No. 104.

Bengal Form No. 5449F.

Register of non-G. R. Cases.

[Regulation 537].

1	Consecutive number.	2	Name of police-station.	3	Date of submission of report.	4	Date of receipt and date of report to Magistrate with Magistrate's signature.	5	Name of parties.	6	Nature of case with section of law.	7	Persons arrested, if any (with date in each case) and whether released on bail or forwarded in custody. (Steps taken to effect the arrest of absconding accused persons, if any.)	Magistrate's order.		10	Cross-references to cognate Registers and also date of despatch of the result.
													8 Preliminary.	9 Final.			

Bengal Form No. 5201.

Bill-bond Register.

[Regulation 540.]

Name of Surety.....Capacity.....

Serial No.	Amount of bond.	Magistrate's Case No. with section.	Name of the accused.	Date of—		Name of Court.	Balance in hand.	Signature of officer receiving the bond with date.	Date of final disposal of the case with name of Court.	Remarks.
				Bond.	Hearing.					

B. P. Form No. 107.

Bengal Form No. 5265.

Register of persons convicted of heinous offences.

[Regulation 541.]

Name of person (including his aliases if any) father's, name, residence, caste and profession or trade.	Direct case No. or name of the police-station from which sent up and police-station No. and date of case together with G. R. case No. and year.	Year of birth, height and descriptive roll with personal marks such as squint, steammer, loss of limbs, permanent scars, details of tattoo marks, disease marks, etc.	Sentence passed together with the name of the courts date of conviction and of what offence convicted.	Date of previous conviction (if any) and section of the law under which convicted and by what court convicted.	Identifying witnesses with addresses.	Whether F. P. slip prepared or not and date of forwarding extract to other districts.	Remarks.
1	2	3	4	5	6	7	8

B. P. Form No. 109.

Bengal Form No. 5264.

POLICE-STATION.

Crime Return Compilation Sheet.....Class.....Serial No.....

[Regulation 545.]

Details of cases.																																																			
1	Consecutive number.	2	Number of cases in general register of cases or register of unimportant cases or register of complaints.	3	Magistrate's register of cases or register of unimportant cases or register of complaints.	4	Number pending from previous year.	5	Number reported in the year.	6	Number in which investigation was refused.	7	Number remaining for investigation.	8	Number proved or declared to be false.	9	Number of cases declared false through mistake of law or fact.	10	Number of cases declared non-cognizable.	11	Number pending at the end of the year.	12	True cases.	13	Convicted.	14	Discharged or acquitted.	15	Not detected or apprehended.	16	Total true cases (cols. 14 + 15).	17	Total Magistrate's true cases.	18	Total Magistrate's cases convicted	19	Grand total of true cases cols 14 + 15.	20	Number acquitted on appeal or on revision.	21	False cases in which prosecution instituted.	22	Convicted for false complaints.	23	Pending at the close of the year.	24	Cases in which compensation was awarded under section 250, C.P.C.	25	Cases reported by police as false but declared true cognizable by Magistrate.	26	Cases reported by police as true but declared as maliciously false by Magistrate.

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Details of persons.													Details of property for Statement C.			For departmental returns and reports.		Remarks (spare columns).	
Persons in custody pending trial or investigation or on bail, under section 170, C.P.C., at the beginning of the year as concerned in cases reported to or in cases taken up by the police.																			
24	Arrested by the police during the year																		
25	Released under section 169, Cr. P. C.																		
26	Released by Magistrate's order before trial.																		
27	Number of persons tried.																		
28	Number convicted.																		
29	Number acquitted or discharged.																		
30	Number of persons evading arrest at the close of the year.																		
31	Number in custody, pending trial or investigation or on bail at the end of the year.																		
32	Persons concerned Magistrates cases.																		
33	Number arrested.																		
34	Number convicted.																		
35	Number acquitted or discharged.																		
36	For departmental reports and returns.																		
37	Number of persons prosecuted for false complaint.																		
38	Number of such persons convicted.																		
39	Number of such persons pending trial at the close of the year.																		
40	Number of cases in which property was stolen.																		
41	Number of cases in which property was recovered.																		
Rs. a. p.	Amount of property stolen.																		
Rs. a. p.	Amount of property recovered.																		
43	Number of remands as shown in Magistrate's trial register.																		

Note.—The number of false cases (out of those shown in column 7, which ended in conviction or acquittal should be noted below.

[Due to the Deputy Inspector-General of the Range and to the Commissioner, through the Magistrate on 10th January and 10th July.]

Return of serious crime for the half-year ending
the.....19....

[Regulation 546.]

.....DISTRICT.

The.....19 .

Superintendent of Police.

Countersigned.

The.....19 .

Magistrate.

Number of cases supervised.

Officer.	Murder.	Dacoity	Robbery.	Burglary.	Other section.	Total.
Superintendent of Police						
Additional Superintendent of Police ..						
Assistant and Deputy Superintendent of Police.						
Inspector						

Reconviction.

State the total number of persons reconvicted during the half-year. If, in any case section 75, Indian Penal Code, or section 565, Code of Criminal Procedure was not applied, when the Superintendent of Police considered that either section should have been applied, the name of the trying Magistrate should be given stating whether he was empowered to pass orders under section 565, Code of Criminal Procedure and if not whether application was made for transfer of the case to the file of a competent Magistrate. Reference should also be made to cases which should, in the Superintendent of police opinion, have been committed to Sessions under section 348, Code of Criminal procedure.

Statement of Serious Riot Cases.

General remarks on the figures of rioting and brief particulars of serious riots giving the date of occurrence, final report and the results of the judicial proceedings, if any, the reasons why preventive action previous to the riots was not taken by the Police should be stated, and whether previous warning was sent to the persons on whose behalf the riot was committed and, if not, why not. Also state if professional *lathials* were employed. Reference may also be made here to the extent to which preventive action is being taken under sections 107 and 145, Code of Criminal Procedure in disturbed areas and whether section 106 of that Code has also been resorted to.

District.

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during the half-year ending19.....

Theft.					Burglary.					Riot.																						
Reported cases for the half-year under review.					With theft.					Without theft and attempts.																						
20	Reported cases for the corresponding half-year of last year.				26	Reported cases for the half-year under review.				32	Reported cases for the half-year under review.																					
21					27	Reported cases for the corresponding half-year of last year.				33	Reported cases for the corresponding half-year of last year.																					
22	Reported cases for the preceding half-year.				28	Reported cases for the preceding half-year.				34	Reported cases for the preceding half-year.																					
23	Compared with column 21.		Increase (+).		29	Compared with column 27.		Increase (+).		35	Compared with column 33.		Increase (+).																			
24	Compared with column 22.		Decrease (-).		30	Compared with column 28.		Decrease (-).		36	Compared with column 34.		Decrease (-).																			
25	Investigation refused under section 157 (i)(b), Cr. P. C.				31	Investigation refused under section 157(i) (b), Cr. P. C.				37	Investigation refused under section 157(i) (b), Cr. P. C.																					

Statement of Bad-livelihood cases for the half-year ending.....19....

(The number of cases under sections 109 and 110, Code of Criminal Procedure should be shown separately by subdivisions.)

Subdivision.	Pending from previous half-year.		Number instituted.		Number convicted.		Number discharged or acquitted.		Number pending.		Number of cases tried locally.	Here state— (a) Average duration from date of application to Magistrate of cases disposed of—; (b) Longest duration; and (c) Number pending for more than 4 months with reasons for delay.
	Cases.	Persons.	Cases.	Persons.	Cases.	Persons.	Cases.	Persons.	Cases.	Persons.		

Sessions Cases for the half-year ending.....19....

Crime charged.	Date of submission of charge sheet or of the institution of the case, if non-cognizable.	Date of commitment.	Date of trial at Sessions.	Convicted or acquitted.	Sentence and section.	Remarks (including name of Judge).

Show here—

(a) the number of cases reversed during the half-year on appeal by—

(i) Sessions Court—

(ii) High Court—

(b) Number of cases pending trial.

(c) Number of cases pending trial for more than 6 months from the date of commitment.

Statement of False Cases for the half-year ending.....19....

District.	Number of cases declared maliciously false during the half year.	Number of prosecution pending from previous half-year.	Number of prosecution instituted during the half-year.	Result of prosecution of cases in columns 3 and 4 during the half-year under review.								Number of cases in which compensation was awarded under section 250, Cr.P.C.	Remarks.
1	2	3	4	Convicted.		Acquitted.		Otherwise disposed of.		Pending at the close of the half-year.		13	14
				Section 182, I.P.C.	Section 211, I.P.C.	Section 182, I.P.C.	Section 211, I.P.C.	Section 182, I.P.C.	Section 211, I.P.C.	Section 182, I.P.C.	Section 211, I.P.C.		

Return on the working of the Criminal Tribes Act for the half-year ending.....19..

District.	Names of new gangs declared during the half-year.	Number of members of gangs in column 2.	Number remaining unregistered of members in column 3.	Total number of gangs in the district.	Total number of members.	Total number remaining unregistered.	Number of persons prosecuted under section 22(1) or (2) of the Act.	Number convicted.	Number awaiting trial.	Remarks (giving instances of unsuitable sentences.)
1	2	3	4	5	6	7	8	9	10	11

Return on the working of the Goondas Act for the half year ending.....19....

District.	Number proceeded against under the Act, including pending cases of previous half-year.	Number extenuated during the half-year with period.	Number prosecuted.	Number convicted.	Remarks. (Instances of unsuitable sentences to be quoted.)
1	2	3	4	5	6

(Due to the Deputy Inspector-General
of the Range concerned on the 10th Ja-
nuary and 10th July.)

Railway Police.

Crime return for the half-year ending.....19....

[Regulation 546.]

Crime.	2	3	4	Increase (+). Decrease(—)		7	Cases investigated or personally supervised on the spot.			11
				5	6		8	9	10	
1	Reported cases for the half year under review.	Reported cases for the correspond- ing half-year of last year.	Reported cases for the preceding half-year.	Compared with column 3.	Compared with column 4.	Investigation refused under section 157 (i) (b), Cr. P. C.	S.P.	A.S.P.	Inspector.	Remarks.
I.—Murder										
I.—Drugging										
III.—Swindling by means of forged railway receipt.										
IV.—Missing goods (cases treated as theft) —										
From goods sheds, etc. ..										
From running trains ..										
From trains or wagans in yards.										
V.—Thefts—										
(a) Pick-pocket cases ..										
(b) From running passenger trains.										
(c) Brass thefts ..										
(d) Miscellaneous ..										
VI.—Cognizable cases under Railways Act.										
VII.—Obstruction cases ..										
VIII.—Opium smuggling ..										
Total ..										

Dated.....19....

Superintendent of Police,

.....Railway.

Statement of false cases for the half-year ending 19

District	Number of cases declared maliciously false during the half-year.	Number of prosecutions pending from previous half-year.	Number of prosecutions instituted during the half-year.	Result of prosecution of cases in columns 3 and 4 during the half-year under report.								Number of cases in which compensation was awarded under section 250, Cr. P. C.	Remarks.
				Convicted.	Acquitted.	Otherwise disposed of.	Pending at the close of the half-year.						
1	2	3	4	Section 182, I. P. C.	Section 211, I. P. C.	Section 182, I. P. C.	Section 211, I. P. C.	Section 182, I. P. C.	Section 211, I. P. C.	Section 182, I. P. C.	Section 211, I. P. C.	13	14

Superintendent of Police.

Dated 19

..... Railway.

B. P. Form No. 112.

Bengal Form No. 5210.

Form of certificate for verification of monthly cash accounts.

[Regulation 548.]

Police-station

Month of 19

Certified that I have examined the Cash Accounts for police-station for the month of and find that all sums mentioned therein, as remitted to this office, as well as sums remitted from this office to the police-station, have been duly received and are properly accounted for, with the exceptions noted below :—

Name

Designation

Court officer, Subdivision.

Dated

Name

Designation

Magistrate's office.

Dated

Name

Designation

Superintendent's office.

Dated

N.B.—Each officer's certificate applies to receipts and disbursements in his own office only.

B. P. Form No. 113.

Bengal Form No. 5347.

Form C—Register of weapon deposited in Malkhana.

[Regulation 240 and Appendix XIV.]

1. Serial No.—
2. Name of depositor—
3. Address—
4. Number of license, if any (note here whether license is also deposited)—
5. Full description of the weapon deposited (number and maker's name, class of weapon, etc.)—
6. Value—
7. Cause of deposit—
8. Date of receipt at police-station—
9. Signature of the depositor or his agent—
10. Date of despatch to Court—
11. Remarks (manner of disposal) with initials of the officer-in-charge of the police-station.

(The form is printed in triplicate.)

B. P. Form No. 114.

Form B—Arms Register of the Malkhana.

[Regulation 529 and Appendix XIV.]

Date of receipt.	Serial number.	Description of weapon, maker's name and marks.	License number and year.	Number of weapon.	Police-station.	Owner.	From whom received.	Initials of Sub-Inspector.	Date of receipt of information by Arms Act clerk.	Initials of Arms Act clerk.	Date of despatch to Arsenal.	Initials of despatching officer.	Magistrate's orders.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

STATEMENT A

Return of Cognizable Crime for the year 19 .

Part I.—Return of cases.

[Regulation 545 (Note) and Appendix XII.]

[illegible]

14	376	..	..	Rape by a person other than the husband	..
15	377	..	..	Unnatural offence	..
16	317, 318	..	..	Exposure of infants or concealment of birth	..
17	305, 306, 309	..	..	Attempt at and abetment of suicide	..
18	325, 326, 329, 331, 333, 335	..	..	Grievous hurt	..
19	328	..	..	Administering stupefying drugs to cause hurt	..
20	324, 327, 330	..	..	Hurt	..
21	363 to 369 and 371, 372 and 373	..	..	Kidnapping or abduction, selling, etc., for prostitution and dealing in slaves	..
22	346 to 348	..	..	Wrongful confinement and restraint in secret or for purpose of extortion	..
22A	332, 353	..	..	Hurt and assault to deter a public servant from his duty	..
23	354, 356, 357	..	..	Criminal force to public servants or woman, or an attempt to commit theft or wrongfully confine	..
24	304A, 338	..	..	Rash or negligent act causing death or grievous hurt	..
				Total	..
Class III.—Serious offences against person and property, or against property only.					
25	395, 396, 397, 398, 399, 402	..	..	Dacoity and preparation and assembly for dacoity	..
26	392, 393, 394, 397, 398	..	..	Robbery	..
27	270, 281, 282, 430 to 433, 435 to 440,	..	..	Serious mischief and cognate offences	..
28	428, 429	..	..	Mischief by killing, poisoning or maiming any animal	..
29	449 to 452, 454, 455, 457 to 460	..	..	Lurking house trespass or house breaking with intent to commit an offence, or having made preparation for hurt and house trespass with a view to commit an offence or having made preparation for hurt	..
30	311, 400, 401	..	..	Belonging to gangs of thugs, dacoits, robbers and thieves	..
				Total	..
Class IV.—Minor offences against the person.					
31	341 to 344	..	..	Wrongful restraint and confinement	..
32	336, 337	..	..	Rash act causing hurt or endangering life	..
				Total	..
Class V.—Minor offences against property.					
33	379 to 382	..	..	Theft	..
34	406 to 409	..	..	Criminal breach of trust	..
35	411 to 414	..	..	Receiving stolen property	..
36	419, 420	..	..	Cheating	..
37	447, 448 and 453 and 456	..	..	Criminal or house-trespass and lurking house trespass or house-breaking	..
38	461, 462	..	..	Breaking closed receptacle	..
				Total	..
				Grand Total	..

Column 4.—This should include all cases regarding which the Magistrate has not passed order.
 Column 8.—Enter only cases proved or declared to be deliberately false.

[illegible]

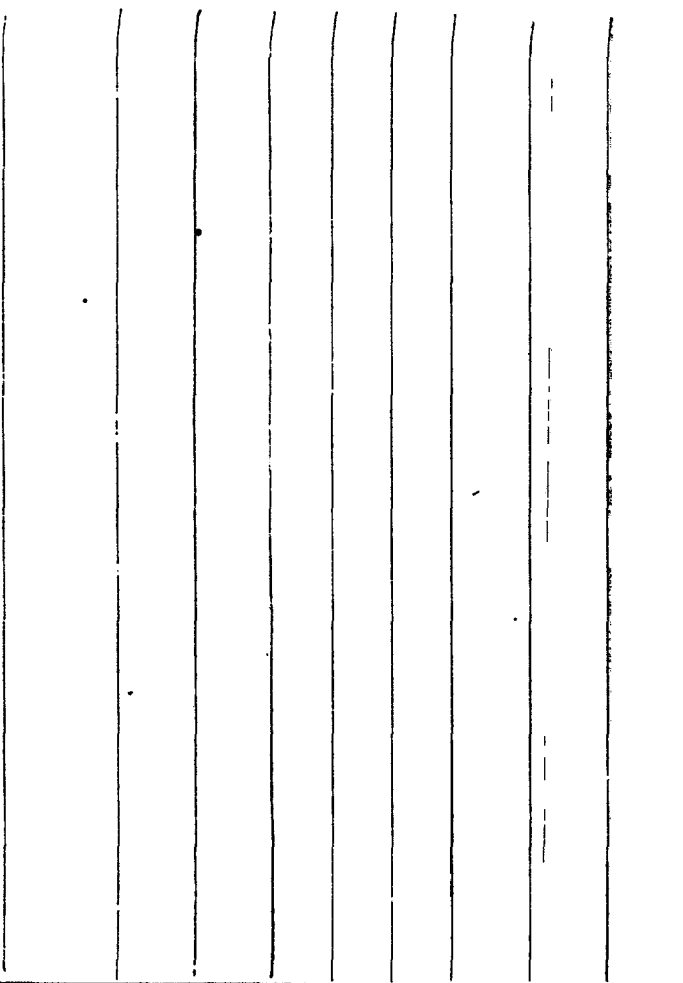
er.

[illegible]

17	305, 306, 309	..	..	Attempt at and abetment of suicide	..	..
18	325, 326, 329, 331, 333, 335	..	..	Grievous hurt	..	..
19	328	..	..	Administering stupefying drugs to cause hurt	..	..
20	324, 327, 330	..	..	Hurt	..	..
21	363 to 369 and 371, 372 and 373	..	..	Kidnapping or abduction, selling, etc., for prostitution and dealing in slaves.	..	..
22	346 to 348	..	..	Wrongful confinement and restrain in secret or for purpose of extortion.	..	..
22A	332, 353	..	..	Hurt and assault to deter a public servant from his duty.	..	..
23	354, 356, 357	..	..	Criminal force to public servant or woman, or an attempt to commit theft or wrongfully confine.	..	..
24	304A, 338	..	..	Rash or negligent act causing death or grievous hurt	..	..
				Total	..	..
Class III.—Serious offences against person and property, or against property only.						
25	395, 396, 397, 398, 399 402	..	..	Dacoity and preparation and assembly for dacoity	..	..
26	392, 393, 394, 397, 398	..	..	Robbery	..	..
27	270, 281, 282, 430 to 433, 435 to 440.	..	..	Serious mischief and cognate offences	..	..
28	428, 429	..	..	Mischief by killing, poisoning or maiming any animal	..	..
29	449 to 552, 454, 455, 457 to 460	..	..	Lurking house trespass or house-breaking with intent to commit an offence or having made preparation for hurt and house trespass with a view to commit an offence or having made preparation for hurt.	..	..
30	311, 400, 401	..	..	Belonging to gangs of thugs, dacoits, robbers and thieves.	..	..
				Total	..	..
Class IV.—Minor offences against the person.						
31	341 to 344	..	..	Wrongful restraint and confinement	..	..
32	336, 337	..	..	Rash act causing hurt or endangering life	..	..
				Total	..	..
Class V.—Minor offences against property.						
33	379 to 382	..	..	Theft .. { of cattle	..	..
34	406 to 409	..	..	.. { ordinary	..	..
35	411 to 414	..	..	Criminal breach of trust	..	..
36	419, 420	..	..	Receiving stolen property	..	..
37	447, 448 and 453 and 456	..	..	Cheating	..	..
38	461, 462	..	..	Criminal or house trespass and lurking house trespass or house-breaking.	..	..
				Breaking closed receptacle	..	..
				Total	..	..
				Grand Total	..	..

Column 15.—Entry only cases taken up direct by Magistrates.

14	376			<i>Rape by a person other than the husband</i>	..
15	377	..	..	Unnatural offence	..
16	317, 318	..	..	Exposure of infants or concealment of birth	..
17	305, 306, 309	..	..	Attempt at and abetment of suicide	..
18	325, 326, 329, 331, 333, 335	..	..	Grievous hurt	..
19	328	..	..	Administering stupefying drugs to cause hurt	..
20	324, 327, 330	..	..	Hurt	..
21	363 to 369 and 371, 372, 373	..	..	Kidnapping or abduction, selling, etc., for prostitution and dealing slaves.	..
22	346 to 348	..	..	Wrongful confinement and restraint in secret or for purpose of extortion.	..
22A	332, 353	..	..	Hurt and assault to deter a public servant from his duty.	..
23	354, 356, 357	..	..	Criminal force to public servant or woman or an attempt to commit theft or wrongfully confine.	..
24	304A, 338	..	..	Rash or negligent act causing death or grievous hurt	..
				Total	..
				Class III.—Serious offences against person and property, or against property only.	
25	395, 396, 397, 398, 399, 402	..	..	Dacoity and preparation and assembly for dacoity	..
26	392, 393, 394, 397, 398	..	..	Robbery	..
27	270, 281, 282, 430 to 433, 435 to 440	..	..	Serious mischief and cognate offences	..
28	428, 429	..	..	Mischief by killing, poisoning or maiming any animal	..
29	449 to 452, 454, 455, 457 to 460	..	..	Lurking house-trespass or house-breaking with intent to commit an offence, or having made preparation for hurt and house-trespass with a view to commit an offence or having made preparation for hurt.	..
30	311 to 400, 401	..	..	Belonging to gangs of thugs dacoits, robbers and thieves.	..
				Total	..
				Class IV.—Minor offences against the person.	
31	341 to 344	..	..	Wrongful restraint and confinement	..
32	336, 337	..	..	Rash act causing hurt or endangering life	..
				Total	..
				Class V.—Minor offences against property.	
33	379 to 382	..	..	Theft .. { of cattle ..	..
34	406 to 409	..	..	.. { ordinary ..	..
35	411 to 414	..	..	Criminal breach of trust	..
36	419, 420	..	..	Receiving stolen property	..
37	447, 448, 453 and 456	..	..	Cheating	..
38	461, 462	..	..	Criminal or house-trespass and lurking house trespass or house-breaking.	..
				Breaking closed receptacle.	..
				Total	..
				Grand total	..



STATEMENT A—Part II—concl'd.

Serial No.	Law.	Offence.	Persons concerned in Magistrates' cases.			Remarks.							
			13	14	15	Otherwise dispose of.							
			Number arrested.	Number convicted.	Number acquitted or discharged.	16	17	18	19	20	21	22	23
						Compounded.	Withdrawn.	Struck off.	Abandoned.	Died.	Lunatic.		
													24
						Surrendered or appeared under order of Magistrate.							

18	325, 326, 329, 331, 333, 335	..	..	Grievous hurt	..
19	328	..	..	Administering stupefying drugs to cause hurt	..
20	324, 327, 330	..	..	Hurt	..
21	363 to 369 and 371, 372, and 373	..	..	Kidnapping or abduction, selling, etc., for prostitution and dealing in slaves.	..
22	346 to 348	..	..	Wrongful confinement and restraint in secret or for purpose of extortion.	..
22A	332, 353	..	..	Hurt and assault to deter a public servant from his duty.	..
23	354, 356, 357	..	..	Criminal force to public servant or woman, or an attempt to commit theft or wrongfully confine.	..
24	304A, 338	..	..	Rash or negligent act causing death or grievous hurt	..
				Total	..
Class III.—Serious offences against person and property, or against property only.					
25	395, 396, 397, 398, 399, 402	..	..	Dacoity and preparation and assembly for dacoity	..
26	392, 393, 394, 397, 398	..	..	Robbery	..
27	270, 281, 282, 430 to 433, 435 to 440, 428, 429	..	..	Serious mischief and cognate offences	..
28	428, 429	..	..	Mischief by killing, poisoning or maiming any animal	..
29	449 to 452, 454, 455, 457 to 460	..	..	Lurking house trespass or housebreaking with intent to commit an offence, or having made preparation for hurt and house trespass with a view to commit an offence or having made preparation for hurt.	..
30	311 to 400, 401	..	..	Belonging to gangs of thugs, dacoits, robbers and thieves.	..
				Total	..
Class IV.—Minor offences against the person.					
31	341 to 344	..	..	Wrongful restraint and confinement	..
32	336, 337	..	..	Rash act causing hurt or endangering life	..
				Total	..
Class V.—Minor offences against property.					
33	379 to 382	..	..	Theft	..
34	406 to 409	..	..	of cattle	..
35	411 to 414	..	..	ordinary	..
36	419, 420	..	..	Criminal breach of trust	..
37	441, 448 and 453 and 456	..	..	Receiving stolen property	..
38	461, 462	..	..	Cheating	..
				Criminal or house trespass and lurking house trespass or house-breaking.	..
				Breaking closed receptacle	..
				Total	..
				Grand Total	..

Columns 13 to 15.—Enter only persons concerned in cases taken up direct by Magistrates.

STATEMENT AA.

Return of Cognizable Crime for the year 19

Part I.—Return of cases.

(Appendix XII.)

374

Serial No.	Law.	Offence.	4 Number pending from previous year.	5 Number reported in the year.	6 Number in which investigation was refused.	7 Number remaining for investigation (column 4+5-6).	8 Number proved or declared to be false.	9 Number due to mistake of law or fact or declared non-cognizable.	10 Number pending at end of year.	True cases.			
										11 Convicted.	12 Discharged or acquitted.	13 Not detected or apprehended.	14 Total true cases (columns 6+11+12+13).
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	<i>Sections of Indian Penal Code.</i>												
	Class VI.—Other offences not specified in Statement A, Part I.												
1	269, 277, 279, 280, 283, 285, 286, 289, 291 to 294, section 34 of Act V of 1861 and nuisances punishable under local laws.	Public nuisances											
*2		Offences under special and local laws declared to be cognizable.											
3		Criminal Tribes Act											
		Total											

Column 4.—This should include all cases regarding which the Magistrate has not passed order.

Column 8.—Enter only cases proved or declared to be deliberately false.

*N. B.—Cases under section 109 or 110, Cr. P. C., should be omitted from this statement but action taken under those sections should be mentioned in para. 26 (b) of the Annual Police Report.

STATEMENT AA, PART I—concl'd.

575

Serial No.	Law.	Offence.	Total Magistrate's true cases.	Total Magistrate's cases ending in conviction.	Grand total of true cases (columns 14+15).	Otherwise disposed of.							
						Compounded.	Withdrawn.	Struck off.	Abandoned.	Died.	Lunatic.		
1	2		15	16	17	18	19	20	21	22	23	24	25
	Sections of Indian Penal Code.												
	Class VI.—Other offences not specified in Statement A, Part I.												
	269, 277, 279, 280, 283, 285, 286, 289, 291 to 294, section 34 of Act V of 1861 and nuisances punishable under local laws.	Public nuisances											
*2	...	Offences under special and local laws declared to be cognizable.											
3	..	Criminal Tribes Act											
	Total ..												

Column 15.—Enter only cases taken up direct by Magistrates.

*N. B.—Cases under section 109 or 110, Cr. P. C., should be omitted from this statement but action taken under those sections should be mentioned in para. 26 (b) of the Annual Police Report.

B. P. Form No. 118.

Bengal Form No. 111A.

STATEMENT AA.

Return of Cognizable Crime for the year 19 .

PART II.—RETURN OF PERSONS CONCERNED IN CASES.

(Appendix XII.)

376

Serial No.	Law.	Offence.	Persons in custody pending trial or investigation or on bail under section 170, Criminal Procedure Code, at beginning of year as concerned in cases reported to, or in cases taken up by the police.	Arrested by the police during the year.	Released under section 169, Criminal Procedure Code.	Released by Magistrate's order before trial.	Number of persons tried.	Number convicted.	Number acquitted or discharged.	Number of persons evading arrest at close of year.	Number in custody pending trial or investigation or on bail at end of year.
1	2	3	4	5	6	7	8	9	10	11	12
	<i>Section of Indian Penal Code.</i>										
	Class VI.—Other offences not specified in Statement A, Part II.										
1	269, 277, 279, 280, 283, 285, 286, 289, 291 to 294, section 34 of Act V of 1861 and nuisances punishable under local laws.	Public nuisances									
*2	...	Offences under special and local laws declared to be cognizable.									
3	...	Criminal Tribes Act									
		<u>Total</u>									

*N. B.—Cases under section 109 or 110, Cr. P. C., should be omitted from this statement but action taken under those sections should be mentioned in para. 26 (b) of the Annual Police Report.

STATEMENT AA, PART II—concl'd.

Serial No. 1	Law. 2	Offence. 3	Persons concerned in Magistrate's cases.			Remarks.								Surrendered or appeared under order of Magistrate 24	
			Number arrested. 13	Number convicted. 14	Number acquitted or discharged. 15	Otherwise disposed of.									
						Compounded. 16	Withdrawn. 17	Trick off. 18	Abandoned. 19	Died. 20	Lunatic. 21	22	23		
1															
Sections of Indian Penal Code.															
Class VI.—Other offences not specified in Statement A, Part II.															
1	269, 277, 279, 280, 283, 285, 286, 289, 291 to 294, section 34 of Act V of 1861 and nuisances punishable under local laws.	Public nuisances													
2		Offences under special and local laws declared to be cognizable													
3		Criminal Tribes Act													
Total ..															

Columns 13 to 15.—Enter only persons concerned in cases taken up direct by Magistrate.

*N. B.—Cases under section 109 or 110, Cr. P. C., should be omitted from this statement but action taken under those sections should be mentioned in para. 26(b) of the Annual Police Report.

E. P. Form No. 119.
Bengal Form No. 112.

STATEMENT B..... District:
Return of Non-cognizable Crime for the year 19
PART I.—RETURN OF CASES.
 (Appendix XII.)

Sl. No.	Law.	Offence.
1	2	3
Sections of the Indian Penal Code.		
115	..	Abatement of non-cognizable offence not committed, etc.
117	..	Abetting commission of non-cognizable offence by public, etc.
118, 119	..	Concealing design to commit non-cognizable offence
120B (f), 120B (2)	..	Non-cognizable criminal conspiracy ..
		Total ..
Class I.—Offences against the State, Public Tranquillity, etc.		
2	121 to 130, 505	Offences against the State ..
3	137	Harbouring deserters by Master of Ship ..
4	Number pending at beginning of year.	
5	Cases reported in the year.	
6	Total for disposal (columns 4 and 5).	
7	Number dismissed without trial.	
8	Cases in which accused died, escaped or became insane during trial; or in which charges were abandoned, compounded or withdrawn (sections 247, 248, 259, 333, 345 and 494, Cr. P. C.).	
9	Discharge or acquittal.	Number of cases tried to a conclusion and ending in—
10	Conviction.	
11	Number pending at close of year.	
12	Number declared by the court never to have occurred, or to be mistakes of law or fact.	
13	Number in which the court held that a cognizable offence was committed.	
14	Cases reversed on appeal or on revision.	

The total in column 6 should correspond with the total of columns 7, 8, 9, 10 and 11.

Serial No.	Law.	Offence.
1	2	3
Class VI.—Other offences not specified above.		
22	295A, 298	Offences against religion
23	490 to 492	Criminal breach of contract of service
24	493 to 498	Offences relating to marriage
25	500 to 502	Defamation
26	504, 506 to 510	Intimidation, insult and annoyance
27	271 to 276, 278, 284, 287, 288, 290.	Public and local nuisances
28	294A	Keeping a lottery house
29a	Cases under Chapter VIII (A), Cr. P. C.	Security for keeping the peace on conviction under section 106, Cr. P. C.
29b	Ditto	Security for keeping the peace under section 107, Cr. P. C.
30	Cases under Chapter X, Cr. P. C.	Public nuisances
31	Cases under Chapter XII, Cr. P. C.	Disputes as to immovable property
32	Section 250, Cr. P. C.	Frivolous or vexatious complaints
33	Cases under Chapter XXXVI, Cr. P. C.	Maintenance of wives and children
34	Section 514, Cr. P. C.	Forfeiture of bond and bail
		Total

	4	Number pending at beginning of year.
	5	Cases reported in the year.
	6	Total for disposal (columns 4 and 5).
	7	Number dismissed without trial.
	8	Cases in which accused died, escaped or became insane during trial ; or in which charge were abandoned, compounded or withdrawn (sections 247, 248, 259, 333, 345 and 494, Cr. P. C.).
	9	Discharge or acquittal.
	10	Conviction.
	11	Number pending at close of year.
	12	Number declared by the court never to have occurred, or to be mistakes of law or fact.
	13	Number in which the court held that a cognizable offence was committed.
	14	Cases reversed on appeal or on revision.

Number of cases tried to a conclusion and ending in—

Act	XVII of 1878	..	Ferries-Act	..	..
"	IX of 1870	..	Railways Act	..	..
"	VII (B.C.) of 1878	..	Abkari Act	..	..
"	I of 1878	..	Opium Act	..	..
"	XIII of 1859	..	Breach of Contract	..	..
"	XI of 1878	..	Arms Act	..	..
"	V of 1861	..	Police Act	..	..
Regulation VII of 1891		..	Forest Regulation	..	..
Act	VI of 1879	..	Elephant Preservation Act	..	..
"	IX of 1894	..	Poisons Act	..	..
"	VII of 1897	..	Reformatory Schools Act	..	..
		..	River Rule	..	..
Regulation V of 1873		..	Inner Line Regulation	..	..
Act	XIV of 1866	..	Post Office Act	..	..
"	II of 1899	..	Stamp Act	..	..
"	VII of 1870	..	Court fees Act	..	..
"	I of 1871	..	Pound Act	..	..
"	I of 1882	..	Emigration Act	..	..
"	XVII of 1890	..	Census Act	..	..
"	II (B.C.) of 1889	..	Fisheries Act	..	..
"	IV (B.C.) of 1873	..	Regulation of Births and Deaths	..	..
"	(V B.C.) of 1876	..		..	..
		..	} Bengal Municipal Act and Local Municipal Bye-Laws.		
	III (B.C.) of 1884	..			
Regulation IV of 1890		..	Military Police Regulation	..	..
"	III of 1887	..	Registration Act	..	..
"	III of 1867	..	Gambling Act	..	..
"	VI (B.C.) of 1870	..			
"	I (B.C.) of 1871	..	{ Village Chaukidari Act		
Regulation I of 1883		..			
Act	XIII of 1885	..	Telegraph Act	..	..
"	VI of 1878	..	Hidden Treasure Act	..	..
"	I (B.C.) of 1869	..	Cruelty towards Animals Act	..	..
		..	Other Special Laws.	..	..
			Total	..	..
			Grand total	..	..

The total in column 6 should correspond with the total of columns 7, 8, 9, 10 and 11.

STATEMENT B.....District.

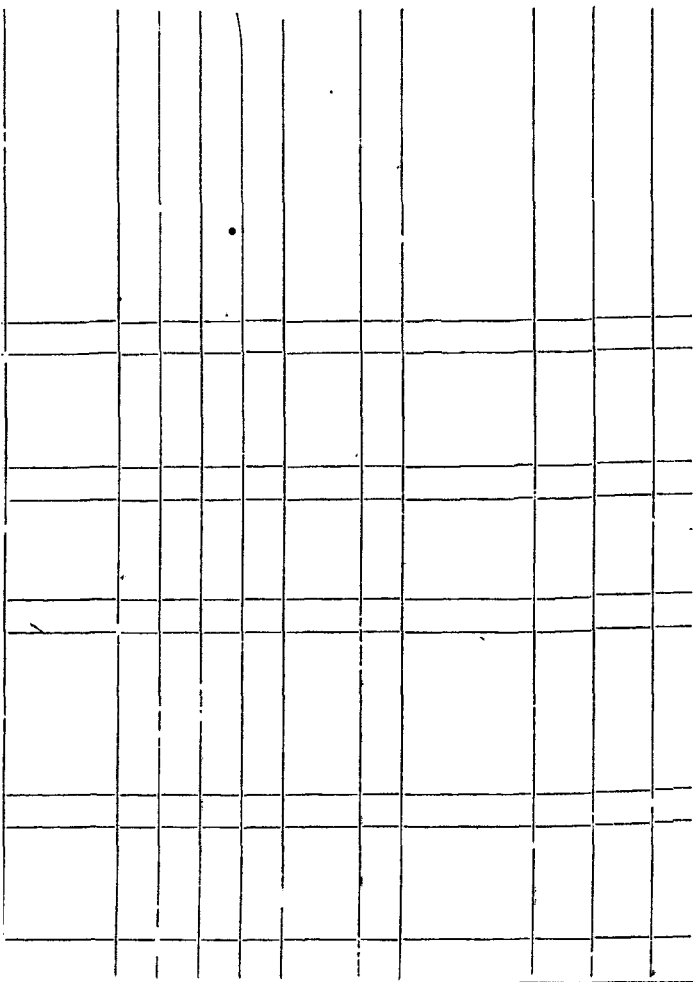
Return of Non-cognizable Crime for the year 19 .

Part II.—Return of persons concerned in cases.

(Appendix XII.)

1	Serial No.	2	Law.	3	Offence.	4	Persons against whom process issued.		7	8	9	Persons tried.		12	13	Remarks.		17
							5	6				10	11			14	15	
1			Section of the Indian Penal Code.															
	115	..	..	Abetment of non-cognizable offence not committed, etc.														
	117	..	..	Abetting commission of non-cognizable offence by public, etc.														
	118, 119	..	..	Concealing design to commit non-cognizable offence.														
	120B (1), 120B (2)	..	..	Non-cognizable criminal conspiracy ..														
			Total ..															

		Class I.—Offences against the State Public Tranquility, etc.				
2	121 to 130, 505	..	Offences against the State	..		
3	137	..	Harbouring deserters by Master of ship.	..		
4	172 to 190, 201 to 204, 214, 225A, 227 to 229.	..	Offences against public justice	..		
5	161 to 169, 217 to 223	..	Offences by public servants	..		
6	193 to 200, 205 to 211, 421 to 424.	..	False evidence, false complaints and claims and fraudulent deeds and disposition of property.	..		
7	465 to 477A	..	Forgery or fraudulently using forged documents not being Government Promissory Notes and falsifying accounts.	..		
8	264 to 267	..	Offences relating to weights and measures.	..		
9	482 to 489	..	Making or using false trade marks.	..		
10	149, 153A to 156, 160	..	Rioting, unlawful assembly, affray	..		
			Total	..		
		Class II.— Serious offences against the person.				
11	312 to 316	..	Causing miscarriage	..		
12	370	..	Buying or disposing of slaves	..		
12a	376	..	Rape by the husband	..		
			Total	..		
		Class III.—Serious offences against property.				
13	384 to 389	..	Extortion	..		
			Total	..		
		Class IV.—Minor offences against the person.				
14	345	..	Wrongful confinement	..		
15	352, 355, 358	..	Criminal force	..		
16	334	..	Hurt on grave or sudden provocation	..		
17	323	..	Voluntarily causing hurt	..		
18	374	..	Compulsory labour	..		
			Total	..		
		Class V.—Minor offences against property.				
19	417, 418	..	Cheating	..		
20	403 to 405	..	Criminal misappropriation of property	..		
21	426, 427, 434	..	Mischief (simple)	..		
			Total	..		



Sl. No.	Law.	Offence.
1	2	3
	Class VI.—Other offences not specified above.	
22	295A, 298	Offences against religion
23	490 to 492	Criminal breach of contract of service
24	493 to 498	Offences relating to marriage
25	500 to 502	Defamation
26	504, 506 to 510	Intimidation, insult and annoyance
27	271, 276, 278, 284, 287, 288, 290.	Public and local nuisances.
28	294A	Keeping a lottery office
29a	Cases under Chapter VIII (A), Cr. P. C.	Security for keeping the peace on conviction under section 106, Cr. P. C.
29b	Ditto	Security for keeping the peace on conviction under section 107, Cr. P. C.
30	Cases under Chapter X, Cr. P. C.	Public nuisances
31	Cases under Chapter XII, Cr. P. C.	Disputes as to immovable property
32	Cases under Chapter XXXVI, Cr. P. C.	Maintenance of wives and children
33		Frivolous or vexatious complaints
34		Forfeiture of bond section 514, Cr. P. C.
		Total

	4	Persons concerned in cases pending at beginning of the year, viz., under trial or against whom process has issued.	
	5	On complaint.	Persons against whom process issued.
	6	On Magistrate's own motion or information from the police.	
	7	Persons not arrested because they absconded or evaded or failed to comply with summons during the year; and persons against whom processes were outstanding at end of the year.	
	8	Persons who appeared before the courts.	
	9	Persons discharged after appearance, without trial.	
	10	Acquitted or discharged.	Persons tried.
	11	Convicted.	
	12	Percentage of number convicted to number against whom process issued (columns 5 and 6).	
	13	Persons under trial at close of the year.	
	14	Number concerned in cases abandoned, compounded, or withdrawn and number who died, escaped or became insane during trial.	Remarks.
	15	Number of those in column 11 convicted of cognizable offences.	
	16	Persons died, escaped or transferred before appearance.	
	17	Number of persons appeared voluntarily.	

385

Total

Grand Total

A blank ledger page with 10 vertical columns and 3 horizontal rows. The columns are of varying widths, with the first column being the widest. The rows are also of varying heights, with the top row being the tallest. The page is otherwise empty of any text or markings.

STATEMENT C.

Property stolen and recovered during the year 19 .

(Appendix XXII.)

Offence.	Number of cases in which property was stolen.	Number of cases in which property was recovered.	Percentage of cases in which property was recovered to cases in which property was stolen.	Amount of property stolen.			Amount of property recovered.			Percentage of value of property recovered to value of property stolen.
1	2	3	4	5			6			7
<i>A.—Cognizable.</i>				Rs.	a.	p.	Rs.	a.	p.	
1. Theft—										
(a) In conjunction with lurkinghouse-trespass or house-breaking.										
(b) In conjunction with receiving of stolen property.										
(c) Other thefts										
2. Robbery—										
(a) Dacoity										
(b) Other robbery										
3. Criminal breach of trust										
4. Criminal breach of trust by public servant or by a banker, merchant or agent.										
Total										
<i>B.—Non-cognizable.</i>										
5. Extortion										
6. Criminal misappropriation										
Total										

The

19

Superintendent of Police.

STATEMENT D.

Showing the sanctioned strength and cost of the civil police for the year 19
(Appendix XII.)

District.	1	2	3	4	5	6	7	8	9	Number of Assistant Sub-Inspectors and head constables.			Number of constables.			16	17	18	19	20	21	22	23	24	Proportion of Police—		27	28
										Foot.	Water.	Mounted.	Foot.	Water.	Mounted.										To area.	To population.		
		Number of Inspector-General and Deputy Inspectors-General.	Number of Superintendents.	Number of Assistant Superintendents.	Number of Deputy Superintendents.	Number of Inspectors.	Number of Sub-Inspectors.	Number of Sergeants.	Assistant Sub-Inspectors.							Total.	Total cost payable from Imperial and Provincial revenues.	Total cost payable from other source, than Imperial and Provincial revenues.	Grand total (columns 17 and 18).	Area of district in square miles.	Population of district.	Urban population of district.	Number of police-stations.	Number of outposts.			Total amount of cognizable crime investigated.	Proportion of cognizable crime investigated to the police force.

Additional police employed temporarily should not be shown as part of the sanctioned force, but should be added at the end of the statement, the purposes for which they are employed being explained in the text of the report. The total cost shown in column 19 should include contingencies.

The 19 Superintendent of Police.

E.

management of the Civil Police Force for the year 19 .

XII.

Rewards.		Education.		Number of constables.					Number who have left the force during the year.					Percentage on total actual strength of—		
Rewarded during the year—		Number of police who can read and write.														
21	By promotion.	23	Officers.	25	Number enlisted during the year.				30	On pension or gratuity.				36	Admission into hospital.	
22	By khilats presents, good service marks or money rewards.	24	Men.	26	Of 1 year and under 3 years' service				31	By resignation, without pension or gratuity.				37	Daily average number of men absent from duty on account of sickness.	
				27	Of 3 years and under 10 years' service.				32	By dismissal.						
				28	Of 10 years and under 17 years' service.				33	By discharge otherwise than under preceding columns.						
				29	Of 17 years' service and over.				34	By desertion.						
									35	By death.						

PROVINCIAL STATEMENT H.

Statement showing the strength and cost of the village watch in the several districts of the province with figures of the rewards and punishments given during the year 19 .

(Appendix XII.)

Sl. No.	Names of subdivisions.	Number of chaukidars under Act VI (B. C.) of 1870 and Bengal Act V of 1919.	Number of other chaukidars.	Number of dafadars.	Total number of chaukidars and dafadars.	Total cost of chaukidars and dafadars.	For neglect of duty.	For substantive offences such as theft, etc.	Number dismissed, including departmental dismissals.	Number fined departmentally.	Percentage of chaukidars punished (columns 8, 9 10 and 11 to column 6).	Number rewarded by judicial Officers, i.e., in Arms Act, Excise, etc., cases.	Total amount distributed in rewards (excluding payments from Chaukidari Reward Fund).	Number departmentally rewarded.	Percentage of chaukidars rewarded (columns 13 and 15 to column 6).	Total amount distributed in rewards etc., from the chaukidari Reward Fund.	Total receipts from all sources including balance from the previous year.	Balance in hand at the close of the year.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

STATEMENT I.

Quinquennial Statement showing true cases of serious crime.

(Appendix XII.)

years.	9, Rioting (serial Statement A-I).	11), Murder (serial No. 11).	(serial homicide No. 13).	Administering stupifying drugs (serial No. 19).	25). Dacoity (serial No. 25).	26). Robbery (serial No. 26).	(serial Nos. 29 and 37).	(serial No. 33).	(serial No. 33).	Receiving stolen property (serial No. 35.)
1	2	3	4	5	6	7	8	9	10	

STATEMENT J.

Remands.

(Appendix XII.)

Name of districts.	Number of charge sheets sent up.	Number of charge sheets disposed of at first hearing.	Number of charge sheets remanded once.	Number of charge sheets remanded twice.	Number of charge sheets remanded thrice.	Number of charge sheets remanded four times.	Number of charge sheets remanded five times.	Number of charge sheets remanded six times.	Number of charge sheets remanded more than six times.	Percentage of cases decided on first two hearings, 19	Percentage of cases decided on first two hearings, 19	Cases pending before Magistrate at the close of the year.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

B. P. Form No. 127

PROVINCIAL STATEMENT K.

Statement showing the number of burglaries and thefts and percentage of abstention from enquiry together with the result of bad-livelihood cases for 19

(Appendix XII.)

District.		1	
Number of cases of house-breaking (serial No. 29) reported. (Column 5 of A—I.)		19	19
Percentage not enquired into.		2	3
Number of cases of theft ordinary (serial No. 33) reported. (Column 5 of A—I.)		4	5
Percentage not enquired into.		6	7
Number of proceedings under section 110, Criminal Procedure Code, pending at the beginning of the year.		8	9
Percentage not enquired into.		10	11
Number of proceedings under section 110, Criminal Procedure Code, instituted during the year.		12	13
Number of proceedings under section 110, Criminal Procedure Code, disposed of during the year.		14	15
Number of cases tried locally.		16	17
Number of successful cases.		18	19
Number of persons pending trial under section 110, Criminal Procedure Code, at the beginning of the year.		20	21
Number of persons prosecuted under section 110, Criminal Procedure Code, during the year.		22	23
Number of persons convicted under section 110, Criminal Procedure Code.		24	25
Number of persons pending prosecution at the end of the year.		26	27
Incidence of burglaries and thefts separately per 100,000 of the population.	Theft.	19	19
	Burglary.	30	31

Monthly Return of Inspection by Railway Police Inspectors.
(Regulation 557.)

Name of police-stations and out-posts.							
Distance from headquarters ..							
Date of inspection							
How long halted							
Date of previous inspection ..							

Summary of Work done by Railway Police Inspectors during the month of

1	I. P. C.	Number and date of criminal cases personally investigated.
2	Ry. Act.	
3	I.P.C.	Number and date of criminal cases personally supervised.
4	Ry. Act.	
5	Charge sheet.	Number of criminal cases, investigated by subordinates locally tested.
6	Final report.	
7	Number of accident cases reported in the circle.	
8	Number of accident case investigated.	
9	Number of accident cases supervised.	
10	Number of Joint enquiries attended.	
11	Number of co-operation meetings fixed during the month with explanation for non-attendance.	
12	Number co-operation meetings attended.	
13	Number of times of attendance of district constables railway stations checked and work examined.	
14	Number of district constables reported against for absence.	
15	Complete.	Number of days spent on tour.
16	Partial.	
17	Number of night patrols and train guards performed and checked, being shown separately, with date and hour in each instance.	
18	Remarks.	

Passengers detained on their journey for police enquiry or to give evidence in court.

(Regulation 597.)

No. _____

To

THE STATION-MASTER,

Certified that.....hold of Single/Return
Class Ticket No. , dated..... from.....Station
.....Station, was detained from.....19
.....19...., for Police enquiry/to give evidence in Court and is now
Allowed to proceed.

Sub-Inspector of Railway Police.

.....Station,

Dated.....19....

(The form is printed in duplicate.)

Note.—Police-officers not below the rank of a Sub-Inspector are authorised to sign.

This applies to passengers holding local tickets on the undermentioned railways or through tickets issued between station on these railways—

E. I. Railway, B. N. Railway, B. & N. Railway, B. & N. W. Railway, B. P. Railway B. D. Railway, D. H. Railway, Jessore-Jhedida Railway, Howrah-Amra Light Railway, I. G. N. Rly. Co's Lines, R. S. N. Co's Lines, Baraset-Basirhat Light Railway, Howrah-Sheakhala Light Railway, Jorehat State Railway, Dibru-Sadiya Railway, Tezpur Balipara Railway, Bihar and Bakhtiarpur Light Railway, and Arrah-Sassarhm Light Railway and Robilkhund and Kumayun Railway.

Report of railway accidents.

(Regulation 607.)

1. Accident Report No. _____, Report No. _____
2. Despatched on the _____
3. Date and hour of accident. _____
4. Place of accident and distance from nearest police-station or outpost. _____
5. Nature of accident. _____
6. Date and hour of receipt of notice by police. _____
7. Date and hour of arrival of police on the spot. _____
8. Name and rank of investigating officer. _____
9. Name and rank of supervising officer. _____
10. Inspector's reason for not taking up or supervising the investigation. _____
11. Superintendent of Police's reasons for not supervising the investigation. _____

Outsiders.				Railway servants.			
Indian.		European.		Indian.		European.	
Wounded.	Killed.	Wounded.	Killed.	Wounded.	Killed.	Wounded.	Killed.

Progressive Tabular Statement.

Railway servants.		Outsiders.	
Killed.	Wounded.	Killed.	Wounded.

Supdt. of Railway Police.

Statement of Railway Accidents

(Appendix XII.)

[illegible]

397

[illegible]

Statement of Collisions

(Appendix XII.)

Railways. (Each railway to be shown separately).	Number of collisions.	Number of collisions resulting in damage, such as vehicle upset, broken etc.	Number of collisions resulting in serious damages, such as derail- ment, etc.	Number of petty collisions without damage.	Number of collisions with running trains—.			Collided— In yards, shunting etc.	Number of persons killed.	Number of persons wounded.
					With mail trains.	With other passenger trains.	With goods trains.			
1	2	3	4	5	6	7	8	9	10	11
19										
19										
19										
19										
19										
19										
19										
19										
19										
19										

N.B.:—The figures of previous year should be given below the figures for the year under review in red ink. A comparative statement of their cases should also be given to this form.

Statement showing different classes of thefts committed on different railway lines.

(Appendix XII.)

Railways. (Each railway to be shown separately.)	Missing goods cases treated as thefts.			Thefts.								
	From goods shed.	From running trains.	From trains or wagons in yards.	By pick- pockets.	From running passenger trains.	Brass thefts.	Other thefts from passengers.	From brake-van.	From buildings other than goods sheds.	Thefts of railway materials.	Miscella- neous.	No. of cases of theft of mail bags.
1	2	3	4	5	6	7	8	9	10	11	12	13
19												
19												
19												
19												
19												
19												
19												
19												
19												
19												
19												
19												
Total { 19 .. 19 ..												

N.B.—Thefts included in one classification not to be entered in any other.

INSTRUCTIONS.

Remarks shall be given regarding all remarkable and important cases, prevalence of any class of theft, any preventive measures adopted, and persons concerned, whether railway employees or others, etc.

Personal Diary of officers of the Criminal Investigation Department.

**Due bi-weekly to the Deputy Inspector-General,
C. I. D., Bengal, through the Superintendent
of Police.**

Date of receipt.....
Branch
File and Serial No.....
Reply No.....
No. in Receipt Register

(Regulation 623).

Class of Paper.

Diary of Inspector.....

of C. I. D., Bengal, dated.....19

Diary.	Superintendent's and D. I.-G.'s Remarks.

On the reverse.

Forwarded to (person)

From (place)

At (time)

By (what means)

Form for C. I. B. Reference.
(Regulation 633.)

Serial No.	Date.	Case number, place of occurrence, village, police-station and district.	Circumstances of case (briefly).	Name and aliases of accused or suspect, if any, together with father's name and residence, if available.	Caste or tribe.	Full descriptive roll as far as possible.	Steps taken to verify antecedents.
1	2	3	4	5	6	7	8
						Age— Height— Complexion— Build— Head— Eyebrow— Forehead— Eyes— Nose— Teeth— Ears— Face (if pockpitted)— Beard— Moustache— Dialect— Distinguishing marks (scars, moles, warts, burn, sores, birth marks, tattoo marks, etc.— Peculiarities of manner, habits, get, etc.—	

Reply.

FROM

THE OFFICER IN CHARGE,

Criminal Intelligence Bureau

To

DEAR SIR,

Your No....., dated

I regret there is nothing on record here.....

Yours truly,

Officer in charge.....P. S.

Date.....

Dated.....

Objection-memo. regarding finger print slip.

(Regulation 645.)

Finger-print Bureau, C. I. D., Bengal.

No.....

No.....

Dated the.....19 .

Dated the.....19 .

To

To

THE SUPERINTENDENT.

THE SUPERINTENDENT OF POLICE.

Finger-print Bureau, C. I. D,
Bengal.

RETURNS herewith the Finger-print slip of the prisoner named below, forwarded with his cheque No._____, dated_____, for reasons noted against point_____.

Requests that the same be resubmitted without delay, after necessary action has been taken.

(1) The rolled impressions so faint or blurred that no subclassification is possible.

(2) The rolled impressions have not been taken in their proper places.

(3) The plain impressions have not been taken simultaneously, nor in the place assigned for them.

(4) The plain impressions of the——hand do not tally with the order of the rolled impression of that hand.

(5) The impressions of——finger have not been fully rolled.

(6) The jail admission number has not been noted.

(7) The name, father's name and place of the convict's residence have not been duly noted.

(8) The convictions noted on the slip are incomplete and wanting in the following particulars :—

(9) The previous convictions have not been entered though section 75, I. P. C., has been applied to the present conviction.

(10) The officers preparing and testing the slip have not signed their names.

(11) The date on which and the place where the slip was prepared and tested have not been given.

(12) The slip has been submitted before the time for appeal is over.

(13) The date and place of his registration and the name of the gang to which he belongs have not been noted on the top of the slip in red ink.

(14) The word "Identified" or "Unidentified" or "Female" as the case may be, has not been noted.

(15) The required number of slips have not been submitted.

*Superintendent,
Finger-print Bureau.*

B. P. Form No. 141.

Bengal Form No. 5343.

Roster of duty of Treasury Guards.

At

[Regulation 695 (16).]

Date.	Name of sentry or sentres.	Duty hour.		Reports and remarks. (Receipts and acknowledgements when making over charge, etc.)
		From.	To.	
1	2	3	4	5

B. P. Form No. 142.

Alarm parade Register.

[Regulation 695 (22).]

Alarm parades held at.....
Sadar Treasury.
Sub-treasury.

District.....

Date and time.	Name and designation of the officer holding the parade.	Method of giving alarm.	Number of officers of each rank attending the parade from treasury guard, police-station and court staff, etc., with times of arrival of each.	Details of arms, i.e., lathis, muskets, etc.	Remarks.

Register of visiting guards during the month—————19

[Regulation 696.]

Date.	Name of officer.	Initials of Superintendent.	Initials of officer ordered for duty.	Hour or hours of visiting guards.	Initials of Superintendent.	Remarks and report of the officer deputed.
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Report of visiting guards.

গারদ দর্শনের রিপোর্ট।

[Regulation 696.]

I.....of the.....Police Force do hereby certify that yesterday I visited the.....
.....
Guards between the hours of.....and.....
by day, and.....and.....by night.
I tried the locks of the *hajat*, treasure box of treasury, and found all secure (or otherwise) and.....
constables on sentry respectively, who were alert (or otherwise). The whole of the Guards were present (or otherwise).

DATED.....

The.....19 .

Officer on duty.

.....জেলার.....পুলিশের
আমি.....এতদ্বারা প্রতিজ্ঞা করিতেছি যে আমি গত কল্যা দিবা
ভাগে.....ঘণ্টা এবং.....ঘণ্টা এবং রাত্রিকালে
.....ঘণ্টা এবং.....ঘণ্টার মধ্যে.....
.....গারদ সকল দৃষ্টি
করিয়াছি। আমি হাজত, টাকার সিন্দুক, অথবা ধনাগারের তালা সকল পরীক্ষা করিয়াছিলাম এবং
দেখিয়াছিলাম যে তৎসমুদয় নিরাপদে (অথবা অন্য প্রকার) আছে আর.....
.....কনেষ্টবল যাহারা প্রহরীর কার্যে নিযুক্ত ছিল
তাহারা সকলেই তৎপর এবং প্রস্তুত (অথবা অন্য প্রকার) ছিল। গারদের সকল লোক উপস্থিত
(অথবা অন্য প্রকার) ছিল।

তারিখ..... }
.....১৯ । }

কার্যে নিযুক্ত কর্মচারীর স্বাক্ষর।

B.P. Form No. 145.
Bengal Form No. 5344.

Escort Requisition.

[Regulation 701.]

No. _____ /

Dated _____ of _____ 19—

Escort to _____

for _____

to be at _____

at _____ o'clock on _____ of _____ 19 .

Police to have Rupees _____ advanced to them as travelling expenses*

Officer in charge of _____

*If no money is advanced, necessary corrections shall be made by him.

B. P. Form No.145.
Bengal Form No. 5344.

Escort requisition.

[Regulation 701.]

No. _____

Please furnish a party of Police to escort* _____

to _____ at _____ o'clock on _____ of

_____ 19 _____. The escort will proceed by _____

at _____ on _____ and will probably be

absent _____ days.

DATED _____, Officer in charge of _____

The _____ of _____ 19 ____

To _____

THE SUPERINTENDENT OF POLICE,

_____ DISTRICT.

*[Here state number of boxes and value of treasure, or number of male and female prisoners.]

Note.—Should nothing be said to the contrary, it will be inferred that there is no dangerous prisoners, nor any one for whom special arrangements need be made in the party.

On the reverse of the form:—

Escort Order.

No.

To

THE ARMED INSPECTOR,

DEPUTE a guard fully armed and equipped of the following strength:—

Sub-Inspector,

Head Constable,

Constables,

to be at punctually at o'clock of 19 for the

duty noted on the reverse. Rs.

are sent herewith on the following account.*

Give the amount to the officer in charge and return the pay-cheque duly receipted by him.

Issue the necessary instructions and a command certificate to him and return this requisition duly filled in after the return of the escort.

*Details of amount sent.

Supdt. of Police.

Dated..

The of 19 .

To

THE SUPERINTENDENT OF POLICE,

The above orders have been carried out. The escort left here on

at $\frac{\text{A.M.}}{\text{P.M.}}$ and returned here on at $\frac{\text{A.M.}}{\text{P.M.}}$. The amount

noted in detail in the margin is therefore $\frac{\text{returened by}}{\text{due to}}$ the escort and $\frac{\text{sent herewith.}}{\text{may be paid.}}$

Details of $\frac{\text{refund}}{\text{amount due.}}$

Armed Inspector.

The - of 19 .

B. P. Form No. 146.

Application from Imperial Police Officers for return to duty after retirement when required for temporary specific work.

[Regulation 734.]

To

SIR,

I desire to have my name entered in the register, maintained in the Home Department of the Government of India, of retired members of the Imperial Services who are willing to respond to an invitation from the Government of India to return to duty for the purpose of some temporary specific work.

The necessary particulars for entry in the register are given below.

I have, etc.,

1. Name
2. Date of birth
3. Date of retirement
4. Permanent address (after retirement)
5. Name of service in which employed
6. Senior appointments held before retirement
7. Remarks of the Provincial Government
8. Remarks of the Department of Government of India

Form of Application for appointment as Sub-Inspector of Police, Bengal.

[Regulation 742.]

1. Name of the applicant and caste.
2. Native place (village, police-station and district).
3. Postal and Telegraphic address to which communications should be sent.
4. Father's name and occupation.
5. Whether the applicant has applied before for the post of Sub-Inspector.
6. Date of birth of the applicant. (See instructions on reverse).
7. Educational qualifications. (See instructions on reverse).
8. Schools and colleges where educated.
9. Special qualifications and present occupation, if any.
10. Previous appointments, if any, whether in public or in private service and reasons for leaving them.
11. Whether the candidate has at any time been pronounced unfit for Government employment by a duly constituted medical authority.
12. Names of relations in Government service, now or in the past, and the appointments held by them. (The relationship should be stated—only father, grand-father, father's brothers, mother's brothers, wife's brothers and their sons need be mentioned).

13. Names and status of persons who can testify to the character of the applicant and vouch for his social status. (See instructions below).
14. Height and chest measurement of the applicant as ascertained by the Superintendent. (See instructions below).
15. Recommendations of District Magistrate and Superintendent of Police (See instructions below).
16. Left thumb impression of the candidate taken in presence of the Committee at the time of selection.

Left thumb impression of the candidate taken at time of selection by the Deputy Inspector-General of Police.

INSTRUCTIONS FOR FILLING IN THE FORM.

- I. Columns 1 to 13 of the form should be filled in English by the nominee.
 - II. Column 6.—If the date of birth does not agree with that given in the Matriculation certificate, the discrepancy must be explained.
 - III. Column 7.—Copies of Matriculation or other certificates should be attached to the application. The originals should be produced before the Superintendent of Police, when called for.
 - IV. Column 13.—Testimonials may be attached to the form. If copies and not the originals are attached, the latter must be produced before the Superintendent of Police, when required. The testimonials should include a certificate of moral character from some person who has known the applicant for at least 3 years and a certificate from the Principal of the school or college in which the applicant has attended during the past 12 months.
 - V. Column 14 should be filled in by the Superintendent of Police.
 - VI. Column 15 should be filled in by the District Magistrate and the Superintendent.
- N. B.—Canvassing is forbidden and any attempt on the part of a candidate to enlist support for the application through relatives, friends, patrons or officials will disqualify him for appointment. Spontaneous recommendations from persons interested in the candidates or otherwise known to them will be disregarded.
- A candidate who applies from more than one district should be automatically disqualified.

Certificate of physical fitness for service under the Crown.

[Regulations 742 and 751.]

I,.....do hereby certify that I have examined.....
....., a candidate for employment in the Police Department. His age is according
to his own statement.....years, and by appearance about.....years.

- | | | |
|--------------------------|--------------------------|--------------------|
| a. General conformation. | g. Spleen. | |
| b. Vision. | h. Hernia | Present or absent. |
| c. Hearing, | i. Hydrocele. | ditto. |
| d. Lungs. | k. Glycosuria. | ditto. |
| e. Heart. | l. Albuminuria. | ditto. |
| f. Liver. | m. Distinguishing marks. | |

n. Stammering or stuttering, present or absent.

I consider that he is of sound health and good physique, and capable of bearing fatigue and exposure, and that he is fit to enter the service under the Crown.

• I consider him unfit to enter the service under the Crown for the reasons given at

Place—

Date—

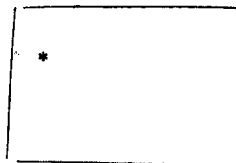
The thumb impression below was made by the applicant in my presence.

•
Civil Surgeon or Professor, Medical College, Calcutta.

Dated.....

The day of 19 .

*Here take thumb impression
in the presence of the
Civil Surgeon.



Form of agreement for constables.

[Printed in English, Bengali and Hindi.]

[Regulation 749.]

I, _____, son of _____, of village _____, district _____, police-station _____, having had read and explained to me the terms of service on the reverse accept employment as a constable in the Bengal Police on this _____ day of _____ 19____, forenoon/afternoon and do undertake and agree in the event of my resigning my office before the expiration of 3 years' service from date to refund to Government the cost of a durrie which I have received/will receive, together with the sum of Rs. _____ which amount Government has expended/will expend for railway and steamer fares to enable me to join my first appointment in the said Bengal Police.

Signed

Dated

*Thumb impression in the case
of illiterate persons.*

Certified that the terms of service noted overleaf and the obligations detailed the Agreement above were fully explained by me to candidate and that he willingly signed the said Agreement in my presence in token of his accepting appointment as a constable in the Bengal Police on the aforementioned condition.

Signed

Dated

Witness

Dated

Terms of service of constables.

1. Constables are enlisted under the Police Act (Act V of 1861) and with effect from the date of enlistment they must conform to the provisions of that Act and to the rules, orders, etc., issued by competent authority.

2. Constables are liable to serve anywhere in the Province either in the Unarmed or Armed Branch.

3. Constables on enlistment will get (a) actual travelling and diet expenses for their journey to join first appointment, (b) a durrie, (c) pay and allowances as detailed below, (d) free quarters, (e) free medical aid and medicine, (f) free railway and steamer passes while going home on leave as admissible under the rules, and (g) free kit.

4. After enlistment a constable shall be sent as soon as possible to the Training College for training. He will not be confirmed till he has passed the training course, is declared fit for police duties and completed the term of probation.

5. A constable will get the minimum pay of Rs.20 while under training, whether at district headquarters or at the Police Training College. On passing out of the college he will be posted to the Armed or Unarmed Branch. If he is posted to the Armed Branch, he will draw a special pay of Rs.2 per mensem in addition to his pay.

6. All constables already absorbed in a permanent vacancy will receive an increment of Re.1 on completion of 3 years' approved service, a second increment of Re.1 on completion of 7 years' approved service, a third increment of Re.1 on completion of 10 years' approved service, and a fourth increment of Re.1 on completion of 17 years' approved service. Local allowance also is granted in certain expensive localities.

7. Promotion to the higher ranks depends on good conduct and fitness. Constables on promotion to the rank of head constable get Rs.28 rising to Rs.35 by biennial increments of Re.1 with efficiency bars after the second and fifth increments. A certain number of constables with educational qualifications are promoted annually to the rank of Assistant Sub-Inspector, whose pay is Rs.30 rising to Rs.40 by annual increments of Re.1. A certain number of Assistant Sub-Inspectors and head constables are promoted annually to the rank of Sub-Inspector on a pay of Rs.80—5/2—130. Specially meritorious men have chances of still further promotion.

8. Leave is granted to constables according to rules. Casual leave is granted under rules issued from time to time by the Provincial Government. The essential condition for the grant of leave, except leave on medical certificate, is that the applicant can be spared from the service.

9. A pension, equivalent to half the average pay of the last three years' service, is admissible after 30 years' approved service. Invalid pension or gratuity is also granted under certain conditions to men declared medically unfit for further service.

10. Constables are eligible to join the General Provident Fund.

Verification Roll.

[Regulations 750 and 766.]

(To be filled in by applicant for the post of _____, Bengal.)

1. Name and caste.
2. Date of birth. Also state whether horoscope is available or not.
- §3. Residence (village, post office, police-station and -district should be given).
- 3A. Educational qualifications and schools, etc., where educated with dates.
4. Whether married or not; if so, the number of children.
5. Father's name, residence, and past and present occupations.
6. Names of applicant's brothers, or father's brothers and father-in-law.
7. Whether applicant has ever been accused in a criminal case or has ever been in prison.
8. Whether in debt, and whether any criminal case or civil suit is pending against him.
9. Have you been inoculated, vaccinated and had small-pox ?
10. Names of relations (if any) in Government service; and if so, the appointment held by them (only father, grand-father, father's brothers, mother's brothers, wife's brothers, and their sons need be mentioned).
11. Whether held any appointments since leaving school ? If so, why left them ? (Copies of certificate, if any, should be attached).
12. Names of three persons whom applicant wishes to be his heirs.
13. Names of three referees and their addresses.
14. Whether applicant or his wife owns any landed property either solely, jointly or *benami*; if so, the approximate amount or value should be stated and where situated.

I SOLEMNLY declare that the above information is to the best of my belief correct.

*Right/Left thumb mark of applicant to be affixed in presence of Superintendent of Police.

Signature of applicant.

(To be made in presence of the Superintendent of Police.)

Signed in my presence.

Superintendent of Police.

§In the case of verification rolls sent to the districts of Nainital, Almora and Garhwal in the United Provinces the names of *pattis* and *parganas* should also be mentioned against item 3 in order to make verification possible.

*The unnecessary word should be scored through.

Report of verifying officer.

[Note—The report should say whether the applicant's statements contained above are correct whether he is a respectable man of good moral character and whether he or his near relatives have taken a prominent part in politics or in political associations.]

B. P. Form No. 151.

Bengal Form No. 5320.

Register of Candidates.

[Regulation 752.]

Fingerprints to be taken in the presence of Superintendent of Police.	Serial No.	Date of entry.	Name, father's name, caste and resi- dence.	Propo- sed rank.	Height.	Chest.	Superintendent of Police's initials and date.	For Civil Surgeon.			Superintendent of Policer's orders, number and date of District Order, and initials of Reserve officer.	Date of—			Finger-prints to be taken by Civil Surgeon and compared with finger-prints in column 1.
								Age.	Whether vaccinated or inocu- lated.	Remarks, initials and date.		Enlist- ment	De- par- ture to the P. T. Col- lege.	Re- turn from the P. T. Col- lege.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16



Bengal/Calcutta Police.

Appointment Certificate.

[Regulation 754.]

District.

Calcutta.

.....
has been appointed.....

Act V of 1861,

Police, under Section XIII, Act IV of 1866 and is vested with the powers,

Section VIII, Act II of 1866

functions, and privileges of a Police Officer.

Station.....

Signature.....

Date.....19 .

Designation.....

Subject, in the case of the Military Police, to the conditions in the schedule prescribed by Act V of 1892.

Signature.....

Designation.....

Certified that the Government Servant's Conduct Rules have been read over by /to the recruit.

Date.....19 .

Signature.....

On the reverse.

Record of permanent promotions and reductions in rank.

No. and date of District Order.	From.	To.	No. and date of District Order.	From.	To.
1	2	3	4	5	6

B. P. Form No. 153.

Letter asking to examine a candidate who has been appointed to a post conditionally on his obtaining a satisfactory medical certificate.

[Regulation 766.]

No.

FROM

To

Dated the 19 .

SIR,

has been appointed to a post in this office conditionally on his obtaining a satisfactory medical certificate. I am now request that you will have the goodness to examine him with reference to Government Resolution No. 3399 Medl., dated the 30th June 1897, and certify as to whether he is physically fit for the public service, under S. R. 8 of the Fundamental and Subsidiary Rules and Notification No. 1513 of the Home Department, published at page 1 of the *India Gazette* of 30th May 1874.

I have the honour to be,

SIR,

Your most obedient servant,

Form of nomination of officers for promotion to the rank of Inspector.

[Regulation 738 and Appendix XLIII.]

1. Name and rank of the officer recommended.
2. Age
3. Date of enlistment and rank
4. Educational qualifications and whether the nominee has good legal attainments.
5. Date of posting to the district
6. For how long has the nominee been previously employed as Court officer, station officer and Reserve officer, etc.? (Total periods of service in courts, police-stations and reserve, etc., should be given separately.)
7. Special qualifications, if any
8. Whether the Magistrate and the Superintendent of Police consider the nominee fit to hold the position of Inspector.
9. Has he ever acted as Inspector, and if so, how long and in what branch (*i.e.*, whether in circle, court, town or reserve, etc.)?
10. Is he an efficient Police officer ?
11. Is he active and energetic in his habits, and can he and does he ride ?
12. Does he display zeal, industry, activity, intelligence and discretion in the performance of his duties and does he take an interest in his profession ?
13. Is he strictly sober ?
14. Has he a good knowledge of drill and of police and detective duties ?
15. Does he regularly and sufficiently instruct his men in the matters mentioned in question 14 ?
16. Does he support his Superintendent's authority and enforce his own in a discreet and considerate, yet firm manner ?
17. Is he free from pecuniary embarrassment as far as you know ?
18. Report any other characteristics which render him fit for the post of Inspector.

19. Are any charges pending against him, or do you know anything whatever against his official or private character ?
20. Has he the confidence of the District and other Magistrates ? Is he courteous in his behaviour to the public, and does he cultivate friendly intercourse with the people of the district and has he been in the habit of holding co-operation meetings with villagers ?
21. Has he received any special promotion in the last two years, and does he bear a good and clean record throughout his service ? ..
22. On how many occasions was he punished, and, if so, how ?
23. Did he acquire complete local knowledge of the last charge to which he was posted ?
24. How many rewards, pecuniary or otherwise has he received during his service ? ..
25. Is he in a good state of health, strong, active and free from bodily defect and constitutional infirmity which would interfere with the active performance of his duties ?
26. Whether he has studied the Science of Criminology, and if so, what books he has read ?
27. Has he fully passed the departmental examination in Criminology, law and languages ?
28. (a) Is he strictly honest ?
- (b) Has his honesty ever been called into question either by the Courts or by his superior officers ?*

*Examine service book and confidential report book before answering this question.

Superintendent of Police,

_____*District,*

Certificate of competency in drill and to instruct and train recruits in drill.

[Regulation 793.]

Certified that constable _____ of the _____
after undergoing a course of instruction in drill in the Police Training College, Sardah, is declared
to have passed in drill.

*He has also qualified himself as a drill instructor.

Principal, Police Training College.

SARDAH,

The

19 .

*To be scored through where necessary.

Register of Musketry practice.

[Regulation 796.]

Period

Class

Fired at

Dated

N. B.—The register is to be filled as the practice proceeds.

Number.	Name and Rank.	1st Practice.							Total points.	2nd Practice.							Total points.	3rd Practice.							Total points.	4th Practice.							Total points.	5th Practice.							Total points.	6th Practice.							Total points.	Grand total.	Remarks.													
		50 yards, standing.								100 yards, standing.								50 yards, kneeling.								100 yards, kneeling.								50 yards, snap-shooting.								100 yards, snap-shooting.																						
		Points per shot.								Points per shot.								Points per shot.								Points per shot.								Points per shot.								Points per shot.																						
		1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7																
																							</																																									

District

Annual return of musketry pratice.

For the year .

[Regulation 796.]

	Number of head constables and constables in the Special Armed Force.	1
	Number put through the course.	
	Number of Assistant Sub-Inspectors, head constables and constables in the mobilisation contingent.	2
	Number put through the course.	
	Number of Assistant Sub-Inspectors, head constables and cobatables in the remainder of the unarmed police who under regulation 796(b) in Volume I should be put through the course.	3
	Number put through the course.	
	Number of days musketry practice took place.	4
	Number of days musketry practice was supervised by—	5
	Superintendent	
	Additional Superintendent.	
	Assistant Superintendent.	
	Deputy Superintendent.	
	Armed Inspector.	
	Average score of the district for the whole course.	6
	Average score for the short range.	7
	Average score for the long range.	8
	Remarks.	9

Note.—I certify that the practice was fairly and properly conducted and duly supervised in the way detailed above, at targets of the prescribed dimensions placed at the ordered distance. The best shot in the district is _____ and his score is _____ points. Three were no ties or the following men tied and the tie has been decided according to regulation 796, P. R. B. The score sheets of the best shot and of the men who tied are herewith attached.

B. P From No. 158.

Annual Return of Revolver Practice during the year..... for the district of

Range

Unarmed Police
special Armed force
[Regulation 797.]

427

Serial No.	Names.	Pratice No. I.						Pratice No. II.						Pratice No. III.						and Total.	Average score of the district for Practice No. I.	Average score of the district for Practice No. II.	Average score of the district for Practice No. III.	Remarks, if any.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
		One hand only (right or left). Distance 15 yards. Life size figure target, points per shot.					Total.	One hand only (right or left). Distance 10 yards. Disappearing life size figure head target points per shot.					Total.	One hand only (right or left). Distance 15 yards. After double from 25 yards firing point, points per shot.					Total.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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		1	2	3	4	5		6	1	2	3	4		5	6	1	2	3							4	5	6																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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(N. B.—Columns, 10, 11 and 12 are to be filled up by Superintendents of Police only.)

B. P. Form No. 159.

Bengal Form No.5324.

Combined register of casual leave and brass numbers.

[Regulation 819.]

Brass No. (In the case of head constable, and constables.	Date of allotment.	Name and rank of officers to whom casual leave has been given. (In the case of head constables and constables, their native, district.)	Year—Date on which casual leave begins and ends.	Year—Date on which casual leave begins and ends.	Year—Date on which casual leave begins and ends.	Year—Date on which casual leave begins and ends.	Year—Date on which casual leave begins and ends.	Year—Date on which casual leave begins and ends.

B. P. Form No. 160.

.....District.

Rolls of officers who will attain or have passed the age of fifty-five years.

[Regulation 844.]

Name.	Rank.	Date of attaining the age of 55 years.	Date and order of last extension with period.	Date of expiry of last extension.	Period of extension now recommended.	Reason for recommending extension and remarks as to the capacity of officers.	Orders.

Dated the

19 .

Superintendent of Police

Finger impression slip to accompany application for pension.

[Regulation 854.]

Of left hand

Thumb.	Fore finger.	Middle finger.	Ring finger.	Little finger.

Of.....(pensioner)
late a.....in the.....
.....

Taken in my presence.

.....Signature.

.....Designation.

. Dated the 19 .

Return of pension and gratuity Rolls.

[Regulation 855.]

Names of officers entitled to pension or gratuity who have left the force. (Names of officers who were discharged in the previous months, and whose pension and gratuity rolls have not been submitted to be entered in red ink.)	Date of discharge.	Date of submission of pension and gratuity rolls.	Explanation of omission or delay in submitting rolls.
1	2	3	4

Subdivisional Register of Minor Punishments.

[Regulation 858.]

District number, and rank of defaulter.	Nature of misconduct.	Defence.	Opinion of Sub-Inspector.	Order of Subdivisional Police Officer or Circle Inspector.	Remarks. (Date of sending extract of order for entry in the Reserve office punishment register to be noted here.)
1	2	3	4	5	6

Proceedings Form.

[Regulation 861.]

Proceedings No. , *dated*

District.

Against

Commenced

Concluded

Order

Issue of copy

Order on appeal

Issue of copy

Note.—Rules for preparation of proceedings will be found in regulation 861, P.R. B. Procedure for appeals is laid down in regulation 882. The proceedings will be filed in the following order.

1.—Order Sheet.

Preliminary orders such as framing of charges, suspension, etc., and interim orders such as permission to take copies of evidence, adjournment for attendance of witnesses, or submission of defence, etc., should be recorded on this sheet. The whole course of proceedings should be evident from a perusal of the sheet.

II.—charges.

Charges should be specific, and officer proceeded against should be furnished with a copy.

III.—Evidence.

Witnesses should, if possible, be examined in the presence of the accused who should have an opportunity to cross-examine.

IV.—Defence.

Accused should be given reasonable time and opportunity to adduce his defence and, if literate, should submit his defence in writing.

V.—Character.

Date of enlistment, present pay, date of next increment, if any, and list of punishments and rewards should be recorded from the Service Book.

VI.—Finding and Order.

There should be a clear and definite finding on each of the charges originally framed and the final order should state whether periods of suspension, if any, are to count as service and what pay is to be drawn.

VII.—Order on appeal.

Copies of proceedings should be furnished to officers wishing to appeal, and appeal should be lodged within 30 days from receipt of such copies.

Statement of petitions addressed to the
the quarter endingwithheld by the
19 .

during

[Regulation 888.]

No.	Name and residence of petitioner.	Date of petition.	Authority addressed.	Subject of petition.	Rule under which withheld.	Number and date of previous order passed.	Remarks.
1	2	3	4	5	6	7	8

Note.—In the column of remarks the grounds put forward for withholding petitions should invariably be stated, particularly where allegations of non-compliance with the rules laid down for drawing up proceedings have been made.

Orderly. Room Register.

[Regulation 893.]

Serial No.	Date.	Name of officers.	Name of the officer by whom produced.	Reason for appearance.	Orders passed by Superintendent.	Action taken on the orders passed.
1	2	3	4	5	6	7

Note.—The register shall be maintained in two parts—part I for punishment and part II for petitions and requests which the Superintendent deals with summarily in the orderly room.

There should be an alphabetical index of names.

BENGAL POLICE.

Discharge Certificate.

[Regulation 902.]

Certified that the bearer (a) _____
_____ of the _____ District of the Bengal Police
has been (b) _____
from police service with effect from _____ 19____
and has been paid up to that date. He has served _____ tears _____
months _____ days and his character has been (c) _____

Superintendent of Police,
District _____

Dated the _____ 19 .

I hereby acknowledge to have received all arrears of pay.

Signature of discharged or dismissed officer.

(a) Name and rank.

(b) Discharged or dismissed (as the case may be). If discharged "being invalided," "at his own request," etc., should be mentioned.

(c) To maintain uniformity of system in the mode of estimating and recording the character of officers the following terms only are to be used, viz., very good, good, fair, indifferent, bad and very bad. If one's character has recently changed and in the opinion of the recording officer it cannot be properly described by any of the above terms without qualifications the word "latterly" may be used as a prefix. In estimating characters recording officers are primarily to ground their opinions on the documentary records, e.g., service books, service rolls and confidential report books.

DISCHARGE SLIP.

[Regulations 903 and 211.]

Name and father's name.	Rank.	Village.	Police-station.	District.	Reasons for dismissal.

Memo. No. , dated 19 .

Forwarded to the Superintendent of Police, _____ for information.

Superintendent of Police,

District _____.

RESERVE OFFICE STOCK BOOK.

(To be maintained by the Armed Inspector.)

Part I. (For Part II—see note below.)

[Regulation 906.]

Receipts.								Issues.					
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Description of article.	Total number on charge.	Number issued within district.	Number received.	From whom received.	Date of receipt.	Remarks— (1) Pay cheque No. and date. (2) Serial No. and date of the connected entry in the Committee Report Book.	Gazetted officer's initial.	Date of issue.	To whom issued.	Number issued.	Struck off, i.e., condemned, transferred outside district, written off as lost, etc., with date.	Gazetted officer's initial.	Remarks— (1) Page number of the entry in Part II. (2) Annual number of the receipt for articles issued to police-station, etc.

Note.—(i) Part I shall contain at least two pages for each article on charge. The items entered in this part shall be totalled and the balance struck in red ink in the first week of April each year.

(ii) Part II shall show the distribution of all articles issued, a page or more being set apart for each police-station, court office, etc. A list of the entries in this part and also of any arms and ammunition, supplied to each police-station, court office, etc., shall be issued to the officer-in-charge concerned over the signature of a gazetted officer.

MORNING

[Regulation

Part I.—UNARMED

Comprising both Permanent

Details of Force.	Monday.					Tuesday.					Wednesday.							
	Inspectors.	Sergeants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head constables.	Constables.	Inspectors.	Sergeants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head constables.	Constables.	Inspectors.	Sergeants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head constables.	Constables.
Present and fit for duty at H. Q. . .																		
On miscellaneous duty at H. Q. . .																		
On orderly duty . .																		
On all other duties . .																		
Under suspension . .																		
Sick (i) in hospital . .																		
(ii) convalescent . .																		
(iii) light duty . .																		
(iv) attendants . .																		
Recruits (a) at H. Q. . .																		
(b) in School . .																		
On Detachment at . .																		
Ditto at . .																		
Ditto at . .																		
Ditto at . .																		
Ditto at . .																		
Ditto at . .																		
Ditto at . .																		
On Leave (not on M.C.)																		
Ditto on M. C. . .																		
Ditto extraordinary																		
Overstaying Leave . .																		
Total . .																		
Vacancies . .																		
Grand Total . .																		
SUMMARY.																		
Sanctioned strength of Permanent Force . .																		
Sanctioned strength of Temporary Force . .																		
Total . .																		
Excesses . .																		
Actual strength of Temporary Force . .																		
Vacancies in Temporary Force . .																		

NOTES.

REPORT

907.

Police

and temporary Forces.

Thursday.					
	Inspectors.				
	Sergeants.				
	Sub-Inspectors.				
	Assistant Sub-Inspectors.				
	Head constables.				
	Constables.				
Friday.					
	Inspectors.				
	Sergeants.				
	Sub-Inspectors.				
	Assistant Sub-Inspectors.				
	Head constables.				
	Constables.				
Saturday.					
	Inspectors.				
	Sergeants.				
	Sub-Inspectors.				
	Assistant Sub-Inspectors.				
	Head constables.				
	Constables.				
Sunday.					
	Inspectors.				
	Sergeants.				
	Sub-Inspectors.				
	Assistant Sub-Inspectors.				
	Head constables.				
	Constables.				

NOTES.

MORNING

Part II.—Special

(Comprising both Permanent

Details of Force.	Monday.						Tuesday.						Wednesday.					
	Inspectors.	Sergeants.	Subadars.	Habildars.	Naiks.	Constables.	Inspectors.	Sergeants.	Subadars.	Habildars.	Naiks.	Constables.	Inspectors.	Sergeants.	Subadars.	Habildars.	Naiks.	Constables.
Actually on Parade ..																		
Others present and fit for duty ..																		
On Guard at head quarters																		
Ditto at Subdivisions																		
Emergency Forces at ditto																		
Under suspension ..																		
Sick (i) in hospital ..																		
(ii) convalescent ..																		
(iii) light duty ..																		
(iv) attendants ..																		
On Detachment within district ..																		
Ditto at ..																		
Ditto at ..																		
Ditto at ..																		
Ditto at ..																		
On Escort ..																		
On Leave (not casual or on M. C.) ..																		
Ditto on M. C. ..																		
Ditto casual ..																		
Ditto extraordinary																		
Overstaying Leave ..																		
Total ..																		
Vacancies ..																		
Grand Total ..																		
SUMMARY																		
Sanctioned strength of Permanent Force ..																		
Sanctioned strength of Temporary Force ..																		
Total ..																		
Actual strength of Temporary Force. ..																		
Vacancies in Temporary Force ..																		

NOTES.

REPORT.

Armed Force.
and Temporary Forces.

Thursday.	Inspectors.
	Sergeants.
	Subadars.
	Habildars.
	Naiks.
	Constables.
Friday.	Inspectors.
	Sergeants.
	Subadars.
	Habildars.
	Naiks.
	Constables.
Saturday.	Inspectors.
	Sergeants.
	Subadars.
	Habildars.
	Naiks.
	Constables.
Sunday.	Inspectors.
	Sergeants.
	Subadars.
	Habildars.
	Naiks.
	Constables.

NOTES.

COMBINED SUMMARY.—Parts I and II.

Details of Force.	Monday.						Tuesday.						Wednesday.								
	Inspectors.	Sergeants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head constables.	Naiks.	Constables.	Inspectors.	Sergeants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head constables.	Naiks.	Constables.	Inspectors.	Sergeants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head constables.	Naiks.	Constables.
Total Actual strength	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Total Permanent Establishment .. .	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Total Temporary Establishment .. .	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Vacancies (a) Permanent	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
(b) Temporary	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
On Detachment from other districts .. .	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..

COMBINED SUMMARY.—Parts I and II.

Details of Force.	Thursday.						Friday.						Saturday.						Sunday.									
	Inspectors.	Sergeants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head constables.	Naiks.	Constables.	Inspectors.	Sergea	Sub-Inspectors.	Assistant Sub-Inspectors.	Head constables.	Naiks.	Constables.	Inspectors.	Sergéants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head constables.	Naiks.	Constables.	Inspectors.	Sergeants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head Constables.	Naiks	Constables.
Total Actual strength																												
Total Permanent Establishment																												
Total Temporary Establishment																												
Vacancies (a) Permanent ..																												
(b) Temporary ..																												
On Detachment from other districts.																												

Disposition Register.

[Regulation 910.]

Service Book or Roll. No.	Name.	Rank	Residence, i. e., name of district, if home is in another district, and name of police-station, if a native of the district in which serving.	Date of joining.	Date of trans- fer and name of place to which trans- ferred.

Muster Roll for the year 19

[Regulation 912.]

Number.	Name.	Address.	Rank and pay.	Acquittance roll where pay is drawn.												Remarks.
				January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	

GRADATION LIST.

(Regulation 913.)

Rank.

Service Book or Roll No.	Name.	District, Province and date of birth.	Date of enlistment and rank and pay.	Present rank and date of appointment to it and pay.	Date on which increments are actually earned with amounts.										Remarks.
					1st increment.	2nd increment.	3rd increment.	4th increment.	5th increment.	6th increment.	7th increment.	8th increment.	9th increment.	10th increment.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

B. P. Form No. 174.
Bengal Form No. 5331.

Register of Casualties.

Register of promotions, reductions, subsequent orders relating to commutation of leave and casualties of police officers and clerks in district during the month of 19 .

[Regulation 914.]

Service Book or Roll No.	Rank and pay.	Names.	Date of occurrence.	Nature and extent of promotion or reduction (including acting promotions and reversions), suspension, reinstatement and of subsequent orders relating to commutation of leave.	Nature of casualty and cause of death.	After orders, if any.
1	2	3	4	5	6	7

INSTRUCTIONS.

In the column showing the nature of the casualty shall be inserted all transfers, deaths, dismissals, discharges, whether after giving the usual notice, or at the Civil Surgeon's recommendations. In the case of discharges on account of physical unfitness, it shall be noted whether a pension or gratuity roll is under preparation or has been submitted, or the officer is not entitled to either, and in the case of dismissals the reason shall be clearly stated.

Punishment Register.

[Regulation 915.]

District, number, name, rank and pay.	Nature of misconduct or reasons for punishment.	Punishment with description and date.			Suspension with date of com- mencement and termi- nation.	Remarks. (Number and date of District Order to be given.)
		Judicial.	Major Depart- mental.	Minor Depart- mental.		
1	2	3	4	5	6	7

Register of Receipt and Issue of Clothing.

[Regulation 916.]

District

445

Date of receipt.	Committee number and date.		From whom received.	
Date of issue.	Total Receipts	To whom issued. (Here give Number of Issue Form.)	1	Badge, B. A. P.
			2	Badge, B. P.
			3	Badge, kukri.
			4	Badge, Marksman.
			5	Badge, pagri.
			6	Belt, constable.
			7	Belt, head constable.
			8	Belt with holster and ammunition pouch.
			9	Blanket.
			10	Blouse, khaki.
			11	Boots.
			12	Box, kit.
			13	Brushes, hard.
			14	Brushes, soft.
			15	Button, B.A.P.
			16	Button, B. P.
			17	Button, flat.
			18	Button, great coat.
			19	Cap, blue worsted for crew of steam launches.
			20	Cap, red worsted for seranges and drivers.
			21	Cap, straw with blue drill for boat men/jhis.
			22	Cap. ribbon.
			23	Cap, round Gurkha black.
			24	Cap, round Gurky.
Total Issues ..				
			Remarks	

Date of receipt.	Committee number and date.	From whom received.	Total Receipts	To whom issued (Here give Number of Issue Form.)	Total Issues		Remarks.
		25				Cap, khaki drill with B. A. P. buttons.	
		26				Chevron, cloth III bar.	
		27				Chevron, cloth I bar.	
		28				Claps, for head constables' belt.	
		29				Coat, khaki drill for A. S.-Is.	
		30				Coat, white drill for ordelies.	
		31				Crown cloth, silver embroidered.	
		32				Dhuti.	
		33				Durrie.	
		34				Fringe, blue.	
		35				Fringe, khaki.	
		36				Great coat.	
		37				Hat, felt.	
		38				Haversack.	
		39				Holdal, or kit bag.	
		40				Hood for waterproof coat.	
		41				Jacket, cardigan.	
		42				Jersey, blue for launch crew.	
		43				Jumper, blue drill.	
		44				Knickerbocker, white.	
		45				Kulla, red.	
		46				Kurta, khaki twill, half sleeved.	
		47				Letters, shoulder, B. A. P.	
		48				Letters, shoulder, B. P.	

Date of receipt.	Committee number and date.	From whom received.	Total Receipts	To whom issued. (Here give Number of issue Form.)	Date of issue.
49		Net, mosquito.			
50		Number, brass.			
51		Pagri, khaki.			
52		Pagri, red.			
53		Pagri, white.			
54		Pigsticker topce for A. S.-Is.			
55		Plate, belt, constable.			
56		Puttees, blue.			
57		Puttees, khaki.			
58		Pyjamas, blue drill.			
59		Revolver lanyard.			
60		Sash, red.			
61		Shirts, khaki, half sleeved for A. S.-Is.			
62		Shoes.			
63		Shorts, khaki, with pockets.			
64		Shorts, khaki without pockets.			
65		Shorts, white.			
66		Sling, bugle.			
67		Stockings, for A. S.-Is.			
68		Umbrellas with white covers.			
69		Waterproof coat.			
70		Waistcoat, dark green for drivers.			
71		Waistcoat, red of serangs.			
72		Whistle, with lanyard.			

Remarks.

District

Leave

[Regulation]

Serial number and date of application. 1	Service Book or Roll num- ber of appli- cant. 2	Name. 3	Rank and pay. 4	Where station- ed. 5	Date of appo- intment. 6	Resident of what district. 7

Register.

917.]

	8	Length and description of last leave.
		Date of return from last leave.
	10	Length and description of leave applied for.
	11	Superintendent's orders.
	12	Date of commencement of leave.
	13	Date of expiration of leave.
	14	Date of return.
Rs. a. p.	15	Leave pay.
	16	Remarks.

(Front page.)

B. P. Form No. 178.
Bengal Form No. 5245.

Bengal
Police.
Calcutta

LEAVE CERTIFICATE.

[Regulation 918.]

District.

Calcutta.

CERTIFIED that has leave to be absent from his
duties in the Police force for the period of
from to
and to proceed to village
in police-station in the district of

He has been paid up to the 19....

* He shall appear before the Civil Surgeon of his native district as directed by the Civil Surgeon of this district (*vide* certificate on the reverse).

*Note.—This sentence is to be struck through in the case of an officer granted ordinary leave, *i.e.*, not on medical certificate.

Station

Signature

Date 19

Designation

(Certificate to be filled in when the officer returns from leave.)

CERTIFIED that reported his return
from leave personally to me this day, the
forenoon.
afternoon.

Station

Signature

Date 19

Designation

To be detached if no railway warrant is issued for the outward journey.

আগামী তারিখে আমার ছুটির মেয়াদ শেষ হইবে।
পত্রপাঠ আমাকে রেলস্টেশন হইতে
রেলস্টেশন পর্যন্ত একখানি রেলওয়ে ওয়ারেন্ট পাঠাইতে আজ্ঞা হয়।

নাম—

কনেষ্টবল নং—

ঠিকানা—

গ্রাম—

পোঃ—

জেলা—

(Back page.)

No. 1.

CERTIFIED that _____ has been suffering from _____ and that he is* advised to appear before the Civil Surgeon of his native district within _____ days from the date on which he avails himself of the leave. Prior to rejoining he must obtain the signature of the Civil Surgeon of his home district to certificate No. 4.

Station

Date.....19....

Civil Surgeon recommending leave.

No. 2.

CERTIFIED that I examined _____ who appeared before me on _____ and I consider that he should remain under treatment as in-door patient in the hospital or in the police lines. _____ may go to his home.

Station.....

Date.....19....

Civil Surgeon of the native district of the patient on leave.

No. 3.

CERTIFIED that _____ is not fit for • duty and is recommended _____ month's further leave.

Station

Date.....19....

Civil Surgeon.

No. 4.

CERTIFIED that _____ is fit to return to duty.

Station.....

Date.....19....

Civil Surgeon.

*Note.—To be stated in the case of constables only.

To be detached if no railway warrant is issued for the outward journey.

تاریخ کو میری چھٹی ختم ہو جائے گی۔ خط پانے سے
ریل اسٹیشن سے ریل اسٹیشن تک میرا
ایک عدد ریلوے وارنٹ روانہ کر دیئے۔
نام —
کنسٹبل نمبر —
پتہ —
گاؤں —
ڈاکخانہ —
ضلع —

Statement of landed property and relatives.

[Regulation 920]

III.

I.—Landed property.

Area of land possessed and its location, <i>i.e.</i> , village, police-station and district.	Particulars, <i>i.e.</i> , annual revenue and value.	How acquired and how managed.

IV.

II.—List of Adult Male Relatives in District.

Name.	Degree of kinship.	Residence and occupation.	If in Government service, name of appointment and district.	Remarks.

Note.—To be pasted on to service Book (Bengal Form No. 912) below the title pay.

SERVICE ROLL.

(Regulation 920.)

1. General number—
2. Name (in full)—
3. Father's name (in full)—
4. Race, sect and cast—
5. Residence (village with district,
police-station, mauza or par-
gana and post-office)—
- 5A. Nearest Railway/Steamer station—
6. Date of birth (by Christian era) —
7. Height and chest measurements
(in feet and inches) and condo-
nation of deficiency thereof, if any —
8. Marks of identification—
9. Thumb impression of left hand
10. Signature —
11. Name and designation of officer
by whom, and the date on
which the above particulars
were furnished—

*Signature and designation of officer making
the appointment (to be added only after
personal verification of items 7, 8 and 9).*

Date— }
The—19 . }

Literary qualifications—

Date of issue of a durrie on enlistment—

Verification roll despatched, *vide* No. , dated
Verification roll received back on and pasted page 3.

Kindred Roll and names of heirs.

Nearest relatives of the prescribed degree.	Name.	Residence (village with district, police-station, mauza or pargana and post-office).
Sons		
Wife		
Daughters		
Father		
Mother		
Others		

Qualification sheet.

1. Name of recruit	..	..	..	..	..
2. Name of district	..	..	..	..	..
3. First aid	..	..	..	..	..
4. Musketry	..	..	..	..	..
5. Physical training	..	..	..	..	..
6. Knowledge in law	..	..	..	..	..
7. Knowledge in drill	..	..	..	..	..
8. Literacy	..	..	..	..	..
9. General remarks	..	..	..	..	..

*Principal,
Police Training College, Sardah.*

*Assistant Commissioner of Police,
Police Training School, Calcutta.*

Special qualifications, including in the case of a recruit constable whether he is best suited for armed or unarmed duties.

Details of landed property in the case of Assistant Sub-Inspectors and head-constables only.

455

Details of

Appointment held and whether temporary, substantive or officiating. (In the case of re-enlisted men details of previous service should be shown here):	If officiating, here state substantive appointment.	Pay in substantive appointment.	Additional pay for officiating and other emoluments, if any, falling under the term "pay".	Date of appointment.	Initials and designation of the head of the office or any other gazetted officer.
1	2	3	4	5	6

Roll

Service.		Leave.			
Date of termination of appointment.	Reason of termination (such as promotion, transfer and dismissal, etc.).	Nature of leave.	Date of commencement of leave with number and date of district order and initials of head of the office or any other gazetted officer.	Date of return from leave with number and date of district order and initials of head of the office or other gazetted officer.	Number and date of issue of railway warrants in the case of leave.
7	8	9	10	11	12

Records of posting and transfers.

District and post.	Date.	Number and date of district order.	Remarks.
1	2	3	4

Rewards including money rewards good service marks and commendations.

Punishments (Major and Minor) and Convictions.

Hospital leave account.

Date of		Period spent in hospital.	Disease.	Effect on pay.	Number and date of D. O.	Gazetted Officer's initials.
Admission into hospital.	Discharge from hospital.					

Abstract of leave granted.

Nature.	From.	To	Total period.	Page reference in Service Book.

Verification of Service.

Period verified. 1	Date and signature of the officer making the verifica- tion. 2	Period verified. 3	Date and signature of the officer making the verification. 4

BENGAL POLICE.

.....District.

Monthly Return of force as it stood on the first of.....

(Regulation 925).

Dated.....19 .

Forwarded to the Assistant Inspector-General of Police, Bengal,

Deputy Inspector-General of Police, Range

Superintendent of Police.

PART I.

Including permanent and Temporary Force.

Special Armed Force.	Inspection.	Sergeants.	Sub-Inspectors.	Head Constables.	Naiks.	Constables.	Remarks.
1. Present and fit for duty ..							
2. Employed on guard duty at head quarters.							
3. Employed on guard duty at subdivisions.							
4. Emergency force at subdivisions.							
5. Under suspension (in Remarks column give dates from which officers were suspended).							
6. (i) Sick in hospital ..							
(ii) Convalescent and light duty.							
7. Sick attendants (in addition to nursing orderlies).							
8. On detachment duty within the district (details to be given in Remarks column).							
9. On escort							
10 Absent—							
(a) On leave on average or half average pay other than on medical certificate.							
(b) On leave on medical certificate.							
(c) On casual leave ..							
(d) On leave without pay							
(e) Overstaying leave ..							
11. On deputation to other districts (details to be shown in Remarks column).							

Special Armed Force.	Inspectors.	Sergeants.	Sub-Inspectors.	Head Constables.	Naiks.	Constables.	Remarks.
12. Vacancies (Permanent vacancies to be shown in black ink, temporary vacancies in red).							
13. Total (excesses to be explained in the Remarks column).							
Sanctioned strength—Permanent							
Sanctioned strength—Temporary.							
Total ..							

Unarmed Police.	Inspectors.	Sergeants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head Constables.	Constables.	Remarks.
1. Present and fit for duty at headquarters.							
2. On miscellaneous duty at headquarters.							
3. On Orderly duty (including nursing orderlies).							
4. On all other duties ..							
5. Under suspension (in Remarks column give dates from which officers were suspended).							
6. Sick—							
(i) in hospital ..							
(ii) Convalescent and light duty.							
(iii) attendants (other than necessary orderlies).							
7. Recruits—							
(i) at headquarters ..							
(ii) in school							

Unarmed police.	Inspectors.	Sergeants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head Constables.	Constables.	Remarks.
8. On detachment within the district (give reasons in Remarks column).							
Ditto at ...							
9. On deputation to other districts (details to be shown in Remarks column).							
10. On leave (not on medical certificate).							
11. On leave on medical certificate.							
12. On leave extraordinary ...							
13. Overstaying leave ...							
14. vacancies (permanent vacancies to be noted in black ink, temporary vacancies in red).							
Total ...							

Sanctioned strength of permanent force.							
Sanctioned strength of temporary force.							
Total ...							

Excesses (reason to be noted in Remarks column).							
Actual strength of temporary force.							
Vacancies in temporary force ...							

PART IIA.
Temporary Force.

Purpose for which sanctioned.	Inspectors.	Sergeants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head-Constables.	Naiks.	Constables.	Remarks.
Total temporary force.								

PART IIB.
Force on Deputation from other Districts.

From where deputed.	Inspectors.	Sergeants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head-Constables.	Naiks.	Constables.	Remarks. (Here state the purposes and the period for which deputed.)

PART III.

- (a) The Superintendent of Police attended parade on.....days during the month.
- (b) The Additional Superintendent of Police attended parade on.....days during the month.
- (c) The Assistant Superintendent of Police attended parade on.....days during the month.
- (d) The Deputy Superintendent of Police attended parade on.....days during the month.
- (1) Certified that all approved services increments due to the men up to the last month have been awarded.
- (2) Certified that I have examined all the revolvers and ammunition during the month and have found them clean, serviceable and good condition.

Superintendent of Police,

.....District.

Proceedings disposed of during the month and pending at the end of the month.

Serial No.	Name and rank of the delinquent.	Date of starting proceedings and serial number thereof.	Synopsis of charges.	Previous record	Final order passed and date thereof.	Whether appeal is being preferred.	Remarks (Note reason why pending).
1	2	3	4	5	6	7	8

E. P. Form No. 182.

Return of deaths of European police officers.

(Regulation 926.)

Name.	Date of death.	Place of death.	Occupation at time of death.	Age at time of death.			Place of birth.	Address in England of relatives, if known.	Particulars as to family connections.	Particulars as to property (if any.)	Length of service.	Cause of death.	Remarks.
				Y.	M.	D.							

Indent for clothing.
(Regulation 970.)

No.

To _____

Dated

, the

19 .

Gentlemen,

In forwarding herewith an indent for clothing required for the use of the officer of Police,
I have the honour to request that you will be good enough to comply with the indent at an early date.

I have the honour to be,

Gentlemen,

Your most obedient servant,

Superintendent of Police.

Number indented for.	Articles.	Size.	Price.	Remarks.

Superintendent of Police,

District.

The

19 .

B. P. Form No. 184.

Bengal Form No. 5342.

Committee Report Book.
(Regulation 973.)

1 Serial number.	2 Date of receipt.	3 From whom received.	4 Condition of package or box.	5 Name of article.	6 Total number of articles.	Condition and number of article.			10 Page number of entry in register of receipts and issue of clothing under the Armed Inspector's initials.	11 No. and date of pay cheque on which bill paid.	12 Remarks and orders (e.g., take into stock and issue as required. Bill passed and sent to Accountant, etc.). Signature of each member of the committee.
						7 New	8 Serviceable.	9 Unserviceable.			

Clothing Hand-Book.
(Regulation 97/6.)

Date and number of issue forms.		
	1	Badge, B. A. P.
	2	Badge B. P.
	3	Badge, Kukri.
	4	Badge, Marksman.
	5	Badge, Pugri.
	6	Belt, Constable.
	7	Belt, Head-constables.
	8	Belt, with holster and ammunition pouch.
	9	Blanket.
	10	Blouse, khaki.
	11	Boots.
	12	Box, kit.
	13	Brush, hard.
	14	Brush, soft.
	15	Button, B. A. P.
	16	Button, B. P.
	17	Button, flat.
	18	Button, greatcoat.
	19	Cap, round, Gurkhan, black.
	20	Cap, round, Gurkha, khaki.
	21	Cap, khaki, drill.
	22	Chevron, cloth III bar.
	23	Chevron, cloth I bar.
	24	Clasps for Head constable's belt.
	25	Coat, khaki, drill, for A. S.-I's.
	26	Coat, white drill, for orderlies.
	27	Crown, cloth, silver embroidered.
	28	Durrie.
	29	Fringe, blue.
	30	Fringe, khaki.
	31	Greatcoat.
	32	Hat, felt.
	33	Haversack.
	34	Holdall or kit bag.
	35	Hood, for waterproof coat.
	36	Jacket, cardigan.
	37	Jersey, blue, for launch crew.

Date and number of
issue forms.

	38	Jumper, blue drill.	
	39	Knickerbocker, white.	
	40	Kulla, red.	
	41	Kurta, khaki, twill.	
	42	Leather braces.	
	43	Letters, shoulder, B. A. P.	
	44	Letters, shoulder, B. P.	
	45	Net, mosquito.	
	46	Number, brass.	
	47	Pagri, khaki.	
	48	Pagri, red.	
	49	Pagri, white.	
	50	Pigsticker topee for A. S.-I.	
	51	Plate, belt constable.	
	52	Puttees, blue.	
	53	Puttees khaki.	
	54	Pyjamas, blue.	
	55	Revolver lanyard.	
	56	Sash, red.	
	57	Shirt, khaki for A. S.-Is.	
	58	Shoes.	
	59	Shorts, khaki.	
	60	Shorts, white.	
	61	Stockings, for A. S.-Is.	
	62	Umbrellas.	
	63	Waterproof coat.	
	64	Whistle with lanyard.	
	65	White cover for umbrellas.	
	66		
	67		
	68		
	69		
	70		
	71		
	72		
	73		
	74		
			Period for which each item should last.

CLOTHING ISSUE FORM NO. 19 -19
(Regulation 976.)

District..... Police-station.....

468

Date of issue.	Number of service Book or roll.	To whom issued.
	1	Badge B. A. P.
	2	Badge B. P.
	3	Badge, kukri.
	4	Badge, Marksman
	5	Badge, Pagri.
	6	Belt, constable.
	7	Belt, head constable.
	8	Belt, with holster and ammunition pouch.
	9	Blanket.
	10	Blouse, khaki.
	11	Boots.
	12	Box, kit.
	13	Brushes, hard.
	14	Brushes, soft.
	15	Button, B. A. P.
	16	Button, B. P.
	17	Button, flat.
	18	Button, great coat.
	19	Cap, blue worsted for crew of steam launches.
	20	Cap, red worsted for serangs and drivers.
	21	Cap, straw with blue drill for boatmanjhils.
	22	Cap, ribbon.
	23	Cap, round, Gurkha, black.
	24	Cap, round, Gurkha, khaki.
	25	Cap, khaki drill with B. A. P. buttons.
	26	Chevron, cloth, III bar.
	27	Chevron, cloth, I bar.
	28	Clasps, for head constables, belt.
	29	Coat, khaki drill for A. S.-Is.
	30	Coat white drill for orderlies.
	31	Crown, cloth, silver embrojdered.
	32	Dhuti.
	33	Durrie.

Date of issue.	
Number of service Book or roll.	
	To whom issued.
34	Fringe, blue.
35	Fringe, khaki.
36	Great coat.
37	Hat, felt.
38	Haversack.
39	Holdall or kit bag.
40	Hood, for waterproof coat.
41	Jacket, cardigan.
42	Jersey, blue for launch crew.
43	Jumper, blue drill.
44	Knickerbocker, white.
45	Kulla, red.
46	Kurta, khaki twill, half sleeved.
47	Letters, shoulder, B. A. P.
48	Letters, shoulder, B. P.
49	Net, mosquito.
50	Number, brass.
51	Pagri, khaki.
52	Pagri, red.
53	Pagri, white.
54	Pigsticker topee for A. S.-Is.
55	Plate, belt, constable.
56	Puttees, blue.
57	Puttees, khaki.
58	Pyjamas, blue drill.
59	Revolver lanyard.
60	Sash, red.
61	Shirts, khaki, half sleeved for A. S.-Is.
62	Shoes.
63	Shorts, khaki, with pockets.
64	Shorts, khaki, without pockets.
65	Shorts, white.
66	Sling bugle.
67	Stockings, for A. S.-Is.
68	Umbrellas, with white covers.
69	Waterproof coat.
70	Waistcoat, dark green for drivers.
71	Waistcoat, red for serangs.
72	Whistle, with lanyard.
Remarks.	

DEFECT LIST

(Regulation 978.)

No. for 19 .

District..... Police-station.....

470

Date of issue.	
Number of Service Book or roll.	
To whom issued.	
1	Badge, B. A. P.
2	Badge, B. P.
3	Badge, kukri.
4	Badge, Marksman.
5	Badge, Pagri.
6	Belt, constable.
7	Belt, head constable.
8	Belt, with holster and ammunition pouch.
9	Blanket.
10	Blouse, khaki.
11	Boots.
12	Box, kit.
13	Brushes, hard.
14	Brushes, soft.
15	Button, B. A. P.
16	Button, B. P.
17	Button, flat.
18	Button, great coat.
19	Cap, blue worsted for crew of steam launches.
20	Cap, red worsted for serangs and drivers.
21	Cap, straw with blue drill for boat manjhis.
22	Cap, ribbon.
23	Cap, round, Gurkha, black.
24	Cap, round, Gurkha, khaki.
25	Cap, khaki drill with B. A. P. buttons.
26	Chevron, cloth, III bar.
27	Chevron, cloth, I bar.
28	Clasps, for head constables' belt.
29	Coat, khaki drill for A. S.-Is.
30	Coat, white drill for orderlies.
31	Crown, cloth, silver embroidered.
32	Dhuti.
33	Durrie.

Date of issue.	
Number of Service Book or roll.	
To whom issued.	
34	Fringe, blue.
35	Fringe, khaki.
36	Great coat.
37	Hat, felt.
38	Haversack.
39	Holdall or kit bag.
40	Hood for waterproof coat.
41	Jacket, cardigan.
42	Jersey, blue for launch crew.
43	Jumper, blue drill.
44	Knickerbocker, white.
45	Kulla, red.
46	Kurta, khaki twill, half sleeved.
47	Letters, shoulder, B. A. P.
48	Letters, shoulder, B. P.
49	Net, mosquito.
50	Number, brass.
51	Pagri, khaki.
52	Pagri red.
53	Pagri, white.
54	Pigsticker topee for A. S.-Is.
55	Plate, belt, constable.
56	Puttees, blue.
57	Puttees, khaki.
58	Pyjamas, blue drill.
59	Revolver lanyard.
60	Sash, red.
61	Shirt, khaki, half sleeved for A. S.-Is.
62	Shoes.
63	Shorts, khaki, with pockets.
64	Shorts, khaki, without pockets.
65	Shorts, white.
66	Sling, bugle.
67	Stockings, for A. S.-Is.
68	Umbrellas, with white cover.
69	Waterproof, coat.
70	Waistcoat, dark green for drivers.
71	Waistcoat, red for serangs.
72	Whistle, with lanyard.
Remarks.	

PART II.

Distribution of arms for the month of

19 .

1	Date of issue.
2	To whom issued.
3	Number with guards.
4	Number with escorts.
5	Number at police-station.
6	Number on miscellaneous duties, including number lent to other districts.
7	Number in armoury (this column is to be filled on the last day of each month).
8	District number of the arms issued.
9	Date of return.
10	Remarks (showing if returned in proper order or any part lost or damaged, etc.)

B. P. Form No. 188.

Bengal Form No. 5337.

Record of arms of District.

(Regulations 986, 999 and 1002.)

PART I.

Sanctioned number of (1) muskets and (2) bayonets in the district (the number received on loan from other district, if any, shall be shown separately in this column). 1		
2 District number.	Muskets.	
3 Name and number of the Arsenal.		
4 District number.	Bayonets.	
5 Name and number of the Arsenal.		
6 Distribution, i. e., with guard, at police-station in or outside the district or lent to other districts, etc.		
7 Date of issue.		
8 Remarks.		

Certificate for ammunition required.

(Regulation 988.)

[To be attached to indents on Arsenal for ammunition.]

1. The ammunition is required in accordance with the scale laid down at page of the Equipment Tables of Civil Police and Jails.

2. The ammunition indented for is required for men and muskets/revolvers.

3. Certified that the balance of cartridges fired cases on hand *plus* the quantity indented for does not exceed the maximum allowed.

4. Empty cartridge cases for which this ammunition is demanded have been returned to the Arsenal, *vide* receipt voucher No. , dated are under despatch to the Arsenal, *vide* railway receipt No. , dated .

5. A copy of the authority sanctioning the ammunition required in excess over the scale prescribed is enclosed.

6. Certified that the paper cases have been burnt.

Signature of Indenting Officer.

Designation.

(*Vide* letter No. 32—02, dated the 1st December 1926, from the Ordnance Officer in charge, Fort William Depot, Calcutta.)

Ammunition Account.

(Regulation 1000.)

[illegible]

Statement showing the strength of the Police Force in

(Regulation

	I. District Police. (a)					II. Special Armed Forces concentrated at certain centres. (b)			
	Strength.	Mus-kets.	Confiscated guns if any.	Revolver.		Strength.	Mus-kets.	Revolver.	
		B. L. .410 bore.		Colt .380 bore.	Webley .380 bore.		B. L. .410 bore.	Colt .380 bore.	Webley .380 bore.
	1	2	3	4	5	1	2	3	4
I.—Police officers of and above the rank of Assistant Superintendent or Deputy Superintendent—									
European ..									
Anglo-Indian ..									
Muslim ..									
Hindu ..									
Others ..									
Vacancies ..									
Total ..									
II.—Police officers below the rank of Assistant Superintendent or Deputy Superintendent—									
European ..									
Anglo-Indian ..									
Muslim ..									
Hindu ..									
Others ..									
Vacancies ..									
Total ..									
III.—Assistant Sub-Inspectors, head-constables and constables—									
Muslim ..									
Hindu ..									
Others ..									
Vacancies ..									
Total ..									
IV.—Arms in reserve ..									
Total of heads I to IV ..									
V.—Arms in the hands of temporary or additional police.									
VI.—Arms not included in the foregoing heads.									
GRAND TOTAL ..									

Note—(a) The figures for strength and arms under this heading should exclude those shown under (b) Under this heading should be shown the total strength and arms of the "Emergency Force.

1024.)

heading II.
at headquarters and subdivisions and of "Guards" and Escorts.

477.

B. P. Form No. 193.
Bengal Form No. 5325.

Hospital Register.

(Regulation 1028.)

Number.	Name.	Date of admission.	Disease.	Initials of Civil Surgeon.	Date of discharge.	Initials of Civil Surgeon.	Remarks.
1	2	3	4	5	6	7	8

B. P. Form No. 194.
Bengal Form No. 5248.

Bed-head Ticket.....Police Hospital.

(Regulation 1029.)

Hospital Register No.

Disease.	Name Rank Age Date of admission Date of discharge	Constitution and general state on admission.

Month and day.	Completed day of disease.	Symptoms and particulars of case, with results, etc.	Treatment.	Diets.

Remarks—This ticket to be hung up above the bed of every in-patient and framed in tin or wood. It takes the place of a case book; therefore, full details of symptom, progress, and treatment are to be recorded.

On the termination of each case the ticket is to be filed. The tickets of one year to be kept together as a record, arranged in regular order by date of admission and month. An additional ticket can be used for a patient when one is not sufficient.

On the reverse of the form.

I certify that the patient named on the reverse was treated as an out/indoor patient in the hospital as detailed below:—

Date of admission or commencement of treatment.	Date of discharge or cure.	Name of disease.	Remarks on nature of disease : how induced; whether mild or severe ; whether recovery was complete ; whether any particular treatment was adopted. if an accident, it should be stated whether it occurred on duty. Medical leave, if any recommended with duration of each period.

Forwarded in original to the Superintendent of Police, for favour of entry in the medical history sheet.

.....
Medical Officer in charge,

.....Hospital.

Dated the19 .

.....
Officer in charge.

Dated the.....19 .

B. P. Form No. 196.

Bengal Form No. 5247.

Medical History Sheet of No./Rank , Name.....

(Regulation 1030.)

Name of hospital.	Date of admission or commencement of treatment.	Date of discharge.	Name of disease.	Remarks on nature of disease, how induced, whether mild or severe ; whether recovery was complete; whether any particular treatment was adopted; if an accident it should be stated whether it occurred on duty.	Medical leave if any, recommended, with duration of each period.	Signature of Medical Officer.
1	2	3	4	5	6	7

FORM A.

Daily register of diet supplied to the patients in the police hospital.

Date

19 .

(Regulation 1034.)

1	2	3	4					5
Item number.	Name.	Rank.	Class of diets prescribed in the bed-head ticket.					Signature of medical officer.
			Full.	Half.	Milk.	Spoon.	Extra (Details to be given).	
	Total ..							

Memo. of articles required.

	Rice.		Atta.		Dal.	Vegetable.		Salt.		Oil.	Condiments.		Sago.	Sugar.	Tea.	Milk.		Fuel or charcoal.	Meat.	Fish.	Eggs.	Bread.
	Ch.		Ch.		Ch.	Ch.	K.	K.		K.	Ch.		Ch.	K.	K.	S. Ch.		S. Ch.	Ch.	Ch.	No.	No.
Full diets*																						
Half diets*																						
Milk diets*																						
Spoon diets*																						
Extra*																						
Total ..																						

*Total number of each class of diet should be filled in from the horizontal total column of the upper part of the form.

To contractor

for supply.

Sub-Assistant Surgeon.

Received the above articles in good condition.

Sub-Assistant Surgeon.

FORM B.

Monthly Abstract of cost of diet supplied to the patients in the police hospital, during the month of 19 .

(Regulations 1034, 1180 and 1188.)

1	2	3	4		5	6	7	8	9	10
Serial number.	Service Book number.	Name, rank, and pay.	Period in Hospital.		Total number of days.	Cost of diet.	Half-pay of the patient for the period he was in hospital.	Amount deductible from the pay of each patient.	Amount borne by the Government.	Remarks.
			From	To						
						Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	

Certified to be correct.

Sub-Assistant Surgeon.

Civil Surgeon.

District;

The

19 .

Superintendent of Police.

B. P. Form No. 199.

Roll of men to whom it is recommended that new medals should be issued at their own expense to replace those lost place and date.

(Regulation 1046.)

Corps.	Rank and name.	Description of medals.	Description of clasps.	Corps in which the medals were earned, and regimental number and rank at the time.	Brief statement of causes of loss.
1	2	3	4	5	6

Certified that, after a most careful investigation, I am satisfied that the above decorations were lost in an accidental manner involving no culpability on the part of the losers.

Superintendent of Police,

District.

483

63

Reward Roll of.....dacoity.

(Regulation 1052.)

	Serial No.
	Name and residence of persons recommended.
	Financial circumstances of the persons recommended.
	The degree of personnel courage shown and nature of good work.
	History of the case.
	Whether the act amounted to more than the normal exercise of the right of defence of property.
	Whether the accused tried in a court if so, sections under which convicted.
	Whether any certificate has been or is to be granted either by the Provincial Government, the Inspector-General or the District Magistrate.
	Whether all the legal proceedings have been completed; if not, whether the reward should be paid before the conclusion of the legal proceedings, and if so, the reasons for such recommendations.
	Recommendations.
	Remarks.

Memorandum of taking and making over charge.

(Regulations 1069 and 1150).

I have carefully examined all the office books and accounts and have satisfied myself, so far as lay in my power, that they have been correctly kept and that the expenditure on account of contract contingencies as shown in the statement attached hereto has not been excessive up to date.

I have also examined the Registers of Lands and Buildings and of Landed property and found that they have been kept up to date.

The amount of cash in hand this day is Rs. _____ and is on the following accounts—

(Here will follow details.)

I have noted all pending matters of an important nature, and have received the note-book of my predecessor.

The clothing account of each officer and the general clothing account of the district have been made up to date.

(i) The following sums are due to contractors and others:—

(Here will follow details.)

or.

(ii) No sums are due to contractors or others.

N.B.—When any sum of money is due the heading will be as in (i), otherwise as in (ii)

The acquittance rolls for the month before last have been received duly signed and stamped and are filled in the office.

I have satisfied myself from the Register of Securities and the file of receipts from the Inspector-General of Registration, kept in office, that the orders about Securities have been fully carried out.

(Here note, exceptions, if any.)

The monthly cash accounts have been regularly received from police-stations and show no large sums in deposit.

The permanent advances have been duly accounted for.

The arms and accoutrements have been examined and found to be complete and in good order.

N.B.—If any of the above remarks cannot be made in any instance, the actual state of the case should be given, and the certificate varied to suit the facts.

Dated,

The 19 .

Signature of Relieving Officer.

B. P. Form No. 202.

Catalogue of books and reports in the library.

(Regulations 1084).

Serial No.	Name of author.	Title of books and reports.	Number of volumes.	Number of sets in the library.	Number of shelf or almirah where kept.	Remarks.
1	2	3	4	5	6	7

B. P. Form No. 203.

Weekly pending list.

(Regulation 1097).

File No.	Date of receipt.	From whom received.	No. and date of reply received.	Subject.	Present stage showing the date from which and with whom pending.	Superintendent's orders
	Issue of letter.	To whom issued, with No. and date.	Issued,			
1	2	3	4	5	6	

N. B.—(i) In column 3 the word "From" or "To" should be inserted according as a letter is received from or issued to, an officer, viz., "From I.-G. P." or "to I.-G. P." etc.
(ii) Entries in column 4 to be in red ink; and all other entries to be in black ink.
(iii) When an *ad interim* reply is received or issued, the fact should be briefly mentioned in column 6.
(iv) When a file is finally disposed of, the entry should be scored through.

B. P. Form No. 204.

File index.

(Regulation 1099).

Number and title of collection.	Number and title of file.	Subject with consecutive number.	Period for which the record has to be preserved.	When liable to be destroyed.	Date when destroyed.	Remarks.

B. P. Form No. 202.

Catalogue of books and reports in the library.

(Regulations 1084).

Serial No.	Name of author.	Title of books and reports.	Number of volumes.	Number of sets in the library.	Number of shelf or almirah where kept.	Remarks.
1	2	3	4	5	6	7

B. P. Form No. 203.

Weekly pending list.

(Regulation 1097).

File No.	Date of receipt.	From whom received.	No. and date of reply received.	Subject.	Present stage showing the date from which and with whom pending.	Superintendent's orders
	Issue of letter.	To whom issued, with No. and date.				
1	2	3	4	5	6	

- N. B.—(i) In column 3 the word "From" or "To" should be inserted according as a letter is received from or issued to, an officer, viz., "From I.-G. P." or "to I.-G. P." etc.
(ii) Entries in column 4 to be in red ink; and all other entries to be in black ink.
(iii) When an *ad interim* reply is received or issued, the fact should be briefly mentioned in column 6.
(iv) When a file is finally disposed of, the entry should be scored through.

B. P. Form No. 204.

File index.

(Regulation 1099).

Number and title of collection.	Number and title of file.	Subject with consecutive number.	Period for which the record has to be preserved.	When liable to be destroyed.	Date when destroyed.	Remarks.

B. P. Form No. 205.

Bengal Form No. 5209.

Fly-leaf of records.

(Regulation 1103).

(To be preserved for _____ years.)

Station _____

District. _____

Case No. _____

of Month _____

19

Section

_____ Informant.

_____ Complainant.

_____ Accused.

Final Report..... Magistrate's order.....

Serial No.	Number of sheets.	Description.	Period for which to be preserved.	Remarks.
1	2	3	4	5

B. P. Form No. 206.

Register of cases of minor misconduct on the part of police officers.

(Regulation 1106).

Serial No.	Name of complainant.	Name of accused, and rank.	Crime with section of law and brief history of cases.	Date of institution of case, if any.	Judicial result.	Departmental action, if any.	Remarks.

B. P. Form No. 207.

Bengal Form No. 5308.

Inspection Report Book.

(Regulation 1112.)

Date of Inspection.	Official designation and signature of inspecting officer.	Inspection remarks.	Action taken on orders passed.

Index to Inspection Register.

Date of Inspection.	Name and designation of inspecting officer.	Number of page.

Form of Special Report of Crime.

(Regulation 1116).

FROM

THE SUPERINTENDENT OF POLICE,

DISTRICT,

To

THE

Special Report Case No. , Report , dated the of 19
Despatch on the day of 19 .

- (1) Name of complainant of informant—
- (2) Name and residence of the accused—
- (3) Crime with section—Number and date of F. I. R.—
- (4) Place of occurrence, police-station, and distance and direction from police-station and subdivision—
- (5) Date and hour of occurrence—
- (6) Number of hours after occurrence the information reached the police—
- (7) Date and hour of arrival of the police on the spot—
- (8) Date of issue of Hue and Cry notice or reasons, if not issued—
- (9) Name and rank of investigating officer—
- (10) Form of final report and its date—
- (11) Number of persons—

Concerned.	Arrested.	Sent up for trial.	Released on bail or recognizance.	Discharged.	Made King's evidence.	Committed.	Acquitted.	Convicted.	Acquitted on appeal.	At large.
1	2	3	4	5	6	7	8	9	10	11

- (12) Amount of property—

Stolen—

Recovered—

- (13) Full details of previous conviction, if known.

Special Report Register.

[Regulation 1116 and Appendix XIII (3).]

Annual serial number of special report.	Name of police- station and number of first information.	Name of complaint or informant.	Accused	Offence with section.	Date of occurrence.	Date of special report.					Amount of property.		Description of final form with section and date.		Number of persons sent up with date.	Number at large.	Result— Persons with date.				Remarks.
						1st.	2nd.	3rd.	4th.	Final.	Stolen.	Recovered.	True.	False.			Discharge.	Convicted.	Acquitted.	Sentenced.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

B. P. Form No. 210.
Bengal Form No. 5312.

Register of absconding offenders and of escaped convicts and proclaimed offenders.

(Regulation 1118.)

..... police-station.

Date of entry in Register.	Name, father's name, age, caste and residence. Name and residence of wife, if living. Descriptive roll. (It should be also stated if finger print has been taken or not.)	Offence, number and date of first information and reward offered if any, for apprehension.	Date of—					Remarks.
			Warrant.	Proclamation.	Attachment.	Record of evidence under section 512, Cr. P. C.	Apprehension, surrender, death or withdrawal of warrant.	
1	2	3	4	5	6	7	8	9

B. P. Form No. 211.

Bengal Form No. 5206.

Criminal History.

(Regulation 1123.)

District.....

I. Name with aliases, if any.

II. Father's name with aliases, if any.

III. Caste or tribe.

IV. Residence (village, police-station and district.)

V. Whether identified.

VI. D. C. No. with date.

F. P. Formula.

VII. Names of Identifying Officers with designation.

VIII. Photo, if any.

Negative No.

IX. Descriptive Roll:—

1. Approximate date of birth.
2. Height.
3. Build.
4. Complexion.
5. Language in which the culprit speaks
(i. e., local, East Bengal, West Bengal, Hindi, etc.).
6. Head.
7. Hair.
8. Eyebrows.
9. Forehead.
10. Eyes.
11. Nose.
12. Mouth.
13. Peculiarities of voice (e. g., Falsetto, deep bass, stutters, lips, etc.)
14. Lips.
15. Teeth.
16. Fingers.
17. Chin.
18. Ears.
19. Face.
20. Beard.

21. Moustace.
 22. Marks (cut, sore burns, disease, birth. tattoo marks, etc.),
 23. Peculiarities (i. e., manners, habits, disguise, bogus title holders, sadhus, fakirs, prostitute-mongers, etc.).
-

X. *Modus operandi*, (may be left blank by the district).

(In coining cases notes on process employed and analysis of the coin should be given by C. I. D.).

XI. (a) Usual field of operation.

(b) Places of habitual resort.

XII. Previous history showing hereditary criminality.

XIII. Names of principal relatives with parentage and address.

XIV. Names of associates and accomplices with parentage and address.

XV. Cases in which convicted or suspected —to be arranged chronologically with short history giving *modus operandi* clearly along with district and police-station cases No., date and section and in convicted cases date of conviction, sentence, name of the court convicting and section of law under which convicted.

Bengal Form No. 5207.

Gang Register.
(Regulation 1128.)

[illegible]

NOTE—When the columns under 'Chronological list of Cases' filled up continuation sheets containing columns in Bengal Form No. 5207A should be used.

Register showing the results of Criminal Tribes Act cases.

[Appendix XIII (3).]

N.B.—To be maintained in the offices of Superintendents in manuscript.

Serial No.	Name of Criminal Tribes Act member of gang.	Date and nature of offence.	Superintendent's order for prosecution or warning.	Date of sending report to Magistrate.	Magistrate's order and date.	Remarks showing number of previous convictions and action taken if sentence is inadequate.
1	2	3	4	5	6	7

Register of correction slips.

[Regulation 1085 and Appendix XIII (3).]

Name of publication and No. of slip.	Date of receipt.	Date on which slip is pasted.	Remarks.
1	2	3	4

B. P. Form No. 215.

Bengal Form No. 5313.

Cash book of the office of the Superintendent of Police of for the day of the month of 19.....

(Regulation 1138.)

From whom received and description of charge.	Number of Receipt Cheque.	On account of—								Total.	Initials of Superintendent of Police.
		Establishment.	Permanent advance.	Miscellaneous.	Travelling Allowance.	.	.	.	.		
		Rs. a. p.	Rs. a. p.	Rs. a. p.						Rs. a. p.	
Balance brought forward ..	..	100 0 0	50 0 0	50 0 0	..	..	..	..	..	200 0 0	
From the Armed Inspector on account of late constable Ticka Ram—pay for September.	1	20 0 0	..	..	..	..	..	..	..	20 0 0	
From the Treasury Officer—pay for force for May—Bill No.—.	2	3,500 0 0	..	..	..	..	..	..	..	3,500 0 0	
From the Treasury officer on account of contingencies—Bill No.—.	3	..	100 0 0	..	..	..	..	..	..	100 0 0	
Total. ..	..	3,620 0 0	150 0 0	50 0 0	..	..	..	..	..	3,820 0 0	

To whom paid and description of charge.	Number of pay Cheque.	On account of—								Total.	Initials of Superintendent of Police.
		Establishment.	Permanent advance.	Miscellaneous.	Travelling Allowance.	.	.	.	.		
		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.					Rs. a. p.	
Paid to Khedoo Ram, heir of late constable Ticka Ram, on account of pay for September.	1	20 0 0	..	..	..	..	..	..	..	20 0 0	
Paid to the force their pay for May.	2	3,000 0 0	..	..	..	..	..	..	..	3,000 0 0	
Paid for furniture, rents and escorts.	3	..	111 0 0	..	..	..	..	..	..	111 0 0	
Total. ..	..	3,020 0 0	111 0 0	..	..	..	..	..	..	3,131 0 0	
Balance in hand.	..	600 0 0	39 0 0	50 0 0	..	..	..	..	..	689 0 0	
GRAND TOTAL	..	3,620 0 0	150 0 0	50 0 0	..	..	..	..	..	3,820 0	

Cash Account Certificate for the month of

19 .

(Regulation 1142.)

I certify that since the close of the month, I have compared the office copies of Bills, Contingent Registers and duplicates of Receipt Cheques with the Cash Book, and find that all sums drawn from treasury or otherwise received during the month, have been duly accounted for; I also certify that I have compared all items of expenditure in the Cash Book with duplicates of pay Cheques and the payees' receipts, and find them correctly entered, paid and defaced that no advances are unnecessarily outstanding and that no sums have been unnecessarily kept in hand.

I also certify that acquittance rolls for pay, travelling allowance and escort charges (and rewards of Rs.25 and less) have been duly receipted, checked and filed up to and including those for the months of and respectively. The acquittance rolls for rewards of above Rs. 25 for the period have also been receipted, checked and sent to the Accountant-General for being filed in his office.

Superintendent of Police.

DISTRICT:

The

19 .

NOTE.—If any errors are discovered, large sums of money are in hand, or receipts outstanding (See reverse) particulars should be mentioned and reasons assigned. Any errors and omissions in one month should be supplied or explained in the certificate for the following month.

List of outstanding Receipts (on the reverse).

Number and date of pay Cheque.	Name of payee with designation and name of station.	On what account.	Amount.			Explanation of delay and steps taken to obtain the receipts.
			Rs.	a.	p.	
	For month under report					
	For previous month					

Superintendent of Police.

DISTRICT.

The

19 .

Form of Security Bound to be executed by the officers who handle Crown money and who deposit the whole of their security at the time of execution.

(Regulation 1145.)

KNOW all men by these presents that I*

son of _____ resident of _____
village _____ police-station _____ in the district.

of _____ (hereinafter referred to as "the Principal" which expression shall where the context so admits include his heirs, executors, administrators and representatives) am held and firmly bound unto the Governor of the Province of Bengal (hereinafter referred to as "the Governor" which expression shall where the context so admits include

his successors in office) in the sum of Rs. _____ to be paid to the Governor for which payment well and truly to be made I bind myself, my heirs, executors, administrator and representatives firmly by these presents signed and sealed with my hand and seal, this

day of _____ 19 _____, and I do hereby for myself, my heirs, executors administrators and representatives covenant with the Governor that if any suit shall be brought touching the subject matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at Fort William in Bengal the same shall and may at the instance of the Governor be removed into tried and determined by the said High Court in its Extraordinary Original Jurisdiction.

WHEREAS the above bounden Principal was on the _____ day of

19 _____, appointed to and now holds, and exercises the office of

at _____ and WHEREAS the Principal may hereafter from time to time be appointed to some other office and it is expressly intended and agreed that the obligation of the above written bond shall not be affected by reason of any such new appointment and whereas the principal has and during the time which he shall continue to be in the services of or employed by the Government of the Province of Bengal (hereinafter referred to as "the Provincial Government") will have amongst other duties the care charge and oversight of and responsibility for the safe and proper storing and keeping in the place appointed for the custody thereof respectively of all moneys specie bullion coin jewels Government currency notes stamps and Government securities of whatsoever description gold silver copper lead goods stores chatels and effects stored and used at

received into or despatched from the _____ for the time being of which the

Principal shall be the _____ or paid deposited or brought into such by any person or persons whomsoever and for any purposes whatsoever and WHEREAS the

the Principal as such _____ aforesaid is also responsible that all such moneys specie bullion coin jewels Government currency notes stamps and Government securities of whatsoever description gold silver copper lead goods stores chatels and effects (hereinafter collectively called "the said property") are and is of full measure and good quality when

received into such _____ and until he has duly accounted therefor and for every part thereof in manner hereinafter referred to and WHEREAS the Principal is bound whenever called upon so to do to show to his superior officers that the said property and every part thereof save so much thereof as he has duly accounted for is at all times intact in the places aforesaid and is also bound to attend for the purpose of discharging his duties aforesaid at such times and places as his superior officers may appoint and WHEREAS the Principal is further bound to keep true and faith for accounts of the said property and of his dealings under written orders of his superior officers therewith

*Principal.

respectively in the form and manner that may from time to time be prescribed under the authority of the Provincial Government and also to prepare and submit such returns and such accounts as he may from time to time be called upon to do but as between the Principal and the Governor the Principal is alone responsible and answerable therefor and for every part thereof and WHEREAS the responsibility of the Principal for the said property and every part thereof does not cease until the same has been duly used under the written

orders aforesaid and accounted for or been duly despatched from the said

and delivered over to and a full and complete discharge therefor

obtained from such persons and places as the District Officer of or the person exercising his functions for the time being under the sanction of the Provincial Government (hereinafter referred to as "the said District Officer") may direct and WHEREAS the Principal in consideration of his said appointment has delivered to and deposited with (and endorsed over to) as

such District Officer as aforesaid [(the sum of Rs. hereinafter referred to as "the said sum")]* (Government securities of the present market value of Rupees

of which the numbers amounts and other particulars are set forth and specified in the Schedule hereunder written hereinafter referred to as "the said securities") for the purpose of in part securing and indemnifying the Governor the Government and their servants against all loss and damage which he might or may in any way suffer by reason of the said property or any part or parts thereof being in any way consumed wasted embezzled stolen misspent misapplied or otherwise dishonestly negligently or by or through oversight or violence made away or parted with by the Principal. Now the condition of the above written bond is such that if the Principal (has whilst he has

held the said office of as aforesaid always duly performed and fulfilled the said duties of the said office or other the office for the time being held by him and if the Principal)** shall whilst he shall be in the service of or employed by the Provincial Government always duly perform and fulfil all and every the duties of the said office or other the office for the time being held by him. Then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue PROVIDED ALWAYS and it is hereby declared and agreed by the Principal with the Governor that the said securities so deposited as aforesaid or such Government security or

securities of the same value as the said District Officer for the time being of may consent from time to time to accept and receive and shall accordingly receive in exchange for the same and interest thereof respectively shall be and remain with the said District Officer as and for part and additional security to the Governor, the Provincial Government and all and every the person or persons who from time to time has or have held or shall hold

or exercise the said office of the District Officer of and other the District officer from time to time having control over the office for the time being held by the Principal for the purposes aforesaid with full power to the Governor or his officers and servants duly authorised in that behalf from time to time as occasion shall require (sell and) dispose of the said [(sum) securities] or any other securities that may be substituted therefor or a sufficient portion thereof with the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the Governor the Provincial Government or the said District Officer or officers as the case may require but nevertheless the interest accrued due on the said [(sum) securities] or any other securities that may be substituted therefor may in the meantime be paid over as the same shall be realised by the said District Officer if he shall think fit to the Principal. PROVIDED FURTHER and it is hereby expressly agreed and declared between and by the Principal and the Governor that it shall be lawful for the Principal with the consent of the said District Officer first had and obtained to change and substitute for the said [(sum) securities] or any part thereof or for any other securities substituted therefor from time to time (Government Promissory Notes) (other securities

of the same or other loans) of the market value of not less than Rs. without in any way affecting the obligation of the said bond.

*If the officer deposits cash as security, the words in single brackets must be omitted throughout the bond; if Government securities, the words in double brackets must be omitted.

**If the officer has not held office previous to signing of the bond the words in brackets may be omitted.

AND IT is hereby lastly agreed and declared by and between the Principal and the Governor that on the Principal ceasing to be in the employ of the Provincial Government the said [(sum) securities] or any other securities that may have been substituted therefor as aforesaid shall not be at once returned to him but shall be and remain with

the said* for the term of six months as security against any loss that may have been incurred by the Governor the Provincial Government and the said District Officer or Officers owing to any neglect or default of the Principal which may not have been previously discovered PROVIDED ALWAYS that the return at any time of the said [(sum) securities] or any security that may have been substituted therefor shall not be deemed to affect the right of the Governor the Provincial Government or the said District Officer or Officers to take proceedings upon the said bond against the Principal in case any breach of the condition of the said bond shall be discovered after the return of the said [(sum) securities] or any securities that may have been substituted therefor as aforesaid.

THE SCHEDULE ABOVE REFERRED TO.

*The authority with whom the security is deposited.

Signed by the said }
in the presence of }

Signature of the Principal.

Form of Security Bond to be executed with sureties by the officers who have not the handling of Crown money, and who deposit their security in instalments and have sureties.

(Regulation 1145.)

NOTE—When the sureties are unable to read English, care should be taken that the provisions of the bond are explained to them before execution, and the persons, doing this should in every such case attest the signature of the sureties and make a note at the foot of the attestation clause that the terms of the bond were so explained.

KNOW all men by these presents that we (1)

son of _____ resident of _____
village _____ police-station _____ in the district of _____

(hereinafter referred to as "the Principal" which expression shall where the context so admits include his heirs, executors, administrators and representatives) (2)

son of _____ resident of _____
village _____ police-station _____ in the district of _____
of _____ (3) son of _____
resident of _____ village _____ police-station _____

in the district of _____
(hereinafter referred to as "the Sureties" which expression shall where the context so admits include their respective heirs, executors, administrators and representatives) are held and firmly bound unto the Governor of the Province of Bengal (hereinafter referred to as "the Governor" which expression shall where the context so admits include his successors in office)

in the sum of Rs. _____ to be paid to the Governor for which payment well and truly to be made we bind ourselves and our respective heirs, executors, administrators and representatives jointly and firmly by these presents signed and sealed with our respective

hands and seals, dated this _____ day of _____ 19 _____, and each of us do hereby covenant with the Governor that if any suit shall be brought touching the subject matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at Fort William in Bengal the same shall and may at the instance of the Governor be removed into tried and determined by the said High Court in its Extraordinary Original Jurisdiction.

WHEREAS the above bounden Principal was on the _____ day of _____ 19 _____, appointed to and now holds and exercises the office of _____

at _____ in the district of _____
AND WHEREAS the Principal may hereafter from time to time be appointed to some other office and it is expressly intended and agreed that the obligation of the above-written bond and the liabilities of the Sureties shall not be affected by reason of any such new appointment and it is expressly intended and agreed that this security shall remain in force during the whole of the time during which the Principal shall be in the service of or employed by the Government of the Province of Bengal (hereinafter referred to as "the Provincial Government") whatever the nature of the office for the time being held by him may be and

wherever such office may be situate

AND WHEREAS the Principal has and during the time during which he shall continue to be in the service of or employed by the Provincial Government will have amongst other duties the care charge and oversight of and responsibility for the safe and proper storing in the places (if any) appointed for the custody thereof and keeping of all papers property chattels and effects (hereinafter collectively called "the said property") received by or made over to him in the course of the business entrusted to him in respect of the office for the time being held by him by any person or persons whomsoever and for any purpose or purposes whatsoever.

(1) Principal.

(2) First Surety.

(3) Second Surety.

AND WHEREAS the Principal in consideration of his said appointment has agreed to deliver to and deposit with (and endorse over to) the District Officer of

(hereinafter referred to as the "said District Officer") the sum of Rs.

(hereinafter referred to as "the said sum") /Government securities of

the market value of Rs. (hereinafter referred to as "the said securities") for the purpose of in part securing and indemnifying the Governor and the Provincial Government against all loss and damage which he or they might or may in any way suffer by reason of the said property or any part or parts thereof being in any way consumed, wasted, embezzled, stolen, misspent, misapplied or otherwise dishonestly, negligently or by or through oversight or violence made away or parted with by the Principal AND WHEREAS the Principal has already delivered to and deposited with (and endorsed over to) the said

District Officer the sum of Rs. /Government securities of the present

market value of Rs. of which the numbers amounts and other particulars are specified in the schedule hereunder written being part of the said sum/securities and it has been agreed that the Principal shall deliver to and deposit with (and endorse over to) the said District Officer the balance of the said sum/securities in monthly instalments of

Rs. such monthly instalments to be deducted from the salary of the Principal if the said District Officer shall so think fit AND WHEREAS the sureties have as sureties for

the Principal entered into the above bond in the penal sum of Rs. conditioned for the due performance by the Principal of the duties of the said office aforesaid and of other the duties appertaining thereto or which may lawfully be required of him and for the due performance by him of the duties of any other office to which he may from time to time be appointed and for the purpose of securing and indemnifying the Governor the Provincial Government and their servants against all loss and damage which he or they might or may in any way suffer by reason of any default or neglect of the Principal.

Now the condition of the above-written bond is such that if the Principal

(has whilst he has held the said office of as aforesaid always duly performed and fulfilled the said duties of the said office and other the duties aforesaid and if the Principal) shall whilst he shall be in the service of or employed by the Provincial Government always duly perform and fulfil all and every the duties of the said office or other the office for the time being held by him/ and further that if the Principal and the sureties do and shall indemnify and save harmless the Governor the Provincial Government and all and every the person or persons who from time to time has or have held or shall

hold or exercise the said office of the District Officer of and other the District Officers from time to time having control over the office for the time being held by the Principal from and against all and every loss and damage which (during the time the Principal has held executed and enjoyed the said office has happened or been sustained or) shall or may at any times or time hereafter during the time that the Principal shall be in the service of or employed by the Provincial Government happen to or be sustained by the Governor the Provincial Government or the said District Officer or Officers from or through the neglect, failure, misconduct, disobedience, omission or insolvency of the Principal or by from or through the consuming wasting, embezzling, stealing, mis-spending, losing, misapplying or otherwise dishonestly or negligently or through oversight or violence making away or parting with the said property or any parts or part thereof by the Principal during the whole of the time during which he (has been and) shall continue to be in the service of or employed by the Provincial Government whatever the nature of the office for the time being held by him may be and wherever such office may be situate that the obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue PROVIDED ALWAYS and it is hereby agreed and declared that neither of the Sureties shall be at liberty to terminate their suretyship except upon giving to the said District Officer six calendar months' notice in writing of his or their intention so to do and their joint or several liability under this shall continue in respect of all the omissions and defaults on the part of the Principal until the expiration of the said period of six months' PROVIDED ALWAYS and it is hereby declared and agreed by the Sureties with the Governor that the said sum/securities or so much thereof as shall for the time being have been deposited or such Government security or securities to the same amount as the said District Officer may consent from time to time to accept and receive and shall

accordingly receive in exchange for the same and the interest thereon shall be and remain with the said District Officer as and for part and additional security to the Governor the Provincial Government and the said District Officer or Officers for the purposes aforesaid with full power to the Governor or his officers and servants duly authorised in that behalf from time to time as occasion shall require to (sell and) dispose of the said sum/securities or so much thereof as shall for the time being have been deposited or any other securities that may have been substituted therefor or a sufficient portion thereof with the interest thereon and to apply the to proceeds thereof in and towards the indemnity as aforesaid of the Governor the Provincial Government or the said District Officer or Officers as the the case may require but nevertheless the interest of the said sum/securities or so much thereof as shall for the time being have been deposited or any other securities that may have been substituted therefor may in the meantime be paid over as the same shall be realised by the said District Officer if he shall think fit to the Principal PROVIDED FURTHER and it is hereby expressly agreed and declared between and by the Sureties with the Governor that it shall be lawful for the Principal with the consent of the said District Officer first had and obtained to change and substitute for the said sum/securities or so much thereof as shall for the time being have been deposited or for any securities substituted therefor

other Government securitirs of the market value of not less than Rs. without in any way affecting the obligation of the Sureties as such sureties as aforesaid. And it is lastly agreed and declared by and between the Principal and the Sureties and the Governor that on the Principal ceasing to be in the employ of the Provincial Government the said sum/securities or so much thereof as shall have been deposited or any other securities that may have been substituted therefor as aforesaid shall not be at once returned to the Principal but shall be and remain with the authority with whom it shall have been deposited for the term of six months as security against any loss that may have been incurred by the Governor the Provincial Government or the said District Officer or Officers owing to the neglect or default of the Principal which may not have been discovered until after the vacation of his appointment by the Principal PROVIDED ALWAYS that the return at any time of the said sum/securities or so much thereof as shall have been deposited or any other securities that may have been substituted therefor as aforesaid shall not be deemed to affect the right of the Governor the Provincial Government or the said District Officer or Officers to take proceedings upon the said bond against the Principal and Sureties in case any breach of the condition of the said bond shall be discovered after the return of the said sum/securitirs or so much thereof as shall have been deposited or any other securities that may have been substituted therefor as aforesaid.

THE SCHEDULE ABOVE REFERRED TO.

(Signed by the said }
..... } Signature of the Principal
in the presence of :— }

We declare that we have fully understood the contents of the above-written bond and being satisfied endorse our signature thereon.

Signed by the said }
in the presence of :— } Signature of the first Surety.

Signed by the said }
in the presence of :— } Signature of the second Surety.

I certify and declare that I have read over and explained the contents of the above-written bond in vernacular to the said and before the same was signed by them and that the same appeared to me to have been fully understood by them.

Signature of the attesting witness.

Form of Security Bond to be executed with sureties by officers who have not the handing of Crown money.

(Regulation 1145.)

NOTE.—When the sureties are unable to read English, care should be taken that the provisions of the bond are explained to them before execution, and the persons doing this should in every such case attest the signature of the sureties and make a note at the foot of the attestatcion clause that the term of the bond were so explained.

KNOW all men by these presents that We (1) son
of resident of village
police-station in the district of (hereinafter
referred to as "the Principal" which expression shall where the context so admits include
his heirs, executors, administrators and representatives) (2)

son of resident of
village police-station in the district of
(3) son of

resident of village police -
station in the district of (hereinafter
referred to as "the Sureties" which expression shall where the context so admits include their
respective heirs, executors, administrators and representatives) are held and firmly bound unto
the Governor of the Province of Bengal (hereafter referred to as "the Governor" which
expression shall where the context so admits include his successors in office) in the sum of
Rs. to be paid to the Governor for which payment well and truly to be
made we bind ourselves and our respective heirs, executors, administrators and representatives
jointly and severally firmly by these presents signed and sealed with our hands and seals

date the day of 19 and each of us doth hereby
covenant with the Governor that if any suits shall be brought touching the subject matter
of this obligation or the condition hereunder written in any Court subject to the High Court
of Judicature at Fort William in Bengal the same shall and may at the instance of the Gover-
nor be removed into tried and determined by the said High Court in its Extraordinary
Original Jurisdiction.

WHEREAS the above bounden Principal was on the day of 19
appointed to and now holds and exercises the office of at
in the district of and whereas the Principal may hereafter from time to
time be appointed to some other office and it is expressly intended and agreed that the
obligation of the above-written bond and the liability of the Sureties shall not be affected
by reason of any such new appointment.

AND WHEREAS the Principal has and during the time during which he shall continue to be
in the service of or employed by the Government of the Province of Bengal (hereinafter
referred to as "the Provincial Government") will have amongst other duties the care charge
and oversight of and responsibility for the safe and proper storing in the places (if any)
appointed for the custody thereof and keeping of all papers, property, chattels and effects
(hereinafter collectively referred to as "the said property") received by or made over to him
in the course of the business entrusted to him in respect of the office for the time being
held by him by any person or persons whomsoever and for any purpose or purposes what-
soever.

AND WHEREAS the Sureties as sureties for the Principal in that behalf have entered into
the above bond in the penal sum of Rs. conditioned for the due performance
by the Principal of the duties of the said office aforesaid.

(1) Principal.

(2) First Surety

(3) Second Surety.

and of other the duties appertaining thereto which may lawfully be required of him and for the due performance by the principal of the duties of any other office to which he may from time to time be appointed and for the purpose of securing and indemnifying the Governor the Provincial Government and their servants against all loss from or by reason of the acts or defaults of the Principal.

Now the condition of the above-written bonds is such that if the Principal* (has whilst he has held the said office of as aforesaid always duly performed and fulfilled the said duties of the said office or other the duties aforesaid and if he) shall whilst he shall be in the service of or employed by the Provincial Government always duly performed and fulfil all and every the duties of the said office or other the office for the time being held by him and further that if the Sureties do and shall indemnify and save harmless the the Governor the Provincial Government and all and every the person or persons who from time to time has or have held or shall hold or exercise the office of the District officer of

and other the District Officers from time to time having control over the office for the time being held by the Principal of and from all and every loss and damage which (during the time the Principal has held executed and enjoyed the said office has happened or been sustained or) shall or may at any times or time hereafter during the time that he shall be in the service of or employed by the Provincial Government shall happen to or be sustained by the Governor the Provincial Government or the said District Officer of Officers by from or through the neglect, failure, misconduct, disobedience, omission or insolvency of the Principal or by from or through the consuming, wasting embezzling, stealing, misspending, losing, misapplying or otherwise dishonestly or negligently or through oversight or violence making away or parting with the said property or any or parts thereof by the Principal during the whole of the time during which the Principal (has been and) shall continue to be in the service of or employed by the Provincial Government whatever the nature of the office for the time being held by him may be and wheresoever such office may be situate then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: PROVIDED ALWAYS and it is hereby agreed and declared that neither of the Sureties shall be at liberty to terminate their suretyship except upon giving to the District Officer having control over the office for the time being held by the Principal of six calendar months' notice in writing of his or their intention so to do and their joint and several liability under this bond shall continue in respect of all omissions and defaults on the part of the Principal until the expiration of the said period of six months.

Signed by the said

}

Signature of the Principal.

in the presence of:—

We declared that we have fully understood the contents of the above-written bond and being satisfied endorse our signature thereon.

Signed by the said

}

Signature of the 1st Surety.

in the presence of :—

Signed by the said

}

Signature of the 2nd Surety.

in the presence of:—

I certify and declare that I have read over and explained the contents of the above-written bond in vernacular to the said and

before the said was signed by them and that the same appeared to me to have been fully understood by them.

Signature of the attesting witness.

*If the officer has not held office previous to signing of the bond the words in brackets may be omitted.

Letter to the postmaster for depositing security.

(Regulation 1145).

To

THE POSTMASTER,

Dated _____ the _____ 19____.

SIR,

I have the honour to inform you that I have deposited the sum of Rs. in the Post Office Savings Bank at _____ as my security to Government and hereby agree that the same will not be payable to me until I shall produce to you the express written sanction of the _____ under whom I am serving for payment of the same. I also agree not to object to the payment by the Savings Bank of this deposit to the _____ on his claiming it, and not to make any claim for interest after the _____ shall have revoked the authority for the Savings Bank to pay me the interest.

I have the honour to be,

SIR,

Your most obedient servant,

Signature of Depositor _____

Designation of ditto _____

Register of Securities of clerks and other non-gazetted officers.

(Regulation 1145.)

Serial No.	Name of officer.	Designation of duties.	Amount of security payable.	Nature of security furnished.	Value of security furnished.	Date of bond.	Date of despatch to Inspector-General of Registration.	Remarks.
1	2	3	4	5	6	7	8	9

B. P. Form No. 222.

Statement showing the grant, probable expenditure, extra grant required or anticipated savings under all heads during the year.

(Regulation 1149.)

Detailed head.	Grant.		Actual for nine months.		Probable expenditure during the remaining three months of the year.		Total probable expenditure for twelve months of the year.		Extra grant required.		Savings anticipated.		Remarks.
	Voted.	Charged.	Voted.	Charged.	Voted.	Charged.	Voted.	Charged.	Voted.	Charged.	Charged.	Voted.	

N. B.—The following procedure should be adopted in working out figures for this statement:—

(1) Nine months' actuals (i.e., expenditure incurred up to 31st December) should be worked out.

(2) An intelligent estimate of the probable expenditure during the remaining three months under each head should be made taking into consideration, if necessary, the expenditure of the last three months of the previous year and also allowing for any unusual or abnormal increase or decrease likely to occur during the months of January to March.

The total estimated expenditure for the year for each detailed head being thus calculated, it should be compared with the up-to-date date net grants and excesses and savings, if any, worked out.

B. P. Form No. 223.

Bengal Form No. 5314.

Register of House Rents.

(Regulation 1169.)

Serial No.	For whom rented		Name of house owner.	Address.	No. and date of sanctioning letter.	Amount sanctioned.	March 19	April 19	May 19	June 19	July 19	August 19	September 19	October 19	November 19	December 19	January 19	February 19	Remarks.
	Name.	Station.																	

House rent roll for the month of _____ 19

(Regulation 1169.)

Serial No. of the house-rent Register

Name and rank of the occupant and the office to
which he is attached.

Name and address of the house owner or-agent ..

Period for which rent is charged Form To

Monthly rate of rent Rs. a.

Amount of rent charged Rs. a.

Signature of the House owner.

Certified that the house was actually
occupied during the period charged for.

(Signature of the occupier.)

Countersignature of the occupant's
immediate superior.

Order of the Superintendent of
Police.

Pay Rs. (Rupees).

Superintendent of Police.

N. B.—To be submitted without fail by the 10th of the month following that for which the
rent is due.

Rent Roll.

(Regulation 1171).

List of officers (Civil) who occupied public buildings in the station of _____ showing the rent due by them to end of _____
19____ and the recoveries made during the following month.

Number of building in list of departmental and hired buildings for which rent is due.	Name of building.	Name, rank, salary (including personal allowances) and local allowance from whatever sources received of the individual occupying the building.	Period for which rent is due.	Monthly rate of rent.	Rent due.			Recovered in 19 .	Balance still due.	Treasury Officer's explanation of the causes of non-recovery of the amount outstanding for more than one month.
					Balance at end of last month.	Assessment of the month.	Total.			
1	2	3	4	5	6	7	8	9	10	11
				Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	
		Total ..								

N. B.—(1) The buildings should be arranged in the order given in the list of departmental and hired buildings for which rent is due.

(2) Columns 1 to 8 (except the amount of "salary and allowances" in column 3) should be filled in by the Superintendent of Police, and the amount of "salary and allowances" in column 3, and columns 9 to 11 by the Treasury Officer.

Superintendent of Police.

The 19 .

Completed and returned to Superintendent of Police, through the Accountant-General, Bengal.

Treasury Officer.

The 19 .

Demand and Collection Register.

(Regulation 1171.)

Demand and Collection Register of Rents due from Police Officers occupying departmental or hired buildings during the month of—

Number of building.	Name of building (departmental or hired).	Name, designation and salary of officer occupying the building.	Rent due.			Date of despatch of rent roll to Treasury Officer.	Rent realized.		Balance due (difference between columns 6 and 8).	Explanation of non-recovery (if any) or other remarks.
			For the month.	Arrear.	Total.		Amount.	Date of credit as per rent roll.		
1	2	3	4	5	6	7	8	9	10	11
		Total								

Reward register.

(Regulation 1172.)

Serial No.	Name of police officer rewarded. (With place of posting or address in the case of a private person.)	Brief note of the good work done with date.	Amount of reward.	Number and date of D. O.	Initial of the officer checking the entries with the District Order Book.	Initial of gazetted officer checking payment. (The number and date of the pay cheque to be shown here.)
1	2	3	4	5	6	7

NOTE.—(i) The Reserve officer shall make entries in columns 1-5.

(ii) The headquarters Deputy Superintendent (or the office Inspector where posted) shall initial column 6 after checking the entries.

(iii) The Accountant shall note the number and date of the pay Cheque in column 7 with his initial.

(iv) When a bill is made out, the Accountant shall draw a line in the register below the entries concerned and note in red ink the number and date of the bill.

Bengal Form No. 5211.

Station

District for

19 .

(Regulations 1186 and 1191.)

NOTE.—The Station Officer will fill up only columns 1, 2 and 3, and send the roll at the end of the month to the Superintendent quickly. Columns 4 to 9 inclusive to be filled up in the Superintendent's office. Each person who receives money to sign in column 10, and then the paper to be sent back for record to the Superintendent's office. If any money has not been paid, the reason should be given in column 11, and the unexpended cash returned to the Superintendent.

[illegible]

B. P. Form No. 231.

Bengal Form No. 5212.

District _____

Abstract Acquittance Roll for the month of _____

(Regulation 1187.)

Money drawn and distributed on

Acquittance Rolls received back duly signed and stamped and the monthly bundle completed on

Superintendent.

Certified that we have examined the acquittance rolls in support of all bills cashed during the month, and find that all salaries drawn therein have been disbursed, and the payees' receipts taken in the rolls.

Accountant.

(Or in offices where the accountant handles cash, his assistant.)

Senior clerk.

Abstract Acquittance Roll for

Memo

Subdivision.	Number of officers and men																
	Inspectors.								Sub-Inspectors.								
	Rs. 300.	Rs. 275.	Rs. 250.	Rs. 225.	Rs. 200.	Rs. 175.	Rs. 150.	Rs. 125.	Rs. 120.	Rs. 115.	Rs. 110.	Rs. 105.	Rs. 100.	Rs. 95.	Rs. 90.	Rs. 85.	Rs. 80.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1.																	
2.																	
3.																	
4.																	
5.																	
6.																	
7.																	
8.																	
(a) Total																	
9. Number on leave with pay and allowances.																	
10. Number on leave without pay.																	
11. Number under suspension.																	
12. Number for whom pay is held over other than under suspension.																	
13. Number on deputation.																	
14. Vacancies																	
(b) Total																	
Total of (a) and (b)																	
15. Deduct excesses																	
Sanctioned strength																	

			Number of officers and men for whom pay is drawn.																
			Naiks and Constables.					Sergeants.											
Subdivision.			Rs. 24.	Rs. 23.	Rs. 22.	Rs. 21.	Rs. 20.	Rs. 22½.	Rs. 220.	Rs. 215.	Rs. 210.	Rs. 205.	Rs. 200.	Rs. 195.	Rs. 190.	Rs. 185.	Rs. 180.	Rs. 175.	
1			38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	
1.	..	..																	
2.	..	..																	
3.	..	..																	
4.	..	..																	
5.	..	..																	
6.	..	..																	
7.	..	..																	
8.	..	..																	
(a) Total	..	..																	
9. Number on leave with pay and allowances.																			
10. Number on leave without pay.																			
11. Number under suspension.																			
12. Number for whom pay is held over other than under suspension.	..																		
13. Number on deputation.	..	..																	
14. Vacancies	..	..																	
(b) Total	..	..																	
Total of (a) and (b)	..																		
15. Deduct excesses.	..																		
Sanctioned strength	..																		

NOTE.—This form must be filled in from pay bills, the rates of pay of the different officers for whom pay is not drawn and the number of vacancies will then be noted. The total *minus* the excesses, if any ment of an officer to act in a higher class, or from other cause, should be explained in the last column.

B. P. Form No. 232.

Bengal Form No. 5316.

Register of pay and allowances held over for future payment, and of all sums to be drawn or refunded by reason of orders of promotion or reduction passed subsequent to cashing of pay bill.

(Regulations 1201 and 1202.)

Service Book No.	Name.	Pay per mensem.	Leave granted.				Leave allowance (claim to be entered in column 7).	Increase or decrease of pay (claimed to be entered in column 7).			Pay and allowances held over for future payment.												Remarks.		
			Kind.	Amount.	Date of beginning of leave.	Date of return (to be filled in when he returns).		Rate per mensem.	Rank and pay.		Date of increase or decrease per mensem and date if took effect.	Page number of entry in Casualty Register.	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.		November.	December.
									From—	To—															
1	2	3	4				5	6			7												8		

District.

Statement of Pay for 19 , drawn in 19 .

(Regulation 1213.)

(Treasury Voucher No. , dated .)

Rank.	Sanctioned strength.	Number whose pay is drawn.	Number whose leave salary or subsistence grant is drawn.	Number whose acting or presumptive pay is drawn.	Savings.	Excess.	Remarks.
Inspectors							
Sergeants							
Sub-Inspectors							
Assistant Sub-Inspectors							
Head Constables							
Constables							
Recruits under training							

INSTRUCTIONS.

This statement shall show the permanent sanctioned strength of the district and the number of subordinate officers for whom pay, presumptive pay, leave-salary or subsistence grant was drawn by the Superintendent during the preceding month, the number for whom arrear pay, leave, subsistence grant or presumptive pay was drawn being shown in separate supplementary statements, a separate form being used for each month for this purpose. A similar set of statements shall also be prepared for the temporary force and submitted at the same time to the Assistant Inspector-General. Undisbursed pay refunded into the treasury shall be shown below the number for whom pay is drawn with minus signs before the figure denoting such refund and a note regarding the month for which the refund is made shall be given in the column of remarks. The column for "sanctioned strength" shall be filled in only in the main statements of the month, both relating to permanent and temporary force, and need not be filled in the supplementary statements. The total number of officers who draw a time-scale of pay shall be shown in columns 2 to 5 of the statement. With regard to column 5 (number for whom acting or presumptive pay is drawn) the nature of vacancies shall be briefly detailed in the remarks column wherein shall also be noted separately against the substantive rank or grade the number denoting subsistence grant and leave-salary shown in column 4, number of officers on deputation from other districts for whom pay is drawn, number of supernumerary probationary Sub-Inspectors, number of officers acting in higher ranks, number whose pay or leave-salary is held over, number on leave without pay, under suspension, on deputation to other districts or to temporary establishments, under training at the college and the number of vacancies. Broken periods of the month for which pay, acting or leave-salary is drawn shall be exactly shown in columns 3, 4 and 5. Advances of pay to officers under order of transfer should not be shown. The number of Inspectors who draw their salary in personal bill forms shall be shown in columns 3 and 4. The columns for "Savings" and "Excess" should not be filled in.

District.

Extract Acquittance Roll No. _____ of _____ T.A. Reward _____ Bill No. _____, dated _____, Pay Escort _____.

(Regulation 1238.)

Pay cheque No. _____, dated _____

~~_____~~ police-station.

[illegible]

Form of Application for an advance from the General Provident Fund.

(Regulation 1242.)

To

SIR,

I have the honour to apply for an advance of Rs.....from the sum at my credit in the General Provident Fund. I have correctly answered each and all of the questions below.

I have honour to be,

Sir,

Your most obedient servant,

Signature.....

Station.....

Designation.....

Dated the19....

Address.....

QUESTIONS.

ANSWERS.

1. What was the amount at your credit on the preceding 31st March ? (To be supported by the deposit account in original last furnished by the Accountant-General, Bengal, which will be returned after examination.)
2. What are the reasons for which the advance is required ? (If lengthy they should be stated separately.)
3. What is your present pay ?
4. (a) Has any advance been previously taken ?
(b) If so, have all advances been completely repaid ?
(c) If so, when was the last repayment instalment (including interest) repaid ?
(d) If previous advances have not been completely repaid how many more instalments are due ?
5. In how many instalments (including interest instalments) do you propose to repay the advance ?
6. Do your deposits in the fund carry any interest ? (To be answered by Muhammadan officers only.)

Recommendation of Superior Officer.

Signature.....

Designation.....

Security Bond of probationary Sub-Inspector of Police for repayment of advance.

Name..... (Principal).

(Regulation 1243.)

Know all men by these presents that..... (1st surety.)
and of
of
are held and firmly bound unto the Governor of the Province of Bengal (hereinafter
called the Governor which expression shall include his successors in office and
assigns) in the sum of Rs.150 to be paid to the Governor or his certain
attorneys or attorney for which payment well and truly to be made we bind
ourselves, our heirs, executors and administrators and representatives jointly
(2nd surety.)
and every two of us bind ourselves, our heirs, executors, administrators and
representatives jointly and each of us binds himself, his executors, adminis-
trators severally firmly by these presents sealed with our seals dated this
.....day of.....19..

Whereas the above bounden..... (Principal.)
.....has recently been
appointed a probationary Sub-Inspector in the Bengal Police, and whereas the
Governor has advanced and lent to him the sum of Rs..... which
the said.....has agreed to repay by.....monthly
instalments of Rs. 15 each the first of such instalments to be paid in the month
of.....next. Now the condition of the above written bond is such
that if the said..... (Principal.)
his heirs, executors, administrators or representatives shall monthly and every
month commencing from the month of.....next pay to the
Governor the sum of Rs.15 until the whole of the said sum of Rs.....
shall be fully paid, then this obligation to be void and of no effect otherwise the
same shall be and remain in full force and virtue.

Signed sealed and delivered.

(Principal) by the abovenamed.

Signed sealed and delivered.

(1st surety) by the abovenamed.

in the presence of

Signed sealed and delivered.

in the presence of

(2nd surety) by the abovenamed.

in the presence of

Register of Recoveries.

(Regulation 1245.)

Name and rank of the officer from whom recovery is to be made.	On what account.	Total amount to be recovered with authority.	Number of instalments in which the re- covery is to be made and the amount re- covered in each instalment.	Number and date of each bill in which re- covery is made with T. V. Note and date.	Remarks.

Accompaniment to application for construction of Police buildings at police-station, outpost or lines.

District.....

(Regulation 1249.)

[All buildings required at one police-station, outpost or lines should ordinarily be treated as one project].

1	Serial number of building.
2	Name of each existing building required to be replaced or new building to be constructed.
3	Short description and present condition of existing building.
4	By what department constructed.
5	Date of erection.
6	Original cost of each building which is to be replaced.
7	Amount spent on repairs during the last three years.
8	Area of land on which present building stands.
9	Title to land, whether permanent or temporary. State specifically whether the land is under (a) the Police Department or (b) Communications and Works Department.
10	If more land is required, state approximate quantity required and probable approximate cost.
11	Sanctioned strength or force.
12	Name of each kind of building, according to type plan which is required to replace condemned buildings or to supply deficiencies.
13	Probable cost of each building, according to A class specification, with brick nogged walls.
14	Give here details of all existing buildings at site as well as those to be replaced, as shown in column 2, and full reasons for the proposal. In giving the above details, state how the individuals for whom accommodation is required, are at present housed. What is the relative urgency of the project compared with others in the district?
15	State how the force is to be accommodated during reconstruction and approximate cost of hiring houses or building temporary shed, if required, also method of disposal of old materials.
16	Magistrate's opinion regarding the necessity for the buildings.
17	Remarks.

Register of Lands and Building.

(Regulations 375 and 1251.)

1. Name of police-station of outpost—
2. Area of land occupied in acres—
3. Boundaries of land—
4. If acquired, date of acquisition and No. and date of notification in Gazette—
5. If not acquired—
 - (a) Name of owner—
 - (b) Terms on which held—
 - (c) Amount of rent—
 - (d) No. and date of Government order sanctioning payment—
6. Reference to Collector's Register No. 6.
7. Remarks.

[illegible]

No. , dated

Progress Reports of Building Work for the month of

(Regulation 1268.)

(To be submitted on the 10th day of every month until the completion of the work.)

District

Locality

Name of work

Letter sanctioning the work

Sanctioned amount

Amount drawn and spent up to date of report

Approximate proportion of work completed. If no progress is made during the month, reason
should be stated.

Name of officer in charge of the work

Name of contractor, if any

Probable date of completion

Superintendent of Police,

..... *District.*

Form of Completion Report.

(Regulation 1268.)

To

The Deputy Inspector-General of Police,

.....Range.

With reference to your letter No. _____, dated the _____ day of _____
sanctioning a sum of Rs. _____ the construction of _____
for _____ through repairs to _____

I beg to inform you that the work was commenced on the _____ day of _____
and completed on the _____ day of _____. On the _____
day of _____ I personally examined the building and certify that it has been
properly constructed with good materials and strictly according to the plan
repaired estimate submitted.

I certify that the work was executed by contract, that the amount (s) In the case of
of Rs. _____ was/were drawn from the treasury on the _____, and works executed de-
that the necessary vouchers were sent to the Accountant-General, Bengal, on through the agency
or contractors.

I also certify that to the best of my knowledge and behalf the work has been
completed in accordance with the prescribed specification and after taking into
account all the authorised additions and alterations, the value of the work done
up to date conformably with the terms of the contractor's agreement is Rs. _____

I have taken measurements to the best of my ability and found that they agree
with those recorded on the bill.

or

I certify that the materials were purchased at the prevailing rates, that the In the case of
whole amount of the sanctional estimate has been properly spent (any exceptions works executed de-
to be noted below) that the amount(s) of Rs. _____ was/were drawn from the partmentally.
treasury on _____ and that a detailed account with necessary
vouchers was sent to the Accountant-General, Bengal, on the.....

I have taken measurements to the best of my ability and found that they agree
with those recorded on the bill.

Note.—"Thorough repairs in the above certificate refer to extensive repairs, the cost of which is met from the grant"
under "Works—Repairs".

(Regulation 1269.)

Serial No.	Locality.	Description of work.	Number and date of Deputy Inspector-General's letter sanctioning the project.		Amount of grant sanctioned.	Amount drawn from treasury.	Total amount drawn for the project.	Date of receipt of detailed accounts and sub-vouchers from police-station or other places.	Date of submission of detailed accounts and sub-vouchers to the Accountant-General, Bengal.	Date of completion of work.	Number and date of completion report submitted.	Remarks.
			No.	Date.		Number and date of Treasury vouchers in which drawn.						
1	2	3	4		5	6	7	8		10	11	12
					Rs. a. p.	Rs. a. p.	Rs. a. p.					

NOTE—Half a page should be assigned to each project and, if the sanctioned amounts drawn in instalments, the different dates and amounts should be noted in column 6.

E. P. Form No. 244.

Bengal Form No. 5306.

Register of buildings sanctioned.

[Appendix XIII(1)].

Serial. No.	District.	Name of work.	Submission of projects.		Authority of sanction.		Date of receipt of the monthly Progress Reports from Superintendent.												Number and date of Completion Report.	Remarks.
			No. and date of applica- tion.	Amount of estimate.	No. and date of s anction.	Amount sanc- tioned by the Deputy Inspec- tor-General.	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.		

B. P. Form No. 246.

Bengal Form No. 5202.

Register of temporary establishment sanctioned for the district of the Range.

[Appendix XIII(1).]

District.	Purpose for which sanctioned and the number and date of the Government order.	Details of the temporary staff sanctioned.							Period for which sanctioned.	Date on which the sanction expires.	Whether the cost to be borne by the Provincial Government or by others.	Remarks.
		Inspectors.	Sergeants.	Sub-Inspectors.	Assistant Sub-Inspectors.	Head constables.	Constables.	Clerical, menial, or other staff and their pay.				

List of Assistant Sub-Inspectors and head constables fit for promotion to the rank of sub-Inspector.

[Appendix XIII (1)].

1	Serial No.	
2	Order in which nomination made by the Superintendent of Police.	
3	Name, father's name and caste.	
4	Pay and date of promotion to present rank.	
	Date of enlistment and rank.	
6	Religion.	
7	Height.	Pisique.
8	Chest.	
9	Age.	
10	Father's occupation and native district.	
11	Where educated and educational qualifications.	
12	State of health.	
13	Whether the nominee has acted as Sub-Inspector on previous occasions and if so, for what period and how he behaved.	
14	Reasons for differing from the order of district nominations.	
15	Whether any charges are pending against the nominee.	
16	Will the nominee in the opinion of the Deputy Inspector-General make an efficient police officer.	
17	Remarks.	

Addenda and corrigenda to the P. R. B. issued on 31st December, 1950, pasted on 10th December, 1951.

Addenda and corrigenda to the P. R. B. issued on 31st December, 1945, pasted on 5th August, 1956.

Addenda and corrigenda to the P. R. B. issued on 31st December, 1947, pasted on 5th August, 1956.

Addenda and corrigenda to the P. R. B. issued on 31st December, 1950, pasted on 5th August, 1956.

Addenda and corrigenda to the P. R. B. issued on 31st December, 1951, pasted on 5th August, 1956.

Addenda and corrigenda to the P. R. B. issued on 31st December, 1952, pasted on 5th August, 1956.

Addenda and corrigenda to the P. R. B. issued on 31st December, 1953, pasted on 5th August, 1956.

Addenda and corrigenda to the P. R. B. issued on 31st December, 1954, pasted on 5th August, 1956.

Addenda and corrigenda to the P. R. B. quarter ending 31st March, 1955, pasted on 5th August, 1956.

Addenda and corrigenda to the P. R. B. quarter ending 30th June, 1955, pasted on 5th August, 1956.

Addenda and corrigenda to the P. R. B. quarter ending 30th September, 1955, pasted on 5th August, 1956.

Addenda and corrigenda to the P. R. B. quarter ending 31st December, 1955, pasted on 5th August, 1956.

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